

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

DATE: September 14, 2015
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt September 8, 2015 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

- 1 1. Matt Hulse, BC Campaign Director, Our Horizon re: Climate Change & Air Pollution- Info Labels on Gas Pumps

4.00 STAFF REPORTS/PRESENTATIONS

Pg #

(a) CAO and Legislative Services

(b) Community Services

(c) Development Services

- 5 1. Zoning Amendment – 855 Back Road

- 21 2. Development Variance Permit No. 1302 – 2368, 2498, 2650 Arden Road

(d) Engineering and Operations

- 31 3. Development Variance Permit No. 1506 – 2127 Sussex Drive Cul-de-sac

(e) Financial Services

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 37 1. Ministry of Environment re: Air Zone Reports

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 55 1. Briefing Note: Go Smart Integrated Transportation Committee Terms of Reference

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 September 14, 2015 at the conclusion of the Regular Council meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (g) litigation or potential litigation affecting the municipality.

9.00 UNFINISHED BUSINESS

1. Request from the CV Chamber of Commerce – Delegation Sept. 8/2015
 1. A Council resolution supporting a call for a Governance review Study;
 2. A letter to the Province; and
 3. Participate in the Study – especially the TOR.

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

1. Councillor Wells – October 5, 2015 Federal Debate – Council meeting schedule

12.00 BYLAWS

For First and Second Reading

- 69
1. Zoning Amendment Bylaw No. 2827, 2015”
(rezone 855 Back Road from R-1 to R-1S to allow for a secondary suite)

For First, Second and Third Reading

- 73
1. “City of Courtenay Tax Exemption 2016 Bylaw No. 2828, 2015”
(to approve permissive tax exemptions for 2016)
- 79
2. “City of Courtenay Churches Tax Exemption 2016 Bylaw No. 2829, 2015”
(to approve permissive tax exemption for churches in 2016)

13.00 ADJOURNMENT



Deception

May 25, 2015

Climate Change & Air Pollution Info Labels on Gas Pumps

*A summary report for municipalities in British Columbia**

This document is an abbreviated adaptation of a 40-page legal report produced by *Our Horizon* that is [available for download as a PDF](#). The document that you are reading provides a summary of our research regarding the jurisdiction of B.C. municipalities to implement climate change and air pollution warning labels on gasoline pumps within their municipal boundaries.

Highlights: Climate Change and Air Pollution in British Columbia Municipalities

- While climate change discourse in Canada tends to focus on oil sands and pipelines, the vast majority of greenhouse gas emissions in this sector actually come from end-use; emissions from extraction and processing pale in comparison to emissions from vehicle combustion. According to *C40*, cities are responsible for approximately 70% of global carbon emissions.
- The transportation sector in British Columbia accounts for 40% of greenhouse gas emissions in the province. Exhaust from automobiles contributes to poor air quality and has been associated with cardiovascular disease, stroke, lung cancer, leukemia, and other health concerns.
- The sources and impacts of these emissions are both experienced locally. To date, cities across Canada have taken hundreds of initiatives to reduce their GHGs. Municipal action on climate change is well-established and is integral to addressing the issue.

Highlights: Information Labels on Gas Pumps

- The concept of climate change warning labels on gas pumps [has been endorsed by](#) over 100 academics and leaders in their field from universities across North America.
- Research shows that similar labels used on tobacco products help to change both attitudes and behaviour.
- Our warning labels help address the psychological and economic reasons that hinder action on climate change in the following ways:
 - 1) They provide immediate feedback concerning the impact of fossil fuel use, counteracting cognitive biases by bringing faraway consequences into the here and now;
 - 2) They address the problem of diffusion of responsibility by showing impacts right in the palm of our hand;
 - 3) They capture and communicate negative externalities in a qualitative way, complementing quantitative means such as carbon taxes.
- The labels take the act of pumping gas, which has been a habitual act for several generations, and de-normalizes it. They disrupt the status quo, shake us out of our sense of complacency, and provide impetus for us to do better. We anticipate that they will cause some individual behavioural change but, more importantly, they will contribute to the creation of social conditions that favour meaningful action on climate change.

Highlights: Legal Research

- Municipalities in British Columbia can require gasoline retailers to place climate change and air pollution information labels on their gas pump nozzles. The labels would be a new condition for a gasoline retailer to obtain, continue to hold or renew its business licence.
- The *Community Charter* provides the authority to require such labels through its powers to regulate in relation to business (s.8(6) and s.15). Further, in cooperation with the B.C. provincial government, a municipality may require the labels through its concurrent jurisdiction to regulate in relation to Public Health (s.8(3)(i)) and the Protection of the Natural Environment (s.8(3)(j)).
- The Supreme Court of Canada has recognized that municipal by-laws are to be given a broad and purposive interpretation; this is incorporated into s.4(1) of the *Community Charter* itself. Courts have established a deferential approach to decisions of municipal councils.
- Climate change is the exact sort of major environmental challenge that is contemplated by the Supreme Court of Canada in *Spaytech v. Hudson*. The issue is one that requires action by governments at all levels. This view is consistent with federal and provincial messaging and long standing practice in municipalities across Canada. Indeed, the B.C. provincial government has required municipalities to establish objectives and goals for the reduction of GHG emissions in their official community plans through the *Local Government (Green Communities) Statutes Amendment Act*.
- Warning labels on tobacco packaging have been upheld by the Supreme Court of Canada. Our warning labels anticipate freedom of expression challenges by including attributions in small print at the bottom of our mock-ups similar to those on tobacco packages.
- The Ontario Court of Appeal ruled in *ORHMA v. Toronto* that cities can use their licensing powers and their general powers to impose consumer advisories at restaurant entrances. Our warning labels draw on these and other precedents.
- The preambles of numerous municipal anti-idling by-laws reference greenhouse gas emissions, climate change, and local air quality. Implicit in these ubiquitous by-laws is an accepted recognition of vehicular emissions as a matter of local concern. The rationale behind our labelling by-law amendment is identical.

Please contact us (matt@ourhorizon.org) if you have any questions. We look forward to working with you!

* The legal research in this document is not legal advice and is only applicable to municipalities in British Columbia. It does not apply to Regional Districts, nor does it address the Vancouver Charter (to which the City of Vancouver is subject). Our Horizon Society, its staff, board of directors and volunteer researchers assume no responsibility for reliance on the material contained herein. Municipalities are encouraged to consult their legal departments or seek independent legal advice before taking any action to pursue the proposed by-law amendment.

Section B3-b

ENVIRONMENT

B112 WARNING LABELS FOR ALL FOSSIL BASED LIQUID FUELS

Colwood

WHEREAS there is evidence that combustion of petroleum products such as gas and diesel used in vehicles contribute to greenhouse gas emissions that affect natural systems in ways that are injurious to human health and to the natural environment upon which we all depend for food and life;

AND WHEREAS sea level rise resulting from greenhouse gas emissions will cause significant harm to coastal communities:

THEREFORE BE IT RESOLVED that UBCM support, and will implement where possible, legislation to require retailers of petroleum products to provide plastic sleeves (nozzle toppers) with warning labels on pump handles for all fossil based liquid fuels.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

*UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: **No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS: The Resolutions Committee advises that the UBCM membership has not previously considered a resolution encouraging local governments to enact legislation to require retailers of petroleum products to place warning labels on pump handles for all fossil based liquid fuels.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Zoning Amendment Bylaw 2827, 2015 – 855 Back Road

File No.: 3360-20-1505
Date: September 14, 2015

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the subject property to allow a secondary suite within an existing single residential dwelling.

CAO RECOMMENDATIONS:

That based on the September 14, 2015 staff report “Zoning Amendment Bylaw No. 2827– 855 Back Road”, Zoning Amendment Bylaw No. 2827, 2015 proceed to First and Second Reading; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2827, 2015 on October 5, 2015 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is currently zoned Residential One (R-1) and contains an existing single residential dwelling. The applicant is proposing to rezone the property to Residential One S (R-1S) to allow for the construction of a secondary suite.

A location map and reference information is contained in **Attachment No. 1**. Information provided by the applicant is contained in **Attachment No. 2**. Public input is included as **Attachment No. 3**.

DISCUSSION:

The proposed zoning amendment is consistent with the land use policies of the Official Community Plan and the City’s Affordable Housing Policy which encourage secondary suites as a means of providing affordable housing options in established areas of the city which often have good access to parks, schools and services and that make use of existing City infrastructure. The subject property is designated Urban Residential in the Official Community Plan. The Urban Residential designation includes the policy statement that secondary suites will be considered as part of a principal single-family residential building subject to zoning approval.

If the zoning amendment is approved the applicant will be required to obtain a building permit to ensure construction meets the requirements of the BC Building Code. Both the City Zoning Bylaw and BC Building Code set the following limitations on secondary suites:

- be no more than 90 m² in area;
- may occupy no more than 40% of the habitable floor space of the building;
- must be located within a building of residential occupancy containing only one other dwelling unit;
- must be located in a building which is part of a single real estate entity; and
- must provide one additional off-street parking space.

The applicant will be required to confirm in their building permit submission that they meet these requirements.

FINANCIAL IMPLICATIONS:

Should Council approve zoning amendment bylaw 2827, 2015, the applicant would be required to apply for a building permit and subsequent inspections. Fees would be collected from the applicant for these services. Additionally, the City would collect utility fees in the amount of \$718.52 for water, sewer and waste collection. No further DCC's would be charged to this property based on the value of construction.

The fees associated with the rezoning application for an existing developed residential property to allow for a secondary suite is \$500.00.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. To date staff has spent approximately 6 hours reviewing the application and preparing a report. Additional time will be incurred should the application proceed to public hearing. The amount staff time will depend on the number of public inquiries.

ASSET MANAGEMENT IMPLICATIONS:

The proposed development does not add any assets to the city inventory. As infill development it makes good use of existing assets.

STRATEGIC PLAN REFERENCE:

The proposed zoning amendment to allow for a secondary suite supports council's strategic priority of supporting affordable housing within core settlement areas.

OFFICIAL COMMUNITY PLAN REFERENCE:

The proposed zoning amendment is consistent with the urban residential land use designation and the climate change policies of the Official Community Plan. It represents infill residential development, making use of existing municipal infrastructure and services.

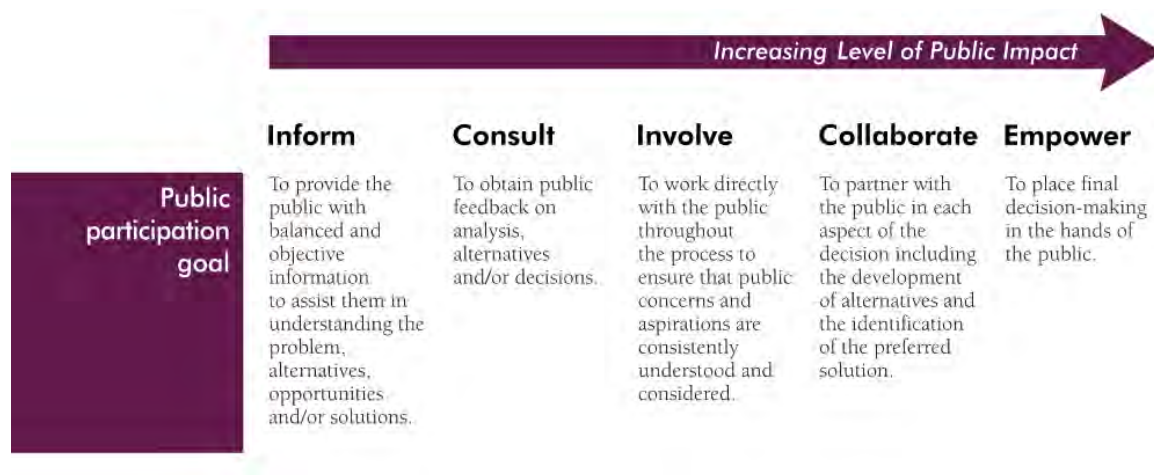
REGIONAL GROWTH STRATEGY REFERENCE:

The proposed zoning amendment addresses the Comox Valley Regional Growth Strategy goal to ensure a diversity of housing options to meet evolving demographics and needs, and to encourage the provision of alternative housing forms that provide housing at lower costs and with lower environmental impacts.

CITIZEN/PUBLIC ENGAGEMENT:

Staff would “involve” based on the IAP2 Spectrum of Public Participation:

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



The applicant held a neighbourhood public information meeting on August 11, 2015. One neighbouring property owner attended the meeting. Five written comments have been received with no objections. The minutes and comments supplied by the applicant are attached.

OPTIONS:

- OPTION 1:** Give Bylaw 2827 First and Second Readings and proceed to Public Hearing (Recommended).
- OPTION 2:** Defer consideration of Bylaw 2827 with a request for more information.
- OPTION 3:** Defeat Bylaw 2827.

Prepared by:

Allan Gornall, B.Sc
Planning Technician

Reviewed by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

- Attachment No. 1: *Location map and reference information, July, 2015*
- Attachment No. 2: *Information provided by the applicant, July, 2015*
- Attachment No. 3: *Summary of Public Information Meeting, August 13, 2015*

Attachment No. 1





CITY OF COURTENAY
Planning Services
 830 Cliffe Avenue
 Courtenay, BC, V9N 2J7
 Tel: 250-334-4441 Fax: 250-334-4241
 Email: planning@courtenay.ca

OCP & ZONING AMENDMENTS APPLICATION

For detailed requirements and process
 See Schedule 1 of Development Application Procedure
 Bylaw No. 2790, 2014

BEFORE SUBMITTING YOUR APPLICATION IT IS IMPORTANT TO NOTE THE FOLLOWING:

1. Incomplete applications will be returned to the applicant;
2. It is the applicant's responsibility to be familiar and knowledgeable of all requirements, policies and applicable bylaws within the City of Courtenay, and to clearly represent how the application conforms to these requirements, policies and bylaws before the application will be accepted;
3. The coordinating professional must ensure that the submissions, including all plans are internally consistent. Plans that are not internally consistent will be returned to the coordinating professional with no further review;
4. Applications that are inactive for a period of 6 months or more may be closed at the discretion of the City.

APPLICANT INFORMATION		DESCRIPTION OF PROPERTY	
Name(s):	Maurice and Glenda Levert	Civic address:	855 BACK Road
Address:	855 BACK Road		Courtenay, B.C. V9N 3X1
City:	Courtenay	Postal Code:	V9N 3X1
Phone:	403 990 9428	Fax:	
E-mail:	mbLevert@yahoo.ca	Legal Description:	Lot 3, Section 15
			Comox District, PLAN 19130
			PID: 000-905-666

If applicant is **NOT** the owner of property:

Owner's Name(s):	Owner's phone/e-mail:
Owner's Address:	

☐ **Written Strata Council Approval (if applicable) to be included with application.**

OFFICIAL COMMUNITY PLAN AMENDMENT	ZONING AMENDMENT
Current OCP Designation: Urban Residential	Current Zoning: R-1
Proposed Designation:	Proposed Zoning: R-1 S

BRIEF PROJECT DESCRIPTION

<p>Allow rezoning to R-1S to allow us to build a two bedroom apartment/secondary suite for my wifes brother. He is on disability pension and requires our support and help.</p> <p>The suite will be on the 2nd floor of an attached garage to the existing house.</p> <p>Bothe the garage and the suite would be new.</p>
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Levert Zoning Amendment Application

Sustainability Evaluation Checklist Conformance Statement

The Levert zoning amendment application complies with the following sections of the sustainability evaluation checklist:

Part 2: the development will not negatively impact the city's infrastructure, neighborhood or environment as the development is the addition of another dwelling unit on a lot of 0.36 acres or 1456 sq. meters which is allowed under the zoning bylaw for R-1S.

3.1 – Land Use - allowing another dwelling unit on this lot provides a mix of housing types and sizes (main house 1800 sq. ft., secondary suite 900 sq. ft.). Both of the dwelling units are within walking distance of shopping, groceries and recreation activities. If rental properties, the two dwellings would allow different income levels.

3.2 – Building Design - the addition and the main house will utilize in floor electric heat as the main heating source. In addition, both dwelling units will utilize up to date materials (e.g. spray foam and vinyl windows) to maximize energy efficiency. The dwelling units will utilize LED and natural lighting wherever possible to reduce energy consumption.

3.3 – Transportation – the property has an existing city transit stop in front of it. This will allow the occupants to utilize transit at their convenience.

3.4 – Infrastructure – in the near future, solar panels will be installed to support the electrical requirements of both dwellings. Tanks will be installed to retain winter rain water for summer irrigation use and potential 'grey water' uses.

Levert Zoning Amendment Application

Affordable Housing Policy Conformance Statement

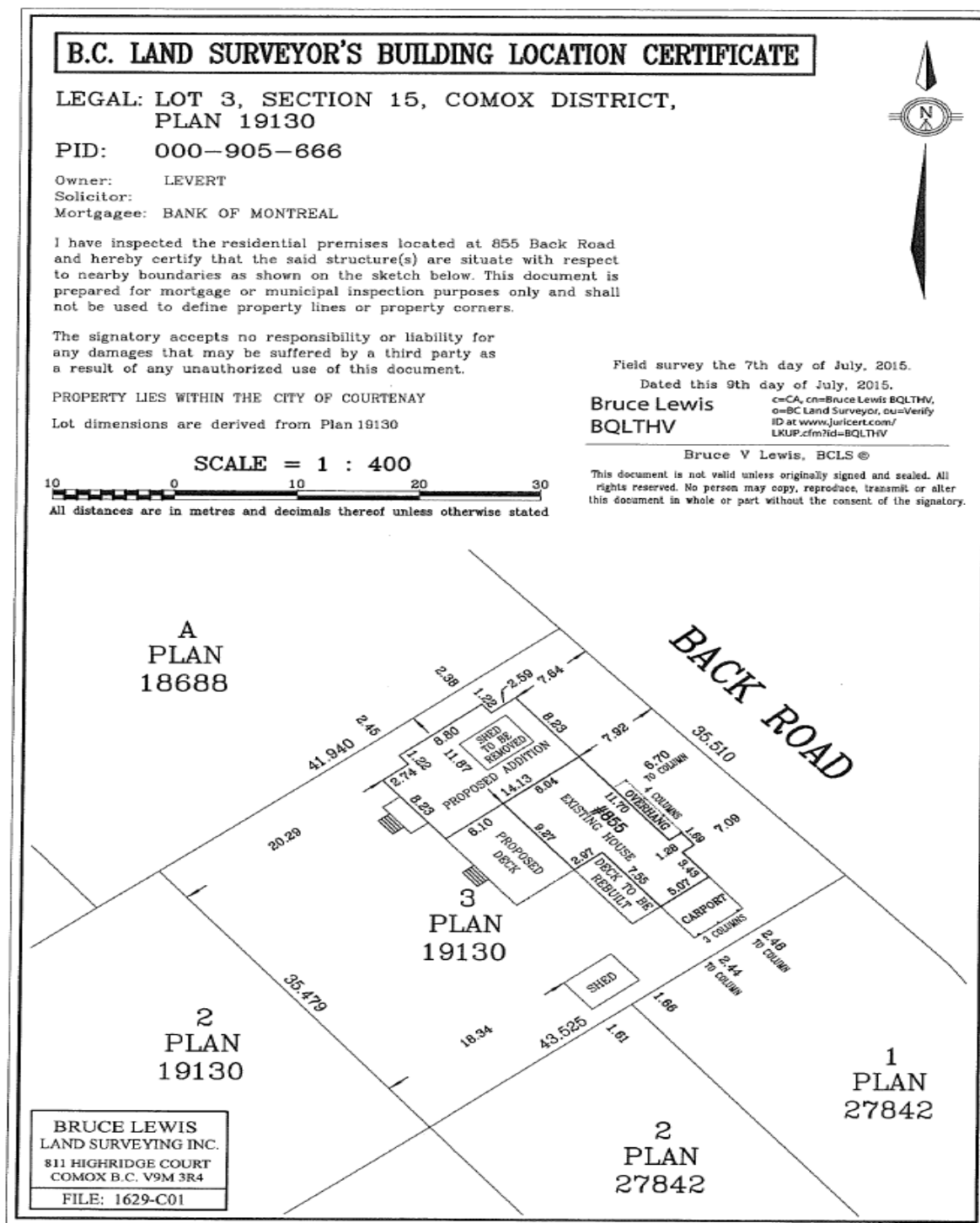
The Levert zoning amendment application complies with the following sections of the Affordable Housing Policy:

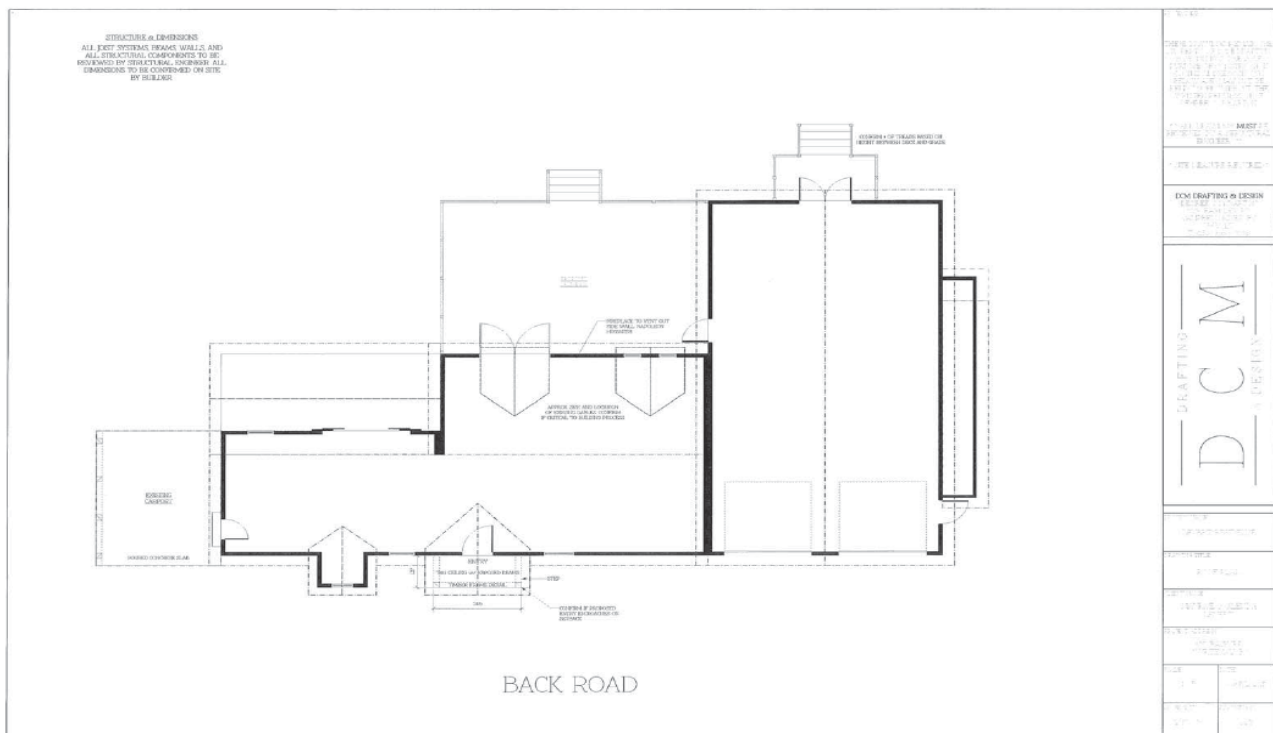
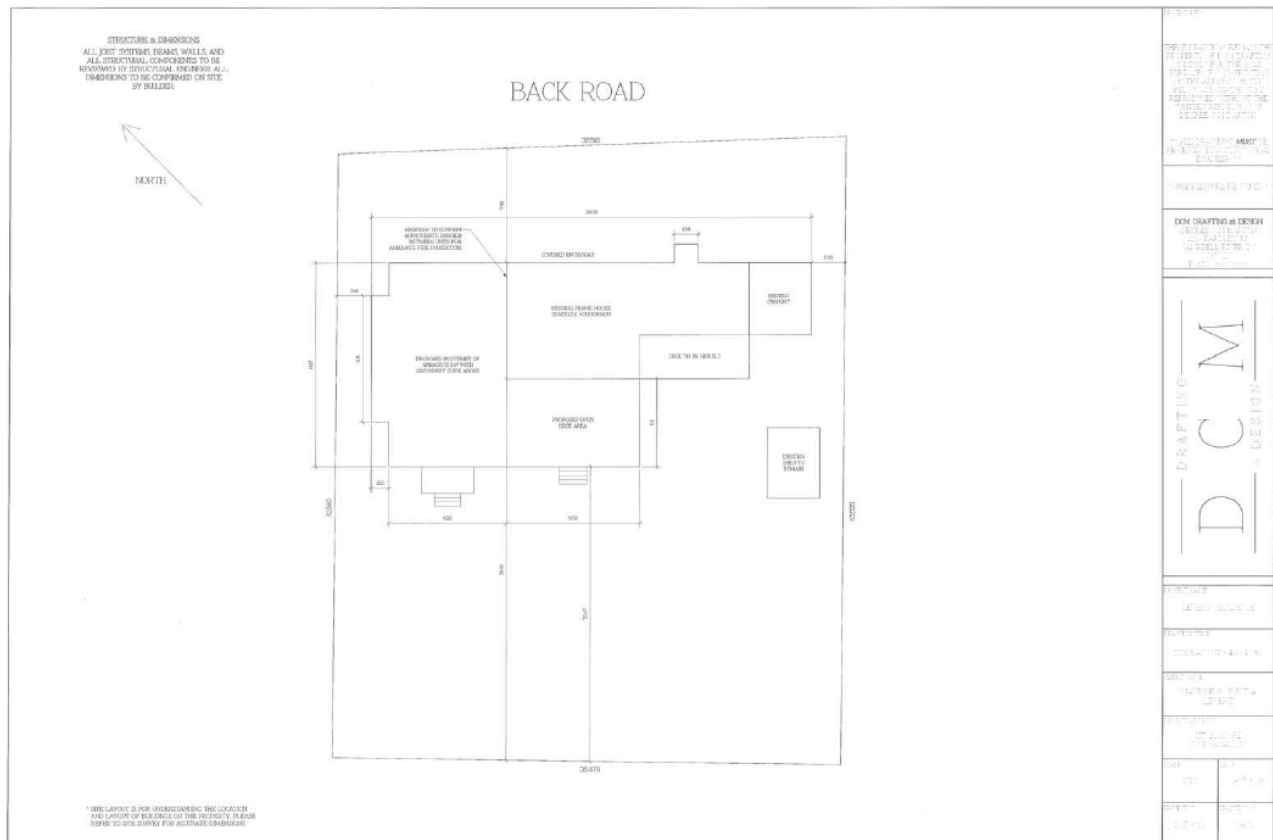
A 2.1 – Zoning change will increase density

A 2.11 – increases the utilization of the property

Attachment No. 2

3 of 6

New Survey with proposed addition



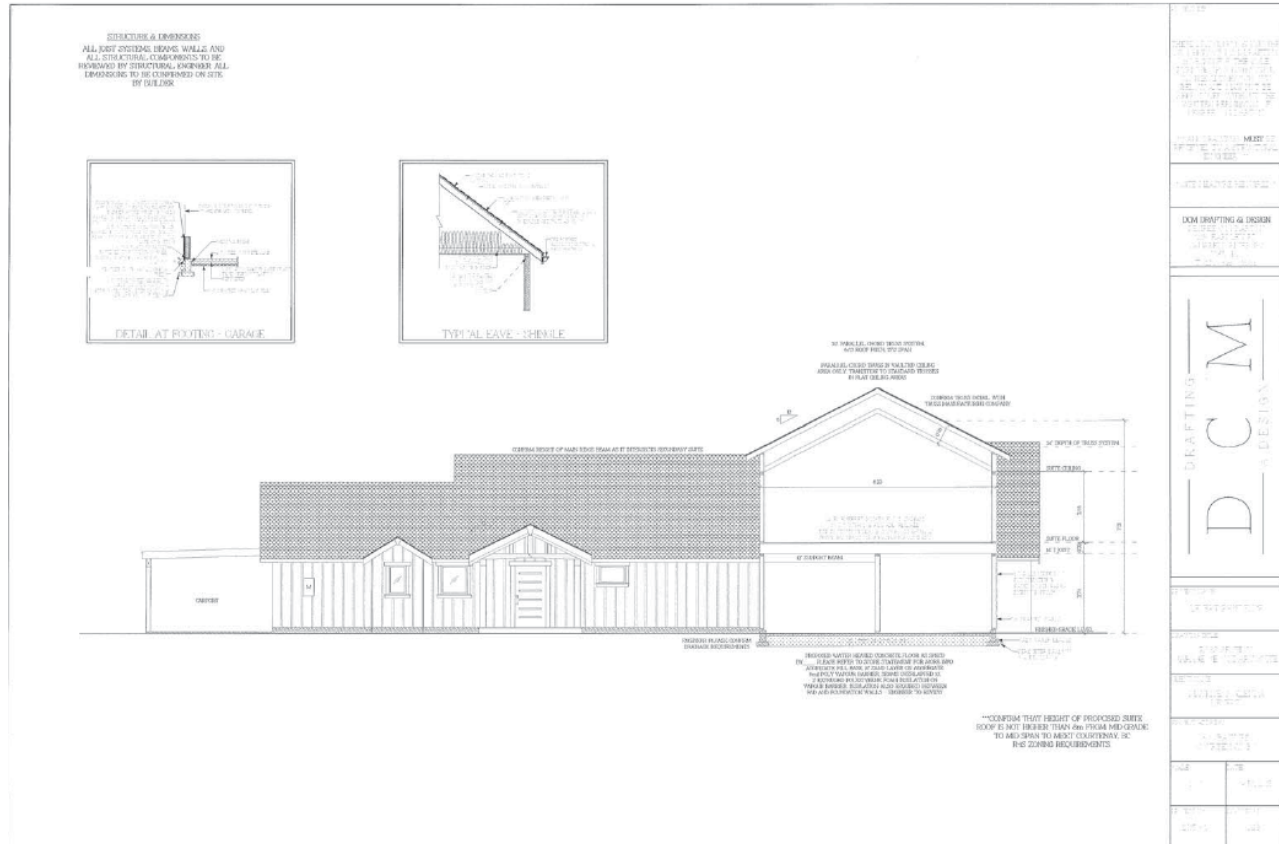
Attachment No. 2

5 of 6



Attachment No. 2

6 of 6



Attachment No. 3

1 of 4

Levert Rezoning Application

Information Meeting Report

The information meeting was held August 11 from 7 to 8 pm at the Lewis Center in Courtenay.

One person attended the meeting. People that could be affected by the rezoning (owning property within 100 meters) were notified of the meeting by hand delivered letters. The letters contained the property address, the purpose of the meeting, a comment sheet with instructions for submitting comments, and a map showing the location of the property.

Copies of the drawings showing the proposed building were provided at the meeting and were discussed in detail with the sole attendee. The main discussion point was the location of the garage and apartment.

No concerns were expressed.

PUBLIC INFORMATION MEETING

August 11, 2015

SIGN IN SHEET

FOR

Levert Rezoning Application for 855 Back Road

NAME (Please Print)	ADDRESS
IAN HARGREAVES	1490 10th St. E.

Attachment No. 3

2 of 4

PUBLIC INFORMATION MEETING

August 11, 2015 at 7 p.m. Lewis Center

Rezoning of 855 Back Road from R-1 to R-1S

COMMENT SHEET

Name: S. A. MINOILYK Email: _____
 Address: 705 BACK ROAD Phone: 250 334 9300

Maurice and Glenda Levert have applied to the City to change zoning to R-1S for 855 Back Road. This will allow construction of a secondary suite above a garage to be used by Glendas' brother. Plans can be viewed at 855 Back Road or at the meeting. 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?

No problem at all
Welcome To The neighborhood.

Michael

PUBLIC INFORMATION MEETING

August 11, 2015 at 7 p.m. Lewis Center

Rezoning of 855 Back Road from R-1 to R-1S

COMMENT SHEET

Name: MILENA GRADISAR Email: _____
 Address: 610 BACK RD Phone: 848 8155

Maurice and Glenda Levert have applied to the City to change zoning to R-1S for 855 Back Road. This will allow construction of a secondary suite above a garage to be used by Glendas' brother. Plans can be viewed at 855 Back Road or at the meeting. 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?

NO OBJECTIONS

Attachment No. 3

3 of 4

PUBLIC INFORMATION MEETING

August 11, 2015 at 7 p.m. Lewis Center

Rezoning of 855 Back Road from R-1 to R-1S

COMMENT SHEET

Name: Loretta Bergeron Email: Jim.martin.2008@yahoo.com
 Address: 1782 Astra Rd Cornex Phone: 250-339-6257

Maurice and Glenda Levert have applied to the City to change zoning to R-1S for 855 Back Road. This will allow construction of a secondary suite above a garage to be used by Glendas' brother. Plans can be viewed at 855 Back Road or at the meeting. 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 think this is a great idea and I have no objection to this plan.

Loretta Bergeron

PS I would like to be informed of the next come. Thank you

PUBLIC INFORMATION MEETING

August 11, 2015 at 7 p.m. Lewis Center

Rezoning of 855 Back Road from R-1 to R-1S

COMMENT SHEET

Name: Barbara Cox Email: _____
 Address: 655 Back Rd. Phone: 250 334-4238

Maurice and Glenda Levert have applied to the City to change zoning to R-1S for 855 Back Road. This will allow construction of a secondary suite above a garage to be used by Glendas' brother. Plans can be viewed at 855 Back Road or at the meeting. 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?

OK by me - good luck with dealing with the City.

Barbara Cox

Attachment No. 3

4 of 4

PUBLIC INFORMATION MEETING

August 11, 2015 at 7 p.m. Lewis Center

Rezoning of 855 Back Road from R-1 to R-1S

COMMENT SHEET

Name: Jeannine + Nick Mykitiuk Email: _____
Address: 810 Nikolaisen Rd. Phone: 250-338-5773

Maurice and Glenda Levert have applied to the City to change zoning to R-1S for 855 Back Road. This will allow construction of a secondary suite above a garage to be used by Glendas' brother. Plans can be viewed at 855 Back Road or at the meeting. 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?

It's okay by Nick + myself for you
to go ahead with your plans.
N. Mykitiuk

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2827

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2827, 2015**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 3, Section 15, Comox District, Plan 19130 (855 Back Road), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S);
 - (b) That Zoning Bylaw No. 2500, 2007, Schedule No. 8 be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this _____ day of _____, 2014

Read a second time this _____ day of _____, 2014

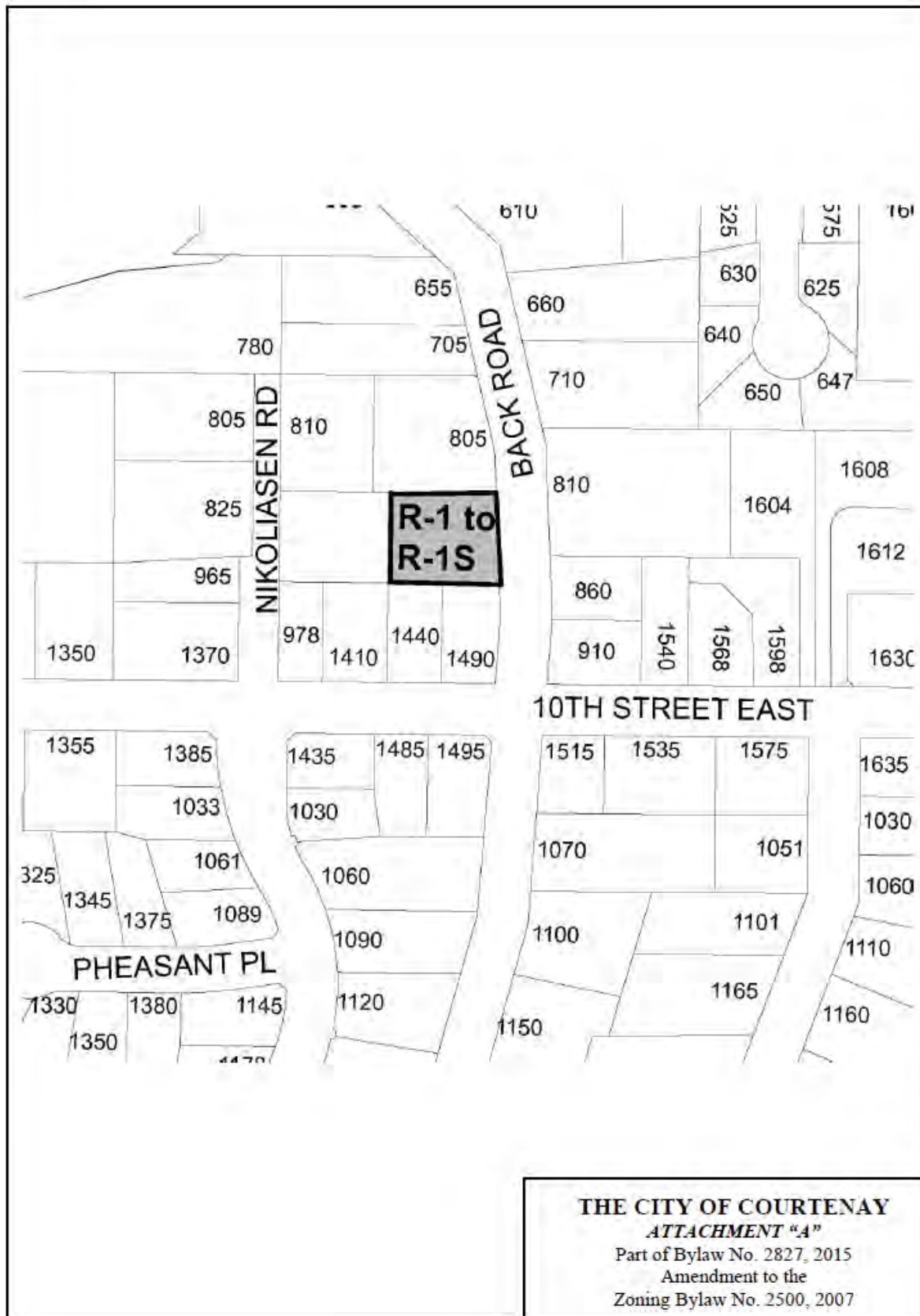
Considered at a Public Hearing this day of , 2014

Read a third time this _____ day of _____, 2014

Finally passed and adopted this day of , 2014

Mayor

Director of Legislative Services





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3090-20-1302

From: Chief Administrative Officer

Date: September 14, 2015

Subject: Development Variance Permit No. 1302 – 2368, 2498, 2650 Arden Road

PURPOSE:

The purpose of this report is for Council to consider a Development Variance Permit for the properties at 2368, 2498 and 2650 Arden Road. The Applicant requests three variances for a residential development. The first variance is to reduce side and rear yard setback requirements for an existing home on a lot in the existing R-1 Zone, the second variance is to reduce front yard setback requirement for several lots in the proposed R-1D zone, and the third variance is to increase cul-de-sac length and not provide a direct line of vision from the point of entry to the closed end of the cul-de-sac.

CAO RECOMMENDATIONS:

That based on the September 14, 2015 staff report "Development Variance Permit No. 1302 – 2368, 2498, 2650 Arden Road", Development Variance Permit No. 1302 be approved.

Respectfully submitted,

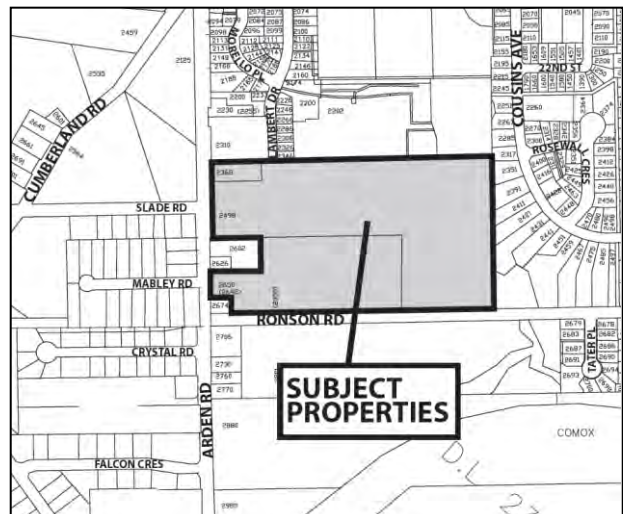
David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The applicant is proposing a residential development that consists of both single family residential and multi-family residential homes on a total of 11.5 hectares of land fronting Arden Road between Cumberland Road and Ronson Road.

Related applications for Zoning Bylaw Amendment and Environmental Development Permit for this development have previously been approved.

The applicant has applied for three variances. The first variance is to vary *Sections 8.1.6 (2) and (3) of Zoning Bylaw No. 2005, 2007*, by reducing the rear yard setback from 9.0 meters to 7.56 meters, and reducing the side yard setback (abutting street) from



4.5 meters to 2.06 meters for an existing home on proposed lot 1 of the proposed subdivision of lot A, DL 230, Comox District, Plan 48707 as shown on the attached Proposed Plan of Lot 1 (Appendix No. 1). The lot is currently zoned R-1.

The second variance is to vary *Section 8.1.42(1) of Zoning Bylaw No. 2005, 2007*, by reducing the front yard setback from 7.5 meters to 4.5 metres for lots 5 through 11, and lots 45 through 49 as shown on the attached Phase 1 PLR Plan (Appendix No. 2). These lots are in the R-1D zone.

The third variance is to vary *Section 23.1 of Subdivision Control Bylaw No. 1401, 1986*, by increasing the length of a cul-de-sac from 152.4 meters to 410 meters, and by not providing direct line of vision from the point of entry to the closed end of the cul-de-sac as shown on the attached Phase 1 PLR Plan (Appendix No. 2).

DISCUSSION:

1) Propose lot 1 side and rear yard setback reduction

In order to ensure proper road intersection geometry with Arden Road at Slade Road, the proposed 'Road A' centreline alignment must connect to Arden Road at the centreline of Slade Road. Subsequently, this road alignment will cut into the existing setback area of proposed lot 1 which requires reduction of the side yard setback of the existing building on. This variance would allow the existing building to remain.

Although the existing building maintains the minimum rear yard setback, the existing second floor deck extends 2.0 meters toward the proposed rear property line. As a result of the proposed Lambert Drive road dedication, there is not an opportunity to increase the depth of proposed lot 1 without reducing the number of lots in this block. This rear yard setback variance would allow the existing second floor deck to remain.

2) Proposed lot 5 through 11 and lot 45 through 49 front yard setback reduction

The proposed development site plan has identified that there are a number of mature trees along the northern property line. Through relaxation of the front yard setback requirement in this area, future homes on these lots may be positioned closer to the street. As a result, this front yard setback variance should allow many existing mature trees to remain in the back yards. These trees would also provide visual screening to adjacent properties to the north and enhance the character of the development.

3) Increase of the length, and elimination of direct line of vision

Due to protection of environmentally sensitive features along the Ronson Road dedication to the south of the development site, the internal road network needs to be designed in a 'Loop' (cul-de-sac) with only one access point to the existing road network on Arden Road. Accordingly, it requires longer road length and eliminates the direct line of vision from the entry point of the road. The maximum length of cul-de-sac and direct line of vision are regulated through *Section 23.1 of Subdivision Control Bylaw*, however, this section also permits exceptions in special circumstances. Staff considers this is a special circumstance and requests a Council decision through the variance permit process.

The City's Engineering division has outlined in another variance report before Council that the cul-de-sac requirements imposed by the City's bylaw likely relate to the maximum length of hose that is typically carried by a fire truck (i.e. 500ft or 152.4 metres) to connect to a fire hydrant at the entrance to the subdivision. The sightline requirements relate to driver comfort and overall neighbourhood safety as the public can see to the end of that 150 metres and be aware of the conditions as they enter the subdivision. Other communities on Vancouver Island permit cul-de-sac lengths of up to 1000 feet (304.8 metres) more likely based on the desired traffic volume threshold and lot frontage distance. This cul-de-sac specification is subject to review through the update to the Subdivision Control Bylaw currently underway.

FINANCIAL IMPLICATIONS:

The application fee for development variance permits is \$1000. This fee is intended to cover staff time and administrative fees related to mailing notices and registering the Notice of Permit on title.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff has spent approximately 12 hours to date working on this application. If approved, an additional hour of staff time would be required to prepare the notice on title and close the file.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications resulting from this development variance permit application.

STRATEGIC PRIORITIESREFERENCE:

Not specifically referenced, development application processing is statutory in nature.

OFFICIAL COMMUNITY PLAN REFERENCE:

The subject property is within the Urban Residential designation of the Official Community Plan. The proposed development is in alignment with the objectives and related policies. The proposed development also meets a goal of the OCP that encourages the development of multi-family residential in a various locations within the City.

REGIONAL GROWTH STRATEGY REFERENCE:

This proposed development is consistent with the Comox Valley Regional Growth Strategy and meets the Goal 1: Housing

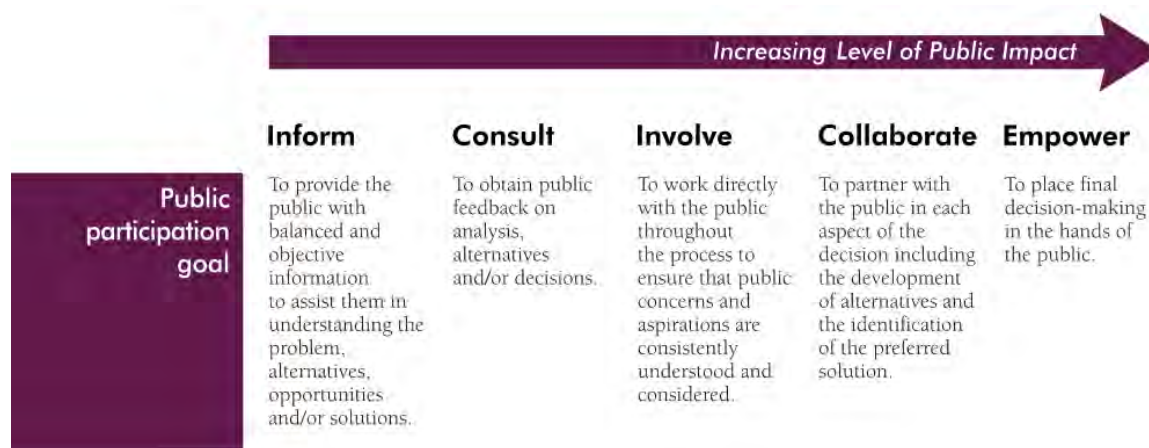
- *Ensure a diversity of housing options to meet evolving demographics and needs.*

CITIZEN/PUBLIC ENGAGEMENT:

Pursuant to the requirements of the *Local Government Act*, the City has provided notification of the proposed variances to property owners within 30 metres of the subject property. No comments have been received to date.

This service is considered to be an "involve" level of engagement 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: Approve Development Variance Permit No. 1302 (recommended)

OPTION 2: Defer consideration Development Variance Permit No. 1302 pending receipt of further information.

OPTION 3: Not approve Development Variance Permit No. 1302

Prepared by:

Tatsuyuki Setta, MCIP, RPP
Senior Planner

Ian Buck, MCIP, RPP
Director of Development Services

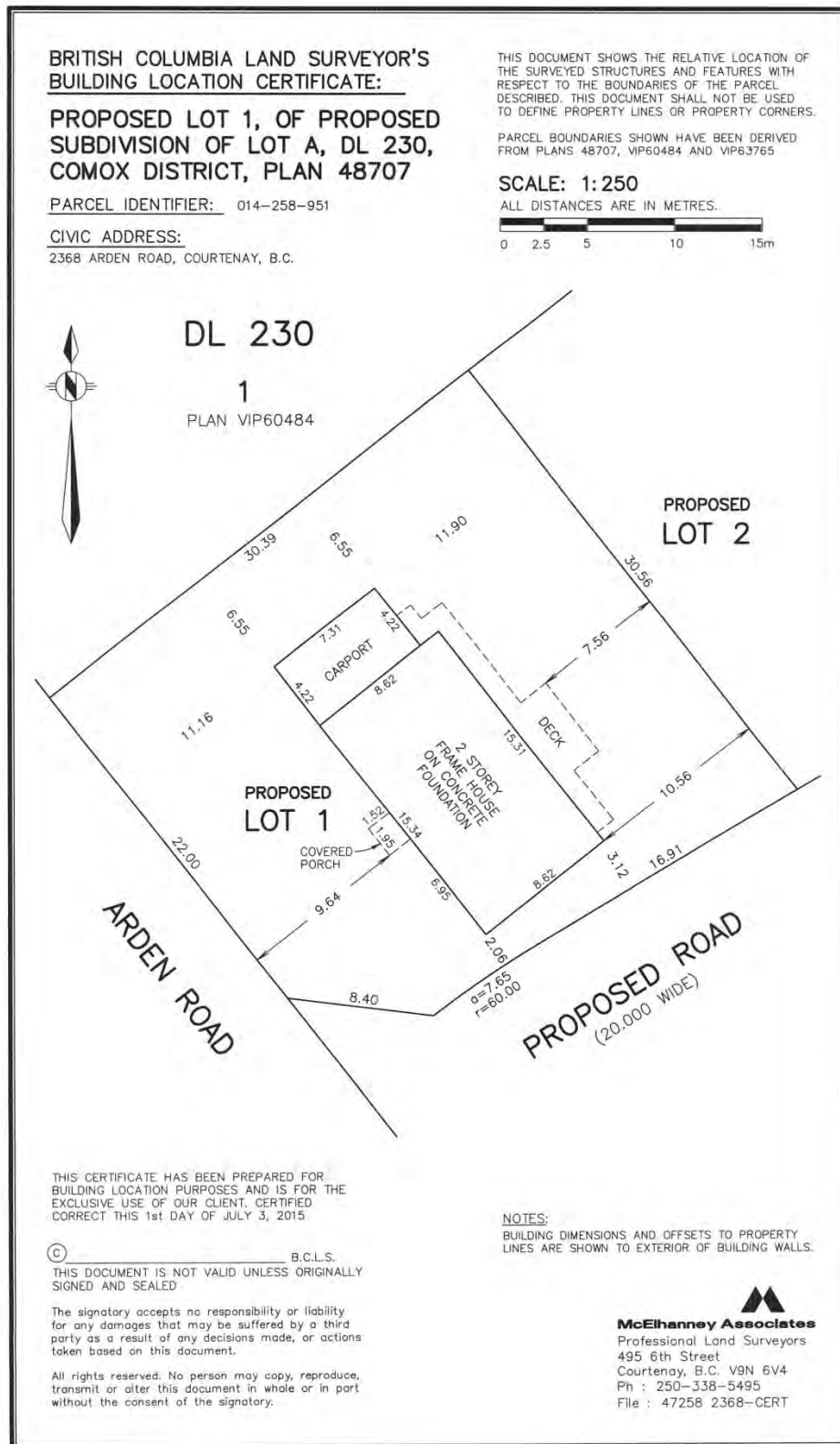
Attachments:

Appendix No. 1: Proposed Plan of Lot 1

Appendix No. 2: Proposed PLR Plan

Appendix No. 3: Development Variance Permit

Appendix No. 1: Proposed Plan of Lot



THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-1302

DEVELOPMENT VARIANCE PERMIT

September 14, 2015

To issue a Development Variance Permit

To: Name: Arden Road Developments Ltd.
Address: 4635A Madrona Place, Courtenay, BC V9N 9E7

Property to which permit refers:

Legal: Parcel A (DD10616N) of Lot 4, DL230, Comox District, Plan 2152, Except that part outlined in red on plan 688R and except that part in Plan 48707; Lot A, DL 230, Comox District, Plan 48707; That part of Parcel A (DD10616N) of Lot 4, DL230, Comox District, Plan 2152 shown outlined in red on Plan 688R, except parts in Plans 6030 & 23672

Civic: 2368, 2498, and 2650 Arden Road, Courtenay, BC

Conditions of Permit:

Permit issued to vary:

- 1) *Sections 8.1.6 (2) and (3) of Zoning Bylaw No. 2005, 2007*, by reducing the rear yard setback from 9.00 meters to 7.56 meters, and reducing the side yard setback (abutting street) from 4.50 meters to 2.06 meters for an existing home on proposed lot 1 subject to conformance with the plan contained in ***Schedule No. 1***;
- 2) *Section 8.1.42(1) of Zoning Bylaw No. 2005, 2007*, by reducing the front yard setback from 7.5 meters to 4.5 metres for lot 5 through 11, and lot 45 through 49; and
- 3) *Section 23.1 of Subdivision Control Bylaw No. 1401, 1986* by increasing the length of cul-de-sac from 152.4 meters to 410 meters, and not providing direct line of vision from the point of entry to the closed end of the cul-de-sac subject to conformance with the plan contained in ***Schedule No. 2***.

Time Schedule of Development and Lapse of Permit

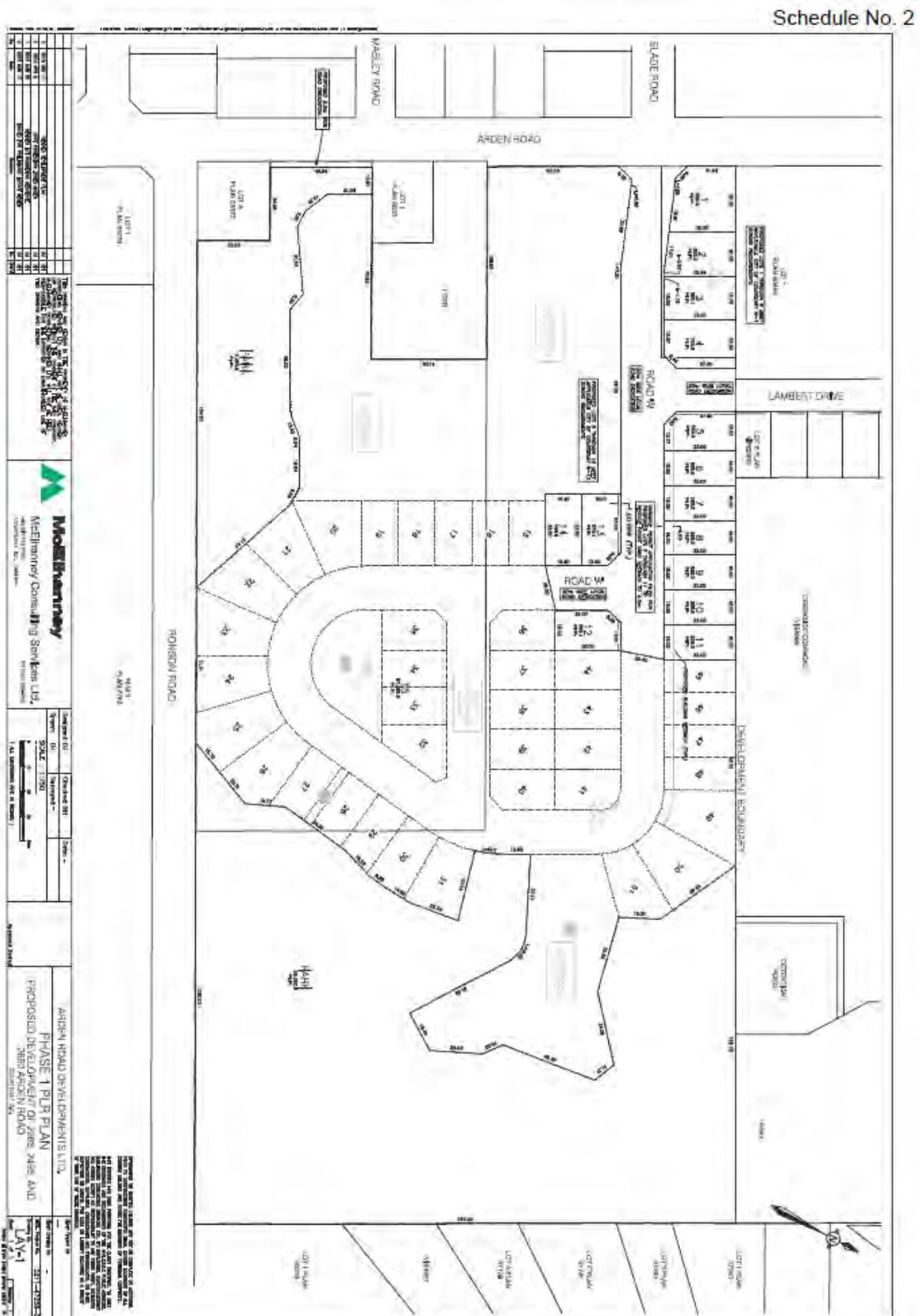
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Director of Legislative Services

Schedule No. 1







THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3090-20-1509 & 3320-20-14699

From: Chief Administrative Officer

Date: September 14, 2015

Subject: Development Variance Permit No. 1506 to 2127 Sussex Drive (Cul-de-sac Length & Sightlines)

PURPOSE:

The purpose of this report is for Council to consider a variance to the Subdivision Control Bylaw No. 1401 (1986) and amendments thereto, to increase the limit of a cul-de-sac length. In order for the Approving Officer to consider subdivision approval of the application layout as proposed, Council must first approve the variance to the Subdivision Control Bylaw.

CAO RECOMMENDATIONS:

That based on the September 14th, 2015 staff report, "*Development Variance Permit No 1506 to 2127 Sussex Drive (Cul-de-sac Length & Sightlines)*," Council approves option 1 to vary the requirements in Subdivision Control Bylaw No. 1401 (1986), and amendments thereto, for maximum cul-de-sac length from 152.4 metres to 300 metres AND the sightline requirements to permit a blind dead-end road for the proposed development at 2127 Sussex Drive.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Silverado Land Corporation has made application to the City for a 32 lot single family, fee simple subdivision at the current south end of Sussex Drive in the Crown Isle Golf Course Development lands. The subject piece of property is zoned "Comprehensive Development One G (CD-1G)" under the City's zoning regulations and permits the development of single family, multi-family and multi-residential dwellings. The subdivision application is consistent with the permitted uses, minimum lot area and minimum lot frontage requirements of the CD-1 zone.

DISCUSSION:

Silverado has made a Development Variance Permit application to the City to vary section 23.1 of the Subdivision Control Bylaw No. 1401 (and Amendments thereto) which states:

"The length of any such cul-de-sac shall not exceed 152.4 metres (500 feet) to the end of the turnaround, and shall permit a direct line of vision from the point of entry to the closed end, except in special circumstances."

Silverado's proposed subdivision layout (attached in Schedule 'A') includes the dead end extension of Sussex Drive southward by approximately 240 metres and a second intersecting dead end road (Sussex Place) which is 150 metres in length, the longest total roadway length being approximately 300 metres. The proposed road design does not meet the above requirement for either length or sightlines and the end of Sussex Place cannot be seen from the entry point at the intersection of Sussex Drive and Norfolk Way. Therefore, Council's approval of a variance to the bylaw is required for the application to proceed in the subdivision process and is a condition of the Approving Officer's Preliminary Layout Review letter for final subdivision approval.

The cul-de-sac requirements imposed by the City's bylaw likely relate to the maximum length of hose that is typically carried by a fire truck (i.e. 500ft or 152.4 metres) to connect to a fire hydrant at the entrance to the subdivision. The sightlines requirements relates to driver comfort and overall neighbourhood safety as the public can see to the end of that 150 metres and be aware of the conditions as they enter the subdivision. Other communities on Vancouver Island permit cul-de-sac lengths of up to 1000 feet (304.8 metres) more likely based on the desired traffic volume threshold and lot frontage distance. This cul-de-sac specification is subject to review through the update to the Subdivision Control Bylaw currently underway.

Staff believe the variance requested is minor in nature; that the proposed layout is compatible with the surrounding neighbourhood and is consistent with the Overall Development Plan for Crown Isle. The proposed subdivision abuts an asphalt trail/walkway on the south side. This trail can be used for emergency vehicle access in extreme circumstances and fire hydrants are spaced throughout the subdivision according to City design standards.

FINANCIAL IMPLICATIONS:

Silverado Land Corporation has remitted fees to the City in the amount of \$19,200 for the subdivision application and \$1,000 for the Development Variance Permit application.

The City will collect from Silverado \$215,520 in Development Cost Charges (DCC's) and \$309,824 in Comox valley Regional District DCC's.

ADMINISTRATIVE IMPLICATIONS:

Staff time to support subdivision applications is considered statutory. It is estimated that a combined effort of approximately 10 hours has been spent on this variance application and council report. If approved, an additional hour of staff time will be required to prepare the notice on title and close out this portion of the application.

ASSET MANAGEMENT IMPLICATIONS:

As a result of the subdivision approval, the City will inherit new water, sewer, storm and roadway assets. These assets will be incorporated into the City's Asset Registers and become part of the City's overall Operating and Maintenance program for these asset classes. Future repair and replacement costs of these assets will be borne by the taxpayer as part of the City's Corporate Asset Management Plan.

STRATEGIC PRIORITIES REFERENCE:

None

OFFICIAL COMMUNITY PLAN REFERENCE:

None

REGIONAL GROWTH STRATEGY REFERENCE:

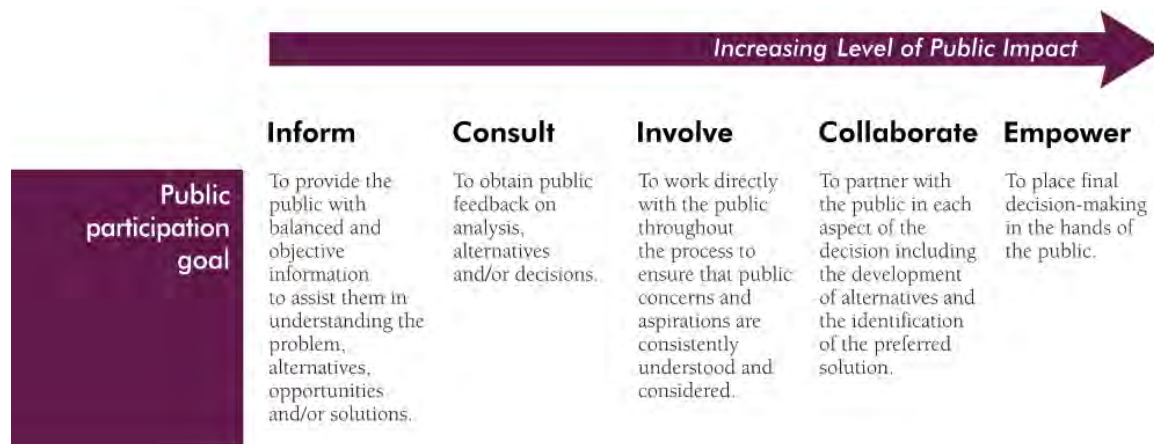
None

CITIZEN/PUBLIC ENGAGEMENT:

Pursuant to the requirements of the *Local Government Act*, the City has provided notification of the proposed variances to property owners within 30 metres of the subject property. No comments have been received to date.

This service is considered to be an “involve” level of engagement 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 approve Development Variance No.1506 to vary the requirements in Subdivision Control Bylaw No. 1401 (1986), for maximum cul-de-sac length from 152.4 metres to 300 metres AND remove the sightline requirements to permit a blind dead-end road for the proposed development at 2127 Sussex Drive.
- Option 2: That Council deny Development Variance Permit No. 1506 and require the applicant to reconsider the subdivision configuration to meet the requirements established by the City's Subdivision Control Bylaw.

Prepared by:

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

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-1506

DEVELOPMENT VARIANCE PERMIT

September 14, 2015

To issue a Development Variance Permit

To: Name: Silverado Land Corp., INC.NO. BC0870074
 Address: 201-467 Cumberland Road, Courtenay, BC V9N 2C5

Property to which permit refers:

Legal: LOT A BLOCK 72 COMOX DISTRICT PLAN EPP20585

Civic: 2127 Sussex Drive, Courtenay, BC

Conditions of Permit:

Permit issued to vary:

- 1) *Section 23.1 of Subdivision Control Bylaw No. 1401, 1986* by increasing the length of cul-de-sac from 152.4 meters to 410 meters, and not providing direct line of vision from the point of entry to the closed end of the cul-de-sac subject to conformance with the plan contained in ***Schedule No. 1.***

Time Schedule of Development and Lapse of Permit

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

Date

Director of Legislative Services

Schedule No. 1 to DVP 1506



Subject Property Map



Site Plan



Reference: 284965

August 13, 2015

His Worship Mayor Larry Jangula
and Councillors
City of Courtenay
c/o David Allen, Chief Administrative Officer
Email: dallen@courtenay.ca

Dear Mayor Jangula and Council:

I am writing to inform you that an air quality report will be released early next week as part of the Province's commitment under a new national air management system. The report for the Georgia Strait air zone will show that fine particulate levels in Courtenay have exceeded the national air quality targets over the past three years. I would like to assure you that the Ministry will work with the City of Courtenay in the coming months to understand why particulate levels are high, and to collaborate on how to address the issue. I would like to provide you with some background to this issue before sharing the details of the report that covers your community.

The Ministers of the Environment (with the exception of Quebec) endorsed the Air Quality Management System (AQMS) at the October 2012 Canadian Council of Ministers of Environment meeting, and committed to begin implementing the system in 2013. A copy of the news release is attached for your reference. The new Canadian Ambient Air Quality Standards (CAAQS) are an air quality benchmark used to provide a uniform level of protection for human health and the environment across the country. The CAAQS for fine particulate (PM_{2.5}) and ground level ozone came into effect in 2015.

Air zone management is one of the mechanisms identified to achieve the standards. Air zones are geographical areas within a province or territory that exhibit similar air quality issues. Under the AQMS, air zones are the basis for air quality management, monitoring and reporting, and are the responsibility of the province/territory. In 2014, British Columbia identified seven air zones across the province: Georgia Strait, Lower Fraser Valley, Coastal, Southern Interior, Central Interior, Northeast and Northwest (see the attached fact sheet for a map of the air zones).

...2

Ministry of Environment	Office of the Assistant Deputy Minister Environmental Protection Division	Mailing Address: PO Box 9339 Stn Prov Govt Victoria BC V8W 9M1	Telephone: 250 387-9997 Facsimile: 250 953-3414 Website: www.gov.bc.ca/env
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Jurisdictions agreed to begin reporting on achievement of the CAAQS within individual air zones using the 2011 to 2013 air quality data. Jurisdictions further agreed to assign colour-coded management levels to each air zone based on the highest monitored levels of PM_{2.5} and ozone found within each air zone. Management levels are associated with a range of actions that may help to guide responses by the jurisdictions (See the attached Conceptual Model). More rigorous action is expected as air quality approaches or exceeds the standards. Data unduly influenced by exceptional events such as wildfires can be excluded from this analysis.

Based on data collected between 2011 and 2013, the PM_{2.5} CAAQS (for both daily and annual) were exceeded in Courtenay. The 24-hour CAAQS is 28 micrograms per cubic metre (µg/m³) and the corresponding concentration for Courtenay was 32 µg/m³ during the reporting period. The annual average CAAQS is 10 µg/m³ and 10.3 µg/m³ was the level recorded in Courtenay. As a result, Courtenay and the Georgia Strait Air Zone, which includes Courtenay, have been assigned a “red” management level, meaning that actions should be taken to meet the CAAQS.

At this time, we have not identified specific sources of PM_{2.5} in your community. We are aware that woodsmoke is an issue in the Comox Valley and other parts of the province. Possible responses may be to enhance woodstove exchange programs for your community, or improve compliance with regulations such as the Open Burning Smoke Control Regulation.

The exceedance of the CAAQS highlights the need for additional action in Courtenay and the Comox Valley, and the ministry will assist in these endeavours. Please contact Glen Okrainetz, Manager of the Clean Air Program at 250 953-3417 or Glen.Okrainetz@gov.bc.ca for further information and to discuss the development of a path forward.

I look forward to our collaboration to address the local air quality issues in Courtenay.

Sincerely,



Lori Halls
Assistant Deputy Minister
Environmental Protection Division

Attachments (3)

cc: Mayor and Councillors, Town of Comox, c/o Richard Kanigan (rkanigan@comox.ca)
Glen Okrainetz, Manager, Clean Air Program, Ministry of Environment

Attachment 1 - Communiqués

Environment Ministers take steps to improve air quality in Canada

October 11, 2012

Lake Louise – October 11, 2012 – Federal, provincial and territorial Environment Ministers are taking further action to protect the health of Canadians and the environment with measures to improve air quality in Canada, through a comprehensive new Air Quality Management System (AQMS). A flexible approach to implementation will assist jurisdictions to ensure good air quality outcomes while maintaining competitiveness in all regions of Canada.

“There is nothing more fundamental to Canadians than clean air,” said Diana McQueen, Alberta’s Minister of Environment and Sustainable Resource Development. “The AQMS builds on measures that jurisdictions already have in place, and helps to align the actions of federal, provincial and territorial governments to deal with air quality issues.”

“The System is the result of unprecedented collaboration by governments and stakeholders over the past five years,” said McQueen, who hosted her colleagues at the annual CCME meeting. “We’re grateful for the contributions made by the hundreds of stakeholders who participated in this ground-breaking work.”

The AQMS includes:

- Standards to set the bar for outdoor air quality management across the country;
 - Industrial emission requirements that set a base level of performance for major industries in Canada;
 - A framework for air zone management within provinces and territories that enables action tailored to specific sources of air emissions in a given area;
 - Regional airsheds that facilitate coordinated action when air pollution crosses a border;
- and
- An intergovernmental working group to improve collaboration and develop a plan to reduce emissions from the transportation sector.

Governments have agreed on new standards under the AQMS for fine particulate matter and ozone, the two main components of smog. Work has also begun on new standards for sulphur dioxide and nitrogen dioxide, which are significant components of air pollution.

Jurisdictions, with the exception of Quebec, have agreed to begin implementing the AQMS, subject to further jurisdictional approvals. Although Quebec supports the general objectives

of the AQMS, it will not implement the system since it includes federal industrial emission requirements that duplicate Quebec's Clean Air Regulation. However, Quebec will collaborate with jurisdictions on developing other elements of the system, notably air zones and airsheds.

Ministers will work together to finalize all elements of the AQMS. Industrial emission requirements have been agreed to for some sectors including cement and base metal smelting, among others. Outstanding industrial emission requirements for sectors such as petroleum refining, coal-fired electricity generation, reciprocating engines and volatile organic compounds (VOCs) will be addressed through a continuing collaborative process. A flexible approach to implementation will recognize current measures being undertaken by jurisdictions, particularly for existing facilities.

The AQMS will include monitoring and reporting of outdoor air quality conditions and emissions from major industrial sources in Canada. The system also recognizes the substantial contributions that stakeholders and communities can make to improve air quality. In addition, the AQMS will enable Canada to work more effectively with the United States to reduce the cross-border flow of pollution that is a contributor to air quality problems in several regions of Canada.

Ministers are pleased that three years of work with major retailers, the restaurant and food sector, brand owners and the packaging industry has led to an industry-driven approach to reduce packaging in Canada. Industry partners commit to undertake initiatives that will reduce the amount of packaging destined for landfills, reduce greenhouse gas emissions, and increase recycled content in packaging. Together these initiatives will reduce Canada's packaging footprint.

The four specific commitments by industry include:

- Continuing to eliminate polyvinyl chloride (PVC) from rigid plastic packaging. PVC is a key contaminant in plastics recycling and its elimination will improve recyclability and reduce waste to landfill;
- Developing a database on the current use of packaging in Canada by 2014. These data will serve as a benchmark for industry to set future targets, timelines and reporting requirements;
- Developing a voluntary packaging design guide based on Éco Entreprises Québec's voluntary code and other international standards; and
- Improving communications with the public on packaging reduction.

These commitments are supported by companies and industry associations representing a majority of the packaging sector in Canada.

Ministers today approved a Canada-wide Approach for the Management of Wastewater

Biosolids. It encourages the sound management and beneficial use of biosolids resulting from municipal wastewater treatment across Canada. Benefits include minimizing greenhouse gas emissions and increasing nutrient and energy recovery.

Ministers also received a voluntary code of practice on residential wood burning appliances for consideration by jurisdictions.

Over the next year, CCME members will continue to work together to improve the environment by addressing water, air and waste issues. The next meeting of CCME will be hosted by Nunavut.

CCME is the primary minister-led intergovernmental forum for collective action on environmental issues of national and international concern. Please visit www.CCME.ca for additional information.

-30-

Related documents :

- [The Air Quality Management System Qs and As](#)
- [Packaging Reduction: Qs and As](#)
- [Canada-wide Approach for the Management of Wastewater Biosolids: Qs and As](#)

Contact:

Michael Goeres
Executive Director
CCME Secretariat
(204) 948-2172
mgoeres@ccme.ca

Erin Carrier
Assistant Director of Communications,
Alberta Environment and Sustainable Resource Development
(780) 913-6614
Erin.Carrier@gov.ab.ca

March 2014

New Air Quality Management System

Purpose

This document briefly outlines the new Air Quality Management System (AQMS) that is being implemented across Canada, and focuses on one of its key elements -- air zone management.

What is the AQMS?

The AQMS is a new comprehensive air management system that is designed to better protect human health and the environment. It does this through:

- New [Canadian Ambient Air Quality Standards](#) (CAAQS) to drive improvements in air quality,
- New Base-Level Industrial Emission Requirements (BLIERS) for major industries to set a consistent level of good performance across Canada,
- Air zone management that supports actions to improve air quality and keep clean areas clean,
- Enhanced coordination where air pollution crosses jurisdictional borders, and
- Increased collaboration on actions to reduce transportation emissions

What is air zone management?

Under the AQMS, air zones are the basis for monitoring, reporting and taking action on air

quality. Air zones are areas that typically exhibit similar air quality characteristics, issues and trends. It is the responsibility of each province and territory to delineate and manage their air zones based on local conditions. The level of response is proportional to the level of air quality degradation, with guidance on appropriate actions described in the [Air Zone Management Framework](#).

What are B.C.'s air zones?

B.C. has been delineated into a total of seven air zones, as shown in Figure 1. These include the Georgia Strait, Coastal, Lower Fraser Valley, Southern Interior, Central Interior, Northwest, and Northeast Air Zones.



Figure 1. New AQMS air zones in B.C.

How will air zone management affect existing local airshed plans?

Local air management plans have already been developed for a number of areas in the province. To avoid duplication of effort, air zone management plans in B.C. will be built upon existing local air management plans.

Where the CAAQS are being approached or exceeded, additional work may be required to ensure that good air quality is achieved. In such cases, the Ministry of Environment will work with affected stakeholders, including local air management committees, to develop the appropriate actions given local conditions.

How will the public be informed?

In late 2014, the province will begin annual reporting on air quality and the actions being taken to reduce air emissions. This information will be made available on the ministry's BCairquality.ca website.

How will air zone management affect industry?

Stakeholders will continue to be engaged at the local level rather than the air zone level. The BLIERS are still under development for a number of sectors. As these are finalized, they will be published in the Canada Gazette Part 1. Similar to current practices, where local air quality levels exceed national standards, the Ministry will work with stakeholders to develop the appropriate response.

What are key dates and activities for air zone management in B.C.?

2014:

- Air zone management levels assigned to each air zone, as an element of first air zone reports
- First annual air zone reports produced

2015:

- CAAQS for PM_{2.5} and ozone come into effect
- Air zone management plans developed based on management levels assigned in 2014
- Work begins on updating or developing local air management plans for areas where CAAQS are exceeded

2016:

- First national State of the Air Report produced in 2016 and every five years thereafter

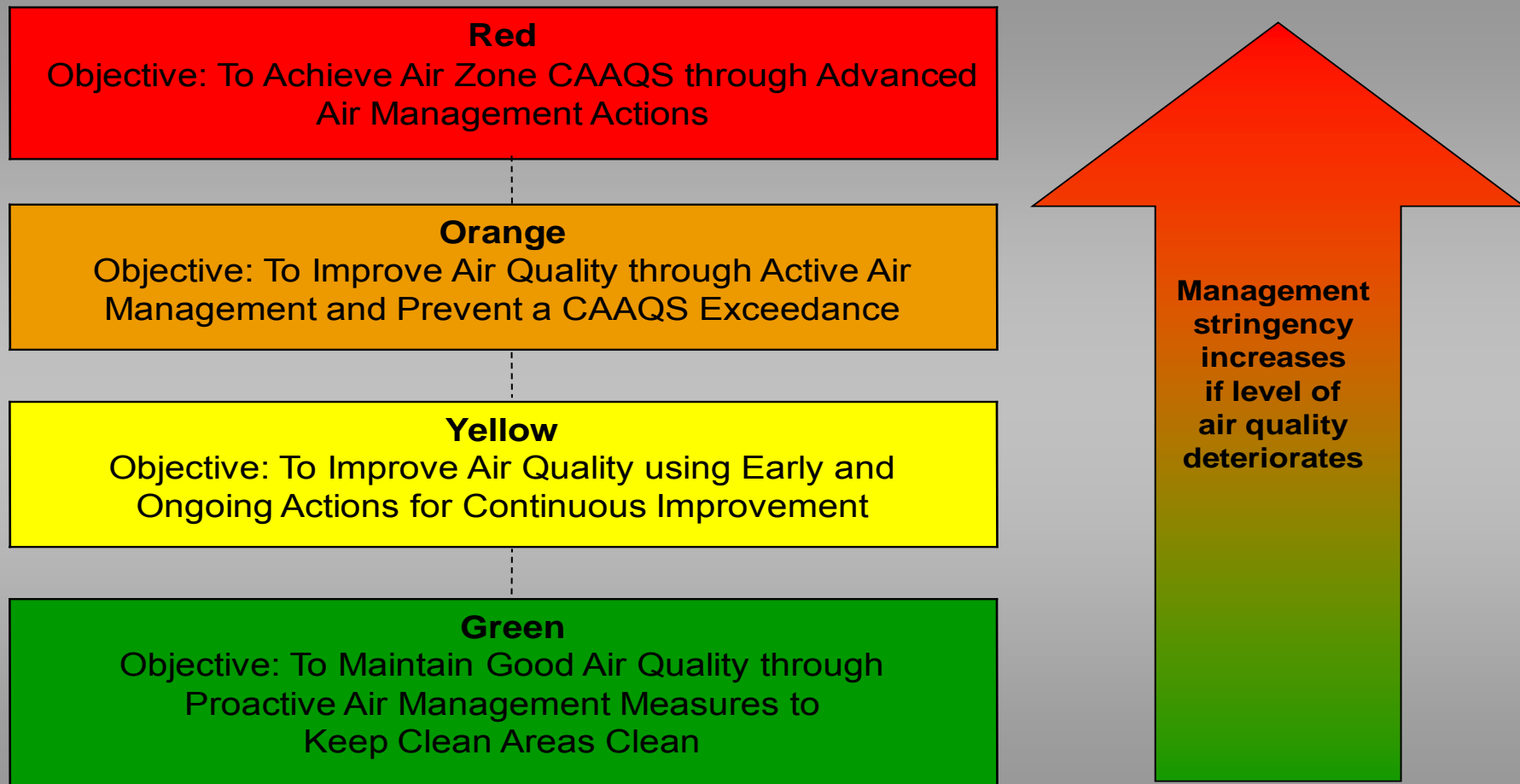
Final note

This information is provided for the convenience of the reader and may change in the future. The Ministry of Environment should be consulted for complete information.

Ministry Contact

For more information, consult our website at: www.bcairquality.ca/ or e-mail the Ministry at: BCAirQuality@gov.bc. Additional details on the AQMS may be found on the website of the Canadian Council of Ministers of the Environment ([CCME](http://ccme.ca)).

Air Zone Management Framework – Conceptual Model



- Provides guidance on how air zones should be managed under AQMS
- Based on premise that progressively more rigorous actions to be implemented as air quality approaches or exceeds the CAAQS

GEORGIA STRAIT AIR ZONE REPORT (2011-2013)

OVERVIEW

This is the first air quality report for the Georgia Strait Air Zone, which covers coastal areas of southwestern B.C. outside of the Lower Fraser Valley. Air zone reports are a commitment under the national Air Quality Management System (AQMS) to annually report on the achievement of the Canadian Ambient Air Quality Standards (CAAQS) for ground-level ozone and fine particulates (PM_{2.5}).

Over the current reporting period of 2011 to 2013, 8-hour ozone concentrations ranged from 44-53 ppb, and were well below the CAAQS of 63 ppb. PM_{2.5} concentrations ranged from 9-32 µg/m³ (24-hour) and 3.4 -10.3 µg/m³ (annual). Monitoring sites in Courtenay and Duncan exceeded the 24-hour CAAQS for PM_{2.5} of 28 µg/m³, and Courtenay exceeded the annual CAAQS of 10 µg/m³.

The Air Zone Management Framework defines colour-coded management levels associated with air quality. On this basis, the Georgia Strait Air Zone has been assigned a management level of “yellow” for ozone, indicating actions to prevent further deterioration may be warranted, and a management level of “red” for PM_{2.5}, indicating actions are needed in the communities of Courtenay and Duncan to achieve the national standards.

1. Introduction

Fine particulates (PM_{2.5}) and ground-level ozone are considered the most important outdoor air pollutants from a public health perspective. Both pollutants are key components of urban smog and associated with short-term and long-term impacts on human health and the environment.

In 2012, the Canadian Council of Ministers of the Environment committed to implementing a new comprehensive air management system designed to better protect human health and the environment.

[The Air Quality Management System \(AQMS\)](#) is comprised of the following key elements:

- Canadian Ambient Air Quality Standards (CAAQS) for PM_{2.5} and ozone, to drive air quality improvements (see Table 1),
- Base-Level Industrial Emission Requirements (BLIERS) for major industries to set a consistent level of good performance across Canada,
- Air zone management that supports actions to improve air quality and keep clean areas clean,
- Enhanced coordination where air pollution crosses jurisdictional borders, and
- Increased collaboration on actions to reduce transportation emissions

Under AQMS, air zones are the basis for monitoring, reporting and taking action on air quality. Air zones are areas that exhibit similar air quality characteristics, issues and trends. Individual provinces and territories are responsible for delineating and managing their air zones based on local conditions. The level of response is expected to be proportional to the level of air quality degradation. As outlined in the *Air Zone Management Framework* (see Table 1) air quality is assigned to one of four colour-coded management levels (i.e. red, orange, yellow and green), with recommended actions associated with each level.

Table 1. Air Zone Management Framework, including CAAQS for ozone and PM_{2.5} for 2015 and 2020 achievement. Ozone metric based on annual 4th highest value, averaged over three years. PM_{2.5} 24-hour metric based on annual 98th percentile, averaged over three years. PM_{2.5} annual metric averaged over three years.

Management Level	Ozone Daily max 8h (ppb)		PM _{2.5} Annual (µg/m ³)		PM _{2.5} 24h (µg/m ³)	
	2015	2020	2015	2020	2015	2020
Red	Actions for Achieving Air Zone CAAQS					
Threshold (CAAQS)	63	62	10	8.8	28	27
Orange	Actions for Preventing CAAQS Exceedance					
Threshold	56		6.4		19	
Yellow	Actions for Preventing Air Quality Deterioration					
Threshold	50		4		10	
Green	Actions for Keeping Clean Areas Clean					

Under the AQMS, provinces and territories are expected to annually report on CAAQS achievement. This includes the assignment of a colour-coded management level to each air zone, based on the highest concentrations within the air zone, and a summary of actions being taken to protect local air quality.

As part of the province's commitments under AQMS, B.C. has been divided into seven broad air zones as shown in Figure 1. This document represents the first annual report for the Georgia Strait Air Zone. The summarized data are also provided in a map-driven web-based format via Environmental Reporting BC at: <http://www.env.gov.bc.ca/soe/indicators/air>.



Figure 1. B.C. air zones under AQMS.

2. Georgia Strait Air Zone

The Georgia Strait Air Zone (see Figure 2) covers coastal areas of southwestern B.C., including eastern Vancouver Island, the Sea to Sky corridor, and the Sunshine Coast.¹ The air zone is characterized by rugged terrain and a cool Mediterranean-type climate of mild, wet winters and warm, relatively dry summers. Major population centres include Victoria, Nanaimo, Courtenay, Campbell River, Powell River, Whistler and Squamish. Four of the fastest growing municipalities in B.C. over the past year (i.e. Langford, Sechelt, Squamish and Whistler) are located in this air zone.

Wood combustion, including open burning and residential wood combustion, is a major source of PM_{2.5} emissions in the air zone. Mobile sources, including on- and off-road vehicles, contribute to ground-level ozone formation through emissions of nitrogen oxides (NO_x) and volatile organic compounds (VOCs). The largest industrial sources are from the pulp and paper sector, with mills located in Crofton, Harmac, Port Mellon, Powell River and Port Alberni.



Figure 2 Georgia Strait Air Zone.

¹ Metro Vancouver and the Fraser Valley Regional District are part of the adjacent Lower Fraser Valley Air Zone

3. Ozone Levels

Ozone measurements are reported for eight sites in the Georgia Strait Air Zone. As summarized in Figure 3, all monitoring sites were below the national standard of 63 ppb, based on the annual 4th highest 8-hour maximum, averaged over three years. Ozone levels ranged from 44-53 ppb, with the highest concentrations observed in Whistler.

Ozone is a secondary pollutant formed from reactions involving nitrogen oxides (NO_x) and volatile organic compounds (VOCs) in the presence of sunlight.

Trends in annual ozone levels, based on the annual 4th highest of the daily 8-hour maximum, are shown in Figure 4. Concentrations have remained below the national standard over this period.

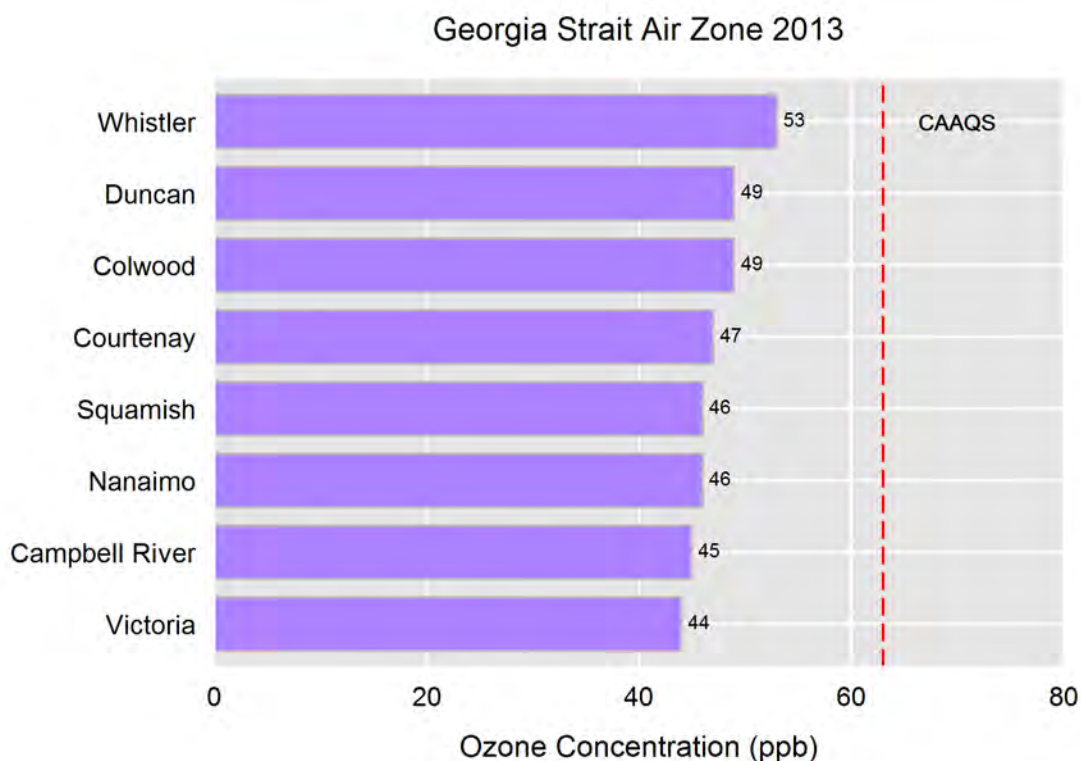


Figure 3. Ozone concentrations in Georgia Strait Air Zone (2011-2013), based on CAAQS metric (i.e. annual 4th highest daily 8-hour maxima, averaged over three consecutive years). Red dashed line identifies CAAQS of 63 ppb.

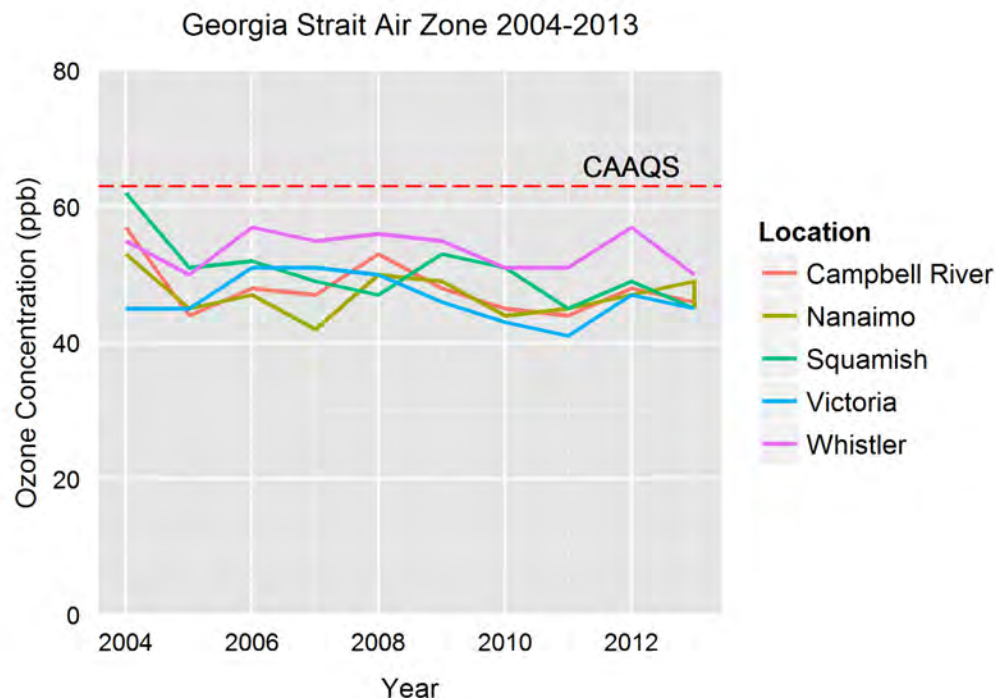


Figure 4. Annual trends in ozone concentrations (2004-2013), based on annual 4th highest daily 8-hour maxima. Red dashed line identifies CAAQS of 63 ppb.

4. PM_{2.5} Levels

PM_{2.5} measurements are reported for 13 sites in the air zone. Data are summarized in Figure 5 and compared to the national standards based on short-term (24-hour) and long-term (annual) averaging periods. The 24-hour levels ranged from 9 to 32 $\mu\text{g}/\text{m}^3$, with monitoring sites in Courtenay and Duncan exceeding the national standard of 28 $\mu\text{g}/\text{m}^3$. Annual levels ranged from 3.4 to 10.3 $\mu\text{g}/\text{m}^3$, with Courtenay the only site to exceed the national standard of 10 $\mu\text{g}/\text{m}^3$.

Ten-year trends in annual mean PM_{2.5} concentrations are shown in Figure 6. A distinction is made between data collected using the new FEM technology (e.g. in Courtenay and Duncan-Cairnsmore) and the older TEOM instruments which are gradually being replaced, as the FEMs generally provide a more complete measure of PM_{2.5}. This is reflected in the higher concentrations reported by the FEMs that came online from 2010 onwards.

PM_{2.5} refers to inhalable particles up to 2.5 micrometres in diameter but of varying size, shape and chemical composition. This makes PM_{2.5} a challenge to measure. The TEOM instruments were the first used in B.C. that could measure PM_{2.5} concentrations in real-time. These instruments heated the sample air to remove excess water, and in the process, lost some of the sample due to evaporation. New monitors (the “FEMs”) are being introduced that provide a more complete measure by accounting for the PM_{2.5} that was previously lost to evaporation. As a result, higher concentrations are expected with the new monitors, even though actual air quality has not changed.

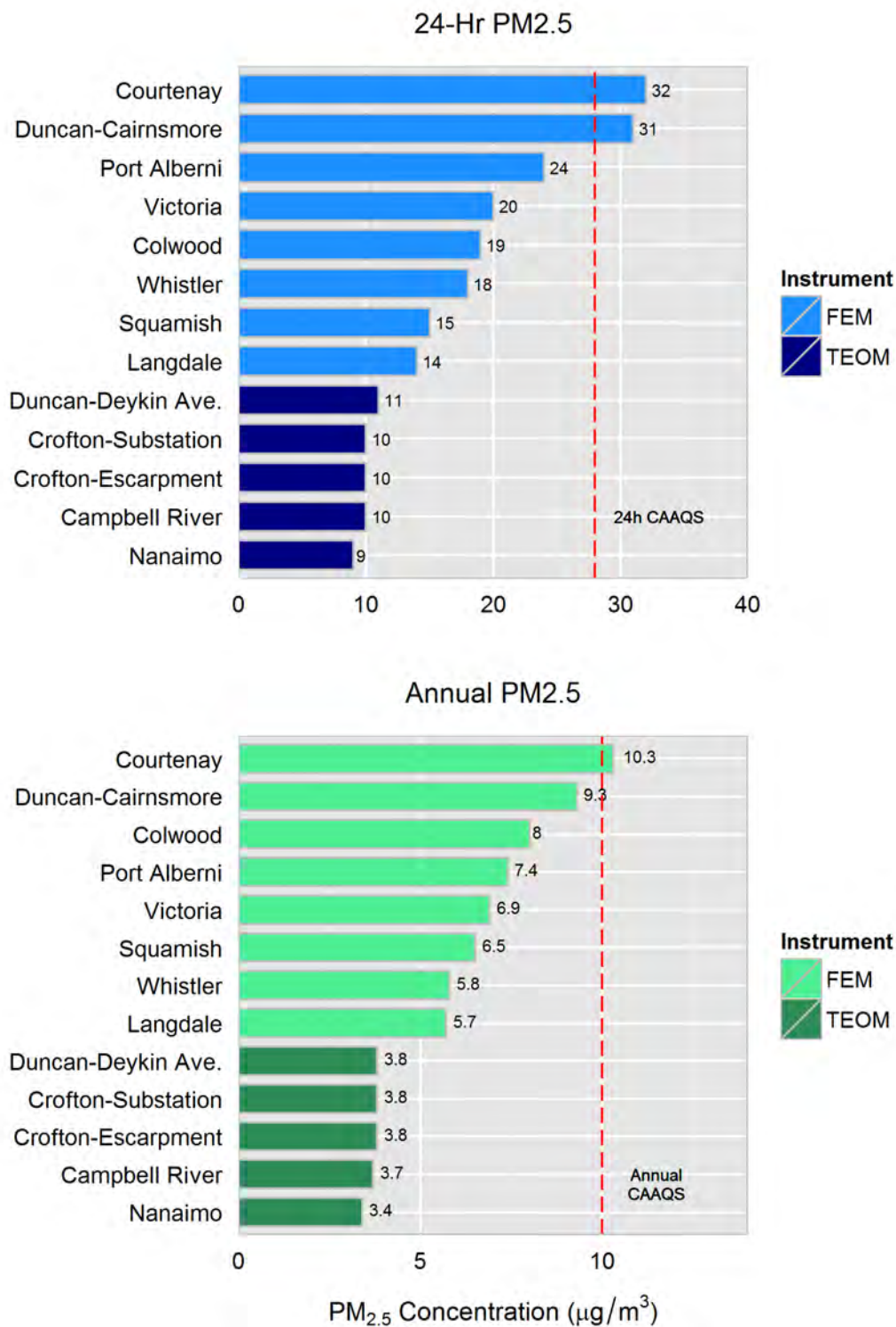


Figure 5. PM_{2.5} concentrations in Georgia Strait Air Zone (2011-2013). Upper plot based on 24-hour concentration (annual 98th percentile, averaged over three years). Lower plot based on annual mean concentration (averaged over three years). Red dashed lines identify CAAQS of 28 µg/m³ (upper plot) and 10 µg/m³ (lower plot).

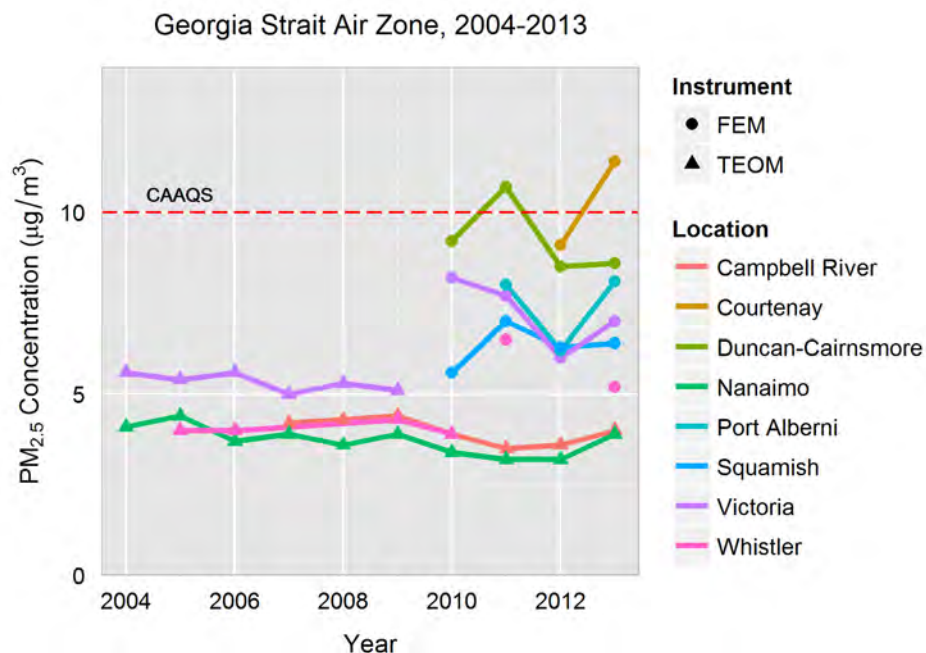


Figure 6. Annual trends in PM_{2.5} concentrations (2004-2013), based on annual mean concentrations. The CAAQS value of 10 µg/m³ is shown by the red dashed line. PM_{2.5} measurements prior to 2011 are reported at 25°C and 1 atm. From 2011 onward, measurements are reported at local conditions.

5. Influence of Transboundary Flows and Exceptional Events (TF/EE)

In some instances, the CAAQS may be exceeded as a result of external influences (i.e. transboundary flows) or exceptional events (e.g. wildfires). Under the Air Zone Management Framework, where such influences can be demonstrated using a weight-of-evidence approach, the contribution of such events to air quality measurements can be removed. This is done so that long-term management strategies are not developed on the basis of events that are beyond local or provincial control.

In B.C., wildfires are generally the largest contributor to TF/EE-influenced days. However, the highest PM_{2.5} levels that were observed in Courtenay and Duncan were found to occur outside of the summer wildfire season that stretches from June to September. Hence, the exceedance of the PM_{2.5} CAAQS in Courtenay and Duncan are not believed to be a result of TF/EE influences.

6. Air Zone Management

Air zone management levels are assigned on the basis of the highest concentrations within an air zone, excluding contributions from transboundary flows and exceptional events such as wildfires. As summarized in Table 2, the Georgia Strait Air Zone is assigned an ozone management level of “yellow”

based on data collected between 2011 and 2013, indicating that ozone-related actions should be focussed on preventing further deterioration of ozone levels.

Table 2. Summary of air zone management levels for ozone in the Georgia Basin Air Zone.

Location	No. Valid Years 2011-2013	4 th Highest Daily 8-hour Maxima		Air Zone Management Level
		2013	2011-2013	
Colwood	3	49.4	50	Goal: Preventing Further Deterioration
Courtenay	2	46.1	47	
Duncan	3	49.3	49	
Campbell River	3	45.7	45	
Nanaimo	3	45.1	46	
Squamish	3	45.3	46	
Victoria	3	45.3	44	
Whistler	3	50.6	53	

Air zone management levels for PM_{2.5} are based on the highest concentrations relative to both the 24-hour and annual national standards, once adjusted for TF/EE events. As summarized in Table 3, air zone management for PM_{2.5} is assigned a “red” level due to high concentrations in Courtenay and Duncan. This means that PM_{2.5}-related actions should focus on meeting the standards in these two communities.

Table 2. Summary of air zone management levels for PM_{2.5} in the Georgia Basin Air Zone.

Location	Monitor Type	No. Valid Years 2011-2013	Annual Mean		Daily Mean (98 th Percentile)		Air Zone Management Level
			2013	2011-2013	2013	2011-2013	
Colwood	FEM	3	7.9	8	20.7	19	Goal: Achieving Air Zone CAAQS
Courtenay	FEM	2	11.4	10.3	33.4	32	
Crofton-Escarpment	TEOM	3	4.2	3.8	11.8	10	
Crofton Substation	TEOM	3	4	3.8	9.2	10	
Duncan-Deykin Ave	TEOM	2	-	3.8	-	11	
Duncan-Cairnsmore	FEM	3	8.6	9.3	32.4	31	
Campbell River	TEOM	2	4	3.7	11.6	10	
Langdale	FEM	2	6.2	5.7	14.3	14	
Nanaimo	TEOM	3	3.9	3.4	10.2	9	
Port Alberni	FEM	3	8.1	7.4	30.6	24	
Squamish	FEM	3	6.4	6.5	15.2	15	
Victoria Topaz	FEM	3	7	6.9	22.8	20	
Whistler	FEM	2	5.2	5.8	18.5	18	

7. Actions to Protect Air Quality

The reduction of woodsmoke is an important priority throughout the Georgia Strait Air Zone. Residential wood combustion is a major source of both woodsmoke and PM_{2.5} emissions. The Provincial Wood Stove Exchange Program is designed to encourage residents to change out their older, smoky wood stoves for low-emission appliances including new [CSA-/EPA](#)-certified clean-burning wood stoves. Between 2011 and 2013, the provincial government provided almost \$180,000 to support local change-out programs in the Sunshine Coast and the Regional Districts of Campbell River, Comox Valley, Nanaimo, and Cowichan Valley, and an additional \$38,500 for the Alberni Valley, which overlaps with the Coastal Air Zone. A further \$80,000 in funding is being provided by the province for 2014/15.

High childhood hospitalization rates due to air pollution in the Cowichan Valley prompted the local government to initiate the development of an airshed management plan in 2013.² These discussions have involved health and environment agencies and various other stakeholders in the Cowichan Valley Regional District. While open burning is already banned within the City of Duncan and the Towns of Ladysmith and Lake Cowichan, a new bylaw was adopted in 2013 to limit open burning in surrounding electoral areas.³ The City of Duncan also passed a wood stove bylaw in 2013 to regulate wood-burning appliances.⁴

Within the Comox Valley, there are plans to form an air quality working group as a step toward the development of a local air quality plan.⁵ Health Canada is currently conducting a study in Courtenay to look at the daily variations in PM_{2.5} due to wood smoke and to compare these findings to health data.

Within the scenic Sea-to-Sky Airshed, stretching along the Highway 99 corridor from Lions Bay through Squamish, Whistler and the Pemberton Valley, concerns over air quality due to projected economic growth led to the development of an air quality management plan.⁶ Proactive steps were identified to reduce emissions from transportation sources and wood combustion activities. A review of the plan in 2014 found that good progress has been made on a number of action items.⁷ This includes the development of the *Burning and Smoke Control Strategic Framework* in 2013 as a first step toward an airshed-wide smoke control strategy.⁸

² <http://www.cvrld.bc.ca/index.aspx?NID=1410>

³ <http://cvrd.bc.ca/index.aspx?NID=1463>

⁴ <http://www.city.duncan.bc.ca/pdf/3089%20-%20Wood%20Burning.pdf>

⁵ E. Plain, personal communication

⁶ For more information, see: <http://www.seatoskyairquality.ca/pdf/2007-October-29-AQMP-Final.pdf>.

⁷ <http://seatoskyairquality.ca/wp-content/uploads/2013/11/Sea-to-Sky-AQMP-Review-Final-Report-April-30-2014.pdf>

⁸ <http://seatoskyairquality.ca/burning-and-smoke-control-strategic-framework/>



BRIEFING NOTE

To: Council

File No.: 6940-01

From: Chief Administrative Officer

Date: September 14, 2015

Subject: Go Smart- Integrated Transportation Committee, Terms of Reference

ISSUE:

At the Regular Open Council Meeting on October 14, 2014, Council passed the following resolution:

Council support the motion from the Cycling Task Force September 9 meeting which reads as follows: To change the name of the proposed Integrated Transportation Advisory Committee to the Go Smart Comox Valley- Integrated Transportation Committee, and to extend the Cycling Task Force term for one year to develop the Terms of Reference for the Go Smart Comox Valley - Integrated Transportation Committee, to be approved by each participating jurisdiction.

This Briefing Note is a response to this motion.

BACKGROUND:

The former Cycling Task Force advised to their respective Councils and Board that a more inclusionary 'multi-modal' and 'complete street' perspective in the form of a regional transportation advisory committee would be beneficial in considering the transportation needs of the Comox Valley. Go Smart Comox Valley was proposed.

The former Cycling Task Force has met four times over the past year to draft and confirm a proposed Terms of Reference (TOR) for the new committee. Staff and elected officials from the five jurisdictions as well as staff from Ministry of Transportation and Infrastructure have participated in the creation of the TOR with participation from the Comox Valley Cycling Coalition and the Comox Valley Accessibility Committee. The School District 71, Town of Comox, Village of Cumberland and Electoral Areas Services Committee are all seeking similar direction from their respective Councils and Board.

KEY CONSIDERATIONS:

The new committee has been designed to retain the strengths of the collaborative Cycling Task Force model, while being revised in key areas to enhance its focus, effectiveness and inclusivity to all road users. If Council supports the Terms of Reference a staff member from the Engineering Division will be appointed to the Committee. There are no current budget implications for this committee, however, it is anticipated that the committee will approach the member organizations for funding at a future date.

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. Attachment No. 1: Go Smart Comox Valley – Terms of Reference



WHEREAS, most people use a combination of different modes of transportation, including car, public transit, walking, cycling, and scooters or wheelchairs; and

WHEREAS, studies show that people who travel by walking and by bike are healthier, more productive, and require less time off work whilst over-reliance on cars contributes to traffic congestion and climate change; and

WHEREAS, walking and cycling infrastructure is less costly to taxpayers than infrastructure for private automobiles and provides a growing tourist attraction; and

WHEREAS, many people consider the Comox Valley has insufficient safe and efficient alternative transportation routes, especially for children; therefore be it

RESOLVED, that we, the (City of Courtenay, Town of Comox, Village of Cumberland, Comox Valley Electoral Area Services Committee, Board), sign on to and support the Terms of Reference for the Go Smart Integrated Transportation Advisory Committee.

Go Smart Advisory Committee:

safe, healthy, affordable transportation for all

Terms of Reference

Committee Purpose:

To increase the safety, convenience, affordability and health benefits for all people to travel by walking, by bus, by cycling and other alternative and accessible modes to the private automobile.

Committee Objectives:

- :- To help participating jurisdictions reach their respective greenhouse gas reduction targets as pertains to the transportation sector through a partnership-based approach;¹

¹ The Official Community Plans of each jurisdiction and the Comox Valley Regional Growth Strategy each contain policies on reducing automobile use and increasing other modes of transportation to meet a variety of objectives, one of which is Greenhouse Gas reduction targets as contained within respective OCPs and the RGS. Each jurisdiction, however, has different Greenhouse Gas emission targets and some communities contain 'modal share' targets as well. City of



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

- To help participating jurisdictions achieve respective accessible mobility objectives;
- To provide consistent messaging and public education across all participating jurisdictions on how to and the benefits (health, cost, greenhouse gases) of 'Go Smart';
- To identify regionally significant transportation links and work towards co-ordinated implementation where possible.

Tasks:

1. Regional education to promote regional Greenhouse Gas emission targets and modal share targets
2. Two-way public engagement – 'ear to the ground' (in) and education (out)
3. Technical referral for staff
4. Identifying Regional Active and Accessible Travel priorities
5. Mapping and data collection assistance
6. Search for funding opportunities including grants and through partnerships
7. Assess regional opportunities as they arise, and learn from each other
8. Receiving delegations

Authority: Serves as a resource, a vehicle for cross-agency collaboration and makes recommendations to the Local Governments represented, including the School District 71. Type: Advisory body and working group.

Participants and Committee Composition:

1. Representatives of the public (Public Advisory Committee)
2. Local Government staff
3. Elected officials, including from SD71
4. Other agencies (RCMP, ICBC, MoTI, Island Health etc.)

All meetings are open to the public and shall be advertised on the participating agency websites.

Decision-making approach: Matters that require a vote to reflect a decision, position or resolution of the Committee will be voted upon by the represented Elected Officials. One Elected Official from each of the following agencies is invited to participate in the Committee:

- City of Courtenay

Courtenay's OCP contains modal share targets. The Village of Cumberland's OCP references targets (including mode share target) set forth in the Comox Valley Sustainability Strategy (CVSS). The Town of Comox's OCP acknowledges the expected Greenhouse Gas emission results from more compact development and reduced automobile use. The CVRD's OCP includes the Greenhouse Gas reduction targets from the CVSS. And the Comox Valley Regional Growth Strategy contains modal share targets.



Go Smart Advisory Committee

Represented by:

Town of Comox
City of Courtenay
Village of Cumberland
Comox Valley Regional District
School District 71

- Town of Comox
- Village of Cumberland
- One Comox Valley Electoral Area Director
- School Board Trustee

All other decisions will be made by consensus.

Chairperson: to be elected by the committee.

Timeframes, reporting and deadlines:

- Will meet every 2 months for a total of 6 times a year: January, March, May, July, September, November.
- Will provide annual reports to represented Local Governments or more often as required by issues.
- The committee term will correspond to the Local Government elected official term, with the committee to be reviewed shortly after elections.
- The committee will conduct the following general duties in the following months (approximate), at a minimum and in addition to any other tasks identified by the committee, consistent with its mandate:
 - January: Debrief on annual reports submitted to the four local governments and School District Board. Discuss new ideas or feedback from elected officials discussion. Plan for data collection cycle for the year. Solicit capital project lists from City, Town, Village and MoTI.
 - March: Confirm regional priority projects. Plan for Bike to Work Week and summer-oriented public education.
 - May: Report back on discussions of regional priority projects with respective jurisdictions. Implement public education.
 - July: Prepare Plan for Active School Travel planning, new schools. Implement public education.
 - September: Confirm if regional transportation priorities have been included for respective budget-proposal inclusion.
 - November: Prepare annual report for respective Councils and Boards. Set goals for next year.

Resources Required:

- Website hosting on Local Government websites
- Other agencies that do not have voting rights but that may be consulted from time to time include RCMP, ICBC, MoTI, Island Health
- The Committee may apply for funds from its representative agencies or other sources



Go Smart Advisory Committee

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Comox Valley Regional District

School District 71

- Participants are expected to engage actively in the committee by fulfilling committee functions (e.g. Chair, secretary, organizer), conducting research and action items in between meetings. These functions shall be determined by the committee.
- Funding will be required to fulfill the public education mandate and may be required for individual activities on a case by case basis.



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School District 71

Backgrounder document to the Committee Terms of Reference

Participants and Committee Composition:

It is expected that by participating in the Regional Go Smart Committee that each participating jurisdiction will also set up processes within their organizations to ensure that jurisdiction-specific tasks (e.g. infrastructure projects) are considered. The tasks will principally include: advising on priority transportation projects that align with Greenhouse Gas emission and modal share targets and accessibility objectives for the upcoming budget cycle and providing technical referral support to staff.

All regional meetings are open to the public and shall be advertised on the participating agency websites. The general public may participate as observers to the Committee who will officially be comprised of four groups of people, each of which will participate in the committee in different ways depending on their strengths and roles:

1. Representatives of the public (Public Advisory Committee)
2. Local Government staff
3. Elected officials, including from SD71
4. Other agencies (RCMP, ICBC, MoTI, Island Health etc.)

Representatives of the Public: The Go Smart *Public* Advisory Committee (Go Smart PAC) shall be governed by its own Terms of Reference (to be approved by the Go Smart Advisory Committee, the “Parent” Committee) and shall ensure public representation of a variety of mobility needs. Anyone may apply to serve on the Go Smart Public Advisory Committee and must demonstrate a commitment to the objective of the Parent Committee. The Parent Committee shall approve all applications based on application criteria that will be determined as part of the Public Advisory Committee TOR. A seat for organized mobility organizations (e.g. Cycling Coalition and Accessibility Committee) will be ensured on the Go Smart PAC. Members may serve for two, 2 year terms after which the position must be opened for new applicants. The Public Committee will send a maximum of 2 members to each Go Smart meeting as participants.

Staff: Staff from each Local Government and Ministry of Transportation and Infrastructure is encouraged to attend as many of the meetings as possible to provide technical support, and may choose their attendance based on agenda-relevance. Staff must work within their identified corporate work plans and are also encouraged to seek effective communication means within their own organizations to ensure that ideas and decisions from the Committee are incorporated into their representative organizations where appropriate. No one staff member shall be assigned to the Committee, but rather agenda-relevance shall inform which departmental staff attend. The committee has no authority to direct staff to conduct works outside of



Go Smart Advisory Committee

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City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

meetings. Staff direction to do committee work must be confirmed through their respective corporate work plans.

Elected Officials: As the committee is a Local Government and School Board Committee, matters that require a vote to reflect a decision, position or resolution of the Committee will be voted upon by the represented Elected Officials. Staff or other members of the committee will not have voting privileges. For other discussion, the committee will strive for consensus. One Elected Official from each of the following agencies is invited to participate in the Committee:

1. City of Courtenay
2. Town of Comox
3. Village of Cumberland
4. One Comox Valley Electoral Area Director
5. School Board Trustee

Other Agencies: Other agencies are invited to attend all meetings and especially on agenda-specific items.

Regional Committee Activities:

Go Smart Comox Valley will have eight core functions, the rationale, participation and logistics of each of which is discussed:

1. Regional Education to promote modal share targets

a) Rationale: Achieving modal share targets will require the active participation of a significant percentage of the population, and there is reason to believe that the public is interested in having more transportation options. For instance, in any North American community it is estimated that there are approximately two-thirds of the population who would consider riding a bike for transportation if safe and convenient cycling infrastructure was provided.² Getting information to this 'interested but concerned' segment of the population would be the focus of education efforts that would focus on not just cycling, but transit, walking and carpooling as well.

b) Participation by: All participants.

c) How it will work: This task will require funds or dedicated staff resources to fulfill. The Go Smart would identify an educational campaign, or objectives of an educational campaign, to consider for further implementation subject to allocated resources. Identifying partnerships for resource leveraging and

² Four Types of Cyclists article by Roger Geller, <https://www.portlandoregon.gov/transportation/article/237507>



Go Smart Advisory Committee

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Comox Valley Regional District

School District 71

existing venues and educational programs to include a 'Go Smart' message will be critical to the success of a Regional Education approach.

2. Two-way public engagement - 'ear to the ground'(in) and education (out)

- a) **Rationale:** Transportation affects everyone and many residents have opinions that they wish to share, but may not know how to do so. And while each Local Government (and possibly other agencies) undertake public consultation processes related to transportation, regular 'check ins' with the public to get a 'pulse' of public opinion is not an on-going activity. Having a sense of public opinion can be valuable to raise flags for further investigation and to give a sense of public acceptance. In emphasizing a two-way communication, the Committee can also help to *disseminate* information about the changing face of transportation, as well as listen to the public.
- b) **Participation by:** All participants.
- c) **How it will work:** The Public Advisory Committee will serve to provide regular (quarterly) regional venues for anyone to come forward and voice a transportation related concerns and to promote community dialogue on mobility topics. Staff may attend, but are not required to. Public advisory body representatives will facilitate the event and take minutes which will be circulated to all bodies on the Committee, for information. Local Government staff may use the information as they see fit. It will be very important to convey to the public during the meetings that while this is an opportunity to have one's say, it does not guarantee that all items raised will be attended to. The meetings shall be held in different parts of the community to make accessible to as many of the public as possible.

3. Technical referral for staff

- a) **Rationale:** The committee will provide a forum for dialogue and preliminary consultation on proposed transportation projects of regional significance. This has been identified as a useful 'vetting' forum. Projects of regional significance include any route that is part of the cycling, transit or greenway network plan of any jurisdiction that directly abuts and links with a neighbouring jurisdiction and/or is critical to the functioning of the mobility network of the adjacent jurisdiction.
- b) **Participation by:** All Participants.
- c) **How it will work:** When Local Government staff or other agencies have a regionally significant project that requires public review, the project should be referred to the Committee unless timelines make such a referral untenable. Staff is not bound to any comments through this process, but will take comments under advisement, similar to other referral and public consultation procedures.



Go Smart Advisory Committee

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Town of Comox

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Village of Cumberland

Comox Valley Regional District

School District 71

4. Identifying Regional Active and Accessibility Travel priorities

- a) **Rationale:** While the committee is committed to working with and accommodating all road users, priority transportation projects will inevitably be cycling, walking, transit and accessibility oriented given the modal share targets for each Local Government. As such, the committee will identify Regional Active and Accessibility Travel priorities to ensure that regionally core links in the transportation system are identified and worked towards by the respective appropriate jurisdictions.
- b) **Participation by:** All participants.
- c) **How it will work:** In conjunction with activity 5 identified below (Mapping and data collection assistance), a list of priority regional cycling, walking and transit routes and accessibility concerns will be identified. Each year the list of priority projects will be reviewed to ensure they remain current and will distributed to the participant jurisdictions for information and consideration in budget cycles.

5. Mapping and data collection assistance

- a) **Rationale:** Local Governments and other organizations require accurate up to date transportation data to inform decision-making about transportation investments. Currently the CV Cycling Coalition provides annual traffic counts free of charge, makes the data available to anyone and has provided the only survey on cycling behaviour in the Valley to date. Data collection initiatives need to be expanded to include:
 - More traffic sampling dates and locations in order to be even more helpful to staff, and to compliment the more comprehensive (although to date generally car-oriented) data collection efforts that happen at less regular transportation planning cycles.
 - Evaluation of new projects to determine their impact.
 - Community surveys of preferred mobility routes, behaviours and interest in mobility choices.
 - Cycling and walking community assessments/audits (which include assessment of engineering, education, enforcement, encouragement and evaluation programs) to target gaps and strengths.

Accurate mapping of the current and desired transportation routes is also required to ensure that new road projects are accommodating the desired balance of road users. Mapping is a critical tool to identify where priority designation should be allocated to the various modes. All these activities require the help of volunteers in order to be feasible to the various organizations.

- b) **Participation by:** Primarily representatives of the public (e.g. volunteers), the Public Advisory Committee, other agencies and staff and under the supervision of staff. Maps will be produced in house by staff in those jurisdictions with sufficient in-house mapping capabilities. Where funds are



Go Smart Advisory Committee

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City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

required to hire consultants to assist in producing maps, a budget request will be made individually or jointly to the four Local Governments at the appropriate time in their budget cycle, depending on what area of the Valley is being mapped.

- c) **How it will work:** Data collecting and mapping projects will be communicated to representative Councils/Board to inform staff work plan, and possibly funding, arrangements. Once approved, staff will work with selected volunteers to train them in traffic data collection methods. Staff will use data to inform decisions and evaluate past projects. Staff will work with the public advisory committee to review and refine mapping.

6. Search for funding opportunities including grants and through partnerships

- a) **Rationale:** Staff often do not have the time to actively search out funding opportunities; a wider 'net' of people looking for funding arrangements can bring opportunities to attention to be acted upon. The Cycling Task Force proved a valuable vehicle for initiating creative collaborative funding arrangements: by applying for and receiving grants (e.g. Fitzgerald Avenue cycling lane project), securing partnership funding (e.g. Active School Travel planning), writing letters of support for other complementary initiatives (e.g. CV Cycling Coalition "New Horizons" school-rodeos grant) and engaging the non-profit sector to champion projects (e.g. Rotary Rail-Trail leadership).

- b) **Participation by:** All: Elected Officials, the Public, Public Advisory Committee, other agencies and staff.

- c) **How it will work:** All committee participants (and wider public) are invited to share funding opportunities with the larger committee for discussion and follow-up where appropriate.

7. Assess regional opportunities as they arise, and learn from each other

- a) **Rationale:** This includes working on projects that have regional implications (e.g. highway expansions, projects that occur at jurisdictional boundaries) as well as exploring regional *approaches* to initiatives. In multi-agency forums, many times opportunities for projects and partnerships are not immediately apparent. Through relationship building with various organizations, and a forum to engage in cross-agency discussion, opportunities to collaborate can be identified. This opportunity to keep the door open for these opportunities is critical to ensuring that all the participating bodies can work together, more efficiently, within their own scope of work, towards common goals. One of the key areas the Committee can assist with is ensuring that evolving Best Practices regarding transportation trends, tools and strategies are shared. An example of this is in the area of Active School Travel planning (a Best Practice) which originated through the Cycling Task Force from group discussion. The initiative would not have been able to germinate without the individual contributions of each participating



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

agency. The project has been considered very successful by parents, School Board and Local Government elected officials and is now expanding under the leadership of the School Board. This project however was not identified in the CTF's original Terms of Reference, because it emerged as an opportunity *during* the Committee's process.

- b) **Participation by:** Elected officials, Public Advisory Committee, other agencies and staff.
 - c) **How it will work:** On regional projects, the affected agencies will work closely together. When a new idea is presented, the Committee will consider it for further dialogue and action, where appropriate. The Committee will report promising ideas to the bodies they represent through the annual reporting process, or more frequent as needed.
- 8. Receiving delegations**
- a) **Rationale:** Members of the public, groups or even other agencies may wish to present information or an idea in a regional transportation forum, without the formality of presenting before municipal Councils and the regional Board.
 - b) **Participation by:** All in attendance at the meeting, and who are on the circulation list for minutes, would receive the delegation.
 - c) **How it will work:** The opportunity and procedure for presenting as a delegation before the Go Smart Advisory Committee will be outlined on the participating agency websites. Delegation requests will be forwarded to the Chair of the Go Smart Advisory Committee.



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

Go Smart PUBLIC Advisory Committee

Terms of Reference

Committee Objective: To work with the public and provide advice and recommendations into the Go Smart regional Advisory Committee, as related to their mandate.

Tasks:

1. Review the current state of transportation in the Comox Valley and identify priorities for improvement to achieve modal share targets and accessibility policies.
2. Provide consultation both at the initial stages of planning, and during the design process, where transportation changes and developments are proposed that will affect transit, cycling and pedestrian road users.
3. Advocate for transit, cycling and pedestrian universally accessible transportation infrastructure improvements in the Comox Valley.
4. Provide a process for the general public, stakeholders and organizations to communicate issues, concerns and suggestions.
5. May also contact or coordinate meetings as required with each jurisdiction, including MOTI, to deal with specific jurisdictional issues.

Authority: Serves as a resource and makes recommendations to the Go Smart regional Advisory Committee.

Participants and Committee Composition:

The Committee shall be comprised of no more than 8 members. Members shall be sufficiently 'broad minded' regarding transportation modes, and be able to effectively represent a variety of transportation perspectives, with a goal of achieving modal split targets. The Go Smart Advisory Committee shall create a set of criteria for selection of Public Advisory Committee members, and will post this information in the media and websites, along with a deadline for submissions. The elected officials of the Go Smart Advisory Committee shall select the Public Advisory Committee members based on received submissions.

All meetings are open to the public and shall be advertised on the participating agency websites.

Decision-making approach: The group will work by consensus.

Chairperson: to be elected by the Public Advisory Committee.

Timeframes, reporting and deadlines:



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

- The Public Advisory Committee will be in place for the same time frame as the Go Smart Advisory Committee.
- Will meet every 2 months for a total of 6 times a year. The meetings will be open to the general public and will be advertised on the participating agency websites.
- Two representatives of the Public Advisory Committee will attend the Go Smart Advisory Committee meetings and provide a report each time.

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2827

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2827, 2015**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 3, Section 15, Comox District, Plan 19130 (855 Back Road), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S);
 - (b) That Zoning Bylaw No. 2500, 2007, Schedule No. 8 be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this _____ day of _____, 2014

Read a second time this _____ day of _____, 2014

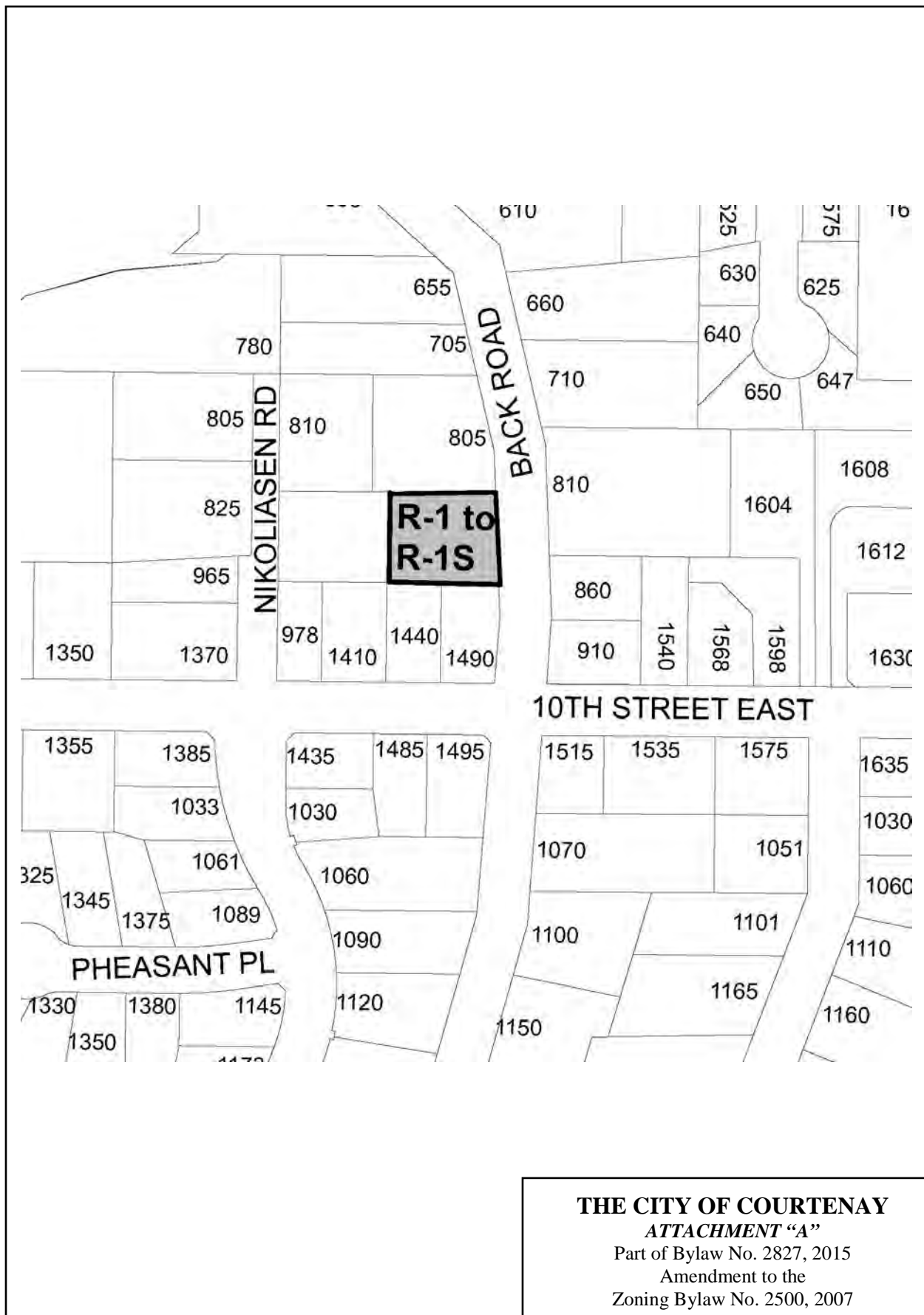
Considered at a Public Hearing this day of , 2014

Read a third time this _____ day of _____, 2014

Finally passed and adopted this day of , 2014

Mayor

Director of Legislative Services



CITY OF COURTENAY
BYLAW REFERENCE FORM

BYLAW TITLE

City of Courtenay Tax Exemption 2016 Bylaw No.2828, 2015

REASON FOR BYLAW

To exempt from taxation for 2016, the land and improvements for the following new applicants as follows:

- 243 – 4th Street Boys and Girls Clubs of Central Vancouver Island 100%
- 280 – 2nd Street, Comox Valley Transition Society 40%
- #8, 468 – 29th Street, Salvation Army-Cornerstone Community & Family Services 40%
- 2398 Rosewall Crescent, Saltwater Education Society 40%

STATUTORY AUTHORITY FOR BYLAW

Section 224 of the *Community Charter*

OTHER APPROVALS REQUIRED

As per the reports presented to City Council on August 4, 2015 and subsequent report of September 8, 2015.

STAFF COMMENTS AND/OR REPORTS

Statutory Advertising required prior to final adoption of bylaw.

OTHER PROCEDURES REQUIRED

September 10, 2015

B. Parschauer
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2828

A bylaw to exempt certain lands and improvements from taxation for the year 2016

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 224 of the *Community Charter*;

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 "**Tax Exemption 2016 Bylaw No. 2828, 2015**".
2. The following properties are hereby exempt from taxation for land and improvements to the extent indicated for the year 2016:

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
49.000	LOT 41, SECTION 61, CD, PLAN 311	280 – 4 TH STREET	EUREKA SUPPORT SOCIETY	100%
112.000	PARCEL A OF LT 124&125 DD, PLAN 80170N, SECTION 61, CD, EXCEPT PLAN 472BL OF L PID 004-863-682	243-4 TH STREET	BOYS AND GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND (LEASED FROM CITY OF COURTENAY)	100% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
122.000 1650.000	LOT 1, PLAN 40587 LOT 16, PLAN 5618	367 CLIFFE AVENUE 101 ISLAND HIGHWAY	ROYAL CANADIAN LEGION	100%
163.000 164.000 165.000	LOTS 14, 17, 18, 21, 22 SECTION 61, CD, PLAN 1517	237 – 3 RD STREET 243 – 3 RD STREET 255 – 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	100%
348.000	LOT 15, SECTION 61, CD, PLAN 4906	543 – 6 TH STREET	ALANO CLUB OF COURTENAY	100%
400.000	LOT A, SECTION 61, CD, PLAN 18979	A1-310 8 TH STREET	CITY OF COURTENAY	100% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
513.000	LOT A, DL 127, CD, PLAN 7719	755 HARMSTON AVENUE	OLD CHURCH THEATRE SOCIETY	100%
540.000	LOT 20, DL 127, CD,	785 – 6 TH STREET	COMOX VALLEY	100% OF THE

	PLAN 1464		PREGNANCY CARE CENTRE	ASSESSMENT – EXCLUDING RESIDENTIAL AND COMMERCIAL LEASED SPACE
750.020	LOT 1, DL 127, CD, PLAN VIP62285	641 MENZIES AVENUE	COMOX VALLEY RECOVERY CENTRE SOCIETY	100%
FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
1037.000	LOTS 1 AND 2, SECTION 41, CD, PLAN 3930	1415 CLIFFE AVENUE	COMOX VALLEY FAMILY SERVICES ASSOCIATION	100%
1494.000 1494.010 1494.050	LOT A, SECTION 6 AND 8, CD, PLAN 35008 LOT 1 AND 2, SECTION 6 AND 8, CD, PLAN 2849, EXCEPT PLAN 35008	2450 BACK ROAD 2470 BACK ROAD	GLACIER VIEW LODGE SOCIETY	100%
1960.300	LOT A PLAN 15464	SANDPIPER DRIVE	THE NATURE TRUST OF BRITISH COLUMBIA	100%
2016.007	LOT 7, PLAN 27200	1571 BURGESS ROAD	STEPPING STONES RECOVERY HOUSE FOR WOMEN (LEASE)	100%
2091.190	STRATA LOT 1, DL 230, CD, STRATA PLAN VIS6598	2311 ROSEWALL CRESCENT	SALTWATER EDUCATION SOCIETY	100%
2200.044	LOT 3, DL 138, CD, PLAN 20288	2564 CUMBERLAND ROAD	COURTENAY & DISTRICT HISTORICAL SOCIETY IN TRUST	100%
3200.072	LOT A, SECTION 18, CD, PLAN 12735	4835 HEADQUARTERS RD	COMOX VALLEY CURLING CLUB	100%
750.100	LOT 1, PLAN VIP 62247	994 – 8 TH ST	ST JOHN THE DEVINE ABBEYFIELD HOUSE SOCIETY	75%
757.000 757.001 758.000	LOT A, BLOCK 2, PLAN 1951 LOT A, BLOCK 2, PLAN 1951 EXCEPT PLAN 4288 & 4941 LOT A&B, PLAN 16907	1051 – 8 TH STREET 1061 – 8 TH STREET 635 PIDCOCK AVE	COMOX VALLEY KIWANIS VILLAGE SOCIETY	75%

1286.045	LOT 8, BLOCK 3, PLAN 16252	534 – 19 TH STREET	L'ARCHE COMOX VALLEY	75%
FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
34.000	LOT 2, SECTION 61, CD, PLAN 20159 PID 003-698-254	231 6 TH STREET	COURTENAY ELKS' LODGE #60 OF THE BENEVOLENT AND PROTECTIVE ORDER OF THE ELKS' OF CANADA	40%
91.000	LOT 92, SECTION 61, CD, PLAN 311 EXCEPT PLAN 66BL&1621R PID 006-037-577	576 ENGLAND AVENUE	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM 0771375 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
166.000	LOT 8 PLAN 2834 PID 003-451-941	267 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	40%
459.000	LOT B, PLAN 20211 PID 003-519-376	956 GRIEVE AVENUE	UPPER ISLAND WOMEN OF NATIVE ANCESTRY	40%
170.002	LOT A, SECTION 61, DL 15, PLAN 54105 PID 017-752-141	280 2 ND STREET	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM FOUR PAWS INVESTMENTS LTD.)	40%
1516.004	LOT 4, SECTION 14, CD, PLAN 30419 PID 000-150-541	464 PUNTLEDGE RD	CANADIAN RED CROSS SOCIETY (LEASED FROM 660511 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.004	LOT B, SECTION 67, CD, PLAN 33851 PID 000-262-170	#8, 468 29 TH STREET	THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA (LEASED FROM NOORT INVESTMENTS)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.006	LOT C, SECTION 67, CD, PLAN 33851 PID 000-217-158	2966 KILPATRICK AVE	AARON HOUSE MINISTRIES (LEASED FROM NOORT DEVELOPMENT LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
2024.009	LOT 2 PLAN VIP53672 PID 017-650-097	1755 13 TH STREET	HABITAT FOR HUMANITY VANCOUVER	40% OF THE ASSESSMENT ALLOCATED TO

			ISLAND NORTH SOCIETY	THE SPACE USED FOR ADMINISTRATION OFFICES
2091.136	LOT 4, DL 230, CD, PLAN VIP57822 PID 018-564-381	2398 ROSEWALL CRESCENT	SALTWATER EDUCATION SOCIETY (LEASED FROM SPACIAL HOLDINGS INC)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
3200.032	LOT A, SECTION 18, CD, PLAN VIP 75369 PID 025-673-017	4729 HEADQUARTERS RD	YOUTH FOR CHRIST COMOX VALLEY	40% OF THE ASSESSMENT – <i>EXCLUDING</i> CARETAKER RESIDENTIAL SPACE

Read a first time this 14th day of September, 2015

Read a second time this 14th day of September, 2015

Read a third time this 14th day of September, 2015

Finally passed and adopted this day of

Mayor

Director of Legislative Services

CITY OF COURTENAY
BYLAW REFERENCE FORM

BYLAW TITLE

City of Courtenay Churches Tax Exemption 2016 Bylaw No.2829, 2015

REASON FOR BYLAW

To exempt from taxation for 2016, the land surrounding the church building and building footprint, except for that portion of lands used in residential or commercial use.

STATUTORY AUTHORITY FOR BYLAW

Section 224 of the *Community Charter*

OTHER APPROVALS REQUIRED

As per the reports presented to City Council on August 4, 2015 and subsequent report of September 8, 2015.

STAFF COMMENTS AND/OR REPORTS

Statutory Advertising required prior to final adoption of bylaw.

OTHER PROCEDURES REQUIRED

September 10, 2015

B. Parschauer
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2829

A bylaw to exempt certain lands and improvements, set apart for public worship, from taxation for the year 2016

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 220 of the *Community Charter*;

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 "**Churches Tax Exemption 2016 Bylaw No. 2829, 2015**".
2. Pursuant to Section 224(2)(a)(f)(g) of the *Community Charter*, the following properties on which a church hall or facility is situated, the land on which such a hall stands, the remaining area of land surrounding the building set apart for public worship, and the remaining area of land surrounding the exempted building, exempted hall, or both, are hereby exempted from taxation for land and improvements to the extent indicated for the year 2016 *except for that portion of the property used for residential or commercial purposes*:

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
1.	143.000	LOT AM 11, SECTION 61, CD, PLAN 33854N	467 – 4 TH STREET	GRACE BAPTIST CHURCH OF THE COMOX VALLEY	100%
2.	313.100	LOT 1, SECTION 62, CD, PLAN VIP 74608	591 – 5 TH STREET	ANGLICAN SYNOD DIOCESE OF B.C.	100%
3.	336.000	LOT 7, SECTION 61, CD, PLAN 4906	505 FITZGERALD AVENUE	CENTRAL EVANGELICAL FREE CHURCH	100%
4.	341.000	AMENDED LOT 1, PLAN 55886N, SECTION 61 CD, PLAN 4906	566 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	100%
5.	342.000	LOTS 3 & 4, BLOCK 6, CD, PLAN 472B	576 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	50.63% OF THE ASSESSED VALUE OF LAND ONLY
6.	346.000	LOTS 10,11,12, AND 13, SECTION 61, CD, PLAN 4906	505 – 6 TH STREET	ST. GEORGES CHURCH	100%
7.	618.220	LOT 1, DL 118, CD, PLAN VIP 73074	2201 ROBERT LANG DRIVE	RIVER HEIGHTS CHURCH SOCIETY	100%
8.	1074.050	LOT A, PLAN 54316P, SECTION 41, CD, PLAN 7449	1580 FITZGERALD AVENUE 1590 FITZGERALD AVENUE	GOVERNING COUNCIL SALVATION ARMY CANADA WEST	100%

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
9.	1166.000	LOT A, PLAN 121193ER, SECTION 41, CD, FORMERLY LOTS 32 & 33, CD, PLAN 10725	771 – 17 TH STREET	TRUSTEES LUTHERAN CHURCH	100%
10.	1211.004	LOT 4, SECTION 68, CD, PLAN 14176	1814 FITZGERALD AVE	VALLEY UNITED PENTACOSTAL CHURCH OF BC	100%
11.	1524.102	LOT B, SECTION 15, CD, PLAN 54793 EXCEPT PLANS 14713, 36414, 51121	1599 TUNNER DRIVE	BISHOP OF VICTORIA, CHRIST THE KING CATHOLIC CHURCH	100%
12.	1594.000	LOT 16, SECTION 16, CD, PLAN 7037 EXCEPT PLAN 44368	1581 DINGWALL RD	TRUSTEES OF THE KINGDOM HALL OF JEHOVAH WITNESS	100%
13.	1691.030	LOT 1, SECTION 17, CD, PLAN VIP 79479	4660 HEADQUARTERS ROAD	SEVENTH DAY ADVENTIST CHURCH	100%
14.	1691.044	LOT 2, SECTION 17, CD, PLAN VIP 61425	4634 ISLAND HWY	ANGLICAN SYNOD DIOCESE OF BC	100%
15.	1691.046	LOT 3, SECTION 17, CD, PLAN VIP 61425	1514 DINGWALL ROAD	ANGLICAN SYNOD DIOCESE OF BC	100%
16.	2005.000	LOT 12, DL 96 & 230, CD, PLAN 1406	1901 – 20 TH STREET	LDS CHURCH	100% EXCEPT THAT PART ASSESSED FOR SCHOOL USE
17.	2017.034	LOT 1, DL 96, CD, PLAN VIP 59504	1640 BURGESS RD	FOURSQUARE GOSPEL CHURCH OF CANADA	100%
18.	2200.088	LOT A, PLAN 27596	2963 LAKE TRAIL ROAD	COURTENAY BAPTIST CHURCH	100%

Read a first time this 14th day of September, 2015

Read a second time this 14th day of September, 2015

Read a third time this 14th day of September, 2015

Finally passed and adopted this day of , 2015

Mayor

Director of Legislative Services