

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

**DATE:** September 15, 2014  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

**1.00 ADOPTION OF MINUTES**

1. Adopt September 8, 2014 Regular Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**4.00 STAFF REPORTS/PRESENTATIONS**

Pg #

**(a) Community Services**

**(b) CAO and Legislative Services**

1. Forbidden Brew Corp. Lounge Endorsement

**(c) Development Services**

- 21 2. Development Variance Permit No. 1409 – 2200 Arden Road

**(d) Financial Services**

**(e) Engineering and Operations**

- 29 3. Hospital Project Request to Vary Water Bylaw No. 1700

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 33 1. Staff Briefing Note – 2014 Road Work Design and Paving

- 35 2. Staff Memo – Fire Training Ground Update

**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**

37 1. CVRD Public Opinion on Homelessness

## **12.00 BYLAWS**

## **13.00 ADJOURNMENT**

Note: there is a public hearing at 5:00 p.m. in relation to “Zoning Amendment Bylaw No. 2803”  
(C-1 Zone and downtown land use regulations in general)



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Forbidden Brew Corp. Lounge Endorsement

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**File No.:** 4320-20  
**Date:** September 15, 2014

### PURPOSE:

The purpose of the report is to respond to the application by the Forbidden Brew Corp. for a Brewery Lounge Endorsement.

### CAO RECOMMENDATIONS:

That, based on the September 15, 2014 staff report, "Forbidden Brew Corp. Lounge Endorsement", Council approve Option 1 and direct staff to publish notice for two consecutive weeks in a local newspaper and post on the City's website requesting input on the proposed brewery lounge endorsement for Council consideration at the regular meeting scheduled for October 6, 2014.

Respectfully submitted,

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David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

As per the attached request, the new Forbidden Brew Corp. is planning to open at 1590 Cliffe Avenue and is requesting a Brewery Lounge Endorsement.

### DISCUSSION:

If Council wishes to comment on the application, the *Liquor Control and Licencing Regulations* require a local government detailed resolution as outlined in Appendix 1.

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. 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 (LCLB).

Once Council receives public input on the applications, a resolution addressing the points outlined in Appendix 1 must be forwarded to the LCLB. A proposed resolution in the correct format will be presented to Council for consideration at the regular meeting scheduled for October 6, 2014.

Council may choose to “opt out” of the process. This is a valid option only if Council feels the operation of the brewery lounge would not affect nearby residents (includes businesses).

**FINANCIAL IMPLICATIONS:**

Cost of advertising is anticipated to be in the range of \$250.

**ADMINISTRATIVE IMPLICATIONS:**

Administration of liquor licence amendments is included in the general statutory duties of the Legislative Services Department work plan. The recent Gladstone Brewery application consumed over 8 hours of staff time; however this application should be significantly less.

**STRATEGIC PLAN & PRIORITIES REFERENCE:**

Statutory in nature.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Not referenced.

**REGIONAL GROWTH STRATEGY REFERENCE:**

Not referenced.

**CITIZEN/PUBLIC ENGAGEMENT:**

Public notice required if Council wishes to comment on the application.

**OPTIONS:**

- Option 1: Direct staff to publish notice for two consecutive weeks in a local newspaper and post on the City’s website requesting input on the proposed Brewery Lounge Endorsement for Council consideration at the regular meeting scheduled for October 6, 2014. (recommended).
- Option 2: Direct staff to obtain public input through an alternative method.
- Option 3: Opt out of the process and advise the LCLB.

Prepared by:



John Ward, CMC  
Director of Legislative Services

**Attachments**

1. Application summary and notification from the LCLB.

## APPENDIX 1

Excerpts from the Liquor Control and Licencing Act Regulations:

- (9) *In considering an application for which notice has been given under subsection (8), the local government or first nation must, in providing comments with respect to the application, take into account the following criteria:*
- (a) *the location of the winery lounge, brewery lounge, distillery lounge or special event area;*
  - (b) *the proximity of the winery lounge, brewery lounge, distillery lounge or special event area to other social or recreational facilities and public buildings;*
  - (c) *the person capacity and hours of liquor service of the winery lounge, brewery lounge, distillery lounge or special event area;*
  - (d) *the impact of noise on the community in the immediate vicinity of the winery lounge, brewery lounge, distillery lounge or special event area;*
  - (e) *the impact on the community if the application is approved.*
- (10) *If the operation of a winery lounge, brewery lounge, distillery lounge or special event area may affect nearby residents, the local government or first nation must gather the views of residents of an area determined by the local government or first nation.*
- (11) *If the local government or first nation wishes to provide comments to the general manager, it must provide the following in writing:*
- (a) *its comments addressing the criteria in subsection (9);*
  - (b) *if it has gathered the views of residents under subsection (10),*
    - (i) *the views of the residents,*
    - (ii) *the method used to gather the views of the residents, and*
    - (iii) *its comments and recommendations respecting the views of the residents;*
  - (c) *its recommendations with respect to whether the endorsement should be issued;*
  - (d) *the reasons for its recommendations.*
- (12) *The written comments referred to in subsection (11) must be provided to the general manager within 90 days after the local government or first nation receives notice*

*under subsection (8), or any further period authorized by the general manager in writing.*

- (13) If under subsection (11) (c), the local government or first nation recommends that an endorsement be issued, the general manager must take that recommendation into account in deciding whether to issue the endorsement.*
- (14) Subject to subsection (15), the general manager must not approve an application that is not supported by the local government or first nation.*
- (15) The general manager need not comply with subsection (14) if the general manager is satisfied that*
  - (a) the local government or first nation did not comply with the requirements of this section, or*
  - (b) the recommendation provided by the local government or first nation is contrary to the public interest.*
- (16) If, after notice is provided to the local government or first nation under subsection (8), the local government or first nation informs the general manager that the local government or first nation will not provide input to the general manager in respect of the application or does not respond to the notice within the time allowed under subsection (12), the general manager may, in deciding whether or not to approve the application, take into account*
  - (a) the criteria in subsection (9), and*
  - (b) any other matters the general manager considers relevant.*



August 13, 2014

Job #23716601-2

via email: jward@courtenay.ca

John Ward, Planning City of Courtenay  
830 Cliffe Avenue  
Courtenay, B.C. V9N 2J7

Dear John:

**Re: Application Summary - Application for Brewery Lounge Endorsement**  
**Applicant: Forbidden Brew Corp**  
**Proposed Establishment Location: 1590 Cliffe Avenue in Courtenay**  
**Proposed Establishment Name: Forbidden Brew**

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The applicant, Forbidden Brew Corp., has applied to the Liquor Control and Licensing Branch (the Branch) for a Brewery Lounge Endorsement to be located at the above-noted address, the Brewery manufacturing licence application is still in process. The Branch has completed the initial review of the application to determine applicant suitability and eligibility of the establishment type for licensing. As part of that process, a Liquor Inspector has completed a site visit at the proposed establishment location.

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

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

Council has 90 days to either provide comments, in the form of a Council resolution, to the General Manager of the Branch, or to advise that they wish to "opt out" of the process. Additional time over the 90 days can be approved by the Branch if the request is received in writing prior to the end of the 90 day period.

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

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**Liquor Control and  
Licensing Branch**

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

Location:  
4<sup>th</sup> Floor, 3350 Douglas Street  
Victoria, BC  
<http://www.pssg.gov.bc.ca/lclb>

businesses as part of your consideration, please be reminded that the applicant cannot gather the views themselves. As part of your process, the gathering of the views must be administered by the local government. Following the rendering of a decision by the General Manager as to whether to grant Site and Community Approval, the applicant and the local government will be advised in writing.

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

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

If you have any questions regarding this application please contact me at 250 952-7052 or [emma.ross@gov.bc.ca](mailto:emma.ross@gov.bc.ca).

Sincerely,



Emma Ross  
Senior Licensing Analyst

Enclosure

copy: Terrence Trytten, Liquor Inspector  
Michael Vincent, Forbidden Brew





## APPLICATION SUMMARY

For Applicant and Local Government/First Nation

Lounge Endorsement

Date: August 13, 2014

Job #23716601-2

Created by: Emma Ross  
Senior Licensing Analyst

Re: Application for a Brewery Lounge Endorsement Area  
Proposed Manufacturer Name: Forbidden Brew  
Applicant Name: Forbidden Brew Corp.  
Location: 1590 Cliffe Avenue in Courtenay

### 1. APPLICATION INFORMATION

Date Application deemed complete: August 12, 2014

Local Government or First Nation Jurisdiction: City of Courtenay

The primary business focus of the proposed endorsement area: Food and Beverage

Person Capacity/Occupant Load Requested: Person 01 = 50 persons (interior lounge)  
(person capacity is patrons plus staff)

Note: Person capacity requested is shown as 30 in the letter of intent portion. It was confirmed that 50 is the requested capacity.

#### Liquor Service Hours Requested:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
11:00 PM	11:00 PM	11:00 PM	11:00 PM	11:00 PM	11:00 PM	11:00 PM.

Statutory Prohibitions to Consider: none identified

Terms and Conditions Requested: none

The Brewery Lounge Endorsement Area, if approved, will allow patrons to consume liquor in a designated interior lounge area on the manufacturing site. In the case of a brewery, the sale and service of liquor is restricted to beer registered to the licensee, by the glass (or other single serving). Food and non-alcoholic beverages must be available at reasonable prices to customers. Minors are permitted in a lounge endorsement area when accompanied by a parent or guardian.

### 2. APPLICANT SUITABILITY INFORMATION (Fit and Proper)

Applicant has met the eligibility and suitability requirements of the Liquor Control and Licensing Act.

### 3. LOCATION/SITE FACTORS

The legal description of the site is: Lot 1, Plan VIP68779, Section 41 Comox Land District. The proposed brewery lounge endorsement area is an interior area of the manufacturing facility, overlapping the on-site store endorsement area at the front of the building facing into the shared parking with the Best Western Hotel on Cliffe Avenue(see attached site plan).

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

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

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

#### **4. CONTRAVENTION STATISTICS:**

The Liquor Control and Licensing Branch will provide contravention statistics for liquor primary and liquor primary club establishments near the subject location upon request.

#### **5. POPULATION AND SOCIO-ECONOMIC INFORMATION**

- Circle population statistics for 2001 and 2006 are available from BC Stats by emailing your request to [BC.Stats@gov.bc.ca](mailto:BC.Stats@gov.bc.ca)
- BC Stats Community Facts includes the BC Benefits recipient and EI Beneficiary statistics and is available at <http://www.bcstats.gov.bc.ca/data/dd/facsheet/facsheet.asp>
- Statistics Canada Population breakdown by categories is available at: <http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E>

#### **6. PUBLIC INTEREST**

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

**Regulatory Criteria local government or First Nation must consider and comment on:**

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

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

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

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

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*For use by Liquor Control and Licensing Branch:*

**REGULATORY CONSIDERATIONS**

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

Liquor Control and Licensing Regulations sections: 4, 5, 6, 8, 9, 10

**POLICY CONSIDERATIONS**

Class of Licence

Applicant Eligibility Assessment

Site and Community Assessment

Building Assessment and Issue of a Licence

**ATTACHMENT 1**

**APPLICANT'S LETTER OF INTENT**

**ATTACHMENT 2****Sample Resolution Template for a Winery Lounge or Special Event Area Endorsement**

General Manager, Liquor Control and Licensing Branch

RE: Application for a winery lounge or special event area endorsement at: (address of proposed establishment)

At the (council/board) meeting held on (date), the (council/board) passed the following resolution with respect to the application for the above named Winery licence:

“Be it resolved that:

1. The (council/board) (recommends/does not recommend) the issuance of the winery lounge or special event area endorsement for the following reasons: (detail and explain reasons for recommendation)
2. The (council's/board's) comments on the prescribed considerations are as follows: (see the following page for sample comments for each criterion – a comment on each must be included in the resolution. Where a staff report has been prepared that addresses the criteria this can be used to provide Council's comments provided the staff report is referenced in the resolution and there is a clear statement that Council endorsed the comments in the report.)
  - (a) The location of the winery lounge or special event area (provide comments)
  - (b) The proximity of the winery lounge or special event area to other social or recreational facilities and public buildings (provide comments)
  - (c) In the case of a winery lounge, the person capacity of the winery lounge (provide comments)
  - (d) hours of liquor service of the winery lounge or special event area
  - (e) traffic, noise, parking and zoning, and
  - (f) The impact on the community if the application is approved (provide comments)

If the operation of the winery lounge or special event area may affect nearby residents, the local government must gather the views of residents of an area determined by the local government or first nation.

If the local government or first nation wishes to provide comments to the general manager, it must provide the following in writing:

- (a) Its comments addressing the criteria in subsection (9);
- (b) If it has gathered the views of residents under subsection (10),
  - (i) the views of the residents\*
  - (ii) the method used to gather the views of the residents\*, and
  - (iii) its comments and recommendations respecting the views of the residents\*
  - (iv) The reasons for its recommendations.

**\* Note: “residents” includes business owners**

**3. The (council's/board's) comments on the views of residents are as follows: (describe the views of residents, the method used to gather the views and provide comments and recommendations with respect to the views. If the views of residents were not gathered, provide reasons).**

The undersigned hereby certifies the above resolution to be a true copy of the resolution passed by the (council/board) of (local government/First Nation) on (date).

Sincerely,

(signature)

(name and title of official)

(local government/First Nation)

Note:

- All of the items outlined above in points 1, 2 (a) through (f) and 3 must be addressed in the resolution in order for the resolution to comply with section 10 of the Liquor Control and Licensing Regulation.
- Any report presented by an advisory body or sub-committee to the council or board may be attached to the resolution.



### ATTACHMENT 3

#### Sample Resolution for a Winery Lounge or Special Event Area Endorsement Application

The following are examples that illustrate the type of comments that local government and First Nations might provide to demonstrate they have taken into consideration each of the criterion in reaching their final recommendation. Comments may be a mix of positive, negative and neutral observations relevant to each criterion. The final recommendation is the result of balancing these 'pros and cons'.

The list is not intended to illustrate every possible comment as the variations are endless, given the wide range of applications and local circumstances.

It is important that the resolution include the comment and not refer to a staff report, as the general manager cannot suppose that the local government considered all the criteria unless comment on each criterion is specifically addressed in the resolution itself.

Local government or First Nation staff may wish to contact the Liquor Control and Licensing Branch for assistance on drafting the content of a resolution before it is presented to local government or First Nation to avoid resolutions that do not comply with the regulations.

(a) The location of the winery lounge or special event area:

The location of the winery lounge is within the primary manufacturing facility. It has an interior and a patio area. It is located in a remote location and is suitable for such an endorsement.

(b) The proximity of the winery lounge to other social or recreational facilities and public buildings:

The only nearby social, recreational and public buildings do not conflict with the operation of a winery lounge.

– or –

The proposed location of the winery lounge is across a lane from a church with an attached retirement facility and church hall routinely used for youth group gatherings. The proximity of the proposed winery lounge is considered compatible with the neighbouring facilities.

(c) The person capacity of the winery lounge:

The maximum person capacity of the winery lounge is 65 persons as per building authorities.

(d) Hours of liquor service of the winery lounge:

Hours of liquor service are proposed to be from 4 PM to 10 PM daily. A larger capacity or later hours is not supported given the few number of police on duty to respond to concerns.

(e) Traffic, noise, parking and zoning:

Traffic in the area is not an issue. The road is located away from the main road resulting in noise not being an issue. Ample parking is available at the winery. Zoning permits a winery lounge for the sale and service of wine by the glass or bottle.

(f) The impact on the community if the application is approved:

If the application is approved, the impact is expected to be positive in that it will support the growth in tourism and offer a new social venue for residents.

The Council's comments on the views of residents are as follows:

The views of residents within a half mile\* of the proposed winery lounge area were gathered by way of \*written comments that were received in response to a public notice posted at the site and newspaper advertisements placed in two consecutive editions of the local newspaper. Residents were given 30 days from the date of the first newspaper advertisement to provide their written views. Residents were also given an opportunity to provide comments at the public meeting of Council held on date.

A total of 63 responses were received from businesses and residents. Of the responses received, 21 were in support of the application citing the creation of additional jobs and a new entertainment venue for the area as their primary reasons. A total of 42 letters were received in opposition to the application. The primary reason cited by those in opposition was the proposed closing hours. A number of business residents in the area also cited the lack of parking as an area of concern.

The following examples illustrate one option that Council may complete their comments on the views of residents based upon the preceding fact pattern.

Based upon the input received by residents within a half mile of the proposed winery lounge there is a two to one ratio of opposed residents to residents that support the application. The opposition to this endorsement comes from both homeowners and businesses. Council is of the view that with both the residential and business communities' opposition to this proposed establishment that the issuance of a winery lounge endorsement would be contrary to the community standard for this area.

Despite the potential creation of additional jobs and a new entertainment venue for the area Council is unable to support the issuance of the endorsement. Council recommends that a licence not be issued.

**\* The local government or First Nation determines the appropriate area to be included and the method for gathering those views**



## PART 5: Letter of Intent (Functions and Services to be Provided)

Explain the functions and services your facility or venue will provide. The information you provide in the letter of intent must address all of the factors indicated below.

☐ I have attached a separate sheet.

### 1. Purpose

Describe the purpose of the endorsement including beverage service, entertainment and hospitality services you intend to provide:

### 2. Describe the target market. Your proposed endorsement area may serve some of the following:

☒ Urban locals ☒ Suburban locals ☒ Rural locals ☒ Neighbouring communities ☒ Tourists

☐ Other (please specify):

### 3. Describe the composition of the neighbourhood. The composition of the neighbourhood may include some of the following:

☒ Commercial ☐ Residential ☐ Industrial ☐ Light Industrial ☐ Urban ☐ Downtown ☐ Suburban

☐ Rural ☐ Agricultural Land Reserve (ALR) ☐ First Nations' Land ☐ Neighbouring residents

☒ Other (please specify): hospitality/hotel

### 4. Provide a street map of the area surrounding the manufacturing site which identifies the following social and public facilities within a reasonable distance\* (see below):

- All other licensed liquor primary or liquor primary club establishments
- Churches
- Clubs
- Schools (K-12, colleges, universities)
- Preschools
- Day care centres
- Health care facilities
- Seniors facilities
- Recreational/sports facilities
- Neighbouring residents
- Police stations
- Fire halls
- Libraries
- Government buildings
- Any other relevant local public or private facilities

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

#### Reasonable Distance Guidelines:

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

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

### 5. Benefits to the Community

Describe the community/market need you are addressing by providing an additional licensed area within the community (e.g. the proposed lounge will support tourism activities at the manufacturing facility OR there are currently no licensed establishments in the area).

### 6. Impact of Noise on the Surrounding Community

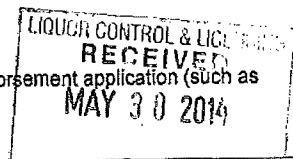
Describe the noise impact expected from your proposed endorsement area and describe the measures you will take to ensure others, including neighbouring residents, are not disturbed if the endorsement area is approved (e.g. entertainment will not involve amplified music given the bylaws in place; noise from outdoor patio will be addressed by closing patio at 10 p.m.; outdoor lighting and cameras will be installed; additional traffic should not create additional noise given the location and size of the endorsement).

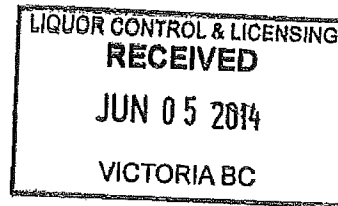
### 7. Other Impacts on the Surrounding Community

Describe any further impacts of the new licensed area(s) on the surrounding community if the endorsement application is approved.

### 8. Other Information and Requests

Provide any additional information or requests that might be relevant to your manufacturer endorsement application (such as zoning restrictions, bylaw restrictions, entertainment, etc.)





## **Community Benefits**

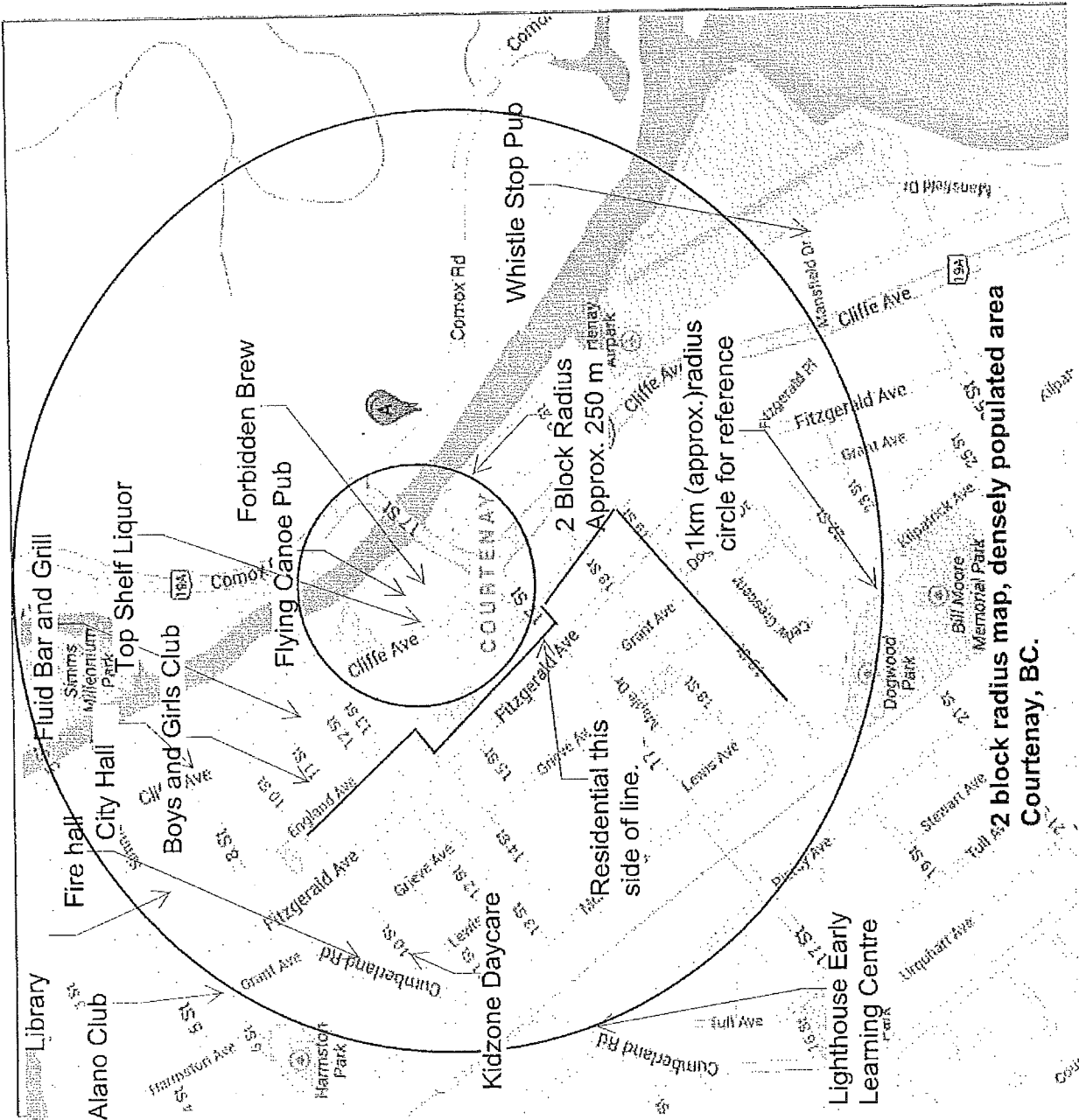
Craft brewing is a growing market in the beer industry. The success of this segment of the beer industry can be seen in Victoria with one of the largest number of breweries per capita in British Columbia. The Comox Valley, which is already an agricultural community with strong representation of culinary and wine experiences, lacks a craft brewery. This addition will enhance the already established food and beverage offerings in the Valley for both tourists and local residence. Our brewery's strategy is to fulfill the desire of the beer community with local, fresh beer. The lounge endorsement is a important factor for our success, not just for the cash flow, but also as a place to offer tours and tastings as well as a place for the local craft beer enthusiasts to gather and sample, discuss, and enjoy local beer.

## **Community Impact**

The location of brewery/lounge is within a space at the Westerly Hotel and Convention Centre (Westerly). The Westerly has a liquor primary, club endorsement, in their Flying Canoe outlet. The addition of the lounge endorsement within the brewery, with a seating capacity of 30 people, will not add an additional noise impact to neighbouring residents. We are requesting a 3PM - 11pm Wednesday, Thursday, Friday; 12pm - 11pm on Saturday and Sunday hours of operation, which is within the hours of operation of the Flying Canoe. The Westerly has given us full support of the brewery with lounge endorsement. At this time, there will be no outdoor patio or entertainment involving amplified music to cause additional noise issues.







LIQUOR CONTROL & LICENSING  
 RECEIVED  
 MAY 30 2014  
 VICTORIA BC





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Development Variance Permit No. 1409 – 2200 Arden Rd.

**File No.:** 3090-20-1409

**Date:** Sept 15, 2014

### PURPOSE:

The purpose of this report is to consider a Development Variance Permit to authorize a minor variance to the Zoning Bylaw to accommodate the subdivision of a split zoned property within the Arden Road area.

### CAO RECOMMENDATIONS:

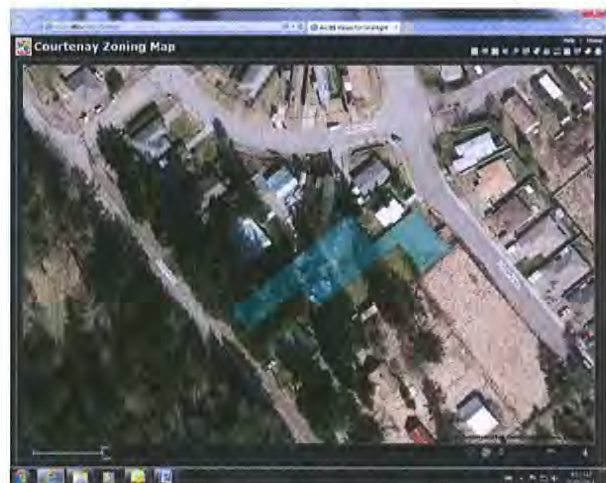
That based on the September 15, 2014 staff report "Development Variance Permit No. 1409 – 2200 Arden Road", Council approve OPTION 1 to approve Development Variance Permit No. 1409.

Respectfully submitted,

David Allen  
Chief Administrative Officer

### BACKGROUND:

The subject property is located between Arden Road and Lambert Drive in West Courtenay. The lot currently has split zoning, with the new proposed lot being MH-1 and the Remainder of Lot A being zoned R-1 (see subdivision plan on next page). Currently the Arden Road frontage is only 12.0 meters wide while the R-1 zoning requires a minimum frontage of 18.0 meters. The applicant has applied for subdivision with the Engineering Department. There is an existing home on the portion of the property zoned R-1. As the Arden Road frontage is non-conforming the Approving Officer requires a variance prior to subdivision approval.







The proposed subdivision aligns with the intent of the urban residential land use policy but requires the following minor variance to proceed:

- *Section 8.1.3 of Zoning Bylaw No. 2500, 2007 to reduce the required minimum lot frontage from 18.0 meters to 12.00 meters.*

If the variance is approved the applicant will be required to pay the Development Cost Charges (DCCs) in effect at the time of subdivision approval. Currently the total of City and Regional District DCCs is \$16,417 of which \$6,735 are City charges.

The processing of development applications is included in the current work plan as a statutory component. To date staff have spent approximately 7 hours reviewing the application and preparing the report. An additional hour of staff time will be required to prepare the notice of permit, register the notice on title and close the file.



**STRATEGIC PLAN REFERENCE:**

*Goal 2:* Provide proactive leadership for growth management

**OFFICIAL COMMUNITY PLAN REFERENCE:**

As outlined above, the proposed development is consistent with the goals of the urban residential designation which includes balancing land use to create a vibrant and diverse neighbourhood and community.

**REGIONAL GROWTH STRATEGY REFERENCE:**

This application for Development Variance Permit to facilitate the subdivision of a property within an urban residential neighbourhood is consistent with the Regional Growth Strategy Managing Growth Policy 1.2 – Development within Core Settlement Areas.

**CITIZEN/PUBLIC ENGAGEMENT:**

The applicant held a public information meeting with regard to the proposed variance on August 12th, 2014. One neighbouring property owner attended the meeting and had no concerns with the information presented. The minutes of the meeting are attached for reference. As required by the *Local Government Act*, the City has also provided notification of the proposed variances to property owners within 30 metres of the subject property. No comments have been received to date.

**OPTIONS:**

OPTION 1: Approve Development Variance Permit No. 1409. (Recommended)

OPTION 2: Defer consideration of Development Variance Permit No. 1409 pending receipt of further information.

OPTION 3: Not approve Development Variance Permit No. 1409.

Prepared by:



Allan Gornall, B.Sc  
Planning Technician



Peter Crawford, MCIP, RPP  
Director of Development Services

Attachment 1

1 of 3

## **HOERBURGER LAND SURVEYORS**

280A Anderton Road, Comox, B.C. V9M 1Y2  
Ph: (250) 890 - 0100 Fax: (250) 890 - 0210

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August 25, 2014

### **Summary of Public Meeting for Development Variance Permit application**

The Public Information Meeting as required by the Development Procedures Bylaw No. 2699, 2012, was held August 12<sup>th</sup>, 2014, in the home of the property owners, Matthew and Penny Currie, at 2200 Arden Road, Courtenay. The meeting was held from 7:00 PM to 8:15 PM, and was adjourned when there were no new arrivals for 30 minutes.

The meeting was attended by 2 people representing the DVP application:  
Matthew Currie  
Penny Currie

The meeting was attended by one member of the public, a Mr. Jerry Walker, who resides at 2188 Arden Road. He had no comments but did sign in on the included sign-in sheet.

The meeting was announced and surrounding owners were notified by individual letters hand delivered to each address specified by the City in their email of July 9, 2014.

The following was displayed at the meeting:

1. Sign-in sheet
2. Comment sheets
3. Proposed plan of subdivision
4. Current MH-1 zoning bylaw

As well as the single attendee, Joseph and Mildred Marinus, of 2230 Arden Road, provided the written comment of "No objection", which has also been included.

Attachment 1

Aug. 4 2014

We (Matt & Penny Currie) are holding a public information meeting on Tues Aug 12, 2014 at 7 p.m. at 2200 Arden Rd (our home) to satisfy the requirements of the subdivision application process. You are invited to review our plan and will be provided the opportunity to offer feedback on it, if necessary. This information will be provided to the City of Courtenay's Planning Dept. for their consideration.

We are subdividing a lot off the bottom end (beside 2233 Lambert Dr.) of our property at 2200 Arden Rd. which will result in our current property having a less than the minimum road frontage allowable in the city, without the variance we are applying for. Currently the city factors in the frontage we have on Arden Rd. combined with the frontage on Lambert Dr. together to satisfy the minimum frontage allowable.

Thank You  
Matt and Penny

NO OBJECTIONS  
J. Martin  
J. Martin  
2230 ARDEN RD  
COURTENAY

Attachment 1

3 of 3

**PUBLIC INFORMATION MEETING  
(DATE OF PUBLIC INFO MTG.)**

Aug 12, 2014

**SIGN IN SHEET**

**FOR**

**(APPLICATION NAME AND ADDRESS)**

Matthew & Penny Currie - 2200 Arden Rd Ctny

NAME (Please Print)	ADDRESS
Jerry Walker	2188 Arden Rd



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

**Permit No. DVP - 1409**

**DEVELOPMENT VARIANCE PERMIT**

September 15, 2014

**To issue a Development Variance Permit**

**To:** Name: Matthew Currie  
Penny Currie  
Address: R.R. #3  
Site 306 C-5  
Courtenay, B.C  
V9N 5M8

**Property to which permit refers:**

Legal: Lot A, District Lot 230, Comox District, Plan 44440 except part in Plan VIP66256  
Civic: 2200 Arden Road

**Conditions of Permit:**

Permit issued to vary:

- *Section 8.1.3 of Zoning Bylaw No. 2500, 2007 to reduce the required minimum lot frontage from 18.0 meters to 12.00 meters.*

Development Variance Permit No. 1409 is issued subject to the following conditions:

1. Development must be in conformance with the plans and drawings contained in *Schedule No.1*:

**Time Schedule of Development and Lapse of Permit**

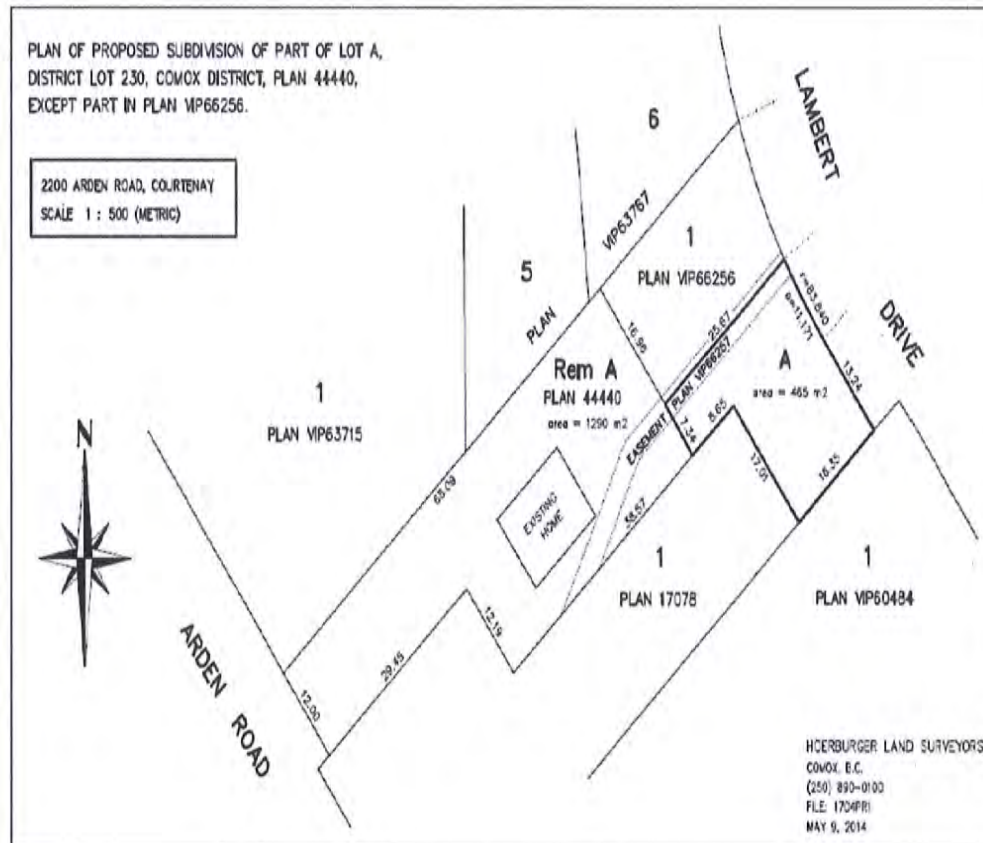
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Legislative Services

S:\PLANNING\Development Applications\DVP\1409-2200 Arden (Hoerbuerger)\Permit\Permit.docx

## Schedule No. 1



S:\PLANNING\Development Applications\DVP\1409-2200 Arden (Hoerbuerger)\Permit\Permit.docx



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 0500-20 VIHA

**From:** Chief Administrative Officer

**Date:** September 15, 2014

**Subject:** Hospital Project Request to Vary the City's Water Bylaw No. 1700, 1994 (and amendments)

### PURPOSE:

For Council to consider a request by the Comox Valley Hospital P3 consortium, Tandem Health Partners (Tandem), to vary the City's *Water Regulation and Rates Bylaw No 1700, 1994* (and amendments thereto) for the provision of water backflow prevention and meter at property line to within the hospital building mechanical room.

### CAO RECOMMENDATIONS:

That based on the September 15<sup>th</sup> 2014 staff report "Hospital Project Request to Vary the City's Water Bylaw No. 1700 (and amendments)", Council grant a variance to Water Bylaw No. 1700, 1994 for the placement of backflow prevention and water meter inside the Comox Valley Hospital building subject to the conditions outlined in OPTION 1 of the report.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The City's Water Regulation and Rates Bylaw No 1700, 1994 and amendments identifies that:

*".....Unless determined otherwise by the Council all commercial, industrial, multiple family and institutional consumers shall supply and install at the expense of the owner or agent, a water meter complete with bypass and isolation valves, meter setter, backflow prevention device and check valve(s) in a concrete chamber, at property line and easily accessible to the Director for inspection and reading of the meter...."*

The Comox Valley Hospital project is required to provide a reduce pressure backflow preventer and water meter as a requirement of their site servicing for their Building Permit.

### DISCUSSION:

The Hospital building requires two water services for system redundancy as a "post-disaster" facility. One will be provided off of Lerwick Road (city water main) and the second from the CVRD transmission main that runs through the middle of the site within a statutory right-of-way. Over the course of the preliminary

engineering design of the site services to the facility, the project team determined that efficiencies in system operation and maintenance would be gained by moving the location of the water meter into the building. This proposed configuration would:

- eliminate the need to have a water meter on each of the incoming service lines;
- optimize the piping configuration for the fire line providing redundancy to this system through the connections more easily accomplished within a building;
- permit 24/7 access for Public Works to a heated, lit, dry, above ground mechanical room, given the nature of this facility; no need for special safety gear/procedures for entry to underground chambers as typically required at a roadway installation of a meter.

Both Engineering and Public works staff have reviewed the proposal and we are supportive of the concept for this facility subject to a few conditions:

1. Engineering and Public Works approval of the final engineering design and layout of the mechanical piping for water servicing to/from the building and on-site;
2. That each water service entering the property be provided with a double detector check valves to ensure that there is no opportunity for cross-contamination from the onsite watermain back into the city or regional system;
3. That an agreement be drafted between the City and Island Health Authority (or their designate) providing the City unfettered access to the building mechanical room for the purpose of maintaining/replacing the water meter (city owned), and;
4. That an agreement be drafted between the City and Island Health Authority (or their designate) assigning ownership of the piping network within the boundary of the site to the site owners and not the City.

The latter agreement may seem redundant; however, there has been a court case where the municipality has been held responsible for the maintenance and repair of piping within a site between the street watermain connection and the building. In this case, the water meter designates responsibility for the piping, i.e. the watermain upstream of the meter is the municipality's and downstream is the owner's. Through a specific agreement to this effect, we will mitigate the potential for such a situation to arise in this instance.

Staff recommends that Council resolve to proceed with option 1, below.

**FINANCIAL IMPLICATIONS:**

None.

**ADMINISTRATIVE IMPLICATIONS: *(work plan, etc.)***

Effort associated with this request is considered part of staff's statutory work to review and process building permit applications.

**STRATEGIC PLAN REFERENCE:**

None.



**OFFICIAL COMMUNITY PLAN REFERENCE: *(may include sustainability)***

None.

**REGIONAL GROWTH STRATEGY REFERENCE:**

None.

**CITIZEN/PUBLIC ENGAGEMENT:**

None.

**OPTIONS:**

**OPTION 1:** That Council grant a variance to Water Bylaw No. 1700, 1994 for the placement of backflow Prevention and water meter inside the Comox Valley Hospital building subject to:

- Acceptance of the mechanical and civil engineering designs by the Senior Manager of Engineering.
- The City entering into an agreement with Island Health Authority (or their designate) for maintenance access to the Hospital mechanical room for the purpose of maintaining/repairing/replacing the primary water metering system, AND
- That any agreement with the Island Health Authority (or their designate) clearly delineates the operating and maintenance responsibilities for the watermain piping on the property between the City's watermain and the building, as that of the Island Health Authority (or their designate).

**OPTION 2:** That Council denies Tandem Partnerships request to vary the City's Water Bylaw No. 1700, 1994

Respectfully submitted;

Prepared by:



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Lesley Hatch, P.Eng.  
Senior Manager of Engineering





## Briefing Note

**To:** Mayor and Council  
**From:** Senior Manager of Engineering  
**Subject:** 2014 Road Work Design and Paving

**File No.:** 5600-20  
**Date:** September, 09, 2014

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### PURPOSE:

To summarize for Council the planned and ongoing work relating to paving for 2014.

### BACKGROUND:

It is desirable that asphalt concrete pavements are renewed on a 20 to 30 year basis subject to traffic loading, the frequency of the traffic, weathering and the level of pavement maintenance over the life of the asset. Pavement life can be extended through a pro-active pavement management regime of inspection, crack sealing, patching, and overlay. These interim measures can extend the useful life of the pavement by another 5 to 10 years. However, once the pavement has degraded to a point where water can infiltrate the gravels below, it is no longer about maintenance; it's time to re-assess and renew the road structure such that the capital investment will last another 20 to 30 years. This requires engineering investigation, geotechnical review and recommendations for a new road structure.

In 2011 the City undertook a cursory pavement management review employing the efforts of our Engineering student to visually inspect road surfaces and grade them based on federal and provincial pavement criteria. This document formed the basis of a list of a roads requiring attention over the following years. Where no previous pavement management system had been in practice, this successfully served to inform short-term paving priorities. We look to augment this work with the current condition assessment contract of all roadways that is much more rigorous, scientifically based and applies technologies such as falling weight deflect-o-meters (tests strength of road subgrade below the road surface). This is an automated process, where previously, expensive and laborious visual inspections by specialized engineering consultants were the only option.

### DISCUSSION:

As outlined earlier this year during the budget process, staff is undertaking the design of a number of road improvement projects in 2014 including:

1. 10<sup>th</sup> Street (Piercy to Willemar) – 395m
2. 15<sup>th</sup> Street (Willemar Ave to West) – 265m
3. Piercy Avenue (17<sup>th</sup> to 26<sup>th</sup> Street) – 940m
4. England Avenue (10<sup>th</sup> to 12<sup>th</sup> Street) – 185m
5. 12<sup>th</sup> Street (Stewart to Urquhart Ave) – 110m
6. 2<sup>nd</sup> Street (Cliffe to England Avenue) – 235m
7. Willemar Avenue (17<sup>th</sup> to 26<sup>th</sup> Street) – 940m

The scope of work includes: underground asset condition assessments (storm, sewer, water); design of concrete curb & gutter, sidewalk and asphalt road surface. A few of the roads listed have deteriorated beyond the point of merely providing patching and asphalt overlay to fix. They now require an assessment of gravel road structure below the pavement to ensure any new asphalt will endure its

expected life cycle. Most of the roads do not currently have concrete curb & gutter, which are integral components to road drainage for conveying water off the road, decreasing the opportunity for pooling or freezing and potholes. Sidewalks are also being considered for renewal with the addition of separated boulevards (where possible) to bring the streets to current road standards.

These projects have been budgeted for design in 2014 and will be considered for 2015 construction, budget permitting. If these projects are all constructed in 2015, it will result in over 3.0 kilometres of new infrastructure in one construction season.

The Headquarters/Vanier sewer project currently under construction will result in a new road surface for the northbound lane from Glacier Road to Vanier Drive and some additional works along the westbound lane of Vanier Drive from Headquarters to entrance to Vanier High School. The first section of pavement on Headquarters Road was completed on August 29; the second section from the Vanier School entrance (west) to Vanier Drive will be paved mid- September and the last section on Vanier Drive by the end of September, for a total of 1.4 kilometres of new asphalt surface.

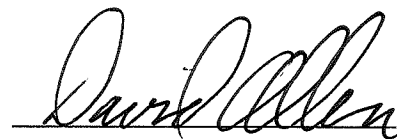
From an operations and maintenance perspective, staff has focussed efforts this year on patching roads (Fitzgerald Ave – 26<sup>th</sup> to 21<sup>st</sup> Street; 8<sup>th</sup> Street – Fitzgerald to Cliffe Ave, etc), eliminating potholes and crack sealing while undertaking the City-wide pavement condition assessment. The condition assessment will be completed this fall and will produce a pavement management strategy to support staff prioritizing future pavement works based on field testing and engineered recommendations. This is a scientifically based best practice that will consider not only the surface condition of the pavement but assess the integrity of the sub-surface road structure (i.e. gravel layers below). It is anticipated that this work will allow the City to undertake a larger annual paving program having identified priority streets and brought their renewal schedules into alignment with renewal of the subsurface infrastructures (water, sewer, storm drainage). We look forward to applying this information to the upcoming capital program planning for Council's consideration in 2015.

Prepared by:



Lesley Hatch, P.Eng.  
Senior Manager of Engineering

Respectfully submitted,



David Allen  
Chief Administrative Officer

## MEMORANDUM

**To:** Council

**File No.:** 760-20

**From:** Chief Administrative Officer

**Date:** September 11, 2014

**Subject:** Fire Training Grounds – Update on Site Works

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**ISSUE:**

To provide Council with a progress update on the fire training grounds project.

**BACKGROUND:**

In June 2014 Council provided unanimous approval for proceeding with site preparation and construction of the fire training grounds at the Waters Place land owned by the City. The City's financial plan was amended in July, and with financial authority in place, the project work began in earnest in late July.

**KEY CONSIDERATIONS:**

Staff report the following progress on the project:

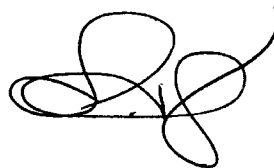
- A Project Manager was engaged on July 18, 2014
- The site tree evaluation to determine significant trees and identify opportunities for tree retention has been undertaken. The City's Tree Cutting Permit process is near completion. Site setbacks, protected areas and trees to be retained have been identified and are protected with temporary fencing.
- The contract for clearing and grubbing of the site has been awarded; these works are expected to begin shortly.
- The contract for design of civil works for both onsite services and offsite works has been awarded and initial planning meetings have taken place with the engineering division.
- Geotechnical investigation will take place once the property has been cleared and grubbed.
- Site construction works are anticipated to begin in mid-October, with the projected full completion planned for May of 2015.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

Prepared by:



T. Manthey, BA, CPA, CGA  
Director of Financial Services/Deputy CAO





NEW BUSINESS

600 Comox Road, Courtenay, BC V9N 3P6  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 5040-01

August 27, 2014

Sent via email: jward@courtenay.ca

Mr. John Ward  
Director of Legislative Services  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear Mr. Ward:

**Re: Public opinion vote on homelessness**

The Comox Valley Regional District board of directors has approved holding a non-binding public opinion vote on November 15, 2014 to help gauge the level of public support for using property taxes to reduce homelessness. The question that would appear on ballots is:

COMOX VALLEY REGIONAL DISTRICT ELECTORAL AREAS  
A, B AND C, CITY OF COURTENAY,  
TOWN OF COMOX, VILLAGE OF CUMBERLAND

NOVEMBER 15, 2014

How much annual property tax would you be willing to pay to reduce homelessness?

- ☐ \$0
- ☐ Up to \$5 per year (for a home that is assessed at \$300,000)
- ☐ Up to \$10 per year (for a home that is assessed at \$300,000)

Mark your ballot with an X for ONE option above.

(This vote is non-binding and does not provide authority to tax homeowners; it is intended to gauge level of support should that be considered.)

By way of background information, please find attached a staff report dated July 31, 2014, which was considered by the Comox Valley Regional District's committee of the whole at its August 12, 2014 meeting. Please note that the wording of the question that the board approved is copied above and is not the same as contained in the staff report.

The board has also resolved to:

- advise the Town of Comox, City of Courtenay and Village of Cumberland of the approved wording and
- request that each municipality confirm with the CVRD by October 15, 2014 of their intent to conduct the non-binding public opinion vote.

Should more than one municipality not identify its intent to conduct the non-binding public opinion vote by October 15, the question will not be put to the Comox Valley electors.

Therefore, please confirm by October 15, 2014 your municipality's intent to conduct the non-binding public opinion vote.

In advance of November 15, 2014, the CVRD will post information about this non-binding public opinion vote on its website and advertise in local newspapers. Of particular importance is a one-page summary on housing and homelessness issues that was included with the July 31, 2014 staff report (attached to this letter). The municipalities are encouraged to use this information in their own public awareness efforts on this project.

If you have any questions about the process or what the board expects of the municipalities, please contact me at 250-334-6007 or [jwarren@comoxvalleyrd.ca](mailto:jwarren@comoxvalleyrd.ca).

Sincerely,

***J. Warren***

James Warren  
Corporate Legislative Officer

Enclosures: Staff report dated July 31, 2014 regarding a public opinion vote on homelessness (includes appendix A being a 'summary of housing and homelessness issues')

\ab

**DATE:** July 31, 2014

**TO:** Chair and Directors  
Committee of the whole

**FROM:** James Warren  
Acting Chief Administrative Officer

**RE:** Public opinion vote on homelessness

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**FILE:** 5040-01

### **Purpose**

The purpose of this report is to present the wording for a question to be asked at the November 15, 2014 local government election, to gauge the public opinion about local government funded methods to reduce homelessness.

### **Policy analysis**

A regional district may operate any service the board considers necessary or desirable for all or part of the regional district, under section 796 of the *Local Government Act* (LGA). The Comox Valley Regional District (CVRD) does not have a service that relates to providing supports for affordable housing or the homeless.

A regional district board may seek the opinion of the electors of the regional district through voting on a question that the board believes affects the regional district, and the voting results are not binding on the board under section 797.31 of the LGA.

### **Executive summary**

At its June 2014 board meeting, the following three resolutions were supported:

1. THAT a public opinion vote be held on Saturday, November 15, 2014 to ask electors in the Comox Valley Regional District, including the Town of Comox, City of Courtenay, Village of Cumberland, Electoral Area 'A' (including Denman and Hornby Islands), Electoral Area 'B' and Electoral Area 'C', their opinion on a local government-funded affordable housing / homelessness service;

AND FURTHER THAT the CVRD work with the Town of Comox, City of Courtenay and Village of Cumberland to ensure electors in all jurisdictions are provided the opportunity to vote on this matter.

2. THAT, to support public knowledge in advance of the November 15, 2014 public opinion vote, up to \$5,000 be committed from the regional feasibility study fund to develop information that describes the nature and extent of potential activities associated with a local government-funded affordable housing / homelessness service.
3. THAT a report be presented to the August 2014 committee of the whole meeting that considers the specific wording for the question in a public opinion vote on a local government-funded affordable housing / homelessness service.

This staff report presents, in the recommendation below, the wording for the question that could be used in a November 15, 2014 public opinion vote. A one-page summary of housing and homelessness issues and supports (Schedule 'A') is also included with this report. Presenting this type of question to the public is a challenging exercise in that:

- the topic of homelessness is very complex
- the range of need in the homelessness community is very broad
- the range of ways that communities are responding to this need is equally broad
- the needs and responses are not easily understood by or visible to the general public, and
- costs associated with any response can be significant.

The summary (Schedule 'A') attempts to distill much of the literature and available research into an understandable form to assist voters in making their choice on November 15. The question presented in the recommendation below will attempt to gauge the level of public support for reducing homelessness.

Should the board support the recommendation in this report, the Village of Cumberland, Town of Comox and City of Courtenay will be advised of the CVRD board's intent to ask the public its opinion on November 15, 2014. Each municipality will be asked to host the same question on its ballots. In order to provide sound enough results to assist the board in moving forward, the public opinion vote can only proceed if the question is asked in the electoral areas and at least two municipalities. Because of the time required for ballot printing, mid-October is the point by which a municipality must decide whether to host the question. Alternatively, the board may determine that all jurisdictions must participate by hosting the question, in which case the board resolution will need to be amended.

Advertisements on the question will be run in local newspapers and on local government websites once it is known if the question will be on the November 15 ballot. Local interest groups that support this type of initiative will also need to champion this cause and increase awareness for the issue and question.

Following the non-binding vote on November 15, 2014, results will be presented to the CVRD board (likely in early 2015). The board will then be able to decide how best to proceed with local government efforts to reduce homelessness.

**Recommendation from the chief administrative officer:**

THAT the following language be approved for a non-binding public opinion vote to be conducted on November 15, 2014 in the Comox Valley Regional District, including the Town of Comox, City of Courtenay, Village of Cumberland, Electoral Area 'A' (including Denman and Hornby Islands), Electoral Area 'B' and Electoral Area 'C':

COMOX VALLEY REGIONAL DISTRICT ELECTORAL AREAS A, B AND C,  
CITY OF COURTENAY, TOWN OF COMOX, VILLAGE OF CUMBERLAND  
NOVEMBER 15, 2014

Property taxes could help fund existing community-based programs for local homeless people and/or create a new method of assistance or prevention. Ways to reduce homelessness include affordable housing, temporary shelter, food, mobile medical care, housing advice, tenancy education and family mediation.

**Question:**

How much additional annual property tax  
would you be willing to pay to reduce homelessness?

	\$0
	\$2 - \$4 per year (for a home that is assessed at \$300,000)
	\$4 - \$6 per year (for a home that is assessed at \$300,000)
	\$6 - \$8 per year (for a home that is assessed at \$300,000)
	\$8 - \$10 per year (for a home that is assessed at \$300,000)

Mark your ballot with an X for ONE option above.

*(This vote is non-binding and does not provide authority to tax homeowners; it is intended to gauge level of support should that be considered.)*

AND FURTHER THAT the Town of Comox, City of Courtenay and Village of Cumberland be advised of the approved wording and be requested to confirm with the CVRD by October 15, 2014 of their intent to conduct the non-binding public opinion vote;  
AND FINALLY THAT the public opinion vote only be conducted if at least two municipalities agree to participate by posing the question to their voters.

Respectfully:

*J. Warren*

---

James Warren  
Acting Chief Administrative Officer

Attachments: Schedule A – “Summary of Housing and Homelessness Issues”



## Schedule A

### Summary of Housing and Homelessness Issues

Estimates of people in the Comox Valley who are either homeless or at risk of becoming homeless range from several hundred to over 2,000.

Many of those at risk are for reasons of mental illness and addiction. There are also a great number of other causes of homelessness, including chronic health problems, job loss, lack of employable skills, seniors on fixed incomes, women fleeing abusive situations and youth who have left foster care. Besides the human tragedy, real homelessness-related costs to taxpayers are felt in areas such as law enforcement, the legal system, health care and shelter stays.

The Vancouver Police Department has estimated that as many as a third of its emergency calls are related to untreated mental illness and/or addiction, much of which is rooted in the city's homeless and under-housed population. A 2008 study by independent academic researchers working with the Centre for Applied Research in Mental Health and Addiction at Simon Fraser University estimated it costs at least \$55,000 annually to service a homeless person. Other studies in other locations have estimated a very similar cost.

Some services are provided in the Comox Valley by groups that include the Dawn to Dawn: Action on Homelessness Society, Comox Valley Transition Society, Comox Bay Care Society, Salvation Army, Wachiay Friendship Centre Society, Ad-Hoc Emergency Resources Organization, Comox Valley Mental Health and Addiction Services and Comox Valley Food Bank. There is no local government staff involvement in operations and/or activity of these groups.

Existing assistance includes temporary housing, mobile medical care, and food, and studies have identified shortages in the Comox Valley of virtually every type of housing that would reduce homelessness.

While local governments historically have not tried to directly tackle the issue, that has changed in recent years outside and within the Comox Valley. The Comox Valley Regional District (CVRD) has worked with local municipalities and service providers to develop materials, conduct research and propose ways to address homelessness.

The CVRD board of directors wishes to know if Comox Valley taxpayers are willing to help them proactively address this complex problem. To gauge the public's attitude, the CVRD plans to ask a non-binding question of all Comox Valley residents during the November 15, 2014 municipal voting. A favourable response **would not provide authority** to tax homeowners, but would provide the board with an idea of taxpayer feeling on the subject.

