

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

**DATE:** November 17, 2014  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**1.00 ADOPTION OF MINUTES**

1. Adopt November 10, 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

(c) Development Services

- 1 1. Development Permit No. 1401 – 1970, 1950, 1930 Cliffe Avenue

(d) Financial Services

(e) Engineering and Operations

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 39 1. C.V. Child Development re: Permissive Tax Exemption  
41 2. Letter from Ministry of Transportation re: UBCM Convention  
43 3. Letter from Ministry of Health re: UBCM Convention

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES**

**8.00 RESOLUTIONS OF COUNCIL**

1. In Camera Meeting

Notice is hereby given that a Special In-Camera meeting closed to the public will be held at the conclusion of the November 17, 2014 regular Council meeting pursuant to the following sub-section of the *Community Charter*:

90(1)(c) labour relations or other employee relations.

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**BYLAWS**

**For Final Adoption**

- 46 1. “Municipal Ticket Information Amendment Bylaw No. 2807, 2014”  
(housekeeping amendment to align the MTI Bylaw with the Prevention of Public Nuisances Bylaw)
- 66 2. “Revenue Anticipation Borrowing Bylaw No. 2808, 2014”  
(to provide for borrowing to meet current lawful expenditures of the City)

**13.00 ADJOURNMENT**

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THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3060-20-1401

**From:** Chief Administrative Officer

**Date:** November 17, 2014

**Subject:** Development Permit with Variances for 1970, 1950, 1930 Cliffe Avenue

### PURPOSE:

The purpose of this report is for Council to consider a development permit for the form and character of an approximately 2,716 m<sup>2</sup> (29,235 sq.ft) commercial building including variances to building setbacks, landscaping, building height, and vertical clearance of a parkade.

### CAO RECOMMENDATIONS:

That based on the November 10<sup>th</sup>, 2014 staff report "Development Permit with Variances for 1970, 1950, 1930 Cliffe Avenue", Council support OPTION 1 and approve Development Permit with Variances No. 1401 as attached subject to the registration of a subdivision plan consolidating those portions of Lot 1, Section 68, Comox District, Plan VIP82794, and Lot 2 and Lot 3, Section 68, Comox District, Plan 2352 shown in bold in Attachment No. 1.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The proposed commercial development is part of a larger development concept that will result in the construction of a commercial building, a multi-residential project, and City acquisition of riverfront property for the Courtenay Riverway. A conceptual plan is shown in Figure 1. As part of this development concept, Riverside Lane will be extended from 20<sup>th</sup> Street to 19<sup>th</sup> Street providing access for the proposed residential and commercial buildings. Council is currently only considering the development permit for the form and character of the proposed commercial building and associated variances to building setbacks, height, and landscaping.

The overall development concept requires the reconfiguration of lot boundaries including the three lots that comprise the proposed commercial development site. A subdivision application has been made, however a number of items need to be resolved prior to subdivision approval. The applicant requested that this application for the form and character of the commercial building be brought forward for Council's consideration in advance of subdivision approval despite the subdivision resulting in new lot boundaries. Should Council approve the development permit application, the development permit will be issued

conditional to the registration of a subdivision plan creating a new lot shown in bold in Attachment No 1. Staff has advised the applicant that changes to the proposed property lines as a result of the subdivision process may change the extent of the required variances to building and landscaping setbacks. If this occurs following approval of the commercial development permit, an application to amend the development permit and obtain approval of new variances will be required. The applicant has been made aware of this risk.

The proposed subdivision also requires an application to vary the *Subdivision Control Bylaw* related to road design was brought forward for Council's consideration at the November 10, 2014 Council Meeting under a separate report from the Engineering department. Additionally, a variance to the *Zoning Bylaw* related to the front yard setback from the extension of Riverside Lane to the existing Canada Services building located on 19<sup>th</sup> Street is required. An application for this variance to the *Zoning Bylaw* has not been made.

With regard to the multi-residential building, Council has previously issued a Development Permit in May 2008 which expired in May 2010. Following the expiration of the multi-residential development permit, the developer applied for a zoning amendment to increase the permitted height of the proposed multi-residential building. The rezoning application received third reading in April 2011 and remains active awaiting the registration of covenants securing environmental works, trail construction, City land acquisition, and works and services for the construction of Riverside Lane. As the applicant has now decided to move forward with subdivision approval in advance of final zoning approval some of these conditions will be addressed in covenants registered prior to subdivision approval.



**Figure 1.** Context map of the overall development concept. Commercial Development Permit with Variances No. 1401 applies to properties shown purple hatching. The exact boundary of land to be dedicated to the City for the Riverway has yet to be determined.



**Figure 2.** Rendering of the proposed commercial development project from Cliffe Avenue and 20<sup>th</sup> Street.



## DISCUSSION:

### *OCP Review*

The proposed commercial development is located on vacant land in an area with a mix of commercial, residential and recreational uses. The building is designed to provide an active street frontage along Cliffe Avenue including the main pedestrian entrance and two storeys of office space. The lower level is accessed from Riverside Lane and consists of a parkade and two small retail units. A surface parking lot on the northern portion of the site provides additional parking capacity. In addition to accommodating private vehicles, the development is well situated to support a number of transportation options. Public transit is accessible via a bus stop located in front of the development on Cliffe Avenue and the close proximity to the Courtenay Riverway encourages active transportation modes as well as recreational opportunities for future tenants and their employees. This will assist in meeting many of the climate action policies of the OCP.

The proposed development is also consistent with OCP policy supporting commercial development on land currently zoned commercial over the creation of new commercial property on the city's periphery. In order to ensure high quality design, commercial areas are subject to Commercial Development Permit Guidelines. The proposed building relates to a pedestrian scale with prominent entrances, significant amounts of glazing, and weather protection along the front of the building. The building has been designed to step down towards 20<sup>th</sup> Street and provides visual interest through an articulated roofline and building facade and the incorporation of brick, stucco, and wood finishes. Staff is satisfied that the project generally meets the intent of the commercial DP guidelines including building scale and design, exterior materials, and landscaping quality. However, the proposed landscaping widths are considerably less than those required by the guidelines and the zoning bylaw. The DP guidelines require 7.5 m of landscaping along the inside of property lines adjacent to Cliff Avenue and 4.5 m of landscaping along all other street frontages. The applicants are proposing 4.5 m of landscaping along Cliffe Ave., 4.5 m of landscaping along 20<sup>th</sup> St, and a minimum of 2.1 m of landscaping along Riverside Lane. Despite the reduced landscaping widths, staff believes the proposed landscaping scheme will soften the street edge and provide an attractive streetscape thereby achieving the intent of the guidelines. The applicant has provided rationale for the reduced landscaping widths in Attachment No. 2.

### *Zoning Bylaw*

The subject properties are zoned Multiple Use Two (MU-2) which permits the proposed office and retail uses however the development proposal includes a number of variances to the *Zoning Bylaw* listed below.

#### Building Setbacks

- *Section 8.14.5 (1)* – reduce the required front yard building setback from 7.5 m to 4.5m for the building face, and to 3.5m for the decorative wood supports;
- *Section 8.14.5 (2)* – reduce the required side yard setback adjacent to Cliffe Avenue from 7.5 m to 4.5m for the building face, to 3.9m for the canopy over the front entrance and awnings, and to 0.0m for the underground parking structure;
- *Section 8.14.5 (2)* – reduce the required side yard setback adjacent to Riverside Lane from 7.5m to 3.5m for the building face and to 2.79 m for the entrance canopy and awnings;

#### Building Height

- *Section 8.14.6* – increase the maximum building height from 10.0 m to 10.95 m to accommodate the rooftop service room;

### Landscaping Widths

- *Section 8.14.10 (1)* – to reduce the required landscaping width adjacent to Cliffe Avenue from 7.5m to 4.5 m at the front of the building and to 2.5 m adjacent to the below grade surface parking area;
- *Section 8.14.10 (1)* – to reduce the required landscaping width along Riverside Lane from 4.5 m to a minimum of 2.1 m;

### Vertical Clearance of Parking Areas

- *Section 7.1.5* – to reduce the minimum vertical clearance of the parkade from 2.25 m to 2.20 m.

While the applicant is proposing a significant number of variances, the variances are minor in nature and staff are satisfied that the proposed project will complement the surrounding area. The proposed project represents a more urban form of development with the building brought closer to the street and parking concealed beneath the building. The building placement and architectural treatment contribute to an active pedestrian realm which has been enhanced with landscaping around the perimeter. While the landscaping widths are less than what the zoning bylaw and DP guidelines require, the proposed landscaping is sufficient to soften the street edge and contribute to an attractive street appearance. Larger landscaping widths, such as the required 7.5m, are typically desired as buffers to screen surface parking areas located in front of buildings such as strip mall style development along commercial corridors or with large format retail to soften what are often imposing buildings with large uniform facades.

With respect to the height variance, the variance is required for the roof top service room only. The height as measured to the top of the central parapet on the Cliffe Avenue elevation adheres to the requirements of the zoning bylaw. Due to the topography of the site, the proposed project will appear as a two storey building on the Cliffe Avenue elevation and will result in a three storey appearance from Riverside Lane. The applicants presented drawing showing the siting and scale of the building at a public information meeting with one attendee inquiring about the height of the building. No comments have been received.

### *Archaeological Assessment*

Baseline Archaeological Services Ltd. has done an archaeological assessment of the properties and concluded that there are minimal archaeological deposits present which have been highly disturbed by previous development activity. However, as the development is located within an identified archaeological site, the applicants have applied for and received a heritage site alteration permit from the Ministry of Forests, Lands and Natural Resource Operations which expires December 31, 2015.

### *Traffic Impact*

As part of the subdivision application, the applicant provided a traffic study which concluded that the proposed development would have minimal impact on the traffic capacity for Cliffe Avenue. The traffic study supported the extension of Riverside Lane from 20<sup>th</sup> street to 19<sup>th</sup> street to improve traffic movements and safety by providing access to the signalized intersection at 19<sup>th</sup> Street. Through the development process, some local residents have expressed concern with the speed of traffic on Riverside lane using it as a short-cut to avoid the 17<sup>th</sup> Street intersection. This issue was looked at in the traffic study and the Engineering department is addressing the design of the lane through the subdivision application.

**FINANCIAL IMPLICATIONS:**

The proposed commercial development will be required to pay approximately \$293,890 in Development Cost Charges (DCCs) of which \$169,797 is the City DCC and \$124,093 is the Regional District charge. In terms of application fees, the applicant has paid \$7,123.50 in application fees to-date including \$4,873.50 in Development Permit with Variance applications fees for the commercial building, \$750 for the subdivision application, and \$1,500 for the application to vary the Subdivision Control Bylaw.

**ADMINISTRATIVE IMPLICATIONS:**

The processing of development applications is included in the current work plan as a statutory component. Staff has spent approximately 140 or more hours on this application and the related subdivision since December 2013. This plan has been reviewed by staff in City Engineering departments and Parks departments.

If approved, there will be one additional hour of staff time required to prepare the notice of permit, have it registered on title and close the file. Additional staff time is anticipated as part of the subdivision review process and subsequent building permit applications.

**STRATEGIC PLAN REFERENCE:**

The proposed development is consistent with Section 2 Goal 3 of the Strategic Plan to advocate high standards of design and community aesthetics.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

The proposed project is consistent with OCP policy supporting the use of existing commercially zoned lands to develop a strong, diversified commercial base within municipal boundaries which will provide employment and service opportunities. As noted above, this development is also consistent with OCP goals aiming to reduce community greenhouse gas emissions.

**REGIONAL GROWTH STRATEGY REFERENCE:**

The subject property is located within a Core Settlement Area. As mandated by the Regional Growth Strategy, the majority of growth and development should be concentrated in these areas to provide the efficient use of land, provide alternative transportation choices and to limit encroachment into resource lands and rural areas on the fringes of the City.

**CITIZEN/PUBLIC ENGAGEMENT:**

The applicant held a public information meeting on October 14, 2014 at 7:00 pm at the Holiday Inn with respect to the proposed development. Approximately 13 people attended. Attendees raised concerns regarding increased traffic and activity in the area as a result of the development and nuisance from the construction phases. Attendees also expressed concern with potential habitat loss or changes to the Riverway. The Riverway will not be impacted by this proposed development however the applicant is undertaking environmental studies related to the future multi-residential development located to the east of Riverside Lane and adjacent to the Courtenay River. The minutes of the meeting are included with this report as Attachment No. 3.

In accordance with the *Local Government Act*, the City has also notified property owners and occupants within 30 m of the subject property of the proposed project including the requested variances. To-date, one letter from a resident of the Tides has been received.



**OPTIONS:**

- OPTION 1: Approve Development Permit with Variances No. 1401 as attached (Recommended).
- OPTION 2: Defer consideration of Development Permit with Variances No. 1401 pending receipt of additional information.
- OPTION 3: Do not approve Development Permit with Variances No. 1401.

Prepared by:



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Erin Ferguson, MCP  
Land Use Planner

Reviewed by:



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Peter Crawford, MCIP, RPP  
Director of Development Services

**ATTACHMENT NO. 1**

**THE CORPORATION OF THE CITY OF COURTENAY  
BYLAW NO. 2392  
SCHEDULE "2E"**

**Permit No.** DPwV 1401

**DEVELOPMENT PERMIT with VARIANCES**

November 10, 2014

**To issue a Development Permit with Variances**

**To:**      Name:            Riverfront Developments Ltd. (Inc #BC00820720)  
             Address:        5162 Chute Lake Cres  
                                 Kelowna, BC  
                                 V1W 4L7

**Property to which permit refers:**

Legal:   Lot 1, Section 68, Comox District, Plan VIP82794;  
          Lot 2 Section 68, Comox District, Plan 2352; and  
          Lot 3, Section 68, Comox District, Plan 2352.

Civic:   1970, 1950 and 1930 Cliffe Avenue

**Conditions of Permit:**

Permit issued to allow the development of an approximately 2,716 m<sup>2</sup> (29,235 sq.ft) commercial building with the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

- *Section 8.14.5 (1)* – reduce the required front yard building setback from 7.5 m to 4.5m for the building face, and to 3.5m for the decorative wood supports;
- *Section 8.14.5 (2)* – reduce the required side yard setback adjacent to Cliffe Avenue from 7.5 m to 4.5m for the building face, to 3.9m for the canopy over the front entrance and awnings, and to 0.0m for the underground parking structure;
- *Section 8.14.5 (2)* – reduce the required side yard setback adjacent to Riverside Lane from 7.5m to 3.5m for the building face and to 2.79 m for the entrance canopy and awnings;
- *Section 8.14.6* – increase the maximum building height from 10.0 m to 10.95 m to accommodate the rooftop service room;
- *Section 8.14.10 (1)* – to reduce the required landscaping width adjacent to Cliffe Avenue from 7.5m to 4.5 m at the front of the building and to 2.5 m adjacent to the below grade surface parking area;
- *Section 8.14.10 (1)* – to reduce the required landscaping width along Riverside Lane from 4.5 m to a

- minimum of 2.1 m;
- *Section 7.1.5* – to reduce the minimum vertical clearance of the parkade from 2.25 m to 2.20 m.

Development Permit with Variances No. 1401 is subject to the following conditions:

- a) Development must be in conformance with the plans and elevations contained in **Schedule No. 1**;
- b) Consolidation of Lot 1, Section 68, Comox District, Plan VIP82794; and those portions of Lot 2 Section 68, Comox District, Plan 2352 and Lot 3, Section 68, Comox District, Plan 2352 shown in bold in **Schedule No. 2**;
- c) The applicant is required to ensure the development meets applicable flood construction levels in effect at the time of building permit;
- d) Adherence to Heritage Alteration Permit 2014-0236 issued by the Province of BC;
- e) Installation of landscaping in general conformance with the plans and specifications contained in **Schedule No. 3**;
- f) Minimum depth of topsoil or amended organic soil on all landscaped areas as follows: shrubs – 450 mm, groundcover and grass – 300 mm, trees 300 mm around and below the root ball;
- g) Submission of landscape security in the amount of (125% x \$51,954) \$64,942.50;
- h) BC Society of Landscape Architects Schedules L-1 and L-2 must be submitted prior to issuance of a building permit;
- i) Mile of Flowers must be reinstated to its original condition including soil and irrigation;
- j) Installation of landscaping and irrigation in any City road right-of-way must be coordinated with City Parks Staff;
- k) Property owner is to maintain all landscaping within the City boulevard on 20<sup>th</sup> Street;
- l) Landscaping must be completed within six months of the date of issuance of the occupancy permit by the City;
- m) All exterior building and site lighting must be full cut-off, flat lens in accordance with the City's Dark Skies Policy (#5240.00.01);
- n) Approval from Ministry of Transportation and Infrastructure, and the City of Courtenay Parks, Engineering, and Operations Departments for the proposed modifications to the retaining wall along Cliffe Avenue prior to issuance of Building Permit.

#### 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.

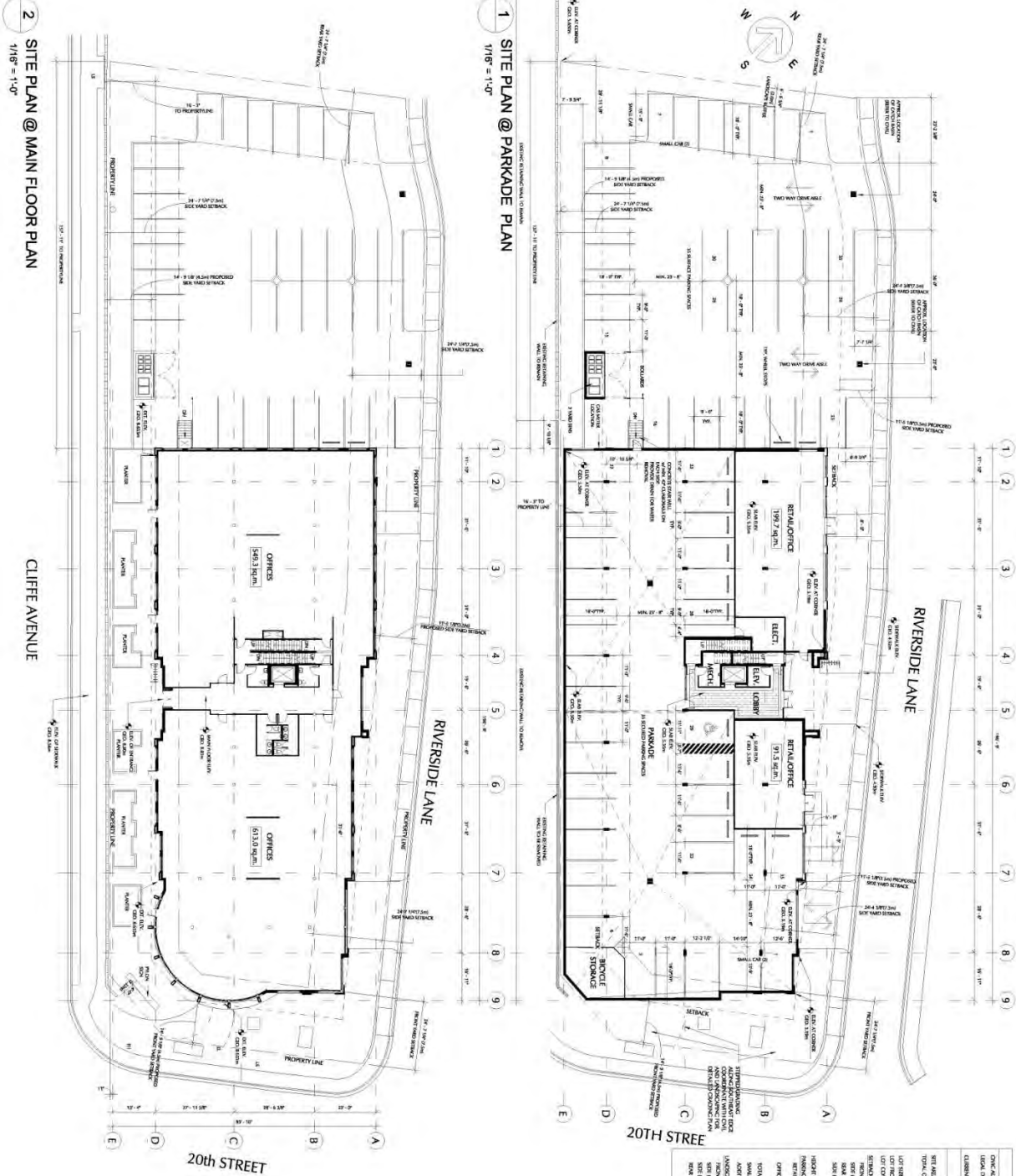
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Date

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Director of Legislative Services

Schedule No. 1



PROJECT DATA	
OWNER	1930 CLIFFE AVENUE DEVELOPMENT INC.
DESIGNER	HANS P. NEUMANN ARCHITECT INC.
DATE	2014.11.04
ZONING BYLAW REQUIREMENTS	
USE	OFFICE
LOT AREA	10,000 sq. ft.
LOT FRONTAGE	100.00 ft.
LOT DEPTH	100.00 ft.
LOT COVERAGE	100.00%
MAX. BUILDING HEIGHT	10.00 m
MAX. BUILDING AREA	10,000 sq. ft.
MAX. GROUND COVER	100.00%
MAX. LOT COVERAGE	100.00%
MAX. LOT FRONTAGE	100.00 ft.
MAX. LOT DEPTH	100.00 ft.
MAX. LOT AREA	10,000 sq. ft.
MAX. LOT COVERAGE	100.00%
MAX. LOT FRONTAGE	100.00 ft.
MAX. LOT DEPTH	100.00 ft.
MAX. LOT AREA	10,000 sq. ft.

**HANS P. NEUMANN ARCHITECT INC.**

409 CLIFFE AVENUE, KELLOWNA, BC V1Y 1S3

PHONE: (250) 868-8878 FAX: (250) 868-8877

**KELTEC DESIGN & DRAFTING**

409 CLIFFE AVENUE, KELLOWNA, BC V1Y 1S3

PHONE: (250) 868-8878 FAX: (250) 868-8877

**1520 HIGHLAND DRIVE NORTH**

KELLOWNA, BC V1Y 4K5

PHONE: (250) 868-8878 FAX: (250) 868-8877

NO.	DATE	DESCRIPTION
2014.11.04	2014.11.04	Revised for Development Permit
2014.11.04	2014.11.04	Revised for Development Permit
2014.11.04	2014.11.04	Revised for Development Permit

**A1**

1/16" = 1'-0"

**SITE PLAN**

**1520 HIGHLAND DRIVE NORTH**

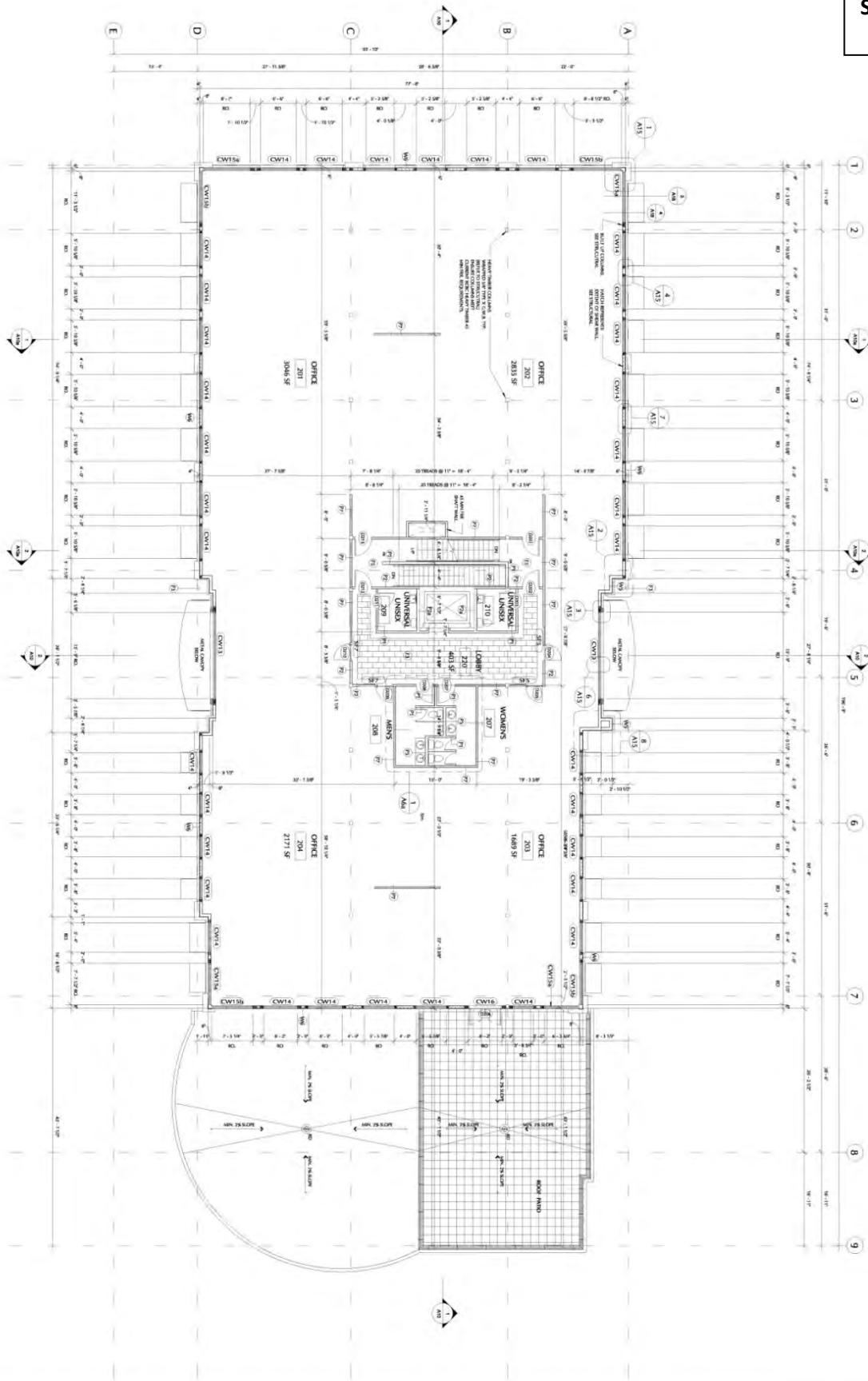
KELLOWNA, BC V1Y 4K5

PHONE: (250) 868-8878 FAX: (250) 868-8877

1 Variances

**Schedule No. 1**

SECOND FLOOR PLAN  
1/8" = 1'-0"



<b>HANS P. NEUMANN ARCHITECT INC.</b> 1320 HIGHLAND DRIVE NORTH KELLOWNA, BC V1Y 4E3 PHONE: (250) 868-0878 FAX: (250) 868-0837		<b>KELTEC DESIGN &amp; DRAFTING</b> 409 GLENWOOD AVENUE, KELLOWNA, BC V1Y 5L5 PHONE: (250) 496-8845 or (250) 273-2907	
CONSULTANT DRAWING TITLE: <b>SECOND FLOOR PLAN</b>		PROJECT: <b>Riverwalk Centre Office Building</b> Cliffe Avenue & 20th St., Courtenay, BC	
SCALE: 1/8" = 1'-0" DATE: 2014.07.15 DRAWN BY: [blank] CHECKED BY: [blank]		DESCRIPTION: [blank] REVISIONS: [blank]	
SHEET NO. 11 A4			

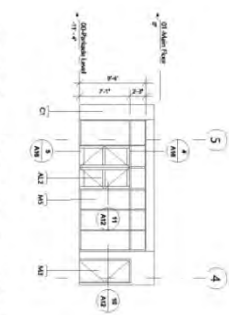
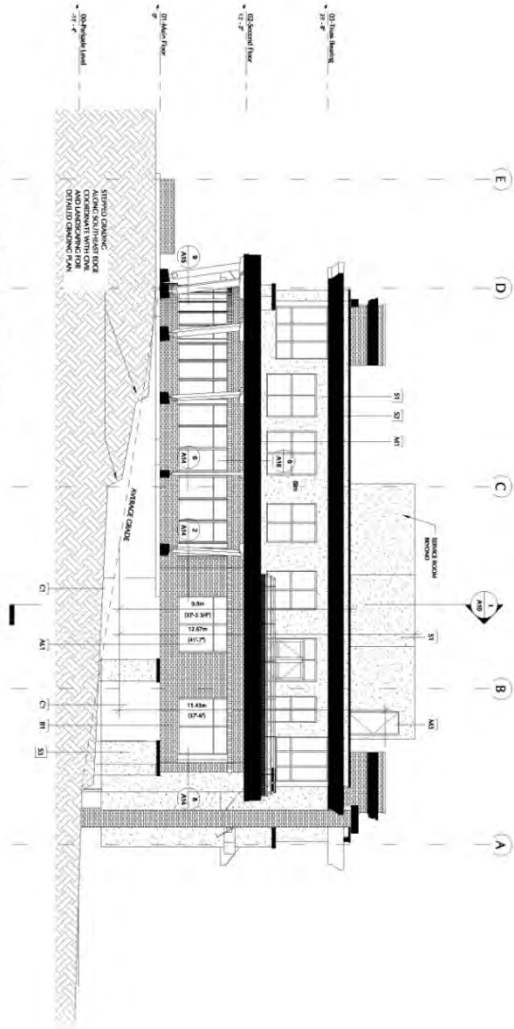
es



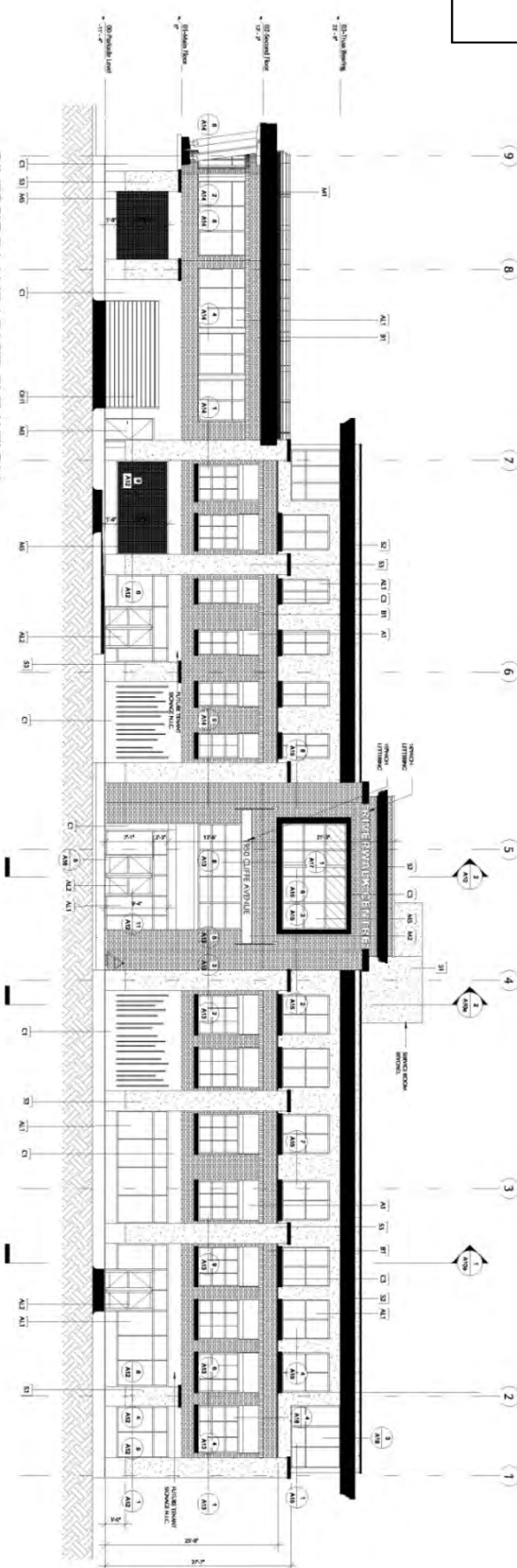
**Schedule No. 1**

**SIDE (SOUTH) ELEVATION**  
1/8" = 1'-0"

**PARTIAL - PARKADE ENTRANCE**  
1/8" = 1'-0"



**RIVERSIDE LANE (EAST) ELEVATION**  
1/8" = 1'-0"

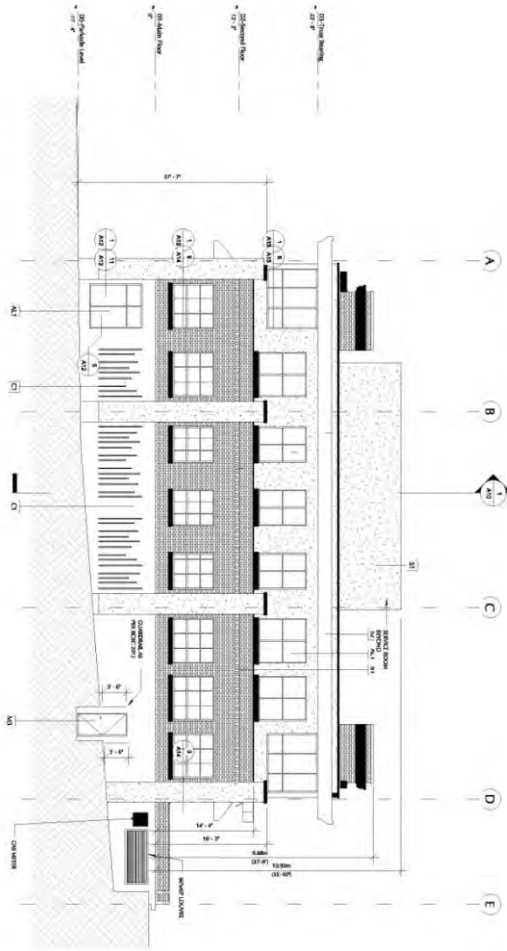


**LEGEND**

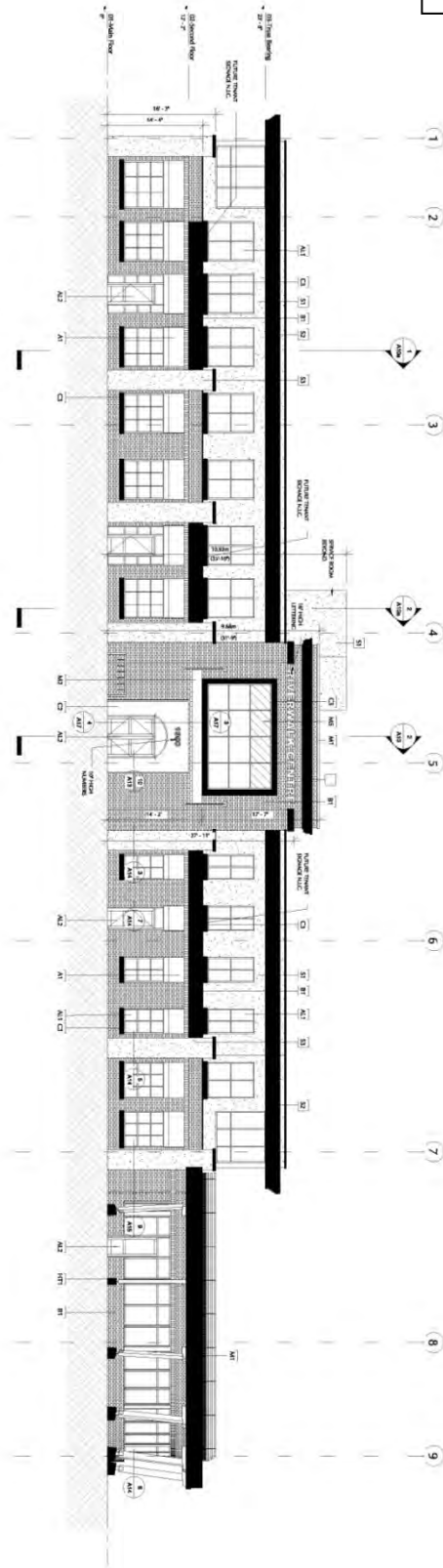
B1	BRICK CLADDING	M1	PERFORATED METAL CLADDING
B2	ACRIFIC STUCCO	M2	METAL CLADDING WITH SPACER BRIDGE
B3	ACRIFIC STUCCO CONCRETE	M3	METAL CLADDING & BRICK - FINISHED
B4	ACRIFIC STUCCO PLASTER FINISH	M4	METAL CLADDING
B5	ACRIFIC STUCCO CONCRETE - FINISHED	M5	ACRIFIC STUCCO WITH SPACER BRIDGE
B6	PERFORATED CONCRETE FINISH	M6	PERFORATED CONCRETE FINISH
B7	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE	M7	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE
B8	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE	M8	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE
B9	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE	M9	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE
B10	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE	M10	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE
B11	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE	M11	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE
B12	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE	M12	PERFORATED CONCRETE FINISH WITH SPACER BRIDGE



SIDE (NORTH) ELEVATION  
 1/8" = 1'-0"



CLIFF AVENUE (WEST) ELEVATION  
 1/8" = 1'-0"



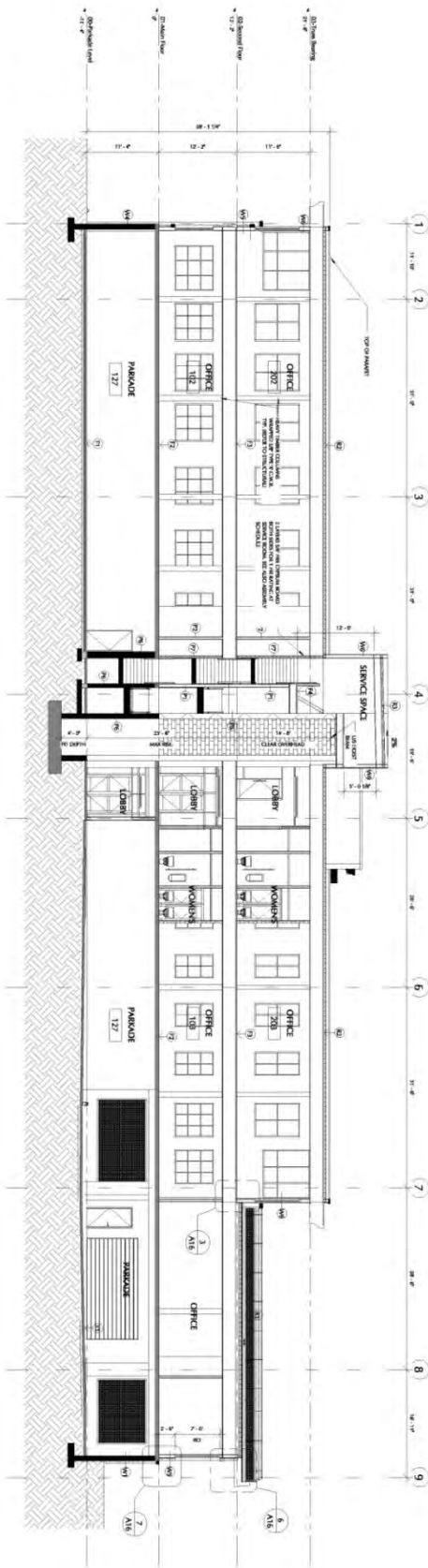
LEGEND

BT	BRICK CLADDING	MT	PREFINISHED METAL CLADDING
ST	ACRYLIC STUCCO	M2	METAL CLADDING WITH SPANDREL BRICK
S2	ACRYLIC STUCCO CORNER	M3	METAL CLADDING WITH SPANDREL
S3	ACRYLIC STUCCO IN GUTTER FRONT	M4	METAL CLADDING
CT	ACRYLIC STUCCO CORNER	M5	ACRYLIC STUCCO CORNER
CS	PREFINISHED ALUMINUM TRIM WITH SPANDREL CLADDING	M6	OVERHEAD DOOR
AT	PREFINISHED ALUMINUM TRIM WITH SPANDREL CLADDING	M7	HEAVY TRIMMED OVERHEAD DOOR WITH STYLISH
A2	PREFINISHED ALUMINUM TRIM WITH SPANDREL CLADDING	A3	FABRIC AWNING

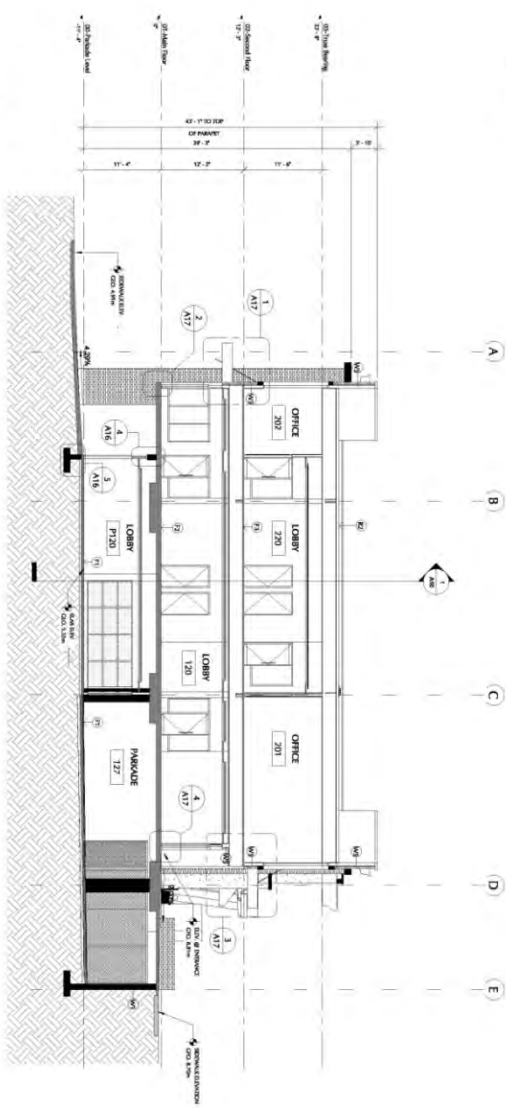
<b>HANS P. NEUMANN ARCHITECT INC.</b> 1530 HIGHLAND DRIVE NORTH KILGORE, BC V1Y 4K3 PHONE: (250) 868-0876 FAX: (250) 868-0837		SCALE: As Shown DATE: 2014.08.26 DRAWN: [Name] CHECKED: [Name]																		
CONSULTANT <b>KELTEC DESIGN &amp; DRAFTING</b> 409 CLENWOOD AVENUE, KILGORE, BC V1Y 5L9 PHONE: (250) 486-8845 or (250) 212-2907		PROJECT: <b>Riverwalk Centre Office Building</b> Cliffe Avenue & 20th St., Courtenay, BC																		
DRAWING TITLE <b>BUILDING ELEVATIONS</b>		<table border="1"> <thead> <tr> <th>No.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2014.08.26</td> <td>Noted for Development Permit</td> </tr> <tr> <td>2</td> <td>2014.08.27</td> <td>Added Heights for Variance</td> </tr> <tr> <td>3</td> <td>2014.08.28</td> <td>Noted for Development Permit</td> </tr> <tr> <td>4</td> <td>2014.10.14</td> <td>Added Architectural Notes</td> </tr> <tr> <td>5</td> <td>2014.10.15</td> <td>Revised for Development Permit</td> </tr> </tbody> </table>	No.	DATE	DESCRIPTION	1	2014.08.26	Noted for Development Permit	2	2014.08.27	Added Heights for Variance	3	2014.08.28	Noted for Development Permit	4	2014.10.14	Added Architectural Notes	5	2014.10.15	Revised for Development Permit
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2	2014.08.27	Added Heights for Variance																		
3	2014.08.28	Noted for Development Permit																		
4	2014.10.14	Added Architectural Notes																		
5	2014.10.15	Revised for Development Permit																		

Schedule No. 1

1 NORTH / SOUTH BUILDING SECTION  
1/8" = 1'-0"



2 EAST / WEST BUILDING SECTION - THROUGH LOBBY  
1/8" = 1'-0"



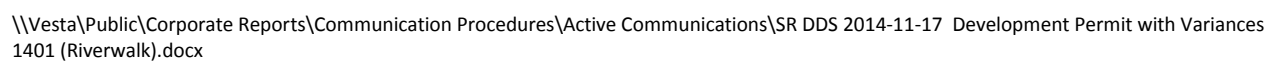
<b>HANS P. NEUMANN ARCHITECT INC.</b> 409 CLINWOOD AVENUE, KELLOWNA, BC V1Y 1S5 PHONE: (250) 868-0878 FAX: (250) 868-0837		1526 HIGHLAND DRIVE NORTH KELLOWNA, BC V1Y 4K3 PHONE: (250) 868-0878 FAX: (250) 868-0837	
<b>KELTEC DESIGN &amp; DRAFTING</b> 409 CLINWOOD AVENUE, KELLOWNA, BC V1Y 1S5 PHONE: (250) 868-0878 or (250) 312-2807		PROJECT: Riverwalk Centre Office Building Cliffe Avenue & 20th St., Courtenay, BC	
CONSULTANT: <b>A10</b> SCALE: 1/8" = 1'-0" DATE: 2014.07.31 DRAWN BY: <b>A10</b> CHECKED BY: <b>A10</b> DRAWING NO.: <b>A10</b>		DRAWING TITLE: <b>BUILDING SECTIONS</b> PROJECT: <b>High Street</b>	



Schedule No. 1



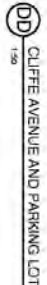
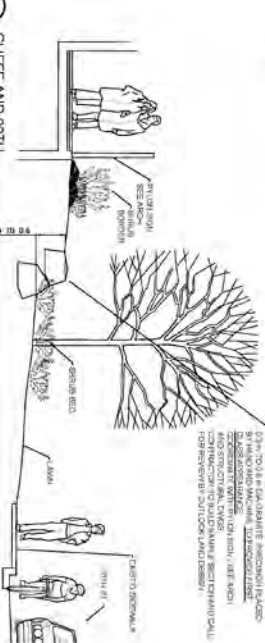
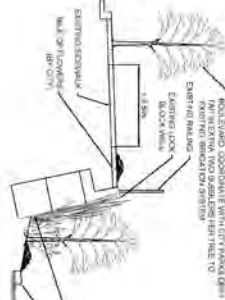
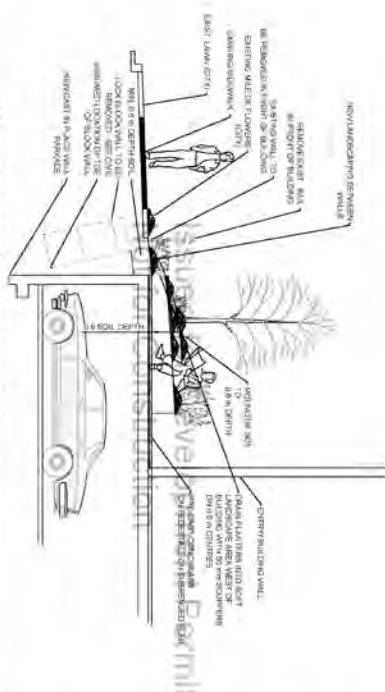
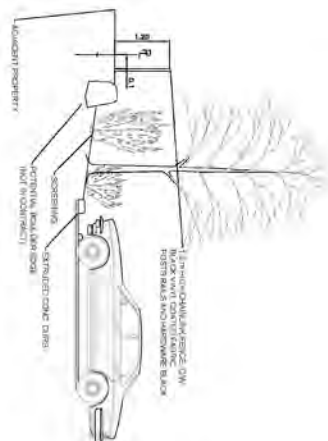
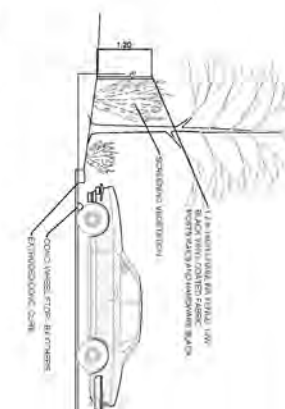
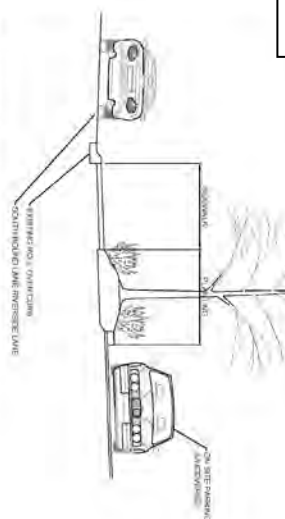
PROJECT		DRAWING TITLE		REVISION NO.	
PROPOSED SERVICE COMMERCIAL BUILDING		COLOUR ELEVATIONS		C1	
CLIFFE AVENUE		COURTESY, BC			
HANS P. NEUMANN ARCHITECT INC.		1501 BROADWAY NORTH, VICTORIA, BC V8W 2E5			
1501 BROADWAY NORTH, VICTORIA, BC V8W 2E5		PHONE: 250.860.4877 FAX: 250.860.4877			
SCALE: 1/2" = 1'-0"		DATE: SEPTEMBER 12, 2011			
OCT 2014 REVISED ELEVATIONS		DRAWN: JHN			
		CHECKED: JHN			
		APPROVED: JHN			



Schedule No. 3



### Schedule No. 3

[illegible]

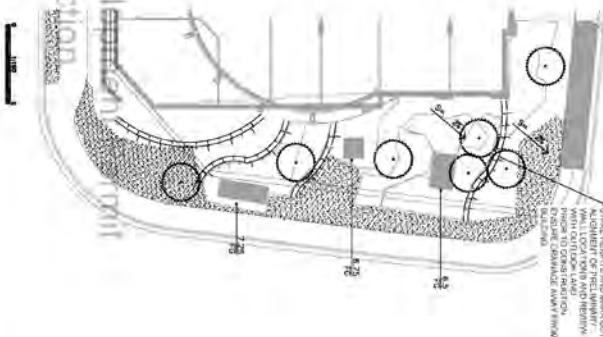


### Schedule No. 3

[illegible]

Not for Construction

5 BOULDER WALLS  
1:150



**ATTACHMENT NO. 2**



October 15, 2014

Highstreet Ventures Inc.

Attention: *Dave Slobodan BCQ*

Dear Sir:

**Landscape Rationale 1930 and 1950 Cliffe Ave**

Further to your request for a landscape rationale in regards to the above project please see below:

The project has been designed by Outlook Land Design and we will be involved in administering the landscaping contract and ensuring that it is built in substantial conformance with the approved development permit landscape drawings.

The project is planted on all four sides effectively screening and softening parking and providing seasonal interest to the buildings architecture. Plant material is densely spaced and of significant size. Forty-four trees will be planted and more than a thousand shrubs. High quality topsoil and composted bark mulch will be used in preparing shrub beds. All lawn areas will be sodded for immediate effect and durability against trampling. The landscape will be irrigated by an automatic underground sprinkler system. The landscape has been specified to conform with the 2012 BC Landscape Standard and Master Municipal Specification. The landscaping contractor is required to achieve total performance of the contract and maintain the landscape for one year following total performance. This will help ensure the project establishes well and warrantee items are covered off successfully before hand-off to the strata council.

Although there is less landscape area than the zoning bylaw requires the quality of the landscape is easily on par with high quality installations elsewhere in the city. Large tracts of landscape can be counterproductive to efficient and vibrant downtown areas, particularly when they are commercial rather than residential land uses. We would note that in return for a higher density of use, higher tax revenues and a landscape that is appropriate to urban infill development is provided. We are comfortable that the landscape is appropriate to its setting and will be well received by the public and those who work in the area. It will be a great improvement over the existing conditions on site.

LANDSCAPE ARCHITECTURE  
CIVIL ENGINEERING  
PROJECT MANAGEMENT  
DEVELOPMENT PLANNING

1326 DOCLIDDLE ROAD  
COMOX, BC V9M 2P9  
TEL 250.339.5222  
[www.outlooklanddesign.com](http://www.outlooklanddesign.com)

**ATTACHMENT NO. 2**

Please do not hesitate to contact me if you require anything further.

Sincerely,  
Outlook Land Design Inc.  
Per

Tim O'Brien,

A handwritten signature in black ink, appearing to be 'TOB' or similar, written in a cursive style.

P. Eng., MBCSLA  
Professional Engineer (Civil), Registered Landscape Architect  
Email: outlookland@shaw.ca

ATTACHMENT NO. 3

# HIGH STREET

702 – 1708 Dolphin Avenue, Kelowna, BC V1Y 9S4  
P 778.484.5567 F 778.484.5571

October 16, 2014

City of Courtenay  
830 Cliffe Ave  
Courtenay, BC V9N 2J7

**Attention: Erin Ferguson, Land Use Planner**

**Subject: Application for Development Permit with Variances  
1950 Cliffe Ave – Proposed Commercial Development  
PUBLIC MEETING SUMMARY OF FEEDBACK**

Dear Erin,

The Public Information Meeting was held Tuesday October 14th, 2014 at 7pm at the Holiday Inn. 11-13 people were in attendance and the meeting concluded at about 9pm. An invitation and Comment Sheet was mailed 7 days in advance of the meeting to the residents on the list provided by the city.

The meeting was informative for Highstreet and we believe the residents too.

The following information was on display:

- Artists rendering
- Architectural site plan
- Architectural Floor plans
- Building elevations
- Civil drawings
- Landscaping drawings
- Subdivision survey plan
- Traffic impact assessment
- Geotechnical report
- Environmental report

Comments Received:

- Improvement to the area.
- Nice looking building.
- Nice landscaping.
- Concerns of construction noise and dust
- One resident was concerned about losing view of marina.

### ATTACHMENT NO. 3

- The area is already a hub of activity with marina, pathway, airpark and current residences. Concerns that the development will increase the busyness.
- Concern that development will cause loss of green space and vegetation along the river.
- Concerns with security and safety within the parade.
- What will happen with the existing non-conformance of the setback from The Tides along Riverside Road.
- Concerns if the development resulted in costs to The Tides.
- Concerns with increased traffic between 19th and 17th streets speeding and light dodging is already an issue. I.e: no sidewalk and narrow with full daytime parking.

Questions Asked:

- Length of construction period.
- Questioning construction work hours and work days.
- Questioning sequence of roadwork and building work.
- Will there be enough parking?
- Questioning variances of setbacks and building height.
- How large is the building?
- How high is the building?
- What hours will the parade be locked and open?
- Access from Cliffe, where will the traffic lights be?
- How many tenants will there be?

If there is anything further that you require such as copies of the sign in sheet or feedback forms submitted, please let me know.

Regards,

*Alice Arsenault*

**Alice Arsenault**, CCCA

Development Coordinator

Cc: Dave Slobodan, BCQ, Director of Development

ATTACHMENT NO. 3

**PUBLIC INFORMATION MEETING**  
**Tuesday, October 14, 2014 at 7:00PM**  
Riverwalk Centre Commercial Building, 1950 Cliffe Avenue by Highstreet Ventures

**COMMENT SHEET**

Name: Marshall Jean Fisher Email: N/A  
Address: 1985 Cliffe Ave. Phone: 250-897-3322

Highstreet has applied to the City of Courtenay for a Development Variance Permit for a commercial building of two stories plus underground parking. This project is under review by staff in the Planning Department of the City of Courtenay.

Do you have any comments or questions?

How close to the 20<sup>th</sup> street, and Cliffe Ave is the Southwest Corner of Building  
and how high from Cliffe Ave level on Southwest Corner of Building

**Please return your comments by October 19, 2014.**

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

1. Hand your comment sheet in tonight.
2. Fax your comment to (778) 484-5571 attention Alice Arsenault
3. Email your comment sheet to aarsenault@highstreetliving.ca



ATTACHMENT NO. 3

**PUBLIC INFORMATION MEETING**  
**Tuesday, October 14, 2014 at 7:00PM**  
Riverwalk Centre Commercial Building, 1950 Cliffe Avenue by Highstreet Ventures

**COMMENT SHEET**

Name: BRIAN BALKER Email: brian.balker@bc.com  
Address: 1015 KINGSLEY CANY Phone: 250 897 4299

Highstreet has applied to the City of Courtenay for a Development Variance Permit for a commercial building of two stories plus underground parking. This project is under review by staff in the Planning Department of the City of Courtenay.

Do you have any comments or questions?

I own a rental unit in the Tides which  
will be facing the new building and I  
have no objections. The new landscaping, building  
will be a positive addition to the area looking  
forward to the building completion.



**Please return your comments by October 19, 2014.**

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

1. Hand your comment sheet in tonight.
2. Fax your comment to (778) 484-5571 attention Alice Arsenault
3. Email your comment sheet to aarsenault@highstreetliving.ca

ATTACHMENT NO. 3

**PUBLIC INFORMATION MEETING**  
**Tuesday, October 14, 2014 at 7:00PM**  
Riverwalk Centre Commercial Building, 1950 Cliffe Avenue by Highstreet Ventures

**COMMENT SHEET**

Name: BILL HEIDRICK Email: T.W.H@SHAW.CA  
Address: 104-1830 RIVERSIDE Phone: 334-4608

Highstreet has applied to the City of Courtenay for a Development Variance Permit for a commercial building of two stories plus underground parking. This project is under review by staff in the Planning Department of the City of Courtenay.

Do you have any comments or questions?

LARGE CONCERN WITH INCREASED TRAFFIC  
ON RIVERSIDE BETWEEN 19TH + 17TH,  
SPEEDING + LIGHT DODGING ALREADY AN  
ISSUE ON AN UNFINISHED STRIP OF ROAD!  
(I.E. NO SIDEWALKS + NARROW - PARTICULARLY  
WITH FULL DAYTIME PARKING)

**Please return your comments by October 19, 2014.**

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

1. Hand your comment sheet in tonight.
2. Fax your comment to (778) 484-5571 attention Alice Arsenault
3. Email your comment sheet to [aarsenault@highstreetliving.ca](mailto:aarsenault@highstreetliving.ca)

ATTACHMENT NO. 3

**PUBLIC INFORMATION MEETING**  
**Tuesday, October 14, 2014 at 7:00PM**

Riverwalk Centre Commercial Building, 1950 Cliffe Avenue by Highstreet Ventures

**COMMENT SHEET**

Name R. Wade Bowman

Email rwade.bowman@gmail.com

Address #22119 2nd Courtenay

Phone (587) 920-4386

Highstreet has applied to the City of Courtenay for a Development Variance Permit for a commercial building of two stories plus underground parking. This project is under review by staff in the Planning Department of the City of Courtenay.

Do you have any comments or questions?

- Windows will not be able to open for dust and noise creating an overheated situation in the summer
- Corner balconies not used due to noise.
- Parking and traffic will be affected for building one (115)
- Noise and dust troublesome to owners and tenants
- Will there be compensation for lost tenancy
- Will there be compensation periodic cleaning of buildings (exterior & carpet)
- Potential loss of interest for buyers due to construction and there fore a decrease in property value for those currently for sale.
- Will there be a superstreet access for construction vehicles
- Hours of construction must be limited to weekdays only.
- Potential loss of tenancy due to dust & noise & heat since windows cannot be opened. (my unit faces construction site) &

*R. Wade Bowman*

**Please return your comments by October 19, 2014.**

Comment sheets can be submitted by one of the following methods

1. Hand your comment sheet in tonight.
2. Fax your comment to (778) 484-5571 attention Alice Arsenault.

ATTACHMENT NO. 3

**PUBLIC INFORMATION MEETING**  
**Tuesday, October 14, 2014 at 7:00PM**  
**Riverwalk Centre Commercial Building, 1950 Cliffe Avenue by Highstreet Ventures**

**COMMENT SHEET**

Name: Shelly Waterfield Email: shellywaterfield@gmail.com  
Address: 15 115 20th street, Courtenay BC v9n 8B1 Phone: 250-897-9934

Highstreet has applied to the City of Courtenay for a Development Variance Permit for a commercial building of two stories plus underground parking. This project is under review by staff in the Planning Department of the City of Courtenay.

Do you have any comments or questions?

I would liked to have been at the meeting, but was scheduled for another important meeting in the building I live it the same evening. I would like to say that I hope that construction doesn't bring any further cost to the building I presently live in. And I also hope that the builder keeps his area clean and brings no further cost or mess to this area. I wish I could of seen the project and I would of attended had I read this notice earlier. I can not add to this as I did not hear what was said at the meeting and Ill check with others that did attend. Homeowner,,,,Shelly Waterfield ps. I also hope this area can preserve the waterfront area in a complement build to the environment.

**Please return your comments by October 19, 2014.**

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

1. Hand your comment sheet in tonight.
2. Fax your comment to (778) 484-5571 attention Alice Arsenault
3. Email your comment sheet to [aarsenault@highstreetliving.ca](mailto:aarsenault@highstreetliving.ca)

ATTACHMENT NO. 3

**PUBLIC INFORMATION MEETING**  
**Tuesday, October 14, 2014 at 7:00PM**

Riverwalk Centre Commercial Building, 1950 Cliffe Avenue by Highstreet Ventures

**COMMENT SHEET**

Name: DUNLAP. TR. Email: thomas.dunlap@hotmail.com  
Address: 111 20<sup>th</sup> ST Phone: 6500565

Highstreet has applied to the City of Courtenay for a Development Variance Permit for a commercial building of two stories plus underground parking. This project is under review by staff in the Planning Department of the City of Courtenay.

Do you have any comments or questions?

- concerned about increased traffic to an already very busy area due to the marina, airport, trails, & current residences.
- concerned about loss of green space & vegetation along the river. (wild life habitat)
- construction will cause noise that will be especially disruptive to those of us who are shift workers

**Please return your comments by October 19, 2014.**

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

1. Hand your comment sheet in tonight.
2. Fax your comment to (778) 484-5571 attention Alice Arsenault
3. Email your comment sheet to [aarsenault@highstreetliving.ca](mailto:aarsenault@highstreetliving.ca)



ATTACHMENT NO. 3

**PUBLIC INFORMATION MEETING  
Tuesday, October 14, 2014 at 7:00PM**

Riverwalk Centre Commercial Building, 1950 Cliffe Avenue by Highstreet Ventures

**COMMENT SHEET**

Name: Dr E. LISBETH (Betty) DONALDSON Email: edonalds@vcalgary.ca  
Address: 15 - 111 30 St. Courtenay BC Phone: 250 331 0475

Highstreet has applied to the City of Courtenay for a Development Variance Permit for a commercial building of two stories plus underground parking. This project is under review by staff in the Planning Department of the City of Courtenay.

Do you have any comments or questions?

- I have 3 major concerns: 2 boundary & 1 financial.
- ① Earlier this year, White Survey States appeared. Some are inside the fence and grounds. We need to know our legal responsibilities regarding residents, maintenance taxes. Please clarify.
  - ② Riverside lane is NOT a through lane at this time. Our property line is in the middle of the lane. What changes when the lane becomes a through road. Are the buildings (#119 in particular) & the garbage enclosure legal - after the changes you propose are effected.
  - ③ Expenses could be legal (consultation with lawyers) filing property boundary changes; ditto on all buildings as a consequence of combination in the 2 areas. Clearly and possibly partly of the hardship would be the responsibility of the developer.
  - ④ PS What units might directly be impacted review

**Please return your comments by October 19, 2014.**

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

1. Hand your comment sheet in tonight.
2. Fax your comment to (778) 484-5571 attention Alice Arsenault
3. Email your comment sheet to aarsenault@highstreetliving.ca



ATTACHMENT NO. 3

**PUBLIC INFORMATION MEETING**  
**Tuesday, October 14, 2014 at 7:00PM**  
Riverwalk Centre Commercial Building, 1950 Cliffe Avenue by Highstreet Ventures

**COMMENT SHEET**

Name: BENSON ZIVISKI / LILA WOOD Email: \_\_\_\_\_  
Address: 24 111-20 STREET Phone: 250 871 1152

Highstreet has applied to the City of Courtenay for a Development Variance Permit for a commercial building of two stories plus underground parking. This project is under review by staff in the Planning Department of the City of Courtenay.

Do you have any comments or questions?

*I have noticed survey stakes along the Riverway. I am against any variation to this existing Riverway. This trail is used 24/7 by citizens and tourists alike. It would be lacking in vision to alter it in any way.*  
*BZ*

**Please return your comments by October 19, 2014.**

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

1. Hand your comment sheet in tonight.
2. Fax your comment to (778) 484-5571 attention Alice Arsenault
3. Email your comment sheet to [aarsenault@highstreetliving.ca](mailto:aarsenault@highstreetliving.ca)

ATTACHMENT NO. 3

**PUBLIC INFORMATION MEETING**  
**Tuesday, October 14, 2014 at 7:00PM**  
Riverwalk Centre Commercial Building, 1950 Cliffe Avenue by Highstreet Ventures

**COMMENT SHEET**

Name: Laurie Fautoux Email: dlfautoux@hotmail.com  
Address: 550 Powerhouse Rd Phone: (416) 507-4111

Highstreet has applied to the City of Courtenay for a Development Variance Permit for a commercial building of two stories plus underground parking. This project is under review by staff in the Planning Department of the City of Courtenay.

Do you have any comments or questions?

- owner #32-119 20th St
- parking traffic flow (large trucks etc. in on 20th out on 19th)
  - time frame for construction
  - \* work hours
  - location of garbage & recycling containers
  - clean up - dust on buildings & in parking lot, diesel fumes
  - any use of solar or thermal
  - runoff
  - is the agreement with (Fed. env. Govt) complete?
  - if handicap parking is on 19th won't sidewalk need to be redesigned?

**Please return your comments by October 19, 2014.**

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

1. Hand your comment sheet in tonight.
2. Fax your comment to (778) 484-5571 attention Alice Arsenault
3. Email your comment sheet to aarsenault@highstreetliving.ca

**From:** John and Linda Mohler [<mailto:jolin.mo@hotmail.com>]  
**Sent:** November-10-14 11:21 AM  
**To:** PlanningAlias  
**Subject:** File No. 3060-20-1409, 3320-20-13672

Have your say: From John and Linda Mohler, 1935 Cliff Ave. Courtenay, B.C. 250-334-2914  
(owners of property, not residents)

- We both agree this will be a great improvement, modernizing the Cliff Ave 4-lane stretch.
- We see no problems with narrowing the back minor street between 19th and 20th streets, as there will be underground parking and only the double long lots (1940) to service at a later date.
- Reducing the front and side yard setbacks would allow better use of the already very narrow lots.
- We are fine with the building height increasing by .95 meters.
- The landscaping, even with less width, would be a great improvement over the present condition.

Thank you for allowing our input on these variances.  
John and Linda Mohler



**The Tides Strata Corp VIS6243**  
**#36 - 115 20<sup>th</sup> Street**  
**Courtenay, BC V9N 8B1**

---

November 5, 2014

City of Courtenay

830 Cliffe Ave

Courtenay, BC V9N 2J7

Attention: The City Council

FILE NO 1930,19507 1970 CLIFFE AVE

This Tides Strata letter is feedback response to the Development Permit with variance application being reviewed at the November 10 Council meeting. While we are pleased that the properties adjoining ours may be upgraded and developed by the same company that developed the Tides Strata, we do have some concerns regarding property boundaries and the effect of construction upon our property. The Tides Strata did not exist when our property was approved by the City and built by the developer; we are a new Strata and cannot afford to assume expenses that might occur subsequent to the current proposed development. Therefore we ask that the City please consider the following concerns:

1. Riverside walkway boundary clarification is required. In July various survey stakes were placed along and within the boundaries of the Tides Strata. One stake is on the lawn, and seems to indicate that approximately six feet of property that we have been maintaining within our fence, including garden and lawn may not be our property. We are concerned, about maintenance responsibilities as well as insurance coverage.
2. Riverside Lane is not a through street at this time and we understand that we own the sidewalk along our property. Should it become a through street, both foot and vehicle traffic will increase. Phase II (#119-20 St) is built along the sidewalk. Apparently it is a nonconforming proxemics site with City By Laws should the road be upgraded. The Strata needs to be assured that this structure could be rebuilt in its current location should that become necessary.
3. The hardiplank on the external wall of the Strata need repainting. Fading is more obvious along the walls that will be most affected by construction. Our Depreciation Report plan schedules the repainting for 2017. We are advised that the repainting should be completed before construction on the adjoining property begins to reduce damage from dirt and debris. However, we cannot afford to commence repainting the walls most affected by the proposed construction this year. We have asked the developer to pay for repainting the hardiplank on four walls (two each on #119 and #115) if construction is scheduled before 2017.
4. We assume that City By Laws with respect to noise and debris from the construction will be enforced so that residents will not be unduly negatively disturbed.

All of the above have been discussed with the representative of the developer during an October meeting with our Strata Management Company and Strata Council representative. As well we have submitted individual owner comments as requested during an October public meeting. However, Highstreet Development has refused our request. We hope that the City Councillors and Staff will encourage the

developer to reconsider it. If the developer had proceeded when our Strata was completed the Strata would not now face this immediate expense.

Please do not hesitate to contact the Strata Council should further discussion be needed. I will be attending the November 10 Council meeting. Thank you for addressing our concerns.

Sincerely,

The TIDES Strata Council  
Dr. E. L. (Betty) Donaldson  
President,  
15-111 20 St, Courtenay  
250 331 0475

A handwritten signature in cursive script, appearing to read "Dr. E. L. (Betty) Donaldson".

cc: Realty Executives  
Norm and Margaret Halliday  
407A 5St, Courtenay  
250 871 4427





**The Tides Strata Corp VIS6243**  
**#36 – 115 20<sup>th</sup> Street**  
**Courtenay, BC V9N 8B1**

NOVEMBER 21, 2014

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CITY OF COURTENAY  
830 Cliffe Ave  
Courtenay, BC V9N 2J7

RE: FILE NO 3320-20-13672

I did not receive notice of the development variance permit application until Nov 7: too late to respond in writing by the Nov 10 Council meeting. At that meeting I talked with John Ward who suggested I write this email with copies.

In October, the TIDES Strata comments and concerns regarding the related Development Permit with Variance Application File No 3060-20-1409 had a public hearing and City of Courtenay staff have received letters from the Strata as well as several individual owner comments before the requested deadline. In addition I have had several conversations with Erin Ferguson, Land Use Planner for the City. Many of our comments for that file are relevant to the file cited above as the reasons for this email. Therefore, I request that you review those comments as well as consider my following summary. In this email, I focus upon concerns regarding the narrow lane only.

It is proposed that this lane be upgraded into a two way street so that general area traffic flow be improved and access to the two proposed developments improved. The TIDES property boundary along Riverside Lane will directly be impacted.

1. When the TIDES was developed, prior to the Strata being created, the developer and the City approved plans that allowed a variance permitting #119 to be built closer to the road than the City By Law permits. Therefore the outer edge of the sidewalk is our property. The Strata has concerns about being permitted to rebuild should there be damage to the building from any emergency. After eight years in this climate, we also have a mature landscape, including dogwood trees, rhodo bushes and other plants, hedges and a lawn. Members of the public use that sidewalk thinking it is City property and some litter the area with dog poop and debris. We clean up.
2. Traffic in this area is busiest in summer when the Courtenay marina is very active with boaters, canoeists and kayakers and bikers. Many vehicles are oversized trucks and vans and have trailers. Riverside Lane traffic will increase if it becomes two-way through street. If two vehicles cannot pass on this narrow street, it seems reasonable to assume that one driver will go onto the sidewalk to permit passage. The potential damage to our property is considerable. We are concerned about who would have responsibility but we are quite certain our maintenance costs will increase. If someone damages a vehicle in a parking lot, it

is difficult to find the culprit: likewise, if someone drives onto our property and incurs damage, it will be difficult to locate the culprit. Do we pay? In anticipation of problems should we construct a fence at the edge of our property along Riverside Lane? Will our huge garbage trucks have access to our enclosed garbage area if there are vehicles in the opposite lane? .

3. The TIDES has a Depreciation Report with a plan to repaint the hardiplank by 2017 and earlier this year owners requested that we follow that plan. Recently, however, we were advised by the developer that it would be best to initiate the repainting prior to the proposed construction but the developer has refused our request that it pay for the four walls on two buildings that are most proxemic to the proposed construction. Our Strata has been operating only eight years and does not have substantive reserve funds. This expense has not been budgeted for 2014 or 15.
4. According to the developer, the City has requested that roadway no parking signs be installed – on our property. It will be necessary to have the owners approve this request at our next annual general meeting (probably March, 2015).
5. As a consequence of the proposed developments, we have requested that our Strata Management company hire an engineer to mark our boundary lines and, if necessary, we will consult a lawyer. Construction has not even begun and we already are incurring unanticipated expenses.

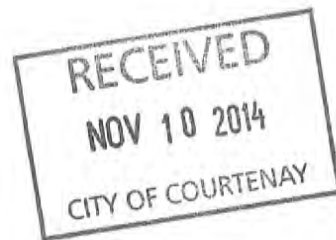
The developer has assured us that property values will increase once the two -year period of construction is completed. Also because it is the same developer, the sites will be aesthetically complementary, making the neighbourhood more beautiful. We think a thorough road is desirable but suggest that a one-way street would be more safe and effective traffic flow pattern. We understand the need for economic development and more housing. However, we think that assuming undue expenses as a consequence of these proposed developments is a strain for the Strata and may result in further ongoing issues. We ask that the City require the developer assume some of these expenses and that the City assure the Strata, in writing, that the previous variances will be honoured and assure us that any further development reduce, not increase, potential damage to our property.

Thank you.

E. L. Donaldson ,President, TIDES Strata  
15- 111 20 St, Courtenay, BC V9N 8B1  
250 331 0475; edonalds@ucalgary.ca

PS ALSO PLEASE COPY all correspondence to our STRATA Management company  
c/o Norm & Margaret Halliday, Strata Managers, Total Concepts (Realty Exec)  
407A 5 St, Courtenay BC V9N 8J7  
[norm@totalconcept.ca](mailto:norm@totalconcept.ca); 250 871 4427





FOR  
INFO

November 4, 2014

Mayor and Council  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC  
V9N 2J7

Re: Comox Valley Child Development Association  
2014 Permissive Property Tax Exemption

Dear Mayor and Council Members;

On behalf of the Board of the Comox Valley Child Development Association, I am writing to express our sincere thanks to the City of Courtenay for granting us Property Tax Exemptions for 2014.

As we are a non-profit society that relies solely on government funding and charitable donations, tax exemption makes a significant difference in our ability to provide services, resources and support to local children and youth with special needs and their families.

Last year we provided services to over 800 children and families, with 60% of those children and families living in Courtenay. This tax exemption will enable us to stretch our funding to enhance the high quality services we are known for.

Please contact us at any time for more information about our services or to arrange for a tour of our facilities.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanne Schroeder".

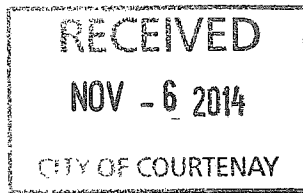
Joanne Schroeder  
Executive Director

Cc: Tilley Manthey, Director of Financial Services/Deputy CAO









FOR  
INFO

OCT 31 2014

His Worship  
Mayor Larry Jangula  
City of Courtenay  
830 Cliffe Avenue  
Courtenay BC V9N 2J7

Reference: 230834

Dear Mayor Jangula

**Re: Thank You for Your Input**

Thank you for taking the time to meet with me and Ministry of Transportation and Infrastructure staff this past September.

The opportunity to hear your feedback was an important factor in our collection of initial input for the Vancouver Island component of B.C. on the Move, the Ministry of Transportation and Infrastructure's Ten Year Transportation Plan. Your contributions were appreciated, and will be considered by ministry staff as the new plan is developed.

Since we met, a discussion guide for the public engagement phase of BC on the Move was developed. I encourage you to review the guide, and to provide any additional feedback you may have as a result via the online survey or through the other methods noted online at <http://engage.gov.bc.ca/transportationplan/>.

A copy of the Discussion Guide for B.C. on the Move can be found at:  
[http://engage.gov.bc.ca/transportationplan/files/2014/10/BContheMove\\_DiscussionGuide\\_October-8\\_Web.pdf](http://engage.gov.bc.ca/transportationplan/files/2014/10/BContheMove_DiscussionGuide_October-8_Web.pdf).

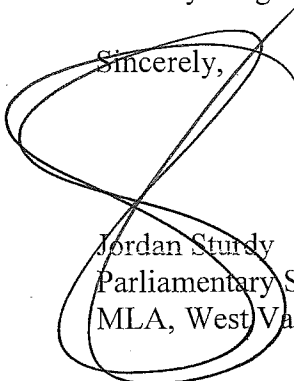
If you have questions or concerns, or should you wish to meet again directly with Ministry of Transportation and Infrastructure staff, please do not hesitate to contact Norm Parkes, Executive Director of Highways for the ministry. Mr. Parkes can be reached in Victoria at 250 387-0159 or by e-mail at [Norm.Parkes@gov.bc.ca](mailto:Norm.Parkes@gov.bc.ca) and would be pleased to hear from you.

.../2

- 2 -

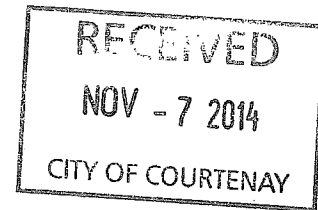
Thank you again for taking the time to meet.

Sincerely,



Jordan Sturdy  
Parliamentary Secretary to the Minister of Transportation and Infrastructure  
MLA, West Vancouver-Sea to Sky

Copy to: Norm Parkes  
Executive Director, Highways Department  
Ministry of Transportation and Infrastructure



*For Info*

NOV 04 2014

1020461

His Worship Larry Jangula  
Mayor of the City of Courtenay  
830 Cliffe Ave  
Courtenay BC V9N 2J7

Dear Mayor Jangula: *Larry*

I would like to thank you and the Council members for meeting with me in Whistler on September 25, 2014 at the annual Union of British Columbia Municipalities (UBCM) Convention, to discuss your concerns about the impact of mental health and substance use issues in the City of Courtenay.

I appreciated receiving your briefing note that outlined your desire to address the lack of supportive and/or affordable housing in the Comox Valley.

I recognize that a stable, supportive living environment is an important determinant of both physical and mental health and well-being. People with substance use and/or mental health issues require options to support their recovery and live effectively in their communities.

As of March 2014, supportive recovery and supported housing in the Courtenay Local Health Area consisted of 37 beds in 19 private for-profit facilities, and 24 units receiving rental subsidies from Island Health.

Additionally, through the health authorities, the Ministry of Health (the Ministry) funds both short-term, intensive residential treatment and support programs such as withdrawal management and substance use residential treatment programs, and longer-term housing programs such as community residential care, family care homes and supported housing.

Regarding your request for additional supportive housing units, this would certainly benefit the community but would be a decision to be made by the City of Courtenay and BC Housing, rather than Island Health. The Ministry and Island Health actively seek to collaborate with the City of Courtenay, BC Housing and community agencies in order to provide health care services, including mental health and substance use services in the most evidence-informed and cost-effective manner possible.

...2

You may wish to follow-up with your counterpart, Mayor Ruttan, for information on how the City of Nanaimo addressed this same challenge. I encourage you to continue working and collaborating with Island Health on meeting your community's health care needs. Additionally, I would suggest that you also inquire about how the City of Courtenay's Assertive Community Treatment (ACT) team may help the City in addressing its concerns about those individuals living in the community suffering from serious mental illness and having difficulty accessing appropriate housing.

I believe BC has an outstanding health care system of which we can all be proud. I applaud your leadership and continued interest in establishing local conditions that promote the health and well-being of your citizens. I appreciate that we have a mutual commitment to build a flexible, responsive and sustainable health care system for healthy living in the City of Courtenay.

Sincerely,

A handwritten signature in cursive script, appearing to read "T. Lake".

Terry Lake  
Minister

<p align="center"><b>CITY OF COURTENAY</b></p> <p align="center"><b>BYLAW REFERENCE FORM</b></p>	
<p align="center"><b>BYLAW TITLE</b></p>	
<p>Municipal Ticket Information Amendment Bylaw No. 2807, 2014</p>	
<p align="center"><b>REASON FOR BYLAW</b></p>	
<p>Housekeeping amendment to align the MTI bylaw with the Prevention of Public Nuisances Bylaw</p>	
<p align="center"><b>STATUTORY AUTHORITY FOR BYLAW</b></p>	
<p>Section 261 of the <i>Community Charter</i></p>	
<p align="center"><b>OTHER APPROVALS REQUIRED</b></p>	
<p> </p>	
<p align="center"><b>STAFF COMMENTS AND/OR REPORTS</b></p>	
<p> </p>	
<p align="center"><b>OTHER PROCEDURES REQUIRED</b></p>	
<p>November 10, 2014</p>	<p align="right">J. Ward Director of Legislative Services</p>



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2807**

**A bylaw to Amend Municipal Ticket Information Bylaw No. 2807, 2014**

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

1. This bylaw may be cited as “Municipal Ticket Information Amendment Bylaw No. 2807, 2014”.
2. That Schedule 1 and Appendices of “Municipal Ticket Information Bylaw No. 2435, 2006” be hereby repealed and substituted therefore with Schedule 1 and Appendices attached hereto and forming part of this bylaw.
3. This Bylaw shall take effect upon the date of its adoption.

Read a first time this 10<sup>th</sup> day of November, 2014

Read a second time this 10<sup>th</sup> day of November, 2014

Read a third time this 10<sup>th</sup> day of November, 2014

Finally passed and adopted this      day of      ,

\_\_\_\_\_  
Mayor

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

## SCHEDULE 1

Column 1	Column 2
<u>Designated Bylaws</u>	<u>Designated Bylaw Enforcement Officers</u>
1. Animal Control Bylaw No. 1897, 1996	Bylaw Enforcement Officer, Corporate Officer, Members of the Comox Valley Detachment of the Royal Canadian Mounted Police and Building Inspectors, and employees of the Society for the Prevention of Cruelty to Animals
2. Building Bylaw No. 2323, 2003	Corporate Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police
3. Business License Bylaw No. 2523, 2008	Corporate Officer, Building Inspectors, Bylaw Enforcement Officer, Members of the Comox Valley Detachment of the Royal Canadian Mounted Police, Parking Control Officer
4. Refuse Materials Collection, Removal and Regulation Bylaw No. 2244, 2002	Corporate Officer, Bylaw Enforcement Officer and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police
5. Prevention of Public Nuisances Bylaw No. 2804, 2014	Corporate Officer, Bylaw Enforcement Officer, Parking Control Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police
6. Parks Control Bylaw No. 1664, 1992	Corporate Officer, Bylaw Enforcement Officer, Parking Control Officer and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police
7. Sign Bylaw No. 2042, 1998	Corporate Officer, Bylaw Enforcement Officer, Parking Control Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police

- |  |   |
|--|---|
| 8. Traffic Regulation Bylaw No. 1926, 1996               | Corporate Officer, Bylaw Enforcement Officer, Members of the Comox Valley Detachment of the Royal Canadian Mounted Police and Parking Control Officer                       |
| 9. Zoning Bylaw No. 2500, 2007                           | Corporate Officer, Bylaw Enforcement Officers, Parking Control Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police |
| 10. Truck Route Bylaw No. 1988, 1997                     | Corporate Officer, Bylaw Enforcement Officer, Parking Control Officer and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police                       |
| 11. Fill Placement and Soil Removal Bylaw No. 2359, 2004 | Corporate Officer Bylaw Enforcement Officer, Parking Control Officer and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police                        |
| 12. Tree Management and Protection Bylaw No. 2422, 2005  | Corporate Officer, Bylaw Enforcement Officer, Building Inspectors, Parking Control Officer and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police  |
| 13. Second-Hand Dealers Bylaw No. 2524, 2008             | Corporate Officer, Bylaw Enforcement Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police                           |
| 14. Storm Sewer Bylaw No. 1402, 1986                     | Corporate Officer, Bylaw Enforcement Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police                           |

## APPENDIX 1 TO SCHEDULE 1

### “Animal Control Bylaw No. 1897, 1996”

Column 1	Column 2	Column 3
<u>OFFENCE</u>	<u>SECTION</u>	<u>FINE</u>
No dog license	III .4	\$100.00
Fail to affix licence tag	III .7	\$100.00
Remove licence tag	III .8	\$100.00
Unlawful keeping of animal	IV.12	\$200.00
Keeping more than 3 dogs	IV.14	\$100.00
Fail to have dog on leash no longer than 6’	IV.16	\$100.00
Dog at large	IV.16	\$200.00
Fail to remove excrement	IV.17	\$100.00
Fail to confine vicious dog	IV.19	\$500.00
Fail to muzzle vicious dog	IV.19	\$500.00
Obstruct Animal Control Officer	VII.41	\$500.00

## **APPENDIX 2 TO SCHEDULE 1**

### **Building Bylaw No. 2323, 2003**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>OFFENCE</b>	<b>BYLAW SECTION NO.</b>	<b>FINE</b>
No Building Permit	6.1	\$500.00
Occupy contrary to permit	6.2	\$1000.00
Tamper with notice, permit, certificate	6.4	\$100.00
Work contrary to permit	6.5	\$200.00
Obstruct Building Official	6.6	\$500.00



## APPENDIX 3 TO SCHEDULE 1

### Business Licence Bylaw No. 2523, 2008

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
No business licence	2.1	\$500.00
Fail to pay for separate licence	2.2	\$100.00
Fail to display licence	2.3	\$100.00
Fail to transfer licence	2.9	\$100.00
Fail to notify if change to licence	2.9	\$100.00
Selling of goods or merchandise on highway	2.10	\$500.00
Fail to issue auctioneer's receipt	4.1	\$100.00
Fail to keep auctioneer's records	4.2	\$100.00
Fail to permit inspection of records	4.3	\$200.00
Exotic Dancing outside maximum days permitted	5.2	\$1000.00
Fail to post list of subtrades	7.1	\$100.00
Fail to state name of business	8.1 (a)	\$100.00
Fail to state name	8.1 (b)	\$100.00
Fail to display identification	8.1 (c)	\$100.00
Fail to display business licence	8.1 (d)	\$100.00
Fail to obtain business licence for Escort	9.1 (a)	\$500.00

**APPENDIX 3 TO SCHEDULE 1 (CONTINUED)**

**Business Licence Bylaw No. 1351, 1984**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>OFFENCE</b>	<b>BYLAW SECTION NO.</b>	<b>FINE</b>
Mobile store fail to have sanitary interior	10.1	\$100.00
Fail to maintain mobile premises as required	10.2	\$100.00
Overtime parking of mobile premises	10.4	\$100.00
Mobile store without permit	10.4	\$100.00
Music or amplified device	10.5	\$100.00
Push cart in residential zone or park	10.6	\$100.00
Sale of improper goods	10.7	\$100.00
Waste receptacles not provided	10.8	\$100.00
Vending cart improper clearance on sidewalk or boulevard	10.9	\$100.00
Mobile operation later than 11:00 p.m.	10.10	\$100.00

## **APPENDIX 4 TO SCHEDULE 1**

### **Refuse Materials Collection, Removal and Regulation Bylaw No. 2244, 2002**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>OFFENCE</b>	<b>BYLAW SECTION NO.</b>	<b>FINE</b>
Fail to provide garbage receptacles	2.1	\$200.00
Fail to provide regulation garbage receptacle	2.2	\$200.00
Improper placing of garbage receptacle	2.4	\$100.00
Improper placing of recyclable materials	4.1 & 4.2	\$200.00
Improper placing of restricted materials	5.1	\$200.00

## **APPENDIX 5 TO SCHEDULE 1**

### **Prevention of Public Nuisances Bylaw No. 2804, 2014**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
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<b>OFFENCE</b>	<b>BYLAW SECTION NO.</b>	<b>FINE</b>
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#### **Noise Control**

Noise which disturbs	5 (a)	\$500.00
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Construction outside of permitted hours	5 (b)	\$500.00
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Operation of power gardening tool/power tool/ machine outside of permitted hours	5 (c)	\$500.00
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Keeping of animal or bird which disturbs	5 (d)	\$500.00
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Feeding or keeping of pigeons on private Property	5 (e)	\$500.00
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Operate radio, stereophonic equipment or public address system which disturbs	5 (g)	\$500.00
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#### **Property Maintenance**

Unsightly property	3 (a)	\$100.00
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Fail to remove graffiti	3 (b)	\$200.00
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Fail to remove rubbish	3 (b)	\$100.00
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Fail to clear vegetation	4 (i)	\$100.00
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Fail to clear insects	4 (ii)	\$100.00
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Accumulation of rubbish/stagnant water	2 (a)	\$100.00
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Deposit rubbish	2 (b)	\$100.00
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Place graffiti	2 (c)	\$500.00
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Fail to keep sidewalk clean	9	\$100.00
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Fail to remove snow from roof	10	\$75.00
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Fail to keep overhanging trees/shrubs trimmed	13 (c)	\$100.00
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## APPENDIX 6 TO SCHEDULE 1

### Parks Control Bylaw No. 1664, 1992

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Damage park vegetation	1 (a)	\$500.00
Damage park improvement	1 (b)	\$500.00
Damage park building	1 (c)	\$500.00
Damage park equipment	1 (d)	\$500.00
Operate unauthorized loudspeaker	2 (a)	\$200.00
Unauthorized address/demonstration	2 (b)	\$200.00
Unauthorized gathering in park	2 (c)	\$100.00
Unleashed dog	3	\$100.00
Dog in a prohibited park	3	\$100.00
Unlawful use of animal in park	4	\$100.00
Unauthorized dumping of material	5 (a)	\$500.00
Deposit rubbish	5 (b)	\$500.00
Deposit household/trade waste in park receptacle	5 (c)	\$200.00
Unauthorized vehicle use	6	\$100.00
Unauthorized parking	6	\$100.00
Unauthorized camping	7	\$100.00
Dangerous activity	8	\$100.00
Unauthorized advertising	10	\$100.00
Unauthorized business	11	\$100.00

## APPENDIX 7 TO SCHEDULE 1

### Sign Bylaw No. 2042, 1998

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
No sign permit	3.1	\$500.00
Sign placement without permit	3.2	\$500.00
Fail to obtain inspection	3.5.2	\$500.00
Prohibited sign	4.1.1	\$1000.00
Unauthorized sign	4.1.2	\$1000.00
Unauthorized sign	7.1.1	\$1000.00
Sign causing obstruction	7.1.2	\$500.00
Sign causing obstruction	7.1.3	\$500.00
No encroachment agreement	7.1.4	\$500.00
Fail to maintain sign	7.2.1	\$500.00
Fail to remove abandoned sign	8.1	\$200.00



## APPENDIX 8 TO SCHEDULE 1

### Traffic Regulation Bylaw No. 1926, 1996

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
<i>Stand or loiter to obstruct, impede</i>	26(a)	\$100.00
<i>Solicit to cause obstruction</i>	26(b)	\$100.00
Cycle/skateboard on sidewalk	67	\$100.00
Cycle/skateboard in restricted area	67	\$100.00
Park cycle on sidewalk	68	\$100.00
Dig up highway	70(a)	\$500.00
Excavate under highway	70(a)	\$500.00
Cut down/remove trees	70(a)	\$500.00
Damage to City property	70(b)	\$500.00
Change highway level	70(c)	\$100.00
Stop flow of water	70(c)	\$100.00
Place device/structure on highway	70(d)	\$500.00
Construct/maintain ditch causing damage	70(e)	\$500.00
Deface highway/structure	70(f)	\$500.00
Erect sign on highway	70(g)	\$200.00
Remove/alter sign on highway	70(g)	\$100.00
Move vehicle/animal over boulevard	70(h)	\$100.00
Construct boulevard crossing	70(i)	\$100.00
Fail to place safety devices	78	\$500.00

## **APPENDIX 9 TO SCHEDULE 1**

### **Zoning Bylaw No. 2500, 2007**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>OFFENCE</b>	<b>BYLAW SECTION NO.</b>	<b>FINE</b>
Obstruct vision at intersection	6.6.1	\$500.00
Overheight fence	6.7.1	\$500.00
Overheight fence	6.7.2	\$500.00
No fence around private swimming pool	6.7.6	\$1000.00
Improper maintenance of fence	6.7.9	\$200.00
Derelict vehicle storage	6.10.1	\$500.00
Storage of unauthorized vehicles	6.10.3	\$500.00

## **APPENDIX 10 TO SCHEDULE 1**

### **Truck Route Bylaw No. 1988, 1997**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>OFFENCE</b>	<b>BYLAW SECTION NO.</b>	<b>FINE</b>
Failure to remain on truck route	4	\$200.00
Failure to obtain a permit	6	\$500.00
Park truck off truck route	8	\$500.00

## APPENDIX 11 TO SCHEDULE 1

### Fill Placement and Soil Removal Bylaw No. 2359, 2004

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Placement of fill or removal of soil without permit	5.1	\$1000.00
Placement of Other Material without permit	5.2	\$1000.00
Placement of fill or removal of soil in Agricultural Land Reserve without written approval of Agricultural Land Commission	5.3	\$1000.00
Failure to remove fill placed on land without permit or failure to replace soil removed without permit	5.4	\$1000.00

## APPENDIX 12 TO SCHEDULE 1

### Tree Management and Protection Bylaw No. 2422, 2005

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Cutting or removal of tree without permit	4.1	\$1000.00
Carrying out tree damaging activities	4.2 (a) through (j)	\$1000.00
Failure to comply with terms of permit	4.3	\$1000.00

## APPENDIX 13 TO SCHEDULE 1

### Second-Hand Dealers Bylaw No. 2524, 2008

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b><u>OFFENCE</u></b>	<b><u>BYLAW SECTION NO.</u></b>	<b><u>FINE</u></b>
Fail to establish/maintain register	2.1	\$500.00
Fail to record address	2.2(a)	\$200.00
Fail to confirm identity	2.2(b)	\$200.00
Fail to record description of goods	2.2(c)	\$200.00
Fail to record price	2.2(e)	\$200.00
Fail to record date	2.2(f)	\$200.00
Fail to transmit	2.3 (b)	\$300.00
Receive property from minor	2.9	\$500.00
Dispose of property within 30 days	2.11 (a)	\$500.00
Allow disposal of property within 30 days	2.11(b)	\$500.00



## **APPENDIX 14 TO SCHEDULE 1**

### **Storm Sewer Bylaw No. 1402, 1986**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>OFFENCE</b>	<b>BYLAW SECTION NO.</b>	<b>FINE</b>
Prohibited Discharges	2.8 (a) through (i)	\$500.00



<b>CITY OF COURTENAY</b>  <b>BYLAW REFERENCE FORM</b>
<b>BYLAW TITLE</b>
“Revenue Anticipation Borrowing Bylaw No. 2808, 2014”
<b>REASON FOR BYLAW</b>
To provide for borrowing to meet current lawful expenditures of the City.
<b>STATUTORY AUTHORITY FOR BYLAW</b>
Section 177 of the <i>Community Charter</i>
<b>OTHER APPROVALS REQUIRED</b>
None
<b>STAFF COMMENTS AND/OR REPORTS</b>
Required annually.
<b>OTHER PROCEDURES REQUIRED</b>
<div>November 10, 2014</div> <div align="right">T. Manthey Staff Member</div>

# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 2808

**A bylaw authorizing the Corporation of the City of Courtenay to borrow the sum of Three Million, Five Hundred Thousand Dollars (\$3,500,000.00) to meet the current lawful expenditures of the Corporation**

WHEREAS, pursuant to Section 177 of the *Community Charter*, Council may by bylaw, provide for the borrowing of money that may be necessary to meet current lawful expenditures of the municipality;

AND WHEREAS the debt outstanding under this section shall not exceed the sum of seventy-five percent (75%) of all taxes levied for all purposes in the preceding year and the money remaining due from other governments; such sum being Thirty Eight Million, Forth Three Thousand Dollars (\$38,043,000.00).

AND WHEREAS in order to borrow the said sum, the Corporation shall set aside as security the unpaid taxes for the years 2013 and 2014 and the whole of the taxes for the current year, and the money borrowed shall be a first charge thereon.

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 as **"Revenue Anticipation Borrowing Bylaw No. 2808, 2014"**
2. It shall be lawful for the Corporation to borrow the sum of Three Million Five Hundred Thousand Dollars (\$3,500,000.00) in such amounts and at such times as may be so required.
3. The monies so borrowed and the interest thereon shall be paid on or before the 31<sup>st</sup> of January, 2016.
4. The form of obligation to be given as an acknowledgment of such liability shall be a promissory note or notes for sums as may be required and advanced from time to time, signed by the Mayor and Director of Financial Services and bearing the seal of the Corporation or other agreements as required by the lender. These notes shall be payable with interest before the 31<sup>st</sup> of January, 2016.
5. There shall be set aside as security for the payment of such money, the whole of the unpaid taxes for the years of 2013 and 2014 and the whole of the taxes for the current year.

Read a first time this 10<sup>th</sup> day of November, 2014

Read a second time this 10<sup>th</sup> day of November, 2014

Read a third time this 10<sup>th</sup> day of November, 2014

Finally passed and adopted this day of November, 2014

---

Mayor

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Director of Legislative Services