

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

DATE: May 4, 2015
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt April 20, 2015 Regular Council, April 22, 2015 Special Council meeting minutes and April 27, 2015 Committee of the Whole minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

Pg #

(a) CAO and Legislative Services

(b) Community Services

- 1 1. Renewal of Freedom of the City

(c) Development Services

- 5 2. OCP and Zoning Amendment – 2745 Sheraton Road

- 31 3. Addition of Houses to the Heritage Register

(d) Engineering and Operations

- 39 4. Integrated Flood Management Study – Presentation by McElhanney Consulting Services Ltd.

- 45 5. Subdivision Process Review and Engineering Specs and Standards – Presentation by Aplin & Martin Consultants Ltd.

(e) Financial Services

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 49 1. Letter from Mayor Paul Ives re: AVICC Convention

- 51 2. Heritage Advisory Commission Minutes

- 53 3. Letter from AVICC re: 2015 AGM & 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

That notice is hereby given that a Special In-Camera meeting closed to the public will be held May 4, 2015 at the conclusion of the Regular Council meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- 90 (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

9.00 UNFINISHED BUSINESS

1. Delegation from the April 20, 2015 Regular Council Meeting:

“Request that the City of Courtenay initiate a G.E. Free Procurement Policy.”

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First and Second Reading

- 55 1. “Official Community Plan Amendment Bylaw No. 2727, 2015”
(designate Lot 1, Plan VIP84940 Urban Residential)
- 57 2. “Zoning Amendment Bylaw No. 2728, 2015”
(rezone Lot 1, Plan VIP84940 from CR-1 to R-1S)

13.00 ADJOURNMENT

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THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Renewal of Freedom of the City

File No.: 8100-01
Date: May 4, 2015

PURPOSE:

The purpose of this report is for Council to renew the Freedom of the City honour to HMCS Quadra, CFB Comox 19 Wing, and the Canadian Scottish Regiment as part of the Courtenay Centennial Celebrations.

CAO RECOMMENDATIONS:

That, based on the May 4, 2015 staff report "Renewal of Freedom of the City", Council approves Option 1 to renew the Freedom of the City to HMCS Quadra, CFB Comox 19 Wing, and the Canadian Scottish Regiment at a special ceremony at City Hall on July 1, 2015.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City of Courtenay conferred the Freedom of the City to HMCS Quadra in 2008, CFB Comox 19 Wing in 1993 and the Canadian Scottish Regiment in 1996. Under Section 158 of the Community Charter the Council may, by unanimous vote of all members, confer the Freedom of the City upon any distinguished unit of the Armed Forces of Canada.

DISCUSSION:

Courtenay has had a long partnership and history with its Canadian Armed Forces military partners. As part of the Courtney Centennial Celebrations in 2015 and to honour this military partnership, the Centennial Committee has recommended that the Freedom of the City to HMCS Quadra, CFB Comox 19 Wing and the Canadian Scottish Regiment be renewed. The ceremonies would occur on July 1, 2015 at City Hall to start the Canada Day Celebrations.

FINANCIAL IMPLICATIONS:

The ceremony itself would require a very brief road closure done by the RCMP and there would be a small reception prior to the ceremonies. City staff is already scheduled to work the July 1 activities and would be asked to assist with the ceremony. The ceremonies would cost approximately \$200.

ADMINISTRATIVE IMPLICATIONS:

The activity is part of the overall Centennial Celebrations.

ASSET MANAGEMENT IMPLICATIONS:

None.

STRATEGIC PLAN REFERENCE:

Operational Strategies- Community Services- (2) Centennial Celebrations.

OFFICIAL COMMUNITY PLAN REFERENCE: Not referenced.

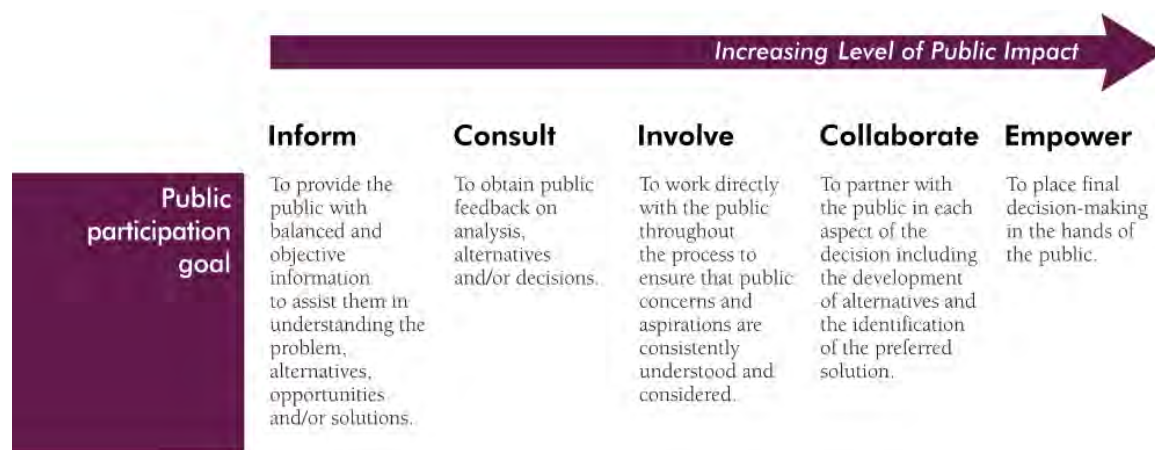
REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Staff would inform the public based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf

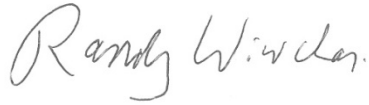


OPTIONS:

Option 1: Renew the Freedom of the City to HMCS Quadra, CFB Comox 19 Wing, and the Canadian Scottish Regiment at a special ceremony at City Hall on July 1, 2015.

Option 2: Not renew the Freedom of the City.

Prepared by:

A handwritten signature in cursive script that reads "Randy Wiwchar".

Randy Wiwchar
Director of Community Services

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THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-1404

From: Chief Administrative Officer

Date: May 4, 2015

Subject: OCP Amendment Bylaw 2727, 2015 and Zoning Amendment Bylaw 2728, 2015 for 2745 Sheraton Road.

PURPOSE:

The purpose of this report is for Council to consider an Official Community Plan Amendment and Rezoning for the property at 2745 Sheraton Road to facilitate a residential subdivision.

CAO RECOMMENDATIONS:

That based on the May 4th, 2015 staff report "OCP Amendment Bylaw 2727, 2015 and Zoning Amendment Bylaw 2728, 2015 for 2745 Sheraton Road", Bylaw No. 2727, 2015 to amend the Official Community Plan by designating the property legally described as Lot 1, Section 6, Comox District, Plan VIP84940, Urban Residential, proceed to First and Second Reading; and

That Bylaw No. 2728, 2015 to rezone Lot 1, Section 6, Comox District, Plan VIP84940 from CVRD Country Residential One (CR-1) zone to Residential One S Zone (R-1S) proceed to First and Second Reading; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to OCP Amendment Bylaw No. 2727, 2015 and Zoning Amendment Bylaw No. 2728, 2015 on May 19th, 2015 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Sheraton Road area of Courtenay is an area in transition from larger semi-rural lots to an urban pattern of development. The area has recently seen infill subdivision in both the City of Courtenay along Evans Place and in the Town of Comox on the south side of McDonald Road. The subject property is bound on the north and east by the City of Courtenay and on the south and west by a few Regional District lots sandwiched between the Town of Comox and the City of Courtenay.

The subject property was annexed into the City of Courtenay in February, 2012 following a request by the property owner. Annexed properties lawfully retain the Regional District zoning in effect at the time of annexation, until such time as the City adopts a bylaw to incorporate them into the City zoning bylaw. The subject property is currently zoned Country Residential One (CR-1) zone pursuant to the Comox Valley

Zoning Bylaw, 2005. The CR-1 zone is a large lot residential zone.



DISCUSSION:

Official Community Plan Review

The proposed Urban Residential designation is consistent with the OCP designation of the surrounding properties within the City. This designation is intended for single and duplex residential development with a broad range of fully serviced subdivisions and the provision for a variety of lot sizes in a neighbourhood. Lot sizes typically range between 650m² to 2500m².

Section 4.4.3 of the OCP outlines the following key residential policies when considering increased densities:

- balance land uses to create a vibrant and diverse neighbourhood and community;
- create neighbourhoods that will offer a variety of transportation choices;
- preserve and enhance open spaces, greenways and environmentally sensitive areas;
- encourage green buildings and infrastructure; and
- lead in creating inclusive neighbourhoods for housing.

With regard to balancing land uses and creating inclusive neighbourhoods the applicant is proposing a subdivision that includes fee simple single family housing with the option of secondary suites. The

proposed R-1S zone allows secondary suites throughout the development and should assist with the creation of a neighbourhood for a range of life stages, incomes and tenure options, leading to an inclusive and diverse community.

Overall we still live in an automobile oriented society and modal shifts to alternative forms of transportation have been slow, making transportation choices difficult to address in smaller developments. However, the site is in close proximity to Lerwick Road which is a transit corridor and is immediately adjacent to the existing greenway along Sheraton Road. The greenway provides connections to McDonald Road and Hawk Road which will assist in encouraging walking and cycling alternatives for residents of the development. In addition, the property is within walking distance to the amenities offered at the Aspen Grove Shopping Centre which should reduce some vehicle trips.

In an effort to enhance the Sheraton Road greenway, staff has requested that part of the parkland dedication required for this development occur adjacent to the existing walkway. This will provide a buffer between the walkway and the adjacent residential homes giving some privacy to the residential units and reduces building mass adjacent to the walkway. Additionally, it will assist in walkway safety by increasing sightlines to the walkway from the new road.

With regard to green buildings and infrastructure the applicant has proposed a number of techniques to “green” the development. In particular, the applicant is proposing measures to increase ground water infiltration including the use of permeable pavement/surfacing systems for driveways and parking areas and alternative road cross sections for the public road. Subject to an accepted stormwater management plan the applicant is able to use these techniques on private property (e.g. driveways). However, alternative road cross sections will require a variance to current road standards and will be addressed at the time of subdivision.

It is important to note that the detailed stormwater management and other infrastructure design have not been completed and accepted by the City. Prior to providing the level of detail required by the City to approve infrastructure design the applicant is looking for the comfort of approved zoning. This is a typical request by the development industry at the rezoning stage. Staff accepts this approach with the understanding that the proposed subdivision layout and associated densities are considered conceptual until the detailed design work is completed and accepted by the City. Further, it is understood that the final subdivision layout will be at the sole discretion of the Approving Officer through the subdivision application process.

Zoning

The applicant originally proposed to develop the property under a combination of the R-1B and R-1D zones. The intent was to designate a number of lots that would permit secondary suites to encourage diversity in the neighbourhood and provide more affordable housing options for the community. Through the review process it became apparent that without an approved lot configuration it wouldn't be possible to properly map the two zones. Taking into consideration the City's Affordable Housing Policy which encourages the provision of secondary suites in areas seeking single residential lot zoning and Regional Growth Strategy Policies 1A-6, 1B-2 and 1C-4 supporting secondary suites, staff suggested the applicant consider applying for the Residential One S (R-1S) zone throughout the development. This zone has a larger lot size and minimum frontage than the R-1D zone but the same uses and setbacks. The inclusion of zoning for secondary suites is also consistent with the zoning of the adjacent Regional District properties and the properties in Comox on the other side of McDonald Road.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of development applications as the fees are designed to offset the administrative costs. However, applicants for rezoning enter into Section 219 *Land Title* Act covenants prior to final approval committing them to contribute to “Parks, Recreation, Cultural and Seniors Facilities Amenity Reserve Fund” and the “Affordable Housing Amenity Reserve Fund” for each residential lot created upon the land, calculated under the formula set out in s. 7.7(5) of the City’s Official Community Plan.

Additionally, the applicant will be required to pay Development Cost Charges (DCCs) at the time of subdivision approval for each lot created (currently \$16,417/lot). Building Permit fees will be calculated at time of building permit application, the present fee is \$7.50 per \$1,000 of construction value.

Ongoing City costs associated with development include operating and maintenance costs for municipal infrastructure, and the provision of protective services and recreational programs. These costs are recovered through property taxation and user fees.

ADMINISTRATIVE IMPLICATIONS:

Application processing falls within the core administrative duties of the Planning Department. To date staff have spent a combined time of approximately 70 hours on this file. Should the application proceed to Public Hearing and ultimately final approval an additional 10-15 hours will be required to prepare Notices, respond to public enquiries, attend Council meetings and prepare the amenity covenant.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications associated with the proposed OCP and zoning amendment. Should the application proceed through to subdivision approval, the City will take on new road, park and municipal service assets.

STRATEGIC PLAN REFERENCE:

Application processing is a core administrative responsibility of the Planning Services Division.

OFFICIAL COMMUNITY PLAN REFERENCE:

The proposed development is consistent with the goals and policies of the OCP to optimize the use of existing lands in the City to increase densities in an effort to help reduce urban sprawl. The inclusion of secondary suites is consistent with objectives to balance land uses to create diverse neighbourhoods and communities and to ensure the provision of affordable housing options.

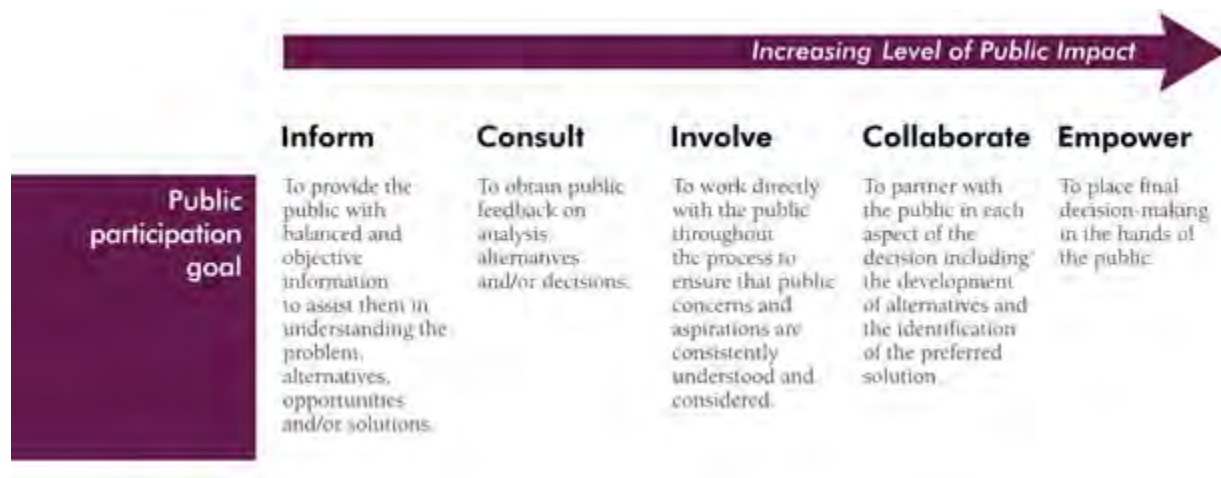
REGIONAL GROWTH STRATEGY REFERENCE:

Increasing densities within the settlement expansion areas is a goal of the RGS. RGS policies also support secondary suite zoning.

CITIZEN/PUBLIC ENGAGEMENT:

Pursuant to the Development Applications Procedure Bylaw the public has been and will continue to be involved in the application process. To this end the applicant held a public information meeting on November 25, 2014 which was attended by a number of area residents. The comments received are attached for information.

Should the application proceed to Public Hearing a statutory public hearing will be held. This falls within the "Involve" category of public participation.



OPTION 1 (Recommended): Give Bylaws 2727 and 2728 First and Second Readings and proceed to Public Hearing.

OPTION 2: Defer consideration of Bylaws 2727 and 2728 with a request for more information.

OPTION 3: Defeat Bylaws 2727 and 2728.

Prepared by:

Ian Buck, MCIP, RPP
Manager of Planning

Peter Crawford, MCIP, RPP
Director of Development Services

Attachments:

Attachment 1 – Neighbourhood Public Meeting Minutes

Attachment 1 – Neighbourhood Public Meeting Minutes

Wedler Engineering LLP
211-2459 Cousins Avenue
Courtenay, BC V9N 3N6



December 11, 2014

File Ref: V14-0171/A
City File Refs: 6480-20-1402 and 3360-20-1404

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

Attention: Ian Buck

**Reference: Proposed 19 Lot Residential Subdivision – Sheraton Road
Public Information Meeting Summary Report**

This report has been prepared in accordance with the requirements of the City of Courtenay *Development Procedures Bylaw No. 2699, 2012*. The contents of the report are as described in the City's *Public Information Meeting Handout*.

The summary of information is presented in the table below:

Item	Requirement	Response
a)	Location and duration of the meeting;	Suite 220A-1822 Comox Ave, Comox BC. 2 hours
b)	Number of attendees;	11 members of the public signed in. The sign in sheet is attached to this report.
c)	How the meeting was advertised and how surrounding property owners were notified;	Letters to all neighbouring properties identified by City Staff were dropped off, or sent Express Post. Copy of invitation is attached to this report. List of those notified attached to this report.
d)	Information provided at the meeting; and	Preliminary subdivision plans Stormwater management plan Traffic Network Review Report Zoning, OCP, RGS and City Annexation Plans Proposed stormwater / sustainability features information (attached to this report)
e)	A summation of questions raised and major discussion points.	Feedback forms are included as an attachment to this report. A summation of the major themes is presented on the next page.

City of Courtenay | Public Information Meeting Summary Report – Proposed 19 Lot Subdivision – Sheraton Road
December 11, 2014

File Ref: V14-0171/A

Major themes discussed at the public information meeting include the following:

- Traffic Safety due to the new intersection and increase in residents in the area;
- Safety for trail users where the subdivision road will intersect the trail;
- Longer range traffic and land development planning;
- Density / number of lots that would back onto existing neighbouring parcels;
- Interruption of existing view corridors;
- Stormwater management – ensuring run-off is managed safely and groundwater recharge is maintained. Ensuring pollutants don't infiltrate into ground and surface water;
- Green space, park dedication and buffers to surrounding properties;
- Uniform fencing along neighbouring property lines (note – our client has proposed to build one fence at the time of subdivision);
- Misunderstanding with the legal status and location of the Sheraton Road ROW.

Please contact the undersigned if there are any questions or if additional information is required.

Yours truly,
Wedler Engineering LLP

Per:



Andrew Gower, P.Eng.
Partner • Project Engineer
agower@wedler.com

Attachments: Public Information Meeting Sign-in Sheet
Public Information Meeting Invitation
Address list provided by City of Courtenay
Proposed Stormwater and Sustainability Features information
Feedback forms received from the public



PUBLIC INFORMATION MEETING

NOVEMBER 25, 2014

SIGN IN SHEET

FOR
PROPOSED REZONING - 2745
SHERATON ROAD

NAME (Please Print)	ADDRESS
JEAN ENNIS	2769 SHERATON
Kathy Wilkie	1925 Cummings Rd
Lucienne de Vries	1800 McDonald Rd.
MICHAEL SPENDER	2765 SHERATON
FRED ENNIS	2763 SHERATON
LINDA SWAN	1850 McDonald Road
Don Wilkie	1925 Cummings Rd
MICHELE SPENDER	2765 SHERATON RD.
LISA SALMINEN	352 DOUGLAS ST
M. Waterton	2620 Sheraton
R. Smith	2635 Sheraton Rd.

Wedler Engineering LLP
211-2459 Cousins Avenue
Courtenay, BC V9N 3N6



November 17, 2014

File Ref: V14-0171/A

Neighbours of 2745 Sheraton Road
Courtenay, BC

Delivered by hand

**Reference: Public Information Meeting Invitation
Proposed 17 Lot Subdivision – 2745 Sheraton Road
Lot 1, Section 6, Comox District, Plan VIP84940**

On behalf of our client, Northern Springs Development Inc., you are cordially invited to a public information meeting to present the preliminary details of a proposed subdivision at 2745 Sheraton Road. This meeting is required by the City of Courtenay's Development Procedures bylaw No. 2790 as a component of the rezoning of the subject property.

The public information meeting will be held on **Tuesday, November 25th, 2014 from 6:00 to 8:00 pm**. The meeting will be held at **Suite 200A – 1822 Comox Avenue, Comox, BC**.

The proposed rezoning is from CR-1 (Country Residential 1) to a mix of R1-B and R1-D lots through a subdivision of the property. A map of the location and the proposed subdivision layout are included on the reverse of this notice for your information.

Please find attached a comment sheet that you are encouraged to complete. Completed comment sheets can be submitted to the undersigned, or dropped off at the meeting on November 25th, 2014.

We look forward to meeting you and discussing this project.

Yours truly,
Wedler Engineering LLP

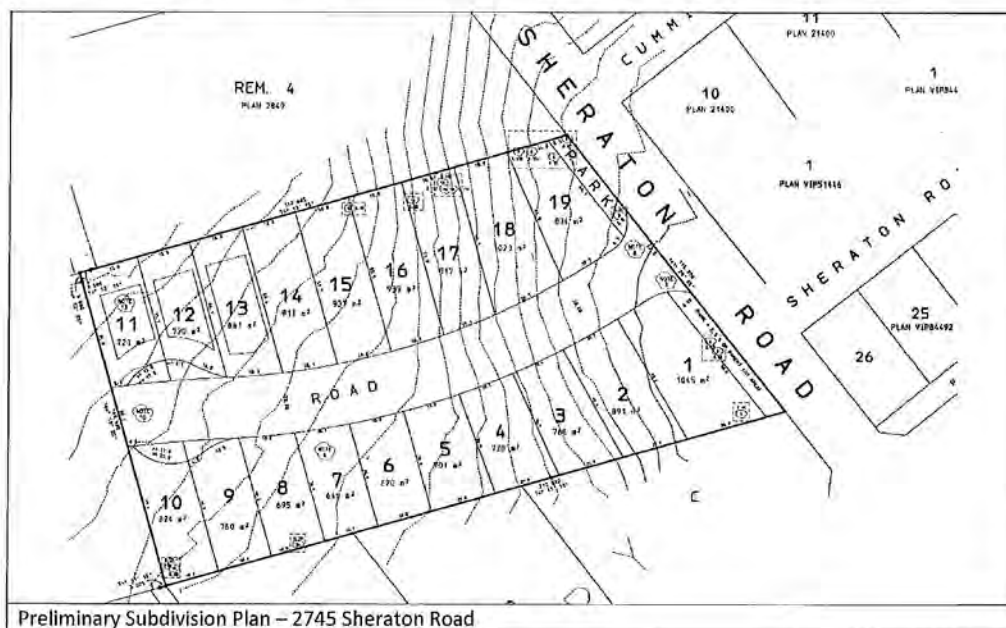
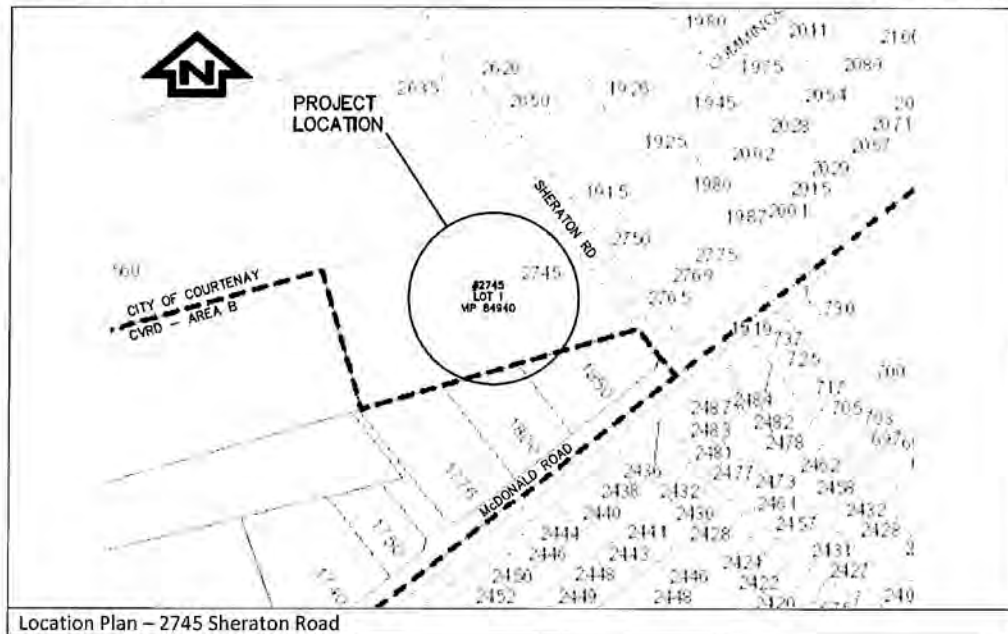
Per:




Andrew Gower, P.Eng.
Partner • Project Engineer
agower@wedler.com

cc: City of Courtenay

Public Information Meeting Invitation | Rezoning and Proposed Subdivision – 2750 Sheraton Road
November 17, 2014

File Ref: V14-0171/A



<p>Legacy Heights – Proposed Residential Subdivision – Sustainability Features</p> <ul style="list-style-type: none"> • Crown Street in Vancouver was a pilot project in 2004 to build a truly sustainable street. • Crow Street includes such features as grass swales and detention ponds for storm drainage, narrower pavement, structural grass road edges, and natural rock walk way surfacing. • Legacy Heights proposes that the 19 lot subdivision to be developed incorporate these features. • The proposed sustainable features will also maintain a more rural aesthetic in the subdivision. 	 <p>Crown Street – Vancouver - This photo highlights the drainage swale between the divided the road lanes. Also note the permeable surfacing on the sidewalk.</p>
 <p>Crown Street – Vancouver - This photo also highlights the vegetated swale.</p>	 <p>Crown Street – Vancouver – note the concrete shoulders and meandering road alignment.</p>

Andrew Gower

From: rick smith <ricksmithpt@yahoo.com>
Sent: November-27-14 2:02 PM
To: Andrew Gower
Subject: Comments re Sheraton Rd Development

I endorse the idea of a straight through ramped crosswalk for the bike path.

I am concerned about the risk of surface runoff carrying pollutants on to the two properties to the North. I think that a significant swale system is necessary to prevent this.

I am concerned that development and altering water flows may impact the source volume and quality of our spring fed irrigation pond.

I am concerned about the times when the ground is saturated and large volumes of precipitation need to be managed. Again I am concerned about the risk of pollutants be washed down hill to the neighbouring farm properties.

I am concerned about the risk of people purchasing lots in this development and later complaining about the sounds and scents of the neighbouring working farms. I am concerned that this may lead to expensive litigious action.

Thank you,
Rick Smith,
2635 Sheraton Road,
Courtenay
250-331-0582

PUBLIC INFORMATION MEETING**NOVEMBER 25, 2014**

Northern Springs Development Inc. - 2745 Sheraton Road

COMMENT SHEET

Name: H/A Schmidt Email: _____
 Address: AVRO ARROW DR COMOX Phone: _____

Northern Springs Development Inc. has applied to the City of Courtenay for an Official Community Plan amendment and rezoning. The proposed rezoning is from CR-1 to a mix of R1-B and R1-D in a proposed 17 lot residential subdivision. This project is under review by staff in the Planning Department of the City. map shows 19 lots

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

We are not happy about this development for the following reasons -
 - Increased traffic on Mc Donald Road (we back out it)
 - increased traffic & noise due to construction of this development
 - the probable cutting down of trees - There are a lot of birds, notably eagles that roost over here
 - increased noise for the construction of these homes - we would have from the city to enjoy peace & quiet & enjoy the trees & the birds - all the noise
& cutting of trees will make the birds go away
 - will these new homes have gas fireplaces or wood burning? We don't want more wood smoke & air pollution than we already have. (re: recent air quality)
 - yet another natural habitat being developed, advisors do we really need it? NO

Please return your comments by December 3, 2014.

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at #211-2459 Cousins Avenue, Courtenay, BC
3. Email your comment sheet to agower@wedler.com

Fred and Jean Ennis
2769 Sheraton Road
Courtenay, BC V9N 0A2

November 25, 2014

Andrew Gower, Wedler Engineering

Reference: Public Information Meeting Comments
Proposed 17 Lot Subdivision – 2745 Sheraton Road
Lot 1, Section 6, Comox District, Plan VIP84940

Transportation Plan


This development should not proceed unless or until there is a comprehensive transportation plan for future development that encompasses the Regional District properties in the Immediate area of Sheraton and Back Roads as well as future development of another cul de sac parallel to Cummings Road. Funneling the proposed and future development traffic to the one access/egress point at Sheraton and McDonald Roads is unacceptable and we oppose the proposed subdivision for this reason.

Long Range Planning Principles

The proposed subdivision is an example of poor urban planning. The land was taken into the City of Courtenay without annexation of the adjacent properties solely so that the owner could subdivide and realize financial gain. This ad hoc, piecemeal approach to development has led to the current dog's breakfast of Sheraton, Evans and traffic issues resulting from the closure of Cummings Road at Lerwick. Regional planning that crosses jurisdictional lines is important. One municipality should not subdivide without considering all the future impact to the surrounding areas. We note with interest that the Regional District may have anticipated development in this area as there is a legal right of way/road allowance between lots 1776 and 1750 McDonald Road. For these reasons we oppose this proposed subdivision.

Thank you for your consideration of our opposition to this subdivision at this time. Should it proceed contrary to these objections, we would expect another opportunity to provide input on the details of this subdivision.

Yours very truly,


Fred and Jean Ennis

c.c. City of Courtenay ✓

PUBLIC INFORMATION MEETING**NOVEMBER 25, 2014**

Northern Springs Development Inc. - 2745 Sheraton Road

COMMENT SHEET

Name: Evelyn Carruthers Email: thecummingshome@gmail.com
 Address: 1926 Cummings Rd Phone: 847-0025

Northern Springs Development Inc. has applied to the City of Courtenay for an Official Community Plan amendment and rezoning. The proposed rezoning is from CR-1 to a mix of R1-B and R1-D in a proposed 17 lot residential subdivision. This project is under review by staff in the Planning Department of the City.

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

I have concerns about the amount of traffic coming out onto a small street & lots of angles - and crossing a busy walking trail.

Please return your comments by December 3, 2014.

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at #211-2459 Cousins Avenue, Courtenay, BC
3. Email your comment sheet to agower@wedler.com

PUBLIC INFORMATION MEETING**NOVEMBER 25, 2014**

Northern Springs Development Inc. - 2745 Sheraton Road

COMMENT SHEET

Name: Dona & Kathy Wilkie Email: _____
 Address: 1925 Cummings Rd Phone: 250-338-0020

Northern Springs Development Inc. has applied to the City of Courtenay for an Official Community Plan amendment and rezoning. The proposed rezoning is from CR-1 to a mix of R1-B and R1-D in a proposed 17 lot residential subdivision. This project is under review by staff in the Planning Department of the City.

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

Traffic amount? (38)
Crossing walkway?
Number of lots?
Future development and where the traffic will go?

Please return your comments by December 3, 2014.

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

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3. Email your comment sheet to agower@wedler.com

PUBLIC INFORMATION MEETING**NOVEMBER 25, 2014**

Northern Springs Development Inc. - 2745 Sheraton Road

COMMENT SHEET

Name: Ruby & Lucienne de Vries Email: rdevries@shaw.ca
 Address: 1800 McDougall Rd Phone: 250 897-1642

Northern Springs Development Inc. has applied to the City of Courtenay for an Official Community Plan amendment and rezoning. The proposed rezoning is from CR-1 to a mix of R1-B and R1-D in a proposed 17 lot residential subdivision. This project is under review by staff in the Planning Department of the City.

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

- what plan/plans are there to ensure proper drainage is maintained between our property & this development.
- suggest a drainage ditch & or a wild life corridor be built to ensure drainage is maintained.
- the attached plans are completely inaccurate.
- Sheraton does not go straight through.
- plans shows it cuts through already existing public path.
- Lancaster way goes through the sub-division.
- As part of the drainage system, construction of a "green space" buffer should be incl.
- A uniform fence line must be put in place by the developer. We will have 4 lots at the back of our property. With potential for four different fence lines in both height & design.

Please return your comments by December 3, 2014.

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at #211-2459 Cousins Avenue, Courtenay, BC
3. Email your comment sheet to agower@wedler.com

From: [Peggy Waterton](#)
To: [Andrew Gower](#)
Cc: planning@courtenay.ca
Subject: clarification before the meeting
Date: November-19-14 11:41:38 AM

November 18, 2014

Dear Mr Gower

My name is Margaret Waterton; I live at 2620 Sheraton Rd.

Thank you for your letter and Information Meeting Invitation of November 17.

Reviewing the letter and Subdivision/Location plans for 2745 Sheraton I have four questions I am hoping you can answer.

1. Your attached comment sheet states a proposal of 17 residential lots; the Subdivision Plan shows 19; which is correct?
2. The same plan shows the cul-de-sac ending between lots 10 and 11 with no lots allocated at the west/bottom end. Is there consideration being given to extending the road and subdivision at a future date by applying to the City of Courtenay to have the adjoining CVRD Area B parcel brought in to the city? If this is the case can you give assurances that further development would have entrance and departure access to Back Road?
3. Are the maps you are using older, outdated ones or is there a plan to have Sheraton Rd rerouted to continue south from the current corner and empty on to McDonald Road between 2765 Sheraton and 1850 McDonald?
4. What provision has been made to ensure vehicle crossing of the bicycle/walking path will not create a hazard to the high volume of users?

I would also like to request that an explanation be given at the November 25th meeting as to the "red and green circled notes" and what is meant by "Park" which is written on the two ends of the subdivision parallel to Sheraton Rd where the current greenway runs.

Thank you in advance for your reply.

Sincerely,

Margaret Waterton
2620 Sheraton Rd
Courtenay BC
V9N 0A3

houseboatpenny@yahoo.com

From: Andrew Gower [<mailto:agower@wedler.com>]

Sent: November-19-14 2:50 PM

To: Peggy Watertpm

Cc: PlanningAlias; Lance A. Pace

Subject: RE: clarification before the meeting

Hi Margaret,

Thank-you very much for your email and your questions.

I will answer your questions in order, and I also look forward to the meeting you at the public information meeting:

1. You are correct. Initial plans had the subdivision being 17 lots, and some more recent plans, including the draft that was sent with the notice show, 19 lots. This project is still at the rezoning stage, and the final number of lots has not yet been determined. However, and this was my mistake, it will most likely be 18 or 19 lots, and this should have been the number used on the invitation.
2. Yes – there is some thought to continuing the road through the parcel that is currently in Area B. In some of the initial engineering work, it has been suggested to the City that a connection to Back Road will be required at some point in the future. The report where this is outlined will be presented at the public information meeting.
3. This will be explained in detail at the meeting, and I agree the legal background mapping is somewhat confusing. The road right of way for Sheraton continues through to MacDonald, but the actual road for Sheraton Road does not. The road has been constructed to the west, however the right of way remains and is used partially by the trail that runs along Sheraton and partially as an easement for the driveway for the property at the corner of the right of way and MacDonald road. There is no plan to change the physical location of Sheraton Road from where it is today.
4. There is a specific intersection detail that the City of Courtenay has directed be used in the design, and the intersection will of course be a stop sign controlled intersection. The street lighting design will also ensure that the trail crossing is illuminated.
5. All of the specific proposed details (which are referenced by the notes on the draft plan for the subdivision that was distributed) will be covered at the public information meeting. The two areas of land adjacent to Sheraton Road labelled “park” represent the required park dedication for the subdivision, and will act as a buffer for the existing trail. Of note, our client already allowed a portion of this property to be dedicated to the city well in advance of this proposed rezoning and subdivision to allow the Sheraton Road right of way to be widened to accommodate the existing trail.

Thank-you again for your questions, and for your interest in our client’s project. Please do not hesitate to email or call me with any further questions.

Regards,

Andrew Gower, P.Eng., PE | Partner • Courtenay Branch Manager
Wedler Engineering LLP | Courtenay (250) 334-3263 ext. 102

PUBLIC INFORMATION MEETING**NOVEMBER 25, 2014**

Northern Springs Development Inc. - 2745 Sheraton Road

COMMENT SHEET

Name: MICHAEL & MICHELE SPENDER Email: MICHAEL R SPENDER @ y mail.com
 Address: 2745 SHERATON ROAD COURTENAY Phone: 250 871 2775

Northern Springs Development Inc. has applied to the City of Courtenay for an Official Community Plan amendment and rezoning. The proposed rezoning is from CR-1 to a mix of R1-B and R1-D in a proposed 17 lot residential subdivision. This project is under review by staff in the Planning Department of the City.

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

WE HAVE OBJECTIONS, QUESTIONS AND

COMMENTS. PLEASE SEE ATTACHED SHEET.

SINCERELY

Michael Spender

1 of 2

Please return your comments by December 3, 2014.

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at #211-2459 Cousins Avenue, Courtenay, BC
3. Email your comment sheet to agower@wedler.com

We have the following two objections to the location of the access road:

1 Your project access road as drawn, cuts across the Hawk walking path. This is absolutely unacceptable. The City's walking paths should be sacrosanct. They exist for the benefit and well-being of all citizens in Courtenay and Comox. Project plans must not compromise the safety of the walking path network. Taxpayers deserve better from developers.
There is plenty of room to the west of your project and you should be made to find access using Back Road.

2 As drawn, your plan does not reflect the reality of the roadways around it. Sheraton Road does not run directly to McDonald. Coming from the south, Sheraton turns left to run between lots 2750 and 2765 then, turns right to run between lots 2775 (Sheraton) and 1987 (Evans Place) to intersect McDonald across from Lancaster Drive in Comox. We live at 2765 Sheraton and were told by City of Courtenay staff that this arrangement and the realignment of Sheraton was done for safety considerations and was unlikely to be changed. While this may seem inconsequential, note that your access road as drawn enters Sheraton exactly at the knee bend and will represent a serious safety and traffic hazard.

This is a second reason to relocate the access road.

We have one demand:

As mentioned we live at 2765 Sheraton and currently enjoy the view we have towards the mountains across your project area. We want that view preserved and therefore demand that houses built closest to Sheraton (eg your lots 1, 2, 18 and 19) be restricted to single story homes.

We have a question:

Are the houses to be built "on spec" or are they to be custom homes as is the case for the lots along Evans Place and Sheraton Road?

We have lived in a construction zone for at least 3 years because the sales rate for custom homes is exceedingly low. So if you're building to suit, it appears that we'll be in the zone for ever and I wonder what special arrangements are being considered to help us deal with noise, dust, traffic and construction garbage.

In conclusion then, we have no objection to the building of houses on the land indicated, however we want and are entitled to, a strong commitment from the developer that the project will in no way adversely affect the lifestyle and happiness of its existing neighbors

M. A. [Signature]
2014 Nov 19

2 of 2

From: [Linda & Norm Swan](#)
To: [Andrew Gower; planning@courtenay.ca](#)
Subject: proposed sub division - 2745 Sheraton Road
Date: November-19-14 3:33:44 PM

My name is Linda Swan and my property borders the proposed sub-division off Shearton Road. (Our property is zoned Regional District) I do have several issues with the proposed plan and would appreciate your response.

- 1) Four back yards would back onto our 1 acre. Would the developer plan on building one complete fence along the entire sub-division so we won't have a variety of fences, etc. What about consideration of the size of lots and make them more consistent with the surrounding acre properties and farmland.
- 2) The land is very slopped and has plans been made for water run-off.
- 3) Crossing a very busy bike path should be a concern as well as the sharp corner where the proposed entrance to the sub-division is showing.
- 4) Your map shows Shearton Road going through to McDonald. That is incorrect because it is a bike path. Shearton Road ends and follows into Evans Place. Is there plans to change this?
- 5) I see no plans on green space. The small park in the diagram is presently the bike path.

Thank you in advance for your response to my concerns.

Linda Swan
1850 McDonald Road
Courtenay, B.C.
V9N 9G7
lnswan@shaw.ca

From: Andrew Gower [<mailto:agower@wedler.com>]

Sent: November-20-14 3:59 PM

To: Linda & Norm Swan
Cc: Lance A. Pace; PlanningAlias
Subject: RE: proposed sub division - 2745 Sheraton Road

Hi Linda,

Thank you very much for your questions and for your interest in our clients project.

I will answer each of your questions in order:

1. This project is currently at the rezoning stage, and as such fencing details have not been determined yet. However, our client has indicated that a fence will be built as a part of the Subdivision works, so that there will only have be one fence type bordering all surrounding properties. The lot sizes are per the zoning requirements of the City, and are similar to the subdivisions on the other side of Sheraton road from our client's property.
2. The City required the preparation of a stormwater management report, which our firm completed. This report and the proposed design will ensure that all stormwater is managed as required. Copies of the report will be available for review at the open house next week, and I will be present to answer any questions.
3. There is a specific intersection detail that the City of Courtenay has directed be used in the design, and the intersection will of course be a stop sign controlled intersection. The street lighting design will also ensure that the trail crossing is illuminated. The intersection of the proposed road with Sheraton Road has to be a 90 degree angle per City requirements.
4. This will be explained in detail at the meeting, and I agree the legal background mapping is somewhat confusing. The road right of way for Sheraton continues through to MacDonald, but the actual road for Sheraton Road does not. The road has been constructed to the west, however the right of way remains and is used partially by the trail that runs along Sheraton and partially as an easement for the driveway for the property at the corner of the right of way and MacDonald road. There is no plan to change the physical location of Sheraton Road from where it is today.
5. The two areas of land adjacent to Sheraton Road labelled "park" represent a component of the required park dedication for the subdivision, and will act as a buffer for the existing trail. Of note, our client already allowed a portion of this property to be dedicated to the city well in advance of this proposed rezoning and subdivision to allow the Sheraton Road right of way to be widened to accommodate the existing trail. To clarify, the existing trail is already within the Sheraton Road right of way, and the park area that will be dedicated is in addition to the land our client already provided the City to build the trail.

Thank-you again for your interest in the project. Please do not hesitate to email or call me with any further questions.

Regards,

Andrew Gower, P.Eng., PE | Partner • Courtenay Branch Manager
Wedler Engineering LLP | Courtenay (250) 334-3263 ext. 102



PUBLIC INFORMATION MEETING**NOVEMBER 25, 2014**

Northern Springs Development Inc. - 2745 Sheraton Road

COMMENT SHEET

Name: Reg (TED) Edwards Susan Jensen Email: _____
 Address: 1776 McDonald Rd. Phone: 250 334 8844

Northern Springs Development Inc. has applied to the City of Courtenay for an Official Community Plan amendment and rezoning. The proposed rezoning is from CR-1 to a mix of R1-B and R1-D in a proposed 17 lot residential subdivision. This project is under review by staff in the Planning Department of the City.

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

- ① The Plan you show is outdated. Sheraton no longer is a straight connection to McDonald Rd.
- ② The Park Area is the existing path not a Park.
- ③ Most Important: Both the Developed sides of McDonald; Courtenay & Comox have left a "green space" set back and ditching as the boundary between Area B and their respective Areas. It is important that this be continued along Northern Springs land where it touches the 3 Properties in Area "B". I am sure my neighbours at 1800 and 1850 also expect nothing less.

Please return your comments by December 3, 2014.

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at #211-2459 Cousins Avenue, Courtenay, BC
3. Email your comment sheet to agower@wedler.com

From: John Smith
To: Andrew Gower
Subject: Comment sheet for Northern Springs Development Inc 2745 sheraton rd.
Date: November-18-14 1:15:43 PM

My concerns:

My concerns are the increased traffic past my home which I think will be an annoyance during the construction phase and a detraction of curb value of my home after completion. This is my 3rd time living in an active construction development and always there is dirt, mud and gravel on the streets, tons of machinery driving by and dust to the nth degree. I would like to hope that there are some future plans to open up an exit point from this subdivision onto Back road. Since the closing off of Cummings rd to Lerwick the traffic has increased dramatically and 19 new lots equates to around 80 more vehicles past my home. Increase in traffic means increase in visibility and possibly an increase in crime and vandalism. I purchased my lot because of its sleepy location and now it is turning out to be much different, especially if there is access granted to Glacier View lodges new development, from Sheraton.

These are my concerns and thanks for listening.

John Smith
2775 Sheraton rd.
Courtenay
2507033573

Ferguson, Erin

From: Jean Ennis [jfenis@shaw.ca]
Sent: Monday, November 12, 2012 2:00 PM
To: Ferguson, Erin
Subject: OCP Amend. 1205, Zoning Amend. 1212

I stopped by City Hall and was given your card as the contact for providing feedback on these items. I know it is early in the process but I'd like to get some general concerns on record.

1. I support zoning for secondary suites as a means to provide affordable housing as long as there is enough off-street parking for owners' and tenants' vehicles, including recreational items (ATVs, snowmobiles etc).
2. The only access to this development is via Sheraton Road. As Cummings Road is now closed at Lerwick, Sheraton Road is the only access/egress to Macdonald Road for Sheraton, Evans, Cummings and any future new developments off Sheraton .
 - Is this anticipated traffic to existing, new and future development within a normal range, and
 - A stop or yield sign is needed on Evans, at Sheraton, sooner rather than later.

I hope my concerns will be addressed in the review process.

Jean Ennis
2769 Sheraton Road
250-338-2620



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Addition of the 40 Houses to the Heritage Register

File No.: 6800-01
Date: May 4, 2015

PURPOSE:

The purpose of this report is to seek Council support to add the 40 Houses to the Courtenay Heritage Register. Under Section 954 of the *Local Government Act*, a Resolution of Council is required to add or remove properties from a community Heritage Register.

CAO RECOMMENDATIONS:

That based on the May 4, 2015 staff report "Addition of the 40 Houses to the Heritage Register", Council approve Option 1 and direct staff to add the 40 Houses to the Courtenay Heritage Register; and

That Council authorize staff to notify affected property owners and the Minister responsible for the Heritage Conservation Act of this change to the Heritage Register within 30 days as required by the *Local Government Act*.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The 40 Houses consists of 40 properties in an area bounded by 17th Street, Lewis Avenue, 18th Street and the E & N Railway. This subdivision was developed as part of a federal veterans housing program aimed at addressing the national housing shortage following World War II. The subdivision shares many characteristics of other veterans housing projects located across the country. The subdivision layout consists of small uniform lots located on gently curving streets. Homes are simple structures of a modest size, typically 2 or 3 bedroom options, and were constructed using standardized housing plans produced to facilitate quick and efficient development of housing for returning veterans and their families.

The 40 Houses are part of the record of Courtenay citizen's involvement in WWII and are representative of a significant stage in the development of Canadian communities. For these reasons, the Heritage Advisory Commission has prepared the attached Statement of Significance and has requested that it be brought to Council for consideration of inclusion into the City's Heritage Register.

DISCUSSION:

A Heritage Register lists properties identified as having heritage value and serves as a tool for recognizing and managing heritage resources. The Courtenay Heritage Register, adopted in 2009, currently lists 21 historic places including residences, commercial buildings, places of assembly, parks, and natural features. The Heritage Advisory Commission was involved in the creation of the Heritage Register and continues to update it as part of their work plan.

Heritage Registers are the cornerstone of successful community heritage conservation programs. They document which properties have community heritage value and which aspects of a historic place contribute to the heritage value and character of the site and may merit preservation or restoration. Inclusion in a community Heritage Register does not protect a property. Property owners enjoy the same development rights as those properties not included in the Register. The Heritage Register simply indicates that the property might have sufficient heritage value to warrant preservation in the future. The Heritage Register does allow changes to historic places to be monitored over time and it is the starting point for discussing different development options for retaining heritage character with property owners. It also provides the ability to withhold a demolition permit until a building permit has been issued, the ability to offer temporary protection should Council wish to pursue heritage protection, and better positions applicants seeking heritage grant opportunities for conservation or restoration works. It is important to note that Council would need to pass a bylaw or resolution to withhold permits or invoke temporary protection tools.

FINANCIAL IMPLICATIONS:

There are no direct financial implications as a result of this proposal.

ADMINISTRATIVE IMPLICATIONS:

Staff have spent approximately 40 hours assisting with this project. Earlier additions to the Heritage Register benefited from consultant involvement funded through a provincial heritage grant opportunity which no longer exists. Should the 40 houses be added to the Heritage Register additional staff time may be required to administer future building permit requests.

ASSET MANAGEMENT IMPLICATIONS:

Not applicable.

STRATEGIC PLAN & PRIORITIES REFERENCE:

Statutory in nature.

OFFICIAL COMMUNITY PLAN REFERENCE:

This proposal aligns with the OCP goals and policies to “support actions to increase the awareness of heritage features and buildings”.

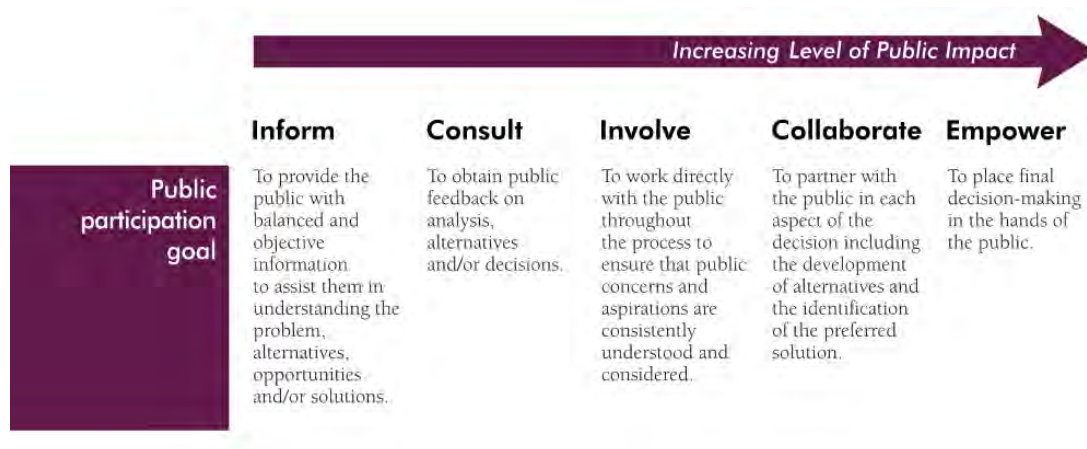
REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

Consistent with the Inform and Consult levels of the public participation spectrum included below, staff has notified property owners of the proposed addition to the Heritage Register. A letter was sent to affected property owners explaining the purpose of a community Heritage Register, notifying them of the proposal to add the 40 Houses to the Register, and inviting them to contact staff with concerns and comments or to obtain further information. Only three property owners responded; two called or visited City Hall seeking clarification on the impact that the Heritage Register listing would have on any future development plans and staff has received one letter of support which is included in Attachment No. 2.

Should Council choose to add the 40 houses to the heritage register, all property owners will be notified that this has occurred in accordance with Sections 954 and 974 of the *Local Government Act*.



OPTIONS:

- Option 1: Approve the addition of the 40 Houses to the Heritage Register (recommended).
- Option 2: Defer the addition of the 40 Houses to the Heritage Register pending further information or revision as directed by Council.
- Option 3: Not approve the addition of the 40 Houses to the Heritage Register.

Prepared by:

Erin Ferguson, MCP
Land Use Planner

Reviewed by:

Peter Crawford, MCIP, RPP
Director of Development Services

Attachments:

1. 40 Houses Statement of Significance
2. March 19, 2015 Notification Letter to property owners and public correspondence

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Statement of Significance - DRAFT

The 40 Houses
Lewis Avenue, 18th Street, and McPhee Avenue

Description

The 40 Houses consist of single storey, post-World War II veteran's housing located in the area bounded by the E&N Rail Line, 17th Street, Lewis Avenue, and 18th Street.



Value

The 40 houses are valued as a group of properties for their connection to a federal housing program intended to provide returning veterans of World War II and their families with affordable and appropriate housing. This project was a joint Veterans Land Act and Central Mortgage and Housing Corporation venture spearheaded by Mayor Harry Simms and the Courtenay Branch of the Royal Canadian Legion. The houses were awarded to World War II veterans based on their "length of service in Canada and overseas, intended length of residence ... marital status, and number of dependants." Of the reported 110 applicants, only 19 fulfilled the initial allotment requirements. Leased for \$31.50 to \$34.50 per month for a two or three bedroom house, they could be purchased after a period of a few years.



Historically, their construction reflects a significant stage in the development of Canadian communities. The construction of the 40 houses was part of the post-war response to a massive country-wide housing shortage created by the impact of the two world wars. Similar housing developments were created across the country with modest homes on small uniform lots aligning narrow curving streets. The neat, tidy, simple and efficient design of the both houses and the subdivision, and the 40 houses location "in the woods", reflects social attitudes of the early 20th Century and influenced later housing styles and suburban development patterns. Little changed today, the 40 houses continue to provide affordable housing options for many households.

Character Defining Elements

Site and Setting

- Originally located in a rural area with access to nature and greenspace
- Curvilinear street pattern with rear lanes reflective of garden city suburban plans and many subdivisions created under the federal veteran housing program following WWII
- Spatial relationship of house on lot and to other houses in the development
- Small, uniform lot sizes of roughly 48 x 110 feet with consistent building setbacks give a neat, tidy appearance
- Planting program providing one tree per lot

Statement of Significance - DRAFT

Architecture

- Modest single storey bungalows consistent with federal housing programs that focused on providing housing quickly and economically
- Repetition of standardized housing plans in 4 to 6 room options throughout the development
- Low pitch hipped roofs or single gable roofs
- Simple rectangular massing of buildings
- Typically wide plank horizontal wood siding on exteriors
- Minimal porch defining front entry



The 40 houses neighbourhood shown in an aerial photograph taken in 2012. Lot lines are shown in red.

THE CORPORATION OF THE CITY OF COURTENAY

Planning Services
830 Cliffe Avenue
Courtenay BC V9N 2J7



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

March 19, 2015

Dear Sir/Madame:

Your property is one of the "40 Houses" and the City of Courtenay is considering adding your property, and other properties in your immediate neighbourhood, to the City's Heritage Register. Originally developed as Veteran's housing, the 40 Houses represent a significant period of development in our community and are representative of similar housing developments across Canada. The enclosed draft statement of significance provides more information on the heritage value of the 40 Houses.

The Heritage Register is a tool for recognizing and managing heritage resources. It does not give formal protection to a property and it does not impact property rights – property owners can still choose to make alterations provided the changes comply with applicable regulations such as the Zoning Bylaw and BC Building Code. It does give Council the option to temporarily withhold building and demolition permits in order to conduct a heritage inspection or to discuss alternative development opportunities with property owners. This can be beneficial as there are special provisions to relax certain requirements which only apply to heritage properties providing greater flexibility in development opportunities.

Most importantly, the Heritage Register is a way of documenting part of our community's history. If you would like to learn about other heritage properties in Courtenay, the Heritage Register is available at <http://www.courtenay.ca/EN/main/community/heritage/heritage-register.html>.

Council will be considering the addition to the Heritage Register in the spring. If you wish to provide written feedback to be included in Council's decision, please provide any comments prior to April 17th. Prior to submitting your comments, if you have any questions or concerns, or if I can provide you with additional information, please do not hesitate to contact me at (250) 334-4441 or eferguson@courtenay.ca.

Sincerely,

Erin Ferguson, MCP
Land Use Planner
/swb



courtenay.ca

Hans & Bev Petersen

880-18th Street, Courtenay, BC V9N 2A5
250 334-3135 bevhans@telus.net
[www. Hansandbevpetersen.com](http://www.Hansandbevpetersen.com)

March 31, 2015

City of Courtenay
Erin Ferguson, MCP, Land Use Planner
Planning Services
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Re: "40 Houses" Heritage Register

Further to your letter of March 19th, we live in this neighbourhood and fully support the addition of the 40 houses to the City's Heritage Register.

We've owned our home in this area since 2001. As well as the character defining elements and history, we enjoy the proximity to amenities and the eclectic flavour of the neighbourhood.

Sincerely,

Hans & Bev Petersen



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 5225-04-IFMS

From: Chief Administrative Officer

Date: May 4, 2015

Subject: Integrated Flood Management Study – Final Report Presentation

PURPOSE:

The purpose of this report is to deliver to Council the final Integrated Flood Management Study (IFMS). The City's consultants on this project, McElhanney Consulting Services Ltd, are in attendance today to present the project evolution and outline the final conclusions and recommendations of the study.

CAO RECOMMENDATIONS:

That based on the May 4th, 2015 staff report, "*Integrated Flood Management Study – Final Report Presentation*," Council approve Option 1 and adopt the Integrated Flood Management Study (January 2014) report.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On November 15, 2009 and January 11, 2010 the City experienced two separate flooding events causing damage and disruption to property and infrastructure located within the Puntledge Road Commercial area. City owned properties sustained damages in excess of \$130,000. The City recognized a need to improve the existing levels of protection and applied for funding assistance through the BC Flood Protection Program to support a flood protection project entitled "Tsolum River Floodwall".

In January 2012, *Building Canada Fund - Communities Component, Flood Protection Program* confirmed that the City of Courtenay's grant application was successful. The project funding was administered by Emergency Management BC (EMBC) and all reporting requirements were provided to EMBC. The grant provided 2/3 funding for all eligible costs associated with the project, which included the development of updated floodplain mapping with high resolution orthographic photos, hydrologic modelling, preparation of the Integrated Flood Management Study and leading into the design and construction of the Tsolum River Floodwall (concept project for basis of grant). The City retained McElhanney Consulting Services Ltd (MCSL), partnered with Kerr Wood Leidal (KWL) Consulting Engineers and HB Lanarc, to undertake consulting services for this project.

MCSL and KWL developed a hydrologic model able to forecast flood levels for various climactic conditions and different flood protection configurations. Three options for flood protection were reviewed using the hydrologic modelling. The options included the Tsolum River Floodwall and two separate ring dike configurations. The review concluded that the Tsolum River Floodwall, as proposed in the grant application could not meet the provincial requirements of providing 1:200 year flood protection. As a result the project was not supported by provincial authorities and no longer qualified for funding assistance.

Staff responded to these findings by submitting a scope change request to support construction of the Tsolum River Floodwall as the first phase in the larger ring dike project. The request for scope change was not accepted by grantor. Instead it was recommended that the City submit a grant funding application to the 2013 Flood Protection Intake in support of constructing the complete ring dike.

Staff completed the required precursor steps in putting together the application, including requesting a Council commitment to provide 1/3 of the cost of the project. Several other factors required resolution to satisfy provincial agencies and Council, including:

1. Approval from the Provincial Diking Authority for the “Ring Dike” concept.
2. Fulfilling EMBC’s request for an expanded business case.
3. Public engagement with general acceptance of the proposed project
4. Successful borrowing process to fund the project

Staff worked to satisfy these requirements but could not address the issues within the allotted time frame and budget. Staff presented this conclusion at the September 23, 2013 council meeting and it was resolved that:

“Moved by Hillian and seconded by Anglin that the report from the Municipal Engineer on the topic of the IFMS be received; and

That Council endorse and direct staff to pursue the following actions relating to this project:

Complete the flood study to the satisfaction of the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) Diking Authority within the existing 2013 capital project budget.”

MCSL and KWL have now completed the IFMS to the satisfaction of the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) Diking Authority. Staff has received and reviewed the final draft study.

DISCUSSION:

The flooding events of 2009 and 2010 demonstrated the City of Courtenay’s vulnerability to flooding. This was reinforced in December 2014 when the Puntledge Road Commercial area flooded over a two day period. Damages sustained to properties during these flood events reinforce the need for the City to continue to develop opportunities to mitigate flood risk. The Tsolum River Floodwall project was conceived as a low cost project to mitigate flooding for a number of properties that were impacted by previous flood events, however could not meet the funding requirements of providing protection to a 1:200 year flood event and therefore was not eligible for the grant funding.

This funding did generate a valuable tool for the City - a dynamic flood model to support staff in understanding the potential impacts of flood scenarios; the potential impacts of developing or building infrastructure in the flood plain and new floodplain mapping.

The IFMS presented a number of options to mitigate the flooding risk. These included the installation of a flood wall to mitigate more frequent floods (less than \$1.0M) and a ring dike around the Puntledge Road Commercial area to mitigate the larger, less frequent floods (greater than \$5.0M). In addition to the physical options, the IFMS presents a number of 'soft' options to increase the level of flood protection including stricter controls for land use within the floodplain, education and public awareness campaigns, floodplain bylaw revision and updating emergency response plans were recommended as lower cost strategies.

Staff's work plan includes short-term next steps based on this study and the model information generated such as:

- A revision to the City's Floodplain Bylaw No. 1743 (1994) and OCP section relating to floodplain
- Updated emergency response plans to be informed by the study data
- Create an infrastructure plan for flood protection (short (5-yr), medium (10-yr), long term (25-yr))

A potential engineered solution for long-term flood mitigation and/or policy changes to restrict land use for development in the floodplain are larger discussions that staff and Council will embark upon as part of the City's overall Asset Management Plan. Council's direction is needed in this regard based on larger discussion surrounding levels of service, priorities and funding opportunities or restrictions. Once staff has identified the scope of work, options and impacts for infrastructure solutions and/or land use changes, staff will return to Council to have this discussion.

Mark DeGagné, P.Eng of McElhanney Consulting Service Ltd. is here today to review the overall project with Council and explain the conclusions determined as a result of the Integrated Flood Management Study.

FINANCIAL IMPLICATIONS:

The IFMS study was funded in partnership through the Build Canada Fund – Communities Component, Flood Protection Program (administered by EMBC). The project has expended approximately \$320,000 with approximately \$155,000 recaptured from the grant.

ADMINISTRATIVE IMPLICATIONS:

Staff has expended approximately 20 hours to undertake meetings, review the report and prepare correspondence in 2015.

The overall project spanned 3 years and involved several (5) staff members. Project time was not tracked during this period; however staff spent both statutory hours and time outside of work to deliver the project.

ASSET MANAGEMENT IMPLICATIONS:

The study will inform the development of any new infrastructure that will be required to mitigate potential flood impacts.

STRATEGIC PLAN REFERENCE:

The 2015 Strategic Plan includes a "Now" initiative carried forward from 2014 to complete the Integrated Flood Management Study (IFMS) and to present it to Council.

OFFICIAL COMMUNITY PLAN REFERENCE:

There are many references to management of the floodplain throughout the OCP. This study will inform a revision to the OCP with respect to the boundaries of the floodplain to ensure they are accurately depicted.

REGIONAL GROWTH STRATEGY REFERENCE:

Goal 8: Climate Change

Objective 8-F: Plan for climate change adaptation

8F-2: Promote inclusion of climate change modelling and impacts in future infrastructure and resource studies.

8F-6: All new developments within established floodplains should be discouraged and redevelopment of lands within floodplain areas should only be supported where technical analysis by a qualified professional has been undertaken to ensure that lands are safe for use, development will not impact floodplain functions, and construction levels include safety factors to account for climate change and potential sea level rise and associated extreme storm surges.

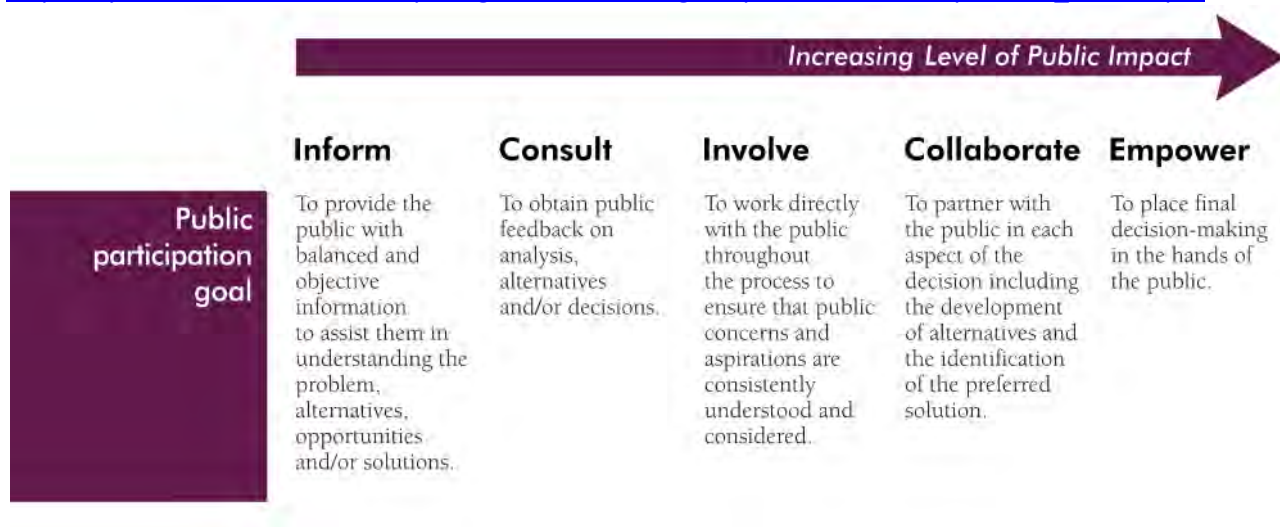
CITIZEN/PUBLIC ENGAGEMENT:

A number of public and stakeholder events were held in association with this project:

- An introductory event (June 28, 2012) for the public to provide information related to the scope and intent of the IFMS.
- A regulatory review workshop (June 28, 2012) to ensure that all government information and policies relevant to the project were compiled.
- An options Community Workshop (November 15, 2012) was held to introduce the approximate flood extents and general options for flood mitigation to community stakeholders.
- Direct contact with First Nation representatives was undertaken on December 14, 2012.
- Draft recommendations were presented to the community at a final workshop held on January 30th, 2013.

This project has been performed at a collaborate level of public participation based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



OPTIONS:

Option 1: That Council adopt Integrated Flood Management Study.

Option 2: That Council receive Integrated Flood Management Study for information.

Prepared by:

Craig Perry, P.Eng.
Manager of Infrastructure Renewal

Lesley Hatch, P.Eng.
Director of Engineering and Public Works



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 5240-03-LandDev

From: Chief Administrative Officer

Date: May 4, 2015

Subject: Subdivision Process Review and Engineering Specifications & Standards – Project Update & Presentation by Aplin & Martin

PURPOSE:

The purpose of this report is for Council to receive an update on active projects within the Engineering & Public Works Department related to improving services for subdivision development applications.

CAO RECOMMENDATIONS:

That based on the May 4th 2015 staff report “*Subdivision Process Review and Engineering Specifications & Standards – Project Update & Presentation by Aplin & Martin*,” Council approve Option 1 and receive the report and presentation information.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In spring of 2014, staff engaged Aplin & Martin Consultants Ltd. to undertake a revision to the Engineering specifications, standard drawings and design criteria which are dated 1993 with some revisions dated 2002. The goal of this project is to consolidate existing practice, update standards to represent current best practices, and provide one document that communicates the City’s requirements for capital and development construction projects.

The revised specifications and standards are supplementary documents to the Master Municipal Contract Documents (MMCD). The MMCD Association provides municipalities with a tool that encompasses common specifications and design practices and permits supplementals to be created to meet the specific needs of a community. The MMCD committee reviews and updates these specifications on a regular basis, saving the City time and effort in having to maintain a large unique document. The City is required to be a member of MMCD for a subscription to all the updates to the document and to have access to their library and resources. The annual fee for this subscription is \$540 + GST.

The final goal of the project is to revise the Subdivision Development Control Bylaw (No. 1401, 1986) referencing the new specifications and standards.

In addition to this project, Aplin & Martin have completed a review of the staff’s subdivision development process with the goal of assisting staff to understand where to better improve the process and support the

creation of some new tools to provide clarity for staff and the development community in undertaking subdivision in the City.

DISCUSSION:

Aplin & Martin Consultants Ltd. are attending the May 4th council meeting to present an update on both projects and answer any questions Council may have with respect to the work to date.

The specifications and standards are approximately 75% complete and are almost ready to circulation to our municipal partners in the Valley (the Town of Comox, the CVRD, the Village of Cumberland). Staff is seeking comment on the proposed changes to encourage consistency among the jurisdictions. A presentation to the engineering and development industry is also planned for later this spring. This will provide an opportunity for comments and feedback on the changes to the City's current practices.

The subdivision development process review project is complete. Following this presentation, staff will be launching the City's new Subdivision Application Form, Subdivision Quick Reference Guide and Subdivision User Guide as created by the consultants. They will be made available on the City's website and at the Engineering front counter.

FINANCIAL IMPLICATIONS:

The project has approved funding under the General Operating Fund budget in 2015. This includes the completion of the above presented work and the preparation of a revised Subdivision Control Bylaw.

ADMINISTRATIVE IMPLICATIONS:

This project is part of staff's 2015 statutory work plan. It is an interdepartmental project involving Engineering, Public Works, Parks and Planning.

ASSET MANAGEMENT IMPLICATIONS:

The Engineering Specifications, Standards and Design Guidelines will inform the Level of Service (i.e. quality, quantity, durability, product requirements, cost) the City provides for the roads, water, sewer, and drainage asset classes.

STRATEGIC PLAN REFERENCE:

This project is an Engineering & Public Works operational priority spanning 2014 and 2015.

OFFICIAL COMMUNITY PLAN REFERENCE:

None.

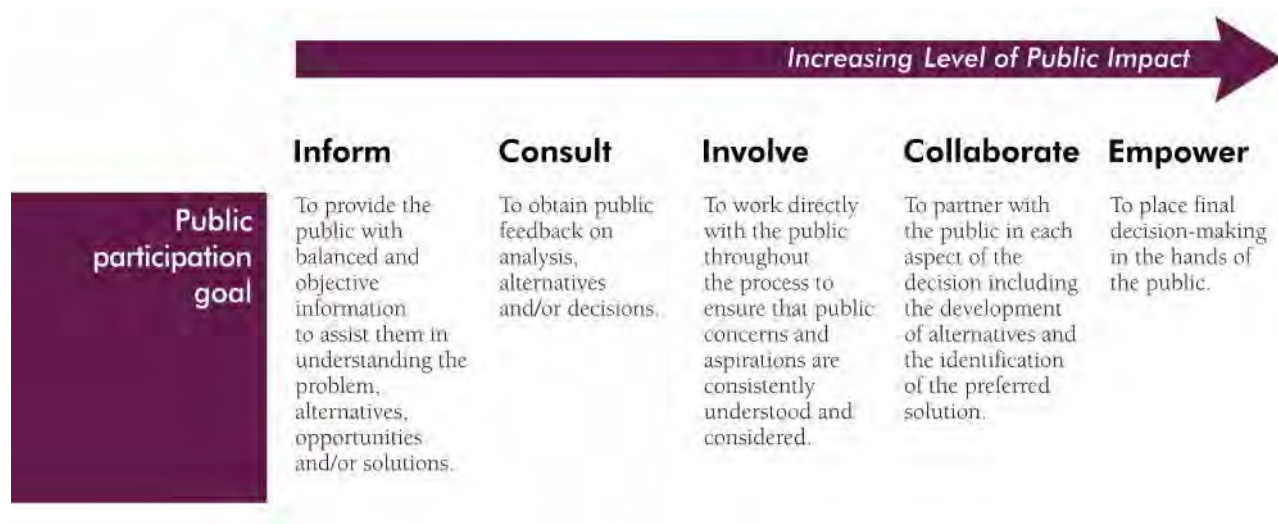
REGIONAL GROWTH STRATEGY REFERENCE:

None.

CITIZEN/PUBLIC ENGAGEMENT:

This project involves consultation with neighbouring municipalities and the local engineering and development community as defined in the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf

**OPTIONS:**

Option 1: That Council receives the staff report and presentation for information.

Option 2: That Council requests additional information be provided.

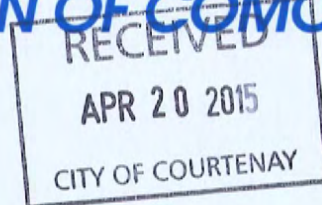
Prepared by:

Lesley Hatch, P.Eng.
Director of Engineering & Public Works



OFFICE OF THE MAYOR

TOWN OF COMOX



FOR
Info

File No. 0400-03

April 14, 2015

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

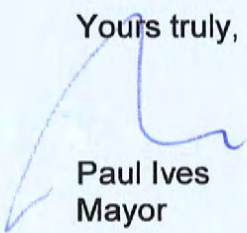
Dear Mayor Jangula:

On behalf of Comox Council please accept my sincere thank you for hosting this year's Association of Vancouver Island and Coastal Communities (AVICC) conference over the weekend of April 10 to 12, 2015.

We all enjoyed this year's conference tremendously, especially the social functions. It is a fun way to get together and communicate with each other in a relaxed atmosphere and in our own back yard.

In conjunction with the AVICC the City of Courtenay staff members did an outstanding job in organizing this year's event and all members of Comox Council that participated enjoyed the conference tremendously.

Yours truly,


Paul Ives
Mayor

/ll

AVICC thank you letter

Minutes of a City of Courtenay Heritage Advisory Commission meeting held March 25, 2015 at 10:00 a.m. at the Courtenay and District Museum

Present: L. Burns J. Hagen C. Piercy E. Ferguson, staff

*FORP
1010*

Absent: D. Griffiths R. Smith L. Grant H. Squire J. Fortin

MINUTES Moved by J. Hagen and seconded by C. Piercy that the January 28 and February 25, 2015 minutes be adopted as circulated.

CARRIED

OLD BUSINESS

40 HOUSES

E. Ferguson reported that letter went out to property owners notifying them of the intent to add the 40 Houses to the Heritage Register. Staff will take a report to Council requesting that the 40 Houses be added to Heritage Register in May.

**REPORT OF
CENTENNIAL
COMMITTEE**

L. Burns reported on Centennial Committee plans and various activities throughout the community.

HC BYLAW

Tabled.

FUTURE MEMBERSHIP

Discussed need to advertise for new membership preferably this spring.

**CENTENNIAL DISPLAY/
HERITAGE WEEK
ACTIVITIES**

Centennial display was at Filberg Centre for Fire Department Centennial Banquet. It will be at other events such as the Vancouver Island and Coastal Communities Conference. Centennial display is now also available on the City's Website.

**HERITAGE
RENOVATION VIDEO
OF 1085 5th Street**

L. Burns to coordinate with home owner.

**DOWNTOWN
WALKING TOUR
BROCHURE**

A. Guillo will update Downtown Walking Tour Brochure for May.

NEW BUSINESS

REPORT FROM MUSEUM

J. Hagen provided an update on Museum's centennial activities.

**HERITAGE
APPRECIATION LETTERS**

Letters to be mailed out by June. Members are still collecting nominations.

CORRESPONDENCE

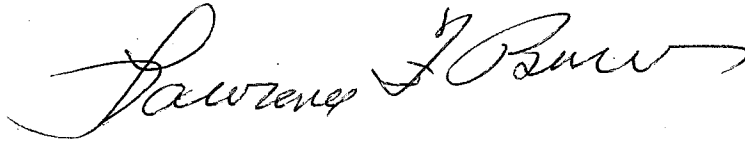
HERITAGE BC

Heritage BC newsletter was emailed to members. Heritage BC offering three upcoming webinars.

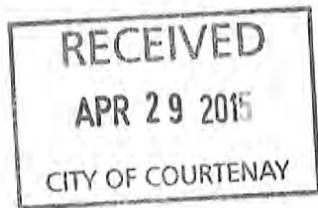
FOR INFORMATION Rotary Club is preparing to do exterior renovations to the train station and

will be presenting their plans to the Heritage Commission at an upcoming meeting.

Next Meeting: April 22, 2015 at 10 a.m.
The meeting adjourned at 11:30 pm.

A handwritten signature in cursive script, reading "Lawrence J. Brown". The signature is written in dark ink and is positioned above a horizontal line.

Chair



FOR
Info.

April 27, 2015

Mayor Larry Jangula & Council
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mayor Jangula and Council:

On behalf of Executive and the entire AVICC membership, I would like to take this last opportunity to thank the City of Courtenay again for taking the responsibility of host community for the 2015 AGM & Convention.

The City is to be congratulated on hosting the Convention with the greatest number of member delegates registered to attend the Convention. We've never seen a fuller room for the business sessions than we saw this year. We received many positive comments from delegates in attendance.

Special thanks are extended to Susan Murphy and staff of the Filberg Centre and Native Sons Hall who did their utmost to make the facilities support the Convention program and events. Thank you again to John Ward, Susan Karvalics and Randy Wiwchar for taking care of the City's contribution to the Convention planning and support.

Please accept our sincere appreciation for a job well done.

Yours sincerely,

Councillor Barbara Price
AVICC President

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2727

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

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

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

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

1. This bylaw may be cited for all purposes as “**Official Community Plan Amendment Bylaw No. 2727, 2015**”.
2. That Official Community Plan Bylaw No. 2387, 2005 be amended as follows:
 - a) By designating Lot 1, Section 6, Comox District, Plan VIP84940 Urban Residential as shown on Attachment A attached hereto and forming part of this bylaw; and
 - b) That *Map #2, Land Use Plan* be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 4th day of May, 2015

Read a second time this 4th day of May, 2015

Considered at a Public Hearing this day of , 2015

Read a third time this day of , 2015

Finally passed and adopted this day of , 2015

Mayor

Director of Legislative Services

Attachment A to Bylaw 2727



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2728

A bylaw to amend Zoning Bylaw No. 2500, 2007

WHEREAS the Council has given due regard to the consideration given in Section 903 of the *Local Government Act*;

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2728, 2015**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - a) By rezoning Lot 1, Section 6, Comox District, Plan VIP84940 as shown on Attachment A attached hereto and forming part of this bylaw *from* Country Residential One (CR-1) *to* Residential One S (R-1S); and
 - b) That *Schedule No. 8* be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 4th day of May, 2015

Read a second time this 4th day of May, 2015

Considered at a Public Hearing this day of , 2015

Read a third time this day of , 2015

Finally passed and adopted this day of , 2015

Mayor

Director of Legislative Services

