

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

*We respectfully acknowledge that the land on which we gather is the
unceded traditional territory of the K'ómoks First Nation*

DATE: **October 15, 2018**
PLACE: **City Hall Council Chambers**
TIME: **4:00 p.m.**

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

1.00 ADOPTION OF MINUTES

- 1 1. Adopt October 1st, 2018 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

Mayor's Presentation - Ken MacLeod Recognition

(a) Recreation and Cultural Services

- 7 1. Appointments to the Parks and Recreation Advisory Commission

(b) CAO and Legislative Services

- 11 2. Kus Kus Sum Extension of Memorandum of Understanding (MOU)
29 3. CAO Performance Review and Professional Development Policy

(c) Development Services

- 35 4. Business Licence Amendment Bylaw No. 2942 to Include Cannabis
 Regulations
39 5. Development Cost Charge Reserve Fund Expenditure Bylaw 2943 for
 Southwinds Development Corp.
43 6. Zoning Amendment Bylaw No. 2931 - 4100 Fraser Road

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

61 1. Memorandum - CVAG / K'omoks First Nation Ceremonial Pole Raising

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. Councillor Lennox Motion - K'omoks First Nation Recognition at Events

Whereas the City of Courtenay is on unceded traditional territory of the K'omoks First Nation;

Therefore may it be recognized as such at civic events and celebrations.

2. Councillor Hillian Motion - Randy Wiwchar Recognition

Whereas over his numerous years of service Randy Wiwchar was instrumental in shaping many of the programs, facilities, and parks in the City of Courtenay and was involved in initiatives such as the Lewis Centre expansion, 2010 BC Seniors Games, Olympic Spirit events, Sid Williams Theatre and Native Sons Hall renovations, the LINC Youth Centre, Simms Millennium Park and Pavilion, the Rotary Trail, and many other parks, trails and playgrounds; and

Whereas Randy was passionate about serving the residents of the City of Courtenay and the Comox Valley, particularly through projects and programs benefitting youth, and was also the City's liaison with many civic groups and organizations and was a champion for arts and culture in our community; and

Whereas , Randy devoted endless hours organizing the 2015 Courtenay Centennial Celebrations, which he considered "a perfect way to end a great career, planning a huge celebration for the City he loved and all the citizens that make Courtenay such a wonderful community"; and

Whereas Randy is deserving of lasting recognition for his exemplary service to our community;

Therefore be it resolved that:

1. the City convey posthumously upon Randy Wiwchar the award of Freedom of The City; and
2. that Council establish the intent to name a City street in Randy's honour; and
3. that staff investigate and report back on the potential for naming a street in the future envisioned cultural precinct of downtown Courtenay "Wiwchar Way".

3. Councillor Hillian Motion - 5th Street Hydro Pole Painting Project

Whereas the 5th Street Complete Streets project, now nearing completion, will provide a much improved streetscape but without the additional enhancement that would have been achieved through removal of hydro poles; and

Whereas local citizens have suggested a pole painting project to engage neighbourhood residents in a public art initiative to add to the aesthetics of the street;

Therefore, be it resolved that staff investigate the possibility of a 5th Street pole painting project to involve neighbourhood residents in turning their hydro poles from an aesthetic liability into a community asset.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First and Second Reading

- 63 1. “Zoning Amendment Bylaw No. 2931, 2018”
(A bylaw to permit a 26 lot residential subdivision at 4100 Fraser Road)
- 65 2. “Business Licence amendment Bylaw No. 2942, 2018”
(A bylaw to include regulations related to cannabis production and retail sales)
- 69 3. “Development Cost Charge Reserve Fund Expenditure Bylaw No. 2943, 2018”
(A bylaw to authorize expenditures from the Highway Facilities Development Cost Charge reserve fund)

For Third Reading

- 65 1. “Business Licence amendment Bylaw No. 2942, 2018”
(A bylaw to include regulations related to cannabis production and retail sales)
- 69 2. “Development Cost Charge Reserve Fund Expenditure Bylaw No. 2943, 2018”
(A bylaw to authorize expenditures from the Highway Facilities Development Cost Charge reserve fund)

For Final Adoption

- 71 1. "Zoning Amendment Bylaw No. 2929, 2018"
(A bylaw to rezone property from C-2A to R-4A to accommodate construction of an apartment building - 911 Braidwood Road)
- 73 2. "Tax Exemption 2019 Bylaw No. 2939, 2018"
(A bylaw to consider permissive tax exemption for the 2019 taxation year)
- 79 3. "Churches Tax Exemption 2019 Bylaw No. 2940, 2018"
(A bylaw to consider permissive tax exemption for the 2019 taxation year)

13.00 ADJOURNMENT

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, October 01, 2018 at 4:00 p.m.

Attending:

Mayor: L. V. Jangula
Councillors: E. Eriksson
D. Frisch
D. Hillian
R. Lennox via Teleconference
B. Wells
M. Theos

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
W. Sorichta, Manager of Legislative & Corporate Administrative Services
I. Buck, Director of Development Services
A. Guillo, Manager of Communications
T. Setta, Manager of Planning

1.00 ADOPTION OF MINUTES

.01
MINUTES

Moved by Theos and seconded by Wells that the September 17th, 2018 Regular Council meeting minutes be adopted.

Carried

Moved by Wells and seconded by Hillian that the September 24th, 2018 Committee of the Whole meeting minutes be adopted.

Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

.01
GLACIER ROAD
DELEGATION ON
REZONING
AND
SUFFIELD ROAD
DELEGATION ON
SUBDIVISION

Moved by Frisch and seconded by Hillian that based on the October 1st, 2018 staff report “Glacier Road Delegation on Rezoning and Suffield Road Delegation on Subdivision”, that Council approve OPTION 1 and advise Mr. Ron Taylor and the Glacier Road neighbourhood to make application for consideration of the zoning amendments outlined in their March 5th presentation to Council.

Carried

Moved by Hillian and seconded by Frisch that based on the October 1st, 2018 staff report “Glacier Road Delegation on Rezoning and Suffield Road Delegation on Subdivision”, that Council approve OPTION 1 and advise Mr. Steve Hughes to make application for Development Variance Permit to consider relaxation of works and services requirements related to his subdivision.

Carried

Council agreed unanimously that Mr. Steve Hughes be permitted to address Council at the October 1st, 2018 Regular Council meeting regarding his application to subdivide his property located at 2946 Suffield Road.

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01

MINISTRY OF
CHILDREN AND
FAMILY
DEVELOPMENT
CHILDCARE BC NEW
SPACES FUND
0410-20

Moved by Wells and seconded by Theos that the correspondence from the Ministry of Children and Family Development regarding the Childcare BC New Spaces Fund, be received for information.

Carried

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01

SCHOOL DISTRICT
TRUSTEE
ACCLAMATIONS
4200-04

Moved by Frisch and seconded by Wells that that the October 1st, 2018 Memorandum, “School District Trustee Acclamations”, be received for information.

Carried

.02

HERITAGE ADVISORY
COMMISSION 2018
ANNUAL REPORT
0360-20

Moved by Hillian and seconded by Wells that Mr. Lawrence Burns, Heritage Advisory Commission, be permitted to address Council at the October 1st, 2018 Regular Council meeting regarding the 2018 Heritage Advisory Commission 2018 Annual Report.

Carried

Lawrence Burns, past Chair, Judy Hagen, Chair, Linda Grant and Andrew Ireson presented the 2018 Heritage Advisory Commission 2018 Annual Report to Council.

Andrew Ireson spoke about the City clocks project identified in the annual report; the two large outdoor heritage clocks (City Hall clock and Sid Williams Theatre clock) could be refurbished for approximately \$25,000 and installed at an estimated cost of \$5,000.

Lawrence Burns expressed his thanks to Council for Council's cooperation and support of the Heritage Advisory Commission.

Council expressed their appreciation to Lawrence Burns for his service as Chair of the commission.

Moved by Frisch and seconded by Wells that Council direct staff to make a provision in the 2019 budget for the cost to refurbish the City Hall and Sid Williams Theatre outdoor heritage clocks; and,

That staff work directly with the Heritage Advisory Commission regarding the request for quotation and rejuvenation of the two outdoor heritage clocks.

Carried

Moved by Frisch and seconded by Wells that the Heritage Advisory Commission 2018 Annual Report, be received for information.

Carried

.03

HERITAGE ADVISORY
COMMISSION
MEETING MINUTES
0360-20

Moved by Frisch and seconded by Wells that the Heritage Advisory Commission meeting minutes for June 27, 2018, be received for information

Carried

**Mayor Jangula left Council Chambers at 4:54 p.m.; Acting Mayor Wells took the chair
Mayor Jangula returned to Council Chambers and took his seat at 4:58 p.m.**

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

COUNCILLOR
ERIKSSON

Councillor Eriksson reviewed his attendance at the following events:
➤ Various CVRD meetings

COUNCILLOR
FRISCH

Councillor Frisch reviewed his attendance at the following events:
➤ 2018 Pitchfest hosted by LIFT Comox Valley
➤ CVRD Integrated Regional Transportation Select Committee Comox Road pathway presentation
➤ 2018 Red Dress Awareness Campaign installation

COUNCILLOR
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- Comox Valley Drug Strategy committee meeting
- Comox Valley Sustainability Forum
- Annual Comox Valley Justice Centre Campagnolo Lecture presented by Jody Wilson-Raybould, Minister of Justice
- Escorted Jody Wilson-Raybould, Minister of Justice along with Project Watershed on a tour of the Kus kus sum Project site

Councillor Hillian mentioned that the 8th street neighbourhood residents sent a communication to BC Housing providing design and landscape recommendations for the 988 - 8th Street Supportive Housing project

COUNCILLOR
THEOS

Councillor Theos reviewed his attendance at the following events:

- CVRD and K'omoks First Nation water service Mutual Benefits agreement signing
- CVRD Sports Commission meeting
- Vancouver Island Regional Library Board meeting

COUNCILLOR
WELLS

Councillor Wells reviewed his attendance at the following events:

- Comox Valley Childcare Collaborative meeting
- CVRD Water Committee
- Chamber of Commerce Candidates breakfast
- Grand Opening of Riverwalk Centre
- ABC Printing & Signs 25 year anniversary celebration
- 2018 Pitchfest hosted by LIFT Comox Valley
- CVRD and K'omoks First Nation water service Mutual Benefits agreement signing
- Rotary Club of Courtenay Beer & Cider Fest fundraising event
- 2018 Red Dress Awareness Campaign installation
- Cumberland Extravaganza Italiana fundraising dinner
- Pacific Salmon Foundation dinner
- Comox Valley Sustainability Forum
- Shed Too Library grand opening
- Master of Ceremonies for 2018 Kidney Walk fundraising event

MAYOR
JANGULA

Mayor Jangula reviewed his attendance at the following events:

- Lawn Bowling Club building opening
- Welcome Cops for Cancer
- CVRD and K'omoks First Nation water service Mutual Benefits agreement signing
- 2018 Red Dress Awareness Campaign installation

8.00 RESOLUTIONS OF COUNCIL

.01
IN-CAMERA
MEETING

Moved by Hillian and seconded by Frisch that a Special In-Camera meeting closed to the public will be held October 1st, 2018 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

Carried

.02
COUNCILLOR WELLS
RESOLUTION -
SELECT COMMITTEE
FOR AFFORDABLE
HOUSING

Moved by Wells and seconded by Hillian that staff provide a report to Council regarding the options and implications of Council strategic planning and financial planning being performed for a 10 year period vs. the current 5 years, in support of sound asset management practices.

Carried

.03
RESOLUTION TO
CANCEL OCTOBER 29,
2018 COMMITTEE OF
THE WHOLE MEETING
0580-01

Moved by Hillian and seconded by Wells that due to the October 20th, 2018 local government election the Committee of the Whole meeting scheduled for Monday, October 29th, 2018 be cancelled.

Carried with Councillors Eriksson and Frisch opposed

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

.01
BYLAW NO. 2926,
2018 ZONING
AMENDMENT (4697
HEADQUARTERS RD)

Moved by Hillian and seconded by Wells that “Zoning Amendment Bylaw No. 2926, 2018” pass third reading.

Carried

5:22 p.m. Councillor Theos recused himself citing a potential conflict of interest as he lives in the vicinity of zoning amendment Bylaw No. 2936

.02
BYLAW NO. 2936,
2018, ZONING
AMENDMENT
(1081 MANTLE
ROAD)

Moved by Frisch and seconded by Wells that “Zoning Amendment Bylaw No. 2936, 2018” pass third reading.
Carried

.03
BYLAW NO. 2936,
2018, ZONING
AMENDMENT
(1081 MANTLE
ROAD)

Moved by Frisch and seconded by Wells that “Zoning Amendment Bylaw No. 2936, 2018” be finally adopted.
Carried

Councillor Theos returned to Council Chambers at 5:24 p.m. and took his seat.

.04
BYLAW NO. 2941,
2018
COUNCIL
REMUNERATION 2019

Moved by Eriksson and seconded by Wells that “Council Remuneration Bylaw No. 2941, 2019” be finally adopted.
Carried

13.00 ADJOURNMENT

.01

Moved by Wells and seconded by Frisch that the meeting now adjourn at 5:27 p.m.
Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 15th day of October, 2018

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 0550-20 Appointments to PRAC

From: Chief Administrative Officer

Date: October 15, 2018

Subject: Appointments to the Parks and Recreation Advisory Commission

PURPOSE:

The purpose of the report is to present the September minutes of the Parks and Recreation Advisory Commission to Council and to request the appointment of two new members to the Parks and Recreation Advisory Commission.

POLICY ANALYSIS:

Section 143 of the *Community Charter*, provides that council may establish and appoint a commission. The work of this commission is governed by Policy #0550.00.02 Boards, Committees and Commissions.

CAO RECOMMENDATIONS:

Based on the October 15, 2018 staff report, "Appointments to the Parks and Recreation Advisory Commission", Council approve OPTION 1 and receive the September Parks and Recreation Advisory Commission minutes and appoint Tom Demeo, and Michael Lynch to the commission.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On December 18, 2017 Council established the Parks and Recreation Advisory Commission and adopted the terms of reference that guide it. In the same meeting the following people were appointed to the commission: Mary Crowley, Allan Douglas, Iris Churchill, Wayne King, Carolyn Janes & Sébastien Braconnier. Since this appointment, Wayne King has stepped down from the commission due to other commitments. The commission has met five times since its inception and Erik Eriksson continues to act as the Council appointed representative.

DISCUSSION:

The commission members have expressed a desire to have some fresh perspectives on the team. Staff and the Commission agree that additional members will also help to ensure that quorum is achievable on a regular basis.

To this end, on September 6, 2018, the commission unanimously voted to request that Council consider appointing Tom Demeo, and Michael Lynch to the commission.

FINANCIAL IMPLICATIONS:

There are no financial implications to this decision.

ADMINISTRATIVE IMPLICATIONS:

The additional members will not increase the administrative burden of commission oversight.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

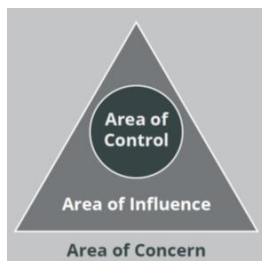
The following section of the City of Courtenay 2016-2018 Strategic Priorities applies:

We focus on organizational and governance excellence

- We support and encourage initiatives to improve efficiencies
- Communication with our community is a priority, and is considered in all decisions we make
- We responsibly provide services at a level which the people we serve are willing to pay

We invest in our key relationships

- We value and recognize the importance of our volunteers



- **Area of Control**
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.
- ▲ **Area of Influence**
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**
Matters of interest outside Council’s jurisdictional authority.

OFFICIAL COMMUNITY PLAN REFERENCE:

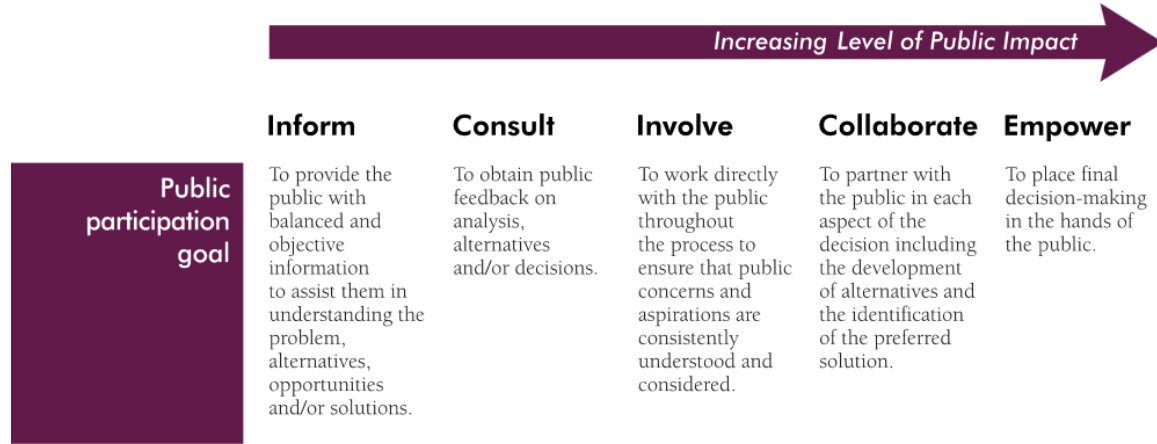
The official community plan references the City’s resolve to consult with the public on major decisions.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Staff have **consulted** with the Courtenay Parks and Recreation Commission in the identification of these candidates as identified in the *IAP2 Spectrum of Public Participation*. The commission will continue to serve as a mechanism to involve the community in City decision making.



OPTIONS:

- Option 1: Receive the September Parks and Recreation Advisory Commission minutes and appoint Tom Demeo, and Michael Lynch to the commission.
- Option 2: Receive the September Parks and Recreation Advisory Commission minutes and defer any appointments to the next Council
- Option 3: Receive the September Parks and Recreation Advisory Commission minutes only.

Prepared by:

Dave Snider RLA
Director of Recreation and Cultural Services

Attachment 1:
Parks and Recreation Advisory Commission - September minutes

Attachment 1

**Minutes of a Parks & Recreation Advisory Commission Meeting
Held at McPhee Meadows - Thursday, September 6, 2018 at 6:30 p.m.**

Attending: Sébastien Braconnier
Iris Churchill
Mary Crowley
Allan Douglas
Carolyn Janes
Dave Snider (Ex Officio)
Erik Eriksson (Council Representative)
Sandy Hewer (RCS Clerk)

Call to Order

The meeting was called to order at 6:30 p.m. & was of a different format, being a walking meeting.

Adoption of Previous Meeting Minutes

MINUTES Informal show of hands to adopt minutes as read. All in favor. CARRIED

**NEW MEMBERS TO
COMMISSION**

Two names brought up at the June 7th meeting have been contacted and are interested in joining the Commission. Tom Demeo, School District 71 Superintendent and Michael Lynch, Lawn Bowling Club President were discussed and have both been endorsed unanimously by Commission members.

One other name brought forward was Bill Green, who we had not yet confirmed contact information. Allan Douglas provided both phone number and email address. Iris will contact Bill and let both Allan and Sandy know if he is interested in joining the Commission. If he is indeed interested, commission members also endorsed his addition at the November meeting. They will be invited to the November 1st meeting, based on council appointment approval.

**TOUR OF
MCPHEE MEADOWS**

Dave Snider lead a walking tour of the site, with information developed through a site tour he had with Lorri McPhee on August 17, 2018. Handout included map of site including inventory and information. Members were also updated on what has happened to date at the site, and an overview of the potential vision of a plan to move forward.

Next Meeting

Thursday, October 4th – was discussed and decided to cancel. Next meeting will be Thursday, November 1st, 2018 at 6:30 p.m. at the Native Sons Hall, Dining Room (lower level).

Adjournment

The meeting was adjourned at 8:25 p.m.



STAFF REPORT

To: Council

File No.: 0400-20

From: Chief Administrative Officer

Date: October 15, 2018

Subject: Kus Kus Sum Extension of Memorandum of Understanding (MOU)

PURPOSE:

The purpose of this report is to request that Council approve a revised Memorandum of Understanding (MOU) between the City of Courtenay, Comox Valley Project Watershed Society (Project Watershed), and K'ómoks First Nation. The MOU identifies some of the potential elements of a future binding agreement between the parties for the lease, purchase and restoration of land that was formerly the site of an old K'ómoks First Nation burial site. This land is currently owned by Interfor, and is zoned for industrial use and more recently was the site of the Field Sawmill.

RECOMMENDATION:

THAT based on the October 15, 2018 staff report "Kus Kus Sum Extension of Memorandum of Understanding (MOU)", Council proceed with OPTION 1 and approve the City signing an extension of the MOU between the City, Project Watershed, and K'ómoks First Nation to October 20th 2019.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On June 25th 2018 Council passed a resolution in support on entering into an MOU between the City, Project Watershed, and K'ómoks First Nation to purchase and restore a property formerly the site of the Field Sawmill. A copy of this staff report is attached to this report for reference and includes the original MOU.

Moved by Wells and seconded by Hillian that based on the June 18, 2018 staff report "Kus Kus Sum Memorandum of Understanding (MOU)", Council proceed with OPTION 1, and approve the City signing the MOU between the City, Project Watershed, and K'ómoks First Nation.

Carried

The MOU is not a binding legal agreement, and accordingly it creates no legal duties, obligations or liabilities for the City and nothing in the MOU prejudices the City's unfettered discretion or exercise of powers under the statutes.

The purpose of the MOU is to identify some of the potential elements of a future agreement between the parties, and serves as a type of “Agreement in Principle”.

This MOU expired on August 1st 2018, and the parties would like to extend the MOU to October 20th 2019, and allow time following the October 20th municipal election for the new elected officials to become conversant with the Kus Kus Sum restoration project partnership. The extended MOU also includes wording in section 6 that anticipates that negotiations on the binding agreement will start in January 2019.

ASSET MANAGEMENT IMPLICATIONS:

Should the restoration project proceed, it is possible that there will be benefits related to flood and sea level rise mitigation, stormwater management, and restoring the site to a natural state.

In the last few years there has been an increasing interest in the role of natural assets in the provision of asset management and sustainable service delivery.

Municipal natural assets refers to the stock of natural resources or ecosystems that is relied upon, managed, or could be managed by a municipality, regional district, or other form of local government for the sustainable provision of one or more municipal services.

ADMINISTRATIVE IMPLICATIONS:

Staff have spent approximately 30 hours in meeting and preparing the MOU, and preparing Council reports.

STRATEGIC PLAN REFERENCE:

As outlined below the Kus Kus Sum initiative falls under two themes in the City of Courtenay’s 2016-2018 Strategic Priorities, “We invest in our key relationships” and “We proactively plan and invest in our natural and built environment”.

We invest in our key relationships

- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit
- ▲ We actively engage with our K’ómoks First Nation neighbours on issues of mutual interest and concern
- ▲ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city

We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades
- Continued support for social, economic and environmental sustainability solutions



We look for regional infrastructure solutions for shared services to our community

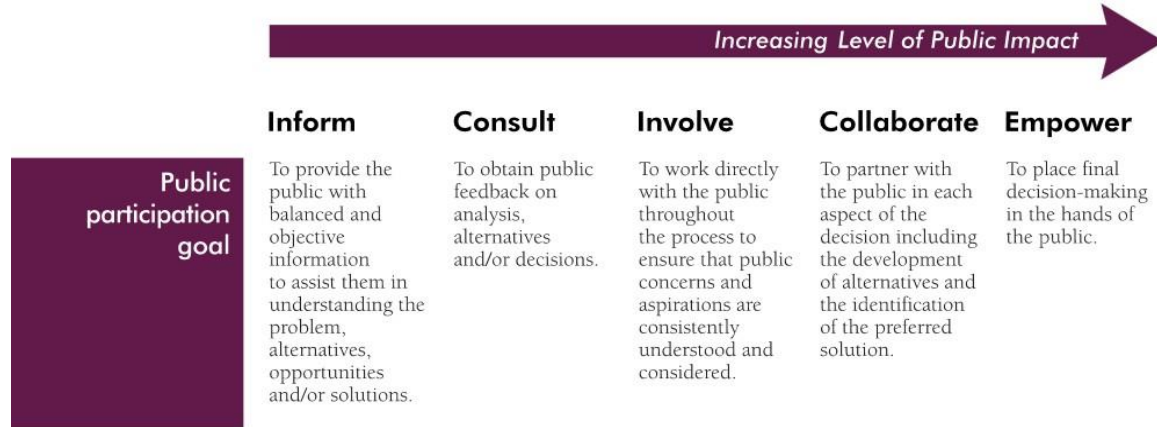


- **Area of Control**
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.
- ▲ **Area of Influence**
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**
Matters of interest outside Council’s jurisdictional authority to act.

PUBLIC ENGAGEMENT:

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

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



OPTIONS:

OPTION 1 – Council approve the updated MOU between the City, Project Watershed, and K'ómoks First Nation.

OPTION 2 – Council direct staff to work with the parties to amend the MOU between the City, Project Watershed, and K'ómoks First Nation and report back to Council.

Prepared by,

A handwritten signature in black ink, appearing to read "David Allen". The signature is fluid and cursive, with the first name "David" and last name "Allen" clearly distinguishable.

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Attachments:

1. *Kus Kus Sum MOU Extension*
2. *Kus Kus Sum MOU Staff Report, June 25th 2018*

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“**MoU**”) is dated _____,

AMONG:

K’ômoks First Nation (“**K’ômoks**”)

AND:

City of Courtenay (“**Courtenay**”)

AND:

Comox Valley Project Watershed Society (“**Project Watershed**”)

WHEREAS:

- A. K’ômoks, Courtenay and Project Watershed (the “**Parties**”) share a common vision of the K’ômoks Estuary as a unique environment that will benefit from collaborative efforts to sustain it for future generations;
- B. The Parties wish to enter into a co-operative relationship to secure and restore a property known as the Field Sawmill site (Kus Kus Sum) in the K’ômoks Estuary, which property is legally described in Schedule A (the “**Property**”); and
- C. The Parties wish to enter into this non-binding MoU to provide a common starting point to negotiating their relationship,

NOW THEREFORE, the Parties agree as follows:

1. This MoU is intended only to provide a common starting point in delineating the issues to be addressed by the Parties in connection with the Property. Except for sections 2, 3 and 5, this MoU is not intended to create any binding legal obligations between the Parties.
2. Nothing in this MoU will prejudice or affect Courtney’s rights, powers, duties or obligations in the exercise of its functions pursuant to the *Community Charter*, the *Local Government Act*, the *Land Title Act*, or any other Act of the legislature of the Province of British Columbia, as amended from time to time.
3. Nothing in this MoU will prejudice or affect K’ômoks’s asserted Aboriginal title or other Aboriginal rights. In particular:

- a. K'ômoks claims the Property to be part of their traditional territory;
 - b. This MoU is not intended to abrogate from K'ômoks's asserted Aboriginal title and other Aboriginal rights. It is also not intended to support or bolster K'ômoks's asserted Aboriginal title and other Aboriginal rights. In other words, the MoU is intended to have no impact on either of these claims;
 - c. Any steps taken by K'ômoks towards working with Project Watershed and Courtenay will not be interpreted as extinguishing or consenting to the infringement of its Aboriginal title and rights; and
 - d. The Property may be the site of an old K'ômoks First Nation Village, and K'ômoks's participation in the project contemplated in this MoU is without prejudice to any specific claim K'ômoks may file in relation to this site.
4. On or before **October 20, 2019**, the Parties intend to enter into a binding agreement (the "**Agreement**") in respect to the following:
- a. The purchase of the Property from Interfor;
 - b. The lease of the Property from Interfor until there are sufficient funds to acquire the Property;
 - c. Collaboration to secure the necessary funds to purchase and restore the Property;
 - d. Collaboration to restore the Property to a natural state as set forth in the Proposal to Acquire and Restore the Field Sawmill Site prepared by Project Watershed;
 - e. Management, administration and use of the Property during and after restoration; and
 - f. Limit of future use of the Property by means of either a restrictive covenant acceptable to the Parties, or another mechanism acceptable to the Parties.
5. If the Parties have not executed the Agreement on or before **October 20, 2019**, this MoU will have no further force or effect.

6. Without limiting section 4, and without being exhaustive, the Parties anticipate that negotiations on the Agreement will commence in January 2019, and contain the following terms:
- a. K'ômoks and Courtenay will jointly own the Property, with the shared interest to be negotiated by the Parties;
 - b. There will be a joint coordinating team that will carry out the necessary tasks to achieve the restoration of the Property. The coordinating team may establish the necessary committees and sub-committees as necessary;
 - c. Project Watershed will take the lead in carrying out property restoration and to this end will employ a senior project manager, acceptable to the Parties;
 - d. Administrative costs associated with the restoration of the Property will be realized from a fundraising campaign led by Project Watershed; and
 - e. There will be a dispute resolution process to address disagreements.

The City of Courtenay, by its authorized signatories:

The K'ômoks First Nation, by its authorized signatories:

Comox Valley Project Watershed Society, by its authorized signatories:

SCHEDULE A

THE PROPERTY

PID: 028-006-089 LOT A, SECTIONS 11 AND 12 COMOX DISTRICT AND DL 2074
NANAIMO DISTRICT PLAN VIP86827.

PID: 028-006-097 LOT B SECTION 11 COMOX DISTRICT AND DISTRICT LOT 2075
NANAIMO DISTRICT PLAN VIP86827.

PID: 028-006-101 LOT C SECTIONS 10 AND 11 COMOX DISTRICT AND DISTRICT
LOT 2076 NANAIMO DISTRICT PLAN VIP86827.

PID: 028-006-119 LOT D SECTION 10 COMOX DISTRICT AND DISTRICT LOT 2077
NANAIMO DISTRICT PLAN VIP86827.

ASSIGNMENT OF LEASE 111455: THAT PART OF DISTRICT LOT 346 AND BLOCKS,
A, B AND C OF DISTRICT LOT 258 ALL WITHIN NANAIMO DISTRICT CONTAINING
0.7745 HECTARES (the "**Waterlot Lease**")



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Kus Kus Sum Memorandum of Understanding (MOU)

File No.: 3200-00
Date: June 25, 2018

PURPOSE:

The purpose of this report is to review and approve entering into a Memorandum of Understanding (MOU) between the City of Courtenay, Comox Valley Project Watershed Society (Project Watershed), and K'ómoks First Nation, for the lease, and eventual purchase and restoration of land that was formerly the site of an old K'ómoks First Nation village. This land is currently owned by Interfor, and is zoned for industrial use and more recently was the site of the Field Sawmill.

RECOMMENDATION:

THAT based on the June 18, 2018 staff report "Kus Kus Sum Memorandum of Understanding (MOU)", Council proceed with OPTION 1, and approve the City signing the MOU between the City, Project Watershed, and K'ómoks First Nation.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The following outlines a timeline of previous council resolutions and minutes related to the proposed Kus Kus Sum restoration initiative.

Additional information is available at the following website:

<https://projectwatershed.ca/estuary-stewardship/fields-sawmill-kuskussum/>

June 12, 2017

That City Council support in principle the land partnership with K'ómoks First Nations as proposed by Project Watershed to facilitate the restoration of the former Field's Sawmill (Kus Kus Sum) site.

September 18, 2017

Tim Ennis, Project Watershed made a presentation updating Council on the habitat banking and restoration project of the former Fields Sawmill (Kus Kus Sum) site supported by project partners Chief Nicole Rempel and Band Administrator Tina McLean, K'ómoks First Nations. Tim Ennis announced that

they have reached an agreement with Interfor Corporation to purchase the property. As part of the agreement they have been permitted 2 years to raise the necessary project funds estimated at \$6.3 million dollars and will enter into a net lease agreement during this period. They are requesting support from staff and Council to aid in the negotiation of a purchase and sale contract with Interfor and to consider an exemption from property taxes for the 2 year period of the net lease agreement.

Council subsequently passed the following resolution at the September 18, 2017 meeting:

That WHEREAS on June 12th, 2017, Courtenay City Council unanimously approved support in principle for a land partnership with K'omoks First Nations as proposed by Project Watershed to facilitate the restoration of the Kus Kus Sum lands, the former Field's Sawmill site; and

WHEREAS this restoration will bring significant aesthetic, recreational, environmental and economic benefit to the City in the form of flood mitigation, new park land with walking and cycling trails, and restored fish habitat; and

WHEREAS Project Watershed is about to reach agreement with Interfor and K'omoks First Nation on a two year lease for the site to facilitate a fund raising drive to purchase the lands;

THEREFORE be it resolved that, subject to a staff report and the implementation of the lease agreement, Courtenay City Council agrees to support the fund raising drive towards purchase of the lands by approving an exemption from municipal taxation during the lease period, starting in fiscal year 2018.

October 2, 2017

Re: Delegation from September 18, 2017 Project Watershed Kus Kus Sum (Fields Sawmill Site)

That in addition to the resolution passed at the September 18th regular council meeting that Council mandate staff to work with Project Watershed towards the progress in the land acquisition.

November 6, 2017

That based on the November 6, 2017 staff report, "Former Fields Sawmill (Kus Kus Sum) Site", Council approve the use of gaming funds for a one-time lump-sum contribution of up to \$135,000 to Project Watershed.

That Council request staff to explore options for recovery of funds should the project not come to fruition

DISCUSSION:

On June 6th 2018 staff received an email from Tim Ennis, the Senior Project Manager with Project Watershed, that included a copy of the executed lease between Interfor (Lessor) and Project Watershed (Lessee) for the interim use of the Interfor property in preparation for the eventual purchase of the lands for the proposed Kus Kus Sum restoration project.

On June 12th Tim Ennis sent another email to staff that included a draft MOU signed by representatives from Project Watershed and K'omoks First Nation, for review and ratification by the City of Courtenay Council. **A copy of this MOU is attached to this staff report for information.**

As noted in the Background section of this staff report, on November 6th 2017, Council passed a resolution approving the use of gaming funds for a one-time lump-sum contribution of up to \$135,000

to Project Watershed to assist in supporting the project. On June 20th 2018 these funds were provided in the form of a cheque payable to Project Watershed.

Council also requested staff to explore options for recovery of funds should the project not come to fruition.

Staff have determined that, as a legally non-binding document, the MOU is not suitable as an option to recover any of the City's contribution to the proposed project, should the project not proceed.

A separate report outlining options for cost recovery is in the process of being prepared, but is not required in order for the City to sign the MOU.

FINANCIAL IMPLICATIONS:

To date, Council has approved providing Project Watershed \$135,000 in Gaming Funds, as well as \$5,000 in support of the Nomadic Tempest Tall Ship fundraising event, which is taking place over four evenings from June 29 to July 1.

ASSET MANAGEMENT IMPLICATIONS:

Should the restoration project proceed, it is possible that there will be benefits related to flood mitigation, stormwater management, and restoring the site to a natural state.

In the last few years there has been an increasing interest in the role of natural assets in the provision of asset management and sustainable service delivery.

Municipal natural assets refers to the stock of natural resources or ecosystems that is relied upon, managed, or could be managed by a municipality, regional district, or other form of local government for the sustainable provision of one or more municipal services.

ADMINISTRATIVE IMPLICATIONS:

Staff have spent approximately 20 hours in meeting and preparing the MOU, and preparing Council reports.

STRATEGIC PLAN REFERENCE:

As outlined below the Kus Kus Sum initiative falls under two themes in the City of Courtenay's 2016-2018 Strategic Priorities, "We invest in our key relationships" and "We proactively plan and invest in our natural and built environment".

We invest in our key relationships

- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit
- ▲ We actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern
- ▲ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city

We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community



- **Area of Control**
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.
- ▲ **Area of Influence**
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**
Matters of interest outside Council’s jurisdictional authority to act.

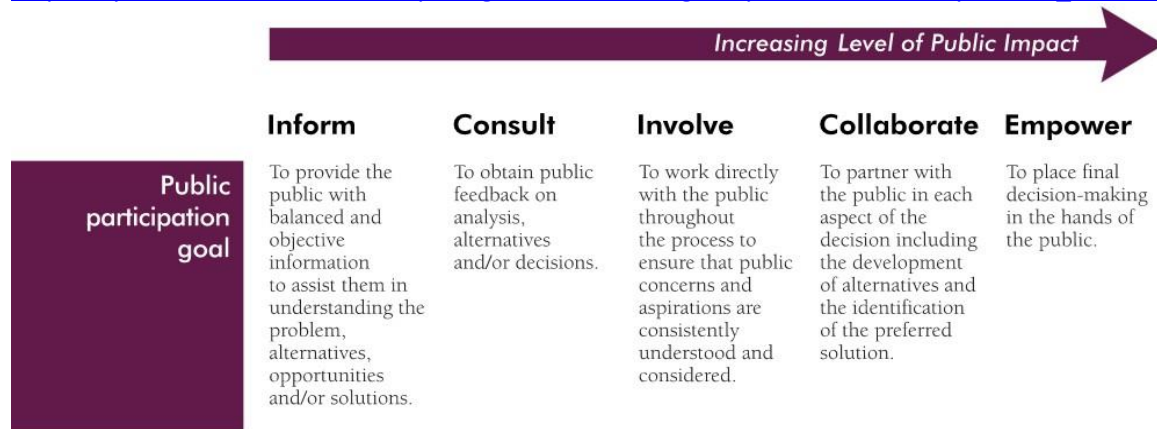
OFFICIAL COMMUNITY PLAN REFERENCE:

REGIONAL GROWTH STRATEGY REFERENCE:

PUBLIC ENGAGEMENT:

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

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



OPTIONS:

OPTION 1 – Council approve the City signing the MOU between the City, Project Watershed, and K'ómoks First Nation.

OPTION 2 – Council direct staff to work with the parties to amend the MOU between the City, Project Watershed, and K'ómoks First Nation and report back to Council.

Prepared by,

A handwritten signature in black ink that reads "David Allen". The signature is written in a cursive, flowing style.

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Attachments: Kus Kus Sum Memorandum of Understanding, June, 2018

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“**MoU**”) is dated _____,

AMONG:

K’ômoks First Nation (“**K’ômoks**”)

AND:

City of Courtenay (“**Courtenay**”)

AND:

Comox Valley Project Watershed Society (“**Project Watershed**”)

WHEREAS:

- A. K’ômoks, Courtenay and Project Watershed (the “**Parties**”) share a common vision of the K’ômoks Estuary as a unique environment that will benefit from collaborative efforts to sustain it for future generations;
- B. The Parties wish to enter into a co-operative relationship to secure and restore a property known as the Field Sawmill site (Kus Kus Sum) in the K’ômoks Estuary, which property is legally described in Schedule A (the “**Property**”); and
- C. The Parties wish to enter into this non-binding MoU to provide a common starting point to negotiating their relationship,

NOW THEREFORE, the Parties agree as follows:

1. This MoU is intended only to provide a common starting point in delineating the issues to be addressed by the Parties in connection with the Property. Except for sections 2, 3 and 5, this MoU is not intended to create any binding legal obligations between the Parties.
2. Nothing in this MoU will prejudice or affect Courtenay’s rights, powers, duties or obligations in the exercise of its functions pursuant to the *Community Charter*, the *Local Government Act*, the *Land Title Act*, or any other Act of the legislature of the Province of British Columbia, as amended from time to time.
3. Nothing in this MoU will prejudice or affect K’ômoks’s asserted Aboriginal title or other Aboriginal rights. In particular:

- a. The property is part of the K'ómoks traditional territory;
 - b. This MoU is not intended to abrogate or derogate from K'ómoks's asserted Aboriginal title and other Aboriginal rights. It is also not intended to support or bolster K'ómoks's asserted Aboriginal title and other Aboriginal rights. In other words, the MoU is intended to have no impact on either of these claims;
 - c. Any steps taken by K'ómoks towards working with Project Watershed and Courtenay will not be interpreted as extinguishing or consenting to the infringement of its Aboriginal title and rights; and
 - d. The Property is the site of an old K'ómoks First Nation Village, and K'ómoks's participation in the project contemplated in this MoU is without prejudice to any specific claim K'ómoks may file in relation to this site.
4. On or before **August 1, 2018**, the Parties intend to enter into a binding agreement (the "**Agreement**") in respect to the following:
- a. The purchase of the Property from Interfor;
 - b. The lease of the Property from Interfor until there are sufficient funds to acquire the Property;
 - c. Collaboration to secure the necessary funds to purchase and restore the Property;
 - d. Collaboration to restore the Property to a natural state as set forth in the Proposal to Acquire and Restore the Field Sawmill Site prepared by Project Watershed;
 - e. Management, administration and use of the Property during and after restoration; and
 - f. Limit of future use of the Property by means of either a restrictive covenant acceptable to the Parties, or another mechanism acceptable to the Parties.
5. If the Parties have not executed the Agreement on or before **August 1, 2018**, this MoU will have no further force or effect.

6. Without limiting section 4, and without being exhaustive, the Parties anticipate that the Agreement will contain the following terms:

- a. K'ómoks and Courtenay will jointly own the Property, with the shared interest to be negotiated by the Parties; K'ómoks will own 51% and Courtenay will own 49%;
- b. There will be a joint coordinating team that will carry out the necessary tasks to achieve the restoration of the Property. The coordinating team may establish the necessary committees and sub-committees as necessary;
- c. Project Watershed will take the lead in carrying out property restoration and to this end will employ a senior project manager, acceptable to the Parties;
- d. Administrative costs associated with the restoration of the Property will be realized from a fundraising campaign led by Project Watershed; and
- e. There will be a dispute resolution process to address disagreements.


The City of Courtenay, by its authorized signatories:

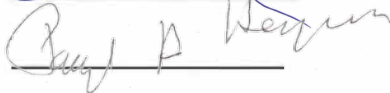
The K'ómoks First Nation, by its authorized signatories:





Comox Valley Project Watershed Society, by its authorized signatories:





SCHEDULE A

THE PROPERTY

PID: 028-006-089 LOT A, SECTIONS 11 AND 12 COMOX DISTRICT AND DL 2074
NANAIMO DISTRICT PLAN VIP86827.

PID: 028-006-097 LOT B SECTION 11 COMOX DISTRICT AND DISTRICT LOT 2075
NANAIMO DISTRICT PLAN VIP86827.

PID: 028-006-101 LOT C SECTIONS 10 AND 11 COMOX DISTRICT AND DISTRICT
LOT 2076 NANAIMO DISTRICT PLAN VIP86827.

PID: 028-006-119 LOT D SECTION 10 COMOX DISTRICT AND DISTRICT LOT 2077
NANAIMO DISTRICT PLAN VIP86827.

ASSIGNMENT OF LEASE 111455: THAT PART OF DISTRICT LOT 346 AND BLOCKS,
A, B AND C OF DISTRICT LOT 258 ALL WITHIN NANAIMO DISTRICT CONTAINING
0.7745 HECTARES (the "**Waterlot Lease**")



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 2730-00

From: Deputy Chief Administrative Officer

Date: October 15, 2018

Subject: CAO Performance Review and Professional Development Policy

PURPOSE:

The purpose of this report is to consider a proposed Chief Administrative Officer Performance Review and Professional Development Policy.

POLICY ANALYSIS:

The City of Courtenay currently has a directive regarding the staff performance review process, however not a specific policy on how the performance of the CAO should be reviewed by Council.

DEPUTY CAO RECOMMENDATIONS:

That Council approve the proposed CAO Performance Review and Professional Development Policy #2730.00.02.

John Ward, CMC
Director of Legislative & Corporate Services
Deputy Chief Administrative Officer

BACKGROUND:

During the Chief Administrative Officer's 2018 performance review process, Council identified the need for a Council policy outlining the ongoing need for a formal performance review process to ensure that the CAO and Council both receive regular and timely feedback on performance.

DISCUSSION:

The City currently has a directive regarding the annual performance review process for City staff, however it does not address the performance review process for the CAO who is managed by the Mayor and Council.

A policy regarding the CAO's performance review and professional development planning would help ensure that there are regular discussions regarding strategic priorities and goals, as well as a forum for feedback relating to performance and identification of any developmental needs.

It is recommended that a performance review process include annual goal setting and assessment and when appropriate may include a more comprehensive 360 degree feedback process.

FINANCIAL IMPLICATIONS:

None identified.

ADMINISTRATIVE IMPLICATIONS:

None identified.

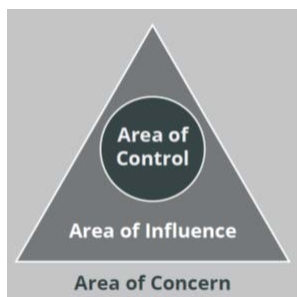
ASSET MANAGEMENT IMPLICATIONS:

None identified.

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations
- Communication with our community is a priority, and is considered in all decisions we make



- **Area of Control**
The policy, works and programming matters that fall within Council's jurisdictional authority to act.
- ▲ **Area of Influence**
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**
Matters of interest outside Council's jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

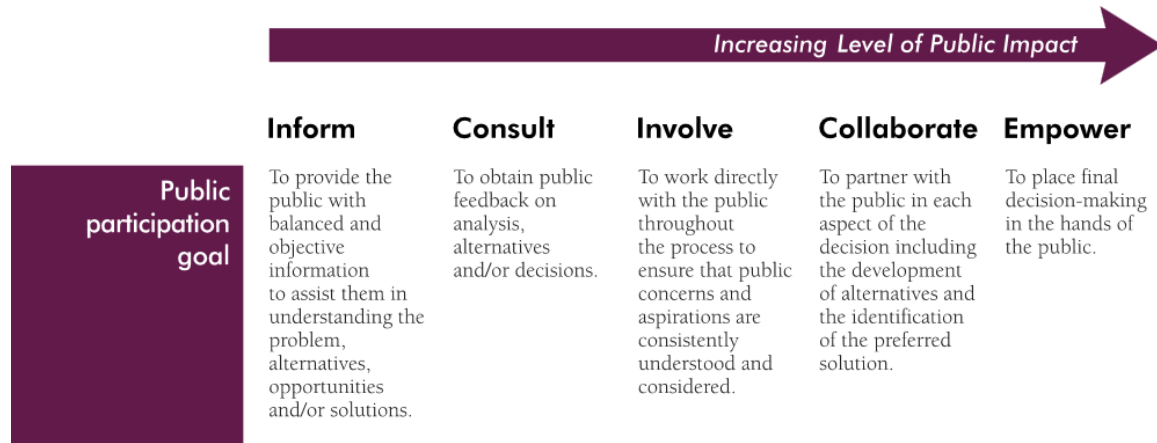
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

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

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



OPTIONS:

- OPTION 1: That Council approve the CAO Performance Review and Professional Development Policy #2730.00.02 (Recommended).
- OPTION 2: That Council not approve the CAO Performance Review and Professional Development Policy.
- OPTION 3: That Council refer the Performance Review and Professional Development Policy back to staff.

Prepared by:

Rick Reid
Manager of Human Resources

<p>Section: Legislative and Corporate Services</p>	<p>Policy # 2730.00.02</p>
<p>Subject: Chief Administrative Officer Performance Review and Development Process</p>	<p>Revision #</p>

PURPOSE

The purpose of this policy is to outline the performance review and professional development processes for the Chief Administrative Officer as administered and approved by Council.

SCOPE

This policy applies to the Chief Administrative Officer position.

PROCEDURES

The CAO is the only direct employee of Council and is the connecting link between Council and municipal operations. Regular performance reviews ensure that the CAO is provided with timely, accurate and appropriate feedback with respect to the achievement of established strategic priorities, corporate objectives and overall performance. The performance of the CAO will be formally reviewed by the Mayor and Council annually as part of a continuous performance management process in which Council and the CAO work together to plan, monitor and review the work objectives and overall contribution to the organization.

Performance Review Cycle

It is recommended that the formal review and goal setting be completed no later than the end of March for the performance in the previous calendar year and goals for the current year.

Initial Review of Job Description and Key Strategic Priorities

Before the end of the first quarter of the first year of the Council term, a review of the CAO job description and previous performance reviews, and agreement on key objectives and responsibilities will occur and will include the CAO and Council. This and all performance review and related meetings will be conducted in-camera, unless otherwise agreed.

Performance Goal Setting

On an annual basis, performance goals and objectives will be set by Council and the CAO that are aligned to Council's Strategic Plan. The CAO will provide scheduled and/or ad hoc progress updates as necessary to keep Council adequately informed about the progress on agreed upon objectives and to allow for adjustments to deliverables or timeframes where necessary.

Performance Review Format

The performance appraisal will include a review what has been accomplished, assessing the established goals and objectives versus results and development plan actions, as well as an evaluation of how the CAO has achieved these results assessing among other things leadership, communication, technical competence and how the CAO has modeled the City's core values. This will also provide the opportunity to set the CAO's objectives for the current year and establish his/her development plan

360 Degree Performance Review

During the four-year Council term, one of the annual reviews may include the completion of a 360 degree feedback review. The purpose of a 360 degree review is to gather feedback from a wide variety of stakeholders for personal, professional and leadership development that is in addition to the developmental feedback identified through the standard review process. To optimize its effectiveness, it is recommended that a 360 degree review be conducted in the second or third year of a Council's four-year term as agreed between Council and the CAO. 360 review participants will be agreed upon between the CAO and Council and will include all elected officials and direct reports, as well as other employees and key stakeholders that have sufficient interaction with the CAO that will allow them to provide meaningful feedback. A 360 review may be facilitated either internally through Human Resources or with the engagement of an external consultant as at the direction of Council. Feedback from a 360 review will be gathered and presented in a manner that preserves the anonymity of participants. A final 360 review summary report would be presented to Council and the CAO and a facilitated review meeting would be conducted where the CAO presents a response to the feedback including any plans for addressing any concerns or issues identified or areas identified for development.

Professional Development Plan

A development plan will be developed annually by the Chief Administrative Officer and presented to Council for approval. The development plan may be related to matters identified through the normal performance review process and/or a 360 degree assessment and should address areas for development that may include but not limited to areas of staff and council relations, communication, leadership, technical competence and community engagement.

AUTHORIZATION:	DATE:
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STAFF REPORT

To: Council

File No.: 4320-20

From: Chief Administrative Officer

Date: October 15, 2018

Subject: Business Licence Amendment Bylaw No. 2942 to include cannabis regulations

PURPOSE:

For Council to consider amendments to the City's Business Licence Bylaw No. 2523, to include regulations related to cannabis production and sales.

CAO RECOMMENDATIONS:

That based on the October 15, 2018 staff report, "Business Licence Amendment Bylaw No. 2942, to include cannabis regulations", Council approve OPTION 1 and proceed to first, second and third readings of Business Licence Amendment Bylaw No 2942, 2018; and

That Council direct staff to arrange for the required statutory advertising regarding "Business Licence Amendment Bylaw No. 2942, 2018" prior to considering its final adoption.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Federal Government of Canada has legalized recreational Cannabis use and sales through *The Cannabis Act* (Bill C-45), with an effective date of October 17, 2018. In conjunction with this, the Provincial Government, approved the *Cannabis Control and Licencing Act*, to establish terms and conditions for the licensing of non-medical cannabis stores throughout BC. At the local government level the legislation provides the authority to regulate some aspects of these uses through zoning and business licence bylaws.

DISCUSSION:

The *Cannabis Control and Licencing Act* provides a comprehensive list of requirements for the operation, display, staffing, security, and storage requirements for retail stores. Some of the key points include, but are not limited to:

Public and staff

- Employee registration and security screening
- Prohibition of sales and store access to minors
- Intoxicated or disorderly patrons not permitted

- Cannabis use not permitted on site

Store operation

- Not to be combined with another business
- Cannabis and cannabis related accessories are the only products permitted (no snacks, tobacco etc.)
- No drive through, online sales or delivery services
- No offsite storage of product permitted
- Non-salable product disposal procedures
- Products and accessories are not to be visible from outside of the store
- Business hours (9am-11pm)
- Provincial licence to be posted
- All direct or indirectly related activities to the sale of cannabis are to be conducted within the store
- Name and signage require provincial approval

Security

- Monitored security and fire alarms
- Security cameras
- Locked displays and storage rooms

In addition to these provincial requirements, local government has relatively broad authority related to the regulation of business. Through business licence bylaws, local governments may regulate things such as operating hours, enhanced security measures, signage requirements and fees.

As it relates to the emerging cannabis industry staff are recommending the following additions to the City's business licence bylaw.

1. Definitions for cannabis, cannabis production facility and storefront cannabis retailer;
2. Added clarity that business licence holders must comply with all federal, provincial, and municipal laws;
3. Defined hours of operation for storefront cannabis retailers;
4. Exterior display and signage requirements;
5. Air filtration requirements;
6. Annual licencing fees for cannabis production facilities and storefront cannabis retailers.

In addition, staff are proposing the business licence bylaw be amended to include a definition of "business".

FINANCIAL IMPLICATIONS:

Distinct from taxes or user fees business licence fees, subject to s. 194 of the *Community Charter*, are regulatory charges. They are generally intended to cover the cost of administering and enforcing business licence regulations. These costs include general administrative functions, building inspections related to the licence and bylaw enforcement matters.

Similar to other cannabis regulations business licence fees vary widely between municipalities. Within the Comox valley the fee in Comox is \$150 while in Cumberland it is \$3,250. In Squamish, Kamloops and Nelson it is \$5,000 while Vancouver charges \$30,000. As new uses that have the potential to create nuisance

complaints and increased need for staff resources, it is recommended that the annual licence fee for storefront cannabis retailers be \$2,500 and \$5,000 for cannabis production facilities.

Proposed Business Categories and Annual Licence Fees	
Store Front Cannabis Retailer :	\$2500.00
Cannabis Production facilities :	\$5000.00

As these uses become established staff will reassess the fees based on more detailed analysis of the administrative and enforcement implications.

ADMINISTRATIVE IMPLICATIONS:

Research, preparation and review of this report and the associated bylaw amendment took approximately 20 hours.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to the proposed bylaw amendment.

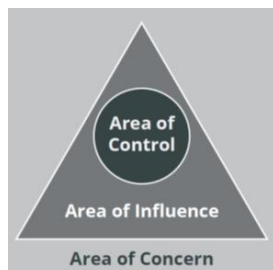
STRATEGIC PRIORITIES REFERENCE:

We actively pursue vibrant economic growth

- Continue to improve our relationship with business in our community

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations



- **Area of Control**
The policy, works and programming matters that fall within Council's jurisdictional authority to act.
- ▲ **Area of Influence**
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**
Matters of interest outside Council's jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

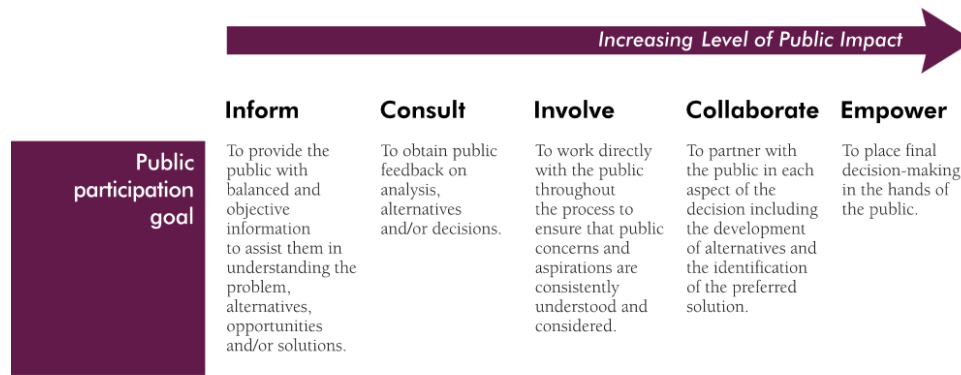
Not applicable

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable

CITIZEN/PUBLIC ENGAGEMENT:

Staff will consult with the public based on the IAP2 Spectrum of Public Participation:



OPTIONS:

Option 1: That based on the October 15, 2018 staff report, "Business Licence Amendment Bylaw No. 2942, to include cannabis regulations", Council approve Option 1 and proceed to first, second and third readings of Business Licence Amendment Bylaw No 2942, 2018; and

That Council direct staff to arrange for the required statutory advertising regarding "Business Licence Amendment Bylaw No. 2942, 2018" prior to considering its final adoption.

Option 2: That Council refer the Business Licence Amendment Bylaw No. 2942, 2018 back to staff with a request for specific changes.

Option 3: That Council reject Business Amendment Bylaw No. 2942, 2018, pending receipt of further information.

Prepared by:

Trevor Sweeney, R.B.O
Manager of Building and Administrative Services

Ian Buck, MCIP, RPP
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council **File No.:** 3150-01
From: Chief Administrative Officer **Date:** October 15, 2018
Subject: Development Cost Charge Reserve Fund Expenditure Bylaw 2943 for Southwinds Development Corp.

PURPOSE:

The purpose of Development Cost Charge Reserve Fund Expenditure Bylaw 2943 is to authorize the expenditure of funds from the Highway Facilities Development Cost Charge (DCC) reserve fund to reimburse Southwinds Development Corp for constructing a portion of a DCC project.

POLICY ANALYSIS:

Council does not currently have a policy related to expenditure of DCC reserves. Staff anticipate bringing one forward for Council consideration by the coming months to clarify the DCC reimbursement process.

CAO RECOMMENDATIONS:

That based on the October 15, 2018 staff report, "Development Cost Charge Reserve Fund Expenditure Bylaw 2943 for Southwinds Development Corp.", Council proceed to first, second and third readings of Bylaw 2943.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Development Cost Charges are funds collected by local government to assist in paying the capital cost of installing capital improvements necessary to service the needs of new development. DCCs are established by bylaw and are based on a list of infrastructure projects (DCC projects) determined by the local government to be attributable to new development. DCC funds are collected from developers at the time of subdivision or building permit approval.

Under some development circumstances a land developer may be required to construct a DCC project to facilitate the development of their land. In these instances the local government has some discretion with respect to "DCC credits" or "DCC rebates" to reimburse the developer for those costs.

Section 566(3) of the *Local Government Act* requires that payments related to the construction of DCC projects must be authorized by bylaw.

DISCUSSION:

Southwinds Development Corp (Southwinds) has been developing its land over the course of the last decade as a multiphase residential project. It has recently completed the fourth and final phase of development during which it constructed road improvements to 1st Street. A portion of those improvements are part of DCC Road project R1. The City previously committed to the developer that the roads DCCs collected from earlier phases of development would be applied to the construction of the 1st Street improvements. Southwinds has constructed those works and is seeking reimbursement for the applicable costs.

In accordance with section 566 of the *Local Government Act* expenditure of DCC funds to pay the capital cost of constructing a DCC project must be authorized by bylaw.

FINANCIAL IMPLICATIONS:

DCC project R1 has a total value of \$352,836 in the Road DCC program. Southwinds expended \$169,114.04 to construct a portion of that project. During approval of the final 20 lots the City did not collect \$54,884 in roads DCCs from leaving a balance owing of \$114,230.04.

The Highway Facilities (roads) DCC reserve fund has a current balance of approximately \$3.4 million dollars. The 2018 budget includes drawing \$423,000 from this reserve for projects the City is undertaking this year, leaving a balance of approximately \$3 million dollars.

Following reimbursement of \$144,230.04 to Southwinds there will remain \$183,721.96 in the DCC program for completion of the remainder of project R1, and approximately \$2.9 million dollars in the roads DCC reserve fund.

The above reference to the reserve balances are approximate as they can change daily based on the approval of subdivisions or issuance of building permits. The city collects roads DCCs at the following rates.

Single Family Residential	Per lot or per dwelling unit	\$2,744.20
Multi-Family Residential	Per m ² of total floor area	\$15.42
Commercial	Per m ² of total floor area	\$36.14
Institutional	Per m ² of total floor area	\$36.14
Congregate Care	Per m ² of total floor area	\$7.71
Industrial	Per hectare	\$29,480.62

ADMINISTRATIVE IMPLICATIONS:

Staff have spent approximately 10 hours reviewing documentation and preparing this report and bylaw.

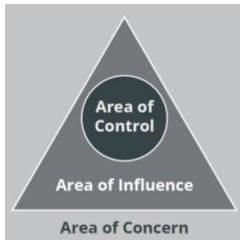
ASSET MANAGEMENT IMPLICATIONS:

As a result of subdivision and construction of the off-site works including DCC project R1, the City inherits new infrastructure 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:

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations



- **Area of Control**
The policy, works and programming matters that fall within Council's jurisdictional authority to act.
- ▲ **Area of Influence**
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**
Matters of interest outside Council's jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

Citizen/Public Engagement is not required for the expenditure of DCC funds.

OPTIONS:

OPTION 1: That based on the October 15, 2018 staff report, "Development Cost Charge Reserve Fund Expenditure Bylaw 2943 for Southwinds Development Corp.", Council proceed to first, second and third readings of Bylaw 2943. **(Recommended)**

OPTION 2: That Council defer consideration of Bylaw 2943 pending receipt of additional information.

OPTION 3: That Council not proceed with Bylaw 2943 and not reimburse Southwinds Development Corp for construction of the DCC project.

Prepared by:

Ian Buck, MCIP, RPP
Director of Development Services



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Zoning Amendment Bylaw No. 2931 – 4100 Fraser Road

File No: 3360-20-1808
Date: October 15th, 2018

PURPOSE:

The purpose of this report is for Council to consider a Zoning Amendment to permit a 26 lot residential subdivision of the property located at 4100 Fraser Road, legally described as Lot 6, District Lot 153, Comox District, Plan 1887.

CAO RECOMMENDATIONS:

That based on the October 15th 2018 staff report 'Zoning Amendment Bylaw No. 2931 – 4100 Fraser Road' Council approve Option No. 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2931, 2018;

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaw on November 19th 2018 at 5:00 p.m. in City Hall Council Chambers; and

That prior to final reading of Zoning Amendment Bylaw No. 2931 a covenant be registered on title to secure amenity contributions and the construction of a walkway.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject site is in South Courtenay and is adjacent to the residential development known as 'The Ridge'. Similar to adjacent lands the property was annexed into the City during the South Courtenay Boundary extension in 2007.

The applicant is proposing to rezone a 6.23 acre (25,199.86 m²) property located at the southeast corner of the intersection of Fraser and Lockwell Roads

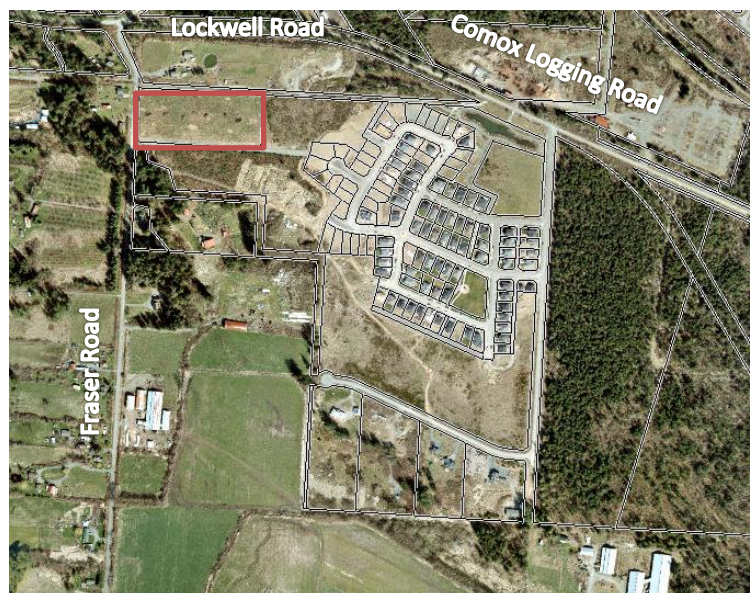


Figure No. 1: Subject property outlined in Red

from Rural Eight Zone (RU-8) to Comprehensive Development Twenty One Zone (CD-21) to permit a 26-lot residential subdivision. The property has been previously cleared and is vacant.

The proposed subdivision will create 26 fee simple residential lots ranging in size from 620 m² to 1050 m². The parcel is proposed to be rezoned to CD-21 which allows for single residential homes and secondary suites on all lots and duplex and carriage houses on larger corner lots. CD-21 zoning is consistent with the zoning currently in place for the adjacent development known as 'The Ridge'.

The proposed subdivision will provide 1160 m² of neighbourhood parkland. Within the park a 4.0 metre wide meandering trail will be constructed that facilitates pedestrian connectivity between Marygrove Crescent and Harbourview Boulevard. Pedestrian connectivity is also provided through a dedicated walkway situated at the northwest corner of the site. The applicant will be required to construct all parks and trails to current City standards.

The intent of this application is to create 26 single family lots. While the applicant has proposed a subdivision plan (**Attachment No. 1**) as part of the zoning application, it is important to note that the subdivision plan has not been finalized. This will be completed through the subdivision application process should the proposed zoning amendment be adopted by Council. Approval of the subdivision is at the discretion of the Approving Officer.

City staff is assessing the feasibility of locating a multi-use pathway situated within MoTI's ROW along Fraser Road. The proposed trail would run from the intersection at the corner of Fraser and Lockwell Roads to the corner of Harbourview Boulevard and Fraser Road.

Construction of this pathway would require the City to obtain a permit from MoTI to own, operate and maintain the pathway in MoTI's ROW. This permit would be finalized during the subdivision process. If the pathway is constructed, a sidewalk will be required at the intersection of Harbourview Boulevard and Fraser Road to provide safe pedestrian access to the sidewalk along Harborview Boulevard.

DISCUSSION:

Official Community Plan Review

The property is designated as Master Planned Residential (MPR) in the Official Community Plan (OCP) and is within the South Courtenay Local Area Plan (SCLAP). Consistent with the OCP, the development enhances pedestrian amenities, provides pedestrian and cycling opportunities, is serviceable to City standards and maintains a high quality of design (Policy 7.10 1) 2a) 2b) 3)).

Consistent with OCP Policy 4.4.2 (7) the development is in keeping with the form and character of the surrounding neighbourhood. The proposed dwellings have been designed to the same standard as dwellings in the adjacent development known as 'The Ridge'.

Staff has reviewed the conceptual drawings for the dwellings and like other dwellings in the immediate neighbourhood single family ranchers with walk out basements and two-storey single homes are proposed. Homes will have landscaped yards, varied massing, gabled rooflines, multi-pane windows, and windows located in garage doors. Architectural detailing including timber framing, horizontal wood siding, corner

boards and porches have been included in the design and materials used in construction are similar to adjacent dwellings (wood, cement fibre boards, wood columns, and stonework). The applicant's housing typologies are referenced in **Attachment No. 1**.

The OCP prioritizes the restoration of cleared areas and the planting of street trees. Prior to the applicant purchasing the property the site was cleared. The proposed development will assist in restoring a previously cleared site by providing 126 trees including street trees. Securities for the proposed trees will be taken at the time of development permit and subdivision. The development meets tree density targets required by Bylaw No. 2850. The applicant's tree planting plan is referenced in **Attachment No. 1**.

Consistent with SCLAP policy the development enhances the pedestrian streetscape, promotes walkability through park and trail dedication with connectivity for pedestrians and cyclists. Further the project has a high level of aesthetic design, offers a mix of housing types and densities for various ages and income levels.

Zoning Compliance

Staff have reviewed the applicant's subdivision plan and the proposed plan is consistent with the CD-21 land use regulations including use, lot coverage, building setbacks and height and off-street parking. The subdivision also meets the CD-21 regulations related to subdivision including minimum lot size, lot frontage and lot depth.

Staff assess the proposed development as compliant with the Master Planned Residential designation in the OCP as well as the principles and policies in the SCALP that guide development in this area.

The proposed land use and building form is appropriate for this part of South Courtenay. Also, the proposed density and lot size is in keeping with the development concept of other recently approved rezoning applications on adjacent lands including Harbourview Boulevard and Marygrove Crescent (Rezoning File No. 1709-3420 Rhys Road-The Ridge Phase 3A).

Staff are recommending approval of the application as the proposed development: is consistent with land use policy in the OCP and the SCLAP, can be fully serviced, offers 1260 m² of parkland dedication and the proposed density is appropriate for the site's current OCP designation.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of this zoning amendment application as the fees are designed to offset the administrative costs. The application fee for the zoning amendment application was \$3000.

As set out in a formula in the OCP, the applicant will make monetary contributions towards both the Affordable Housing and the Parks, Recreation, Cultural, and Senior's amenity reserve funds for the additional density created through the rezoning. The amenity contributions will be secured through a covenant registered on the land title and will be payable at time of subdivision approval.

Should the Zoning Amendment Bylaw be adopted, the applicant will be required to apply for subdivision approval and a Development Permit. Subdivision fees are currently \$600 for the first parcel plus \$150 for each additional lot. The fee for the Development Permit is \$2,550.

The development will also be subject to Development Cost Charges which will be determined at time of subdivision approval.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 25 hours processing and reviewing this application. Should the proposed zoning amendment receive First and Second Readings, staff will spend an additional 5 hours in preparation for the public hearing, preparation of the covenants to be registered on title, and processing the Zoning Amendment. If the Zoning Amendment is adopted, additional staff time will be required to process the Development Permit, Subdivision and Building Permit applications.

ASSET MANAGEMENT IMPLICATIONS:

The proposal includes the installation of new infrastructure including water, storm and sanitary services for the proposed lots. Installation of this infrastructure is funded by the developer; however the City will assume ownership of the portion of these assets within the City road right of way and is responsible for the ongoing operating, maintenance and renewal costs.

STRATEGIC PRIORITIES REFERENCE:

Development applications fall within Council’s area of control and specifically align with the strategic priority to support meeting the fundamental corporate and statutory obligations of the City. This application also meets the goal to support densification aligned with the Regional Growth Strategy.



OFFICIAL COMMUNITY PLAN REFERENCE:

The subject property is designated as Master Planned Residential and is generally consistent with the residential goals and policies in the OCP:

Goal 1: Housing

Goal 3.3.2 (1) - Balance land uses to create a vibrant and diverse neighbourhood and community. This development is consistent with the OCP designation but is within a few kilometers of an existing commercial corridor. Future land use in this area of the City is expected to more diverse as the SCLAP designates land located on Harborview Boulevard as multi-family.

Goal 3.3.2 (2) - Create neighbourhoods that will offer a variety of transportation choices. The development proposal will extend the existing street network and will provide a multi-use trail and a greenway connection between Marygrove Crescent and Fraser Road.

Goal 3.3.2 (5) and Policy 4.4.3(5) - Lead in creating inclusive neighbourhoods for housing. The CD-21 Zone permits a variety of residential uses including multi-family, single residential, secondary suites, duplexes and carriages houses.

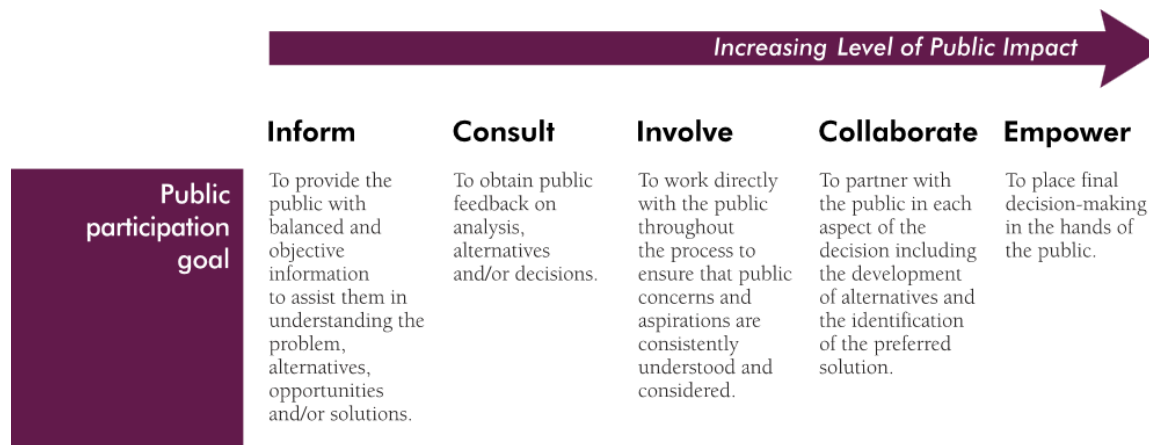
Part 10 of the OCP, "Planning for Climate Change" expresses a preference for infill and intensification of existing serviced properties before further development of greenfield properties such as this site. The proposed development is consistent with climate change policies related to transportation, energy and water efficiency outlined within Sections 10.2 and 10.3 in the OCP including reducing water use through low flow fixtures and promoting active transportation through expanding pedestrian and cycling connections to destinations and areas outside of the development .

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development is located within the core settlement area outlined in the Comox Valley Regional Growth Strategy. The Regional Growth Strategy states that at least 90% of growth in the Comox Valley should be directed to Core Settlement Areas.

CITIZEN/PUBLIC ENGAGEMENT:

Staff has **consulted** based on the public based on the IAP2 Spectrum of Public Participation:



Should Zoning Amendment Bylaw No.2931 , 2018 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on May 2nd, 2018 at the Florence Filberg Centre. According to the information provided by the applicant, 4 people attended the meeting with three signing the Sign In sheet, representing 2 property addresses on Fraser Road. One attendee expressed support for the application specifically regarding pedestrian connections between sidewalks and parks and trails in the neighborhood. A second attendee felt that the development was too dense and that larger rural parcels with a more extensive buffer along Fraser Road should be provided. These comments have been included with the meeting summary report in **Attachment No. 2**.

OPTIONS:

OPTION 1: (Recommended)

That based on the October 15th 2018 staff report '**Zoning Amendment Bylaw No. 2931 – 4100 Fraser Road**' Council approve Option No. 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2931, 2018;

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaw on November 19th 2018 at 5:00 p.m. in City Hall Council Chambers; and

That prior to final reading of Zoning Amendment Bylaw No. 2931 a covenant be registered on title to secure amenity contributions and the construction of a walkway.

OPTION 2: That Council postpone consideration of Zoning Amendment Bylaw No. 2931 with a request for more information.

OPTION 3: That Council not proceed with Zoning Amendment Bylaw No. 2931.

Prepared by:



Dana Beatson, MCIP, RPP
Land Use Planner

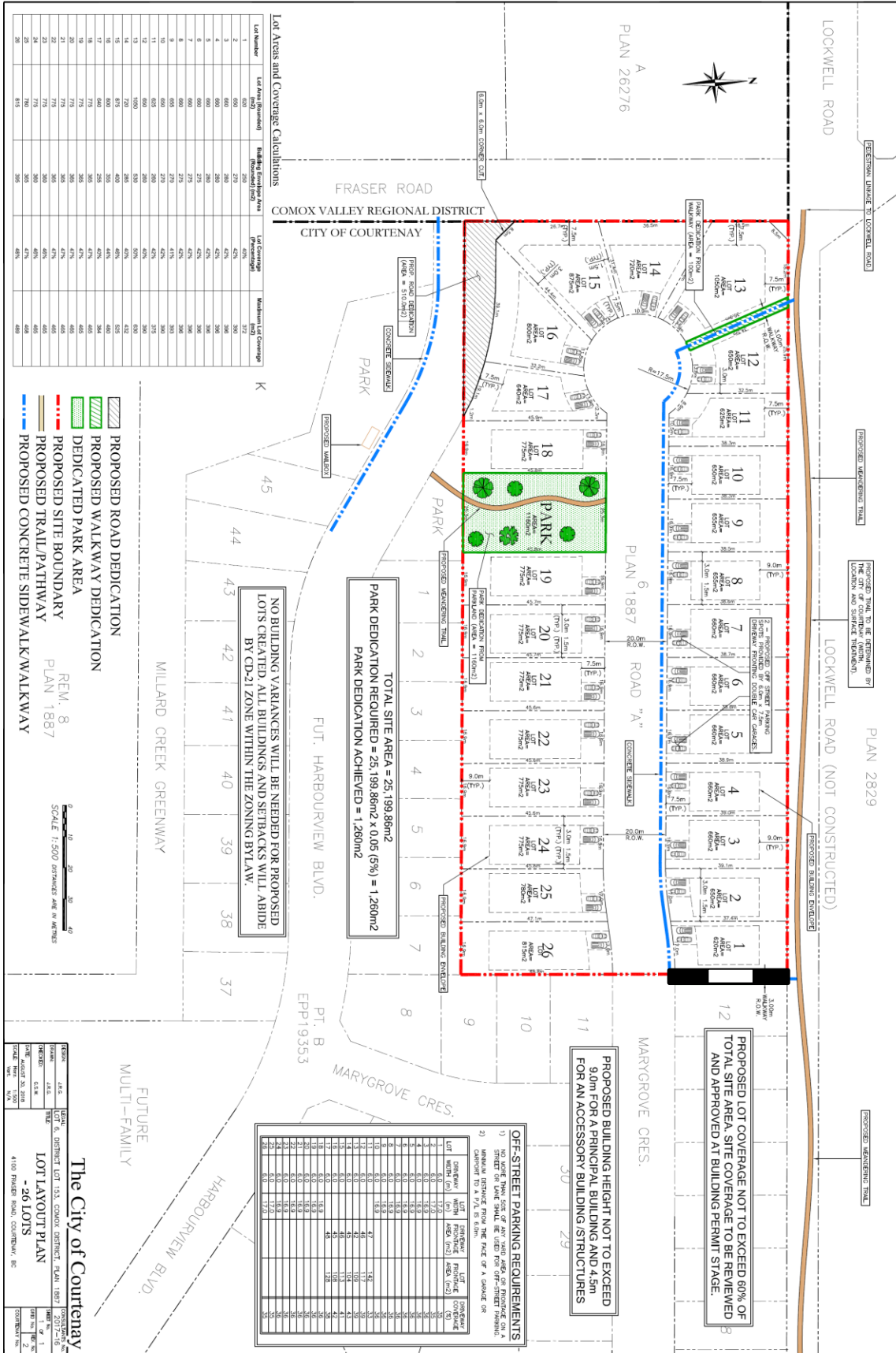
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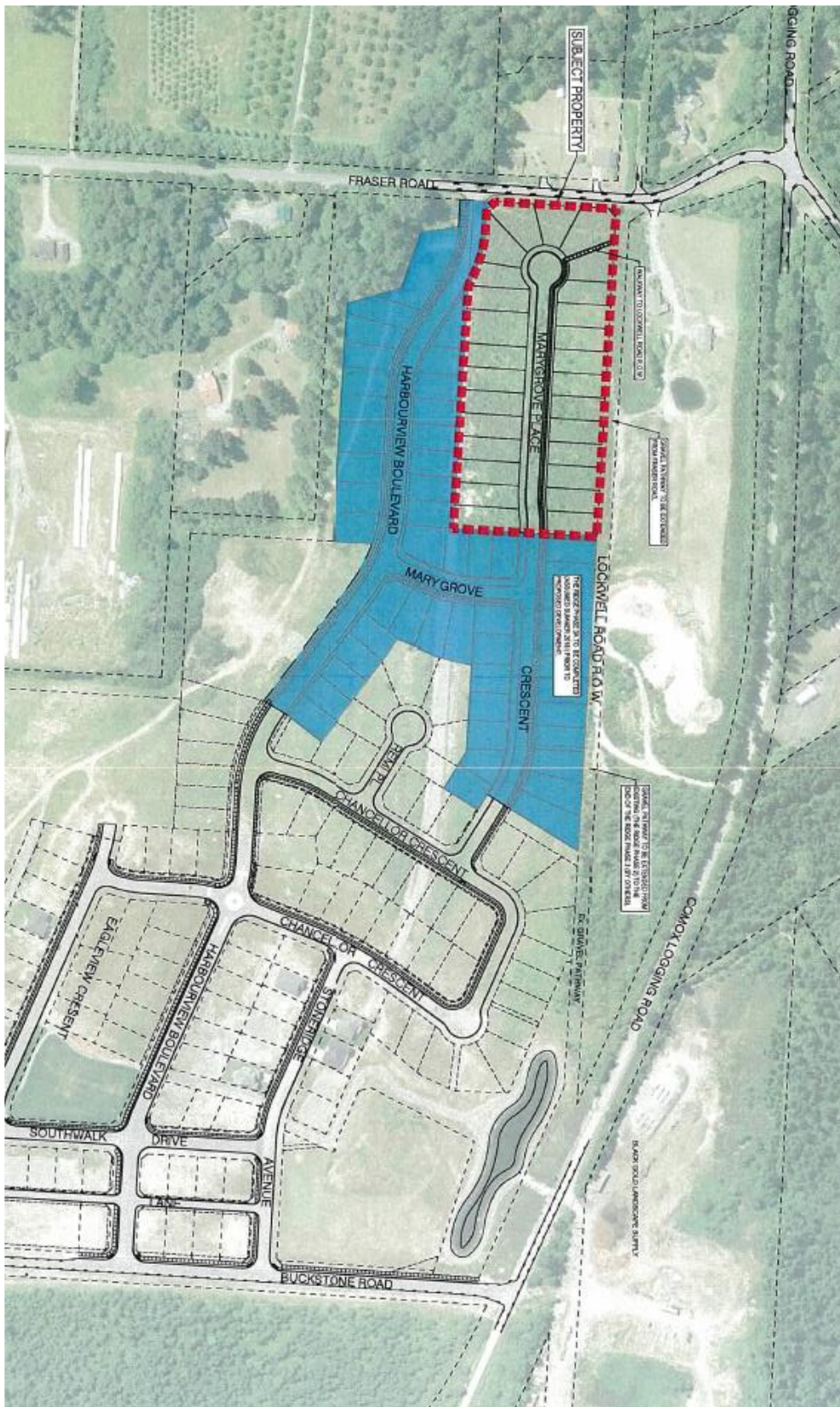
Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Applicant's Submissions*
2. *Public Information Meeting Summary & Public Comments*



Attachment No 1: Applicant's Submissions
 Conceptual Subdivision Plan



Attachment No. 1: Applicant's Submissions
Proposed Road Network



Attachment No 1: Applicant's Submissions
 Proposed Tree Planting Plan

“The Ridge” – Housing Typo

Attachment No 1: Applicant’s Submissions
Housing Typologies 1/2

Single Family Ranchers (some with walk-out basements)



Two Story Single Family

Attachment No 1: Applicant's Submissions
Housing Typologies 2/2



Attachment No 1: Applicant's Letter
1/3



March 26, 2018

Our File: 2211-47496-00

Dana Beatson, MCIP, RPP
Land use Planner - Development Services
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Dana,

**LOT 6, DISTRICT LOT 153, COMOX DISTRICT, PLAN 1887
PROPOSED SINGLE FAMILY DEVELOPMENT AT 4100 FRASER ROAD- DEVELOPMENT SYNOPSIS**

The following development synopsis has been prepared on behalf of Justco Holdings Ltd. in support rezoning application, development permit, and subdivision application.

1.0 GENERAL

The subject property is legally described as Lot 6, District Lot 153, Comox District, Plan 1887 and is located at 4100 Fraser Road. The 2.469 ha property lies within the area bound by Fraser Road and Lockwell Road (not constructed) and will be accessed off of Marygrove Crescent. Refer to attached entitled "Lot Layout Plan -26 Lots".

The property generally slopes from south to north and is covered in a mixture of grasses and small shrubs. The property is void of mature trees.

The development proposes (26) buildings single family lots, contribution of park and a trail network.

2.0 LAND USE

The subject property currently carries the RU-8 Zoning and is proposed to be rezoned to CD-21 designation and represents a continuation of the prior development in the area.

This development proposal reflects the City's land use policy values and priorities as follows:

- Provides higher density development and housing proximal to downtown which will expand business markets.
- Existing infrastructure promotes alternate modes of transportation to local businesses; while also providing opportunities for leisure activities.
 - New trail network immediately adjacent to the development site.
 - BC Transit bus stops are available in the area (Comox Valley Parkway)
 - Sidewalks are available from the development along Marygrove Crescent.

Page 1 of 3



- Expands the existing housing diversity within the local area; providing options for various social and economic needs.
- Represents an infill development; utilizing existing municipal infrastructure capacity.
- The location is proximal to public facilities, shopping, and employment; while maintaining the character and scale of the existing neighborhood.
- Stormwater management designs will be in accordance with the Water Balance Model of BC strategies.

3.0 SINGLE FAMILY DEVELOPMENT PERMIT

This application reflects the owner's desire to create a development that is architecturally compatible with the adjacent single detached homes, consistent with the neighborhood's existing diversity of housing types; while also maintaining continuity with previous development phases.

The proposed development is compliant with the Single Family Residential Development Permit guidelines as follows:

- Meets the objectives of the OCP as demonstrated within Section 2.0.
- Building assimilation with the local neighborhood will be achieved by utilizing the following architectural details and building materials:
 - Diverse external building treatment orientation.
 - Private entrance/garage.
 - Private rear patio.
 - Natural building exterior finishing products; including rock and "Hardi Plank".
 - Building wall and roof articulation.
- All buildings are accessed from an external road network.
- Stormwater management designs will be in accordance with the City's Water Balance Model policy.
- Extensive landscaping will cover all permeable areas, supported by an automatic irrigation system.
- On-site curbside refuse and recycling collection is proposed.

4.0 SUSTAINABILITY

The development proposal is compliant with the City's sustainability objectives as follows:

- The application complies with the OCP policies and priorities.
- The proposed site layout, and landscape treatments are consistent with the high standards established within the Single-Family Guidelines.
- Creation of an infill development within the current City boundaries; which utilizes existing infrastructure capacity.
- Expands on the existing housing type diversity within the local neighbourhood.



- The subject property is located within walking distance to both daily activities as well as recreational opportunities. All of which can be accessed by existing sidewalk and greenway pedestrian networks.
- Overall density and building layout promotes Crime Prevention Through Environmental Design principles.
- The site is positioned within proximity to BC Transit pickup locations.
- All plumbing fixtures will be of a low flow designation.
- Stormwater management designs will be in accordance with the City's Water Balance Model policy.

Yours truly,

McELHANNEY CONSULTING SERVICES LTD.

Randy Watson, P. Eng.
Senior Project Manager

Bob Hudson, P. Eng.
Branch Manager

May 3, 2018

Attachment No 2: Public Information Meeting
Summary and Public Comments

Our File: 2211-47496-00

Ian Buck, MCIP, RPP, Director of Development Services
Planning Department
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Ian,

**NEIGHBOURHOOD MEETING SUMMARY – 4100 FRASER ROAD
LOT 6, DISTRICT LOT 153, COMOX DISTRICT, PLAN 1887**

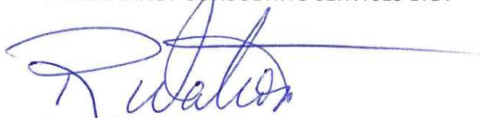
A neighbourhood meeting regarding the above application was hosted by McElhanney Consulting Services Ltd. on Wednesday, May 2, 2018:

- a) Meeting was located in the Soroptimist Lounge at the Florence Filberg Centre, beginning at 5:00 and finishing at 6:30pm.
- b) We have record of 4 residents in attendance (attached).
- c) Meeting notification details were mailed to all owners on April 17, 2018 as well as by hand delivery on April 25, 2017 to all properties as per the list provided by the City of Courtenay.
- d) Information provided during the meeting:
 - MCSL overall Development Site Plan;
 - Local Area Plan;
 - Greenway and Connectivity plan;
 - Housing typology;
 - Site servicing report;
 - Arborist Tree Assessment; and,
 - Complete Rezoning Application.
- e) Generally, topics of discussion included:
 - Landscaping buffer along Fraser Road; and,
 - Trail network.

We trust you find the above information in order. Please don't hesitate to contact the undersigned should any additional information or clarification be required.

Yours truly,

McELHANNEY CONSULTING SERVICES LTD.



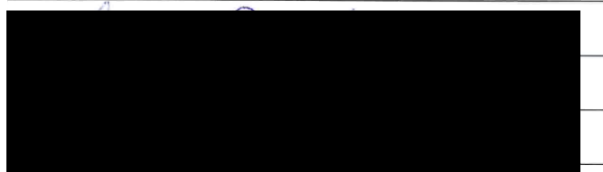
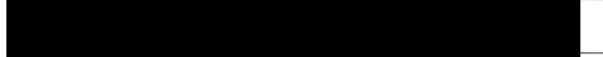
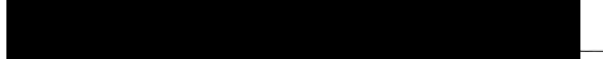









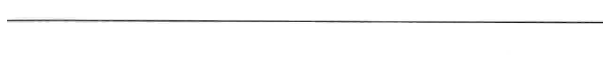



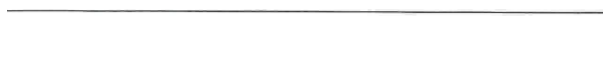


Randy Watson, P.Eng.
Project Manager

Reviewed by:



Bob Hudson, P.Eng.
Branch Manager

PUBLIC INFORMATION MEETING
May 2, 2018
SIGN IN SHEET
FOR
4100 Fraser Road - Justco Holdings Ltd.

NAME (Please Print)	ADDRESS
	4069 Fraser Rd Courtenay
	4070 Fraser Rd. Courtenay
	5194 5 th St. Courtenay,
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	

PUBLIC INFORMATION MEETING

May 2, 2018

Proposed Zoning Amendment - 4100 Fraser Road

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]
Address: 4070 Fraser Rd. Phone: [REDACTED]

Justco Holdings Ltd. has applied to the City of Courtenay for an Zoning Amendment - the purpose is to allow for a proposed 26 lot single family residential subdivision. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

Very efficient use of 6 acres!
Nice tie of sidewalks into park trails.

Please return your comments by May 14, 2018

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

1. Drop off or mail your comments to: Development Services Dept. City of Courtenay, 830 Cliffe Ave, Courtenay, BC V9N 2J7
2. Email your comments to planning@courtenay.ca
3. Fax your comments to: 250-334-4241

PUBLIC INFORMATION MEETING

May 2, 2018

Proposed Zoning Amendment - 4100 Fraser Road

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: 4069 Fraser Rd Phone: [REDACTED]

Justco Holdings Ltd. has applied to the City of Courtenay for an Zoning Amendment - the purpose is to allow for a proposed 26 lot single family residential subdivision. This project is under review by staff in the Planning Department of the City.

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

We still feel that a less dense development would be more in keeping with what is left of the "rural" nature of the area. ~~Less~~ A few larger lots; bigger buffer along Fraser Rd.

Please return your comments by May 14, 2018

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

1. Drop off or mail your comments to: Development Services Dept. City of Courtenay, 830 Cliffe Ave, Courtenay, BC V9N 2J7
2. Email your comments to planning@courtenay.ca
3. Fax your comments to: 250-334-4241



THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Council
From: Chief Administrative Officer
Subject: CVAG / K'ómoks First Nation Ceremonial Pole Raising

File No.: 2240-20 CVAG Pole

Date: October 11, 2018

ISSUE:

Council will be invited to participate in a ceremonial pole raising at the plaza at the Centre for the Arts. This event will be held on October 27th and will involve a cultural ceremony from K'ómoks First Nation. Council will receive a formal invitation to the event as it draws closer.

BACKGROUND:

The Comox Valley Art Gallery Society has been working with the City and K'ómoks First Nation on the development of a culturally significant plaza renovation. On October 27th the first phase of this project will be unveiled to showcase two welcoming poles and an indigenous plant garden at the base of each.

The poles were created by artists Karver Everson and Randy Frank under the mentorship of Master Carver Calvin Hunt. The poles were commissioned by the Comox Valley Art Gallery in partnership with the K'ómoks First Nation and the City of Courtenay, with funding from Canada Council for the Arts and First People's Cultural Council. The indigenous plant gardens are created in partnership with Barb Whyte, Traditional Knowledge Keeper and elder with the K'ómoks First Nation, and Landscape Architect Tim O'Brien.

KEY CONSIDERATIONS:

The Comox Valley Art Gallery staff have developed a meaningful partnership with the K'ómoks First Nation. They and the City staff have been involved throughout the design and implementation process.

A traffic management plan has been submitted as part of the road closure permit and a structural engineer has designed the pole footings.

The project, initiated by the CVAG, is seen as a step toward reconciliation and recognition of the historic relationship the K'ómoks peoples have had with this Valley for thousands of years.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2931

A bylaw to amend Zoning Bylaw No. 2500, 2007

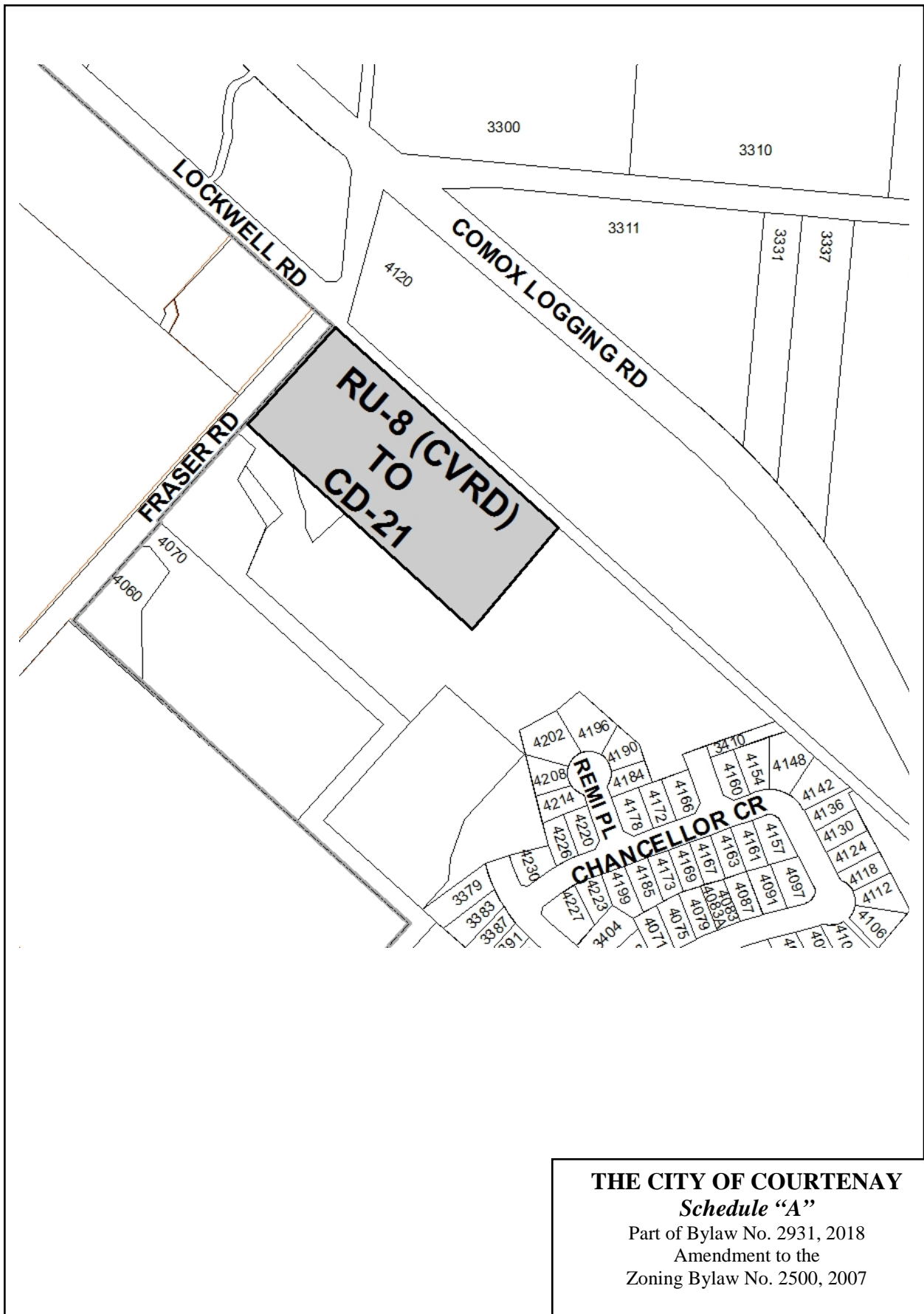
The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 2931, 2018”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) By rezoning Lot 6, District Lot 153, Comox District, Plan 1887 (4100 Fraser Road) as shown in bold outlined on Attachment A which is attached hereto and forms part of this bylaw, from Rural 8 Zone (RU-8) RU-8 to Comprehensive Development Twenty-One Zone (CD-21) and as shown in bold outline on Schedule A; and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this	day of	, 2018
Read a second time this	day of	, 2018
Considered at a Public Hearing this	day of	, 2018
Read a third time this	day of	, 2018
Finally passed and adopted this	day of	, 2018

Mayor

Corporate Officer



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2942

A bylaw to amend Business Licence Bylaw No. 2523, 2008

WHEREAS the Council of the City of Courtenay has the authority under the provisions of the Community Charter to amend the Business Licence Bylaw No. 2523, 2008

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 **“Business Licence amendment Bylaw No. 2942, 2018”**.

2. Business Licence Bylaw No. 2523, 2008 is hereby amended by:

(1) Adding the following to Section 1.2 Definitions:

“Business” carrying on a commercial or industrial activity or undertaking of any kind, and providing professional, personal or other services for the purpose of gain or profit.

“Cannabis” has the same meaning as in the Cannabis Act (Canada), subject to any prescribed modifications.

“Cannabis Production Facility”
means a business involved in any of the following: cultivating, growing, producing, packaging or storing cannabis or its derivatives

“Storefront Cannabis Retailer”
means a premises where cannabis is sold or otherwise provided to a person who attends at the premises.

(2) Deleting from Section 2.4 the following wording:

A business licence is not a representation or warranty that the licenced business complies with the bylaws of the City or any other regulations or standards.

and replacing it with:

“ Every business shall comply with all federal, provincial and municipal laws, bylaws and regulations. However issuance of a licence by the City is not a representation that a business is compliant with federal, provincial and municipal laws, bylaws and regulations.”

(3) Inserting a new; “SECTION 11- STOREFRONT CANNABIS RETAILERS” as follows

11.1 Every “Storefront Cannabis Retailer” must:

- (a) only be open for business between the hours of 9am and 11pm;
- (b) install and maintain an air filtration system that effectively minimizes odour impacts on neighbouring properties;
- (c) not display any advertising or sign that is visible from the outside of the premises except for a maximum of two signs which display no images and contain only:
 - i. alpha-numeric characters,
 - ii. the business name, and
 - iii. is in a size as permitted under the City’s Sign Bylaw
- (d) not install security bars that are located within one meter of a window which may be seen outside of the premises; and
- (e) not install roll down or other shutters, which may be seen outside of the premises

(4) Inserting the Business Category “Cannabis Production Facility” to Schedule “A” in alphabetical order with a fee of \$5,000.00

(5) Inserting the Business Category “Storefront Cannabis Retailer” to Schedule “A” in alphabetical order with a fee of \$2,500.00

3. This Bylaw shall come into effect upon final adoption hereof:

Read a first time this	day of	2018
Read a second time this	day of	2018
Read a third time this	day of	2018
Notice of intention to adopt given this	day of	2018

Representations to Council heard this day of 2018

Finally passed and adopted this day of 2018

Mayor

Corporate Officer

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2943

A bylaw to authorize expenditures from the Highway Facilities Development Cost Charge Reserve Fund.

WHEREAS the City of Courtenay established Development Cost Charge Reserve Fund Bylaw No. 2755 for the purpose of depositing funds collected into separate reserves for each purpose for which development cost charges are imposed;

AND WHEREAS the Council of the City of Courtenay deems it desirable to provide for the expenditure of funds from the Highway Facilities Development Cost Charge Reserve Fund;

AND WHEREAS Section 566 of the *Local Government Act* provides that Council may, by bylaw, authorize the expenditure of funds from development cost charge reserves for the purpose of paying the capital costs of providing, constructing, altering or expanding highway facilities that relate directly or indirectly to the development in respect of which the charge was collected;

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 **“Development Cost Charge Reserve Fund Expenditure Bylaw No. 2943, 2018”**.
2. A sum of \$114,230.04 is hereby appropriated from the Development Cost Charge (roads) reserve fund for the purpose of applying such sum towards the cost of the following capital project:
 - a) DCC Project No. R1 – First St. from Arden Rd. to Willemar Ave.

3. This Bylaw shall come into effect upon final adoption hereof:

Read a first time this	day of	2018
Read a second time this	day of	2018
Read a third time this	day of	2018
Finally passed and adopted this	day of	2018

Mayor

Corporate Officer

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2929

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. 2929, 2018”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 9, Section 16, Comox District, Plan VIP6065 (911 Braidwood Road), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Commercial Two A Zone (C-2A) to Residential Four A Zone (R-4A); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 16th day of July, 2018

Read a second time this 16th day of July, 2018

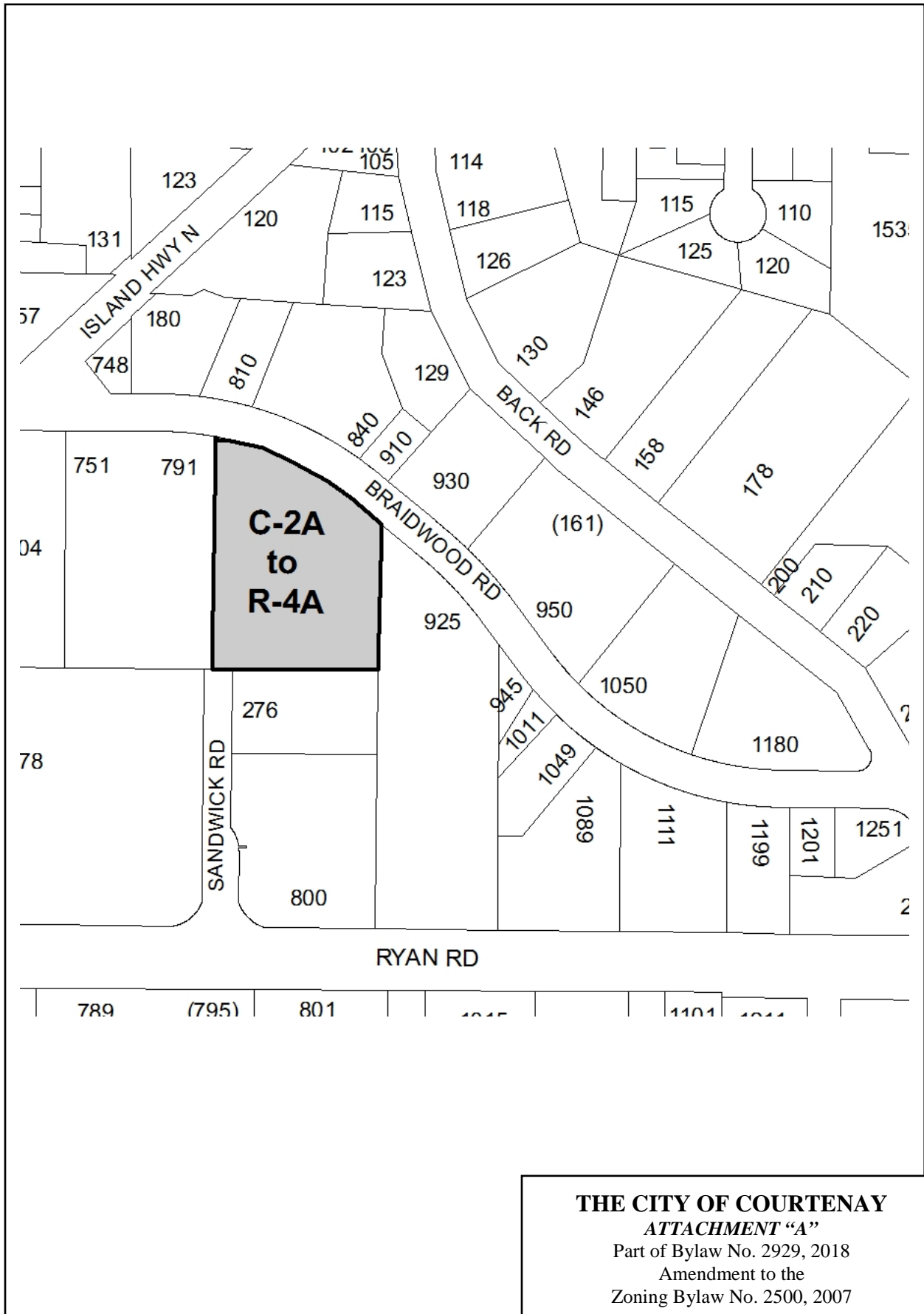
Considered at a Public Hearing this 7th day of August, 2018

Read a third time this 20th day of August, 2018

Finally passed and adopted this day of , 2018

Mayor

Corporate Officer



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2939

**A bylaw to exempt certain lands and
improvements from taxation for the year 2019**

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 2019 Bylaw No. 2939, 2018**".
2. The following properties are hereby exempt from taxation for land and improvements to the extent indicated for the year 2019:

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%
112.002	PARCEL A OF LOT 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	LOT 1, PLAN 40587	367 CLIFFE AVENUE	ROYAL CANADIAN LEGION	100%
1650.000	PARCEL A, DD59610N OF LOT B, SECTION 16, PL 5618	101 ISLAND HIGHWAY		
169.000	PARCEL B (BEING A CONSOLIDATION OF LOTS 14, 17, 18, 21, 22 SEE CA6169477) SECTION 61, CD, PLAN VIP1517	237 – 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 (LEASED FROM WEST ISLAND CAPITAL CORP)	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%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
750.020	LOT 1, DL 127, CD, PLAN VIP62285	641 MENZIES AVENUE	COMOX VALLEY RECOVERY CENTRE SOCIETY (LEASED FROM CITY OF COURTENAY)	100%
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%
1566.000	LOT 1, PLAN 27169 SECTION 16, LD 15 PID 002-568-098	810 BRAIDWOOD ROAD	M'AKOLA HOUSING 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%
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%
170.002	LOT A, SECTION 61, PLAN 54105 PID 017-752-141	280 2 ND STREET	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM FOUR PAWS INVESTMENTS LTD.)	100%
1577.018	LOT 4, SECTION 16, PLAN VIS2269, PID 017-693-071	#4 - 204 ISLAND HWY N	COMOX VALLEY PREGNANCY CARE CENTRE	100%
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%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
1286.045	LOT 8, BLOCK 3, PLAN 16252	534 – 19 TH STREET	L'ARCHE COMOX VALLEY	75%
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%
88.000	LOT 85, PLAN VIP 311 SECTION 61, LD 15 EXCEPT PLAN 66BL	355 6 TH STREET	AVI HEALTH AND COMMUNITY SERVICES (AIDS VANCOUVER ISLAND (LEASED FROM ERNST VON SCHILLING))	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%
750.100	LOT 1, PLAN VIP 62247	994 – 8 TH ST	JOHN HOWARD SOCIETY OF NORTH ISLAND	40%
1171.005	LOT C, PLAN 13660, SECTION 41, LD 15 PID 004-619-048	1625 MCPHEE AVENUE	WACHIAIY FRIENDSHIP CENTRE SOCIETY	40% OF THE ASSESSMENT – EXCLUDING 10% OF FACILITY USED FOR REVENUE GENERATING BUSINESS (WACHIAIY STUDIO AND MULTIMEDIA)
1171.006	LOT 5, PLAN 13075, SECTION 41, LD 15 EXCEPT PLAN VIP68431 PID 004-711-823	1679 MCPHEE AVENUE		
1288.060	STRATA LOT 30, PLAN VIS932, DL 104, LD 15 PID 000-806-471	#311, 1015 CUMBERLAND ROAD	DAWN TO DAWN ACTION ON HOMELESSNESS SOCIETY	40%
1224.080	STRATA LOT 26, PLAN VIS2232, SECTION 68, LD 15 PID 017-586-801	#17, 375 21 ST STREET	DAWN TO DAWN ACTION ON HOMELESSNESS SOCIETY	40%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
1700.332	STRATA LOT 2, SECTION 67, LD 15, PLAN VIS3934 PID 023-378-158	#10-12 2683 MORAY AVENUE	THE CANADIAN RED CROSS SOCIETY (LEASED FROM 670431 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	#9, 468 29 TH STREET	THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA (LEASED FROM NOORT DEVELOPMENT LTD)	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 ISLAND NORTH SOCIETY	40% OF THE ASSESSMENT ALLOCATED TO 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
1113.000	LOT 19, SECTION 41, DL 15, PLAN 9230, PID 005-583-314	1465 GRIEVE AVENUE	L' ARCHE COMOX VALLEY	40%
131.002	LOT A, SECTION 61, PLAN EPP61970, PID 029-906-431	356 3 RD STREET	COMOX VALLEY TRANSITION SOCIETY	40%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
409.000	LOT A, SECTION 61, PLAN 1674, PID 001-159-526	625 ENGLAND AVENUE	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM SECRET VENTURE HOLDINGS LTD)	40%
1038.000	LOT A, SECTION 41, PLAN VIP 60527, PID 023-021-128	1455 CLIFFE AVENUE	JOHN HOWARD SOCIETY OF NORTH ISLAND (LEASED FROM LUCK'S DENTAL LABORATORY LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE

Read a first time this 17th day of September 2018

Read a second time this 17th day of September 2018

Notice published pursuant to Section 227 of the *Community Charter* on the 25th day of September and the 2nd day of October, 2018.

Read a third time this 17th day of September 2018

Finally passed and adopted this day of 2018

Mayor

Corporate Officer

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2940

A bylaw to exempt certain lands and improvements, set apart for public worship, from taxation for the year 2019

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 2019 Bylaw No. 2940, 2018**".
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 2019 *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.	341.000	AMENDED LOT 1, PLAN 55886N, SECTION 61 CD, PLAN 4906	566 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	100%
4.	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
5.	346.000	LOTS 10,11,12, AND 13, SECTION 61, CD, PLAN 4906	505 – 6 TH STREET	ST. GEORGES CHURCH	100%
6.	568.000	LOT A (DD EL132291), DL 127, PLAN 1464 EXCEPT PLAN VIP67475	765 MCPHEE AVENUE	CENTRAL EVANGELICAL FREE CHURCH	100%
7.	618.220	LOT 1, DL 118, CD, PLAN VIP 73074	2201 ROBERT LANG DRIVE	RIVER HEIGHTS CHURCH SOCIETY	100%

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
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%
9.	1166.000	LOT A, PLAN 121193EF, 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 17th day of September 2018

Read a second time this 17th day of September 2018

Notice published pursuant to Section 227 of the *Community Charter* on the 25th day of September and the 2nd day of October, 2018.

Read a third time this 17th day of September 2018

Finally passed and adopted this day of

Mayor

Corporate Officer

