

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

DATE: Monday, July 7, 2014
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt June 16, 2014 Regular Council meeting minutes and June 30, 2014 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS

Pg #

(a) Community Services

- 1 1. Courtenay Train Station Restoration Feasibility Assessment

(b) CAO and Legislative Services

- 7 2. Locals – Liquor Licence Amendment

(c) Development Services

- 27 3. Zoning Amendment – 531 12th Street

- 39 4. OCP and Zoning Amendment – 907 5th Street

(d) Financial Services

- 63 5. AHRT – CVEDS 2014 Destination Marketing Budget and Tactics

- 85 6. Waste and Recyclables Collection Contract

- 89 7. Fire Protection Agreement Renewals

(e) Engineering and Operations

- 107 8. Headquarters/Vanier Sewer Project – Capital Budget Amendment

5.0 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 113 1. Heritage Advisory Committee May 28, 2014 minutes

- 115 2. 19 Wing Comox and CVAC – Aerodrome approaches

- 119 3. Response from AHERO regarding shipping containers

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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 and Second Reading

- 121 1. Official Community Plan Amendment Bylaw No. 2794, 2014
(To change land use designation at 907 5th Street)
- 123 2. Zoning Amendment Bylaw No. 2795, 2014
(To rezone the property located at 907 5th Street from R-2 to R-4B)

For Third Reading

- 125 3. “Development Application Procedures Bylaw No. 2790, 2014”

For Final Adoption

- 161 4. “Financial Plan Amendment Bylaw No. 2791, 2014 to the 2014-2018 Financial Plan Bylaw No. 2785, 2014”

13.00 ADJOURNMENT



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Courtenay Train Station Restoration Feasibility Assessment

File No.: 6140-221
Date: July 7, 2014

PURPOSE:

This report is provided in response to the May 5, 2014 Council resolution:

"That the request from the Courtenay Rotary Club for a City partnership in restoring the train station and a long term lease with the Island Corridor Foundation for the building be referred to staff for a report to Council".

CAO RECOMMENDATIONS:

That based on the July 7, 2014 staff report "Courtenay Train Station Restoration Feasibility Assessment", Council approve OPTION 1 and provide funding of \$5,000 plus a maximum of \$1,500 in disbursements for a train station restoration project feasibility assessment from the "City Gaming Funds- Council Initiatives" category.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Courtenay Train Station has been a part of Courtenay's history and an integral part of the E&N rail system since 1914. The building is currently owned and operated by the Island Corridor Foundation. Since the stoppage of train service to Courtenay, the train station has gone into disrepair and the only users are a group of non-profit organizations. The City is not currently involved with the operation of the building in any way.

In 2013, the Courtenay Rotary Club approached the Island Corridor Foundation with a concept of restoring the train station with the idea that it could be the home or headquarters for Rotary. Both parties were amicable in terms of the potential of the building, but no firm decision was made. However both groups did agree that before any further long term discussions were to be advanced, the short term problem of a leaky roof needed to be addressed before the roof structure were to collapse. Rotary felt the building was worth saving and agreed to repair the roof and contributed close to \$30,000 towards the project.

Courtenay Rotary has also contributed \$100,000 over the past 4 years for the development of the Rotary Trail which currently runs adjacent to the train station and connects 5th Street - 21st Street

Courtenay Rotary wrote to Council on April 29, 2014 requesting Courtenay's assistance in restoring the train station. Courtenay Rotary has indicated they wish to be involved in restoring the train station whether the train is reinstated or not.

DISCUSSION:

Prior to any long term lease options being discussed, the scope of work required to restore both the interior and exterior of the train station needs to be identified. Should the project proceed, the discussion of the City's role in leasing the building and negotiating an agreeable arrangement would be brought back to Council for review.

The Island Corridor Foundation (<http://www.islandrail.ca/>) is requesting that a renovation strategy assessment be developed so all parties can agree on the direction and action to be taken for the restoration project. The assessment would provide a strategy to upgrade the station to accommodate multiple tenancies, including Rotary, in as much of the station as is reasonable within the constraints of the station's heritage status. Cost estimates would be provided to assist Rotary in determining the scope and amount of fund raising required.

Although both organizations see the value of an assessment, neither is committed to paying the \$5,000 plus disbursements for the consultant. Rotary feels it needs a project to sell to its membership before any further funds are contributed; the Island Corridor Foundation has indicated that it does not have the funds to initiate the project.

The City of Courtenay is being asked to assist to initiate this project by providing funding for a feasibility assessment. The train station and its location in conjunction with the Rotary Trail, has the opportunity to be an important hub in reinvigorating and beautifying the area. The area is currently filled with graffiti both on the train station and on surrounding buildings. The opportunity to revitalize the building would preserve a historic building, provide for a central community gathering space along a trail which would connect 26th street to downtown Courtenay, and assist in improving the vitality of Courtenay's downtown. As well, the exterior of the building could be completed in Courtenay's Centennial year in 2015, making this an excellent Centennial legacy.

FINANCIAL IMPLICATIONS:

The costs to assist in hiring a heritage building consultant to do an assessment would be \$5,000 in funding plus an estimated \$1,500 in disbursements. The City's 2014 Financial Plan does not contain a budget provision for grant towards this initiative. With Council's approval, grant funding could be sourced from the City's gaming funds under the "Council Initiatives" distribution category.

ADMINISTRATIVE IMPLICATIONS:

The consultant would be responsible for determining the potential scope of the project and would do all work related to the assessment. City staff would not be spending time on the project other than a small mediation role between the parties involved.

STRATEGIC PLAN REFERENCE:

In the Council Strategic Priorities Chart, Council identifies Downtown Viability as its number five priority. The Rails with Trails project is identified as a priority for the Community Services Department.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

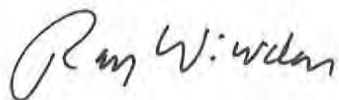
CITIZEN/PUBLIC ENGAGEMENT:

Staff have consulted with members of the Courtenay Rotary Club as well as representatives from the Island Corridor Foundation. Neighbourhood meetings about the Rotary Trail have been held and the train station has been a topic of concern for those in attendance. Additional public engagement will be determined following an assessment of options to proceed further with the project.

OPTIONS:

- OPTION 1: That Council provide funding of \$5,000 plus a maximum of \$1,500 in disbursements for a train station restoration project feasibility assessment from the "City Gaming Funds-Council Initiatives" category.
- OPTION 2: That Council does not approve funding to the train station restoration feasibility assessment project assessment at this time.

Respectfully submitted;



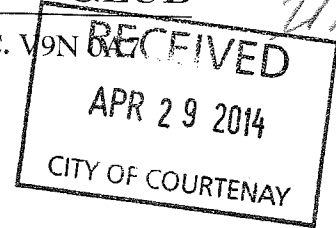
Randy Wiwchar
Director of Community Services





THE COURTENAY ROTARY CLUB

Box 20003 RPO Downtown Courtenay, B.C. V9N 8K6
www.courtenayrotary.com



To: Mayor and Council

The Rotary Club of Courtenay was established in Courtenay in 1936 and since that time the club has been involved in numerous community projects for the people of the Comox Valley not limited to Simms Millennium Park, Lewis Park water playground and more recently the Rotary Trail (Rails to Trails).

Our club has initiated another project which we feel will enhance our community. With the support in principle of the Mayor and Council, the Rotary Club of Courtenay would like to be a major driving force in the restoration of the heritage designated Courtenay train station. In fact we have already started. This year with monies donated mostly by our Rotary Club but also from the Strathcona Sunrise Rotary Club and the Young Professionals of the Comox Valley, we have had a new roof, new fascia and new gutters installed to see the building make it through this past winter.

Now the effort must continue, as 2014 is the 100th anniversary of the train station and 2015 being the 100th anniversary of the City of Courtenay now is a wonderful time to make this a reality. Our Rotary club leaders recently met with Graham Bruce, Chief Executive Officer of the Island Corridor Foundation and we have a very clear understanding of the issues involved. ICF is excited at the potential of Rotary wanting to restore the train station in Courtenay, but also has made it clear that they do not have any funding.

Rotary is committed to raising funds and spearheading the project, but requires an entity such as the City of Courtenay to partner with and enter into a long term lease with ICF for the building. Rotary is requesting that the City look into the feasibility of such a partnership.

It is most important to understand that the Rotary Club of Courtenay wants to be involved in the restoration of the train station whether the train runs or not. This building and its location in conjunction with the Rotary Trail has the opportunity to be a real hub in reinvigorating this area and a great focal point for all of the citizens of the Comox Valley.

The Rotary Club of Courtenay wants to help to make this happen but we cannot do this without the support of the City of Courtenay. We look forward to hearing from you and hope that together we can make this happen.

Respectfully,

Dave White
President
Rotary Club of Courtenay

Art Meyers
Project Coordinator - Train Station
Rotary Club of Courtenay



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Locals – Liquor Licence Amendment Recommendation

File No.: 4320-20

Date: July 7, 2014

PURPOSE:

The purpose of the report is to provide a Council resolution to the Liquor Control and Licencing Branch (LCLB) relating to the application by "Locals- Food from the Heart of the Island" restaurant for a permanent change to its liquor licence.

CAO RECOMMENDATIONS:

That, based on the July 7, 2014 staff report, "Locals – Liquor Licence Amendment", that Council of the City recommends the amendment of the Old House restaurant Food Primary Liquor Licence to allow for patron participation for a one year trial period;

And that Council forward the resolution to the Liquor Control and Licencing Branch as recommended in Option 1 of this report.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

As per the attached request, "Locals – Food from the Heart of the Island" restaurant is requesting a permanent change to its liquor licence to allow the hosting of special dinner evenings with the possibility of dancing.

At its regular meeting held June 9, 2014 Council passed the following resolution:

"That based on the June 9, 2014 staff report, "Locals – Liquor Licence Amendment", Council approve Option 1 and direct staff to publish notice for two consecutive weeks in a local newspaper and posted on the City's website requesting input on the proposed licence change for Council consideration at the Council meeting scheduled for July 7, 2014."

DISCUSSION:

Notice was published as directed by Council. Three submissions were received and are attached for Council's reference.

Locals restaurant held a special event (wedding) on June 29th, 2014. This wedding was permitted under a special event permit issued by LCLB to allow the extension of the licenced area outside the building.

As outlined in two of the submissions, the wedding resulted in complaints regarding excessive noise from some area residents.

Although the request for a permanent change to the liquor licence for "patron participation" does not permit events outside the building, the recent wedding is an indication that the permanent change could potentially affect the surrounding neighbours if the events are not managed well.

Based on these facts, staff are recommending a one year trial period for the "patron participation" endorsement. This trial period will give the restaurant an opportunity to prove to the neighbours that the special events will be managed well in the future. Once the trial period is over, Council can then consider the permanent change based on input from the neighbourhood.

Staff believe this is a fair compromise to balance the legitimate concerns of the neighbourhood with the equally legitimate business concerns of the restaurant, and do not feel it is reasonable to deny the application based on one, hopefully isolated, incident.

A detailed resolution in the specific format outlined in Option 1 is required by legislation. Alternatively, Council may choose not to comment on the application provided reasons are given for this decision.

FINANCIAL IMPLICATIONS:

No further costs are anticipated.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licence amendments is included in the general statutory duties of the Legislative Services Department work plan.

STRATEGIC PLAN & PRIORITIES REFERENCE:

Statutory in nature.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Public notice was published, and submissions are attached.

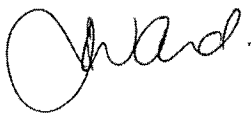
OPTIONS:

- Option 1:
1. *"Be it resolved that the Council of the City of Courtenay recommends the amendment of the Old House restaurant Food Primary Liquor Licence to allow for patron participation for a one year trial period for the following reason:*
 - (a) *The amendment to allow patron participation (dance floor) has the potential to have a negative impact on the community based on the submissions received from the public regarding the application."*
 2. *Council's comments on the prescribed considerations are as follows:*
 - (a) *If the Old House Restaurant application were approved, it could potentially result in an increase of noise in the area if events are permitted to be held outside the building;*
 - (b) *If the application were approved, it could have a negative impact on the community based on the submissions received from the public;*
 - (c) *The amendment would not result in the establishment being operated in a manner that is contrary to its primary purpose; and*
 - (d) *In order to gather the views of residents, the City of Courtenay posted a notice in two consecutive issues of a newspaper and on the City's website outlining the "Locals" application and accepting written submissions concerning the application. Three submissions were received, with two expressing concerns regarding the application." (recommended).*

Option 2: Not recommend approval of the liquor licence amendment.

Option 3: Provide no comment with reasons.

Prepared by:



John Ward, CMC
Director of Legislative Services

Ward, John

From: bill heidrick <T.W.H@shaw.ca>
Sent: June-23-14 3:44 PM
To: Ward, John
Subject: Fwd: Locals Restaurant - liquor license amendment

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

Subject: Locals Restaurant - liquor license amendment

Date: Mon, 23 Jun 2014 15:41:42 -0700

From: bill heidrick <T.W.H@shaw.ca>

To: info@courtenay.ca

CC: chef@localscomoxvalley.com

Attention John Ward:

As some of the closest residents to Locals Restaurant we wish to lend our support for an amendment to their liquor license to allow occasional music and dancing INSIDE until 11PM as stated by Ronald St-Pierre in his application.

Our neighborhood is very fortunate to have such a quality operator reactivate this exceptional heritage site and we wish the family all best wishes for their future success. If this change in their license will help them achieve that we are all for it.

Bill Heidrick and Kathie Woodley
104-1836 Riverside Lane
Courtenay, BC V9N8C7

"If there is magic on this planet, it is contained in water"

Loren Eiseley

Resident of Strata Corporation VIS 3297/1830 Riverside Lane, Courtenay, B.C.

Date: June 30th/2014 (Monday)

Re: Report To Courtenay Council /Locals Liquor License Application .June 8th/2014

Attention: JOHN WARD

On this date: June 29th.2014 (Sunday Evening) It is noted that a booking/party took place at Locals/1760 Riverside Lane, Courtenay, B.C. V9N 8C7. Music started at 7.p.m. Right from the start the music was POUNDING and Over The Top Extremely Ear-Aching Loud. With Windows completely closed and having to resort to ear -plugs I was unable to retire and sleep. The POUNDING of Music continued to 12:45, then the SCREAMING/ YELLING/ SHOUTING till after 1 p.m.

Violating/Abuse of a priviledge and the laxity and unrestrained liberty of the regulations of quiet time 11 pm. was not complied,endorsed or followed at all.

It is noted that Chef Ronald St-Pierre/ Executive Chef/Owners has applied for a Permanent change to their present liquor license/changing the intentions of Locals structure of the Food /R.estaurant Business.

This was a week day night that many people still have responsibiltes, and had to be at work the next day. Personally there will be no hesitating to call the police if this occurs again.

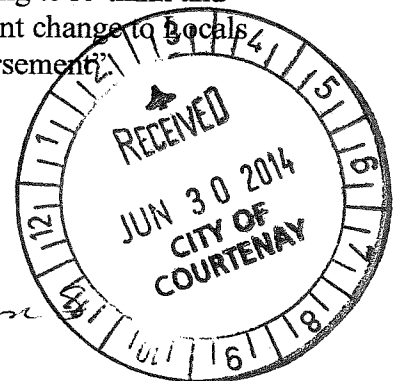
It does not say /copy of application that bookings are not restricted to week-ends, and would council reconsider and reevaluate this Food Primary License/Patron Participation Entertainment Endorsement /which may have huge negative impact on surrounding residential privacy and rights

This application is for Permanent change /, all intentions are just not acceptable, if the rules and regulations are not complied, and residential rights are dismissed and disregarded.

Repeated violation of reasonable quiet time would give council reasoning to re-think and examine /regard the effects and think carefully about passing a permanent change to locals liquor license specifically to "Patron Particiaption Entertainment Endorsement"

Sincerely with Respect

R. Susan Williams



R.S. Williams/Resident 1830 Riverside Lane, Coutenay, B.C.

Resident of Strata Corporation /1830 Riverside Lane,Courtenay. B.C.

To : Old House Hotel & Suites/1730 Riverside Lane , Courtenay. B.C.

Date:June 30th/2014

Attention: Roger McKinnon:

On June 29th/30th2014 (Sunday evening/Monday Morning)

It is to inform the Management & Staff of Old House Hotel & Suites that a private function completely got out of control and is unacceptable to the residence surrounding our environment. The Music was so loud that my windows were vibrating and I had to use ear-plugs to retire. The Music started at 7p.m. Running till 12:45 . Pounding /Ear Aching Loud for hours non-stop is not acceptable in this residential area. Then the SCREAMING/ YELLING and SHOUTING started and was not stopped till after 1 in the morning. This is not the first/ second or third time this has happened/it is escalating. You leave us with no choices /but the police will be called next time and a report is going to city Council.

We have been tolerant and very forgiving/ but to disregard and dismiss our residential rights constantly says something about the integrity of your business.

. This has been going on since last YEAR . Why can't your staff & mangement ensure that regulations and rules be applied.???????

We are informing Locals of Last nights violations.....Having a copy from Locals that they are in agreement with your business that quiet time is 11 p.m

There will be a copy of this letter going to Courtenay / City Council.

Sincerely with Due Respect

R. Susan Williams

R. S. Williams/1830 Riverside Lane, Courtenay, B.C.



Ward, John

From: SPRTGRPBAM@aol.com
Sent: July-02-14 5:17 PM
To: Ward, John
Subject: Locals Restaurant/City of Courtenay Special Event Permit

John... further to our telephone conversation of Monday June 30, 2014 regarding the Sunday evening event at locals restaurant:

My name is Brian McMahon and I live at 201 1830 Riverside Lane, Courtenay. We are the condo building just to the south of The Old House Suites Hotel. Our unit faces the river on the north east corner of the complex.

The City issued a special event permit to the Locals Restaurant for a wedding on Sunday June 30, 2014. From the onset the Band set up in the gazebo on the river side of the property adjacent to the walkway. Amps were turned up and we immediately were blasted with their music in our home. The music continued throughout dinner as we tried to BBQ on our deck... we could hardly talk to one another on our deck above the blasting music. We have two decks... a north facing deck and an east facing deck on the river... we couldn't go out on either one. Later that evening with all windows and doors closed tight we attempted to watch a little TV... couldn't above the music. Giving up about 10 PM... we tried going to bed but the sound of the base was even in our pillows which we tried to burry our heads into.

As a dry run for the proposed change of the licensing for Locals... it was a failure.

Having said this and as a businessman myself I don't want to throw Ronald St Pierre and Locals "under the bus". We don't oppose his application for live music as long as it is contained within the restaurant and not allowed to flow out into the garden area and become a nuisance to the area residents. Soft dining music would be enjoyed by all and special events within the restaurant would be appreciated by all those who attend but not a free for all blast in the garden. I appreciate that the restaurant was surprised by the level of music and attempted to tone it down several times but didn't want to ruin the wedding by shutting it down completely.

Unfortunately the buck stops at the restaurants door and that of City Hall for future Special Event Permits.

We definitely do not want to experience another outdoor event such as the Locals June 30 wedding event.

Brian A. McMahon and Debora E. McMahon

Confidentiality Notice

This communication and any attachment(s) contains information which is confidential and may also be legally privileged. It is intended for the exclusive use of the recipient(s) to whom it is addressed. If you have received this communication in error please E-mail us by return mail and then delete the E-mail from your system together with any copies of it. Thank you.



City of Courtenay
www.courtenay.ca
250-334-4441

**HAVE
YOUR
SAY:**

✉ 830 Cliffe Ave.
Courtenay, BC
V9N 2J7
@ info@courtenay.ca

PUBLIC NOTICE

Locals – Food from the Heart of the Island **Permanent Change to Liquor Licence**

Locals – Food from the Heart of the Island restaurant located at 1760 Riverside Lane, Courtenay B.C. is requesting a permanent change to its liquor licence, specifically a "Patron participation entertainment endorsement" to allow private functions and dancing.

The City of Courtenay is now requesting the views of area residents and businesses on this request.

Written comments on this application must be received by the undersigned by 4:00 p.m., Thursday July 3, 2014.

Get more information:

View a copy of the application and relevant documents at City Hall from 8:30 am to 4:30 pm Monday through Friday, excluding holidays, until July 7, 2014.

This information is also available on our website at www.courtenay.ca

John Ward, CMC
Director of Legislative Services

This notice is pursuant to the provisions of sections 11.3 and 53 of the Liquor Control and Licensing Act (RSBC 1996)

.04

LOCALS – LIQUOR
LICENCE AMEND
4320-20

JUN 09 2014

Moved by Anglin and seconded by Winchester that based on the June 9, 2014 staff report, "Locals – Liquor Licence Amendment", Council approve Option 1 and direct staff to publish notice for two consecutive weeks in a local newspaper and posted on the City's website requesting input on the proposed licence change for Council consideration at the Council meeting scheduled for July 7, 2014.
Carried



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Locals – Liquor Licence Amendment

File No.: 4320-20
Date: June 9, 2014

PURPOSE:

The purpose of the report is to respond to the application by "Locals- Food from the Heart of the Island" restaurant for a permanent change to its liquor licence.

CAO RECOMMENDATIONS:

That, based on the June 9, 2014 staff report, "Locals – Liquor Licence Amendment", Council approve Option 1 and direct staff to publish notice for two consecutive weeks in a local newspaper and posted on the City's website requesting input on the proposed licence change for Council consideration at the Council meeting scheduled for July 7, 2014.

Respectfully submitted,

Deputy CAO for: _____

David Allen
Chief Administrative Officer

BACKGROUND:

As per the attached request, "Locals – Food from the Heart of the Island" restaurant is requesting a permanent change to its liquor licence to allow the hosting of special dinner evenings with the possibility of dancing.

DISCUSSION:

The *Liquor Control and Licencing Regulations* require a local government resolution for amendments to food-primary establishments requesting "patron participation". In addition, prior to recommending approval of an application, the local government must gather the views of residents if it considers the amendment may affect nearby residents and businesses.

With these types of applications, Council has resolved to publish a notice in a newspaper and on the City's website. Given the very minor nature of this liquor licence change, staff are of the opinion that notices in a local newspaper and on the City's website will satisfy the requirements of the Liquor Control and Licencing Branch.

Once Council receives public input on the applications, resolutions addressing the following points must be forwarded to the Liquor Control and Licencing Branch:

1. *The potential for noise if the application is approved;*
2. *The impact on the community if the application is approved;*
3. *Whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose.*
4. *The views of the residents if the licence may affect nearby residents(a description of the views and the method used to gather the views is required)*

Once the views of the residents have been gathered, a proposed resolution will be presented to Council for consideration at the regular meeting scheduled for July 7, 2014.

Council may choose not to comment on the application provided reasons are given for this decision.

FINANCIAL IMPLICATIONS:

Cost of advertising is anticipated to be in the range of \$250.00.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licence amendments is included in the general statutory duties of the Legislative Services Department work plan.

STRATEGIC PLAN & PRIORITIES REFERENCE:

Statutory in nature.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Public notice recommended in Option 1.

OPTIONS:

- Option 1: Direct staff to publish notice for two consecutive weeks in a local newspaper and posted on the City's website requesting input on the proposed licence change for Council consideration at the Council meeting scheduled for July 7, 2014 (recommended).
- Option 2: Direct staff to obtain public input through an alternative method.
- Option 3: Provide no comment with reasons.

Prepared by:



John Ward, CMC
Director of Legislative Services



From: Chef Ronald St-Pierre

Date: 5/9/2014

Re: Application for a permanent change to a Liquor License

To whom it may concern,

Locals-Food from the Heart of the Island is applying for a change to our liquor license #301604 so we may comply with the Liquor Control and Licensing regulation regarding; Food Primary Licenses – Patron Participation Entertainment Endorsement.

The reason for Locals to request this change is to be able us to host special dinner evenings (weddings, special parties, and Christmas parties) when a group wishes buy out our entire restaurant location for the evening, and possibly have some dancing as well. Many of these guests often have large bookings with the Old House Hotel, and wish to have the evening hosted at the Restaurant.

There is no intent from Locals-Food from the Heart of the Island to host dinner dance evenings on a regular base, nor to do so with our regular customers on a typical evening. We would have this option for rare special occasions only.

There is no defined dance floor area in our licensed area, so its location would be variable depending upon the seating arrangement. We would create a small dance floor to meet the guests' needs, and our flooring is the same throughout the restaurant.

We are in agreement with our neighbor, the Old House Hotel, that the quiet time is 11 pm and that there will be no more dancing after 11pm.

If you wish additional information, please contact me by phone at 250-338-6493, or at chef@localscomoxvalley.com and I would be pleased to be of further assistance.

Sincerely,

Ronald St-Pierre CCC
Executive Chef / Owner

www.localscomoxvalley.com

1760 Riverside Lane, Courtenay, BC V9N 8C7
Ph 250-338-6493



Application for a Permanent Change to a Liquor Licence

All Licence Types

Liquor Control and Licensing Form LCLB005b

FILLING OUT THIS FORM:

Complete all applicable fields then submit with payment as outlined in Part 9 of this application form.

- If you have any questions about this application, call Liquor Control and Licensing Branch (LCLB) toll-free at: **1 866 209-2111**.
- LCLB forms and supporting materials referred to in this document can be found at: **www.pssg.gov.bc.ca/lclb**

Application Contact Information

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Ronald St Pierre

Phone number: 250 338 6493

Fax number: N/A

E-mail address: chef@localscomoxvalley.com

Licensee Information

Licensee name [as shown on licence]: Locals-Food from the Heart of the Island

Establishment name [as shown on licence]: Locals-Food from the Heart of the Island

Establishment

Location address: 1760 Riverside Lane

Courtenay

BC

V9N 8C7

(as shown on licence):

Street

City

Province

Postal Code

Mailing address: 1760 Riverside Lane, Lower Level

Courtenay

BC

V9N 8C7

(All correspondence will go to this address)

Street

City

Province

Postal Code

Business Tel with area code: 250 338 6493

Business Fax with area code: N/A

Business e-mail: chef@localscomoxvalley.com

Contact Name: Ronald St Pierre

Title/Position: Owner

last / first / middle

Type of Change Requested

Please check (☒) appropriate box(es) below and provide licence numbers affected for each requested change. You may complete more than one change section on this form. **An incomplete application will be held for a maximum of thirty (30) days.** If still incomplete after the thirty (30) day period, the application may be terminated.

Type of change requested	Licence numbers affected MANDATORY	JOB NUMBER Office Use ONLY
<input type="checkbox"/> 1. Establishment/business or licence name change (p.2)		(C2-LIC) (sub)
<input checked="" type="checkbox"/> 2. Food-primary entertainment endorsement (p.2)	301604	(C2-LIC) (sub)
<input type="checkbox"/> 3. Request for change in terms and conditions (p.2)		(C3-LIC) (sub)
<input type="checkbox"/> 4. Live theatres requesting liquor service (p. 2)		(C3-LIC) (sub)
<input type="checkbox"/> 5. Request for tied house restrictions exemption (p. 3)		(C3-LIC) (sub)
<input type="checkbox"/> 6. Change to hours of sale (p.3)		(C3-LIC) (sub)
<input type="checkbox"/> 7. Catering endorsement (p.4)		(C3-LIC) (sub)

REFER TO PART 12 TO SEE THE APPROVAL PROCESS FOR THE TYPE OF CHANGE YOU HAVE REQUESTED

Applying for other permanent changes to your licence?

- To apply for alterations or additions to a licensed establishment (structural changes), use an *Application for a Structural Change*. For Liquor Primary and Liquor Primary Club, use form LCLB012a; for Food Primary, use LCLB012b; for Manufacturer and Winery Endorsements, use LCLB013; for Wine Store and Licensee Retail Store, use LCLB012c.
- To apply to have a third party management firm or lessee operate your licensed establishment, use the *Application to Add or Change a Licensee's Third Party Operator* (LCLB026) or to apply for a resident manager to operate your establishment, use the *Application to Add or Change a Licensee's Resident Manager* (LCLB025).
- To apply for a change to the shareholders, directors, licensee name or to add a receiver or executor, use the *Application for a Permanent Change to a Licensee* (LCLB005a).

PART 1: Establishment or Business Name Change and/or Licence Name Change C2 - LIC

To be completed when the licensee wishes to change the name of an establishment or business and/or licence.

Note: If a name change results in a change in exterior signs, the signs are subject to branch approval.

Fee: \$220 per licence x licences = \$

Establishment or business name change:

Current establishment or business name as shown on licence:

Proposed name:

Licence name changes:

Licence #: Current licence name:

Proposed licence name:

Licence #: Current licence name:

Proposed licence name:

Attach the following:

☐ Sketch or picture of the proposed establishment or business signage.

Also complete Parts 8 and 9

PART 2. Entertainment Endorsement (Food Primary licenses only) C2 - LIC

According to the type of entertainment being applied for, complete either (A) or (B) below and attach required documents:

A) Patron non-participation entertainment endorsement (e.g., musicians)

Note: Patron non-participation entertainment must end by 1:00 a.m. Fee: \$220 per licence x licences = \$

☐ Submit a letter of intent describing, in detail, the form of patron non-participation entertainment proposed and where it will take place in your restaurant.

B) Patron participation entertainment endorsement (e.g., dance floor):

Note: Patron participation entertainment must end by midnight. Fee: \$330 per licence x licences = \$

☒ Submit a letter of intent describing, in detail, the form of patron participation entertainment proposed and where it will take place in your restaurant.

☒ Request a local government/First Nation resolution commenting on the application (local government must complete Part 11 of this form. For further information on local government resolutions, read Part 10).

There are restrictions related to forms of entertainment, sound systems, etc. If you are uncertain about any of the details of your proposal, consult with licensing staff at LCLB in Victoria (see contact information on page 5 of this form).

NOTE – When relocating a Food-Primary establishment: An endorsement for patron participation entertainment cannot transfer location without local government/First Nations comment and LCLB approval. This is required because the local government/First Nation must be provided an opportunity to reconsider the impact of the endorsement on the community given the establishment's new location. Use this form to reapply for the endorsement but do not pay the application-fee(s).

Are you submitting an application to transfer the location of a Food Primary licence with this application? ☐ Yes ☒ No

Also complete Parts 8 and 9

PART 3. Request of Change in Terms and Conditions C3 - LIC

This section may be used for requests to change the terms and conditions on a liquor licence including requests to the general manager for an exercise of discretion. Depending on the nature of the licence change requested, local government and public input may be required.

Fee: \$220 per licence x licences = \$

Attach:

☐ A letter of intent describing, in detail, the proposed change to your licence and compelling reasons for your request. To request discretion, provide a written submission detailing why a request for discretion should be approved. All documentation to support your request for discretion must be submitted together in one package; the branch will not consider additional materials submitted after a completed application is received. If a staff report is prepared in regards to your request, you will be provided with a copy and will have two weeks to provide any comment before the request for discretion is considered by the General Manager. For more information on requests for discretion, see section 4.1.2 of the Licensing Policy Manual (<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb207-policy-licensing.pdf>)

Also complete Parts 8 and 9

PART 4. Live theatres requesting liquor service in conjunction with films/broadcasts C3 - LIC Fee: \$330

Licensed live event theatres may apply for permission to serve liquor in conjunction with films and broadcasts. Please provide a written proposal detailing your request.

See Policy Directive 12-02 for the conditions that apply to liquor service at live theatres during films and broadcasts.

LCLB will forward your application to your local government/first nation for comment. Consideration will also be given to the compliance history of the establishment.

Also complete Parts 8 and 9

PART 5. Request for Exemption from Tied House Restrictions (Manufacturers only)**C3 - LIC**Fee: \$220 per licence x licences = \$

As of March 1, 2013, licensed manufacturers may own or have an association with up to 3 licensed establishments (LP, LRS, FP, Catering) that are not located on the same site as the manufacturer and where the manufacturer's products may be sold.

Attach a signed letter for each manufacturing licence that you are applying for above, stating the following:

- ☐ Identify the manufacturer (by licence name and licence number) applying for the exemption. If the manufacturer is not yet licensed, provide the proposed licence name, location address and the job number assigned to your file.
- ☐ Identify the liquor licences (by name and number) that you wish to have exempted from the tied house restrictions (maximum you can ever apply for is three).
- ☐ Disclose the manufacturer's production amount (minus spillage) for the previous year.

For more information on requests for exemption, see Policy Directive 13-03.

Also complete Parts 8 and 9

PART 6. Change to Hours of Sale**C3 - LIC**

(Liquor Primary, Liquor Primary Club, Food Primary & Manufacturer endorsements)

Pursuant to Section 12(3) of the Liquor Control and Licensing Act, the general manager may limit the days and hours that an establishment is permitted to be open for the sale of liquor.

Hours of liquor sales for Food Primary establishments must meet with the dining habits of the clientele expected. Liquor must not be served unless the establishment is open for the service of a varied selection of menu items.

Licensees may apply to revise hours of sale, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and/or original terms and conditions of licensing. In some instances, the general manager of the Liquor Control and Licensing Branch may require the licensee to post public notices before a decision to alter licence hours is considered.

Check (☒) the appropriate change, and provide the requested information and documents:

A) Food Primary

- ☐ (i) Request to change hours of liquor sales before midnight **Fee: \$220 per licence x licences = \$**
 - complete proposed hours of sale table below
- ☐ (ii) Request to extend hours of liquor sales later than midnight **Fee: \$330 per licence x licences = \$**
 - complete proposed hours of liquor sale table below, and
 - request a local government/First Nation resolution commenting on the application (local government must complete Part 11 of this form; for further information on local government/First Nations resolutions, read Part 10).

Note: if you have patron participation entertainment, it must end by midnight

B) Liquor-Primary, Liquor-Primary Club, Manufacturer Special Event Area or Manufacturer Lounge

- ☐ (i) Request to change the hours of liquor sales within the hours currently approved:
 - complete proposed hours of sale table below **Fee: \$220 per licence x licences = \$**
- ☐ (ii) Request to change the hours of liquor sales outside the hours currently approved:
 - complete proposed hours of liquor sale table below, and **Fee: \$330 per licence x licences = \$**
 - request a local government/First Nation resolution commenting on the application (local government must complete Part 11 of this form; for further information on local government/First Nation resolutions, read Part 10).

Complete the table below, indicating proposed hours of liquor sales:

Current Hours of Liquor Sale:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OPEN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CLOSED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proposed Hours of Liquor Sale:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OPEN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CLOSED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE – When relocating a Food-Primary establishment: An endorsement for hours of liquor service after midnight cannot transfer location without local government/First Nations comment and LCLB approval. Use this form to reapply for the endorsement but do not pay the application fee(s).

Are you submitting an application to transfer the location of a Food Primary licence with this application? ☐ Yes ☐ No

Also complete Parts 8 and 9

PART 7. Request for Catering Endorsement (Food Primary and Liquor Primary licences only)

Food primary and liquor primary licensees (**excluding** liquor primary club licensees) may apply for a catering endorsement if they wish to be licensed to transport and sell liquor at catered events where they have been hired to provide food service. The catered events must be hosted by other people and must take place outside the 'red-lined area' (the area where liquor is sold, served and consumed) and generally away from the establishment. The caterer must be present for the duration of a catered event. Licences with a catering endorsement are subject to an annual licensing fee of \$100 in addition to the annual renewal fees.

Fee: \$330 per licence x licences = \$

To qualify for an endorsement the applicant must demonstrate at the time of inspection:

- Catering service is focused on the preparation and serving of food.
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's existing licensed establishment.

NOTE: If a licence is approved with a catering endorsement, the licensee must notify LCLB of all catered events (except in private residences) using OneStop (www.bcbusinessregistry.ca). Some events may require approval from LCLB before the catered event can take place. Further information about how to notify LCLB will be provided by your local liquor inspector when they complete their final inspection.

LCLB will review your application and if approved you will be required to arrange a final inspection. If the liquor inspector is not satisfied with your kitchen equipment, food selection, advertising and staffing, you may be required to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a catering endorsement. **A fee of \$200 will be charged if a second (2nd) inspection is required.**

Also complete Parts 8 and 9

PART 8: Declaration

My signature (the licensee's) below indicates that I understand and acknowledge:

All of the information given is true and complete to the best of my knowledge. Section 15(2) of the *Liquor Control and Licensing Act* states, "A person applying for the issue, renewal, transfer or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application, commits an offence".

Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below:

Note: An agent, lawyer, resident manager or third party operator may not sign the declaration on behalf of the applicant.

Name of Official: Ronald St Pierre

(last / first / middle)

Position: President / Owner

Date: May 9.2914

(Day/Month/Year)

Signature: 

Name of Official:

(last / first / middle)

Position:

Date:

(Day/Month/Year)

Signature:

Name of Official:

(last / first / middle)

Position:

Date:

(Day/Month/Year)

Signature:

Name of Official:

(last / first / middle)

Position:

Date:

(Day/Month/Year)

Signature:

PART 9: Application Fees

TOTAL FEE Submitted: \$ 660

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check (☑) one):

☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)

☐ Money order, payable to Minister of Finance

☐ Credit card: ☒ VISA ☐ MasterCard ☐ AMEX

☐ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

☒ I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

Liquor Control and Licensing Branch

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

For Mail Only: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

Phone: 250 952-5787 Fax: 250 952-7066 Web: www.pssg.gov.bc.ca/lclb E-mail: liquor.licensing@gov.bc.ca

LCLB005b

5 of 7

Application for Permanent Change to Liquor Licence

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number:

Expiry date:

(Month)

(Year)

Signature:

PART 10: Local Government/First Nation Resolutions: (Information for the Applicant)

For the following changes a resolution from your local government or First Nation, commenting on the application is required:

- Part 2(B): Food-primary patron participation entertainment endorsement, and
- Parts 5(A)(ii) and 6(B)(ii): Change to hours of sale

Licensee responsibilities:

- Fill out appropriate change application sections in this form.
- **Request your local government/First Nation to sign and date Part 11 of this form.**
- Provide a photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office.
- Send the original form and application fees to the branch.
- The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution stating this decision and this resolution must be submitted to the Liquor Control and Licensing Branch.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb>.

PART 11: Local Government/First Nation Confirmation of Receipt of Application

This application serves as notice from the Liquor Control and Licensing Branch (LCLB) that an application for one or more of the following changes to a liquor licence has been made within your community:

- Hours of liquor service past midnight for a food primary licence.
- Change to hours of liquor service for a liquor primary, liquor primary club, winery lounge or winery special event endorsement
- Addition of patron participation entertainment endorsement for a food primary licence.

Local government/First Nation (name): City of Courtenay

Name of Official: JOHN WARD
(last / first / middle)

Title/Position: Dir of Leg. Services

Date of receipt of application: 16/05/2014
(Day/Month/Year)

Phone Number: 250-703-4853

Signature of Official: [Signature]

The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt.

To comply with section 53 of the Liquor Control and Licensing Regulation, this resolution must:

- Comment on the following regulatory criteria:
 - the potential for noise if the application is approved;
 - the impact on the community if the application is approved; and
 - whether the amendment may result in the establishment being operated in a manner that is contrary to the primary purpose (provide comments only if the application is from a food-primary licence for an extension of hours of liquor service past midnight or the addition of patron participation entertainment).
- Indicate whether or not the views of residents were gathered, and if not, provide reasons why they were not gathered (residents include residents and business owners).
- If the views of residents were gathered explain:
 - the views of the residents;
 - the method used to gather the views of the residents; and
 - comments and recommendations with respect to the views of residents.
- Provide recommendation as to whether the amendment should be approved.

You must refer to and attach any report presented by an advisory body or sub-committee to the council or board.

If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch. Please be advised that if the LCLB does not receive a resolution or a request for an extension within 90 days, the general manager is authorized to review the application without a resolution and make a decision about the application.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb>.

PART 12: Application and Approval Process – What happens next?

For the following change requests (all C2):

- Part 1 Establishment or Licence Name Change
- Part 2 Food-Primary Entertainment Endorsement (may require local government/First Nations resolution).

The process is:

1. Applicant will complete the appropriate section of this form and Parts 8 and 9, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

For the following change requests:

- Part 3 Change to Terms and Conditions (all C2)
- Part 4 Live theatres requesting liquor service (all C2)
- Part 5 Request for exemption from tied house restrictions (all C3)
- Part 6 Change to Hours of Sale (may require local government/First Nations resolution) (all C3)

The process is:

1. Applicant will complete the appropriate section of this form and Parts 8 and 9, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. LCLB staff may request your local liquor inspector to provide comments regarding your application.
5. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

For the following change request:

- Part 7 Catering Endorsement (all C1)

The process is:

1. Applicant will complete the appropriate section of this form and Parts 8 and 9, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. If the application requirements have been met, the applicant will be asked to contact the inspector for an interview/final inspection. Before contacting the inspector for the interview/final inspection, the applicant must have the inspector interview letter.
Note: The applicant must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date on the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.
5. At your final inspection, the inspector will verify that your business location meets the requirements for a catering licence by reviewing the food selection, the kitchen equipment, advertising and staffing resources. If the inspector is not satisfied your business location meets the requirements of a catering licence you may be asked to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a catering licence. **A fee \$200 will be charged if a second (2nd) inspection is required**
6. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

Freedom of Information and Privacy Act - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8. Phone - Victoria: 250 952-5787. Outside Victoria: 1-866 209-2111. Fax: 250 952-7066



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

3

To: Council
From: Development Services Department
Subject: Zoning Amendment Bylaw 2792, 2014 - 531 12th Street

File No.: 3360-20-1407

Date: July 7, 2014

PURPOSE:

The purpose of this report is to consider a zoning amendment for the property located at 531 12th Street from Residential Two (R-2) to Residential Two B (R-2B) to facilitate the subdivision of the property and subsequent construction of a single residential dwelling.

CAO RECOMMENDATIONS:

That based on the July 7th, 2014 staff report "Zoning Amendment Bylaw No. 2792 – 531 12th Street", Zoning Amendment Bylaw No. 2792, 2014 proceed to First and Second Reading; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2792, 2014 on July 21, 2014 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is a 1,055 m² residential lot located at the corner of Fitzgerald Avenue and 12th Street. It is currently developed with a single residential dwelling and a detached shop located to the rear. The subject property was originally two lots and was later consolidated. The applicants are requesting to rezone from R-2 to R-2B in order to re-subdivide the property. The applicants intend to retain the older character home on the first lot and to construct a new single residential dwelling on the second lot.

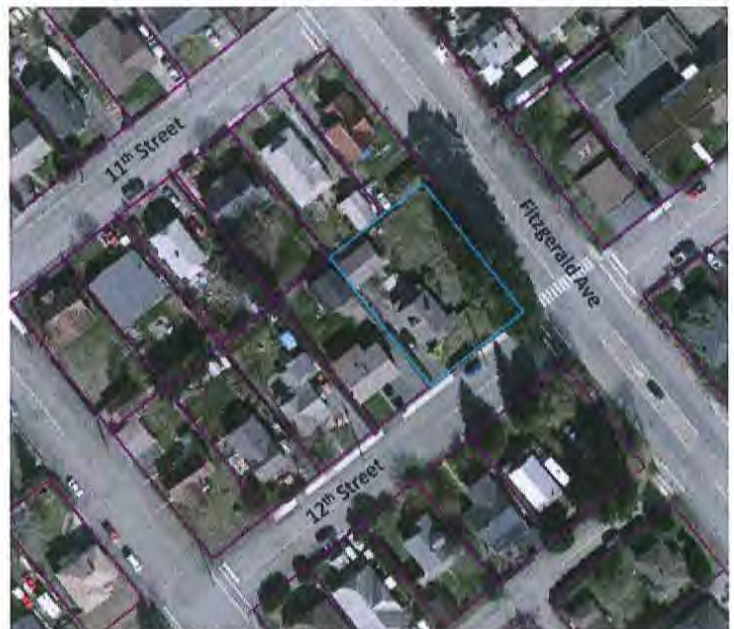


Figure 1. Subject property shown in blue.

DISCUSSION:

The proposed application represents infill development in an established residential neighbourhood adjacent to downtown. The Official Community Plan (OCP) supports infill development within existing urban residential areas provided it is in keeping with the character and scale of the surrounding neighbourhood. This neighbourhood is within the original city boundary and is characterized by one storey or one-and-a-half storey single-family homes built primarily in the 1930's to 1960's. Houses are a modest size on narrower lots and often have mature landscaping. Parking has been accommodated in front or side yard driveways or in the rear yard where lane access is available.

The proposed development complements the character of the area and will restore the historic lot pattern creating one additional single residential lot. The resulting lot frontages will be slightly narrower than the surrounding properties due to the 2.5 m strip of City owned land acquired at the time of the previous lot consolidation, but the proposed lot frontages are still in keeping with scale of the neighbourhood. As mentioned above, the applicants' intent is to retain the existing home which is listed on the City's heritage inventory and to construct a new home on the second lot.



Figure 2: (Top) Existing house to be retained.
(Bottom) Fir trees on the left to be replaced.

The applicants have indicated that the new home will be a "heritage" style but unlike the Old Orchard area which has design guidelines requiring development to reflect the heritage character, this neighbourhood is not within a Development Permit Area. However, successful infill projects rely less on replicating the architectural styles and details of nearby properties than respecting existing land development patterns through setback, scale and massing considerations. These elements establish the character of an area accommodating the range of housing styles and ages that are typically found in older neighbourhoods. The proposed R-2B zone assists in this regard as it was drafted with the intent "to provide appropriate zoning for low density residential in a heritage character neighbourhood".

The proposed project is consistent with the regulations of the R-2B zone with the exception of variances required for the size and siting of the existing accessory structure located on proposed Lot A and the side yard setback of the new home on proposed Lot B. Should the rezoning application be successful, a separate report detailing the proposed variances will be brought forward for consideration of a Development Variance Permit. The proposed site plan and zoning compliance information has been included with this report as Attachment No. 1 to assist Council and the public in making an informed decision.

Preserving mature vegetation is another way to successfully integrate new infill development. In particular, large trees can be character defining elements that are valued by local residents. There is an existing row of

four large mature fir trees adjacent to Fitzgerald Avenue. One of the trees is located on the subject property while the remainder straddle the property line between the subject property and the City owned land. All of the trees have previously been topped and are now showing signs of decay. The applicants retained the services of a professional Arborist to assess these trees. The Arborists' recommendation is that the trees should be removed but states that the large tree on the corner might be viable for retention with mitigation efforts and carefully monitoring the health of the tree. Based on the Arborists' report, City staff would prefer to see the trees removed and replaced with street trees to complement the Oak trees located on the east side of Fitzgerald (Figure 2).

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of development applications as the fees are designed to offset the administrative costs. However, at the time of subdivision the applicant will be required to pay Development Cost Charges (DCC's) and service connection fees for the new lot. Current DCC charges amount to \$16,417 for a new single family lot, the City portion of which is \$6,735. Building Permit fees will be calculated at time of building permit application, the present fee is \$7.50 per \$1000 of construction value. Ongoing costs associated with development include operating and maintenance costs for municipal infrastructure, and the provision of protective services and recreational programs.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component.

STRATEGIC PLAN REFERENCE:

This proposal aligns with Council's Strategic Plan goal to support community initiatives and distinct neighbourhoods including the priority to strengthen Downtown Courtenay by maintaining the heritage character of the area and by adding additional residential units in close proximity to the downtown.

OFFICIAL COMMUNITY PLAN REFERENCE:

The proposed zoning amendment is consistent with the urban residential land use designation, the heritage conservation policies and the climate change policies of the Official Community Plan. It represents infill residential development near the downtown that retains the heritage character of the area, makes use of existing municipal infrastructure and services, and supports active transportation options.

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development is consistent with the RGS objective to ensure a diversity of housing options to meet evolving demographics and needs, and to locate housing in core settlement areas close to existing services.

CITIZEN/PUBLIC ENGAGEMENT:

The applicants held a neighbourhood information meeting at the subject property on May 23rd, 2014. The meeting was attended by 6 residents and the applicants spoke with additional residents while hand delivering the meeting notifications. Feedback on the proposed subdivision was positive with the main concern related to the retention of the trees. Many residents wished to see the trees retained while others expressed concern with the stability of the trees. At the public information meeting, local residents were made aware that the trees would need to be assessed as part of the application process. The minutes of the meeting are attached for information (Attachment No. 3).

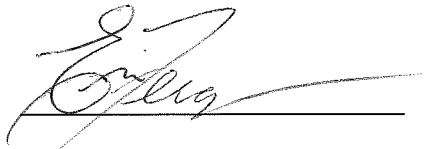
OPTIONS:

OPTION 1(Recommended): Give Bylaw 2792 First and Second Readings and proceed to Public Hearing.

OPTION 2: Defer consideration of Bylaws 2792 with a request for more information.

OPTION 3: Defeat Bylaws 2792.

Prepared by:

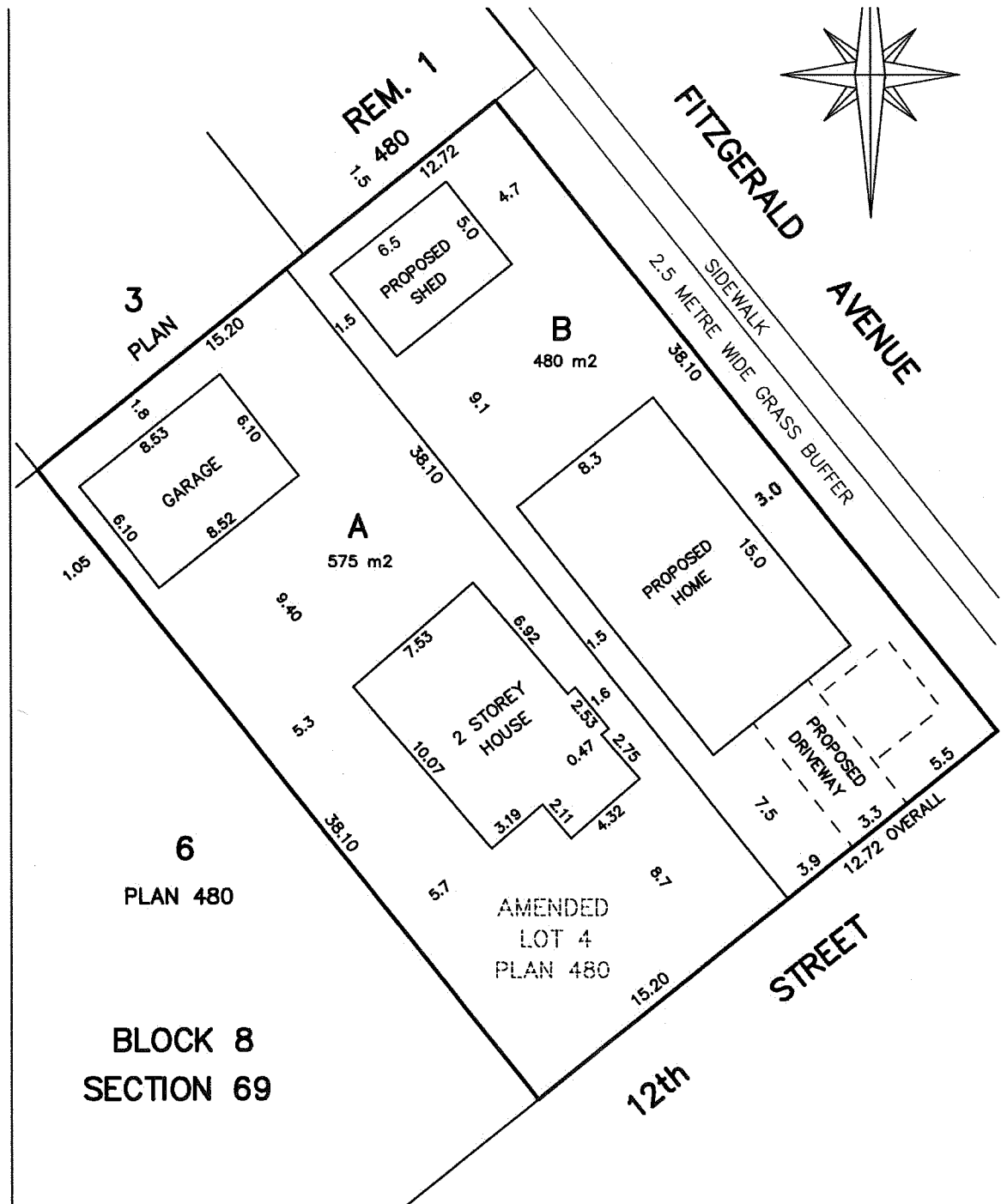
A handwritten signature in black ink, appearing to read 'Erin Ferguson', written over a horizontal line.

Erin Ferguson, MCP
Land Use Planner

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

Peter Crawford, MCIP, RPP
Director of Development Services

Proposed Site Plan



Zoning Compliance

	<u>R-2B Zone Requirements</u>	<u>Proposed Lot A</u>	<u>Proposed Lot B¹</u>
Max. Density	0.45	0.21	0.31
Max. Lot Coverage	40%	24%	33%
Min. Lot Sizes	365 m ²	575 m ²	480 m ²
Min. Frontage	12.0 m	15.2 m	12.7 m
Min. Front Yard Setback	7.5	8.7 m	7.5 m
Min. Rear Yard Setback	7.5	9.4 m	9.1 m
Min. Side Yard Setback	4.5 m total	6.9 m	4.5 m
- internal lot line	1.5 m	1.6 m, 5.3 m	1.5m
- external lot line	4.5 m	NA	3.0 m *
Max. Height	8.0 m	< 8.0 m	unknown
Accessory Structure			
- max. floor area	48 m ²	52 m² *	32.5 m ²
- max. height	4.5 m	< 4.5 m	<4.5 m
- min. rear & side setback	1.5 m	1.8 m , 1.05 m *	1.5 m, 1.5m

¹ House plan has not been finalized for proposed Lot B, all parameters will be confirmed at time of Building Permit

*** variance required**

ATTACHMENT NO. 2

Page 1 of 4

Proposal Summary for the Rezoning of 531-12th St.

We are hoping to rezone our property at 531-12th St. from its current zoning of R-2 to R-2B. We realize that the R-2B zoning was initially introduced to subdivide the larger land lots in the Old Orchard area of Courtenay. We feel that our property on 12th St. complies with the intent of the R-2B zoning.

"This zone is intended to provide appropriate zoning for low density residential in a heritage character neighbourhood."

Our area on 12th St. contains many heritage-style homes and there is a distinctive character to this part of downtown. Our property is one of the largest in the area and rezoning from R-2 to R-2B would allow us to build a new heritage-style craftsman home on the new lot. The friends and neighbours we've spoken to about the proposal in the area were all very supportive. The proposed rezoning and subdivision of the lot would tie in seamlessly with the current lot sizes that surround 531-12th St.

We believe that the current duplex zoning does not provide a realistic zoning model to expand development on our site. We have no desire to alter or tear down the original character house to make way for a duplex. The R-2B zoning is the perfect solution for building a modern character home that would be a more desirable detached, single-family home. The building plans we have would enhance the overall aesthetic of the area.

As demonstrated by our site sketch, we have the total land area, size and frontages/setbacks to make the R-2B rezoning viable.

We are requesting one exception, which is a variance to the side yard setback along Fitzgerald Ave. Instead of 4.5m from the property line to the side of the proposed house, we are looking to make the setback 2.9m. It is important to note that there is an additional 2+m of easement (grass strip) between the property line along Fitzgerald and the sidewalk. This gives us a total of at least 4.9m from the proposed side of our house to the sidewalk on Fitzgerald Ave. We've measured less setback in recent developments in the Old Orchard area.

Our proposed house and accessory buildings take up 33% of the total area of the proposed lot. Details are provided on an additional site coverage map in this application package.

The driveway entrance for the new property would be located on 12th St., 8m from the sidewalk at the corner of Fitzgerald Ave. and 12th. This provides enough space, with room to spare, for a 3m wide driveway that would not interfere with the BC Hydro pole (with deadman anchor) located in front of the property on 12th St.

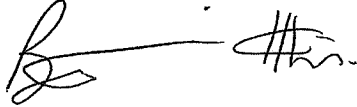
There is a small grove of older-growth Grand Fir trees located along the property line on the Fitzgerald Ave. side. Our plan is to retain all trees with the exception of one. Upon inspection, the tree that would need to be removed due to some decay at the point where it was topped decades ago. We feel that keeping the trees is essential to the overall value of the property and feel of the neighbourhood.

ATTACHMENT NO. 2
Page 2 of 4

When evaluating this project, we feel that 531-12th St. conforms well with the R-2B zoning. In addition, this development also satisfies many components of the Affordable Housing Policy and the Sustainability Evaluation Checklist.

We appreciate your time and the opportunity!

Sincerely,

A handwritten signature in black ink, appearing to be "Brent and Helena Curtain", written over a horizontal line.

Brent and Helena Curtain
Owners
531-12th St., Courtenay

ATTACHMENT NO. 2

Page 3 of 4

Statement of Conformance- Sustainability Checklist

Our proposal for rezoning our lot from R-2 to R-2B conforms with a number of points from the City of Courtenay Sustainability Evaluation Checklist. We feel the following points apply in our rezoning application with regards to Sustainability:

- benefits the City of Courtenay by providing additional tax revenue by developing an additional property
- the majority of properties surrounding 531-12th St. have smaller lots and the proposed rezoning and subdivision would seamlessly tie into the overall look of the neighbourhood
- creating an infill lot and new house close to the downtown core brings another family closer to the activities and opportunities that are available within walking distance of the proposed subdivision
- this proposal satisfies a range of incomes and would create an affordable detached single family home in the downtown area
- the proposal would retain the grove of grand fir trees lining the property along Fitzgerald Avenue so there would be no degradation of greenspace
- we have a builder lined up to construct a heritage style craftsman bungalow which would further enhance the look and appeal of homes in the area
- the new property aligns with access to the downtown core, public transit and proximity to major destinations in the Comox Valley

Statement of Conformance- Affordable Housing Policy

Our proposal for rezoning our lot from R-2 to R-2B conforms with a number of points from the City of Courtenay Affordable Housing Policy. We feel the following points should be considered in our rezoning application:

-overall, the City of Courtenay is looking to create greater housing densities close to the downtown core, our proposal provides that

-this plan satisfies Section 2, A, 3; to create an affordable, heritage style house on a proposed infill lot, which are a rarity in the downtown area

-our rezoning application makes practical use of the vacant land beside our existing house without having to tear down our older character home which satisfies two points under Section 2, A, 7 and 11

ATTACHMENT NO. 3

Meeting Summary Report for 531-12th St.

We held a public meeting regarding our zoning amendment on Friday, May 23 from 4:30 to 6:00pm under blue skies at the site of the proposed amendment on 531-12th St..

The meeting was an informal question and answer session, where we had a table and tent set-up in front of our rezoning sign, for anybody in the neighbourhood that was interested in the proposal. By meetings end, we had 6 individuals from the neighbourhood attend and ask questions. 3 people signed our attendance list:

Lynn Joseph from 532 11th St.
Bobby Boyd from 579 12th St.
Amy Wells from 579 12th St.

We notified our local neighbours (all within the 100m radius as per the list provided by the City of Courtenay) by hand-delivering a two-page notification at least 10 days before the actual meeting day on the 23rd. For those further afield, we placed their notifications in the mail. The notification (file is attached in the email with this summary) explained the rezoning proposal and included contact information, maps and a basic site plan to give people an idea of what we're trying to accomplish.

During the delivery of the notifications, we met with a few of our closest neighbours to say hi and explain the proposal. All were in favour and thought the proposal would benefit the neighbourhood. We chatted to Patrick Parrish of 1125 Fitzgerald Ave., Kathleen Flint of 448 12th St. and Helen and Richard Pidcock of 539 12th St..

Pre-meeting, Lynn Joseph from 532 11th St. and Wendy and Chris from 13th St. (no last name provided) emailed us after receiving the notification to voice support and provide feedback on the fir trees.

The trees received the most comments as we expected. Most would like to see the trees retained, as we do, but understand that we must now consult a certified arborist to determine viability. Some neighbours voiced concerns about the height and stability of some of the larger trees and are pleased we are having somebody look at them. We already notified the neighbours that one tree has to come down regardless after receiving word from a faller that there is rot at the site of where one tree was topped years ago. Our hope is to retain the majority of the small grove.

Other than the trees, comments and questions were directed at lot size in general and what our plan was for building. All of the feedback regarding the subdivision was very positive and all were extremely pleased that we were retaining the original house and planning to build a newer A-frame heritage-style house if the rezoning is successful. Neighbours thanked us for trying to improve the quality of homes in the neighbourhood.

The neighbours we heard from were the ones we expected to hear from. We know the neighbourhood well and lived in the area 10 out of the last 12 years. Apart from that, we found most in the area to be apathetic to the proposal.



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

4

To: Mayor and Council

File No.: 3360-20-1406

From: Development Services Department

Date: July 7, 2014

Subject: OCP Amendment Bylaw 2794 and Zoning Amendment Bylaw 2795 – 907 5th Street

PURPOSE:

The purpose of this report is to consider an Official Community Plan (OCP) and zoning amendment for the property located at 907 5th Street to permit the construction of a residential building with three dwelling units.

CAO RECOMMENDATIONS:

That based on the July 7th, 2014 staff report "OCP Amendment Bylaw No. 2794 and Zoning Amendment Bylaw No. 2795 – 907 5th Street", OCP Amendment Bylaw No. 2794, 2014 proceed to First and Second Reading; and

That based on the July 7th, 2014 staff report "OCP Amendment Bylaw No. 2794 and Zoning Amendment Bylaw No. 2795 – 907 5th Street", Zoning Amendment Bylaw No. 2795, 2014 proceed to First and Second Reading; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to OCP Amendment Bylaw No. 2794, 2014 and Zoning Amendment Bylaw No. 2795, 2014 on July 21st, 2014 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is a vacant 332m² lot located at the corner of 5th Street and Menzies Avenue. The property was previously developed with a single storey warehouse which was legally non-conforming in use



Figure 1. Subject property shown in blue.

and siting. The warehouse caught fire in 2008. The

warehouse retained its non-conforming use status as less than 75% of the value of the building was destroyed in the fire; however, the City requested that the property owner remove the damaged structure for safety reasons. There was no commitment regarding future development plans at that time but the property owner agreed to work with the City regarding sightline issues presented by location of the old building. The property is currently zoned Residential Two (R-2) which allows for up to two residential units however, the applicant is applying to amend the Official Community Plan (OCP) designation from Urban Residential to Multi Residential and to rezone the property to Residential Four B (R-4B) to allow the construction of a residential building with three units.



Former warehouse on site

DISCUSSION:

Official Community Plan Review:

The OCP supports the development of multi residential housing in a variety of locations in the city to provide more diversity within neighbourhoods. The OCP identifies the downtown as the highest priority for multi residential housing and the redevelopment of existing sites as a medium priority. The proposed development is located at the entrance to the “Terminal Addition” neighbourhood which was first developed in the early 20th century and is situated northwest of downtown. Consistent with OCP criteria for multi residential development, this area is within walking distance of schools, trails, park space and commercial services.

One of the challenges with re-designating a property to allow multi residential use is ensuring that the new development is well integrated with the surrounding neighbourhood. In this regard, all multi residential development is subject to the Multi Residential Development Permit Area guidelines. The intent of these guidelines is to “control the visual impact of multi-residential projects to improve the overall architectural design, site layout, landscaping and the relationship with adjacent areas”. Should the OCP and zoning amendment application be successful, a separate report would be brought forward for Council’s consideration of a Development Permit with Variances. For the purposes of this discussion regarding the OCP and zoning amendment application, the proposed development is consistent with many of the multi residential development permit guidelines however, the small size of the site and its location with three road frontages present challenges for redevelopment. Drawings of the proposed development are included in Attachment No.1 and Attachment No.2 provides a comparison of the proposed development with the Multi Residential Development Permit Guidelines to assist Council and the public in making an informed decision.

Zoning Bylaw Review:

The small lot area and presence of three street frontages (5th Street, Menzies Avenue, and 4th Street) pose significant constraints to the redevelopment of the subject property. Due to these challenges staff have advised the applicant to consider developing an up/down duplex or single residential dwelling rather than the proposed triplex but the applicants have indicated that they wish to proceed with the multi residential rezoning to R-4B. The R-4B zone was drafted to facilitate infill development in residential areas adjacent to the downtown. Recently, the property at 932 5th street was rezoned from R-2 to R-4B and redeveloped with a four-plex by Heritage Revival Homes. The table below summarizes the requirements of the R-4B

zone in relation to the proposed development. Requirements of the R-2 zone have been included with this table to provide context of the surrounding neighbourhood.

Table 1. Zoning Requirements

Zoning Parameter	R-2 Requirements	R-4B Requirements	Proposed Development
Use	Single residential dwelling, duplex, secondary suite, home occupation,	Single residential dwellings, duplex, multi residential dwellings, secondary suites, home occupation, day care	Multi residential dwellings
Max. Floor Area Ratio	Not applicable	1.0	0.76
Max. Lot Coverage	40%	Not applicable	~ 52%
Max. Height	8.0 m	10.0 m	7.3 m
Min. Front Yard Setback	7.5 m	3.5 m	2.6 m *
Min. Rear Yard Setback	9.0 m	6.0 m	3.3 m *
Min. Internal Side Yard Setback	1.5 m	2.0 m	1.75 m *
Min. External Side Yard Setback	4.5 m	3.5 m	1.3 m *
Min. Useable Open Space	Not applicable	60 m ² (20 m ² per unit)	20 m ² total*
Min. Off-street Parking Spaces	2 per dwelling unit	3 (1 per dwelling unit)	2 *
Max. Parking Area	No more than 50% of yard area or street frontage may be used for parking	Not applicable	~ 57%
Min. Landscaping	Not applicable	4.5 m inside all property lines adjacent to a street	Varies from about 1m to 6 m but typically less than 4.5 m

*** variance is required**

As illustrated in the above table, the proposed development meets the use, density and height requirements of the R-4B zone but requires variances for siting, parking, landscaping and useable open space requirements. These elements often contribute to creating successful infill development by establishing consistent development patterns.

With respect to the siting of the building, the applicants are requesting variances to each of the front, rear and side yard setbacks. The project has been designed to present attractive building facades along 5th and Menzies Avenue. This is a prominent corner and the proposed development will have a positive visual impact travelling up 5th Street, a designated heritage corridor. The proposed development has reduced setbacks compared with other properties in the neighbourhood, which vary from about 5.0 m to more than 8.0 m for front and rear yards, but the proposed building has a slightly smaller footprint and greater building setbacks than the original warehouse(Attachment No.4). Staff would prefer to see a greater separation between the building and Menzies Ave but recognize that the incorporation of a landscaped strip and an articulated building façade soften the street presence of the building.

As indicated in the comments from the public information meeting, the primary concern from local residents is the lack of on-site parking. The applicant is proposing to have 2 off-street parking stalls accessed from 4th street and are seeking a 1 stall variance. Recent road improvements have reduced the availability of on-street parking immediately adjacent to the subject property however there appears to be adequate parking available in the surrounding neighbourhood to accommodate future residents.

Landscaping requirements for this site present a unique challenge with three sides of the property active street frontage requiring a minimum of 4.5 m of landscaping inside of the property lines. Adhering to landscaping and building setbacks reduces the buildable area to less than 90 m² for the lot. Landscaping has been proposed along each of the street edges but varies in width from less than 1.0 m to about 6.0 m. Landscaping along 5th street is the most extensive, generally 3.5 m. Landscaping beds along Menzies Avenue are generally about 1.0 m in width but increase to larger notes the corners while much of the 4th street frontage is surface parking with landscaping either side.

Reductions to landscaping requirements and useable open space are not uncommon requests for small lot infill. The proposed development provides private open space areas for two of the units but not the smaller second storey unit. Staff recognize that current open space requirements are difficult to accommodate with small lot infill development and will revisit these requirements as part of a future work program. Alternatives to providing useable open space for each of the units is to provide common openspace accessible to all of the units or to ensure the development is located in an area that is readily accessible to good quality public open space. While minimal private useable openspace is provided with the proposed development, the development is within close proximity to Puntledge Elementary, the Rotary Trail, and Harmston Park.

Overall, staff have some reservations with the scale and massing of the proposed triplex however in recognition of the history of the site and as it aligns with broader objectives of the OCP staff suggest that this application proceed to public hearing to receive broader neighbourhood input.

FINANCIAL IMPLICATIONS:

At the time of building permit the applicant will be required to pay Development Cost Charges (DCC's) and service connection fees for the new lot. Current DCC charges amount to \$12,205 for each multi residential unit, the City portion of which is \$4,135. Building Permit fees will be calculated at time of building permit application, the present fee is \$7.50 per \$1000 of construction value. Ongoing costs associated with development include operating and maintenance costs for municipal infrastructure, and the provision of protective services and recreational programs.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component.

STRATEGIC PLAN REFERENCE:

This proposal aligns with Council's Strategic Plan goal to support community initiatives and distinct neighbourhoods including the priority to strengthen Downtown Courtenay through the addition of additional residential units in close proximity to the downtown.

OFFICIAL COMMUNITY PLAN REFERENCE:

The OCP and zoning amendment application is consistent with the proposed multi residential designation, policies supporting the downtown, and the climate change policies of the Official Community Plan. The proposed project is also consistent with the multi residential development permit guidelines for the most part; however, the small site represents challenges in successfully integrating this project with the surrounding neighbourhood.

REGIONAL GROWTH STRATEGY REFERENCE:

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

CITIZEN/PUBLIC ENGAGEMENT:

The applicant held a public information meeting on April 11, 2014. Six people attended the meeting and the primary concern was the lack of parking provided with the development. Other concerns related to the overall density of the site and the interface with the neighbouring single residential dwelling. Correspondence received by the applicant and the City has been included with a summary of the public information meeting as Attachment No. 3.

OPTIONS:


OPTION 1(Recommended): Give Bylaws 2794 and 2795 First and Second Readings and proceed to Public Hearing.

OPTION 2:Defer consideration of Bylaws 2794 and 2795 with a request for more information.

OPTION 3:Defeat Bylaws 2794 and 2795.

Prepared by:

Erin Ferguson, MCP
Land Use Planner



Peter Crawford, MCIP, RPP
Director of Development Services

Feb.-25-14

Summary of Proposal for 907 5th Street:

In September of 2008 a fire partially destroyed the 1800 square foot warehouse located at the subject property. The owner wishes to rebuild and replace the warehouse with a small 3 unit multi-family development. The two larger units are two bedrooms, 1 bath, with 1097 square feet of well designed interior space. The 3rd unit is a one bedroom, one bath at 530 square feet.

The proposal is consistent with the current OCP, however the R2 zoning only permits a duplex on the land. The owner is seeking a site specific zoning amendment along with setback and parking variances.

For over 50 years a warehouse was located on the subject property and as such, no geotechnical report or drainage study should be required.

The building will be constructed in a heritage style, reminiscent of homes built in 1920's or 30's (shingles, board and batten, differing roof lines) and will easily fit in alongside the other homes in the neighbourhood. A drive around the area indicated a preference for strong, historic colours (like beautiful deep blues and warm greens) on the other neighbouring homes. Our heritage colour inspiration for this project is the Courtenay train station with its Country Red siding, dark charcoal roof and white trim. It is our feeling that this particular colour palette will be pleasing alongside the other richly coloured homes in the area.

Architecturally, the entrances to the individual units of the development are located on different sides of the building, to give a look and feel more like a single family home. The roof is stepped down on 5th Street. The location of the building on the lot will improve the site line down 5th Street compared to the warehouse.

The front, rear and side yard setbacks will all require variances. The lot is very small and presents challenges when trying to place the building. It should be noted that while variances are required, the old warehouse was built virtually to the property lines on both 5th and Menzies, and the placement of this new building will be a vast improvement over what was.

The development has two designated parking stalls. Many nearby properties have only one parking spot, so what is offered here is consistent with the neighbourhood. The smallest 530 square foot unit would not have a parking spot as the target market is a fixed income earner, who does not own a vehicle. The area does allow for visitor street parking. Additionally, this project has incorporated motorized scooter and bicycle storage for each of the 3 units to allow for changing transportation needs.

The custom designed landscape plan specifies low maintenance plantings with lower watering requirements as well as an underground drip watering system. The goal is to have an attractive and environmentally friendly xeriscape that complements the building and is easy for future owners to maintain.

To conclude, the three unit development is located within walking distance of downtown, is located on a public transit route and will be marketed for sale at affordable price points. With well designed layouts and a pleasing exterior, this project will be an asset to the neighbourhood. We feel there is a greater public need for an attractive and affordable 3 unit multi- development over the rebuilding another warehouse on the subject property and will be a win-win for all.

**907-5th Street
Affordable Housing Statement**

The project redevelops an unsuitable industrial property into a pleasing residential infill that fits in well with the neighbourhood. By taking a small lot and densifying it into three affordable units close to all amenities should help to ease the housing crisis at the low end of the housing continuum.

907-5th Street Sustainability Statement

The site in question was once the location of a warehouse that was built on or very close to the property lines on both Fifth Street and Menzies Avenue. The fire that partially destroyed the building has presented an opportunity to create a residential infill project close to the downtown area, increasing the density of the neighbourhood, utilizing existing city infrastructure, and improving site lines on both Fifth Street and Menzies Avenue.

The project consists of three strata units, maximizing the density in a building that is respectful to the neighbourhood both in character and design. Informal discussions with the neighbours indicated a strong preference for a residential development as opposed to replacing the warehouse. The central location to downtown, as well as the Rotary Trail across the street, promotes walking to daily activities and recreation.

The project is targeted towards low income individuals and in fact the small unit on the second floor is spoken for by a person on a disability pension.

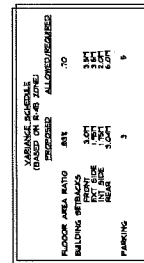
The design of the building fits in well with the neighbourhood. Dutch hips and gable roof lines, bump out windows, a balcony, a patio, and a pleasing color scheme are featured. The use of hardiplank, board and batten, and shingles enhances articulation of the building faces. Suite entrances are strategically placed to leave the impression the building is a single family dwelling.

Kokomo Investments Ltd., the builder, uses green building practices, and in the past have used an architect to certify that the building meets Built Green standards.

The landscaping is professionally designed to create an interesting and appealing outdoor environment, requiring little maintenance and low use of our scarce water resources.

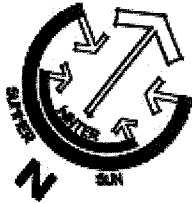
The project is easily accessible to both downtown and transit. Our engineers have indicated that the project can use existing infrastructure and should not require any major upgrades.

Re-purposing the land use from industrial storage to low cost, high density, attractive residential infill is a 21st Century solution for positive community development.

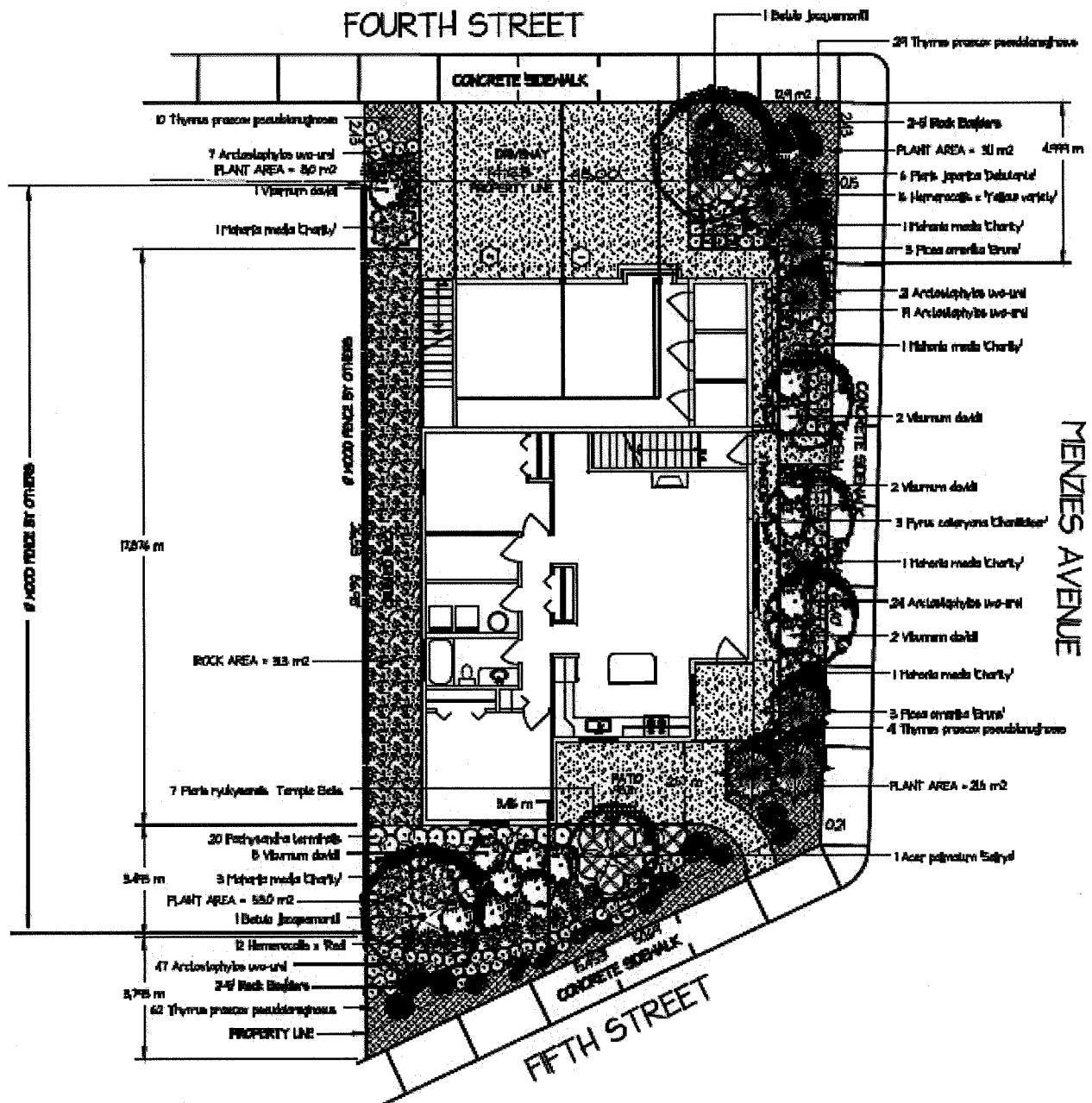


ATTACHMENT No.1

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Key	Qty	Botanical Name	Common Name	Size/Condition
Trees				
ApB	1	<i>Acer palmatum 'Sakuy'</i>	BERTU JAPANESE MAPLE	25 M B&B or pot
Bj	2	<i>Betula jacquemontii</i>	WHITEBARKED HIMALAYAN BIRCH	5 cm cal
PcC	3	<i>Pyrus calleryana 'Charitae'</i>	CHARITAE BER GALLERY PEAR	5 cm cal B/B or pot
Canopies				
PcB	6	<i>Picea amara 'Brun'</i>	BRUN'S NORWEGIAN SPRUCE	25 M B&B
Shrubs				
PtC	6	<i>Pieris japonica 'Charitae'</i>	CHARITAE OREGON GRAPE	N 5 pot
PJD	6	<i>Pieris japonica 'Debutante'</i>	DEBUTANTE DWARF PERS	N 7 pot
PtT	7	<i>Pieris japonica 'Temple Bells'</i>	TEMPLE BELLS DWARF PERS	N 5 pot
Vd	5	<i>Viburnum davidii</i>	DAVID VIBURNUM	N 2 pot
Perennials				
Hr	17	<i>Heimerocallis x 'Red'</i>	RED DAYLILY	N 1 pot
Hv	16	<i>Heimerocallis x 'Yellow variety'</i>	YELLOW DAYLILY	N 1 pot
Groundcovers				
Au	105	<i>Arctostaphylos uva-ursi</i>	KNOXOCK	N 1 pot
FL	20	<i>Pachysandra terminalis</i>	JAPANESE SPURGE	N 1 pot
Tp	142	<i>Thymus praecox pseudolanuginosus</i>	WOOLY THYME	SPS - 40m pot



Form & Character Guidelines	Staff Comment
1. The design of buildings shall reflect the heritage of the City of Courtenay and the use of materials such as stone, brick, ornamental work and wood with varied details and columns is required.	The proposed exterior materials consist of hardi board & batten on the upper storey and hardi plank on the lower level. Gable ends have hardi shake detail.
2. All multi residential projects shall front or appear to front onto abutting roadways. This may be achieved through appropriate treatment of the building exteriors and through the provision of pedestrian entranceways and walkways directly to the street.	Building has been designed with integrated primary entrances on both 5 th street and Menzies. The facade facing 4 th has less detail and contains an external staircase to the smaller upper unit.
3. Buildings located on corner lots, lots adjacent to a single residential building, and lots next to public open spaces shall be stepped down toward the flanking street, adjacent building, or public open spaces.	The building is two storeys with the highest vertical wall next the adjacent residence. Massing on 5 th and Menzies has been softened with the addition of lower gables.
4. The design and introduction of a new building type to a residential neighbourhood shall provide harmony and lend continuity to the neighbourhood and should not create excessive disruption of the visual character of the neighbourhood.	Some of the building details reflect the heritage character of the area although the massing is much larger than surrounding properties and the overall architectural style is more contemporary.
5. The design of a new project or an addition to an existing project shall be based on a comprehensive design concept and shall give adequate attention to the general architectural style, detailing, scale, materials, character of fenestration, character and materials of roofs, treatment of entrances, gradation of heights, relationship of indoor and outdoor spaces, design and placement of play areas, access parking arrangement and circulation, and landscape character and design. Plans submitted with Development Permit applications shall illustrate the aforementioned points.	Design of the building provides interest along 5 th and Menzies frontages, different materials help to add interest on 4 th street but 4 th street still appears as a rear building facade. Entrances to all units are separated and well connected to street frontage. Parking configuration is adequate for 2 cars. Landscaping is less than guidelines require but has been provided along 3 of the street frontages.
6. No more than four townhouse units shall be linked in a row unless warranted by special design treatment.	Not Applicable
7. Where townhouse units have attached garages or carports, the units shall be wide enough to allow the creation of attractive entrances to the individual units between garages. Where lane access is available, parking entrances shall be limited to lane access.	Not Applicable
8. Where individual townhouse or multi-family units have vehicular access via public street, combined driveway access points are required.	The two parking spaces provided share access from 4 th .
9. The design and siting of buildings and individual units shall take advantage of views, natural amenities and adjacent open spaces and shall provide the maximum of units with good sun exposure to enhance the liveability of units.	Each of the units has adequate exposure to natural light with the larger units have large south and eastern facing windows and views of the adjacent private open space.
10. Stepped or alternating massing shall be used in the design of buildings in order to break up the volume of	The proposed building contains sufficient articulation to avoid box-like appearance

	the building(s) and to avoid a box like appearance.	along the street frontages.
11.	Sloped roofs shall be encouraged to harmonize with surrounding residential areas.	The proposed building has a 7:12 pitched roofline. Roof pitches vary throughout the neighbourhood.
12.	Building shall ensure visual privacy between units and also between private amenity spaces such as balconies or patios.	The entrances to each unit is on a different side of the building and private amenity space is separated.
13.	Where a development is to be constructed in several phases, the proposed phasing plan indicating the sequence and timing of construction shall be included as part of the development permit application.	Not Applicable.
Siting, Landscaping and Screening		Staff Comment
1.	A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.	Completed.
2.	A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping, shall be submitted with the development permit application.	Completed.
3.	Recreation and play areas shall be provided within each project and shall be sensitive to the needs of the all age groups likely to reside in the development.	Limited recreational space has been provided. No play areas are included however the development is in close proximity to school grounds and recreational trails.
4.	Care will be taken in developments intended for family living to ensure that the fundamental needs of family living are not compromised. This includes adequate storage, places for outdoor play, attention to sound and sight separation, and safe convenient parking.	A small storage room has been provided for each of the units in addition to in-suite storage. See comments above related to sight separation and play space. Parking for two of the units is provided onsite the other is expected to be street parking.
5.	A continuous landscaped buffer area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to Cumberland Road, 17th Street, 29th Street, Island Highway, Cliffe Avenue, Ryan Road and Lerwick Road. A perimeter landscaped buffer area of at least 4.5 metres in width shall be provided along the inside of all property lines adjacent to all other roads and at approved access points.	Landscaping has been provided along each of the street edges but much less than the required 4.5 m. Along 5 th landscaping widths vary from about 6 m to 3 m, along Menzies the landscaping is only about 1 m to 1.5 m, and along 4 th the landscaping width is about 2 m inside of the property lines with additional landscaping on City boulevard.
6.	If a property is adjacent to the Agricultural Land Reserve boundary, a fence and landscaped buffer area of at least 10 metres in width shall be provided along the inside of the property line.	Not Applicable
7.	Buildings shall be sited to ensure the privacy of residences and adjoining properties, retain view amenities, and minimize the impact of noise or other off-site effects. Noise attenuation fencing will be required adjacent to arterial and collector roads.	Entrances and private outdoor space have been located away from adjacent single family home however the wall facing the adjacent single family home is quite imposing in size.

8.	Buildings shall be sited to retain existing tree stands and terrain as much as possible. Protective barriers, such as snow fencing, shall be installed around all existing plantings which will be retained at the drip line for the duration of construction. No material or temporary soil deposits may be stored within these areas.	No existing vegetation on site but large conifers are located on the adjacent site.
9.	Grading requirements of a development shall be resolved within the property boundary. Cut and fills shall be minimized and blended into the existing terrain. Stepped retaining walls shall be used where possible. Stepped foundation walls and floor levels for buildings shall be used on sloped sites. Slopes shall be determined to promote opportunity for re-planting.	Not Applicable.
10.	Buildings shall locate refuse containers, utility services, etc. to minimize visibility and they shall be screened by landscaping and fencing to a minimum height of 2 metres. In general, chain link fencing shall be used only when screened by landscaping. Similarly, utilities, meters, exhaust elements, satellite dishes, etc., shall be screened by landscaping, fencing or roof elements	No bins are required. Fencing will be solid wood along internal lot line.
11.	To separate internal roads, parking, service or storage areas from adjacent properties, a landscaped buffer area of at least 3.0 metres in width is required.	Parking is separated from adjacent residence by a solid wood fence and approximately 2.0 m wide landscape bed.
12.	Development shall include installation of street trees and sidewalks along all adjacent streets. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments.	Street trees have been provided along Menzies but landscaping width is very restrictive. Parks to comment.
13.	Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.	Not Applicable.
14. to 20.	NOTE: ITEMS 14 through 20 pertain to development in environmentally sensitive areas so are not applicable to the proposed development site	
21.	The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property: shrubs – 450 mm groundcover & grass – 300 mm trees – 300 mm around and below the root ball	Conforms as stated on landscape plan.
22.	All landscape areas shall be serviced by an underground irrigation system.	Irrigation has been provided in landscape quote but planting scheme designed to be drought tolerant and low maintenance where feasible
Lighting		Staff Comments

1.	Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.	Lighting will be limited to exterior building or landscaping lighting.
2.	All new, replacement and upgraded street lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures	This will be a condition of the DP.
Parking		Staff Comments
1.	Large surface parking areas should be broken down into smaller parking lots evenly dispersed throughout the development and integrated with planted landscaped areas. Visitor parking spaces shall be clearly identified within each development. Tree Planting is required in parking areas.	Not Applicable
2.	Parking areas shall be screened from adjacent properties and from direct views of parking vehicles from the street. The screening should consist of landscaping and fencing.	Parking areas are partially screened by the building and a solid wood fence will run the length of the internal property line. Landscape beds have been provided on either side of the parking areas.
3.	Outdoor parking and loading areas should be located to the sides and rear of buildings. Parking areas shall include landscaped areas, defined by concrete curbs, to provide visual breaks between clusters of approximately ten stalls.	5 th appears as the front yard with 4 th acting as the rear yard. Parking access is from 4 th . Only 2 stalls are provided.
4.	Direct and functional pedestrian pathways to connect building entrances to parking areas and sidewalks of the abutting streets shall be provided. Installation of features such as distinct paving, special landscaping with trees and benches, and overhead weather protection on exterior building walls where appropriate is required.	All building entrances are connected to abutting streets and offer weather protection.

April 21st, 2014

Results of Public Meeting

To: Ian Buck

From: Noel Chaboteaux

Subject: Public Meeting re: file #3360-20-1406

RECEIVED
APR 22 2014
CITY OF SHERBROOKE

In accordance with the Development Procedures Bylaw #2699, 2012 a Public Meeting was held April 11, 2014. The meeting was held in a wheelchair accessible room at the Best Western Hotel, from 4:00 pm to 6:00pm. A total of six people attended the meeting, with five people signing the sign-in sheet. We have received a total of three responses which have been attached. The meeting was advertised through sixty hand delivered notifications, and fifteen mailed to those not living the immediate area (see attached).

At the meeting the attendees were able to view a coloured rendering of the building, elevation drawings, landscape plans, as well as colour samples of buildings materials.

The discussion points centered mainly around offsite parking. The neighbours are of the view that all on street parking spaces are presently subscribed for and therefore there are no visitor parking spaces available for this project. Our project does have two off street visitor parking spaces in as much as visitors can park behind the car of people they are visiting. Another solution would be the restoration of parking on the west side of 5th Street. Our property is zoned for a duplex, and we are asking for an additional 530 square foot suite over what is allowed. It is not anticipated that the owner of the small suite would drive a vehicle, and therefore we don't feel our project would exacerbate the parking problems that exist. We do have storage lockers on site for both bikes and scooters. The adjacent homeowner is concerned about how close the house will be to her house. This is largely a function of the fact that her house is built to the property line. There is little we can do to alleviate this concern.

Your early consideration of our request would be appreciated.

Yours Truly,


Noel Chaboteaux

**PUBLIC INFORMATION MEETING
(April 11, 2014)**

(File # 3360-20-1406 Oceanview Enterprises: 907 5th Street)

COMMENT SHEET

Name: LISA BOGNAR Email: lisa^{underscore}plus@hotmail.com
Address: 377 MENZIES COURTENAY Phone: 250-871-3671

Oceanview Enterprises has applied to the City of Courtenay for a Zoning Text Amendment. The owner is seeking a site specific zoning amendment along with setback and parking variances to allow for a third suite in an R2 zone. This project is under review by staff in the Planning Department of the City.

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

I HAVE HUGE CONCERNS AROUND TRAFFIC
(THE EXTRA VEHICLES) & SPECIFICALLY PARKING
CARS ON 4TH AVE?
THE ZONING - DUPLEX THAT HAS ALSO BEEN
UPED TO A TRI-PLEX - HOW IS THIS
POSSIBLE?

Please return your comments by April 18th, 2014.

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at 1460 Valleyview Drive, Courtenay.
3. Email your comment sheet to: tomfgrant@hotmail.com

RECEIVED
APR 22 2014
CITY OF COURTENAY

Linda Faye McLean

931 Fourth Street
Courtenay, BC, Canada V9N 1H5
Phone - (250) 897-1114 • Email - lindafaye@shaw.ca

April 11, 2014

Dear Noel and Tom,

Re: Proposal for Tri-Plex and Rezoning - 907 - 5th Street

I am so glad to see such a beautiful house planned for this lot. The design will add much to our neighbourhood's goal of beautifying and keeping it a residentially-active, clean, and positive place. Selfishly, I'm also looking forward to your house blocking the commercial district from my view and the Fifth Street traffic noise from my ears (as it was when the other building was there).

My only concern, that I've talked about with Noel, is having two, rather than three, on-site parking spots. With the upgrades to the Menzies and Fourth Street corner (for which our neighbourhood had lobbied for years, and was ecstatic to see completed in November), came the loss of 4 or 5 street parking spots.

We know that the street is public and doesn't "belong" to any of us. But we are a collaborate group when it comes to parking, and try to park only in front of our own homes. We don't worry about visitor's parking, but keeping the spaces free for residents isn't always easy. For example, Lisa on the corner (whose address is actually on Menzies) lost "her" two Fourth Street spots, and although her family and visitors can park on Menzies, it's very close to the traffic lane. So when one of them was continually parking in front of my home, I finally decided to ask if they could leave the space open there. They did so, but Lisa said that it had been frustrating and inconvenient to lose the spots in front of her house. It was also very uncomfortable for me to have to ask for "my" space back; no one likes a potential conflict situation with their neighbours, or the nervousness that goes along with it.

So I am keeping my fingers crossed that I won't have to go over to the owners in your building, asking if they would do the same. It is likely that the owners will have three cars (or more if more than three people live there). If the first owners are car-free, there is no guarantee that future owners will be as well. Even though we are close to town, everyone, except probably Gloria, still has a car (or two), and most don't have parking off their back alleys as I do.

In the five-plex plan that Noel showed me a couple of years ago, there were five on-site parking spots. I would like to see that continue with having three in this new plan. I understand that the newly-installed driveway on Fourth to your lot might cause a problem with parking accessibility and entry to the lot. I don't know if an "enter-on-4th-only and exit-on-5th-only" option is possible with the City, but perhaps that would allow the three spots to be positioned on the west side of the building. Or have 2 off Fourth and 1 on the west side. I appreciate that the lot is very small and you need to make the most of the limited space. And also that you want to get the best return on your investment by having three units for sale.

I'm not an architect or site designer, but perhaps you can reconfigure the site to accommodate 3 parking spots; perhaps the City can make a provision to assist with that. Maybe, maybe not.

In general, I support the rezoning application and the design of the tri-plex, as I think it would be a nice addition to our neighbourhood.

Regards,

Linda Faye McLean

cc: City of Courtenay Planning/Zoning Dept.

From: rob austin [mailto:wayout49@yahoo.ca]
Sent: Thursday, May 01, 2014 2:53 PM
To: PlanningAlias
Subject: Rezoning application # 3360-20-1406

To Courtenay planning Staff,

I write this letter to oppose the possible zoning ammendment at the corner of 5th and Menzies, in Courtenay. I understand this property is zoned R-2. The applicant Oceanview Ent., has asked for allowance to build 3 residences.

Why have an OCP?

The lot itself is relatively small. By my rough estimate, 66 x 45, (+/ -). On the corner of 2 busy streets. Building a single family home on this small lot wouldn't be considered overindulgent. But 3 residences!

With the possibility of 6, or more ,vehicles! To be parked where?

The possible setback to the neighboring property is 4.9',but the plan on the proposed building shows a staircase on the building's exterior ,which could be as close as 18" to the property line.

Is this progress? Are people no longer able to afford a yard?

Please reject this application.,

Sincerely,

Robert & Barbara Austin,
Courtenay

Blamire, Susan

From: Carol Nielsen [cnielsen1956@gmail.com]
Sent: Wednesday, April 23, 2014 2:37 PM
To: PlanningAlias
Subject: 900 block 5th

Hello,

My name is Carol Nielsen and I own and live in my home at 931 5th St. I have been away so was unable to attend the public information meeting regarding the proposed 3-plex development at 907 5th Street.

I understand that Oceanview Enterprises Ltd. is seeking an amendment to the City of Courtenay by-laws to allow a 3-plex residential development. I think supporting this amendment would be a mistake and I hope this opinion will be taken into consideration. My opposition is for two main reasons:

1. a 3-Plex development is inconsistent with the character and scale of the adjacent single family neighbourhood. I moved here last September and chose this neighbourhood because it was comprised of older, single family character homes with space to garden and enjoy the outdoors. The people who live here have gardens, dogs, children play in their yards, etc. A 3-plex on two or more levels will not enable this kind of living. Also, the lot size for this development is very very small, in my opinion. A 3-Plex would certainly dominate and take away from my small, uncongested neighbourhood flavour.

2. Parking

The neighbourhood has just undergone traffic calming on 4th St. and as a result, there are fewer parking places. In addition, parking in front of my house on 5th is now not an option due to a new bike lane. My concern is, where will new residents from the proposed 3-Plex park? And will I and my current neighbours and their guests be able to park given the additional demand for parking spaces from new neighbours in a 3-Plex?

Thank you very much.

Carol Nielsen. 250 871-2542

Blamire, Susan

From: Gloria Ellefson [glodget@yahoo.ca]
Sent: Thursday, April 17, 2014 2:46 PM
To: PlanningAlias
Subject: ZONING TEXT AMENDMENT RE: 907 5TH Street, Courtenay, B.C.

Follow Up Flag: Follow up
Flag Status: Flagged

My name is Gloria Ellefson, I am the owner/occupier of 919 5th Street, Courtenay, B.C. Although my address is 5th Street, my entrance and living accommodation is on 4th Street and I live next door to the above-named property requesting the variance. I have lived on this property since 1987.

- 1) After leaving the meeting between Ocean View Enterprises and owners of property on 4th Street, held April 11, 2014 I came home to 4th Street, a street of 10 single family households and counted the cars parked on 4th, there were 12 cars.
- 2) Homeowners on 4th amount to 10 (3 with driveways), plus several are two car families. Outside my home 919 5th, (entrance and living on 4th) facing onto 4th were three cars, possibly visitors of neighbours. This situation is very difficult for people with families who cannot park, sometimes, in front of their own home.
- 3) The house on the end of 4th and Menzies has "bulbs" in front of the home, therefore any visitors to this house, with vehicles, have also to park on 4th.
- 4) Homes that go from 5th to 4th who own cars have to now park on 4th, as that side of 5th street has 'no parking' and this includes any visitors of course.
- 5) Plus there is a constant flow of cars moving on to Menzies and this would just add more vehicles to a so called "traffic calming neighbourhood".
- 6) A property with three residences could possibly add a further 3/5 cars to this parking problem, as many people now own two cars, without including visitors parking.
- 7) Some days there are no parking spots available on 4th Street. A multi-family building could only complicate this parking problem. We are not in a big city, this is not how we wish to live when choosing an area to settle in.

Therefore, I do not approve of the variance, as I feel this would be adding to an already busy road with vehicles and this would just add to a so called "traffic calming neighbourhood".

I would like to add that I really liked the changes made to the area by the City, creating a one way system on 4th and a **TRAFFIC CALMING NEIGHBOURHOOD**, which will be completely affected by more cars backing up and parking on this street. It is also surprising how many vehicles still come on to 4th from Menzies, even though it is marked 'one way'.

Gloria Ellefson
919 th Street,
Courtenay, B.C. V9N 1L2.

city hall letter

To: Erin Ferguson, MCP

From: Gloria Ellefson of 919 5th Street, Courtenay, B.C. V9N 1L2

re: Plans for 907 5th Street, Courtenay, B.C. to be a triplex.

I am the owner/occupier of 919 5th Street, Courtenay, B.C. and have been since 1987.

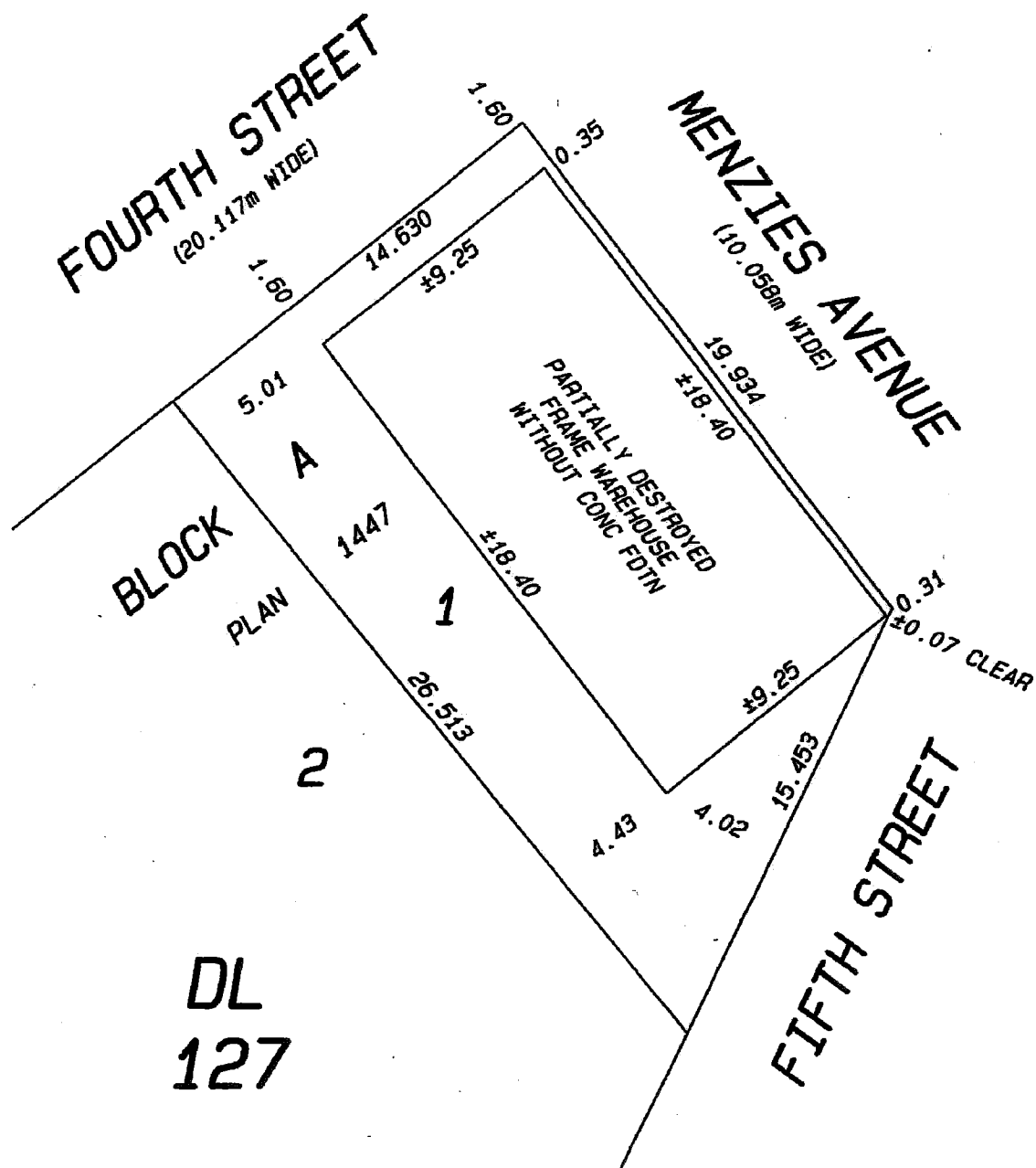
I chose to purchase the above property and renovate to create the home I have and love, because of the area, a small block with single family homes. My property goes from 5th to 4th with the entrance and the living area mainly on 4th, the only house on 4th that is built this way.

My living area and windows (with picture window) and kitchen are along the side of my house that faces out onto Menzies and directly into the planned new building.

I wish to make the following comments on this plan and how it affects my living.

- 1) On the plan this is a two storey building (duplex) with another building attached (creating a triplex). The duplex would run alongside the whole of my home and living area.
- 2) The distance between my property line to the commencement of the duplex is 4'9"; within this 4'9" there is an outside staircase and the distance between my property line and the staircase then becomes 1'6". Is this permissible?
- 3) The distance between the sidewalk, on the Menzies side and the new building is 8.45 and on the 5th St. side 7.42, why is this, when the distance from my home is only 4'9"?
- 4) To have an outside staircase and two storey building this close, and much higher than my house, would mean the following for my future living.
I would lose all privacy with a staircase that would look directly into my living area, being 1'6" away and high, up to two storeys.
- 5) I would lose light, sunshine, and a sense of security. I would have no view, my view would be a solid barn red wall.
- 6) I will also have 2/3 vehicles coming and going that would be very close to my living area. Plus, of course, this triplex could possibly increase the car situation by 3/5 vehicles.
- 7) I have lived here for 30 years and I would very much like my state of well being, comfort, privacy and happiness to be taken into consideration.
- 9) For the above reasons I am opposed to a triplex being built on this small lot.

I thank you for your consideration and understanding on my comments as to the negative change this would create in my life.





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Mayor and Council

File No.: 1890-20 [2014]

From: Chief Administrative Officer

Date: July 07, 2014

Subject: AHRT - CVEDS 2014 Destination Marketing Budget and Tactics

PURPOSE:

The purpose of this report is to request Council approval of the 2014 Destination Marketing Budget and Tactics reports submitted by the Comox Valley Economic Development Society (CVEDS).

POLICY ANALYSIS:

The Hotel Room Tax Regulation 321/2012 for the City of Courtenay requires hotels within the City of Courtenay service area to collect an additional 2% tax on accommodation sales effective March 1, 2013.

The City of Courtenay entered into a service agreement with the CVEDS on April 19, 2013 to provide specific marketing services using the funds generated from the Additional Hotel Room Tax (AHRT).

EXECUTIVE SUMMARY:

The service agreement between the City of Courtenay and CVEDS requires submission of an annual budget and destination marketing plan, to be approved by Council each year and to be included in the City's operating budget. These reports were not available during the City's 2014 budgeting process, therefore staff provided estimates based on the first year of revenues generated and included those in the City's 2014 operating budget. As these funds are transferred to the CVEDS, they have a net effect of zero on the City's financial statements and the City's budget.

City staff are proactively working with CVEDS staff to streamline the reporting process, and to ensure in future years that Council has the opportunity to review them during the annual budgeting process.

CAO RECOMMENDATIONS:

That Council approve the Comox Valley Economic Development Society 2014 Destination Marketing Budget and Tactics.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Hotel Room Tax Regulation 321/2012 for the City of Courtenay came into effect on March 1, 2013, at which time hotels within the City of Courtenay service area began collecting and remitting an additional 2% on accommodation sales. The regulation requires that the revenue generated from the AHRT be spent by the City of Courtenay for tourism marketing, programs and projects.

The City of Courtenay entered into a service agreement with the CVEDS on April 19th, 2013 to provide tourism marketing, programs and projects on behalf of the City using the revenue generated by the AHRT. Item 4.3 of the service agreement requires the CVEDS to submit an annual budget, approved by the AHRT Committee and CVEDS Board, to the City of Courtenay for approval.

DISCUSSION:

In 2013 the City of Courtenay received \$191,638 of AHRT funds which were transferred to the CVEDS to use towards tourism marketing, programs and projects. The CVEDS provided the required reporting for the year ended 2013, which staff have reviewed. Staff have reported to the Minister of Finance that all funds received were used for the purpose for which they were intended and that the use is consistent with the business plan submitted to the Province.

The attached 2014 Destination Marketing Budget and Tactics reports have been approved by the AHRT committee and CVEDS Board, and outline the planned use of the AHRT revenues and tactics for the coming year.

FINANCIAL IMPLICATIONS:

All funds received from the AHRT are transferred to the CVEDS and therefore have a net effect of zero on the City's financial statements and budget.

ADMINISTRATIVE IMPLICATIONS:

Subsequent to Council approval of the CVEDS 2014 Destination Marketing Budget and Tactics, staff will notify the CVEDS in writing of Council's approval in accordance with Section 4.6 of the service agreement.

STRATEGIC PLAN REFERENCE:

Goal 2: A progressive, diverse and sustainable City

OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

While public engagement is not required, copies of the report can be viewed online as part of the Council agenda.

OPTIONS:

- OPTION 1: That Council approves the CVEDS 2014 Destination Marketing Budget and Tactics.
(Recommended)
- OPTION 2: That Council defer approval of the CVEDS 2014 Destination Marketing Budget and Tactics for further discussion.

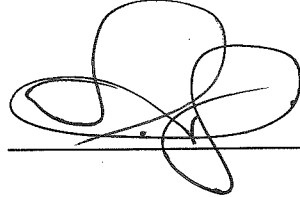
Prepared by:



Jennifer Nelson, CPA, CGA

Manager of Financial Planning

Concurrence:



Tillie Manthey, BA, CPA, CGA

Director, Financial Services/Deputy CAO

Attch: CVEDS – 2014 Destination Marketing Budget
CVEDS – Comox Valley 2014 Destination Marketing Tactics

Comox Valley Economic Development Society
2014 Destination Marketing Budget

Budget % Allocation by Tactics and Fund

2014 Destination Marketing Budget							
Report Name:	Tactic #	Description	Budget	AHRT	CVEDS	External Revenue	AHRT 100%
Marketing Advertisment	1	Online (non-campaign related)	\$ 10,000	\$ 5,000	\$ 5,000		2%
	2	Meeting & Conference attraction (lead generation system)	\$ 5,000	\$ 5,000			2%
	3	TVI & Destination BC Campaigns	\$ 50,000	\$ 25,000	\$ -	\$ 25,000	12%
	4	TV Campaigns (Alberta/BC/VI)	\$ 26,000	\$ 12,000	\$ 4,000	\$ 10,000	6%
Market Research & Destination Branding							
	5	Brand Enhancement (Design Agency of Record RFP)	\$ 1,500	\$ 1,500			1%
	6	Visitor Surveys & Tracking	\$ 5,000	\$ -	\$ 5,000		0%
	7	Festival & Event Tracking	\$ 8,500	\$ -	\$ 8,500		0%
	8	Tracking & Research (Advertising hotel referrals etc)	\$ 4,500	\$ 4,500			2%
Trade/Consumer Shows							
	9	Show Attendance (Westjet/Rendezvous/Canwest etc)	\$ 20,000	\$ 10,000	\$ 10,000		5%
	10	Capital Infrastructure Improvements	\$ 80,000	\$ -	\$ 20,000	\$ 60,000	0%
	11	Support new or expanded festivals and events	\$ 40,000	\$ 30,000	\$ 10,000		14%
	11a	Sport and Event Attraction Program	\$ 45,000	\$ 45,000			21%
	11b	Event Coordination	\$ 65,000	\$ 65,000			30%
	11c	Existing and New Event Support / Marketing	\$ 14,000	\$ 14,000			6%
	11d	Online web enhancements referrals and booking systems	\$ 4,500	\$ -	\$ 4,500		0%
	12	New Product and Tour Development	\$ 55,600	\$ -	\$ 55,600		0%
Media Relations							
	13	Media & Communications	\$ 110,000	\$ -		\$ 110,000	
	14	Strategic Visitor intercept marketing activities					
Total Marketing			\$ 544,600	\$ 217,000	\$ 122,600	\$ 205,000	
Overhead and Adminstration Support							
Administration Utilities, rent and related premis Wages and Benefits Contract Support Services and Promotions			\$ 18,000	\$ -	\$ 18,000	\$ -	0%
			\$ 40,000	\$ -	\$ 40,000	\$ -	0%
			\$ 85,000	\$ -	\$ 85,000	\$ -	0%
			\$ 15,000	\$ -	\$ 15,000	\$ -	0%
Total Overhead and Administration			\$ 158,000		\$ 158,000		
Total Destination Marketing			\$ 702,600	\$ 217,000	\$ 280,600	\$ 205,000	31%

Comox Valley
2014 Destination Marketing Tactics

December 2, 2013



Comox Valley Economic Development
200 - 580 Duncan Ave
Courtenay, BC, V9N 2M7

ADVERTISING

Tactic #1 Online Marketing	Ensure an ongoing online and social media campaigns and advertising to further promote and increase awareness of the destination.
Short description	• Targeted online and social media marketing, <u>outside of integrated campaign based online marketing.</u>
Quantifiable objectives	<ul style="list-style-type: none"> • % increase in followers/likes/interactions • % increase in click through/referrals to events/package landing pages and stakeholder websites • # of stakeholders offering packages/products • # Unique visits compared to 2013 • # of postings • # of consumer e-newsletters, contacts and quality and number of clicks.
Rationale / relation to strategies	<ul style="list-style-type: none"> • Increase the regions awareness and focus via online marketing, mobile accessibility and consumer engagement, in partnership with tourism industry stakeholders, activities, attractions and events • Strategic Plan; Destination Marketing Program, Visitor Services Opportunities Program
Action steps	<ul style="list-style-type: none"> • Enhance profiles on; You Tube, TripAdvisor and Foursquare • Establish monthly SEO enhancement activities • Maintain monthly consumer Discover Comox Valley e-newsletter • Establish Annual Photo Contest to increase engagement and photo resources
Potential partnerships	<ul style="list-style-type: none"> • Media, hotels/motels/B&B's/resorts, attractions, events, bookable products via the VIVC • Other partnerships to be determined.
Responsibilities	• Discover Comox Valley
Timeframe	• Year round, with seasonal focus
Evaluation mechanism	<ul style="list-style-type: none"> • Number of events/products/ partners promoted • % increase in followers/likes • % increase in click through/referrals to events/packages/properties • # Unique visits compared to 2013 • Increase of length of visit to website compared to 2013 • # of postings • # of consumer e-newsletters, quality, open rate and number of clicks

Toll Free 1.877.948.2427

Tel 250.334.2427

Fax 250.334.2414

discovercomoxvalley.com

DISCOVER

Tactic #2 Meeting & Conference Attraction	Promote the Comox Valley as a meeting/conference location to planners, influencers and industry associations.
Short description	<ul style="list-style-type: none"> • Ensure DCV has updated media content relative to meeting and conference hosting and is engaged in basic meetings and conference attraction outreach.
Quantifiable objectives	<ul style="list-style-type: none"> • # of meeting referrals • # of meetings/conferences booked • % increase in room revenues related to meetings/conferences.
Rationale / relation to strategies	<ul style="list-style-type: none"> • Meeting/conference/events are identified as a secondary/niche target market. • The Comox Valley's hotels, resorts and amenities make it an attractive destination for business people, and the regions accessibility has improved via Comox Valley Airport and Harbour Air. • Strategic Plan; Tourism, Arts, Culture & Heritage Program.
Action steps	<ul style="list-style-type: none"> • Expand Meetings content on Discover Comox Valley • Purchase Knowland Data and Contacts – lead generation subscription • Track and support leads to properties and partners
Potential partnerships	<ul style="list-style-type: none"> • Major hotels and resorts, Comox Valley businesses and associations, Mount Washington Alpine Resort, Vancouver Island Visitor Centre
Responsibilities	<ul style="list-style-type: none"> • Discover Comox Valley
Timeframe	<ul style="list-style-type: none"> • 2014 and ongoing

Tactic #3 Targeted advertising in partnership with TVI and Destination BC.	Increase advertising in key markets, continuing to take advantage of the media planning expertise and discounted media rates offered through Destination BC and Tourism Vancouver Island, and through collaborative partnered marketing approaches.
Short description	<ul style="list-style-type: none"> • The Comox Valley already undertakes advertising in key markets, partnering with Tourism Vancouver Island in publications and cooperative advertising initiatives. • Well-targeted, high impact advertising will be used to help increase the Comox Valley's awareness and interest among the various and diverse primary markets. These may be stand-alone destination messages, or they may be accompanied by ads from local tourism operators • Size of the Comox Valley destination ads should be sufficient to stand out as well as include destination messages that can provide enough information to potential visitors to intrigue them to find out more about the Comox Valley and motivate sales via the Vancouver Island Visitor Centre and direct to participating properties. • Although the specific message of each ad may vary, each should be consistent with the Comox Valley's graphic standards, and each should reinforce the positioning and brand character. • Visit the Discover Comox Valley website or call 1-800 # would be used as call-to-action. • Advertising in the high quality travel guides/planners produced by the larger destination marketing organizations is a cost-effective way to reach consumers who may be considering a visit to BC and/or Vancouver Island or are already visiting. • There are also frequent opportunities to participate in Tourism Vancouver Island coordinated cooperative advertising/editorial programs with targeted consumer publications.
Quantifiable objectives	<ul style="list-style-type: none"> • Visits to the website (unique landing pages created for specific ads to aid in tracking), calls to the 1-800 number. • Requests for more information. • Downloads/requests for the Visitors' Guide.
Rationale / relation to strategies	<ul style="list-style-type: none"> • Collaboration with Tourism Vancouver Island and Destination BC is a cost-effective approach to tourism marketing, allowing the Comox Valley to focus its independent initiatives on a few key areas. • Strategic Plan; Destination Marketing Program
Action steps	<ul style="list-style-type: none"> • Book the following stand alone Discover Comox Valley Destination ads for 2014: <p>Tourism Vancouver Island</p> <ul style="list-style-type: none"> ◦ Wine and Culinary Guide; focus on culinary event line up ◦ Travel Planning Map; focus the VIVC ◦ Times Colonist 'Discover Fall and Spring (2x full pages); destination focus, with partner buy in ◦ Brochure Distribution Program; Comox Valley Vacation Guide distribution ◦ Monthly Specials x 12 ◦ Island Moments x 6 ◦ 2015 TVI Vacation Guide and Outdoor Adventure Guide – possibly revisit for effectiveness
Potential partnerships	<ul style="list-style-type: none"> • Destination BC, Tourism Vancouver Island, regional DMOs.
Responsibilities	<ul style="list-style-type: none"> • Discover Comox Valley
Timeframe	<ul style="list-style-type: none"> • 2014 and ongoing.
Evaluation mechanism	<ul style="list-style-type: none"> • Increased visits to advertising landing pages • Increased calls to Visitor Centre • Increased bookings and click throughs to packages and properties

Tactic #4 TV Campaigns	TV advertising campaign to Calgary and Edmonton, and Vancouver Island
Short description	<ul style="list-style-type: none"> • Television, while generally more expensive than other media, can have very broad reach and impact. The combination of "sight and sound" is ideally suited to destination marketing. A sophisticated, single-focused creative approach and high quality production are essential in order to break through the clutter, as well as to enhance the Comox Valley as a destination for key target markets. • The Comox Valley has participated in 3 consecutive years of Go Vancouver Island; TVI lead, multimedia campaign, with heavy Global TV in Alberta, supported by online marketing and contesting. In 2013 DCV further leveraged this campaign with additional, targeted online and e-newsletter marketing in the Alberta markets
Quantifiable objectives	<ul style="list-style-type: none"> • Number of contest entries. • Increase number of unique website visits. • Increase click through to packages and properties. • Increases in bookings with participating partners – WestJet, hotels, etc.
Rationale / relation to strategies	<ul style="list-style-type: none"> • A TV campaign in Calgary and Edmonton has been identified as one of the biggest opportunities for the Comox Valley. • Also look at a Vancouver/Victoria as it presents a large potential for increased visitation.
Action steps	Create 1- 2 <u>stand alone</u> DCV TV campaigns, expanded with stakeholder partnerships, supported by targeted online tactics in Alberta and VI.
Potential partnerships	<ul style="list-style-type: none"> • WestJet, Tourism Vancouver Island, CVAC, and accommodation providers for TV campaign. • Restaurants and other attractions can be encouraged to develop special offers and packages, with details provided on the Discover Comox Valley and partner websites. • Strategic Plan; Destination Marketing Program
Responsibility	• Discover Comox Valley
Timeframe	• Spring and Fall
Evaluation mechanism	<ul style="list-style-type: none"> • Number of visits website, package click throughs to properties, contest entries, requests for Visitors' Guide. • Number of bookings during the time frame of the campaign compared to previous years. • Over the longer term, advertising recall may be measurable through consumer research (budget permitting).

MARKET RESEARCH AND DESTINATION BRANDING

Tactic #5 Brand enhancement	Ensure progressive and effective Discover Comox Valley brand identity in all its marketing
Short description	<ul style="list-style-type: none"> Enhance the Comox Valley's brand messaging portrayed in its advertising and campaign images, content and graphic design Given the importance of long-term brand implementation the Comox Valley should retain the services of a professional brand strategist / design firm to establish coordinated, out of the box approaches to its marketing and campaigns graphic design.
Quantifiable objectives	• N/a.
Rationale / relation to strategies	<p>The Comox Valley brand development process has included:</p> <ul style="list-style-type: none"> 2013, 5 Year Strategic Plan; Destination Marketing Program and Communications and Media Relations Program 2012: Strategic Plan Development, Branding and Communications Workshop; 'Wildly Sophisticated' companies, attractions and events provided and discussed. Determination around moving towards out of the box design approaches recommended. 2010: Visitor Services Strategy; notes a tourism tag line has not been integrated 2009: Comox Valley Tourism Plan; developed by industry in partnership with TBC, held positioning exercise December 15, 2008, defined brand character as: "outdoor yet urbane, easy going and friendly." <p>"Located between the ocean and Strathcona Provincial Park and Mount Washington, the Comox Valley offers visitor a vast array of year-round outdoor experiences, from ocean kayaking to hiking in the high alpine, against a backdrop of breathtakingly beautiful scenery. Yet close at hand are the comforts and amenities usually found in more urban destination – luxury hotels / resort accommodations, spas, museums and heritage sites, unique shops and galleries, and good restaurants offering cuisine prepared with ingredients sources from local waters, farms and wineries."</p> <ul style="list-style-type: none"> 2006: Brand Development Program completed; positioning line and visual design blue print and collateral for Invest, Discover, Agrifood, Business, Heritage, Sport, Culture 2005: Comox Valley Brand Development Workshop; 60+ tourism, business and industry representatives defined community strengths were defined 2005: 5 Year Economic Development Strategic Plan; identifies need to create Comox Valley Brand identity
Action steps	<ul style="list-style-type: none"> Using the creative themes developed for 2014 TVI Vacation and Outdoor Guide, prepare Request for Proposals from brand strategy/design firms. Assign the 2014 advertising requirements to successful firm/s, building upon the creative established as per above.
Potential partnerships	• N/a.
Responsibilities	• Discover Comox Valley
Timeframe	• Winter 2013/14
Evaluation mechanism	• Consumer research

Tactic #6 Visitor Survey's and Tracking	Conduct annual or bi-annual surveys at the Vancouver Island Visitor Centre and other key intercept points, using the Value of the Visitor Centre Study as a benchmark.
Short description	<ul style="list-style-type: none"> • Along with the information already gathered at the Visitor Centre (visitor origin, length of stay, etc.), collect data regarding visitor satisfaction including way finding, trip planning habits, type of transportation and accommodation, previous visitation, participation in activities, likelihood of returning, etc. • Additional intercept points, such as Comox Valley Airport, the Museums and events, could also be added to capture visitors who may not use the Visitor Centre. • Develop a brief survey, using selected questions from the Value of Comox Valley Visitor Centre Study so that the data gathered can be compared from year to year to show trends based on the benchmark data. • Aim for a representative random sample of visitors, with 250 to 300 surveys completed each year.
Quantifiable objectives	<ul style="list-style-type: none"> • Number and quality of responses received compared to targets.
Rationale / relation to strategies	<ul style="list-style-type: none"> • The Value of the Visitor Study was a valuable source of information and it can be further used as a model to collect at least tracking information. • Strategic Plan; Destination Marketing Program, Visitor Services Opportunities Program
Action steps	<ul style="list-style-type: none"> • Review questionnaires from Value of Visitor Study to determine most relevant questions. • Contact Destination BC to obtain advice on questionnaire design and sampling methodology. • Determine whether Destination BC can assist in consolidating collected information. • Implement surveys through the new Vancouver Island Visitor Centre and key attractions. • Consolidate and analyze data as part of the annual tourism planning process.
Potential partnerships	<ul style="list-style-type: none"> • Destination BC, Tourism Vancouver Island.
Responsibilities	<ul style="list-style-type: none"> • Discover Comox Valley, Visitor Centre, and key attractions.
Timeframe	<ul style="list-style-type: none"> • 2014, with updates every year or every other year.
Evaluation mechanism	<ul style="list-style-type: none"> • Number of surveys completed

Tactic #7 Festival and Event Tracking	Provide tools and maintain tracking for key attractions, festivals and events to understand their economic impacts.
Short description	<ul style="list-style-type: none"> Although attendance at some festivals and events and attractions is currently tracked, attendance statistics for other key attractions and festivals/events in the Comox Valley can also be useful as indicators of tourism growth. Also, consistent methods and formats for tracking and for identifying visitors from local residents will help increase the integrity of the data. In the summer of 2013, Comox Valley Economic Development and Tourism partnered with destination level events to track and determine Economic Impact Study.
Quantifiable objectives	<ul style="list-style-type: none"> Year over year increases in attendance.
Rationale / relation to strategies	<ul style="list-style-type: none"> Tracking of various attraction and events is important to measure overall tourism growth and track success of tourism initiatives. Strategic Plan; Tourism, Arts, Culture and Heritage Program
Action steps	<ul style="list-style-type: none"> Review current 2013 results, establish annual data collection agreements. Confirm formats and work with key attractions and event organizers to put ongoing systems in place to track. Contract economist to review and analyze data, in concert with AHRT revenues and VIVC data.
Potential partnerships	<ul style="list-style-type: none"> Key attraction operators and event organizers.
Responsibilities	<ul style="list-style-type: none"> Discover Comox Valley
Timeframe	<ul style="list-style-type: none"> Establish a baseline using most recent available data.
Evaluation mechanism	<ul style="list-style-type: none"> Number of partnering events

Tactic #8 Advertising Tracking & Research	Ensure comprehensive tracking of all marketing and advertising, and review of key data points including; campaign and festival/event results, Visitor Centre, social media, and AHRT revenues.
Short description	<ul style="list-style-type: none"> • Record statistics on all campaign landing pages using Google Analytics including; visits, page views, bounce rates, click-thoughts to partner and AHRT websites, source links. • Record statistics on all social media. • VIVC data to create a monthly report that includes: Visitor origin, visitor parties, nature of visitor request, product bookings and sales. • Track VIVC room bookings and event ticket sales. • Compare results month to month and year to year. • Support Destination BC, CTC and TVI regional and national research plans by distributing information and participation where appropriate. • Some is already be taking place but this more comprehensive tracking allows for better evaluation of tactics. • This tracking becomes more important with increased marketing and advertising activities featuring the Comox Valley website and Visitor Centre toll free line as the calls to action.
Quantifiable objectives	<ul style="list-style-type: none"> • N/a
Rationale / relation to strategies	<ul style="list-style-type: none"> • Tracking of tourism marketing activities should occur to determine whether each activity should be continued, expanded, changed, or abandoned. • Strategic Plan; Destination Marketing Program, Visitor Service Opportunities Program
Action steps	<ul style="list-style-type: none"> • Continue to implement and analyze tracking methods and results. • Provide quarterly tracking report of AHRT collections to AHRT properties.
Potential partnerships	<ul style="list-style-type: none"> • N/a
Responsibilities	<ul style="list-style-type: none"> • Discover Comox Valley, Vancouver Island Visitor Centre, AHRT partners
Timeframe	<ul style="list-style-type: none"> • Ongoing
Evaluation mechanism	<ul style="list-style-type: none"> • N/a.

TRADE/CONSUMER SHOWS

Tactic #9 Consumer and Trade Show Attendance	Attend targeted consumer, trade and travel shows to ensure general awareness of destination and sell product.
Short description	<ul style="list-style-type: none"> • Branded destination presence be developed that can be modified to target shows (sport, culinary, meetings/conferences) • Consider partnering with TVI, Destination BC, CTC lead opportunities
Quantifiable objectives	<ul style="list-style-type: none"> • Increased sales • Increased contact database
Rationale / relation to strategies	<ul style="list-style-type: none"> • Show attendance should ensure traceable results and enable future direct communications with consumers through contact collection • Attend shows that compliment and reinforce campaigns (Alberta, Lower mainland) • Strategic Plan; Destination Marketing Program
Action steps	<p>2014 Shows include:</p> <ul style="list-style-type: none"> ◦ Rendez-vous Canada, May (applications due November) ◦ Canada's West Marketplace, November (application is June) ◦ WestJet Blitz – Fort McMurray and/or expanding regional carrier destinations <ul style="list-style-type: none"> • Produce show collateral including new booth and retractable banners, giveaways
Potential partnerships	<ul style="list-style-type: none"> • TVI, Destination BC, CTC, other DMO's and Comox Valley partners
Responsibilities	<ul style="list-style-type: none"> • Discover Comox Valley
Timeframe	<ul style="list-style-type: none"> • 2014
Evaluation mechanism	<ul style="list-style-type: none"> • Increased database of trade and consumer contacts • Increased sales of products and experiences

MARKET DEVELOPMENT

Tactic # 10 Capital Infrastructure Improvements	Encourage initiatives that contribute to improvement of the visitor experience including improvement of the aesthetic appeal of the Comox Valley's tourist areas and its entrances.
Short description	<ul style="list-style-type: none"> • Support and promote initiatives to make tourist areas more visually attractive and give them a distinctive, small-town charm, such as revitalization and beautification plans, community and shoreline cleanups, beautification of facades, addition of public art, landscaping, hanging flower baskets and planters, etc. • Encourage the development of clusters of visitor-friendly boutiques, arts and crafts galleries, bistro style and higher end restaurants, and attractions.
Quantifiable objectives	<ul style="list-style-type: none"> • Improvement in perceptions of the visual appeal of the Comox Valley's tourist areas.
Rationale / relation to strategies	<ul style="list-style-type: none"> • Urban sprawl/over development and commercial appearance were among the top six most frequently cited negative images of the Comox Valley among visitors to Comox Valley. • Ongoing improvements to the Comox Valley's streetscapes, main approaches, waterfront, signage etc, will enhance the area's appeal to visitors. These improvements and changes should be consistent with the Comox Valley's desire to maintain its small town charm. • Strategic Plan; Visitor Services Opportunities Program
Action steps	<ul style="list-style-type: none"> • Support the Comox Valley Gateway Signage project, to ensure it ties to the regions brand image and destination marketing content and messaging, and improves visitor experience. • Support the communications of the fundraising launch and project updates.
Potential partnerships	<ul style="list-style-type: none"> • BIAs, individual businesses, volunteer groups, etc.
Responsibility	<ul style="list-style-type: none"> • Comox Valley Signage Committee, Discover Comox Valley, local governments
Timeframe	<ul style="list-style-type: none"> • Ongoing
Evaluation mechanism	<ul style="list-style-type: none"> • Incorporate ratings of the Comox Valley's visual appeal compared to competing destinations into visitor/consumer surveys.

Tactic # 11 Festival and Event Expansion, Development and Attraction	Support new and expanded destination festivals and events, and the attraction of events utilizing the Comox Valley as their host destination of choice.
Short description	<ul style="list-style-type: none"> • Depending on their size and appeal, events can provide either a primary motivation to visit or a reason to stay longer. Festivals and events also help to build repeat visitation by providing reasons to visit a different times of the year. • Special support should be given to events that appeal to a wide range of spectators, and have the potential to become signature events. • It will be important to measure the actual benefits created by these festivals and events in relation to the resources expended. • The Comox Valley, while limited, can attract sport and other events to use the Comox Valley as the host community.
Quantifiable objectives	<ul style="list-style-type: none"> • Number of new or enhanced festivals and events • Attendance at new or enhanced festivals and events • Room revenues from event attendance
Rationale / relation to strategies	<ul style="list-style-type: none"> • Festivals and events can enhance visitor satisfaction by contributing to a greater sense of having more to do in a destination. • With numerous sporting associations and groups established in the region, in late 2013 an Sport Event Attraction and Expansion Grant Pilot Project was established to assist in funding external marketing of existing or new events to drive overnight stays of teams, families and spectators. • Events that can be supported by way of in-kind staff resources and marketing must demonstrate ability to drive overnight accommodation and are held in shoulder seasons. • Strategic Plan; Tourism, Arts, Culture and Heritage Program
Action steps	<p>A) Sport and Event Attraction Fund Program</p> <ul style="list-style-type: none"> • Evaluate the Sport Event Attraction and Expansion Grant Pilot Project – Phase I for limitations and effectiveness in achieving objectives. • Establish an ongoing Sport and Event Attraction Fund that supports local sport associations, events and groups to attract <u>new</u> and/or <u>expand</u> existing events that have the ability to bring overnight stays. Establish metrics, eligibility requirements and evaluation matrix, based upon DMO best practices. Launch program locally and regionally to potential applicants. <p>Possible <u>New</u> or <u>Expanded</u> Event ideas that may be applicable to apply for funds could include :</p> <ul style="list-style-type: none"> ◦ Lantern Fest ◦ Motorcycle Round Up, perhaps tied with BearClaw ◦ Car Clubs ◦ Scotch/Whiskey Fest ◦ End of Harvest Barn Dance ◦ Snow to Surf ◦ Sport Tourism Events ◦ Dragon Boat Races ◦ Seniors Games ◦ Locals Music Fest ◦ Elevate the Arts ◦ Ice Wine Festival ◦ Dinosaur Related Event ◦ Bird Fest ◦ Farm/Wine Tour with Artisans ◦ BC Family Day ◦ Hockey day in Canada

	<p>B) Event Coordination</p> <ul style="list-style-type: none"> • Hire an Event Attraction and Facilitation Coordinator for AHRT events; supports Discover Comox Valley lead new and expanded event coordination, bid development and submissions, sponsorship development and Sport and Event Attraction Grant program execution. • An RFP is also developed to encourage third-party event coordinators to propose complimentary destination event product development, as budget permits. <p>C1) Existing Destination DCV Event Support</p> <ul style="list-style-type: none"> • Lead by Discover Comox Valley, this initiative supports <u>existing</u> events by expanded them for 2014 with product development and destination marketing resources, with a mandate to establish annual targeted marquee destination level events; <ul style="list-style-type: none"> ◦ Expanded - Dine Around, February 22 – March 16 – non - AHRT ◦ Expanded - BC Shellfish Festival, June 5 - 15 (TBD) ◦ Expanded - Comox Valley Farm Cycle Tour; September – non - AHRT ◦ Expanded - Toast Comox Valley, November (pending inaugural event review) <p>C2) New Destination Event Support and Marketing</p> <p>Lead or supported by Discover Comox Valley, the following <u>new</u> events will be established with support of product development and integrated marketing and sales;</p> <ul style="list-style-type: none"> ◦ New - WinterBites; January 17-31 ◦ New - Epic Mountain Bike Race and/or Two Wheel Fest (GrandFondo style) ◦ New – May Long Weekend Event ◦ New – Trade and meeting related events, like the Island Ag Show, should be pursued, outside of FIT oriented events. See Tactic #2. <ul style="list-style-type: none"> • Event ticket and hotel packaging model developed to ensure cohesive packaging system for properties. For DCV-lead events, system should include provision to address event room comps requirements from AHRT properties. • Ensure enhanced event content and presence for key marquee events are included as lead product in DCV content, messaging and activities; connected to accommodation stays. <p>Support the following DMAC Sub-Committees in implementing A, C1 and C2 :</p> <p>Sport Tourism & Event Attraction and Expansion Committee:</p> <ul style="list-style-type: none"> ◦ Brad Knight, Old House Village Hotel and Spa ◦ Grant Smith, Holiday Inn Express and Suites ◦ Brent Curtain, Mount Washington Alpine Resort <p>Culinary Event Expansion and Development:</p> <ul style="list-style-type: none"> ◦ Edd Moyes, Blackfin Pub ◦ Abel O'Brennan, Coastal Black Estate Winery ◦ Linda Bridgman, Best Western PLUS, the Westerly Hotel ◦ Gregor Mowat, Crown Isle Resort and Golf Community <p>Arts and Culture Event Expansion and Development:</p> <ul style="list-style-type: none"> ◦ Carolyn Toughy, Two Eagles Lodge ◦ Susan Wood, MusicFest and Nautical Days ◦ Tansy Pauls, Travelodge Courtenay <p>D) Online Event Booking System</p> <ul style="list-style-type: none"> • Purchase online sales booking system software to ensure ease of booking event tickets and packages on discovercomoxvalley.com, complimenting current VIVC booking and sales systems. Includes Travel Agency Licensing Agreement.
Potential partnerships	<ul style="list-style-type: none"> • Sport clubs/associations, BC Shellfish Growers Assn, community groups, individual businesses, United Riders of Cumberland, Mount Washington Alpine Resort, North Island College, DMAC Event Sub-Committees, Comox Valley Cycling Coalition, VI MusicFest, Comox Valley Farmers' Market, restaurants, accommodation properties
Responsibilities	<ul style="list-style-type: none"> • Local governments, Discover Comox Valley, sport clubs/associations, DMAC Sub Committees

Timeframe	• Ongoing
Evaluation mechanism	<ul style="list-style-type: none"> • Number of new or enhanced festivals and event • Attendance at new or enhanced festivals and events • Room revenues • Event ticket sales • Restaurant covers

Tactic # 12 New product and tour development	Encourage entrepreneurs to create new tourism products and tours in priority product categories.
Short description	<ul style="list-style-type: none"> • Not only are there opportunities for packages of complementary tourism experiences, there are opportunities for standalone tours. Stakeholders identified that the Comox Valley currently lacks organized tours for many of its priority tourism products, particularly in the areas of outdoor adventure and wine/culinary/agri-tourism. <p>Examples could include:</p> <ul style="list-style-type: none"> ◦ Guided nature walks and interpretive tours in Strathcona Park and Paradise meadows geared to non-athletic adults. ◦ New outdoor adventure experiences. (e.g. zip lining/trekking). ◦ In addition to Heritage Experiences self-guided tours, guided tours of cultural/heritage attractions, and art galleries, possibly with a hands-on component and/or aboriginal culture component. ◦ Learning and enrichment packages, e.g. arts and crafts workshops.
Quantifiable objectives (if applicable)	<ul style="list-style-type: none"> • Number of tours available • Number of bookings
Rationale / relation to strategies	<ul style="list-style-type: none"> • These tours are in the priority tourism product categories and should be of interest to higher income adults. • The Comox Valley requires more organized tours, particularly outdoor adventure product and culinary product • Organized activities provide reasons to stay longer and to visit outside the peak season. • Strategic Plan; Tourism, Arts, Culture and Heritage program, Visitor Services Opportunities Program
Action steps	<ul style="list-style-type: none"> • Itinerary development and packaging with bus tour operators; targeted to Vancouver Island and lower mainland based operators • Tour itineraries also provided via the VIVC
Potential partnerships	<ul style="list-style-type: none"> • Local businesses and entrepreneurs.
Responsibility	<ul style="list-style-type: none"> • Discover Comox Valley
Timeframe	<ul style="list-style-type: none"> • 2014 and ongoing
Evaluation mechanism	<ul style="list-style-type: none"> • Number of tours available and number of bookings • Number of bookable products at the VIVC

MEDIA RELATIONS

Tactic # 13 Media and Communications	<p>Implement media relations activities with general and special interest media outlets in key BC and Alberta markets, select National and Western USA outlets, and strategic key international publications with media monitoring to track results.</p>
Short description	<ul style="list-style-type: none"> • Pursue traditional and online media to generate earned editorial coverage of events and attractions in the priority product categories, particularly outdoor adventures (year round) and arts/cultural events and festivals, wine/culinary, golf and spa. • Pursue selected business and lifestyle media outlets to generate earned editorial coverage of business angles that showcase the community as a great place to work, live and play. • Focus on media that target Greater Vancouver, Greater Victoria/Vancouver Island, Calgary and Edmonton residents. This could include the travel and leisure sections of the Times Colonist ("Go!") and Vancouver Sun and Province, Calgary Herald, Edmonton Journal, and community papers, as well as targeted magazines and on-line outlets such as Avenue, SALT, City Palate, UPI, WEST magazine and specialty publications and influential bloggers dealing with priority tourism products. With expansion of WestJet flights regional papers are looking for more travel destination content matching reader's interests. • Focus on media that target Toronto, the Pacific Northwest, California and other national and international destinations that have a high propensity to travel by car or fly/drive looking for a engaging Canadian experience along the west coast. • Continue to work with Destination BC, the Canadian Tourism Commission (CTC) and Tourism Vancouver Island to ensure Comox Valley receives its fair share of editorial coverage in their publications and websites. • Continue to assist Tourism Vancouver Island, Destination BC and the CTC with media familiarization (FAM) tours. • Continue to proactively pursue and host media whom produce for the key targeted markets, securing assistance from the various tourism offices to support costs where possible for air and ground transportation and with stakeholders to help support elements of the visit. • Continue to attend media marketplaces that attract and provide one-on-one appointments with targeted media outlets to ensure greater success of story placement. Presently attend GoMedia, Canada Media Marketplace and Travel Media Association of Canada shows annually. • In addition to the above shows, TVI attends the following other media events; Alberta Media Dinner, Society of America Travel Writers, BC Media Event. • Continue to contract media services to directly drive increased earned media coverage specific to Comox Valley tourism and business product and priorities to further support marketing tactics. • Retain a media monitoring firm such as MediaMiser to track, report on and provide copies of media coverage related to tourism and business sector stories in Comox Valley, whether print, broadcast or on-line (blogs, etc.). The value of the coverage received can be estimated by calculating the cost to purchase the equivalent advertising space. The information should be communicated to tourism partners in Comox Valley so that the value of media relations activities is broadly understood.
Quantifiable objectives	<ul style="list-style-type: none"> • Objectives for future years set accordingly after baseline of annual media value established from 2012/13.
Rationale / relation to strategies	<ul style="list-style-type: none"> • Editorial coverage is cost effective and has high credibility among readers and online communities. Greater Vancouver, Greater Victoria/Vancouver Island, Calgary, Edmonton residents are the primary target groups with emphasis also placed on Toronto, the Pacific Northwest, California and selected international publications and outlets. • Strategic Plan; Communications and Media Relations Program



Action steps	<ul style="list-style-type: none"> • Release RFP to contract a media relations professional with tourism experience to implement media relations activities for 2015; consider increasing spend on annual contract. • Track monthly results and values. • Establish a list of targeted media outlets, editors and freelance writers. • Determine whether prepared stories, press releases, familiarization tours, or other methods of achieving editorial coverage are appropriate for each. • Update and maintain media archives online. • When newsworthy events occur, prepare press releases and pitch to appropriate media. • Ensure TVI, Destination BC and CTC have up to date, media-ready content on the Comox Valley. • Attend GoMedia, Canada Media Marketplace
Potential partnerships	<ul style="list-style-type: none"> • Canadian Tourism Commission, Destination BC, Tourism Vancouver Island. • Comox Valley Airport and Mount Washington Alpine Resort may be interested in sharing in the cost of the media monitoring if there is potential to expand the scope beyond just the destination, in an efficient manner.
Responsibilities	<ul style="list-style-type: none"> • Discover Comox Valley
Timeframe	<ul style="list-style-type: none"> • 2014 and ongoing
Evaluation mechanism	<ul style="list-style-type: none"> • Media coverage in identified key markets, number of stories, media hosted, etc. • Value of media coverage received relative to the resources expended.

VISITOR SERVICES OPPORTUNITIES

Tactic # 14 Comox Valley Visitor Services Opportunities Program	Implement marketing activities targeting visitors arriving on the island at key intercept points and encourage visits to the Vancouver Island Visitor Centre and the opportunities there.
Short description	<ul style="list-style-type: none"> • Creation and monitoring of the Official Comox Valley Vacation Guide, Discover Comox Valley iPhone app and mobile website, www.discovercomoxvalley.com, advertising opportunities at the Vancouver Island Visitor Centre. • Create an advertising program attracting visitors to use and book stays at the Vancouver Island Visitor Centre - focusing specifically on key demographics on the island and lower mainland at key intercept points.
Quantifiable objectives (if applicable)	<ul style="list-style-type: none"> • Number of participating advertisers • Total amount of revenue • Total number of new bookable products at the Vancouver Island Visitor Centre
Rationale / relation to strategies	<ul style="list-style-type: none"> • Increased participation in the program will allow for more opportunities to market the Vancouver Island Visitor Centre and both increase its usage as well as increase the direct sales from the centre.
Action steps	<ul style="list-style-type: none"> • Launch 2013-2014 Comox Valley Visitor Services Program Sept 11 at Comox Valley Tourism Industry Forum. • Create marketing materials (both online and print) that promote the Vancouver Island Visitor Centre and the bookable products. • Launch the 2014 Comox Valley Vacation Guide in the spring; consider adding a Top 10 Things to do, similar to the DCV App. • Ensure VIVC marketing systems including racks, screens, poster housing, banner station, resources and sales systems coincide to support new and expanded festival and event tactics. • Utilize new images from photo contest and industry invite to update Touch Table and exhibits as required. • Consider 2015 Comox Valley Vacation Guide in relation to print guides effectiveness and compelling print guides. • Explore additional promotional product such as an internal Comox Valley television channel
Potential partnerships	<ul style="list-style-type: none"> • Stakeholders, DMAC, and advertisers
Responsibilities	<ul style="list-style-type: none"> • Discover Comox Valley
Timeframe	<ul style="list-style-type: none"> • September 1, 2013 - August 31, 2014
Budget	<ul style="list-style-type: none"> • All funds utilized for promotion of this program must be funded by advertising income.
Evaluation mechanism	<ul style="list-style-type: none"> • Number of participating advertisers • Total amount of revenue • Total number of new bookable products at the Vancouver Island Visitor Centre • Increase in sales revenue at the VIVC



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Waste and Recyclables Collection Contract

File No.: 5360-02

Date: July 7, 2014

PURPOSE:

The purpose of this report is to consider entering into a new contract with Emterra Environmental for the collection of solid waste, yard waste, and recyclables to align the contract with the requirements set out Multi-Material BC–Master Services Agreement, as well as to incorporate rates language for services currently provided by Emterra but not addressed in their contract with the City.

POLICY ANALYSIS:

Section 8 of the *Community Charter* empowers a municipality to provide any service that Council considers necessary or desirable, and may do this directly or through another public authority or another person or organization.

Section 175 of the *Community Charter* limits the term of agreements to five years or less. Agreement may be made for terms exceeding five years, but only with the approval of the electors.

The City's Purchasing Policy allows for Sole Source purchasing exceptions with written approval from the Director of Financial Services or the Chief Administrative Officer. Sole Source purchasing considers whether compatibility with existing equipment, facilities or services is paramount to the provision of continued effective and efficient delivery of a City service.

Effective November 30, 2013, the City entered into a contract with Multi-Material BC which will provide funding for the residential recyclables program. There are language gaps, resulting in risk to the City, between the current Waste and Recyclables Collection contract with Emterra Environmental, and the recently signed agreement with Multi-Material BC.

CAO RECOMMENDATIONS:

That based on the July 7, 2014 staff report "Waste and Recyclables Collection Contract" Council approve OPTION 1 as follows:

- a. That the City enter into a new contract with Emterra Environmental for the collection of solid waste, yard waste, and recyclables within the City of Courtenay conditional on an expiry date of November 30, 2018.
- b. That the draft contract be returned to Council for approval.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City and Emterra Environmental first entered into a contractual agreement for the collection of solid waste, recyclables and yard waste in March 2005. This contract included a renewal provision which was exercised by Council and Emterra in 2010.

The current waste collection contract will expire in eleven months, on March 31, 2015. In order to ensure uninterrupted quality service to customers, consideration for continued delivery of these services must be considered well in advance of that expiry date.

DISCUSSION:

Over the term of the contract relationship with Emterra Environmental, the contractor has consistently provided exceptional and reliable service. The City has received positive feedback from customers in regards to the service provided by Emterra Environmental. They have worked proactively with the City to both identify and to implement new services which have lead to increased recycling opportunities for customers, and a decrease in waste disposal at the landfill. Significant initiatives to-date include:

- ✓ Residential yard waste program
- ✓ Downtown Courtenay – waste and recyclables program and pickup schedule solutions
- ✓ Downtown Courtenay – implementation of toters for recyclables
- ✓ Multi-Family and Apartments – implementation of toters (front load bins for larger complexes) for the pickup up recyclables
- ✓ Implementation of recycling options for City facilities
- ✓ Full cooperation in the implementation of the MMBC program for the residential sector

In November 2013, the City entered into a five year agreement with Multi-Material BC (MMBC), and in May 2014 have re-aligned the collection of residential recyclables to conform to the provisions set out in that agreement. The MMBC program will provide funding sufficient to cover the cost of Courtenay's residential recyclables program, and as a result, the residential garbage user fees were decreased in May 2014 to reflect this new revenue stream.

Gaps between the current Emterra contract and the new MMBC contract exist, and most notably are the following:

1. The MMBC contract contains prescriptive language in regards to the list of "in-scope" recyclables permitted in the program and provides for penalties when the recyclables delivered to the sorting facility are contaminated with non-recyclable items. This is an area of *significant* potential risk as the City's current contract with Emterra does not provide language in regards to responsibility for contamination or the resulting penalties for non-compliance with the MMBC requirements.

While their contract with the City is silent on the MMBC requirements, Staff report that Emterra has proactively added capacity to provide for the additional scrutiny needed at the curbside level, and has tasked their drivers to leave educational materials for property owners where non-compliance is noted in the recycle bins.

2. The MMBC contract and the Emterra contract contain language around the "ownership" of the recyclables collected. Emterra has, under their current contract provisions, owned the recyclables

collected and has been granted the rights to retain any resale revenues from these items. Under the new agreement with MMBC, ownership of the residential recyclables resides with MMBC.

3. The MMBC program requires detailed documentation and reporting, and while the Emterra contract does not contain language which mandates Emterra to play a part in meeting the new reporting requirement, they have voluntarily and proactively participated in meeting the reporting requirements at no additional cost to the City.

Staff believes that the City is best served at this time in continuing to contract the collection of waste and recyclables with Emterra Environmental, with an expiry of November 2018. This expiry date is aligned with the expiry of the MMBC contract, for the following reasons:

1. Ensures that the gaps and resulting areas of risk between the MMBC Contract and the Emterra Environmental Contract can be resolved now, ahead of the March 31, 2015 expiry of the Emterra Contract.
2. Secures the competitive pricing currently provided by Emterra Environmental remains in place until the expiry date of November 2018.
3. Ensures that waste and recyclables collection service to residential units remains streamlined and uninterrupted while the logistics of the MMBC program are worked through.
4. Allows City staff to work efficiently and effectively within a known contract relationship to navigate the logistics and regulations of the new MMBC program.

Staff recommends that the City enter into a new agreement with Emterra Environmental with a contract expiry date of November 30, 2018. This expiry date is aligned with the expiry of the City's contract with MMBC.

ADMINISTRATIVE IMPLICATIONS:

On Council's endorsement, Staff will draft a new contract between the City and Emterra Environmental, which will be returned to Council for approval. The drafting of a new contract is estimated to have minimal impact to Staff work load.

STRATEGIC PLAN REFERENCE:

While waste and recyclables collection is not specifically referred to in the City's Strategic Plan, the provision of this service to residential and commercial properties is considered to be an essential service. Additionally, the program of recycling and yard waste removal assists in diverting significant waste product away from the landfill.

OFFICIAL COMMUNITY PLAN REFERENCE:

Section 6.5 Solid Waste

The disposal of refuse is handled at the Pigeon Lake Landfill site which is operated by the Regional District of Comox-Strathcona. The City has and will continue to lead in efforts to reduce the amount of solid waste going to the landfill. There is mandatory garbage collection for all lands within the City.

REGIONAL GROWTH STRATEGY REFERENCE:

Objective 5-E: Reduce regional solid waste and improve landfill performance.

CITIZEN/PUBLIC ENGAGEMENT:

Citizen and public engagement is not required.

OPTIONS:

- OPTION 1: That Council approves entering into a new contract with Emterra Environmental for the pickup of solid waste, yard waste, and recyclables within the City of Courtenay, conditional on an expiry date of November 30, 2018. (Recommended)
- OPTION 2: That Council does not approve entering into a new contract with Emterra Environmental, and instructs staff to conduct a formal competitive bidding process for the provision of waste and recyclable collection services beyond March 31, 2015.

Prepared by:



Tillie Manthey, BA, CPA, CGA
Director, Financial Services/Deputy CAO



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 2240-20

From: Chief Administrative Officer

Date: July 7, 2014

Subject: Fire Protection Agreement Renewals – Merville Fire Protection/Tsolum Farnham Fire Protection

PURPOSE:

The purpose of this report is to request Council approval to enter into a renewed fire protection agreements with the Merville Fire Protection District Agreement and the Comox Valley Regional District – Tsolum Farnham Fire Protection Area.

POLICY ANALYSIS:

The Fire Protective Services Bylaw No. 2556, 2008 authorizes the Courtenay Fire Department to provide services beyond the municipal boundaries, subject to an in force agreement between the City and the benefiting fire protection area.

EXECUTIVE SUMMARY:

The City's current fire protection agreements with the Merville Fire Protection District (MFPD) and the Tsolum Farnham Fire Protection Area date back to 2001. The updated agreements have been prepared in collaboration with the protection areas, and provide for greater definition, clarity, and liability protection for both the City and the fire protection areas.

CAO RECOMMENDATIONS:

That based on the July 7, 2014 staff report "Agreement for Fire Protection Services" Council approves OPTION 1 as follows:

That Council approves entering into renewed agreements with the Merville Fire Protection District and the Comox Valley Regional District- Tsolum Farnham Fire Protection Area for the provision fire protection services by the City.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City has provided fire protection services to the Merville Fire Protection District and the Tsolum Farnham Fire Protection area for over 15 years. The present version of the agreements date back to November 2001.

DISCUSSION:

In collaboration with the fire protection areas, City staff have reviewed and updated the fire protection agreement. The revised agreement provides for the following changes and clarification:

1. Greater definition with respect to the fire protection services and resources to be provided.
2. Definition of the role and powers of the Fire Chief.
3. Potential limitations on the deployment of resources or fire suppression capacity at an event site.
4. Responsibility for the issuance of open burning permits.
5. Indemnification and insurance language.
6. Greater detail around the payment for services calculation.

The updated agreement will provide greater liability protection for both the City and the protection area authorities.

FINANCIAL IMPLICATIONS:

The payment for services calculation remains unchanged from the formula previously utilized. However, Section 6 (d) and (e) provide for notification of five year financial estimates, as well as provides for budget discussion with the District. This affords greater transparency and accountability for the protection areas.

ADMINISTRATIVE IMPLICATIONS:

On Council's consent, the renew agreements between the City and the protection areas will be executed, and are estimated to add approximately 0.5 staff days per year to the annual work plan.

STRATEGIC PLAN REFERENCE:

While the provision of fire protection services outside of the City's boundaries is not a statutory requirement, the City of Courtenay has historically worked with the regional protection areas to cost-effectively provide this service. The fire protection relationships benefit both the protection areas and the City of Courtenay.

OFFICIAL COMMUNITY PLAN REFERENCE:**4.11.3 Fire and Rescue**

The City currently operates one fire hall located on Cumberland Road and serves the areas from Royston to the south to Merville to the North.

REGIONAL GROWTH STRATEGY REFERENCE:**Goal 7: Public Health and Safety**

The regional district operates five volunteer fire departments and has working arrangements with member municipalities and improvement districts within the regional district to provide fire service.

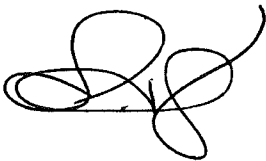
CITIZEN/PUBLIC ENGAGEMENT:

Public engagement is not required prior to considering or approving these agreements.

OPTIONS:

- OPTION 1: That Council approves entering into renewed agreements with the Merville Fire Protection District and the Comox Valley Regional District – Tsolum Farnham Fire Protection Area for the provision of fire protection services by the City.
- OPTION 2: That Council does not approve entering into renewed agreements with the Fire Protection Areas for the provision of fire protection services.

Prepared by:



Tillie Manthey, BA, CPA, CGA

Director, Financial Services/Deputy CAO

Attachment: Agreement for Fire Protection Service – Merville Fire Protection District
Agreement for Fire Protection Services – Comox Valley Regional District – Tsolum Farnham
Fire Protection Service Area

AGREEMENT FOR FIRE PROTECTION SERVICE

BETWEEN:

CITY OF COURTENAY

830 Cliffe Avenue

Courtenay, British Columbia, V9N 2J7

(hereafter called the "city")

OF THE FIRST PART

AND:

COMOX VALLEY REGIONAL DISTRICT

600 Comox Road

Courtenay, British Columbia, V9N 3P6

(hereafter called the "regional district")

OF THE SECOND PART

WHEREAS:

- A. Pursuant to section 176(1) of the *Local Government Act*, the regional district desires to enter into an agreement with the city for the provision of fire protection services in the service area;
- B. The regional district has requested that the city provide municipal fire protection services for land and improvements within a service area of the regional district;
- C. The city is authorized to enter into an agreement with the regional district to provide municipal fire protection services pursuant to section 13(1) of the *Community Charter*, and,
- D. The regional district and the city have resolved to enter into this agreement believing it to be mutually beneficial.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the promises and the mutual covenants and agreements hereinafter set forth in this agreement, the parties agree as follows:

DEFINITIONS

- 1. (a) "Extraordinary fire" means a fire response call that, in the opinion of the fire chief, acting reasonably, requires any of the following:
 - i) use of foam or fire retardant gels
 - ii) fire crew and fire truck
 - iii) specialized machinery costs
 - iv) mutual aid costsmaterially beyond what is typically required to respond to a fire in the city.

- (b) "Extraordinary fire costs" means costs, over and above those costs associated with a fire that is not an extraordinary fire.
- (c) "Fire chief" means the person appointed from time to time as the chief of the fire department of the city or designate authorized by the fire chief to act on his behalf, or the senior ranking member of the fire department of the city present at the fire.
- (d) "Fire protection services" means fire services comparable to the fire services provided by the fire department within the boundaries of the city and includes but is not limited to response to and attendance at all dispatched fire alarms, fire suppression, fire investigation and reporting, hazardous material handling, fire prevention activities, vehicle extrication, first responder medical services, and related activities.
- (e) "Net cost" for the purpose of calculating the cost to the regional district shall mean the city's budgeted expenditures for the fire protection service for the fiscal year, which for certainty may include any capital costs, debt service costs, or capital reserve funds for capital assets, less any expected revenues and contributions from the capital reserve fund to the fire department.
- (f) "Scene security costs" means costs associated with securing a fire-damaged premise from unauthorized entry.
- (g) "Service area" means the service area established by "Tsolum Farnham Fire Protection Local Service Conversion Bylaw No. 2069, 1998," as amended.
- (h) "Term" means the period of time commencing January 1, 2013 and expiring on December 31, 2017 subject to an annual appropriation of funds as set out in section 6.

SERVICES

- 2. (a) The fire protection service shall be provided within the service area on a 24-hour basis from the city.
- (b) The fire department resources in the service area under this agreement will be under the sole direction of the fire chief.
- (c) The number of firefighters and type of apparatus and equipment deemed necessary to provide adequate fire protection services are to be dispatched at the sole discretion of the fire chief or designate and such fire fighting personnel, equipment and apparatus may vary depending on the circumstances of each emergency.
- (d) The fire chief will have control, direction and management of all fire fighting personnel and apparatus and of all fire suppression and safety measures at a fire in the service area. Without limiting the generality of the foregoing, the fire chief may order the evacuation of the premises in the service area in an emergency arising from a fire or risk of explosion, where in the fire chief's sole discretion there is a danger to life or property, and may order the demolition of any building or part of a building in order to prevent the spread of fire or damage to persons or property.
- (e) The fire chief may order the suspension of the use of water in the service area for purposes other than firefighting during an emergency.

- (f) In the event of simultaneous fire emergencies, the fire chief will have sole discretion as to the deployment of personnel and apparatus of the city fire department. The city shall not be held liable in any manner whatsoever for the decision of the fire chief concerning this provision.
- (g) The fire suppression service provided by the city will be dependent on the water available at the site of the fire.
- (h) As part of the services provided under this agreement, the city shall ensure that the fire chief, or his or her designate, provide advice and make recommendations to the regional district's manager of fire services and other officers and employees of the regional district in relation to:
 - (i) the establishment and administration of fire brigades and departments;
 - (ii) the provision of adequate water supply and pressure;
 - (iii) the installation and maintenance of fire protection equipment;
 - (iv) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;
 - (v) fire prevention generally;
- (i) The fire chief shall administer the system for issuing permits for open burning under Bylaw No. 261 being "Tsolum Farnham Fire Protection Service Regulations Bylaw No. 261, 2013", as amended from time to time, including the collection of any permit fees. To ensure that the fire chief is able to properly administer this system the fire chief shall be consulted for input prior to the creation of any bylaw.

CONDITIONS OF SERVICE

- 3. (a) The regional district agrees that it:
 - (i) shall provide accurate mapping that shows locations of homes, structures and roads within the service area and the regional district shall be responsible to ensure the accuracy of the mappings and to provide updates to the city as new developments or changes occur;
 - (ii) shall recognize the fire chief as the local assistant to the fire commissioner (LAFC) for the service area pursuant to the *Fire Services Act* of British Columbia;
 - (iii) shall advise the city in writing of any proposed changes to or amendments of the Tsolum Farnham fire protection service establishment bylaw or Tsolum Farnham fire service regulations bylaw;
 - (iv) shall be responsible for the mutually agreed upon costs associated with an extraordinary fire.
- (b) The city agrees that it:
 - (i) shall use its best efforts to respond to calls in the service area but may choose not to respond to locations where the fire chief deems the access routes to be unsafe or inadequate for fire department equipment;

- (ii) shall maintain at all times accurate records, books and accounts respecting the provision of the fire protection services;
- (iii) shall submit any fire incident reports to the office of the fire commissioner (OFC) that are required by the OFC and that the fire chief will report all fire department activity in the service area to the manager of fire protection services at the regional district by letter, fax or email, for review and statistical tracking purposes;
- (iv) shall advise the regional district as soon as possible when an extraordinary fire takes place in the service area and advise if extraordinary fire costs were incurred that will be invoiced to the regional district;
- (v) shall make every effort to mitigate the costs associated with an extraordinary fire.

INDEMNIFICATION AND INSURANCE

- 4. (a) The regional district will indemnify and save harmless the city, employees, officers, agents, elected officials and members of the fire department from and against all manner of actions, causes of actions, suits, claims, demands, costs (including legal fees), expenses, or liabilities of any nature whatsoever and by whosoever brought, made or suffered, for which the city shall or may become liable, incur or suffer, any way associated or connected with the provision or failure to provide the fire protection services, whether arising out of injury to person (including death), loss or damage, save and except to the extent that such injuries, loss or damage are caused or contributed to by the negligence of the city, employees, officers, agents or members of the fire department.
- (b) The city and regional district shall maintain general liability insurance policies in good standing during each year of the term of the agreement in an amount not less than \$5,000,000.00 per occurrence, and shall provide copies of all insurance policies to the other party.
- (c) The city shall take out and maintain automotive liability insurance on all vehicles used directly or indirectly in the performance of the fire suppression services under this agreement, protecting against damages arising from bodily injury (including death) and from claims of property damage, in an amount of not less than \$2,000,000.00

RENEWAL AND CANCELLATION

- 5. (a) This agreement may be terminated by either party provided notice of termination is given in writing twelve (12) months prior to termination date.
- (b) Either party wishing to renew this agreement will advise the other in writing at least six (6) months in advance of the intended date of renewal, and the terms on which such renewal is sought.
- (c) This agreement may be amended with the mutual consent of both parties.

PAYMENT FOR SERVICES

6. (a) The annual cost to the regional district for the provision of fire protection services under this agreement shall be calculated by apportioning the net cost to the city of operating the fire department less the costs of extraordinary fire suppression and scene security costs in either the service area or the city to the total net taxable value of land and improvements for general taxation purposes within the service area divided by the sum of total net taxable value of land and improvements for general taxation purposes within the city and the service area.
- (b) In 2013 and any subsequent year of the term, the regional district shall pay the city the regional district's share of the city's net cost as follows:
- (c) The calculated amount due for the year following shall be based on the City's approved current year budget plus an adjustment to actual for the year prior. The city shall submit notice of the calculated amount due for the year following by May 31st of each year. Such amount shall be paid in full not later than May 31st in the year following an invoice for payment
- For clarity:
- 2014 Amount Due is based on the approved 2013 budget, plus an adjustment to actual for the 2012 calendar year; Notice of the 2014 amount due would be provided by May 31st, 2013.
 - 2015 Amount Due is based on the approved 2014 budget, plus an adjustment to actual for the 2013 calendar year; Notice of the 2015 amount due will be provided by May 31, 2014.
- (d) On or before November 15th of each year, further to the May advice to the regional district of the net cost of the service for the upcoming year, the city shall further provide the regional district with its estimated five-year financial plan to anticipate budget variations and proposed capital improvements.
- (e) Where the city's net cost for an upcoming years' service (as per the letter of notification provided by May 31st) exceeds the net cost for the preceding year by more than five percent (5%), the city's fire department budget will be discussed with the regional district, who will make recommendations no later than December 31 to the city. The city will advise the regional district of their decision on any recommendations on or before January 31.

PAYMENT FOR EXTRAORDINARY FIRE COSTS AND SCENE SECURITY COSTS

7. (a) When the city has incurred extraordinary fire costs and / or scene security costs, the city shall provide to the regional district an invoice for the proposed charge calculated in accordance with schedule A.
- (b) If the regional district objects to any amount included as an extraordinary fire cost or scene security cost under section 7(a), it shall within ten (10) business days advise the fire chief in writing of its objection to the invoice and the

basis for the objection. The fire chief and the regional district's manager of fire services shall attempt in good faith to resolve the regional district's objections and if they are unable to do so, the matter shall be referred to the respective chief administrative officers.

- (c) If the chief administrative officers cannot resolve the dispute within 30 (thirty) days of the dispute being referred, the dispute shall be referred for resolution under section 10(b).

NOTICE

- 8. Wherever in this agreement it is required or permitted that notice, demand or other communication will be given and served by either party to the other, such notice or demand will be given and served in writing and forwarded to the respective party at the address given in this agreement, provided that either party may change its address by giving the other prior notice of a change in address.

EFFECTIVE DATE

- 9.
 - (a) Notwithstanding the date of executing or date of reference of this agreement, the effective date of this agreement is January 1st, 2013.
 - (b) This agreement replaces any previous agreement between the parties dealing with the provision of fire fighting, fire protection or fire prevention services to the service area or any part of it.

GENERAL

- 10.
 - (a) This agreement shall be governed by the laws of British Columbia and is the entire agreement between the parties regarding this subject matter.
 - (b) In the event of a dispute between the parties regarding this agreement that the parties cannot resolve otherwise, the dispute shall be submitted to arbitration under the *Commercial Arbitration Act* for determination by a single arbitrator mutually acceptable to the parties.
 - (c) Time is of the essence of this agreement.

SCHEDULE A

Charges for Extraordinary Fire Costs and Scene Security Costs

Hourly cost of each fire crew and fire truck (1 hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery <ul style="list-style-type: none">• (includes heavy machinery required in combating the fire)	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost

AGREEMENT FOR FIRE PROTECTION SERVICE

BETWEEN:

CITY OF COURTENAY

830 Cliffe Avenue

Courtenay, British Columbia, V9N 2J7

(hereafter called the "city")

OF THE FIRST PART

AND:

MERVILLE FIRE PROTECTION DISTRICT

Box 133

Merville, British Columbia, V0R 2M0

(hereafter called the "district")

OF THE SECOND PART

WHEREAS:

- A. The district is outside the City of Courtenay, British Columbia;
- B. The district desires to enter into an agreement with the city for the provision of fire protection services in the service area;
- B. The district has requested that the city provide municipal fire protection services for land and improvements within the Merville Fire Protection District;
- C. The district and the city have resolved to enter into this agreement believing it to be mutually beneficial.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the promises and the mutual covenants and agreements hereinafter set forth in this agreement, the parties agree as follows:

DEFINITIONS

- 1. (a) "Fire chief" means the person appointed from time to time as the chief of the fire department of the city or designate authorized by the fire chief to act on his behalf, or the senior ranking member of the fire department of the city present at the fire.
- (b) "Fire protection services" means fire services comparable to the fire services provided by the fire department within the boundaries of the city and includes but is not limited to response to and attendance at all dispatched fire alarms, fire suppression, fire investigation and reporting, hazardous material response, fire prevention activities, vehicle extrication, first responder medical services, and related activities.

- (c) "Service Area" means the area of land within the District that is covered under this Agreement.

TERM AND RENEWAL

2. (a) This Agreement Commences on _____, 2014 and will continue for a term of five (5) years with the rights for renew for a further five (5) year term, upon written notice from either party and otherwise shall be in force unless terminated or not renewed in accordance with this Agreement.

SERVICES

3. (a) The fire protection service shall be provided within the service area on a 24-hour basis from the city.
- (d) The fire department resources in the service area under this agreement will be under the sole direction of the fire chief.
- (e) The number of firefighters and type of apparatus and equipment deemed necessary to provide adequate fire protection services are to be dispatched at the sole discretion of the fire chief or designate and such fire fighting personnel, equipment and apparatus may vary depending on the circumstances of each emergency.
- (f) The fire chief will have control, direction and management of all fire fighting personnel and apparatus and of all fire suppression and safety measures at a fire in the service area. Without limiting the generality of the foregoing, the fire chief may order the evacuation of the premises in the service area in an emergency arising from a fire or risk of explosion, where in the fire chief's sole discretion there is a danger to life or property, and may order the demolition of any building or part of a building in order to prevent the spread of fire or damage to persons or property.
- (g) In the event of simultaneous fire emergencies, the fire chief will have sole discretion as to the deployment of personnel and apparatus of the city fire department. The city shall not be held liable in any manner whatsoever for the decision of the fire chief concerning this provision.
- (h) The fire suppression service provided by the city will be dependent on the water available at the site of the fire.
- (i) The fire chief shall administer the system for issuing permits for open burning under Bylaw No. 41 being "Merville Fire Protection District Bylaw No. 41 1996", as amended from time to time. To ensure that the fire chief is able to properly administer this system the fire chief shall be consulted for input prior to the creation of any bylaw.

CONDITIONS OF SERVICE

3. (a) The District agrees that it:
- (i) shall recognize the fire chief as the local assistant to the fire commissioner (LAFC) for the service area pursuant to the *Fire Services Act* of British Columbia;

- (b) The city agrees that it:
 - (i) shall use its best efforts to respond to calls in the service area but may choose not to respond to locations where the fire chief deems the access routes to be unsafe or inadequate for fire department equipment;
 - (ii) shall maintain at all times accurate records, books and accounts respecting the provision of the fire protection services; and
 - (iii) shall submit any fire incident reports to the office of the fire commissioner (OFC) that are required by the OFC.

INDEMNIFICATION AND INSURANCE

- 4. (a) The district will indemnify and save harmless the city, employees, officers, agents, elected officials and members of the fire department from and against all manner of actions, causes of actions, suits, claims, demands, costs (including legal fees), expenses, or liabilities of any nature whatsoever and by whosoever brought, made or suffered, for which the city shall or may become liable, incur or suffer, any way associated or connected with the provision or failure to provide the fire protection services, whether arising out of injury to person (including death), loss or damage, save and except to the extent that such injuries, loss or damage are caused or contributed to by the negligence of the city, employees, officers, agents or members of the fire department.
- (b) The city and district shall maintain general liability insurance policies in good standing during each year of the term of the agreement in an amount not less than \$5,000,000.00 per occurrence, and shall provide copies of all insurance policies to the other party.
- (c) The city shall take out and maintain automotive liability insurance on all vehicles used directly or indirectly in the performance of the fire suppression services under this agreement, protecting against damages arising from bodily injury (including death) and from claims of property damage, in an amount of not less than \$2,000,000.00

RENEWAL AND CANCELLATION

- 5. (a) This agreement may be terminated by either party provided notice of termination is given in writing twelve (12) months prior to termination date.
 - (b) Either party wishing to renew this agreement will advise the other in writing at least six (6) months in advance of the intended date of renewal, and the terms on which such renewal is sought.
 - (c) This agreement may be amended with the mutual consent of both parties.
- 5.2 The City may also terminate this Agreement:
- (a) if conditions within the District exist which, in the opinion of the Fire Chief, or a designated member of his staff, are hazardous to the delivery or maintenance of fire protection services within the District and that those conditions are not rectified by the District within 180 days of the receipt of reasonable written notice of the hazards, or

- (b) if the District is in default in the performance of any of its covenants pursuant to this Agreement, and that default continues subsequent to the provision of 180 days' written notice by the City, the City may forthwith terminate this -Agreement by delivering written notice of termination to the District, or
 - (c) if the District is in default in the performance of any of its covenants pursuant to this Agreement, and that default continues subsequent to the provision of 180 days' written notice by the City, the City may forthwith terminate this -Agreement by delivering written notice of termination to the District.
- 5.3 Should this Agreement be cancelled, and payments have been made by the District in advance of the provision of service, the City will refund the advance payment to the District.

PAYMENT FOR SERVICES

6. (a) The annual cost to the District for the provision of fire protection services under this agreement shall be calculated by apportioning the net cost to the city of operating the fire department to the total net taxable value of land and improvements for general taxation purposes within the service area divided by the sum of total net taxable value of land and improvements for general taxation purposes within the city and the service area.
- (b) In 2013 and any subsequent year of the term, the District shall pay the city the District's share of the city's net cost as follows:
- (c) The calculated amount due for the year following shall be based on the City's approved current year budget plus an adjustment to actual for the year prior. The city shall submit notice of the calculated amount due for the year following by May 31st of each year. Such amount shall be paid in full not later than May 31st in the year following an invoice for payment
- For clarity:
- 2014 Amount Due is based on the approved 2013 budget, plus an adjustment to actual for the 2012 calendar year; Notice of the 2014 amount due would be provided by May 31, 2013.
 - 2015 Amount Due is based on the approved 2014 budget, plus an adjustment to actual for the 2013 calendar year; Notice of the 2015 amount due will be provided by May 31, 2014.
- (d) On or before November 15th of each year, further to the May advice to the District of the net cost of the service for the upcoming year, the city shall further provide the District with its estimated five-year financial plan to anticipate budget variations and proposed capital improvements.
- (e) Where the city's net cost for an upcoming years' service (as per the letter of notification provided by May 31st) exceeds the net cost for the preceding year

by more than five percent (5%), the city's fire department budget will be discussed with the District, who will make recommendations no later than December 31 to the city. The city will advise the District of their decision on any recommendations on or before January 31.

NOTICE

7. Wherever in this agreement it is required or permitted that notice, demand or other communication will be given and served by either party to the other, such notice or demand will be given and served in writing and forwarded to the respective party at the address given in this agreement, provided that either party may change its address by giving the other prior notice of a change in address.

EFFECTIVE DATE

8. (a) Notwithstanding the date of executing or date of reference of this agreement, the effective date of this agreement is _____, 2014.
- (b) This agreement replaces any previous agreement between the parties dealing with the provision of fire fighting, fire protection or fire prevention services to the service area or any part of it.

GENERAL

9. (a) This agreement shall be governed by the laws of British Columbia and is the entire agreement between the parties regarding this subject matter.
- (b) In the event of a dispute between the parties regarding this agreement that the parties cannot resolve otherwise, the dispute shall be submitted to arbitration under the *Commercial Arbitration Act* for determination by a single arbitrator mutually acceptable to the parties.
- (c) Time is of the essence of this agreement.

Occupation

•

) Corporate Officer



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 5340-20 88052

From: Chief Administrative Officer

Date: July 7, 2014

Subject: Headquarters Vanier Sewer Project – Request for Sewer Capital Budget Amendment

PURPOSE:

For Council to consider a budget amendment to the Sewer Capital Budget to permit staff to advance 2015 Capital work and take advantage of the lower than anticipated tendered unit rates received for the 2014 project limits.

CAO RECOMMENDATIONS:

That based on the July 7th 2014 staff report "Headquarters Vanier Sewer Project – Request for Sewer Capital Budget Amendment", Council approve the proposed Sewer Capital Budget Amendment to reallocate \$150,000 from within the existing budget to the Headquarters Vanier Sewer Project.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On February 11, 2014 Council resolved *"that based on the February 11, 2014 staff report, "2014-2018 Sewer Fund Financial Plan and 204 User Fee Revenue" Council approve OPTION 1, and proceed with recommended 2014-2018 Sewer Fund Financial Plan"*. Contained within the Sewer Capital Budget is the project entitled: "Headquarters Road from Glacier to Vanier, replacement/design". The project was originally planned to be completed in two phases over two consecutive years as the engineered cost estimate for construction was \$1.6 million. Therefore, based on an approved budget of \$900,000 for 2014, staff issued a tender for phase one of the project construction.

The purpose of this first phase of the project is to replace 470 meters of old asbestos cement concrete sewer main and add 345 meters of new sewer main. This work also includes sanitary sewer service replacement to property line, adding new services to several lots and replacement of storm culverts on Headquarters Road where the existing condition has reached end of pipe lifecycle. The second phase of the project, proposed for 2015, includes the addition of another 540 metres of sanitary sewer to close an existing gap in the system at Headquarters Road and Vanier Drive to connect with the existing network from Veteran's Memorial Parkway, 210 meters of new sewer service extension to Perbernat Road and 350 meters of watermain replacement on Vanier Drive.

Today the sewer flows from the Vanier Drive area are conveyed under agreement with the School District through the Vanier High School site to Headquarters Road. This sewer system conveys flows from east Courtenay and the Sandwick area to the Courtenay lift station and onto the regional sewage treatment plant.

DISCUSSION:

On May 1, 2014 the City awarded a contract to Knapett Industries for construction of phase one of the Headquarters/Vanier sewer project. The value for the tendered works was \$468,057 plus an estimate for the repaving and line painting of \$135,000 for a total construction cost of approximately \$603,057 (engineer's estimate: \$799,000 excluding a contingency amount). This represents approximately 800 meters of pipe construction within the project limits of Glacier Road to Vanier Drive.

With most of the project costs now known, staff revisited the project budget to determine if any additional work could be undertaken as part of this contract. The budget reflected approximately \$200,000 in uncommitted funds available. With this in mind, staff issued a contemplated change order to Knapett Industries to determine the amount of additional cost and time to complete the sewer pipe installation from the intersection of Headquarters Road and Vanier Drive to the eastern limits of design at the entrance to Vanier School. The contractor returned a quote of approximately \$200,000. Staff added to this price the additional cost of asphalt replacement, line painting, engineering fees and an 8% contingency amount. This additional scope of work will increase the project budget for 2014 from \$900,000 to approximately \$1.05 million.

Table 1 (attached) provides a summary of the project budget and committed costs.

Staff proposes to reallocate funds from within the Sewer Capital Budget in order to achieve the proposed budget amendment of \$150,000. This would result in a net zero change to the Sewer Capital Budget amount for 2014. Table 2 below demonstrates the proposed reallocation of funds:

Table 2 – Proposed Sewer Capital Budget Amendment

Project Description	2014 Budget Amount	Revised 2014 Budget Amount	Proposed Budget Change
Headquarters/Vanier Sewer (Ph 1)	\$900,000	\$1,050,000	\$150,000
Scada System (Design Assessment)	\$75,000	\$5,000	(\$75,000)
1 st Street Lift Station Design	\$85,000	\$50,000	(35,000)
Anderton Lift Station Design	\$100,000	\$60,000	(\$40,000)
Total			\$0

The Scada and lift station projects have not yet proceeded in design for 2014 and have no funds committed against the existing budget. Staff proposes to group the three projects together as a single design package for consulting services later this summer or fall in order to obtain more complete pricing and more efficient project delivery. Given that the project start date is anticipated to be later in the year, the budget

is not likely to be spent in 2014. For this reason, staff recommends that Council approve Option 1 to proceed with the proposed budget amendment.

FINANCIAL IMPLICATIONS:

As shown in Table 2, above. The budget reallocation request can be accommodated within the capital sewer project funds for 2014 previously approved by Council.

ADMINISTRATIVE IMPLICATIONS:

The 2014 engineering work plan includes the allocation of staff time to complete phase one of this project. The proposed increase in construction work will increase the project schedule by four weeks. This will require that staff continue to allocate time to the project for construction site inspections and contract administration support (approximately four to eight hours per week). This additional time can be reallocated within the existing staff work load.

STRATEGIC PLAN REFERENCE:

None.

OFFICIAL COMMUNITY PLAN REFERENCE:

None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

CITIZEN/PUBLIC ENGAGEMENT:

Construction notices to the affected residents and businesses have been circulated. Project signs have been installed along the roadway. Construction is scheduled to start on July 14, after the Comox Valley Music Festival.

OPTIONS

OPTION 1: That Council approve the proposed Sewer Capital Budget Amendment to reallocate \$150,000 from within the existing budget to the Headquarters Vanier Sewer Project (Recommended).

OPTION 2: That Council deny the proposed budget amendment and staff proceeds with Headquarters Vanier Sewer Project within the existing budget allocation.

Respectfully submitted;

Prepared by:



Lesley Hatch, P.Eng.

Senior Manager of Engineering



THE CORPORATION OF THE CITY OF COURTENAY STAFF REPORT

T:\Corporate Reports\Communication Procedures\Active Communications\SR SME 2014-07-07 Headquarters Vanier Sewer.docx
Table 1 - Project Cost and Budget Summary

Date of Revision: 2014-06-26
By: Lesley Hatch

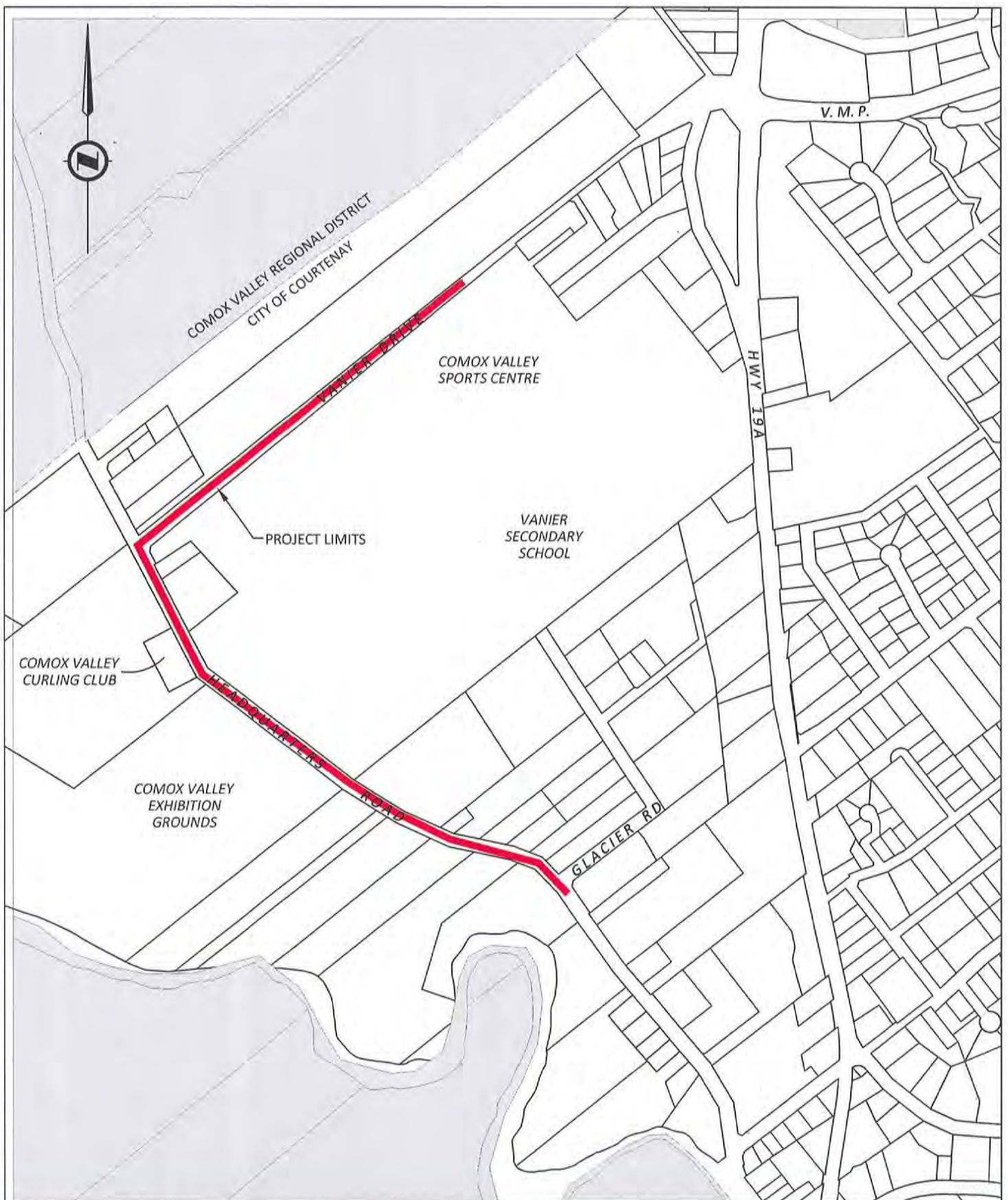
Project Headquarters/Vanier Sewer Trunk Project

Project	Details	Status	Amount	Spent 2013	Spent to Date 2014	Projected for 2014	Projected for 2015	Projected for 2016	Account No.	Reference No.	PO#	Comments
Consultant	MCSL	tender + add work	\$92,694.00	\$36,154.50	\$3,982.08	\$52,557.42						Prelim/Detailed Design & CO#1 Construction + CO#2 (Vanier)
Consultant 2015	MCSL	estimated	\$25,000.00			\$19,000.00	\$25,000.00					
Internal Forces	Communication	estimated	\$6,000.00			\$4,000.00	\$2,000.00					Communications Support
Internal Forces	PW Crew (Design Investigation)	estimated	\$2,000.00		\$1,601.96	\$98.04						Traffic control for detailed design investigation
Internal Forces	PW Crew (Construction Support)	estimated	\$12,000.00			\$7,500.00	\$2,500.00	\$2,000.00				
Misc	Traffic Control for Crew	complete	\$300.00		\$262.01							
Misc	Maintenance Period	estimated	\$20,000.00				\$10,000.00	\$10,000.00				
Contractor	Tayco Paving (PH 1 Limits only)	estimated	\$120,000.00			\$120,000.00						quote estimate + 67% (i.e. increase length of project by 530m)
Contractor	Tayco Paving (CCN#1 Limits)	estimated	\$80,000.00			\$80,000.00						
Contractor	Line Painting	estimated	\$15,000.00			\$15,000.00						
Contractor	GC - Knapett Industries	tendered	\$468,057.00			\$468,057.00						
Contractor	GC - Knapett Industries	tender + add work	\$200,079.50			\$200,079.50						
Gen. Contractor 2015	TBD	estimated	\$400,000.00				\$400,000.00					To complete construction of balance of Phase 2
Asphalt Contractor 2015	TBD	estimated	\$150,000.00				\$150,000.00					
Sub-Total			\$1,610,130.50	\$36,154.50	\$5,846.05	\$966,591.96	\$589,500.00	\$12,000.00				
Contingency (10%)			\$161,013.05			\$77,327.36	\$58,950.00	\$1,200.00				
Total Project Cost Estimate			\$1,771,143.55	\$36,154.50	\$5,846.05	\$1,043,919.32	\$648,450.00	\$13,200.00				

\$1,741,723.82

Budget Year	Budget Amount	Prop Revisions	Proposed Cash Flow
2013	\$36,155		\$36,155
2014	\$900,000	\$149,765	\$1,049,765
2015	\$648,450	\$0	\$648,450
2016	\$13,200	\$0	\$13,200
		\$0	\$0
		\$0	\$0
TOTAL	\$2,597,805	\$149,765	\$2,747,570

Notes:



Project Map

Minutes of a City of Courtenay Heritage Advisory Commission meeting held May 28, 2014 at 10:00 a.m. in the City Hall Council Chambers

Present: L. Burns J. Hagen D. Griffiths
L. Fortin C. Piercy R. Smith E. Ferguson, staff

FOR
INFO

Absent: L. Grant H. Squires D. Levett

INTRODUCTION Ann Tarves & Nancy Hofer (Environmental Planner with City of Courtenay)

TREE BYLAW UPDATE N. Hofer gave an overview of the tree bylaw update and the possibility of including heritage or significant trees within the bylaw as well as any interest that the HAC may have in being involved in this process. HAC to discuss at future meeting.

MINUTES Moved by R. Smith and seconded by C. Piercy that the minutes of the April 28, 2014 meeting be adopted as circulated.

Carried

40 HOUSES E. Ferguson to draft letter to property owners of the 40 houses informing them of the intent to add this neighbourhood to the heritage register.

MILES TITUS HEADSTONE L. Burns provided an account of the unveiling and dedication ceremony held at the St. Andrew's cemetery which was well attended by members of the HAC, City Council and City staff.

Letters of thanks to be sent to St. Andrew's Anglican Church, Father Anthony, Bob Ogilvie, Stewart Monumental Works, and C. Piercy.

CENTENNIAL COMMITTEE MEETING L. Burns reports on the May 6 meeting of the City Centennial Committee and the possible role of the HAC in centennial activities.

LETTERS OF APPRECIATION Cards have been printed, L. Fortin to write the message, L. Burns to sign as the Chair.

NEW BUSINESS

Cumberland has established a Heritage Advisory Commission. To get up and running, Cumberland brought in Heritage BC to conduct a "Heritage Basics" workshop with the group.

In order to start creating Centennial displays a series of workshops will be held over the summer. The first workshop will be held on Wednesday June 4 from 1 – 3 pm at the museum.

CORRESPONDENCE

The City received a call from Linda Matthews offering to donate items to the City including yearbooks, newspaper article indicating who the policemen in the photo of the old city hall were, and a picture of her father who served as Courtenay's police chief. It was felt that the Museum would be the most appropriate place for these items. A copy of the newspaper article will be placed in the back pocket of the framed photo hanging in the lobby at City Hall.

FOR YOUR
INFORMATION

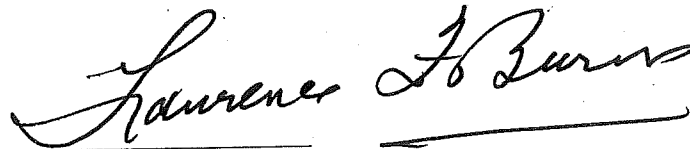
L. Burns reviewed the May Heritage BC Update.

L. Burns received an inquiry looking for descendants of Bob Cliffe.

R. Smith circulated obituaries of former Courtenay citizens.

Next Meeting: June 25, 2014 at 10 a.m.

The meeting adjourned at 12:00 pm.

A handwritten signature in cursive script, reading "Laurence L. Burns". The signature is written in dark ink and is positioned above a horizontal line.

Chair

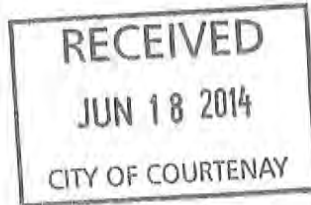


National Defence
Défense nationale

FOR INFO

19 Wing Comox
PO Box 1000 Station Main
Lazo, BC V0R 2K0

1170-1 (WComd)



10 June 2014

Mayor Larry Jangula
Town of Comox
830 Cliffe Ave
Courtenay, BC V9N 2J7

Dear Mayor Jangula, *Larry*

For many years, 19 Wing Comox, as the operator of the Comox aerodrome, has been engaged in efforts to follow Transport Canada standards for the safe operation of aerodromes. In order to comply with those standards, 19 Wing initiated a remediation project to address safety issues associated with over height trees. With the cooperation of landowners who complied with a Notice of Contravention and agreed to have trees cut or topped on their property, the project proceeded. The support which 19 Wing received from municipal, provincial and federal leaders, as well as that of the business community was appreciated throughout this project. Contractors topped, and in some cases removed, trees that infringed upon the areas of the aerodrome deemed necessary to enable aircraft to safely operate. This project was undertaken with due consideration to the environment and best management practices were applied throughout the work to conserve as much of the natural ecosystem as possible. I now write to you to keep you apprised of a new development that will have important implications for the Comox aerodrome.

The Transport Canada standards for the safe operation of civilian aerodromes are found in the document TP 312, as well as its parallel military document MIL 312E which applies to military aerodromes. The MIL 312E identifies areas in the vicinity of the Comox aerodrome that must be kept clear of obstacles, natural and man-made, for the safe operation of aircraft. Transport Canada is in the process of updating the TP 312 document to obtain greater harmonization with other Transport Canada documents related to standards for landing aircraft in times of poor weather when using onboard instruments. As such, the Royal Canadian Air Force will also adopt an updated version of TP 312 as the basis for the MIL 312E. This revised TP 312 amends the existing standards regarding the acceptable height of obstacles, such as trees, in the vicinity of an aerodrome.

Given the impending changes to Transport Canada standards, and in view of the current disruptions to commercial aircraft operations at the Comox aerodrome which have significant community and economic impacts, the RCAF is adopting the new MIL 312E earlier than originally planned. The revised MIL 312E is anticipated to take effect soon

and should improve the reliability of the airport for those who depend on it. This revision will enable aircraft to make approaches, under certain poor weather conditions, to an altitude as low as 250 feet, versus the previous 500 feet. This important change will undoubtedly reduce some, although not all, of the diversions experienced by passengers flying into Comox, particularly during the fall and winter months.

I thank you for your support and patience with our efforts to bring the 19 Wing aerodrome into full compliance under the previous TP 312/MIL 312E standards. We are confident that the new standards will not only dramatically improve the operating conditions of the commercial air service in the Comox Valley, strengthening our local economy, but will reduce the requirement for further remediation.

If you have any other questions, please contact Captain Trevor Reid, Public Affairs Officer at 250-339-8201 or Lieutenant-Colonel Pierre Thériault, Wing Logistics and Engineering Officer at 250-339-8202.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J.C. Benninger', with a stylized flourish at the end.

J.C. Benninger
Colonel
Wing Commander

Ward, John

From: Marilyn Jorgensen <Marilyn@comoxairport.com>
Sent: June-23-14 12:09 PM
To: InfoAlias; Allen, David; djoakman@comoxvalleyrd.ca; Ward, John;
jwarren@comoxvalleyrd.ca; llockhard@comox.ca; administration@comoxvalleyrd.ca;
rparker@cumberland.ca; operations@comoxvalleychamber.com;
geoff@investcomoxvalley.com; richhardy@shaw.ca; edwingrieve@shaw.ca;
mayor.baird@cumberlandbc.net; pives@comox.ca; Jangula, Larry;
chair@comoxvalleychamber.com; dhawkins@comoxvalleychamber.com
Cc: Frank (vangis@shaw.ca); Fred Bigelow; Christianne Wile
Subject: Landing limits lowered at the Comox Valley Airport

Sent by Marilyn Jorgensen on behalf of Frank van Gisbergen.

Colleagues,

I am extremely pleased to confirm that landing limits have been brought back to normal at the Comox Valley Airport following a move by the Department of National Defence to adopt Transport Canada's new standards this summer. This has ended the need for the restrictions imposed on YQQ nearly three years ago and we can once again offer the kind of all-weather capability that travellers expect. With a minimum instrument approach height of 250 feet, we are pleased to report that YQQ is now one of the most reliable and capable airports in BC. I have attached a press release explaining more about the decision and how it affects our airport.

I would like to take this opportunity express the sincere gratitude of the Comox Valley Airport Commission for the continuous support your organizations provided us during this ordeal. As our press release states, it was the outcome of many parties working together which finally brought about the resolution of this issue. Your commitment and support throughout this process was integral.

Please share this news within your own networks as we are looking to spread the message far and wide! Should you have any questions about the announcement, please do not hesitate to contact me.

Sincerely,

Frank

News Release

June 23, 2014

Landing limits lowered at the Comox Valley Airport ***YQQ is once again one of the most reliable airports in the province***

Landing limits have been brought back to normal at the Comox Valley Airport following a move by the Department of National Defence to adopt Transport Canada's new standards.

"We are absolutely thrilled with this decision," said Comox Valley Airport CEO Fred Bigelow. "The Comox Valley Airport can once again offer the kind of all-weather capability that travellers expect. With a minimum instrument approach height of 250 feet, YQQ is now one of the most reliable and capable airports in BC."

“We would like to thank all of the passengers that stood by us and continued to use our services while we worked to find a solution to restore landing limits at YQQ,” said Frank van Gisbergen, Chair of the Comox Valley Airport Commission. “We would also like to acknowledge our airline partners, who remained committed to doing business at our airport while actively working with us on finding solutions.”

The new TP312 Transport Canada standards, which are slated to come into effect at airports across the country later this year, were adopted early by the Department of National Defence in order to prevent unnecessary cancellations and diversions during poor weather conditions. Obstacles which previously penetrated the limitation surfaces around the Comox aerodrome are no longer an issue under the new standards.

“By implementing the new standards this summer, the Department of National Defence has ended the need for the restrictions imposed on the Comox Valley Airport nearly three years ago,” explained John Duncan, Member of Parliament for Vancouver Island North. “YQQ is an essential economic driver in this community and I couldn’t be more pleased for my constituents, many of whom depend on the airport to access their place of employment.”

“The provincial government was engaged early on in this process, in particular working with BC Hydro to eliminate any barriers to achieving full operational capability at the airport,” said Comox Valley MLA Don McRae. “I am delighted the situation has been resolved and Comox Valley and area residents can once again have the pleasure of utilizing one of the most reliable airports in the province.”

Following dialogue with the Comox Valley Airport and the MLA, BC Hydro expedited its plans to lower power lines around YQQ last year, directly supporting the return to lower landing limits.

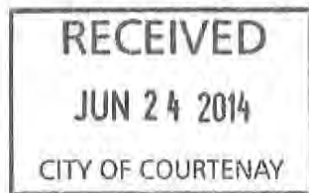
“The completion of this work ensured there were no additional barriers once the new federal standards were adopted,” explained Comox Valley Airport CEO Fred Bigelow.

“Working with 19 Wing, the RCAF headquarters in Winnipeg, Transport Canada officials, our airlines and with the full support of our MP, MLA and local governments, we rallied support to restore our operational capability,” concluded Bigelow. “All of these parties working together resulted in DND’s decision to adopt the new standards early. We are extremely grateful for the support of all involved.”

About the Comox Valley Airport

The Comox Valley Airport (YQQ) is an economic driver for Northern Vancouver Island, supporting about 193 direct jobs including airlines, airport management, security, food and beverage, retail and ground transportation. The airport and tourism business community together generate \$367 million in Gross Domestic Product and \$701 million in direct economic output for the community. YQQ is operated by the Comox Valley Airport Commission, which was established in 1996 as a non-share capital and not-for-profit organization to operate the civil aviation facilities, including the terminal and apron. The airfield and its associated systems, including air traffic control, are operated by the Royal Canadian Air Force at 19 Wing Comox on a continuous 24-hour basis.

Media Contact
Christianne Wile
Comox Valley Airport
250-218-9856 (cell)
cwile@comoxairport.com



FOR INFO

Comox Valley Ad Hoc Emergency Resources Organizations
c/o 355 6th Street
Courtenay, BC
V9J 1N8
(250) 338-7400

Legislative Services Department
City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

June 13, 2014

Attention: John Ward, CMC

Re: City File No. 5040-20

Dear John,

I am writing in response to your letter dated May 14, 2014 regarding the Council resolution requesting comment from the Comox Valley Ad Hoc Emergency Resources Organizations (AHERO) on the appropriateness of the shipping container solution. The following comments are the result of consultation with the AHERO membership via e-mail and during the June 4, 2014 meeting.

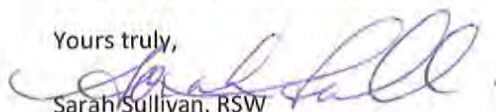
As per my e-mail dated May 15, 2014, it appears that BC Housing will not fund shipping container housing. Therefore, unless there is another source of operating and capital funding to operate shipping container housing, this solution would not be achievable in the Comox Valley.

Additionally, unlike in some other communities, there is a very effective Emergency Weather Response protocol in the Comox Valley. This program was developed by local service providers in coordination with BC Housing and has operated for the past six years. The Salvation Army Shelter operates the Emergency Weather Response with coordination with the EWR committee. According to the protocol no one is turned away during Emergency Weather Response times and if they are not able to safely stay at the Salvation Army Shelter, they are offered transportation to St. Joseph's Hospital or the Courtenay RCMP. As well, if all the beds are full, overflow beds are opened at the Northgate Church.

Therefore, we urge the City of Courtenay to develop a plan for secure, affordable and long term solutions across the continuum of housing needs. This would include housing for people living with mental health issues, people who use drugs and alcohol, women and children escaping violence, people with disabilities, adults with developmental disabilities, low income families and singles, and seniors.

In conclusion, we thank the City of Courtenay for seeking our input regarding the proposal of shipping container housing. We sincerely appreciate being included in the dialogue regarding this very important need in the community and welcome further discussions in the hope that a long term and multi-faceted solution to the housing crisis will be developed and implemented.

Yours truly,


Sarah Sullivan, RSW
Chair, AHERO

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2794

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

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

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

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

1. This bylaw may be cited for all purposes as “**Official Community Plan Amendment Bylaw No. 2794, 2014**”.
2. That Official Community Plan Bylaw No. 2387, 2005 be amended as follows:
 - a) By changing the land use designation of part of Lot 1, Block A, District Lot 127, Comox District, Plan 1447 from Urban Residential to Multi Residential as shown on Attachment A; and
 - b) That Map #2, Land Use Plan be amended accordingly;
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 7th day of July , 2014

Read a second time this 7th day of July, 2014

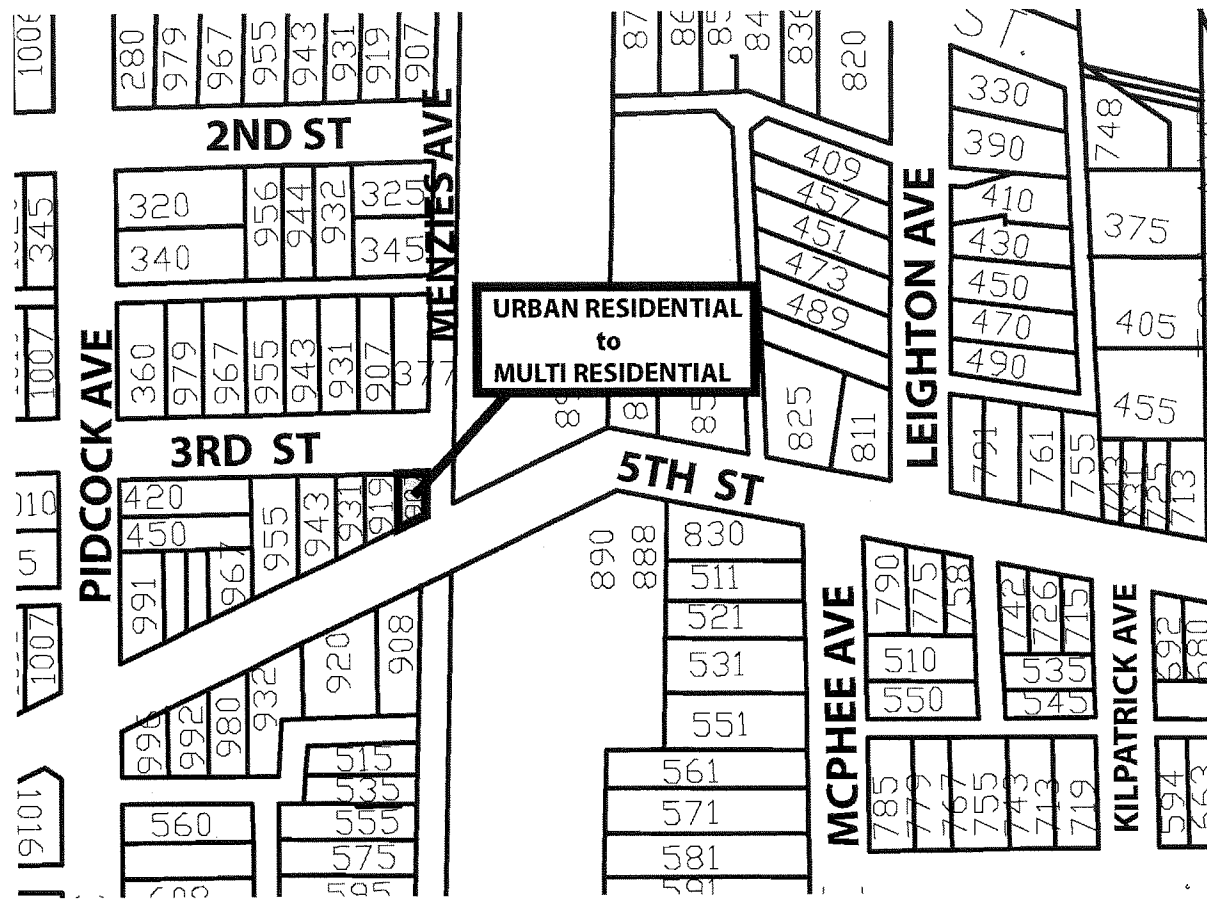
Considered at a Public Hearing this day of , 2014

Read a third time this day of , 2014

Finally passed and adopted this day of , 2014

Mayor

Director of Legislative Services



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 2794, 2014
 Amendment to the
 Official Community Plan Bylaw No. 2387, 2005

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2795

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

1. This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 2795, 2014”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 1, Block A, District Lot 127, Comox District, Plan 1447, as shown in bold outline on **Attachment A** which is attached hereto and forming part of this bylaw, from Residential Two Zone (R-2) to Residential Four B Zone (R-4B);
 - (b) That Schedule No. 8 be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 7th day of July, 2014

Read a second time this 7th day of July, 2014

Considered at a Public Hearing this day of , 2014

Read a third time this day of , 2014

Finally passed and adopted this day of , 2014

Mayor

Director of Legislative Services

Part of Bylaw No. 2795, 2014
Amendment to the
Zoning Bylaw No. 2500, 2007

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2790

A bylaw to establish procedures to amend an Official Community Plan, a Zoning Bylaw or a Land Use Contract or to issue a permit and to designate the form of permits issued pursuant to Part 26 of the Local Government Act

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

AND WHEREAS the Council may designated areas within which Temporary Use Permits may be issued and within which Development Permits are required;

AND WHEREAS the Council must by bylaw, define procedures to amend an Official Community Plan or Zoning Bylaw or issue a permit under Part 26 of the *Local Government Act*;

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

1. Title

This bylaw may be cited as "Development Application Procedures Bylaw No. 2790, 2014".

2. Definitions

"Applicant" – means any person who makes application for development under the provisions of this bylaw as authorized by the owner(s) of the parcel(s) of land subject to the application.

"City" – means the City of Courtenay.

"Council" – means the Council of the City of Courtenay.

3. Interpretation

3.1 A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time.

3.2 A reference in this bylaw to any bylaw, policy or form of the City of Courtenay is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

4. Scope

This bylaw shall apply to the following applications for all lands within the boundaries of the City of Courtenay:

4.1 An application for amendments to:

- a) Official Community Plan;
- b) Zoning Bylaw, including the establishment of Phased Development Agreements (PDAs); and

- c) Land Use Contract.

4.2 The issuance, amendment and review of:

- a) Development Permit
- b) Development Variance Permits
- c) Temporary Use Permits

4.3 An application to the City as required by the *Agricultural Land Commission Act*.

4.4 Guidelines for:

- a) Architectural Submissions
- b) Landscape Submissions
- c) Notice of Application Sign Submissions

5. General Provisions

5.1 Schedules

For the purpose of this bylaw, Schedules 1 to 10 inclusive are attached hereto and form an integral part of this bylaw.

5.2 Application Fees

At the time of application for an amendment or a permit, the applicant shall pay to the Corporation of the City of Courtenay, the applicable application fee in the amount set out in the City of Courtenay Fees and Charges Bylaw and all amendments thereto.

5.3 Agent Authorisation

Written authorization for an agent to act on behalf of the registered owner(s) is required. If the owner changes their agent for an application, the owner must notify the City of the change in writing.

5.4 Application Requirements and Processing Procedure

- a) An application for an amendment to an Official Community Plan Bylaw, Zoning Bylaw (including establishment of a Phased Development Agreement) or a Land Use Contract will be made and processed substantially as outlined in Schedule 1 of this bylaw.
- b) An application for a Development Permit will be made and processed substantially as outlined in Schedule 2 or Schedule 3 of this bylaw, as applicable.
- c) An application for an Environmental Development Permit will be made and processed substantially as outlined in Schedule 4 of this bylaw.
- d) An application for a Development Variance Permit will be made and processed substantially as outlined in Schedule 5 of this bylaw.
- e) An application for a Temporary Commercial or Industrial Use Permit will be made and processed substantially as outlined in Schedule 6 of this bylaw.
- f) An application in respect of land within the Agricultural Land Reserve will be made and processed substantially as outlined in Schedule 7 of this bylaw.
- g) All architectural submissions must be in accordance with Schedule 8 of this bylaw.

- h) All landscape submissions must be in accordance with Schedule 9 of this bylaw.
- i) Applications requiring a Notice of Application Sign shall be posted in accordance with Section 10 and Schedule 10 of this bylaw.

5.5 Combined Development Permits

- a) If land is subject to more than one Development Permit Area designation, the City will accept a single development permit application that combines the requirements of each Development Permit Area. The application will be assessed in accordance with the individual development permit guidelines for each applicable Development Permit Area. Additional application fees may be required in accordance with the City of Courtenay Fees and Charges Bylaw.
- b) Where a development is proposed by a single applicant for multiple adjoining properties, at the sole discretion of the Director of Development Services the City may accept a single development permit application instead of one application per property.

6. Development Approval Information

6.1 Type of Information Requested

Pursuant to Section 920.1 of the *Local Government Act*, the City may require an applicant to provide at the applicant's expense, reports and impact studies including but not limited to the following topic areas:

- a) Environmental Impact Assessment including Environmentally Sensitive Features Inventory
- b) Construction and Environmental Management Plan
- c) Tree Assessment Study including Wind Study
- d) Geotechnical Study
- e) Transportation and Traffic Impact Study
- f) Site access and Servicing Study, including Municipal Infrastructure Impacts
- g) Demand for Local Community Service Study
- h) Visual Impact Study
- i) Acoustical Impact Study
- j) Hydrological Study including Groundwater Management Assessment
- k) Stormwater Management and Drainage Study
- l) Soil Agrology Study
- m) Greenhouse Gas Emission Profile
- n) Wildfire Hazard Assessment
- o) Archaeological Assessment
- p) Other studies as deemed necessary

6.2 Preparation of Terms of Reference

The applicant will be required to work with staff to review and confirm the Terms of Reference for the report or impact study.

6.3 Selection of Personnel

The applicant will be required to provide the reports and impact studies prepared by Qualified Registered Professionals at the applicant's expense. The City may require an independent review of the study results in certain circumstances including but not limited to: staff capacity and to ensure the timely review of the study results. The applicant will be notified if an independent review of the study results is required. Costs for independent review studies will be borne by the applicant.

6.4 Incomplete or Deficient Reports

- a) If it is deemed by the Director of Development Services that a report containing development approval information is incomplete or deficient, the applicant will be notified in writing of the nature of deficiencies and the timeframe to resubmit the corrected report.
- b) The City will not accept studies or reports older than one year without a covering letter from the author certifying that the conditions and findings of the study have not changed.

6.5 Presentation of Reports or Impact Studies

The City may request, at the applicant's expense, the presentation of the report or impact study to Council, the Community or Staff by the Qualified Registered Professional(s) that prepared the document.

6.6 Publication of Information

The City may distribute and publicize a report containing development approval information requested under this bylaw.

7. Requirement for Professional Services.

- 7.1 Where required by the *Architects Act*, all building design submissions must be signed and sealed by an Architect licensed to work in the province of British Columbia pursuant to the requirements of the *Architects Act*.
- 7.2 All applications for residential developments in excess of seven (7) units on a property and commercial or industrial developments in excess of 470 square metres aggregate floor area require the services of a licensed Landscape Architect qualified by the British Columbia Society of Landscape Architects (BCSLA) to plan and design, prepare drawings, oversee construction and provide post development monitoring. All landscape design submissions must be signed and sealed by the Landscape Architect. The City will require BCSLA Schedules L-1 and L-2 at the time of building permit.
- 7.3 All applications for Environmental Development Permits require the services of a Registered Professional Biologist to prepare an Environmental Impact Assessment.
- 7.4 All applications for Development Permit and Development Variance permit will require a site plan prepared by a British Columbia Land Surveyor.

- 7.5 It is strongly suggested that the applicant retain the services of a building code consultant or Architect to ensure any proposed buildings, or additions/alterations to existing buildings, comply with the relevant provisions of the *British Columbia Building Code*.

8. Public Information Meetings

- 8.1 Applicants for Official Community Plan Amendments, Zoning Bylaw Amendments, Temporary Use Permits or Development Variance Permits are required to hold a Public Information Meeting prior to the application being considered by Council. The purpose of the meeting is to provide an additional opportunity for the public to access information and to inquire about the proposal beyond that available through the standard application referral, and public hearing process. The applicant is responsible for all costs associated with the meeting.
- 8.2 The Public Information Meeting is held by the applicant, and may be attended by City Staff at the discretion of the City.
- 8.3 It is the responsibility of the applicant to arrange and conduct the meeting at their expense. The venue and meeting format shall be discussed with the City prior to the meeting. The use of professional facilitation or consulting services is strongly encouraged to conduct the meeting and may be required by the City in case of sensitive applications. Applicants are required to submit a report to the City summarizing the meeting. The report must include the following information:
- a) Location and duration of the meeting;
 - b) Number of attendees;
 - c) How the meeting was advertised and how surrounding property owners were notified;
 - d) Information provided at the meeting; and
 - e) A summation of questions raised and major discussion points.
- 8.4 The applicant must mail, or otherwise deliver, notification of the Public Information Meeting to owners and occupiers of properties within a radius of 100 m from the subject property for OCP, Zoning and Temporary Use Permits, or 30m for Development Variance Permits. The Director of Development Services is authorized at his discretion to waive the requirement to hold, or modify the notification distance required for, a Public Information Meeting based on the nature of the proposal.
- 8.5 The public input received at the Public Information Meeting will be included in a staff report for Council's consideration of a permit, or prior to consideration of 1st and 2nd reading of a bylaw amendment.

9. Agency Referral Process

- 9.1 Development Services staff may refer applications to other City departments, external agencies, organisations or levels of government (including local First Nations) for review and comment. The referral list will be prepared by staff and will vary depending on the nature of the application. Where applications are sent for review and comment, a

maximum of three (3) calendar weeks are provided for return of comments or for a request of additional time. If a response is not received within this three (3) week period the City will assume the interests of that department, agency, organisation or government are unaffected.

9.2 At the discretion of the Director of Development Services development permit applications for duplexes, façade improvements, additions or amendments, in addition to sign variance and secondary suite rezoning applications are exempt from the formal referral process outlined in section 9.1.

9.3 Following receipt of comments or requests for additional time, the City may defer consideration of any application and request additional information from the applicant.

10. Notice of Application Sign

Applicants proposing an amendment to the Official Community Plan, Zoning Bylaw, or requesting a Temporary Use Permit are required to post a Notice of Application Sign in accordance with Schedule 10 of this bylaw.

11. Public Notification and Public Hearings

11.1 In accordance with the provisions of the *Local Government Act*, the City will mail or otherwise deliver individual notices to all owners and occupiers of properties within a 100m radius of the subject property for OCP, Zoning, Land Use Contract Amendment, Phased Development Agreement and Temporary Use Permits, or 30m for Development Variance Permits, advising of:

- a) A scheduled public hearing for an Official Community Plan Amendment, Zoning Bylaw Amendment, Land Use Contract Amendment, or a Phased Development Agreement;
- b) A scheduled Council meeting for a Development Variance Permit;
- c) A scheduled Council meeting for a Temporary Use Permit;
- d) A scheduled public hearing for an application to exclude land from the Agricultural Land Reserve.

11.2 Public hearings are subject to the Fees and Charges bylaw.

11.3 All correspondence in response to the notifications regarding 11.1 (b) or (c) must be received by the City prior to the start of the Council meeting where final consideration of an application is to be given.

11.4 Correspondence in response to 11.1 (a) or (d) will be accepted until the close the Public Hearing.

11.5 In the case of an application to amend the Zoning Bylaw, Council may waive the requirement to hold a public hearing pursuant to Section 890(4) of the *Local Government Act* where:

- a) the proposed bylaw is consistent with the Official Community Plan; and

- b) no significant issues or objections were received at the Public Information Meeting as determined by Council. The Public Hearing may not be waived for a Phased Development Agreement.

12. Security

12.1 Security may be required as a condition of permit issuance for the following:

- a) Landscaping (both 'hard' and 'soft') including re-vegetation works to restore degraded natural environments ("Landscape Security"). Hard landscaping includes such items as paved pathways, walls, railings, fences, retaining structures and landscape furnishings such as lighting and benches. The 'soft' landscape includes water features, earth contouring and vegetation such as trees, plants and grass and irrigation systems;
- b) Environmental monitoring ("Monitoring Security"), may be required for Environmental Development Permits and Sediment and Erosion Control Permits to ensure that all required mitigation measures will be completed and furthermore continue to function properly as described in the Permit;
- c) An unsafe condition or damage to the natural environment that may result as a consequence or a contravention of a condition in a permit ("Remediation Security");
- d) To guarantee the performance of the terms of a Temporary Use Permit ("Performance Security").

12.2 Form of Security

Security will be provided in the form of an automatically renewing irrevocable letter of credit, bank draft or in a form satisfactory to the Director of Development Services.

12.3 Amount of Security

The amount of security will be calculated using the following:

- a) For Landscape Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, supervision, monitoring, maintenance, irrigation, labour, hard infrastructure and planting materials. The estimate or quote must be submitted by a Landscape Architect and/or other Professional approved by the Director of Development Services. The estimate or quote will be provided by the applicant at the applicant's expense;
- b) Phased Landscape Plans may be approved for large-scale developments at the discretion of the Director of Development Services to enable the completion of the landscape works in phases. The applicant is required to request approval of a phased landscape plan at the time of Development Permit application, clearly identifying on the submitted landscape plan the proposed phases and the related cost estimates for each phase. Security of 125% of the cost estimate for the entire project is required prior to issuance of the first building permit for the development;
- c) For Monitoring Security, the amount of security will be 125% of an estimate or quote of the cost of monitoring works required to ensure that the mitigation conditions of the permit are completed;
- d) For Remediation Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, supervision, monitoring, maintenance, irrigation, labour and planting materials. The estimate must be submitted

by a Qualified Environmental Professional who will be expected to undertake or supervise the works. The estimate or quote will be provided by the applicant at the applicant's expense;

- e) Where security is required in the case of an unsafe condition that may result from a contravention of a permit condition, or in the case of damage to the natural environment, the amount of security shall reflect:
 - i. The nature of the permit condition
 - ii. The nature of the unsafe condition
 - iii. The cost to the City of entering the land to undertake the work to correct the unsafe condition, including the cost of repairing any damage to land and improvements that may have been caused by the contravention of that permit condition or work to correct the damage to the natural environment, and restore or enhance the natural environment to compensate for damage caused by the contravention of that permit;
- f) For Performance Security, the amount of security will be 125% of an estimate or quote of the cost of works to guarantee the performance of the terms of the permit. Such works may include but are not limited to: inspections, monitoring, maintenance, irrigation, labour, planting materials and works required to restore the land or remove any temporary structures. The estimate or quote must be submitted by a Professional approved by the Director of Development Services. The estimate or quote will be provided by the applicant at the applicant's expense;
- g) In extraordinary circumstances, alternate methodologies to calculate the amount of security may be approved by the Director of Development Services.

12.4 General Conditions of Security

At the expense of the permit holder, the City may undertake the works, construction, monitoring or other activities required to satisfy the landscaping condition, to monitor the environmental mitigation works, to correct the unsafe condition, to correct the damage to the environment or to ensure the performance of the terms of the permit. The City may apply the security in payment of the cost of works, construction, monitoring or other activities if any of the following occur:

- a) The works are not completed within a defined time period as specified by the Director of Development Services or within the time period identified in an approved Permit;
- b) An unsafe condition has resulted as a consequence of a contravention of a condition in a permit;
- c) Damage to the natural environment has resulted as a consequence of a contravention of a condition in the permit;
- d) A contravention in relation to the performance of the terms of a Temporary Use Permit.

12.5 Return of Security

- 12.5.1** If a permit is cancelled by the applicant and no work has occurred related to the security deposit, the security deposit will be returned to the applicant at the approval of the Director of Development Services.

12.5.2 Unless otherwise stated in this bylaw, the City will return the security (or portion thereof) when written request has been submitted by the applicant and includes a satisfactory report by the appropriately Qualified Professional depending on the nature of the permit conditions, or other Professional approved by the Director of Developmental Services, or his/her designate, certifying that:

- a) The works have been completed in substantial compliance with the approved plan(s); and/or
- b) The unsafe condition or damage to the natural environment has been corrected.

12.5.3 The report must be signed and sealed by a Landscape Architect, Qualified Environmental Professional or other Professional approved by the Director of Development Services and include the following at a minimum:

- a) The date and drawing number (where applicable) of the plan reviewed by the Landscape Architect, Qualified Environmental Professional or other Professional approved by the Director of Development Services;
- b) Date(s) of supervision and inspections by the Landscape Architect, Qualified Environmental Professional or other Professional approved by the Director of Development Services;
- c) A statement from the Landscape Architect, Qualified Environmental Professional or other Professional approved by the Director of Development Services, that the completed works substantially comply with the approved plan;
- d) For landscape reports, identification of conformance to approved species, quantity of materials, scale and number of plants, irrigation systems and features (including hard landscaping) as shown on approved drawing(s) and installation to BCSLA/BCLNA standards. A completed BCSLA Schedule L-3 must be included with the report when a project requires the services of a Landscape Architect;
- e) A description of all deviations from the approved plan(s) with a rationale for the changes and whether the changes meet the intent of the approved plan(s);
- f) The request of the amount of funds to be released. The City will withhold 20% of the original security deposit as a maintenance bond in accordance with Section 12.5.7.

12.5.4 Upon receipt of a professional report requesting release of security, the City may conduct a site inspection to verify that the works are installed in accordance with the approved plans.

12.5.5 Should there be any deficiencies identified in the professional report, or should the City find any discrepancies and/or deficiencies during an inspection, an inspection report will be issued to the applicant and the security will be retained until the deficiencies have been addressed. Any changes to the approved plans will require approval of the City prior to installation of any works. Depending on the level of non-conformance with the approved plans, and at the discretion of the Director of Development Services, Council approval of the revised plan(s) may be required through an amended development permit application prior to the release of the security.

12.5.6 Upon completion of any items outlined in an inspection report, the applicant shall notify the City for further inspection in order to obtain a final release of the security.

12.5.7 For Landscape and/or Remediation Securities, upon substantial completion, as approved by the City, the City will return 80% of the original security deposit. The City will withhold the remaining 20% as a maintenance bond for up to three years to ensure that the work has been fully implemented and demonstrated to function (ecologically or as designed). A final inspection by City staff must occur before the remaining 20% of securities is released.

12.6 Partial Return of Landscape Securities

The City may return a portion of the Landscape Security upon receipt of a report from a Landscape Architect or other Professional approved by the Director of Development Services that the remaining works cannot be completed due to seasonal considerations. The report must include the following:

- a) Evidence that the total landscaping is 50% complete and substantially complies with the approved landscape plan;
- b) Evidence that the perimeter landscaping is 100% complete as per the approved landscape plan for any portion of the subject property that includes street frontage;
- c) The date and drawing number of the landscape plan reviewed by the Landscape Architect or other Professional approved by the Director of Development Services;
- d) Date(s) of inspection by the Landscape Architect or other Professional approved by the Director of Development Services;
- e) Evidence of conformance to approved species, quantity of materials, scale and number of plants, irrigation systems and features (including hard landscaping) as shown on approved drawing(s) and installation to BCSLA/BCNTA standards. A completed BCSLA Schedule L-3 must be included with the report when a project requires a Landscape Architect;
- f) Identification of all deviations from the approved landscape plan;
- g) The submission of a revised landscape plan and cost estimate for the remainder of the works to be completed for the approval of the Director of Development Services; and
- h) The request for the amount of the funds to be released. The City will withhold 20% of the original security deposit as a maintenance bond in accordance with Section 12.5.7.

12.6.1 When considering a request for partial release, Staff will consider the visual impact and safety of the remainder of the site as well as the public interface areas prior to approving a partial return request.

12.6.2 The partial return of the landscape security will occur only once per security deposit unless otherwise approved by the Director of Development Services.

13. Application Lapses, Renewals, Extensions, and Re-applications

- 13.1** If staff determines that an application is incomplete during the initial review, the application will be placed on hold and the applicant will be requested to provide the required information. If an applicant does not provide the required information within three (3) months of the request, the application and fee will be returned in accordance with the City of Courtenay Fees and Charges Bylaw.
- 13.2** Where an application has not been considered by Council within one (1) year after a written request to submit any outstanding items, the application will be deemed to be abandoned and will be closed. No fee shall be returned in this circumstance.
- 13.3** In the event that an application made pursuant to this bylaw has not been given final adoption by Council within one (1) year after the date it was given third reading or one (1) year after the date of last consideration by Council:
- a) The application will be deemed to be abandoned and will be closed; and
 - b) In the case of an amendment application, Staff will prepare a motion for Council's consideration to rescind all readings of the bylaw associated with the amendment application;
 - c) No fee shall be returned in this circumstance.
- 13.4** In the case of applications that have been delegated to the Director of Development Services, if final approval of the application is not granted within one (1) year after a written request from the Director of Development Services to submit any outstanding items, the application will be deemed to be abandoned and will be closed. No fee shall be returned in this circumstance.
- 13.5** If an application has lapsed, a new application complete with fees will be required. The new application will be considered in accordance with bylaws and guidelines in effect at the time of the new application.
- 13.6** Upon written request from the applicant prior to the lapse of the application, Council may extend the deadline for a period of one (1) year by passing a resolution to that effect to enable the applicant to complete the requirements for final adoption. A maximum of two (2) one-year time extensions may be granted by Council. If Council decides to deny an extension request or the applicant has received two (2) one-year time extensions or there have been changes to policies, bylaws or development permit guidelines affecting the application and the applicant still has not met the requirements for final adoption and wishes to proceed with the application, a new application and fee will be required as per the City of Courtenay Fees and Charges Bylaw.
- 13.7** Subject to Section 895 (3) of the *Local Government Act*, where an application made under this bylaw has been refused by Council, re-application for the same amendment or permit will not be accepted for a one (1) year period immediately following the date of refusal. This limit may be varied in relation to a specific reapplication by an affirmative vote of at least 2/3 of the local government members eligible to vote on the reapplication.

14. Changes to the Land Title Certificate

14.1 Change of Ownership

If there is a change in ownership of a parcel(s) of land that is the subject of an application under this bylaw, the City will require updated Land Title Certificate(s) for the parcel(s) of land and written authorization from the new owner(s) prior to proceeding with the application.

14.2 Other Changes

For all other changes to the Land Title Certificate(s) for the parcel(s) of land that is subject to an application under this bylaw, the City will require updated Land Title Certificate(s) for the parcel(s) of land and copies of any encumbrances as required by the City.

15. Delegation of Authority

15.1 Council herein delegates the following to the Director of Development Services:

- a) The power to require Development Approval Information;
- b) The power to require security for works described in Section 12;
- c) The power to designate the form of any permit issued under this bylaw;
- d) The power to designate the form and content of application forms;
- e) The power to issue or amend all permits created under Section 919.1(1)(f) of the *Local Government Act* (Form and Character of Commercial, Industrial or Multi-Family Residential Development) where variances are not requested;
- f) The power to issue or amend all development permits within Development Permit Areas created under Section 919.1(1)(a) of the *Local Government Act* for protection of the natural environment;
- g) The power to issue or amend all development permits within Development Permit Areas created under Section 919.1(1)(e) of the *Local Government Act* (Intensive Residential Development) where variances are not requested;
- h) The power to renew all Development Permits that have been issued and lapsed provided there are no variances.

15.2 Pursuant to Section 154(1) (b) of the Community Charter, Council herein delegates 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 relation to applications under this bylaw.

- a) section 219 *Land Title Act* covenants outlining amenity contributions and development conditions agreed to at the time of rezoning;
- b) phased development agreements entered into pursuant to Section 905.1 of the *Local Government Act*;
- c) housing agreements entered into pursuant to Section 905 of the *Local Government Act*;
- d) geotechnical section 219 covenants;

- e) flood section 219 covenants;
- f) statutory rights of way for municipal services (water, sewage and storm sewer), municipal street trees, City Staff and/or access/egress;
- g) section 219 covenants that form part of an easement between owners, intended to prevent release of the easement without the City's consent;
- h) releases and modifications of agreements referred to in clauses (a) through (g) 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.

16. Council Reconsideration of a Staff Decision

- 16.1** Within 30 days of being notified in writing of the decision of Staff under this bylaw, the applicant may, at no charge, request Council to reconsider the decision.
- 16.2** The applicant must give written notice to the Director of Legislative Services and include the following information:
 - a) the applicant's address for receiving correspondence related to the request for reconsideration;
 - b) a copy of the written specific decision;
 - c) reasons why the applicant wishes the specific decision to be reconsidered by Council;
 - d) the decision which the applicant requests be made by Council as a substitute to staff decision;
 - e) reasons in support of the decision requested from Council; and
 - f) a copy of any documents which support the applicant's request for reconsideration by Council
- 16.3** The Director of Legislative Services will notify the Director of Development Services of the request(s) for reconsideration and the Staff will, prior to the date of the meeting at which the reconsideration will occur provide a written report to Council setting out the rationale for their decision.
- 16.4** The Director of Legislative Services will place the request(s) for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible.
- 16.5** The Director of Legislative Services will notify the applicant of the date of the meeting at which reconsideration will occur.
- 16.6** Council will review the information provided by the applicant and Staff, and either confirm the decision made by Staff, or substitute its own decision including Development Permit conditions.

17. Pre-application Meetings with Staff

Upon request, Development Services Staff will arrange a pre-application meeting with the applicant and staff from the Development Services and other affected City departments to conduct a preliminary review of the proposal.

The pre-application meeting will provide the applicant with the opportunity to provide staff with a brief overview of their proposal and receive preliminary feedback on conformance with bylaws, development permit guidelines, amenity requirements, and application process. Formal feedback will be provided upon receipt of a complete application in accordance with this bylaw. The City will require a preliminary concept plan one (1) week prior to the meeting. Applicants are limited to two (2) pre-application meetings per proposal.

18. Legal Fees

All legal fees incurred by the City for preparation, review and registration of legal documents including but not limited to covenants, statutory rights of way, phased development agreements, and development agreements shall be reimbursed by the applicant prior to final consideration of the associated amending bylaw or permit.

19. Severability

If any section, subsection, sentence, clause or phrase forming part of this Bylaw is for any reason held to be invalid by the decision of any Court or competent jurisdiction, the invalid portion shall be severed from the Bylaw without affecting the validity of the Bylaw or any remaining portions of the Bylaw.

20. Repeal of Previous Bylaw

The "Development Application Procedures Bylaw No. 2699, 2012" and amendments thereto is hereby repealed.

21. Adoption

This bylaw shall come into effect upon final adoption hereof.

Read a first time this 16th day of June, 2014

Read a second time this 16th day of June, 2014

Read a third time this 7th day of July, 2014

Finally passed and adopted this day of, 2014

Mayor

Director of Legislative Services

Schedule**Title**

- | | |
|----|--|
| 1 | Application to amend the Official Community Plan, Zoning Bylaw, or Land Use Contract |
| 2 | Application for a Development Permit approved by Council |
| 3 | Application for a Development Permit approved by Director of Development Services |
| 4 | Application for an Environmental Development Permit |
| 5 | Application for a Development Variance Permit |
| 6 | Application for a Temporary Use Permit |
| 7 | Applications to the Agricultural Land Commission |
| 8 | Guidelines for Architectural Submissions |
| 9 | Guidelines for Landscape Submissions |
| 10 | Notice of Application Sign Requirements |

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 1

**APPLICATION TO AMEND THE CITY OF COURTENAY
OFFICIAL COMMUNITY PLAN, ZONING BYLAW (INCLUDING THE
ESTABLISHMENT OF A PHASED DEVELOPMENT AGREEMENT) OR
LAND USE CONTRACT**

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of Council.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

An amendment application submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 2.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.3 The applicant will post a Notice of Application sign in accordance with Schedule 10 of this bylaw.
- 2.4 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.5 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 9 of the Bylaw.
- 2.6 The applicant will conduct a Public Information Meeting in accordance with Section 8 of this bylaw.
- 2.7 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to Council consideration, the application fees are refunded at the rates prescribed in the City of Courtenay Fee and Charges bylaw.
- 2.8 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to Council. It will be the responsibility of the applicant to:
 - a) Resolve conditions/requirements identified in the letter(s);
 - b) Submit any necessary reports/studies; and

- c) Complete any required approvals.
- 2.9 Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 2.10 In the case of a Phased Development Agreement, staff will work with the applicant to prepare the terms of the agreement. The draft terms will be presented to Council for consideration with the staff report.
- 2.11 The applicant is strongly encouraged to attend the Council meeting at which the application will be considered to answer any questions Council may have and to listen to the proceedings.
- 2.12 Council will receive the technical staff report, and if Council decides to proceed with the amendment application, the amending bylaw may be given first and second readings. Council may alternatively decide to postpone or deny the application. In some cases, Council may pass first reading only and then refer the proposal back to staff for amendments.
- 2.13 In the case of a phased development agreement, following approval of 1st and 2nd reading of the amending bylaw, staff will work with the applicant to draft the agreement. The agreement will be reviewed by City solicitors at the expense of the applicant.
- 2.14 If an application for an amendment is denied prior to public hearing, a refund as outlined in the City of Courtenay Fees and Charges Bylaw shall be returned to the applicant.
- 2.15 Staff may include in the technical report a request to consider waiving the public hearing pursuant to Section 11.6 of this bylaw. The public hearing may not be waived if the application includes consideration of a phased development agreement.
- 2.16 Where a public hearing is required, Council sets the date of the hearing and surrounding property owners are notified in writing by the City in accordance with Section 11.1 of this bylaw.
- 2.17 Following the close of the public hearing, Council may proceed with third reading of the amending bylaw (including the imposition of conditions), defer the third reading or deny the application. If applicable, Council will authorise entering into the phased development agreement. The phased development agreement must be entered into prior to final consideration of the amending bylaw. Notice will be placed on the title of the properties subject to the agreement.
- 2.18 Following third reading of the bylaw, where applicable, any legal documents such as covenants and statutory rights of way shall be registered on title, and if applicable subdivision agreements completed, and final technical documents submitted for review and consideration.
- 2.19 When the applicant has adequately addressed all the conditions identified at third reading (if any), Council will consider adoption of the bylaw(s) at the fourth and final reading of the proposed bylaw.
- 2.20 If defeated, reapplication of a similar amendment will only be considered in accordance with Section 13.6 of this bylaw.
- 2.21 When the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 2

**APPLICATION FOR A DEVELOPMENT PERMIT THAT MUST BE
APPROVED BY COUNCIL**

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of Council.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

A Development Permit application submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 2.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.3 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.4 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 8 of the bylaw. If the application includes variances that are not supported by the Development Permit Guidelines outlined in the Official Community Plan a Public Information Meeting in accordance with Section 8 of the bylaw is mandatory.
- 2.5 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to Council considering the application, the application fees are refunded at the rates prescribed in the City of Courtenay Fee and Charges bylaw.
- 2.6 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to Council. It will be the responsibility of the applicant to:
 - a) Resolve conditions/requirements identified in the letter(s);
 - b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.

- 2.7 Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 2.8 The applicant is strongly encouraged to attend the Council meeting at which the application will be considered to answer any questions Council may have and to listen to the proceedings.
- 2.9 Council will receive the technical staff report, and if Council decides to proceed with the development permit application, Council may authorize the issuance of the development permit or authorize the issuance of the development permit with conditions. Council may alternatively decide to postpone or deny the application.
- 2.10 If the development permit application includes a request for a development variance(s), the request may be considered by Council in conjunction with the development permit application pursuant to requirements of this bylaw. In this case, additional fees will be required in accordance with the City of Courtenay Fees and Charges Bylaw and public notice will be required pursuant to Section 11 of this bylaw. Final consideration will follow the public notification process.
- 2.11 Applications for permit renewal, extension or re-application will be processed in substantial accordance with the process outlined above.
- 2.12 When the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.
- 2.13 If a Development Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 3

**APPLICATION FOR A DEVELOPMENT PERMIT THAT MUST BE
APPROVED BY THE DIRECTOR OF DEVELOPMENT SERVICES**

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of the Director of Development Services.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

A Development Permit application submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 2.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.3 Staff will review proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.4 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 8 of the bylaw.
- 2.5 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to the Director of Development Services considering the application, the application fees are refunded at the rates prescribed in the City of Courtenay Fee and Charges bylaw.
- 2.6 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to the Director of Development Services for consideration. It will be the responsibility of the applicant to:
 - a) Resolve conditions/requirements identified in the letter(s);
 - b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.

- 2.7 Staff will prepare a technical report for the Director of Development Services consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 2.8 The Director of Development Services (Director) will receive the technical staff report, and if the Director decides to proceed with the development permit application the Director may authorize the issuance of the development permit or authorize the issuance of the development permit with conditions. The Director may alternatively decide to postpone or deny the application.
- 2.9 Applications for permit renewal, extension or re-application will be processed in substantial accordance with the process outlined above.
- 2.10 If a Development Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 4

APPLICATION FOR AN ENVIRONMENTAL DEVELOPMENT PERMIT

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of the Director of Development Services.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

An Environmental Development Permit application submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw. At this meeting the terms of reference will be set for the preparation of an Environmental Impact Assessment pursuant to Section 8.7(5)(1) of the Official Community Plan.
- 2.2 For developments of brownfield sites where there is significant existing disturbance or in cases which only involve an assessment pursuant to the *Riparian Areas Regulation*, at the discretion of staff, the application may be treated as a Minor Environmental Development Permit.
- 2.3 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.4 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.5 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 8 of the Bylaw.
- 2.6 Staff may prepare a letter(s), incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to approval. It will be the responsibility of the applicant to:
 - a) Resolve conditions/requirements identified in the letter(s);
 - b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.
- 2.7 Staff will prepare a technical report to the Director of Development Services who will receive and review the technical report. The Director of Development Services may

authorize the issuance of the Development Permit or authorize the issuance of the Development Permit with conditions. The Director of Development Services may alternatively decide to deny the application or refer it back to Staff for further information.

2.8 Where a letter has been sent to the applicant in which further requirements are outlined, Staff will prepare the technical report to the Director of Development Services after receiving the required information.

2.9 If a Development Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 5

APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of Council.

If compliance with a zoning bylaw provision such as setback or building height would cause undue hardship and the variance is minor in nature, the applicant could consider applying to the Board of Variance, instead of applying for a Development Variance Permit.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

Development Variance Permit applications submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 2.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.3 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.4 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 8 of the Bylaw.
- 2.5 The applicant will conduct a Public Information Meeting in accordance with Section 8 of this bylaw.
- 2.6 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to Council considering the application, the application fees are refunded at the rates prescribed in the City of Courtenay Fee and Charges bylaw.
- 2.7 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to Council. It will be the responsibility of the applicant to:
 - a) Resolve conditions/requirements identified in the letter(s);

- b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.
- 2.8 Staff will mail or otherwise deliver notices to adjacent property owners in accordance with Section 11 of this bylaw.
- 2.9 Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 2.10 The applicant is strongly encouraged to attend the Council meeting at which the application will be considered to answer any questions Council may have and to listen to the proceedings.
- 2.11 Council will receive the technical staff report, and if Council decides to proceed with the development variance permit application, Council may authorize the issuance of the development variance permit or authorize the issuance of the development variance permit with conditions. Council may alternatively decide to postpone or deny the application.
- 2.12 Applications for permit renewal, extension or re-application will be processed in substantial accordance with the process outlined above.
- 2.13 When the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.
- 2.14 If a Development Variance Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff and a copy is sent to the Building Inspector.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 6

APPLICATION FOR A TEMPORARY USE PERMIT

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of Council.

If the Official Community Plans does not designate an area for temporary uses, then an Official Community Plan amendment must be adopted prior to issuance of a Temporary Use Permit, although both processes may proceed concurrently.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

A Temporary Commercial or Industrial Use Permit application submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 2.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.3 The applicant will post a Notice of Application sign in accordance with Schedule 10 of this bylaw.
- 2.4 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.5 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 9 of the Bylaw.
- 2.6 The applicant will conduct a Public Information Meeting in accordance with Section 8 of this bylaw
- 2.7 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to Council consideration, the application fees are refunded at the rates prescribed in the City of Courtenay Fees and Charges bylaw.

- 2.8 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to Council. It will be the responsibility of the applicant to:
- a) Resolve conditions/requirements identified in the letter(s);
 - b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.
- 2.9 Staff will mail or otherwise deliver notices to adjacent property owners in accordance with Section 11 of this bylaw.
- 2.10 Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 2.11 The applicant is strongly encouraged to attend the Council meeting at which the application will be considered to answer any questions Council may have and to listen to the proceedings.
- 2.12 Council will receive the technical staff report and will either adopt a resolution to issue a permit, refer the proposal to the Development Services Department for further review or information, or refuse the application.
- 2.13 The City may, as a condition precedent to the issue of the permit, require that the owner of the land give an undertaking as part of the permit to:
- a) demolish or remove a building or structure; and
 - b) restore land described in the permit to a condition specified in the permit by a date specified in the permit.
 - c) require that the applicant for the permit provide security by the irrevocable letter of credit or the deposit of securities in a form satisfactory to the City in an amount stated in the permit to guarantee the performance of the terms of the permit.
- 2.14 Applications for permit renewal, extension or re-application will be processed in substantial accordance with the process outlined above.
- 2.15 When the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.
- 2.16 If a Temporary Use Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff.
- 2.17 When the owner of land fails to comply with all the undertakings given under the permit, the City may enter on the land and carry out the demolition, removal or restoration at the expense of the owner.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 7

**APPLICATIONS TO THE AGRICULTURAL LAND RESERVE UNDER THE
AGRICULTURAL LAND COMMISSION ACT**

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of the Agricultural Land Commission.

1. Application Requirements

1.1 Applicants must review the Agricultural Land Commission's (ALC) 'Applicant Information Package' prior to submitting an application to the City (available at www.alc.gov.bc.ca). This package contains details on ALC application requirements as well as the ALC process for issuing approvals.

1.2 Application requirements are specified in the City of Courtenay Development Application Form.

2. Public Consultation

2.1 The applicant will give notice of the application in accordance with the requirements of the *Agricultural Land Commission Act*.

3. Processing Procedure

An application under the *Agricultural Land Commission Act* submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 3.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 3.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 3.3 The applicant will post a Notice of Application sign in accordance with the requirements of the Agricultural Land Commission.
- 3.4 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 3.5 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations including the Agricultural Land Commission (ALC) in accordance with Section 8 of the Bylaw.

- 3.6 A Public Information Meeting to discuss the proposal may be required in accordance with Section 8 of this bylaw.
- 3.7 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to Council consideration, the application fees are refunded at the rates prescribed in the City of Courtenay Fee and Charges bylaw.
- 3.8 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to the Director of Development Services for consideration. It will be the responsibility of the applicant to:
- a) Resolve conditions/requirements identified in the comprehensive letter(s);
 - b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.
- 3.9 Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 3.10 The applicant is strongly encouraged to attend the Council meeting at which the application will be considered to answer any questions Council may have and to listen to the proceedings.
- 3.11 In cases of application to exclude land from the ALR a public hearing is set by Council in accordance with Section 11.
- 3.12 The applicant has an opportunity at the Public Hearing to make a presentation to Council and the public. Following the hearing, Council may:
- (a) direct a further Public Hearing be held;
 - (b) amend the application;
 - (c) approve the application; or
 - (d) refuse the application.

If Council approves the application, a recommendation is sent to the ALC and the ALC makes the final decision.

- 3.13 Once the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 8

GUIDELINES FOR ARCHITECTURAL SUBMISSIONS

6.7.1 All applications as required by the *Architects Act* require the services of an Architect licensed to work in the province of British Columbia to plan, design and supervise the erection or alteration of the building(s). Architectural submissions are to be prepared in accordance with the *Architects Act* of BC and are required to be signed and sealed. The City requires printed and digital copies of all submissions. The minimum acceptable scale for all submission is 1: 200 and all plans are required to include the following information:

- (a) Location Map;
- (b) Site plan prepared by a British Columbia Land Surveyor, including any existing buildings on the property in relation to legal property boundaries;
- (c) Elevations, sections, floor plans (and roof plans where requested);
- (d) North arrow and drawing scales;
- (e) Dimensions, in metric or metric conversions, for all elevations and site plans;
- (f) Geodetic elevation;
- (g) Comprehensive building site layout;
- (h) Exterior building materials and colours (where requested);
- (i) Zoning bylaw compliance;
- (j) Parking lot layout in accordance with City standards, including bicycle parking;
- (k) Waste and recycling storage and pick up areas, for commercial, institutional, industrial and multi-residential buildings;
- (l) Vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles, including waste and recycling pick up services. Please contact the City Engineering Division for details on acceptable truck templates;
- (m) Road widening;
- (n) Fire hydrant locations;
- (o) Open space;
- (p) All watercourses, riparian areas, trees to be retained and any other sensitive environmental features including required setback areas;
- (q) For applications within a Tree Management and Protection area, location of all existing trees greater than 20cm Diameter at Breast Height (DBH) shall also be included.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2699, 2006**

SCHEDULE 9

GUIDELINES FOR LANDSCAPE SUBMISSIONS

Landscape submissions are to be prepared in accordance with the most recent B.C.S.L.A./B.C.N.T.A standards. For projects with eight (8) or more proposed residential units, or commercial and industrial projects with a gross floor area greater than 470m², a Landscape Architect is required to oversee, monitor and sign and seal all landscaping plans and works. The City requires printed and digital copies of all submissions. All plans are required to include the following information:

1. Grading Plan

The grading plan is to show both existing and proposed grades.

2. Landscape Plan

The landscape plan is to include:

- (a) Location of existing trees 20cm calliper (DBH) and greater. For trees that are to be retained, Root Protection Zones and proposed methods of preservation shall also be included. Smaller trees are encouraged to be retained where possible. Where smaller plants are to be retained, they shall also be included in the Plan.
- (b) All watercourses, riparian areas and any other sensitive environmental features including required setback areas.
- (c) Property lines, surrounding streets, limit of contract lines, setbacks, easements.
- (d) Existing site features, retention/preservation areas.
- (e) Vehicular and pedestrian paving, planting, fencing and other hard landscape structures.
- (f) Location of all engineering services (overhead, underground, light standards, etc.) which may affect landscaping.
- (g) Adjacent landscape/development features, where applicable, as context information.
- (h) Indication of all plant material and landscaping features at installed sizes, accurate location and spacing and dimensions of planting areas in metric.
- (i) Plant list naming all recommended plant material and size specification.
- (j) Area of site, in square metres, to be landscaped.
- (k) Include references to the most recent B.C.S.L.A./B.C.N.T.A. landscape standard for all landscape construction.
- (l) Minimum soil depths for planting.
- (m) Detailed landscape and maintenance specifications.

3. Underground Irrigation System Plan

Plan showing water source, type of system, details of system.

4. Detailed Cost Estimate

The landscape cost estimate must provide detailed information itemizing quantities, areas, sizes, equipment, and labour costs, including supervision, monitoring and approvals, required for the total cost of the construction of the plan, including fencing, sidewalks, decorative paving areas, retaining walls, recreation equipment, and irrigation system where applicable. For phased projects, a detailed landscape cost estimate which indicates the area and work to be undertaken for each phase must be provided.

5. Security Deposit

- (a) To ensure that the proposed landscaping is undertaken and the approved landscape plan is complied with, the City requires a landscape security deposit in accordance with Section 12 of this bylaw.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 10

NOTICE OF APPLICATION SIGN REQUIREMENTS

1. Installation

For applications to amend the Official Community Plan, Zoning Bylaw and for Temporary Use Permits an applicant under this bylaw must, at his/her cost, install a City of Courtenay Notice of Application Sign in accordance with this bylaw. Applications with respect of land under the Agricultural Land Reserve must consult the Agricultural Land Commission's Application Information Package for notification requirements.

2. Timing

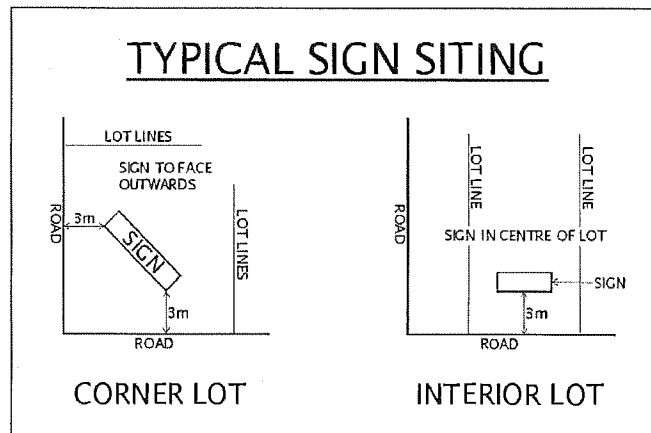
The Notice of Application sign must be posted by the applicant within 10 days of submitting a formal application to the City.

3. Preparation of Sign

The preparation and posting of the Notice of Application sign is the responsibility of the applicant and must be undertaken as specified in this bylaw. The applicant will provide a mock-up of the sign to the Development Services Department for review and approval prior to final printing. Once the sign is posted, the applicant shall demonstrate proof to the Development Services Department of the posted sign.

4. Siting of Sign

All Notice of Application Signs shall be placed on the property at a setback of three metres from the front property line as demonstrated in the below diagram. The sign must face the street and be clearly visible. All proposed sign locations must be verified by the Development Services Department prior to installation. The sign must be located so as not to interfere with pedestrian or vehicular traffic, or obstruct visibility from streets, lanes, walkways or driveways so as to create a hazard. The Notice of Application Sign must be installed in a sound workmanlike manner and must be capable of withstanding wind and weather.



5. Number of Signs

The applicant shall post a minimum of one Notice of Application Sign. For large parcels with over 200m of street frontage, one Notice of Application Sign shall be required for each 200 m of street frontage, to the maximum of three signs.

6. Maintenance of Sign

It is the responsibility of the applicant to ensure the sign(s) remain intact and visible as per the sign siting specifications until such time the sign can be removed, in accordance with Section 8 below.

7. Amendments to Application

If any significant amendments are made to the application, the applicant will be required to install new sign(s) reflecting the change in application. The applicant will provide a mock-up of the sign to the Development Services Department for review and approval prior to final printing.

8. Sign Removal

The Notice of Application Sign shall be removed by the applicant within seven days following:

- 8.1 The conclusion of the public hearing or adoption of the amending bylaw if the public hearing has been waived; or
- 8.2 The final consideration of an application by Council; or
- 8.3 The abandonment of the application.

9. Failure to Post and Maintain

Failure to post and maintain the required Notice of Application Sign(s) in accordance with this bylaw shall result in the postponement of any Council/committee meeting and any costs associated with the postponement will be borne by the applicant. Non-compliance with this section due to the removal, destruction, or alternation of the sign by vandalism or natural occurrence shall not affect the validity of the application or postpone a Council/Committee meeting as long as reasonable efforts have been taken by the applicant to maintain the sign.

10. Required Format –

- (a) Minimum size: 1.8 m width, 1.2 m height.
- (b) For OCP or Zoning Amendments and Temporary Use Permits, signs should have dark blue background with white lettering and maps should have a white background with dark blue highlights.
- (c) Lettering: block capitals, with:
 - headings not less than 20 cm in height;
 - notice copy not less than 13 cm in height;
 - map lettering not less than 8 cm in height.

CITY OF COURTENAY
BYLAW REFERENCE FORM

BYLAW TITLE

Financial Plan Amendment Bylaw No. 2791, 2014 to the 2014-2018 Financial Plan Bylaw No. 2785, 2014

REASON FOR BYLAW

STATUTORY AUTHORITY FOR BYLAW

Section 165(2) of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Further to Council's resolution of June 9, 2014, the accompanying bylaw amends the 2014-2018 Financial Plan Bylaw to include a capital budget of \$2.48M for site preparation and construction of training grounds in East Courtenay.

OTHER PROCEDURES REQUIRED

June 11, 2014

T. Manthey
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2791

A bylaw to amend The 2014-2018 Five Year Financial Plan Bylaw No.2785, 2014

WHEREAS the *Community Charter*, being SBC Chapter 26, 2003, requires a financial plan that is adopted annually;

AND WHEREAS the *Community Charter*, being SBC Chapter 26, 2003, Section 173, requires that a municipality must not make an expenditure other than one authorized and provided for in the financial plan;

AND WHEREAS the financial plan may amended by bylaw at any time;

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

1. This bylaw may be cited for all purposes as **“Financial Plan Amendment Bylaw No. 2791, 2014 to the 2014 – 2018 Financial Plan Bylaw No. 2785, 2014”**.
2. That **“The 2014 – 2018 Financial Plan Bylaw No. 2785, 2014”** be amended as follows:
 - (a) That Schedule “C” be deleted and replaced with Schedule “C” attached hereto and forming part of this bylaw; and
 - (b) That Schedule “F” be deleted and replaced with Schedule “F” attached hereto and forming part of this bylaw.
3. This bylaw shall come into effect upon final adoption.

Read a first time this 16th day of June, 2014

Read a second time this 16th day of June, 2014

Read a third time this 16th day of June, 2014

Finally passed and adopted this day of , 2014

Mayor

Director of Legislative Services

**City of Courtenay
GENERAL OPERATING FUND
2014 - 2018 FINANCIAL PLAN**

SCHEDULE C

DESC	2014 FINAL BUDGET	2014 REVISED AMEND No.1	2015 PROJECTED BUDGET	2016 PROJECTED BUDGET	2017 PROJECTED BUDGET	2018 PROJECTED BUDGET
<u>Proposed Municipal Property Tax Increase</u>						
Policing - RCMP Contract	0.00%		2.07%	1.33%	0.65%	1.77%
General and Debt	1.70%		2.00%	2.00%	2.50%	2.50%
	1.70%		4.07%	3.15%	4.27%	4.27%
REVENUES						
<u>Taxes</u>						
Real Property - General/Debt Purposes	18,823,788	18,823,788	20,292,160	20,706,036	21,610,604	23,662,773
New Construction Estimate	244,945	244,945	250,000	300,000	300,000	300,000
Boundary Extension Phased Tax	147,158	147,158				
Library Levy	1,085,184	1,085,184	1,096,036	1,106,996	1,118,066	1,129,247
Utility 1% Revenue Tax	385,251	385,251	389,104	392,995	396,924	400,894
	20,686,326	20,686,326	22,027,299	22,506,027	23,425,595	25,492,914
<u>Grants in Place of Taxes</u>						
Federal Government and agencies	118,719	118,719	119,906	121,105	122,316	123,539
Provincial Government and agencies	290,309	290,309	293,212	296,144	299,106	302,097
	409,028	409,028	413,118	417,249	421,422	425,636
<u>Collections for other Governments and Authorities</u>						
Downtown Courtenay B.I.A	60,000	60,000	60,000	60,000	60,000	60,000
School Taxes	11,710,922	11,710,922	0	0	0	0
Comox Valley Regional District	3,871,682	3,871,682	3,910,399	3,949,503	3,988,998	4,028,888
Comox-Strathcona RHD	4,050,023	4,050,023	4,090,523	4,131,428	4,172,743	4,214,470
Municipal Finance Authority	972	972	982	992	1,001	1,011
BC Assessment Authority	320,222	320,222	323,424	326,659	329,925	333,225
	20,013,821	20,013,821	8,385,328	8,468,582	8,552,667	8,637,594
Total Taxation, Grants in Place	41,109,175	41,109,175	30,825,746	31,391,858	32,399,684	34,556,144
<u>Sale of Services</u>						
Protective Services	841,534	841,534	851,792	853,265	854,752	856,254
Envir Health Services (solid waste, recycling)	2,840,744	2,840,744	3,051,945	3,232,883	3,441,230	3,679,910
	3,682,278	3,682,278	3,903,737	4,086,148	4,295,982	4,536,164
<u>Revenue from own Sources</u>						
Recreation Program Fees	1,335,200	1,335,200	1,335,200	1,335,200	1,335,200	1,335,200
Business Licenses	272,000	272,000	272,000	272,000	272,000	272,000
Commercial Vehicle Licenses	6,200	6,200	6,200	6,200	6,200	6,200
Building/Plumbing Permits & Misc Fees	346,000	346,000	346,000	346,000	346,000	346,000
Parking, Fines and permits	36,301	36,301	36,301	36,301	36,301	36,301
Dog Licenses and fees	9,400	9,400	9,400	9,400	9,400	9,400
Rezoning, Subdivision and variance fees	111,000	111,000	111,000	111,000	111,000	111,000
Engineering and public works	201,000	201,000	201,000	201,000	201,000	201,000
Rentals	924,000	924,000	924,000	924,000	924,000	924,000
Parks (recoveries)	18,300	18,300	18,300	18,300	18,300	18,300
Hotel Room Tax	276,000	276,000	276,000	276,000	276,000	276,000
	3,535,401	3,535,401	3,535,401	3,535,401	3,535,401	3,535,401
Interest Income /Taxation & Utility Penalties	814,500	814,500	814,500	814,500	814,500	814,500

**City of Courtenay
GENERAL OPERATING FUND
2014 - 2018 FINANCIAL PLAN**

SCHEDULE C

<u>DESC</u>	2014 FINAL BUDGET	2014 REVISED AMEND No.1	2015 PROJECTED BUDGET	2016 PROJECTED BUDGET	2017 PROJECTED BUDGET	2018 PROJECTED BUDGET
<u>Other</u>						
Insurance Recoveries	15,000	15,000	10,000	10,000	10,000	10,000
Cemeteries	137,200	137,200	137,200	137,200	137,200	137,200
Sundry	70,858	70,858	62,858	62,858	62,858	62,858
	223,058	223,058	210,058	210,058	210,058	210,058
<u>Unconditional Grants from Other Governments</u>						
>>Provincial Government						
Traffic Fine Revenue Sharing	198,024	198,024	0	0	0	0
Climate Action	20,000	20,000	20,000	20,000	20,000	20,000
BC Hydro - Graffiti Action	4,800	4,800	4,800	4,800	4,800	4,800
BC Hydro - Power Smart Partner Projects	5,000	5,000	5,000	5,000	5,000	5,000
	227,824	227,824	29,800	29,800	29,800	29,800
<u>Conditional Grants from Other Governments</u>						
>> Provincial Government						
Ministry of Transportation and Highways	700	700	700	700	700	700
Mature Driver Education	1,635	1,635	0	0	0	0
MOT Cost Share	0	0	0	0	0	0
YOUTH	3,000	3,000	3,000	3,000	3,000	3,000
Healthy Comm Capacity Fund (Housing)	1,000	1,000	0	0	0	0
Healthy Comm Capacity Fund (Food Secur)	1,000	1,000	0	0	0	0
	7,335	7,335	3,700	3,700	3,700	3,700
>> Local Government						
Rescue 71	16,750	16,750	16,750	16,750	16,750	16,750
Memorial Pool	62,000	62,000	62,000	62,000	62,000	62,000
Cemetery	0	0	0	0	0	0
CVRD Housing Task Force	18,073	18,073	0	0	0	0
CVRD Cycling Task Froce	10,000	10,000	10,000	10,000	10,000	10,000
	106,823	106,823	88,750	88,750	88,750	88,750
<u>Transfers from Other Funds and Reserves</u>						
Reserve for Future Expenditures	1,147,787	2,480,000	3,627,787	0	0	0
New Works Reserve	0	0	0	0	0	0
Cemetery Perpetual Care Fund	3,000	3,000	3,000	3,000	3,000	3,000
Traffic Fine / Gas Tax Reserves	533,204	533,204	324,135	337,802	330,986	349,875
Gaming Fund	315,204	315,204	324,135	337,802	330,986	349,875
Reserve Contributions	650,000	650,000	650,000	650,000	650,000	650,000
Sewer Frontage Tax	1,835,000	1,835,000	1,835,000	1,835,000	1,835,000	1,835,000
Water Frontage Tax	688,322	688,322	709,827	709,827	709,827	709,827
Prior Years Surplus	670,000	670,000	360,912	137,917	0	0
	5,842,517	2,480,000	8,322,517	4,207,009	4,011,348	3,897,577
TOTAL REVENUES	55,548,911	2,480,000	58,028,911	43,618,701	45,237,673	47,672,094

City of Courtenay
GENERAL OPERATING FUND
2014 - 2018 FINANCIAL PLAN

SCHEDULE C

<u>DESC</u>	2014 FINAL BUDGET	2014 REVISED AMEND No.1	2015 PROJECTED BUDGET	2016 PROJECTED BUDGET	2017 PROJECTED BUDGET	2018 PROJECTED BUDGET
EXPENDITURE						
<u>General Government Services</u>						
Legislative	322,849	322,849	337,611	290,415	293,261	296,150
Corporate Services	2,336,095	2,336,095	2,358,728	2,388,711	2,413,201	2,438,057
Other (election costs, claims, risk mngt)	85,300	85,300	75,300	75,700	130,700	100,700
	2,744,244	2,744,244	2,771,639	2,754,826	2,837,162	2,834,907
<u>Protective Services</u>						
Police Protection	6,217,834	6,217,834	6,571,372	6,801,981	6,876,192	7,198,650
Fire Protection	1,727,442	1,727,442	1,764,469	1,791,808	1,813,387	1,862,729
Emergency Measures	48,000	48,000	48,000	48,000	48,000	48,000
Inspections	517,108	517,108	522,789	528,554	534,406	540,344
Animal Control/Bylaw Enforcement	140,852	140,852	141,973	143,111	144,266	145,438
	8,651,236	8,651,236	9,048,603	9,313,455	9,416,250	9,795,160
<u>Transportation Services</u>						
Net Common Services	538,891	538,891	541,967	545,087	548,252	551,462
>> Road Transport						
Engineering	1,143,462	1,143,462	899,250	910,200	921,314	932,595
Asset Management Planning	142,000	142,000	108,000	108,000	108,000	108,000
Roads and Streets	1,757,600	1,757,600	1,777,577	1,797,850	1,818,425	1,839,305
Street Lighting	603,000	603,000	620,820	633,999	657,548	671,478
Traffic Services	82,500	82,500	72,500	72,500	72,500	72,500
Parking Control	44,250	44,250	44,310	44,371	44,433	44,495
Air Transport	3,800	3,800	4,333	4,366	4,400	4,434
	4,315,503	4,315,503	4,068,757	4,116,374	4,174,872	4,224,269
Environmental Health Services (solid waste, recycl	2,686,243	2,686,243	2,896,681	3,066,635	3,272,473	3,497,033
Public Health and Welfare Services (cemetery, oth	224,673	224,673	209,009	211,454	213,936	216,455
Planning & Development Services	645,156	645,156	651,443	655,152	663,688	672,350
Hotel Tax - Transfer to EDS	276,000	276,000	276,000	276,000	276,000	276,000
<u>Recreation and Cultural Services</u>						
>>Administration and Recreation Programs	3,053,851	3,053,851	3,090,829	3,128,199	3,165,964	3,204,296
>>Recreation Facilities						
Lewis Centre	214,000	214,000	215,140	216,291	217,454	218,629
Florence Filberg Centre	141,500	141,500	142,240	142,987	143,742	144,505
Linc Youth Centre	33,500	33,500	33,620	33,741	33,864	33,987
Pool and Marina	84,100	84,100	84,391	84,685	84,982	85,282
Parks and Playgrounds	2,069,424	2,069,424	2,086,870	2,104,565	2,122,514	2,140,718
Cultural Buildings and Facilities	640,450	640,450	646,266	652,162	658,139	664,199
Requisition - Vanc Isl Reg Libr	1,085,184	1,085,184	1,096,036	1,106,996	1,118,066	1,129,247
Other Buildings	54,300	54,300	54,583	54,869	55,158	55,449
	7,376,309	7,376,309	7,449,974	7,524,496	7,599,883	7,676,312

City of Courtenay
GENERAL OPERATING FUND
2014 - 2018 FINANCIAL PLAN

SCHEDULE C

<u>DESC</u>	2014 FINAL BUDGET	2014 REVISED AMEND No.1	2015 PROJECTED BUDGET	2016 PROJECTED BUDGET	2017 PROJECTED BUDGET	2018 PROJECTED BUDGET
<u>Transfer of Taxes Collected for Other Authorities</u>						
School Taxes	11,710,922	11,710,922	0	0	0	0
Regional Hospital District	4,050,023	4,050,023	4,090,523	4,131,428	4,172,743	4,214,470
Municipal Finance Authority	972	972	982	992	1,001	1,011
Comox Strathcona Regional District	3,871,682	3,871,682	3,910,399	3,949,503	3,988,998	4,028,888
Business Improvement Area	60,000	60,000	60,000	60,000	60,000	60,000
BC Assessment	320,222	320,222	323,424	326,659	329,925	333,225
	20,013,821	20,013,821	8,385,328	8,468,582	8,552,667	8,637,594
<u>Fiscal Services</u>						
Principal Repaid	1,119,208	1,119,208	1,299,298	1,034,074	1,034,074	1,846,788
Interest Charges	939,372	939,372	1,239,372	1,071,635	1,071,635	2,596,635
MFA Debt Reserve Fund	15,000	15,000	15,000	15,000	15,000	15,000
	2,073,580	2,073,580	2,553,670	2,120,709	2,120,709	4,458,423
<u>Transfers to Other Governments</u>						
Share of Prov/Fed Grants in Place of Taxes	127,000	127,000	128,270	129,553	130,848	132,157
	127,000	127,000	128,270	129,553	130,848	132,157
<u>Transfers to Reserves and Other Funds</u>						
Reserve for Future Expenditures	0	0	0	0	0	0
Reserve - South Boundary Extension Tax	147,158	147,158				
Machinery and Equipment Reserve Fund	555,000	555,000	560,000	565,000	570,000	575,000
Cemetery Perpetual Care Fund	10,000	10,000	10,000	10,000	10,000	10,000
New Works and Equipment Reserve Fund	1,173,024	1,173,024	960,000	960,000	1,249,859	967,107
Public Parking Reserve Fund	4,500	4,500	4,500	4,500	4,500	4,500
General Capital Fund	2,002,142	2,480,000	1,100,000	1,450,000	1,600,000	1,150,000
Water Utility Operating Fund (frontage Tax)	688,322	688,322	709,827	709,827	709,827	709,827
Sewer Operating Fund (frontage tax)	1,835,000	1,835,000	1,835,000	1,835,000	1,835,000	1,835,000
	6,415,146	8,895,146	5,179,327	5,534,327	5,979,186	5,251,434
TOTAL EXPENDITURE	55,548,911	58,028,911	43,618,701	44,171,563	45,237,674	47,672,094
INCREASE (DECREASE) IN FUND	0	0	(0)	0	(0)	0

CITY OF COURTENAY

SUMMARY OF 2014 GENERAL CAPITAL FUND EXPENDITURES

SCHEDULE F

PAGE#	2014 FINAL BUDGET	2014 REVISED AMEND NO.1	BUDGETED SOURCE OF FUNDS													
			GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RSV AMOUNT	CONTRIB	PRIOR YR UNEXPENDED	OTHER REVENUE					
				AMOUNT	NAME						AMOUNT	NAME				
CORPORATE SERVICES																
Corp Services	A-1	192,000	-	162,000	Land Sale	30,000								192,000		
Office Equip	A-2	75,000	-	75,000	NW-Off Equip									75,000		
IT	A-3	515,000	-	460,000	NW-IT Reserve	55,000								515,000		
Fire & Rescue	A-4	62,500	-	62,500	M&E-Fire									62,500		
TOTAL CORPORATE SERVICES			-	759,500	0	85,000	0	0	0	0	0	0	0	844,500		
COMMUNITY SERVICES																
Parks	C 1	325,000	67,092			136,595				46,313		75,000	BL2680	325,000		
Part in Parks/Trails	C 2	180,000	21,422	100,000	NW-CWF	7,953				35,625	15,000			180,000		
Recreation Equip	C 3	40,000	-	40,000	NW-Rec Equip									40,000		
Cemetery	C 4	188,000	-										188,000	188,000		
TOTAL COMMUNITY SERVICES			88,514	140,000	0	144,548	0	81,938	15,000	75,000	0	188,000		733,000		
PROPERTY SERVICES																
Govt Buildings	D 1	20,000	20,000											20,000		
Protective Serv Bldgs	D 2	54,000	2,480,000	2,480,000	Prior Yr Surplus	34,000								2,534,000		
Prop Mgmt	D 3	20,000	20,000											20,000		
Public Works	D 4	90,000	90,000											90,000		
Rental Properties	D 5	34,000	11,000			23,000								34,000		
Rec Facilities	D6	373,000	140,000			40,000					188,000	BL 2680	5,000	MIA GRANT	373,000	
Outdoor Pool	D 7	80,000	-										80,000	MIA/CVRD	80,000	
Parks/Marina	D-8	212,856	81,694			111,162							20,000	Lawn Bowl	212,856	
Cultural Buildings	D-9	295,000	42,635	183,000	NW-Cap Bldg	69,365								295,000		
TOTAL PROPERTY SERVICES			425,329	2,663,000	0	277,527	0	0	0	188,000			105,000		3,658,856	
OPERATIONAL SERVICES																
Curb, Gutter, Sidewalk	O 1	225,000	44,027			81,126				40,086		59,761	BL2539	-	225,000	
Retaining Wall	O 2	0	-											0	0	
Storm Drainage	O 3	606,601	143,528			311,073				152,000				606,601	606,601	
Public Works Yard	O 4	90,000	-			90,000								90,000	90,000	
Airpark	O 5	0	-											0	0	
Roads & Streets	O 6/7	215,000	38,319	22,286	Road Reserve	62,408				39,187	52,800				215,000	
Roads Paving	O 8	466,000	100,581			54,418				13,063		172,938	BL 2539/ 2681	125,000	Wtr/Swr	466,000

PAGE#	2014 FINAL BUDGET	2014 REVISED AMEND NO.1	BUDGETED SOURCE OF FUNDS										
			GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RSV		CONTRIB	PRIOR YR UNEXPENDED	OTHER REVENUE	
				AMOUNT	NAME			AMOUNT	NAME			AMOUNT	NAME
Traffic Projects	O 9	242,000	14,057	55,900 NW - CWF 22,337 Gaming Funds	41,687	44,100	4,750	15,250	21,256 BL 2681 22,663 CAP UNEXPENDED				242,000
TOTAL OPERATIONAL SERVICES		1,844,601	340,512	100,523	0	640,712	44,100	249,086	68,050	276,618		125,000	1,844,601
FLEET MANAGEMENT													
Fleet Summary	F 1	525,000	-	525,000 M & E									525,000
TOTAL FLEET		525,000	-	525,000	0	0	0	0	0	0		0	525,000
TOTAL 2014		5,125,957	854,355	4,188,023	0	1,147,787	44,100	331,024	83,050	539,618		418,000	7,605,957

Schedule F:

CITY OF COURTENAY

PROTECTIVE SERVICES BUILDINGS

2014 - 2018 FINANCIAL PLAN

PAGE D-2

2014 - 2018 FINANCIAL PLAN																
YEAR	BUILDING	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2014 FINAL	GENERAL REVENUE	BUDGETED SOURCE OF FUNDS							OTHER REVENUE		
							RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		OTHER REVENUE			
							AMOUNT	NAME			AMOUNT	NAME	AMOUNT	NAME		
2014	FIRE 1	HVAC Equipment	Equipment reaching end of useful life	020-20-6-260-2610-75704	20,000	20,000										20,000
	FIRE 2	E Ctny Firehall & Training	Complete Needs Analysis/Concept	020-20-6-260-2620-75700	34,000				34,000							34,000
		E Ctny Training Grounds/Site Preparation			2,480,000		2,480,000	Prior Yr Surplus								2,480,000
		Total			2,534,000	20,000	2,480,000	-	34,000	-	-	-	-	-	-	2,534,000
2015																
	FIRE	HVAC Equipment	Equipment reaching end of useful life		20,000	20,000										20,000
	FIRE 2	Firehall No.2 - East Courtenay	Design/Construct	020-20-6-260-2620-75700	to be determined										DEBT	-
		Total			20,000	20,000	-	-	-	-	-	-	-	-	-	20,000
2016																
	FIRE	HVAC Equipment	Equipment reaching end of useful life		20,000	20,000										20,000
		Total			20,000	20,000	-	-	-	-	-	-	-	-	-	20,000
2017																
	FIRE	HVAC Equipment	Equipment reaching end of useful life		20,000	20,000										20,000
		Total			20,000	20,000	-	-	-	-	-	-	-	-	-	20,000
2018	POLICE	Public Safety Building		020-20-6-250-2510-75600	30,000,000	-								30,000,000		30,000,000
		ANTICIPATE 60% LEASE RECOVERY TO OFFSET ANNUAL DEBT PYMT														
					30,000,000	-								30,000,000	-	30,000,000