

**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: January 07, 2019
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

1.00 ADOPTION OF MINUTES

- 1 1. Adopt December 11th, 2018 Special Council meeting minutes
- 3 2. Adopt December 17th, 2018 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

- 1. Bob Wright - Vehicle Access Over City Owned Property located at 431 - 2nd Street (Licence to Occupy)

4.00 STAFF REPORTS/PRESENTATIONS

(a) Recreation and Cultural Services

- 11 1. B. and J. Wright - 431 - 2nd Street Licence Agreement Request
- 27 2. Community Child Care Planning Program Initiative

(b) Development Services

- 33 3. Structural Change Application for Manufacturing Facility (Gladstone Brewing) 244 - 4th Street
- 37 4. New Lounge Endorsement for Liquor Manufacturer Licence Application (Ace Brewing Company Limited) - 150 Mansfield Drive
- 41 5. Zoning Amendment Bylaw No. 2942 to allow for a secondary suite at 1435 Griffin Drive

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 81 1. Routine Release of In Camera Resolutions per Council Policy #540.00.02
83 • Council Policy #540.00.02
 • In Camera Resolutions for the period of January to December 2018

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

- Councillor Cole-Hamilton
- Councillor Frisch
- Councillor Hillian
- Councillor McCollum
- Councillor Morin
- Councillor Theos
- Mayor Wells

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held January 07th, 2019 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;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

9.00 UNFINISHED BUSINESS

1. Delegation Request - Bruce Gibbons, Merville Water Guardians

1. Consider implementing a bylaw that prohibits water bottling in any of the City's zoning
2. Support the Strathcona Regional District resolution to ask the Provincial Government to curtail the commercial extraction of groundwater resources for bottling or bulk water sales
3. Pass resolutions that would achieve designation by the Council of Canadians as a Blue Community, by adopting a water commons framework that
 - a) Recognizes water as a human right
 - b) Promoting publicly financed, owned and operated water and waste-water services
 - c) Bans the sale of bottled water in public facilities and at City events

2. Delegation Request - Maurita Prato, Executive Director, LUSH Valley Food Action Society

Requesting renewal of LUSH's current lease at 6th Street and Harmston Avenue (3 - 5 years) with space for a long-term lease (20 years) and, is seeking provision for ongoing funding and in-kind support within the City's budget with consideration for proper secure on-site storage.

3. Delegation Request - Comox Valley Coalition to End Homelessness

123 Request for Coordinator Funding (letter attached)

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First and Second Reading

- 127 1. "Zoning Amendment Bylaw No. 2942, 2019"
(A bylaw to rezone property from Residential One Zone (R-1) to Residential One S Zone (R-1S) to permit a secondary suite at 1435 Griffin Drive)

For Third Reading and Final Adoption

- 129 1. "Zoning Amendment Bylaw No. 2948, 2018"
(A bylaw to permit daycare and family development centre use at 1625 and 1679 McPhee Avenue)

13.00 ADJOURNMENT

NOTE: There is a Public Hearing scheduled for 5:00 p.m. in relation to:

Bylaw No. 2930 - a text amendment to the Mobile Home One Zone (MH-1) *Zoning Bylaw No. 2500, 2007* to allow a secondary suite as permitted use (446 Qualicum Avenue)

**Minutes of a Special Council Meeting held in the City Hall Council Chambers, Courtenay BC,
on Tuesday, December 11, 2018 at 9:00 a.m.**

Attending:

Mayor: B. Wells
Councillors: W. Cole-Hamilton
D. Frisch
D. Hillian
M. McCollum
W. Morin
M. Theos

Staff: D. Allen, CAO

1.00 STAFF REPORTS/PRESENTATIONS

.01
IN CAMERA
MEETING

Moved by Hillian and seconded by Frisch that a Special In-Camera meeting closed to the public will be held December 11th, 2018 at the conclusion of the Special Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

Carried

2.00 ADJOURNMENT

.01
ADJOURNMENT

The meeting adjourned at 9:02 a.m.

CERTIFIED CORRECT

Corporate Officer

Adopted this 7th day of January, 2019

Mayor

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, December 17, 2018 at 4:00 p.m.

Attending:

Mayor: B. Wells
Councillors: W. Cole-Hamilton
D. Frisch
D. Hillian
M. McCollum
W. Morin
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
T. Kushner, Director of Public Works Services/Assistant CAO
J. Nelson, Director of Financial Services
R. O’Grady, Director of Engineering Services
B. Guderjahn, Manager of Purchasing
L. Zervakis, Marketing and Communications Specialist

1.00 ADOPTION OF MINUTES

.01 Moved by Frisch and seconded by Morin that the December 3rd,
MINUTES 2018 Regular Council meeting minutes be adopted.
Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

Andrea Cupelli, Comox Valley Coalition to End Homelessness, and Heather Ney, Comox Valley Transition Society, made a presentation to Council regarding a coordinated community response in partnership to address homelessness encampments and affordable housing via the Coalition’s *Affordable Housing Benefits Everyone* Project.

The Comox Valley Coalition to End Homelessness requested City Council consider providing funds in the amount of \$35,000 to increase its Coordinator position to full-time for a set period to dedicate to the implementation of the Homelessness Action Response Team; a detailed written request will follow.

Jan Hesseling, Vice President, Affordable Housing Vancouver Island Society (AHVIS), made a presentation to Council regarding the Eden Concept affordable housing model and housing models successfully implemented in Whistler, BC and Medicine Hat, AB for Council’s information when considering options to address the affordable housing shortfall in the Comox Valley.

The council meeting recessed at 4:59 p.m. for the Public Hearing regarding Bylaw No. 2948. The meeting reconvened at 5:32 p.m.

4.00 STAFF REPORTS/PRESENTATIONS

.01

COMOX VALLEY
ECONOMIC
DEVELOPMENT
SOCIETY (CVEDS)
DRAFT 2019
WORKPLAN &
INNOVATE 2030
STRATEGY UPDATE
0250-20

Moved by McCollum and seconded by Frisch that the Comox Valley Economic Development Society (CVEDS) Fourth Quarter 2018 - Strategic Priorities report and 2019 Strategic Priorities Workplan be received for information.

Carried

John Watson, Executive Director, Geoff Crawford, Business Development Manager, and Lara Greasley, Marketing and Communications Manager, Comox Valley Economic Development Society (CVEDS) made a presentation to Council regarding their 2018 fourth quarter Strategic Priorities report and draft 2019 Strategic Priorities Workplan.

.02

ZONING AMENDMENT
BYLAW NO. 2930 TO
ALLOW FOR A
SECONDARY SUITE
(446 QUALICUM
AVENUE)
3360-20-1807

Moved by Hillian and seconded by McCollum that based on the December 17th, 2018 Staff report, "Zoning Amendment Bylaw No. 2930 - 446 Qualicum Avenue" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2930, 2018; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to the above referenced bylaw on January 7, 2019 at 5:00 p.m. in the City Hall Council Chambers.

Carried

.03

ZONING AMENDMENT
BYLAW NO. 2938 TO
ALLOW) TO ALLOW A
SENIOR CARE
FACILITY AND
ASSOCIATED
SERVICES
(925 BRAIDWOOD
ROAD)
3360-20-1813

Councillor Hillian requested to vote separately on the two items identified in the motion for consideration by Council; *per Council Procedure Bylaw No. 2730 Section 27 (5)*.

Moved by Frisch and seconded by Cole-Hamilton that based on the December 17th, 2018 staff report "Zoning Amendment Bylaw No. 2938 - 925 Braidwood Road" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2938, 2018.

Carried

Moved by Hillian and seconded by Morin that Council postpone the statutory public hearing in reference to Bylaw No. 2938 to allow time for staff to have further dialogue with the applicant regarding the possibility of a housing covenant related to affordability, and other related items such as pedestrian accessibility for the senior care facility proposed at 925 Braidwood Road.

Carried

.04

DEVELOPMENT
PERMIT WITH
VARIANCES NO. 1829
- 2109 13TH STREET
(AMENDING DEV.
PERMIT WITH
VARIANCES NO. 1508
- 2140 LAKE TRAIL)
3060-20-1829

Moved by Theos and seconded by Frisch that based on the December 17th, 2018 staff report “Development Permit with Variances No. 1829 - 2109 13th Street (amending Development Permit with Variances No. 1508)” Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1829.

Carried

.05

SOCIAL
PROCUREMENT PILOT
PROJECT RESULTS
1200-00

Moved by Frisch and seconded by Theos that based on the December 17th, 2018 staff report “Social Procurement Pilot Project Results” Council authorize staff to proceed with incorporating Social Procurement criteria into the City of Courtenay’s Purchasing Policy.

Carried

The council meeting recessed at 7:06 p.m.

The meeting reconvened at 7:15 p.m.

.06

COURTENAY
TRANSPORTATION
MASTER PLAN
UPDATE AND
PRESENTATION
8620-21

Moved by Frisch and seconded by McCollum that the Transportation Master Plan Update presentation by Urban Systems be received for information.

Carried

John Steiner, Urban Systems, facilitated a workshop and update to Council on the process, engagement, considerations, medium and long term strategies of the Courtenay Transportation Master Plan. Highlights included network improvements, enhanced intersections and accessibility, walking, cycling and road network strategies and provisions for partnership opportunities with Ministry of Transportation and Infrastructure and BC Transit.

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01

CONGRATULATIONS
LETTER
MP GORD JOHNS
0220-01

Moved by Frisch and seconded by McCollum that the letter of congratulations dated November 15, 2018, from MP Gord Johns, be received for information.

Carried

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01

BRIEFING NOTE
HOMELESS
ENCAMPMENTS
4020-20

Moved by Frisch and seconded by Hillian that the December 3rd, 2018 Briefing Note “Homeless Encampments”, be received for information.

Carried

.02

HERITAGE ADVISORY
COMMISSION
MEETING MINUTES
0360-20

Moved by Frisch and seconded by Hillian that the Heritage Advisory Commission meeting minutes for October 24, 2018, be received for information.
Carried

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

COUNCILLOR
COLE-HAMILTON

Councillor Cole-Hamilton reviewed his attendance at the following events:

- Comox Valley Autism Centre grand opening
- National Day of Remembrance and Action on Violence Against Women vigil
- Downtown Courtenay Business Improvement Association meeting
- Liquid Waste Management Plan tour of facilities
- Real Estate Institute of BC - Research Results on Foreign Ownership Around the World presentation
- Comox Valley Community Drug Strategy committee meeting
- Meeting with staff, RCMP, business owners and local community agencies re: Homeless campsite 14th Street/Cliffe Avenue
- Habitat for Humanity - Habitat Key Ceremony, 1330 Lake Trail Road

COUNCILLOR
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- CVRD Sewage Commission orientation meeting
- CVRD Water Committee orientation meeting
- CVRD Sports Commission orientation meeting
- CVRD Committee of the Whole orientation meeting
- Comox Valley Autism Centre grand opening
- AHERO (Ad Hoc Emergency Response Organization Network) meeting with community homelessness outreach workers
- National Day of Remembrance and Action on Violence Against Women vigil
- July 1st meeting to debrief 2018 Canada Day celebrations
- City Strategic Planning meetings
- Comox Valley Accessibility Committee meeting
- CVRD Committee of the Whole (Elected Officials Forum) meeting
- Real Estate Institute of BC - Research Results on Foreign Ownership Around the World presentation
- Meeting with staff, RCMP, business owners and local community agencies re: Homeless campsite 14th Street/Cliffe Avenue
- Comox Valley Community Health Network transition team meeting
- Habitat for Humanity - Habitat Key Ceremony, 1330 Lake Trail Road
- City Operations Council Orientation and Tour
- City of Courtenay Christmas celebration

R24/2018 – December 17, 2018

COUNCILLOR
MCCOLLUM

Councillor McCollum reviewed her attendance at the following events:

- Comox Valley Economic Development Society quarterly Board meeting
- Habitat for Humanity - Habitat Key Ceremony, 1330 Lake Trail Road
- City Operations Council Orientation and Tour
- City of Courtenay Christmas celebration

MAYOR
WELLS

Mayor Wells reviewed his attendance at the following events:

- Dr. Claire guest lecture at Georges P. Vanier Secondary School
- CVRD Sewage Commission orientation meeting
- CVRD Water Committee orientation meeting
- CVRD Sports Commission orientation meeting
- CVRD Committee of the Whole orientation meeting
- Comox Valley Autism Centre grand opening
- Colonel Mike Atkins, Wing Commander, Christmas Open House
- Meeting with Minister Claire Trevena in Victoria regarding Island Corridor Foundation and Vancouver Island train service
- Real Estate Institute of BC - Research Results on Foreign Ownership Around the World presentation
- City Strategic Planning meetings
- Comox Valley Chamber of Commerce / Airport Commission holiday mixer
- Habitat for Humanity - Habitat Key Ceremony, 1330 Lake Trail Road
- City Operations Council Orientation and Tour
- City of Courtenay Christmas celebration

8.00 RESOLUTIONS OF COUNCIL

.01

IN CAMERA
MEETING

Moved by Hillian and seconded by Morin that a Special In-Camera meeting closed to the public will be held December 17th, 2018 at the conclusion of the Committee of the Whole Meeting pursuant to the following sub-sections of the *Community Charter*:

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

Carried

9.00 UNFINISHED BUSINESS

.01

DELEGATION
REQUEST
BRUCE GIBBONS,
MERVILLE WATER
GUARDIANS

Moved by Hillian and seconded by Theos that Council postpone the two items under Unfinished Business of the December 17th 2018 Council Agenda:

- 1) Delegation request Bruce Gibbons, Merville Water Guardians
- 2) Delegation request Maurita Prato, LUSH Valley Food Action Society; until the January 7th 2019, Council meeting.

Carried

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

.01

COUNCIL SELECT
COMMITTEE ON
HOMELESSNESS
0360-20

Moved by Hillian and seconded by Frisch that Council direct staff to bring forward a recommendation around a structure for managing and responding to situations in relation to homelessness which could include workshop activities or ongoing response capacity in relation to homelessness issues; and,

That staff investigate all options relating to homelessness prior to progressing with a Council Committee on Homelessness.

Carried

Mayor Wells expressed his appreciation to Councillors Hillian and Cole-Hamilton for their commitment in taking the lead on Homelessness initiatives.

.01

COMOX VALLEY
ACCESSIBILITY
COMMITTEE -
ACCESSIBLE PARKING
IN DOWNTOWN CORE
0360-20

Moved by Frisch and seconded by Theos that the correspondence received from the Comox Valley Accessibility Committee regarding accessible parking downtown be received for information.

Carried

.01

COMOX VALLEY
ACCESSIBILITY
COMMITTEE -
APPOINTMENT TO
COMMITTEE

Moved by Hillian and seconded by Theos that the correspondence received from the Comox Valley Accessibility Committee regarding appointment to committee be received for information.

Carried

12.00 BYLAWS

.01

BYLAW NO. 2930,
2018
ZONING AMENDMENT
FOR A SECONDARY
SUITE (446
QUALICUM AVENUE)

Moved by Hillian and seconded by Frisch that “Zoning Amendment Bylaw No. 2930, 2018” pass first and second reading.

Carried

.02

BYLAW NO. 2938,
2018 ZONING
AMENDMENT FOR A
SENIOR CARE
FACILITY (925
BRAIDWOOD ROAD)

Moved by Frisch and seconded by McCollum that “Zoning Amendment Bylaw No. 2938, 2018” pass first and second reading.

Carried

13.00 ADJOURNMENT

- .01** Moved by Hillian and seconded by Cole-Hamilton that the meeting now adjourn at 8:35 p.m.
Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 7th day of January, 2019

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: B. and J. Wright 431-2nd Street Licence Agreement Request

File No.: 2240-20 Wright

Date: January 7, 2019

PURPOSE:

The purpose of the report is to request approval for Staff to proceed with a five year licence agreement for access to 431-2nd Street (the Subject Property).

CAO RECOMMENDATIONS:

Based on the January 7, 2019 staff report, “B. and J. Wright 431-2nd Street Licence Agreement Request”, Council approve Option 1 and authorize the attached licence agreement with Robert William Wright and Jacqueline Rose Wright for a term of five years with respect to the municipally owned property located at 431-2nd Street, on lands having a legal description of PID: 005-957-991, Lot 1, Plan 5207, Section 61, Comox Land District in order to provide vehicle ingress and egress over the City owned property; and

That Council direct Staff to amend the fees and charges bylaw to authorize the municipality to impose licence fees in respect of use of the municipal property; and

That staff publish public notice subsequent to Section 24 (1) and Section 94 of the Community Charter; and

That the Mayor and the Director of Legislative and Corporate Services be authorized to execute the licence agreement on behalf of the City.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Mr. Bob Wright and Mrs. Jacqueline Wright (the Applicants) are the owners of 463 2nd Street which is immediate adjacent to the Subject Property (Figure 1).

In June 1998, Mr. Bob Wright (the applicant) notified the City in writing he was planning to replace his single story garage at 463 2nd Street. The access to his new garage would require ingress and egress through the adjacent Subject Property and he requested permission from the City to continue to access his property through the Subject Property.

At the time, the applicant had the alternative to create the access to the garage directly off 2nd Street, however this would involve the removal of a mature old orchard apple tree located directly in pathway of an alternate driveway access off of 2nd Street.

Figure 1: Subject Property – 431-2nd Street



The Subject Property contains a City storm line running through the centre of the City lot from the road to the river.

At a Council meeting held on September 30, 1998, staff presented three options to the Council of the day:

1. That Council deny the request from Bob Wright to secure vehicle access over the City owned property being Lot 1, Plan 5207 at 431-2nd Street; or,
2. That Council offer to sell the subject property to either or both of the adjoining land owners subject to retaining a storm sewer easement; or
3. That Council approve entering into a Licence Agreement for a term of 10 years in order to provide vehicle access over the City owned property and further, that no permanent improvements be allowed to be made over the City's property.

The Council of the day chose option 3 and approved entering into a Licence Agreement for a term of 10 years effective October 1, 1998. The licence fee was \$250 for the initial term plus \$10 per year for each year of the term beyond the first year.

At a subsequent meeting on October 19, 1998, Council approved an option to renew the licence agreement upon written notice for another ten years which would further extend the term to September 30th, 2018.

Fees charged by the municipality must be identified in the Fees and Charges Bylaw, 1673, 1992. There is currently no fee established for a licence agreement.

DISCUSSION:

The applicants have submitted a written request dated October 26, 2018 for the City to consider:

1. A continuation of the 2008 licence agreement for another 10 year period for continued access to the applicants garage through the City lot; or
2. An agreement "in perpetuity" for as long as the residential buildings are in place on the applicants property.

The Applicants have requested Council consider reducing the associated fees based on their volunteer stewardship in the adjacent City properties over the years. These properties include unused road ends and the undeveloped McPhee Meadows Park. The Applicants have identified the adjacent property as a seasonal camping spot for the homeless where they have been proactive in removing garbage along the boulevard and the unauthorized trail down to the river. The Applicants have also removed needles, broken glass and human waste as a direct result of the illegal camping.

Staff recommend that Council approve a five year licence agreement with mutual termination rights provided six month advance written notice by either party and, before the end of the five year licence term, Council consider offering the subject property for sale to the adjacent landowners subject to the establishment of a statutory right of way for the existing storm line. The new agreement will include updated indemnification and insurance language provisions as a risk management measure.

The City would accomplish an agreement in perpetuity through the disposition of the land. However, the applicants have expressed no interest in purchasing the property at this time. A five year agreement gives the applicants time to consider this option.

FINANCIAL IMPLICATIONS:

In absence of a fee established by bylaw, the City must charge a licence fee at market value. Without a direct market comparison, staff established the licence fee based on the methodology provided for in the Province of British Columbia Crown Land use policies in determining the fees for a licence of occupation for roadways.

Should Council approve the five year licence of occupation agreement to the property, the upfront licence fee at fair market value would be \$500 for the entire five year term. If Council wishes, the \$500 fee could be paid in equal annual payments of \$100 for each of the five years of the proposed contract term.

The cost to publish statutory notice each week for two consecutive weeks in accordance with section 94 of the Community Charter will be \$600.

ADMINISTRATIVE IMPLICATIONS:

The licence will be administered through the Legislative and Corporate Services Department. Approximately five hours of staff time was dedicated toward preparation of the staff report and research into market value for licence fees. The City will not be exposed to additional risk or liability through the approval of this license to occupy.

ASSET MANAGEMENT IMPLICATIONS:

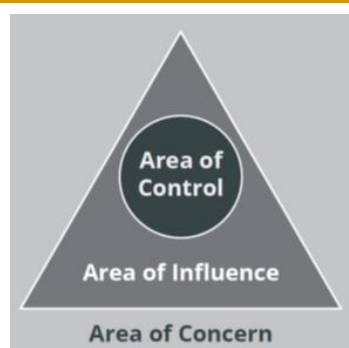
Access to the storm main and outfall is required by Public Works Services and will not be impeded by this license to occupy. There have been no recorded issues or concerns with this access over the last 20 years. The concrete storm line is in good to very good condition and will last an additional 40 years. The Licence to Occupy for a 5-year term has no impact on this asset. The existing utility service levels will remain the same should Council approve the licence.

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 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 referenced.

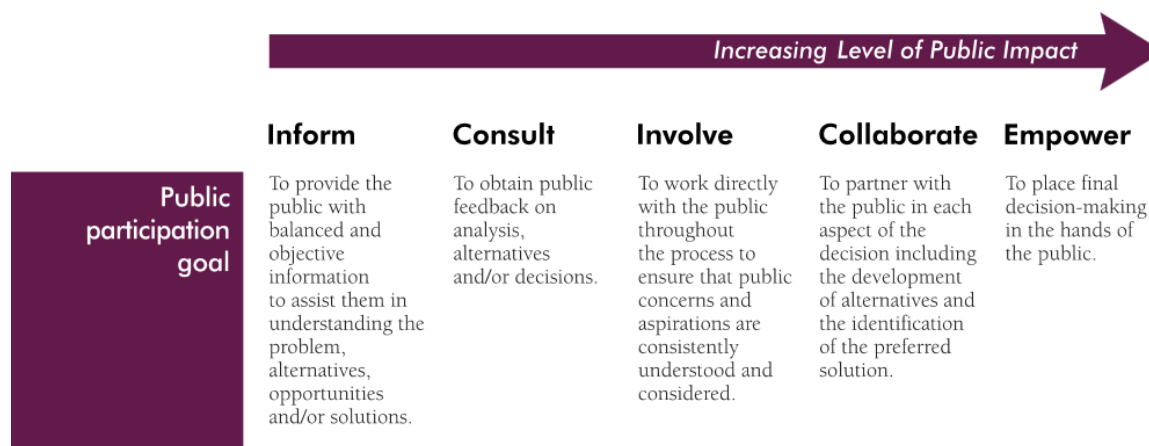
REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Section 24 (1) of the *Community Charter* provides that a Council must give notice in accordance with section 94 of its intention to provide (a) disposing of land or improvements, or any interest or right in or with respect to land for less than market value.

Staff will **inform** the public through this staff report 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 authorize the attached licence agreement with Robert William Wright and Jacqueline Rose Wright for a term of five years with respect to the municipally owned property located at 431-2nd Street, on lands having a legal description of PID: 005-957-991, Lot 1, Plan 5207, Section 61, Comox Land District in order to provide vehicle ingress and egress over the City owned property; and
- That Council direct Staff to amend the fees and charges bylaw to authorize the municipality to impose licence fees in respect of use of the municipal property; and
- That staff publish public notice subsequent to Section 24 (1) and Section 94 of the Community Charter; and
- That the Mayor and the Director of Legislative and Corporate Services be authorized to execute the licence agreement on behalf of the City.
- Option 2:** Council authorize the attached licence agreement with Robert William Wright and Jacqueline Rose Wright for a term of five years with respect to the municipally owned property located at 431-2nd Street, on lands having a legal description of PID: 005-957-991, Lot 1, Plan 5207, Section 61, Comox Land District in order to provide vehicle ingress and egress over the City owned property; and
- That, in consideration of the Applicants volunteer stewardship in the adjacent City properties over the years, subsequent to statutory public notice under Section 24 (1) and Section 94 of the Community Charter, that the licence fee be reduced to \$250 for the entire five year; and
- That staff publish public notice subsequent to Section 24 (1) and Section 94 of the Community Charter; and
- That Council direct Staff to amend the fees and charges bylaw to authorize the municipality to impose licence fees in respect of use of the municipal property; and
- That the Mayor and the Director of Legislative and Corporate Services be authorized to execute the licence agreement on behalf of the City.

- Option 3: Council direct staff to consider the applicants original request for a ten year licence agreement or an agreement in perpetuity for as long as the Applicants residential buildings are erected on the Applicants property and report back with options and implications.
- Option 4: Council deny the request for a licence agreement.

Prepared by:



Dave Snider RLA
Director of Recreation and Cultural Services

Attachments:

1. *Licence Request Bob and Jacquie Wright*
2. *Licence Agreement*

Bob & Jacquie Wright

463 – 2nd Street
Courtenay, BC V9N 1B9
250-334-2883

October 26, 2018

John Ward
Planning Department
City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

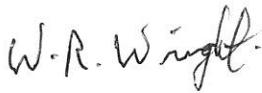
Re: Lot 1, Section 61, Comox District Plan 5207

We are requesting continuation of our 2008 Lease Agreement (Licence Renewal) for another 10 year period to allow our family vehicle access to our garage...

OR

Would it be at all possible to have such an agreement "in perpetuity" for as long as our residential buildings are in place on our property?

Sincerely,



Wm. Robert (Bob) Wright



Jacqueline Rose Wright

LICENCE OF OCCUPATION AGREEMENT

THIS LICENCE RENEWAL made _____, 2018 is

BETWEEN:

THE CORPORATION OF THE CITY OF COURTENAY, a municipal corporation incorporated pursuant to the *Community Charter* and having its offices at 830 Cliffe Avenue, Courtenay, B.C. V9N 2J7

(the "Licensor")

AND:

WILLIAM ROBERT WRIGHT and JACQUIE ROSE WRIGHT, of 463 Second Street, Courtenay B.C. V9N 1B9

(the "Licensee")

WHEREAS:

A. The Licensor is the owner of the lands legally described as follows:

Parcel Identifier: 005-957-991

Lot 1, Section 61, Comox District Plan 5207

(the "City Lands") per attached Schedule A.

B. The Licensee is the owner of the lands legally described as follows:

(a) Parcel Identifier: 005-958-024

Lot 2, Section 61, Comox District, Plan 3022;

(b) Parcel Identifier: 006-342-868

Lot 1, Section 61, Comox District, Plan 3022;

(c) Parcel Identifier: 006-342-876

Lot 2, Section 61, Comox District, Plan 3022

(collectively, the "Wright Lands").

C. The Licensor has agreed to grant the Licensee a non-exclusive licence to enter upon and travel over the City Lands.

NOW THEREFORE in consideration of the foregoing and the mutual covenants and agreements set out in this License, the parties covenant and agree as follows:

1.0 GRANT OF LICENCE

1.1 Licence of Occupation for Access

The Licensor hereby grants to the Licensee a licence to enter upon and travel over City lands for the purpose of providing reasonable ingress and egress from the Wright Lands for vehicular travel, and for the purpose of allowing the licensee reasonable access to the City Lands. The Licence is granted for the purpose of obtaining access to the Licensee's garage located on the Wright Lands (as shown on the attached sketch) for the purpose set out herein only and for no purpose whatsoever. In no event shall the Licensee construct any permanent improvements on the City Lands.

- 1.2 The Licensee acknowledges that it has inspected the City Lands and agrees to accept same on an "*as is-where is*" basis, including but not limited to title, its physical and environmental condition. The

2.0 TERM

- 2.1 Subject to earlier termination as forth herein, the parties agree the term (the "**Term**") of this Agreement shall be five (5) years, commencing on January 1, 2019 and terminating on December 31, 2024.

3.0 LICENCE FEE

- 3.1 The Licensee covenants and agrees with the Licencor to pay to the Licensor to pay a fee (the "Licence fee") of \$500 Canadian dollars plus applicable taxes, payable upon execution of this Licence;

4.0 INSURANCE

- 4.1 Licensee will maintain the insurance described below throughout the Term and any period when the City Lands is in use, and each policy of insurance will name Licensee as first named insured responsible for all primary obligations to the insurer, Licensor as an additional insured for all purposes (but without liability for premiums) and contain a cross liability clause. The insurance which Licensee is required to maintain is as follows:

- 4.1.1 (a) comprehensive general liability insurance to protect and indemnify itself and the City against claims for bodily injury, death, property damage, property loss, economic loss and other loss or damage occurring upon, in or about the Lands in an amount not less than TWO MILLION (\$2,000,000.00) DOLLARS per accident or occurrence or such greater amount as the City may stipulate from time to time, include the City as additional insured along with a cross liability clause; and

- b) property insurance against all risks, in a commercially prudent form, against loss or damage to any personal property located on the lands which insurance must be for replacement cost.

Those insurance policies must be in the standard form carried by the City, and approved through the City Representative. The policies must provide for 30 days notice to the City before cancellation and should a policy lapse or be cancelled, the City may, at the cost of the Licensee, place insurance as provided in this section.

4.1.2 Automobile Liability insurance covering bodily injury and property damage in an amount not less than Two Million Dollars (\$2,000,000) per accident with the Insurance Corporation of British Columbia, covering the ownership, use and operation of any motor vehicles and trailers which are owned, leased or controlled by the Licensee or the Licensee's contractor and used in regards to this Agreement.

4.1.6 Any other form of insurance and with whatever higher limits Licensor, acting reasonably, requires from time to time, in form, in amounts and for risks against which a prudent licensee would insure.

- 4.2 For all insurance purchased by Licensee, it is understood and agreed that there shall be no right by Licensee's insurers to subrogate in Licensee's name (or otherwise pursue recovery of amounts paid out) and shall where appropriate contain a waiver of subrogation and recovery rights which Licensee's insurers may have against the Licensor and those for whom the Licensor are in law responsible whether or not the damage is caused by their act, omission or negligence.
- 4.3 All policies will: (i) be taken out with insurers acceptable to Licensor acting reasonably; (ii) be in a form satisfactory to Licensor acting reasonably; (iii) contain reasonable deductibles; (iv) be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Licensor; (v) not be invalidated with respect to the interests of all and any of the Licensor by reason of any Licensee breach or violation of warranties, representations, declarations or conditions contained in the policies; and (vi) contain an undertaking by the insurers to notify the Licensor in writing not less than thirty (30) days before any material change, cancellation, or termination.
- 4.4 Licensee will deliver to Licensor certificates of insurance (or other proof as reasonably required by Licensor) prior to entering the City Lands. No acceptance or approval of any insurance certificate by Licensor derogates from or diminishes Licensor's rights under this License.

5.0 INDEMNITY

- 5.1 The Licensee shall indemnify and save the Licensors harmless, including the Licensors' elected officials, officers, employees, agents and contractors, from and against any loss, cost, demand, action or claim brought against the Licensors as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, including such other costs and expenses, howsoever and whatsoever incurred, arising from or in relation to the Licensee's use of the City Lands, including but not limited to any losses or damages which have been caused or contributed to by the condition or state of repair of the City Lands and the breach of any of the provisions of this Agreement by the Licensors.
- 5.2 The Licensee, including its officers, directors, members, guests, servants, employees, agents and contractors and all others having access to the City Lands by reason of this License, shall do so at his, her and their own risk and under no circumstances shall the Licensors be liable for any personal injury (including personal injury causing death or psychological trauma) and for any property damage, loss or theft suffered by any person, firm or corporation while upon the City Lands or the approaches or appurtenances thereto, it being understood and acknowledged that all such liability, if any, is assumed by the Licensee.

6.0 LICENSEE'S COVENANTS

- 6.1 The Licensee covenants and agrees with the Licensors as follows:

6.1.1 to secure, at the expense of the Licensee, all license, permits and authorizations required by any competent governmental body, and to provide the Licensors with proof of having secured same, if required;

6.1.2 to abide by and ensure its agents, contractors and employees abide by all applicable laws and regulations, and to conduct its affairs in strict conformity with the law and in such a manner as not to bring any disrepute to the Licensors or the City Lands;

6.1.3 not to assign or transfer this License;

6.1.4 to repair, maintain and keep the City Lands in good order and condition as a careful owner would, and the Licensee covenants to perform such maintenance, to effect such repairs and replacements at its own cost and expense, as and when necessary or reasonably required to do so by the Licensors, provided however, that notwithstanding the anything contained herein, the Licensors shall at all times have the right, in its sole discretion, to make such repairs, maintenance or replacements and to charge the Licensee therefore, which charge shall be payable forthwith by the Licensee as an additional license fee.

6.1.5 the Licensee shall not undertake any work, improvement or alterations to the City Lands of any nature;

6.1.6 The Licensee shall maintain the Licensed City Land free of ice, snow, garbage, debris and environmental damage or spills of any kind;

6.1.7 upon the termination of this License, the Licensee shall deliver to the Licensors the City Land in the condition in which the Licensee is required to repair, maintain and keep the City Land and, in any event, in the same or better condition then it was in at the beginning of the Term;

6.1.8 The Licensee acknowledges that the Licensors shall not bear any responsibility for any damage occurring to any property, motor vehicle or obstruction on the City Land during any use or maintenance activity (including snow removal) undertaken by the Licensors on or in the vicinity of the City Land.

6.1.9 The Licensee agrees that it shall not register this license or any notice or reference in respect of this License against the title to the City Lands.

6.1.10 The Licensee agrees to carry on and conduct its activities on the City Land in compliance with any and all laws, statutes, enactments, bylaws, regulations and orders from time to time in force and obtain all required approvals and permits thereunder and not to do or omit to do anything in, on or from the City Lands or on or from the City Land in contravention thereof.

7.0 LICENSOR'S RIGHTS

7.1 Notwithstanding anything contained in this License, the City Lands shall be under the exclusive control and management of the Licensors. Without limitation, the Licensors shall have the right, at any time and from time to time:

7.1.1 to operate, manage and otherwise deal with the City Lands as determined by the Licensors in its sole and absolute discretion;

7.1.2 to make additions to, or subtractions from, or to change, rearrange or relocate any part of the City Lands;

7.1.3 to enter into the City Lands to undertake any work or alterations to the City Lands;

7.2 The Licensors hereby reserves from the grant of Licence the right for the City, its agents, employees, and contractors to access any part of the City Lands upon reasonable notice, with or without tools and equipment for any reason without compensation to the Licensee.

8.0 TERMINATION

8.1 If payment of fees and all other moneys is not made in accordance with the terms hereof, this Licence may be immediately cancelled by written notice from the Licensors to the Licensee without prejudice to the Licensors's rights to recover for moneys due and owing under this Licence.

- 8.2 If the Licensee: (a) fails or refuses to comply with the orders or requests of the Licensors; (b) permits any conduct or act which in the opinion of the Licensors is improper, or (c) fails to comply with the terms and conditions herein, the Licensors may forthwith terminate this Agreement and take possession of the City Lands and, at the cost of the Licensee, remove it and all property therefrom, by force if necessary, and the Licensors shall not, nor any of its officers, servants or agents, be liable for damages or otherwise by reason of such termination or removal, all without prejudice to the Licensors' rights to recover for moneys due and owing under this License.
- 8.3 The Licensors and Licensee may mutually upon six (6) months prior written notice terminate this Licence for any reason in the Licensors' sole discretion. The Licensors shall not be liable for any claims or actions by or any damages, liabilities, losses or expenses of the Licensee arising out of the termination of this License.
- 8.4 Upon the expiration of the Term or any early termination of this Agreement, the Licensee will make no further use of the City Lands. If required by the Licensors, the Licensee shall immediately restore, at its sole expense, the Licensors Space to a condition as good as prior to the Commencement Date.
- 9.0 ENVIRONMENTAL
- 9.1 Without limiting the generality of the foregoing, the Licensee must not release or introduce any pollution, contamination, waste, toxic waste, or toxic substance into or onto the Land or the environment, or commit or permit any nuisance or waste to be committed or exist on or from the City Lands.
- 10.0 NOTICE
- 10.1 Any notice or instrument required to be given or made by this Licence shall be in writing and either delivered in person, by electronic mail (e-mail) faxed or sent by registered mail to the other party at the address set out below, or at such other address as each party may designate by notice in writing to the other party:

City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Attention: Director of Legislative and Corporate Services

Any notice herein provided or permitted to be given by the City to the Society will be sufficiently given if delivered to the Licensee addressed to:

Mr. Bob and Jacquie Wright
463-2nd Street
Courtenay, BC V9N 1B9

As evidence of their agreement to be bound by the above terms and conditions, the parties have executed this agreement below, on the respective dates written below.

CITY OF COURTENAY by its authorized signatories:

Bob Wells, Mayor

c/s

John Ward
Director of Legislative and Corporate
Services

Date : _____, 2019.

Signed, Sealed and Delivered in the presence)
of:)

Name)

WILLIAM ROBERT WRIGHT

Address)

Date : _____, 2019.

Occupation)

JACQUIE ROSE WRIGHT

Date : _____, 2019.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Community Child Care Planning Program Initiative

File No.: 5080-20 Child Care Planning
Date: January 7, 2019

PURPOSE:

The purpose of the report is to provide Council options and implications of the City partnering with other Comox Valley local governments in the Comox Valley Community Childcare Planning Program Initiative.

CAO RECOMMENDATIONS:

Based on the January 7, 2019 staff report, “**Community Child Care Planning Program Initiative**”, Council approve OPTION 1 and, subject to the Comox Valley Regional District (CVRD) leading as the primary applicant for the grant funding, direct staff to pursue funding through the Community Child Care Planning Program (CCCPP) as a joint applicant; and

That staff collaborate with the CVRD on this project and support the CVRD to apply for, receive, and manage the grant funding on the City’s behalf through a joint agreement ensuring that the City’s interests be represented in the study.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At the November 19, 2018 Council Meeting, Council directed staff to investigate options and implications for the City of Courtenay to partner with other local governments in the joint application for funding and development of a Comox Valley wide community child care plan. The application is due on January 18, 2019.

DISCUSSION:

The Community Child Care Planning Program (CCCPP) requires the following deliverable outcomes:

1. Community child care space inventory.

2. Community engagement: local child care stakeholders, parents, child care providers including Indigenous providers and must include gathering information regarding the needs of under-served populations in child care.
3. Using the results of the inventory and community engagement process, provide information on the current state of child care in the community.
4. Identification and interpretation of child care trends in the community.
5. Local Government Plan, Bylaw and Policy Review. (Note the application guidelines indicate such review may include only the primary applicant but the recommendation is that the review extends to other adjacent local government documents.)
6. The creation of a Local Government and community action plan that includes targets and goals to meet short-term (one to two years), medium-term (three to five years), and long –term (five to ten years) child care space creation targets.

Further considerations for CCCPP may include:

1. Review of human resources available in the community.
2. Community partnerships which may fill child care staff needs in the coming years.
3. Trends related to affordability and quality of childcare in the community.
4. Review of existing complimentary child and family services in the community and how these services can be expanded.

Community Resources:

The Comox Valley Childcare Planning Committee is a sub-committee of the Comox Valley Early Years Collaborative. The Early Years Collaborative was formed in the spring of 2015. It is a network of individuals and organizations that are committed to improving the life chances of the children in the Comox Valley. Members include the Comox Valley Child Development Centre, MCFD, Island Health, Comox Valley Regional District, City of Courtenay, Town of Comox, Village of Cumberland, the Comox Valley Regional Library, School District No. 71, North Island College, Council for Aboriginal Early Child Development, and local non-profit childcare providers.

The Comox Valley Child Care Planning Committee has offered to act as an advisory committee to the primary applicant. The Comox Valley Child Care Planning Committee would connect the primary applicant with the various child care stakeholder agencies in the community and assist in obtaining the inventory data and provide connections to local child care agencies to meet the Community Engagement requirements.

Project Timeline

The anticipated project timeline, subject to funding approval in March 2019, would be a six month project with the final plan results available in September 2019. The primary applicant would have up to one year from date of grant approval to complete the project.

Local Government Partnership Options:

The City has the following partnership options:

- 1) City as Joint Applicant

This requires Council to provide a resolution indicating support for the primary applicant to apply for, receive and manage the grant funding on the City's behalf.

Should Council decide to choose this option, Staff recommend that Council set conditions on the partnership funding to ensure the City's levels of service are identified and a review of the City policies, bylaws and zoning is carried out to help eliminate barriers and encourage the creation of child care spaces to meet the demands within City boundaries. This may be achieved by the City having representation on the primary applicant's Community Childcare Planning Steering Committee to ensure the City's child care planning needs are addressed.

This option considers that Community Child Care Planning should be a regional initiative with the CVRD as the primary applicant and the other local governments partnering to increase the grant funding available.

2) City as Primary Applicant:

In this case, Council would provide a resolution to support the Community Child Care planning activities and provide overall grant management.

Dedicated staff resources would need to be allocated to take on this project. Staff estimate that this equates in scale to a Community Child Care Master Plan. Without a dedicated Community /Social Planner on staff, the City would need to engage a consultant to carry out the project and rely on existing staff to project manage and coordinate internal City stakeholder engagement, attend regular meetings with the advisory group and steering committee and assist in the collection of data, develop and administer online surveys, set up and host focus groups and community engagement open houses. Further consideration would be required to determine the additional staffing and/or budget implications.

FINANCIAL IMPLICATIONS:

If the City takes the role of a joint applicant in this project (Option 1), 50 hours of staff time will be required to attend meetings, and to review applicable City bylaws, policies and zoning.

The cost and resource implications are much greater if the City fills the role of primary applicant including an estimated 200 hours of staff time. However, consultant costs, administration costs, public information costs and incremental primary applicant staff would be eligible for funding under the Community Child Care Planning grant. These costs include:

- \$50,000 - \$70,000 Consultant Cost
- \$1,000 - Contribution towards facility rental for community engagement open house, focus groups and interviews.
- \$2,000 – Supplies and publication of report

The grant offers minimum \$25,000-maximum \$75,000+ depending on the number of other supporting local government agencies.

ADMINISTRATIVE IMPLICATIONS:

As a joint applicant, Staff would need to spend approximately 50 hours to attend project related meetings and dedicate time for City bylaw, policy and zoning review.

As the primary applicant, Staff would need to spend approximately 200 hours towards the coordination of the CCCPAP including application administration and submission, attending various meetings related to the

project, consultant engagement, contract administration, stakeholder engagement through public open houses and focus groups.

Both options would include a review of existing City infrastructure and how it could support the CCCPAP and how any existing programs can be expanded if there is capacity to meet the Community Child Care Program Action Plan results.

ASSET MANAGEMENT IMPLICATIONS:

Asset Management implications would be determined after the Community Child Care Planning Action Plan is completed. The CCCPAP would provide information for Staff to create an Asset Management Plan based on the level of service established by the CCCPAP. A long term financial plan would be created to ensure a sustainable level of service.

STRATEGIC PRIORITIES REFERENCE:

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

We proactively plan and invest in our natural and built environment

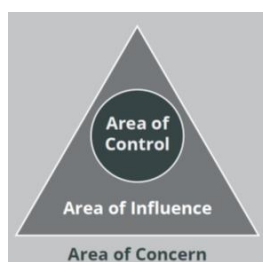
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community

We focus on organizational and governance excellence

- We support and encourage initiatives to improve efficiencies

We invest in our key relationships

- We will continue to engage and partner with service organizations for community benefit



- **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:

Part 2 – Vision and Strategy

Goals:

13. NEED FOR A REGIONAL APPROACH TO PLANNING

Work toward greater regional cooperation.

Strategy

- Examine developing a valley-wide vision.
- Work with neighbouring municipalities, Regional District, Comox Indian Band, federal and provincial agencies to adopt complementary policies and to resolve differences.
- Support regional planning initiatives for specific economics, social, infrastructure and environmental issues.
- Work through the Union of British Columbia Municipalities on provincial matters affecting municipalities, such as governance and the downloading of services.

16. COMMUNITY PARTICIPATION

Develop a strong sense of community through social programming and through physical design and planning.

Bolster community spirit and volunteerism.

Strategy

- Work with social planning agencies and organizations and environmental groups.
- Provide more forms of recognition and reward for volunteers.
- Encourage cultural, recreational and art related events.

Part 4. LAND USE DESIGNATIONS

4.1.3 Policies:

3. That Council support the following residential uses in the downtown:

- senior care, community care facilities and day cares;

4.11 COMMUNITY SERVICES

4.11.1 Introduction

The City of Courtenay has and continues to provide a high level of community services related to improving the quality of life for the area. These services include policing, fire and rescue, cultural and social program support, seniors care and educational centres.

The City is involved as a:

- direct provider of facilities and services;
- participant;
- financial supporter; and
- coordination

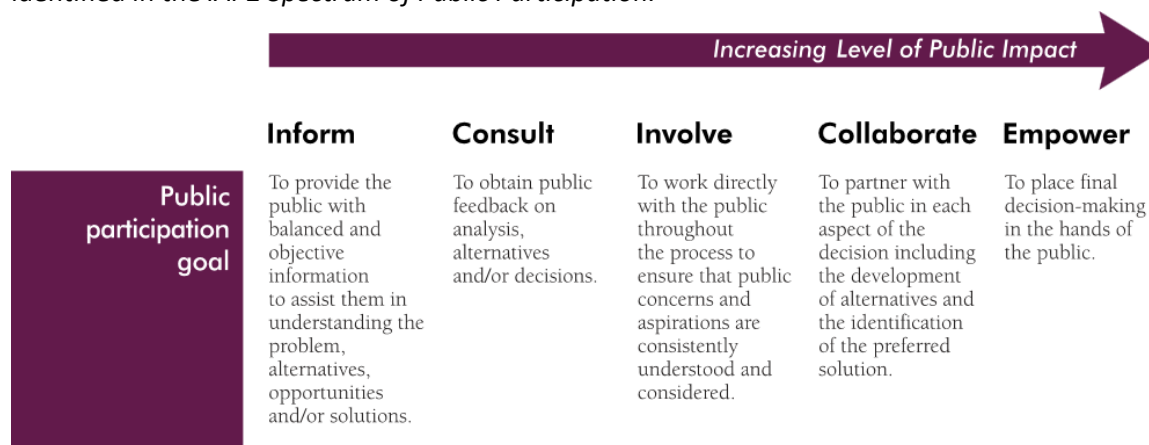
Moving forward, the City must balance its traditional roles with new pressures to continue to expand and increase its responsibilities for community programs within a budget that is accepted by the taxpayers of the City.

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

Staff did **consult** with the Comox Valley Child Care Planning Committee as a partnering organization as identified in the *IAP2 Spectrum of Public Participation*.



OPTIONS:

- OPTION 1:** Subject to the Comox Valley Regional District (CVRD) leading as the primary applicant for the grant funding, Council direct staff to pursue funding through the Community Child Care Planning Program (CCCPP) as a joint applicant; and
That staff collaborate with the CVRD on this project and support the CVRD to apply for, receive, and manage the grant funding on the City's behalf through a joint agreement ensuring that the City's interests be represented in the study. **(Recommended)**
- OPTION 2:** Council direct staff to pursue funding through the Community Child Care Planning Program (CCCPP) with the City as the primary applicant and resolve to support the Community Child Care Planning activities and provide overall grant management.
- OPTION 3:** Council refer the matter back to Staff for further consideration.
- OPTION 4:** Council resolve not to partner or support other local governments in the Community Child Care Planning Initiative nor act as primary applicant.

Prepared by:

Dave Snider RLA
Director of Recreation and Cultural Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 4320-20

From: Chief Administrative Officer

Date: January 7th, 2019

Subject: Structural Change Application for Manufacturing Facility (Gladstone Brewing) – 244 4th Street

PURPOSE:

The purpose of the report is to obtain Council direction to request public input with respect to a structural change application to a manufacturing facility for Gladstone Brewing at 244 4th Street.

CAO RECOMMENDATIONS:

THAT, based on the January 7th, 2019 staff report, 'Structural Change Application for Manufacturing Facility (Gladstone Brewing) – 244 4th Street', Council approve OPTION 1 and direct staff to post notice on the City's website requesting public input on their structural change application for Council consideration at the regular meeting scheduled for January 21st, 2019.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The applicant, the Gladstone Brewing Company, is in the process of making application for a structural change for their existing manufacturing facility licence to the Liquor & Cannabis Regulation Branch (LCRB). As part of the application process for the LCRB, the applicant is required to obtain a resolution from local government if proposed change results in increase of the previously approved occupant load.

Pursuant to section 38 (3)(c) of the *Liquor Control and Licensing Act*, the local government must gather the views of residents when the applicant has given the local government notice of the application. In order to gather the views



Figure 1. The Building in 2015 (google street view)

of residents, the City will post notice of the application on the City's main website for two weeks.

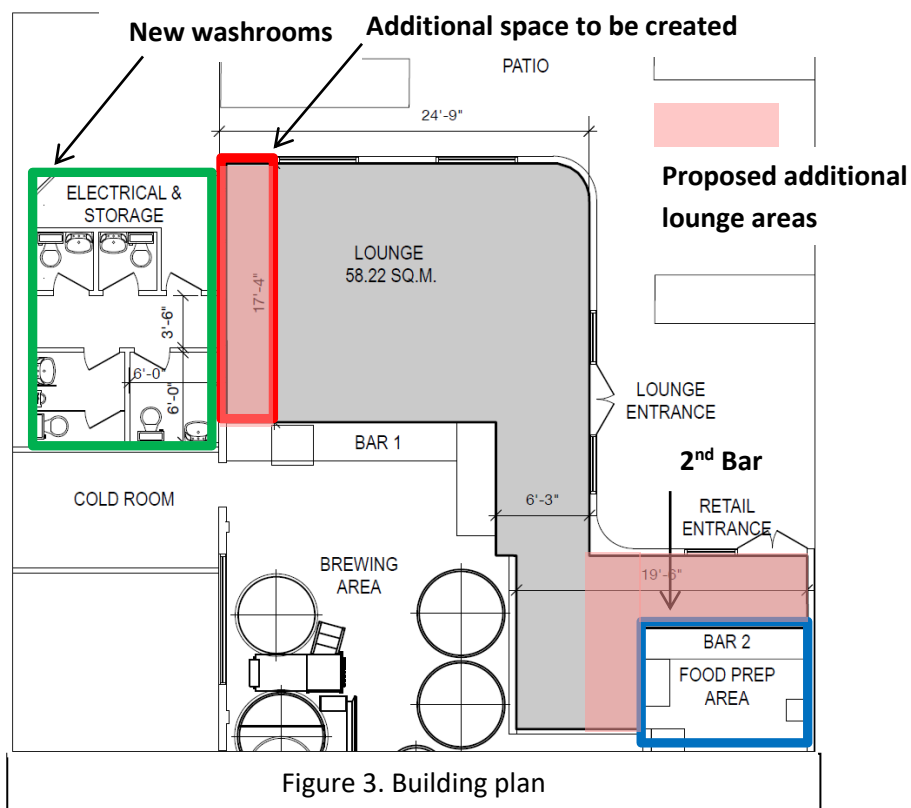
DISCUSSION:

The subject location is zoned Commercial One (C-1), which permits the intended use. The building operated as the Seale and Thomson Garage in the 1940s. The building is listed on the City's Heritage Registry due to its unique history. This is one of the few unique examples of where an historic building has been repurposed and revitalized in Courtenay. The applicant has been operating the business since 2015.

The applicant is proposing to create additional space inside by eliminating an electrical room and small under-utilized space in the lounge area (approximately 120 ft²) and relocating washroom to the area currently occupied by a small business in the west side of the building. The applicant is also proposing a second bar where the onsite store is located. No exterior building renovations or alterations are proposed at this time. As a result of the interior renovation, permitted occupancy load would increase from 30 to 49 (maximum).

The area is boarded in red on Figure 3.

Hours of operation remains the same: 12:00 p.m. to 11:00 p.m. (12:00 p.m. on Thursdays, Fridays, and Saturdays).



Section 71 (9) of the *Liquor Control and Licensing Regulation* states that a local government or first nation that wishes to provide comments and recommendations for the LCRB under section 38 (3) of the Act must do so in accordance with the following requirements:

- (a) the comments and recommendations must be in writing;
- (b) the comments must include the views of the local government or first nation on
 - (i) the impact of noise on the community in the immediate vicinity of the establishment unless subparagraph (ii) or (iii) apply,
 - (ii) in the case of an application that involves a temporary use area endorsement, the impact of noise on the community in the immediate vicinity of the proposed locations of event sites under corresponding temporary use area authorizations,

- (iii) in the case of an application that involves a lounge or special event area endorsement, the impact of noise on the community in the immediate vicinity of the location of the service area under the endorsement,
- (iv) the general impact on the community,
- (c) if the local government or first nation has gathered the views of residents under section 38 (3) (c) of the Act, the comments must include
 - (i) the views of the residents, and
 - (ii) a description of the method used to gather those views;
- (d) the recommendations must include whether the application should be approved or rejected; and
- (e) the recommendations must include the reasons on which they are based.

With respect to the requirement in section 38 (3) (c) of the *Liquor Control and Licensing Act*, the current practice is to advertise a notice on the City's website. Staff consider that it will satisfy the requirements of the LCRB. Once Council receives public input on the application, a resolution addressing these points will be forwarded to the LCRB for final consideration. A proposed resolution in the correct format will be presented to Council for consideration at the regular Council meeting scheduled on January 21st, 2019.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application. Application fee for all types of liquor licence is \$500 plus GST.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licencing is included in the City's general statutory duties. To date, staff has spent five hours processing the application. It is anticipated an additional four hours will be required to complete the notification requirements, work with the applicant on any neighbourhood' concerns and bring a report back to Council.

ASSET MANAGEMENT IMPLICATIONS:

There is no direct asset management implication related to this application.

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.

OFFICIAL COMMUNITY PLAN REFERENCE:

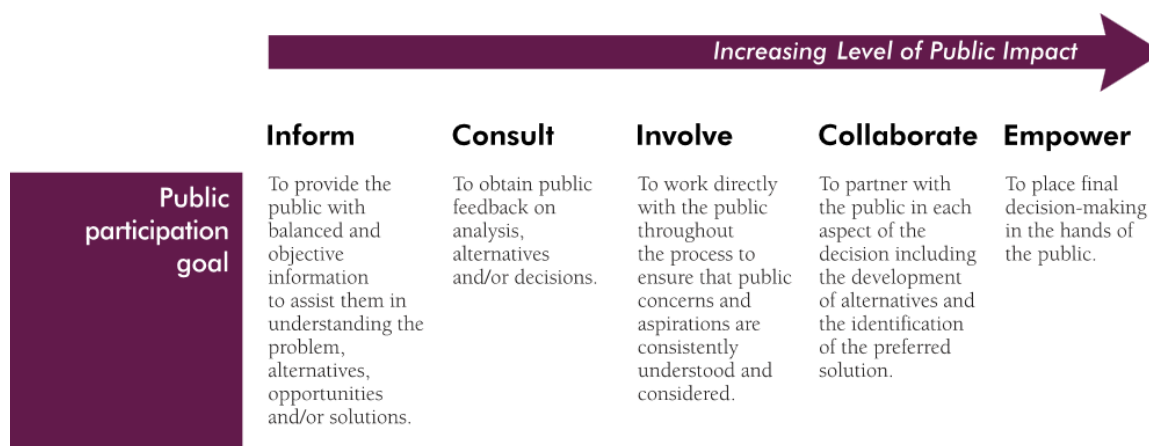
There is no direct reference related to this application.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

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



The public comment gathering period will be open between January 8th and January 21st, 2019 on the City's website. Any comments received from the public and the standard referral procedure will be attached to staff report for the Council meeting on January 21st, 2019.

OPTIONS:

- Option 1: Direct staff to publish notice on the City's website requesting public input on the proposed structural change application for Council consideration at the regular meeting scheduled for January 21st, 2019. **(Recommended)**
- Option 2: Direct staff to obtain public input through an alternative method.
- Option 3: Direct staff not to proceed with the application and advise the LCLB that the City does not support the request.

Prepared by:

Tatsuyuki Setta, MCIP, RPP
Manger of Planning

Reviewed by:

Ian Buck, MCIP, RPP
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: New Lounge Endorsement for Liquor Manufacturer Licence Application (Ace Brewing Company Limited) – 150 Mansfield Drive

File No.: 4320-20
Date: January 7th, 2019

PURPOSE:

The purpose of the report is to obtain Council direction to request public input with respect to a new liquor primary licence application for Ace Brewing Company Limited at 150 Mansfield Drive.

CAO RECOMMENDATIONS:

THAT, based on the January 7th, 2019 staff report, 'New Lounge Endorsement for Liquor Manufacturer Licence Application (Ace Brewing Company Limited) – 150 Mansfield Drive', Council approve OPTION 1 and direct staff to post notice on the City's website requesting public input on their new liquor primary licence application for Council consideration at the regular meeting scheduled for January 21st, 2019.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The applicant, a Courtenay-based company, is in the process of making application for a new liquor manufacturer licence (brewery) with a lounge endorsement to the Liquor & Cannabis Regulation Branch (LCRB) for the property at 150 Mansfield Drive. The lounge endorsement component requires local government consideration.

Pursuant to section 38 (3)(c) of the *Liquor Control and Licensing Act*, the local government must gather the views of residents when the applicant has given the local government notice of the application. In order to gather the views of residents, the City will post notice of the application on the City's main website for two weeks.



DISCUSSION:

The subject location is zoned Commercial Two (C-2), which permits the intended use. The existing building was previously occupied by a car dealership. It was built in 1966, extensively renovated in the 1970s and 1980s, and divided with a demising wall in 2016. Care Automotive Service Ltd. operates in the southern unit and the northern unit is vacant. The applicant is leasing the vacant unit and planning on opening a new brewery which also includes a licenced lounge.

The applicant is not proposing to make changes or alterations to the exterior of the building except a few minor changes such as a new door, a fenced-in outside chiller, a new fascia sign and painting, which are not subject to development permit requirement. Interior renovations necessary for conversion from a car dealership to a brewery and lounge will be performed in accordance with the building code.

Hours of operation will be up to 11:00 a.m. to 11:00 p.m. daily, though the applicant expects to probably close earlier Sunday through Wednesday. The area is boarded in red on Figure 3 below will be endorsed as a lounge on a licensed liquor manufacturer.

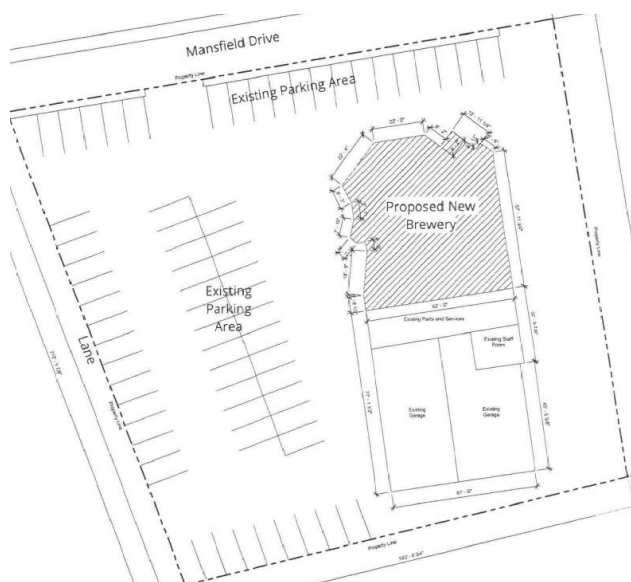


Figure 2. Site plan

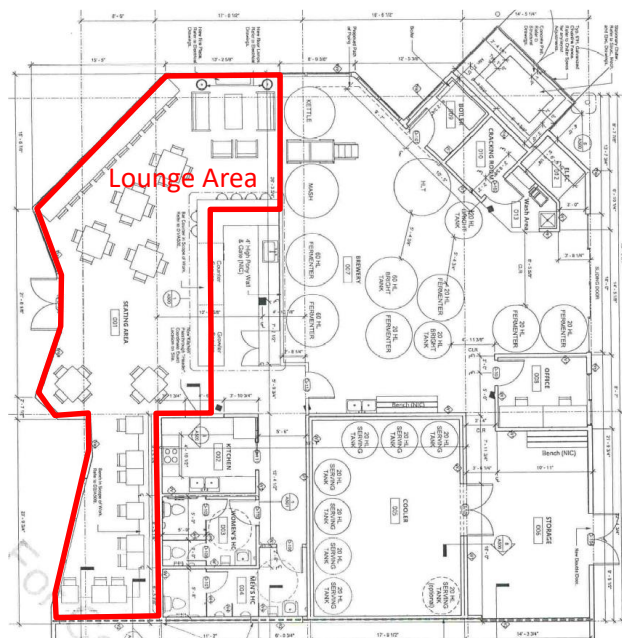


Figure 3. Building plan

Section 71 (9) of the *Liquor Control and Licensing Regulation* states that a local government or first nation that wishes to provide comments and recommendations for the LCRB under section 38 (3) of the Act must do so in accordance with the following requirements:

- (a) the comments and recommendations must be in writing;
- (b) the comments must include the views of the local government or first nation on
 - (i) the impact of noise on the community in the immediate vicinity of the establishment unless subparagraph (ii) or (iii) apply,
 - (ii) in the case of an application that involves a temporary use area endorsement, the impact of noise on the community in the immediate vicinity of the proposed locations of event sites under corresponding temporary use area authorizations,

- (iii) in the case of an application that involves a lounge or special event area endorsement, the impact of noise on the community in the immediate vicinity of the location of the service area under the endorsement,
- (iv) the general impact on the community,
- (c) if the local government or first nation has gathered the views of residents under section 38 (3) (c) of the Act, the comments must include
 - (i) the views of the residents, and
 - (ii) a description of the method used to gather those views;
- (d) the recommendations must include whether the application should be approved or rejected; and
- (e) the recommendations must include the reasons on which they are based.

With respect to the requirement in section 38 (3) (c) of the *Liquor Control and Licensing Act*, the current practice is to advertise a notice on the City's website. Staff consider that it will satisfy the requirements of the LCRB. Once Council receives public input on the application, a resolution addressing these points will be forwarded to the LCRB for final consideration. A proposed resolution in the correct format will be presented to Council for consideration at the regular Council meeting scheduled on January 7th, 2019.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application. Application fee for all types of liquor licence is \$500 plus GST.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licencing is included in the City's general statutory duties. To date, staff has spent five hours processing the application. It is anticipated an additional four hours will be required to complete the notification requirements, work with the applicant on the neighbours' concerns and bring a report back to Council.

ASSET MANAGEMENT IMPLICATIONS:

There is no direct asset management implication related to this application.

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.

OFFICIAL COMMUNITY PLAN REFERENCE:

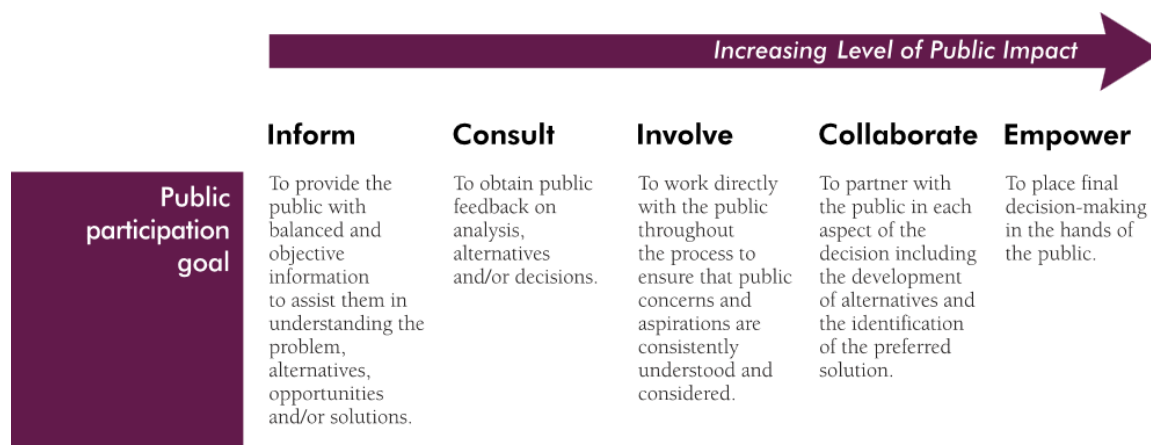
There is no direct reference related to this application.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

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



The public comment gathering period will be open between January 8th and January 21st, 2019 on the City's website. Any comments received from the public and the standard referral procedure will be attached to staff report for the Council meeting on January 21st, 2019.

OPTIONS:

- Option 1: Direct staff to publish notice on the City's website requesting public input on the proposed new liquor licence for Council consideration at the regular meeting scheduled for January 21st, 2019. **(Recommended)**
- Option 2: Direct staff to obtain public input through an alternative method.
- Option 3: Direct staff not to proceed with the application and advise the LCLB that the City does not support the request.

Prepared by:

Mike Grimsrud
Planner 1

Reviewed by:

Ian Buck, MCIP, RPP
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-1814

From: Chief Administrative Officer

Date: January 7, 2019

Subject: Zoning Amendment Bylaw No. 2942 to allow for a secondary suite at 1435 Griffin Drive

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 1435 Griffin Drive from Residential One Zone (R-1) to Residential One S Zone (R-1S) to permit a secondary suite.

CAO RECOMMENDATIONS:

THAT based on the January 7th, 2019 Staff report, "Zoning Amendment Bylaw No. 2942 to allow for a secondary suite at 1435 Griffin Drive" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2942, 2019; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2942, 2019 on January 21st, 2019 at 5:00 p.m. in the City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is an approximately 813m² residential lot located at 1435 Griffin Drive in East Courtenay, legally described as Lot 11 District Lot 157 Comox District Plan 49928 (**Figure 1**). The property is currently zoned Residential One (R-1) and developed with a 127m² (1,365ft²) single-storey single family house (**Figure 2**) with a 2-car garage and a 3-car driveway. Plans and elevations are shown in **Attachment No. 1**. The surrounding land use is predominantly a mix of one- and two-storey single family residential, R-1, though there have been a number of nearby re-zonings to R-1S to allow secondary suites, pictured in **Attachment**



Figure 1: Context map with Subject Property outlined

No. 4.

The proposed secondary suite would occupy a new second floor of the single family home that the owners intend to inhabit and would house the owners' daughter and granddaughter (**Figure 3**). Access would be through a new ground-level entrance to a new carport beside the existing garage, using the existing driveway. The proposed suite is 63m² (678ft²) in size and includes two bedrooms, one bathroom, a living room and a kitchen (**Attachment No. 1**).



Figure 2: View of house from Griffin Drive

DISCUSSION:

The subject property is located within 2km of Valley View Elementary School, Mark R Isfeld Secondary School, North Island College, Crown Isle Plaza, the Comox Valley Aquatic Centre, and several parks. These destinations are most easily accessible by car or transit (with 3 bus routes stopping about 120m away) but some residents may choose to cycle or walk. The re-zoning would help the owners continue to live independently with some help from their nearby daughter and provide affordable accommodation for her and their grandchild.



Figure 3: Proposed front elevation

OCP Review

The proposed application represents infill development within an established neighbourhood designated Urban Residential in the Official Community Plan (OCP). The property is not within a Local Area Plan area.

The OCP and the Affordable Housing Policy support infill development within existing Urban Residential areas provided it is in keeping with the character and scale of the surrounding neighbourhood. Infill housing provides more rental housing stock and diversity of housing types, and promotes more efficient use of land that is already serviced.

Affordable Housing Policy

The City's Affordable Housing Policy sets out a number of strategies that support increasing the provision of affordable housing, including secondary suites, within the community. When zoning does not permit secondary suites, Council's practice to-date has been to consider such rezoning applications on a case-by-case basis taking into account land use planning policy, servicing capacity and neighbourhood interests.

Zoning Review

This application meets zoning requirements, including building height, lot coverage, building setbacks and parking for both R-1 and R-1S zones. It also meets all R-1S zoning requirements for secondary suites specifically, summarized in the table below.

<u>Requirements</u>	<u>Proposal</u>
Total not more than 90.0 m ²	63m ² (includes 2 bedrooms, 1 bathroom, living room, kitchen)
Floor Area Less than 40% of the total habitable floor space of the building	33%
Located within a building of residential occupancy containing only one other dwelling unit	Yes
Located within a building which is a single real estate entity	Yes
Three Parking Spaces (2 spaces for the principal dwelling unit and 1 additional space for the secondary suite)	6 parking spaces: 2-car garage, 1-car carport, 3 full-sized driveway spaces (Attachment No. 1)

FINANCIAL IMPLICATIONS:

Application fees in the amount of \$500 have been collected in order to process the rezoning amendment application. Should the proposed Zoning Amendment Bylaw be adopted, Building Permit application fees will apply.

Properties with a secondary residence are charged a second utility fee (sewer, water, garbage) for the additional dwelling unit. Should the rezoning application be approved, the additional utility fees will be charged to the property at the time of occupancy permit. Secondary residences are exempt from paying Development Cost Charges to the City and Regional District.

ADMINISTRATIVE IMPLICATIONS:

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 18 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional 2 hours of staff time will be required to prepare notification for public hearing and to process the bylaw. Additional staff time will be required to process the subsequent building permit application including plan checking and building inspections.

ASSET MANAGEMENT IMPLICATIONS:

The proposed development utilizes existing infrastructure and is connected to City Water and City Sewer. There are no direct asset management implications associated with this application.

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 proposed zoning amendment is consistent with the Urban Residential land use designation of the Official Community Plan. It represents infill residential development near existing amenities and services, providing a range of housing choice, while fulfilling OCP Section 4.4.3 4 a) – limited infill will be considered only in keeping with the character and scale of an existing neighbourhood and 4.4.3.4 d) – secondary suites will be considered as part of a principle single family residential building subject to zoning approval.

REGIONAL GROWTH STRATEGY REFERENCE:

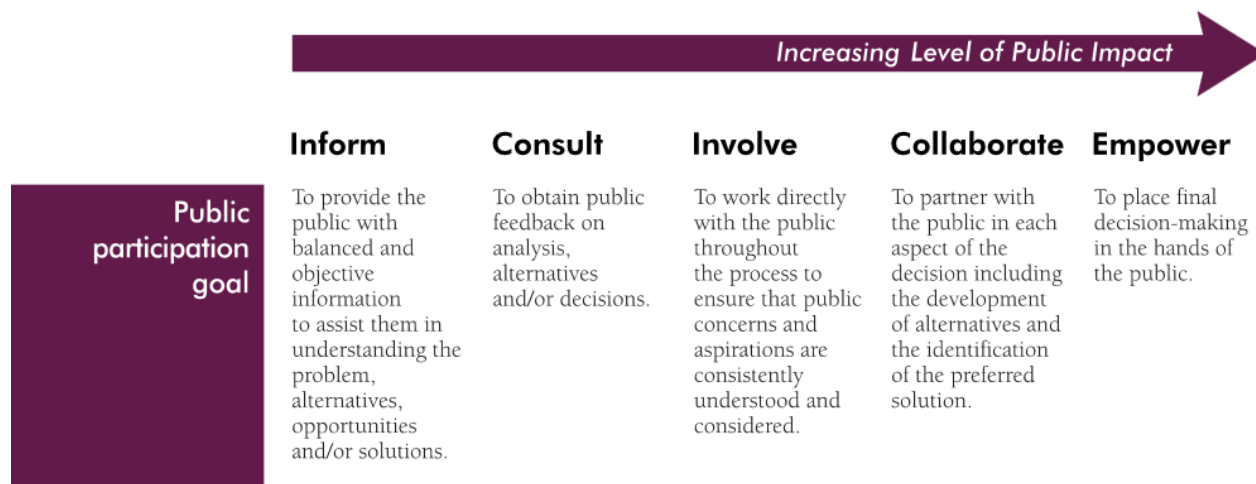
The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

Objective 1-A: Locate housing close to existing services; and

Objective 1-C: Develop and maintain a diverse, flexible housing stock.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will “Consult” the public based on the IAP2 Spectrum of Public Participation:



Should Zoning Amendment Bylaw No. 2942, 2019 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 November 27, 2018 at the subject property. According to the information provided by the applicant, 4 neighbours attended the meeting, all of whom signed the Sign In sheet, representing 3 property addresses.

16 comments were submitted to the City representing 16 nearby property addresses: 9 supportive and 7 opposed. Opponents most frequently mentioned concerns about potential future renters. Three opposed stated that they would be supportive if the rezoning could only apply to the existing owner, which it does not. If Council feels certain regulations are necessary to prevent unexpected consequences, Council has an option to enter into a housing agreement with the owner. The City's current practice is not to enter into such an agreement when rezoning for secondary suite applications are made, unless there are some enforcement issues presently existing. Other concerns were streetscape impact, neighbourhood character, impact on property values, precedent setting, and height (which complies with current zoning). Supporters mentioned facilitating independent living and housing availability and good location. All written comment sheets are included with the meeting summary in **Attachment No. 2**.

OPTIONS:

OPTION 1: (Recommended)

THAT based on the January 7th 2019 Staff report, "Zoning Amendment Bylaw No. 2942 to allow for a secondary suite at 1435 Griffin Drive" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Bylaw No. 2942, 2019; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2942, 2019 on January 21st, 2019 at 5:00 p.m. in the City Hall Council Chambers.

OPTION 2: Defer consideration of Bylaw No. 2942 with a request for more information.

OPTION 3: Defeat Bylaw No. 2942.

Prepared by:



Mike Grimsrud,
Planner 1

Reviewed by:

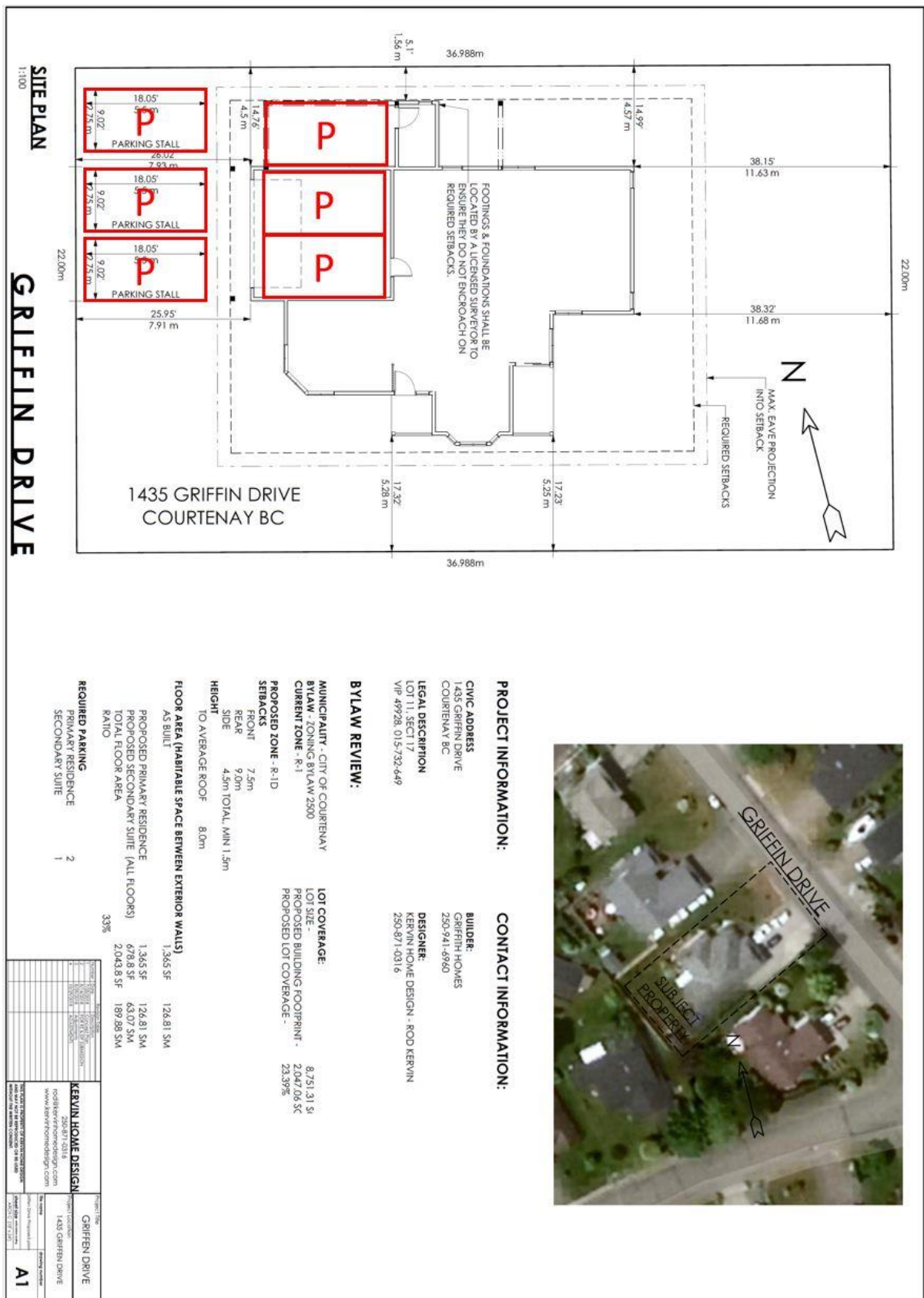


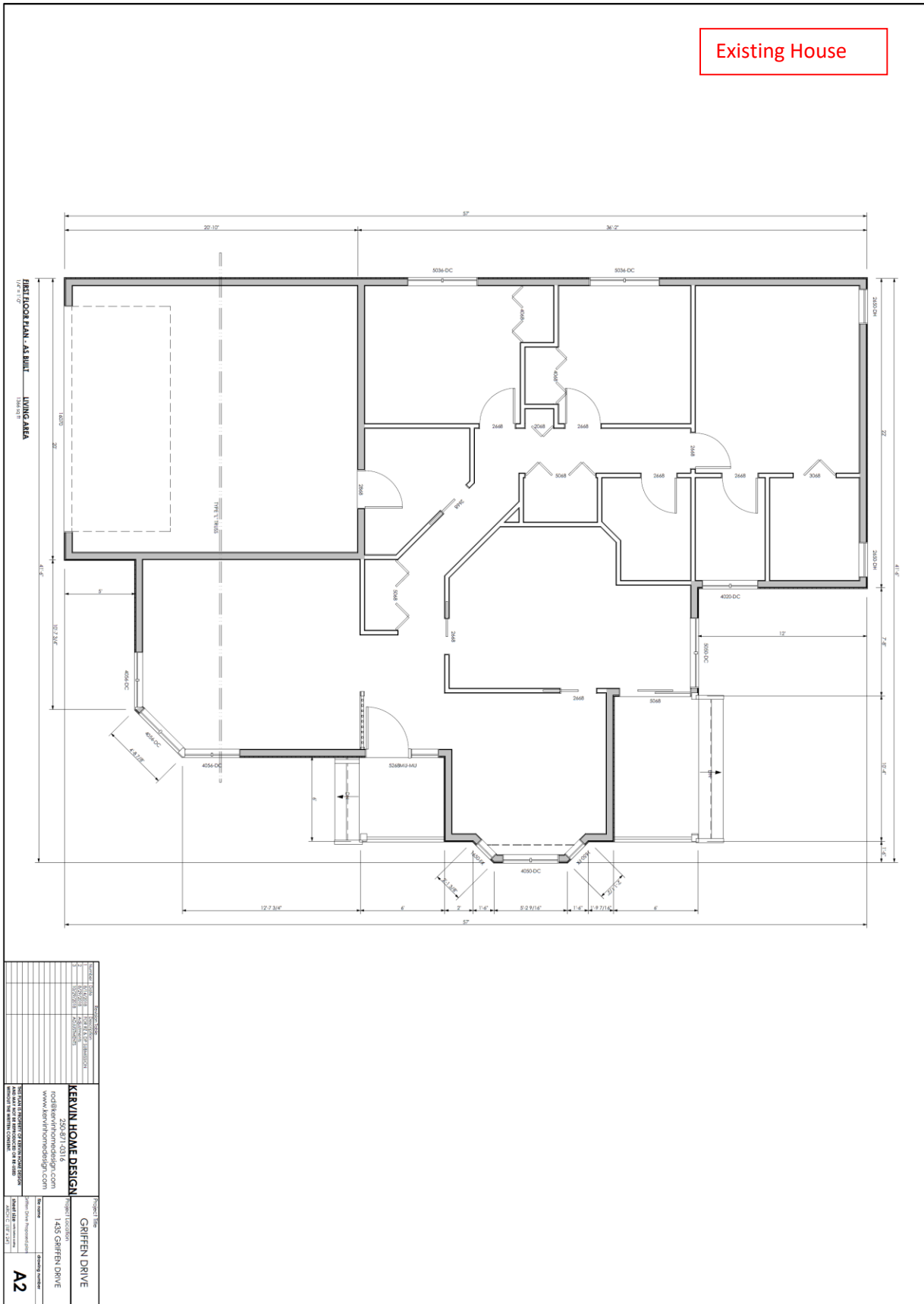
Ian Buck, MCIP, RPP
Director of Development Services

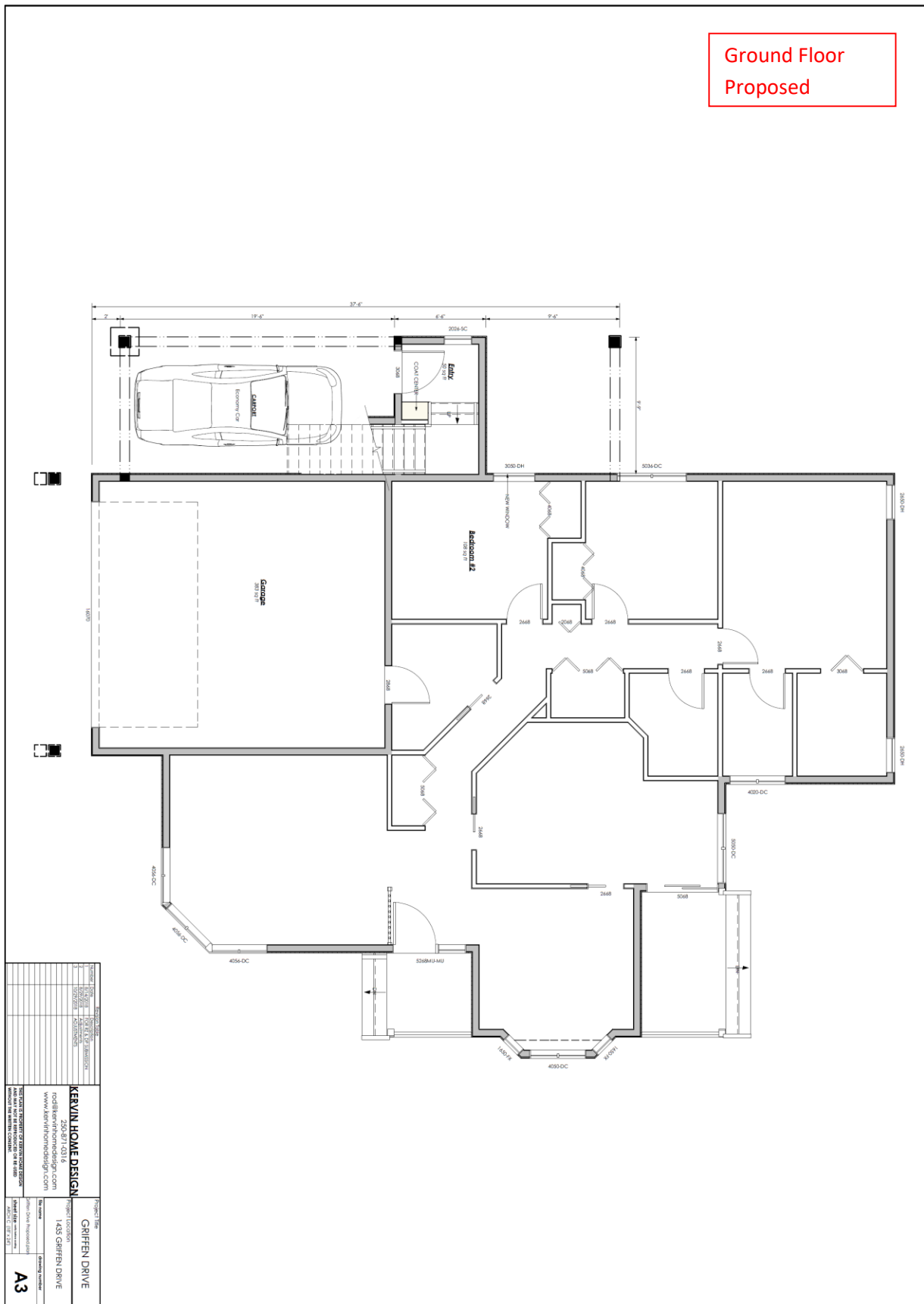
Attachments:

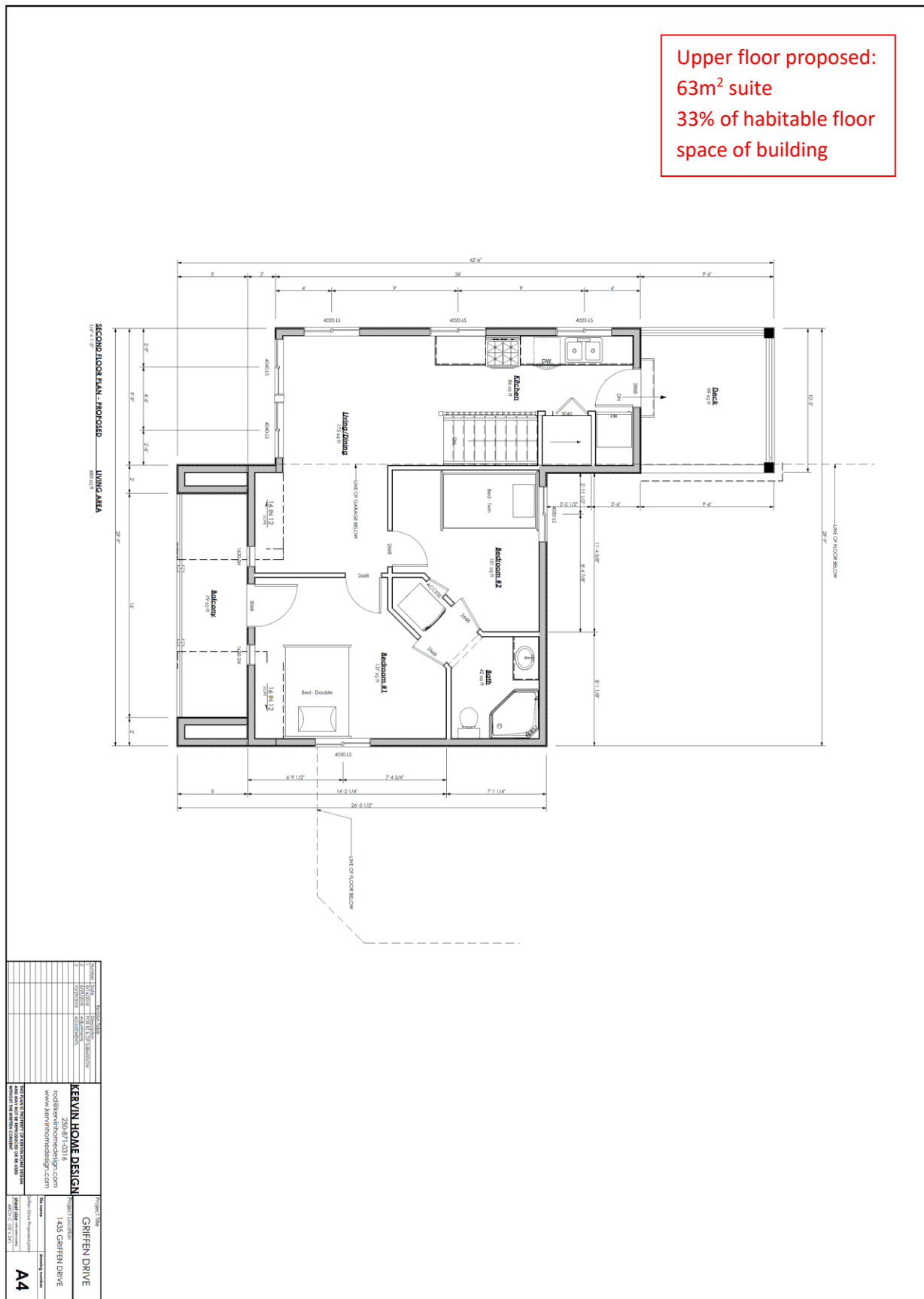
1. *Attachment No. 1: Plans and Elevations*
2. *Attachment No. 2: Public Information Meeting Summary and Public Comments*
3. *Attachment No. 3: Applicant's Written Submissions*
4. *Attachment No. 4: Nearby R-1S Rezoning*

Attachment No. 1: Plans and Elevations

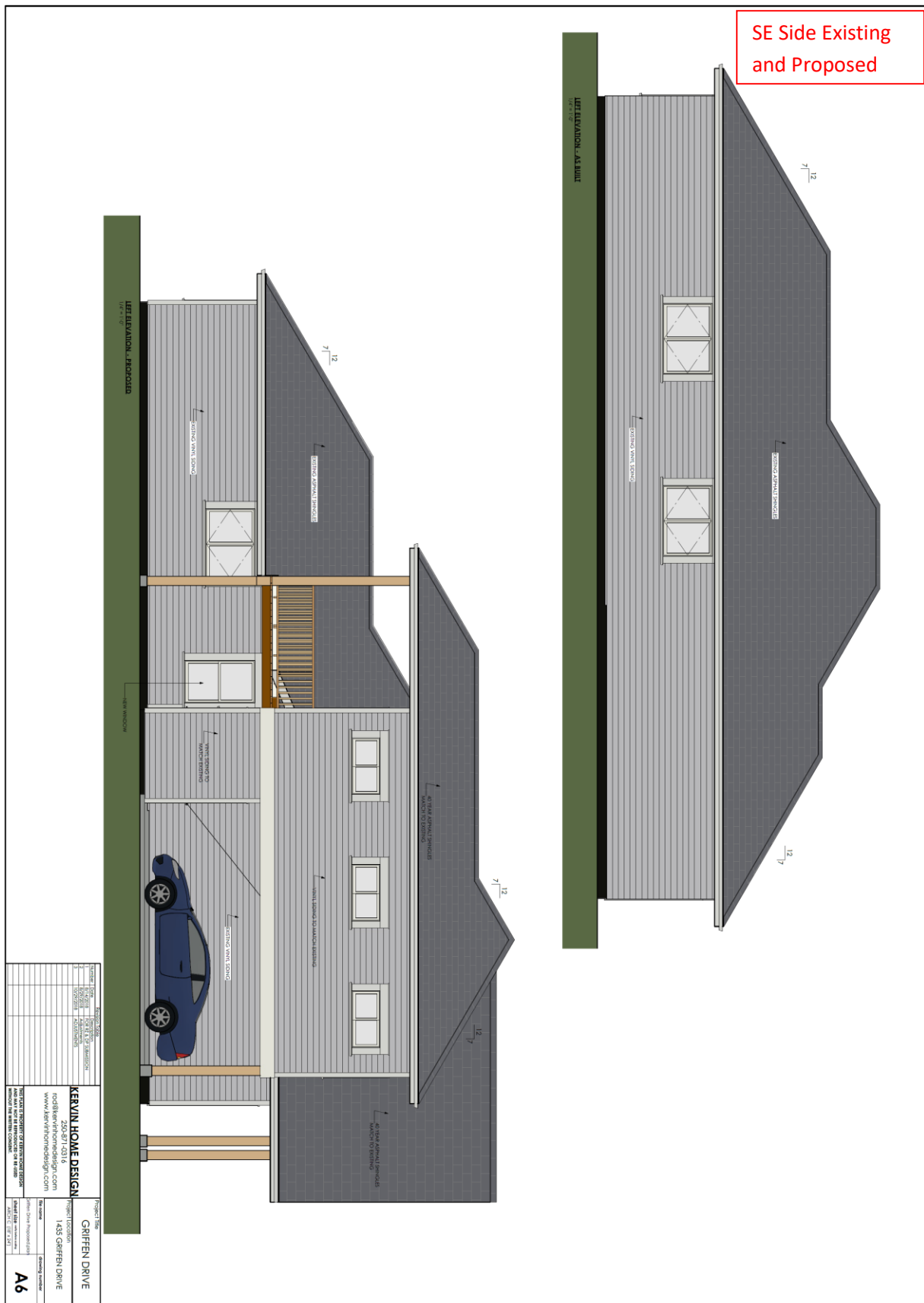






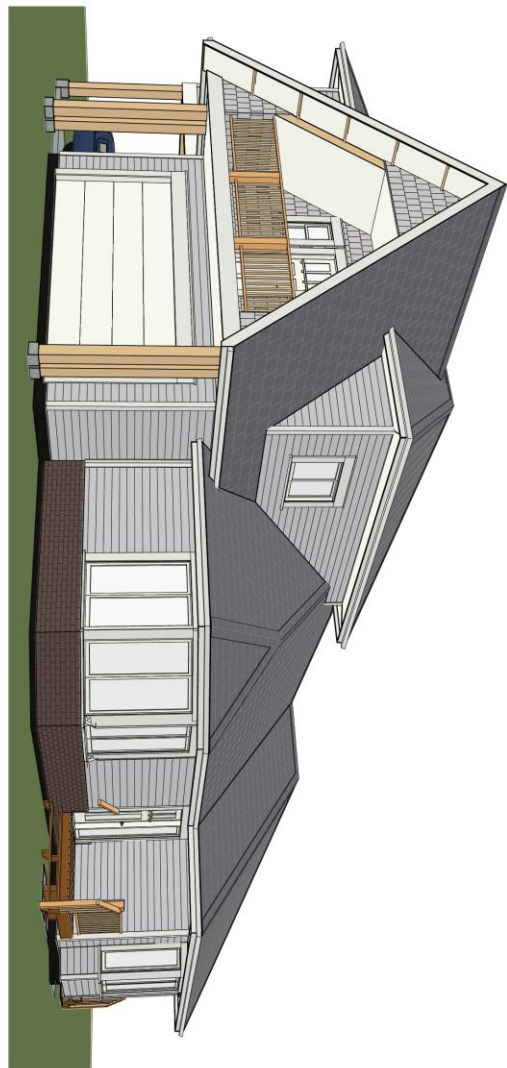




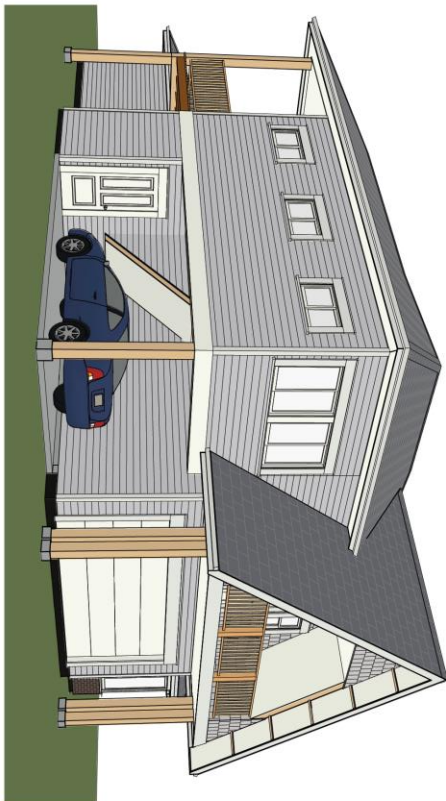








FRONT RIGHT ISOMETRIC

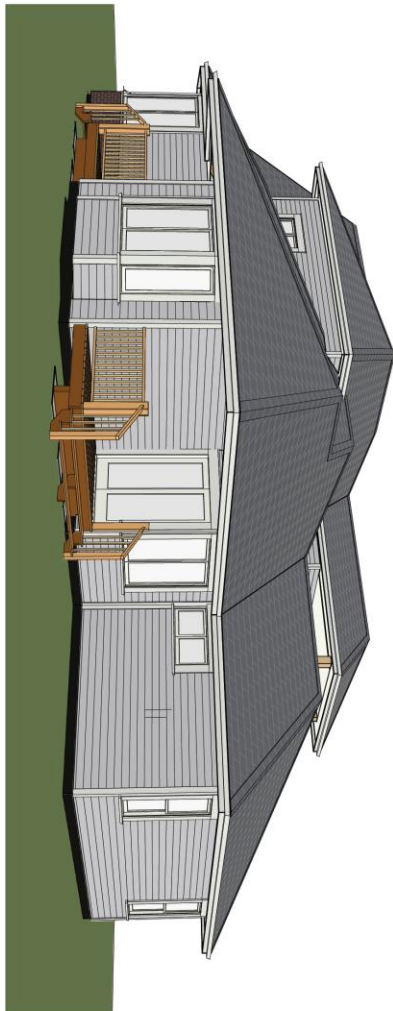


FRONT LEFT ISOMETRIC

[illegible]



BACK LEFT ISOMETRIC



BACK RIGHT ISOMETRIC

PROJECT: 250-871-12316 LOCATION: 1435 GRIFFIN DRIVE CLIENT: KERRY & JESSICA	
KERVIN HOME DESIGN 250-871-12316 info@kervinhomedesign.com www.kervinhomedesign.com	
PREPARED BY: KERVIN HOME DESIGN DATE: 12/12/2018	PROJECT TITLE: GRIFFIN DRIVE SHEET NO: A10

Attachment No. 2: Public Information Meeting Summary and Public Comments

Public Information Meeting
1435 Griffin Drive, Courtenay
27 November 2018 from 4:00 p.m. to 6:00 p.m.

RECEIVED
NOV 29 2018
CITY OF COURTENAY

On 27 November 2018 a public information meeting was held at 1435 Griffin Drive, Courtenay, the residence of Gene (ie. Lloyd) and Sylvia Garrett, which commenced at 4:00 p.m. The meeting terminated at 6:00 p.m. same date. We provided a sign in sheet, which was signed by the 4 attendees (please see attached).

The meeting was advertised by the delivery of 48 letters as per the distribution list provided by the City of Courtenay: 5 notices by mail 16 November 2018; and 43 by hand 17 November 2018 to our local area. Please note that upon receipt of the letters, a number of neighbours telephoned to state their support of the project, as well as people knocking on the door to discuss our plans (upon seeing the posted sign outside), and all were well-wishers of the project.

The following was provided for the meeting: sign in sheet, a plot plan, 6 illustrations of the outside future appearance from all angles of the intended build, isometric drawings of the proposed upper addition, and two drawings of proposed lower (parking) and upper living area.

Summation of questions or comments made: Most attention was directed towards the new construction drawings and their purpose. There was only one lady who attended our residence who stated the neighbourhood did not need rentals within it. She then went on to state that they had had enough issues and problems with the drug house that was on their cul-de-sac for a number of years, on Flicker Place. We advised her this is not the intended purpose our secondary suite application.

Respectfully submitted

The Garretts

PUBLIC INFORMATION MEETING
DATE OF MTG 27 Nov 18
SIGN IN SHEET 4-6pm
FOR
APPLICATION NAME AND ADDRESS

[illegible]

PUBLIC INFORMATION MEETING

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

Application File Number: 3360-20-1814

COMMENT SHEET

Name:

Email:

Address:

1532 FLICKER PLACE

Phone:

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

This project is currently under review by staff in the Planning Department of the City. Given the above information you have received regarding this project, and a copy of the attached Map supplied for your information, if you have any comments or questions you wish addressed by the City with respect to this re-zoning amendment, please fill in the above information and provide details below.

I do not agree with the proposed renovation and expansion of the existing residence. This is not a small renovation but a major project which will change the streetscape dramatically, and materially alter the character of the neighborhood. The proponents have already filled their driveway with a shipping container which is an eyesore, and the proposed project will only make things much worse.

The existing residence is a 3 bedroom 2 bathroom home which will easily accommodate 2 additional residents. If the proponents do not wish to share accommodations with their daughter and granddaughter, perhaps they should be looking for a more suitable house which will meet their needs.

Please decline the requested rezoning.

Please return your comments, if any by: **4 December 2018.**

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

1. Drop off your comment sheet at the Development Services Department, City of Courtenay, 830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241.

Nov 20 2018.

PUBLIC INFORMATION MEETING

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

RECEIVED

NOV 20 2018

CITY OF COURTENAY

Application File Number: 3360-20-1814

COMMENT SHEET

Name:

Address: 1328 MALANAT DRIVE

Email:

Phone:

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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LAST YEAR A PROPERTY ON EUCALYPTUS WAS GRANTED A ZONING CHANGE TO ACCOMMODATE THE OWNER TO REMODEL HIS BASEMENT AND REC ROOM INTO A 1 BEDROOM SUITE FOR THEIR SON. A YEAR HAS PAST NOW AND A FULL UPPER & LOWER RENOVATION AND ALSO REAR ADDITION HAS BEEN ADDED AND PROBABLY PARKING AVAILABLE FOR 5-6 VEHICLES. THE HOUSE IS STILL UNDER REDEVELOPMENT TO SEPARATE LIVING AREAS AND I UNDERSTAND IT IS TO BE SOLD AS A DUPLEX. I PURCHASE MY HOME TO LIVE IN A SINGL FAMILY AREA. THESE CHANGES FOR REZONING SHOULD BE FOR THE EXISTING OWNER "ONLY" NOT TO BE RESOLD AS DUPLEXES. COMPLEX HAD A BYLAW ENFORCED AT ONE TIME FOR TEMPORARY ACCOMODATION OF A FAMILY MEMBER.

Please return your comments, if any by: **4 December 2018.**

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2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241.

PUBLIC INFORMATION MEETING**27 November 2018 @ 1435 Griffin Drive, Courtenay, BC****4:00 p.m. to 6:00 p.m.****Application File Number: 3360-20-1814****COMMENT SHEET**

Name:

Email:

Address:

1490 Griffin Dr.

Phone:

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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I am opposed to the proposed building of the suite because it will take away from the mountain views we have from our living room, which was the selling feature for us when we bought our home in 2012.

I will be majorly upset if a 2nd level is added to that house.

Please NO SUITE!! Let us keep our views!!!

Or the value of our home must be compensated for the lost views.

Please return your comments, if any by: **4 December 2018.**

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

1. Drop off your comment sheet at the Development Services Department, City of Courtenay, 830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241.

Please let me know you received my comment
thank you

PUBLIC INFORMATION MEETING

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

Application File Number: 3360-20-1814

COMMENT SHEET

Name: _____

Email: _____

Address: 1440 Griffin Dr.

Phone: _____

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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_____ and I are in full support of Lloyd and Sylvia
Garrett's application to the City of Courtenay for a Zoning Bylaw
Amendment from R1 to R-1S.

We both value initiatives that support independent living,
well-planned solutions to the current housing crisis, and our veterans.

We cannot foresee any negative impact resulting from a
secondary suite at 1435 Griffin Drive.

We wish them the best as they work through this application
process.

Sincerely, _____

Please return your comments, if any by: **4 December 2018.**

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

1. Drop off your comment sheet at the Development Services Department, City of Courtenay, 830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241.

PUBLIC INFORMATION MEETING**27 November 2018 @ 1435 Griffin Drive, Courtenay, BC****4:00 p.m. to 6:00 p.m.****Application File Number: 3360-20-1814****COMMENT SHEET**

Name:

Email:

Address: 1236 MALAHAT DRIVE

Phone:

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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THIS TYPE OF RE-ZONING IS AN EASY SOLUTION
TO OUR LOW RENTAL VACANCY RATES AND
ALLOWS FOR AN ELDERLY COUPLE TO
"AGE IN PLACE" IN AN ENVIRONMENT THEY
ARE COMFORTABLE IN WITH THE SUPPORT
OF FAMILY. ADDITIONALLY, THIS LOCATION
WILL PROVIDE WALKING DISTANCE ACCESS
TO EXCELLENT SCHOOLS NEARBY. I FULLY
SUPPORT THIS APPLICATION.

Please return your comments, if any by: **4 December 2018.**

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

1. Drop off your comment sheet at the Development Services Department, City of Courtenay, 830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241.



11/22/2018 05:50PM

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PAGE 01/01

PUBLIC INFORMATION MEETING

RECEIVED
NOV 26 2018

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC

CITY OF COURTENAY

4:00 p.m. to 6:00 p.m.

Application File Number: 3360-20-1814

COMMENT SHEET

Name:

Email:

Address:

1435 Griffin Drive

Phone:

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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*I am in favour of this application. I live @ 1430 Griffin Drive.
I think this is one of many ways we need to be creative
in providing living spaces.
There is a minimal footprint and very good
benefits to this family.
It also adds capacity to available housing.
In my opinion we need more creative ideas as this
and more applications to be approved*

Please return your comments, if any by: **4 December 2018.**

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

1. Drop off your comment sheet at the Development Services Department, City of Courtenay, 830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241.

11/22/2018 12:14PM FAX [REDACTED]

0001/0001



RECEIVED
NOV 26 2018

CITY OF COURTENAY

PUBLIC INFORMATION MEETING

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

Application File Number: 3360-20-1814

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]
Address: 1284 Malahat Dr Courtenay Phone: [REDACTED]

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

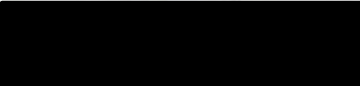
This project is currently under review by staff in the Planning Department of the City. Given the above information you have received regarding this project, and a copy of the attached Map supplied for your information, if you have any comments or questions you wish addressed by the City with respect to this re-zoning amendment, please fill in the above information and provide details below.

We have no problem with the project that
the Garrett's are planning and recommend
the Zoning Bylaw Amendment go
through

Please return your comments, if any by: **4 December 2018.**

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

1. Drop off your comment sheet at the Development Services Department, City of Courtenay, 830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241.

PUBLIC INFORMATION MEETING**27 November 2018 @ 1435 Griffin Drive, Courtenay, BC****4:00 p.m. to 6:00 p.m.****Application File Number: 3360-20-1814****COMMENT SHEET**Name: Email: Address: 1525 GRIFFIN DRIVEPhone: 

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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WE HAVE NO CONCERNS WITH THE PROPOSED ZONING
BYLAW AMENDMENT FOR THE RESIDENCE AT 1435 GRIFFIN DR.

Please return your comments, if any by: **4 December 2018.**

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2. Email your comment sheet to planning@courtenay.ca
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PUBLIC INFORMATION MEETING

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

Application File Number: 3360-20-1814

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]
Address: 1500 Griffin Dr Phone: [REDACTED]

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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File By me

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PUBLIC INFORMATION MEETING

RECEIVED
NOV 29 2018

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

CITY OF COURTENAY

Application File Number: 3360-20-1814

COMMENT SHEET

Name: [REDACTED]
Address: 1508 Flicker Place, Courtenay

Email: [REDACTED]
Phone: [REDACTED]

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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Please see attached comments. Thank you.

Please return your comments, if any by: **4 December 2018.**

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

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2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241.

November 29, 2018

1508 Flicker Pl
continued from
previous page

Re: R-1S rezoning application for 1435 Griffin Drive, Courtenay, BC

I respectfully ask that the City of Courtenay deny this rezoning application. The backyard of my home at 1508 Flicker Place directly abuts on the property on 1435 Griffin Drive. Thus I have a big stake in the outcome of this decision.

While I have sympathy for the applicant's wishes, I specifically bought my home in this neighbourhood because it was zoned *Single Family*. Previously, I lived in Comox and moved because the Town of Comox rezoned land across from my home from single-family to multi-family for a huge housing complex. Comox did this despite near universal opposition from the surrounding residents.

Accordingly, before the purchase of my current home on 1508 Flicker Place, I went to the Courtenay City Hall and spoke with the planning clerk. She showed me the large zoning map of Courtenay and assured me it was extremely unlikely that the R1 neighbourhood in which Flicker Place is located, would be rezoned to allow multi-family units. She pointed out that there are other areas in the municipality zoned for multi-family use and that people wishing this option would be directed there.

I have the following specific concerns with the proposed rezoning:

1. Huge concern for the future use of this home, if it is rezoned as multi-family. (The rezoning, if allowed, goes with the property—not the family currently there.) If the home is sold, the new buyer would have two legal residences. This greatly increases the chance that the home would be bought as a rental. A multi-unit rental property brings many risks to a neighbourhood: increases in traffic, transient occupants, and loud music. Another fear is that of the property being used as two Air B&B units with an endless string of overnight visitors. Air B&B properties are notoriously hard to prove and supervise.
2. Lowered property values, as others may not wish to live near a rezoned multi-family property.
3. The precedent this sets—others are likely to try to get rezoned as multi-family if this rezoning is allowed and this could change the character of the neighbourhood dramatically.
4. Neighbourhood implications. The residents of Flicker Place have been though Hell with the notorious drug-house located at 1521 Flicker Place. This rundown house has just sold and the new owner may be planning to rent it out. All the neighbours are praying that if it is rented, the new tenants are a nice, normal family who can be part of our friendly community. What currently gives us hope that this will happen is precisely the home's *single-family* zoning designation. If the Garrett's are successful in their rezoning application, the owner of the home on Flicker Place could also make a rezoning

application. Given what we have been put through for years, this would be very unfortunate.

I urge counsel to consider the demographic makeup of this neighbourhood. These are single-family homes owned by middle-aged couples with children and by senior citizens. The neighbourhood is supremely quiet and peaceful. These homes represent the last home most owners will have and represent the biggest investment of their lives. The current R1 zoning gives this neighbourhood its charm and character and gives peace-of-mind to current and potential future owners.

If the applicant's property was rezoned to R-1S zoning, this potentially opens the door to higher density, traffic, and noise. This would be very disheartening to those of us who have put our heart and soul into our homes and gardens—especially when well-established multi-family zoning already exist in the municipality of Courtenay.

Finally, nothing prevents the applicants from expanding their current home in its current R-1 zoning designation. While they may not get two kitchens, they would get the extra room and privacy they desire without the potential negative effects for the surrounding neighbourhood resulting from an R-1S zoning designation.

For these reasons, I strongly urge you to decline this rezoning application.

Respectfully,

A large black rectangular redaction box covering the signature and name of the official.

1/29/2018 14:05 FAX

001

PUBLIC INFORMATION MEETING

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

Application File Number: 3360-20-1814

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]
Address: 1535 GRIFFIN DR Phone: [REDACTED]
Courtenay, B.C.

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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As a Veteran myself I think this is a great idea
My wife and I give our full support to the
Garrett's and wish them well.

29 Nov 2018

Please return your comments, if any by: **4 December 2018.**

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

1. Drop off your comment sheet at the Development Services Department, City of Courtenay, 830 Cliffe Avenue
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PUBLIC INFORMATION MEETING

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

Application File Number: 3360-20-1814

COMMENT SHEET

Name: [REDACTED]
Address: 1342 MALDAST DRIVE

Email: [REDACTED]
Phone: [REDACTED]

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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SEE ATTACHED LETTER

Please return your comments, if any by: **4 December 2018.**

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To: Courtenay Planning Department
Re: Application File number: 3360-20-1814

1342 Malahat Dr
continued from
previous page

Greetings,

In the past 8 months, there have been two applications for rezoning of secondary suites in a two block area around my home. This is now the third application and there might be more that I am unaware of. Each application when looked at individually, seems reasonable for the owner's current situation. However, the long term effects to the neighbourhood should also be addressed and consideration given to the overall fabric and community of our neighbourhood as a whole.



I have lived in two homes within a block or so of each other in this neighbourhood for the past 31 years. I chose this area of R1 properties both times as I wanted a quiet and family oriented place to raise my children.

When the current occupants sell these homes and the legal suites that go with them, what happens then? The repercussions might not be in the best interests of the remaining neighbours. With many more houses with secondary suites, opportunities for rental property investors, Air BnB short term rentals and absentee landlords could be something that the remainder of the current residents are stuck dealing with in the future. Condo buildings often restrict the percentage of rentals within a strata as owners who occupy their units are much more attentive to their fellow occupants than an absentee owner.

Perhaps, city council should look at amending the rules to look at these rezoning applications as a "one-time exception" to each property. When the property is sold in the future, then the rezoning reverts back to R1. Any potential buyers must reapply and meet the criteria for the suites to be legally used. This way, council can monitor future zoning and also eliminate incentives for someone pursuing a rezoning application solely for the benefit of the increased future resale value. Also, restrictions to the number of legal suites in each neighbourhood could also be considered to assure adequate parking and infrastructure for the whole area.

Thank you.

Best regards,


1342 Malahat Drive
Courtenay


PUBLIC INFORMATION MEETING

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

Application File Number: 3360-20-1814

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]
Address: 1629 Phone: [REDACTED]

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-1S (R-1S). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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I DO NOT OBJECT TO THIS SUITE
[REDACTED]

Please return your comments, if any by: **4 December 2018.**

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3. Fax your comment sheet to 250-334-4241.

Grimsrud, Michael

From: [REDACTED]
Sent: December 4, 2018 11:51 AM
To: PlanningAlias
Subject: [REDACTED]

1425 Griffin Dr

We are currently travelling in [REDACTED] and have had no response from the Garrett's.

----- Forwarded message -----

From: [REDACTED]
Date: Mon, Dec 3, 2018 at 9:01 AM
Subject: [REDACTED]
To: Gene Garrett <genesylvia@gmail.com>

Hello Gene and Sylvia:

I see now that the four of us should have had a talk about the long term implications of your rezoning application. A neighbour contacted us last week who had asked the city if there could be a covenant put in place with the new zoning so that it would revert to single family before you sell the property. The answer was no. The zoning stays with the property and so we would be left with two legal rental units when you move along. We could easily end up with 10 people living next door. Our understanding is that the rezoning would allow a kitchen and we assume that is your prime reason for the change. We contacted a second neighbour who supports you in your endeavor to have your family close. We all do. They however, do not have long term plans to stay.

As your close neighbour we feel we should have had a "heads up" more than just you were going to have your daughter live with you. We are retired for many years and no longer keep up with the bylaws of the city. Our trust was with you. We would like to support you and would like you to consider the following suggestion.

The thought we have is to have you agree legally to return the property to its original zoning when you are ready to sell. You would agree to have a document registered against the property to have the zoning returned to original prior to any transfer of interest. We are not sure if this is feasible but would allay our concerns about possible loss of value to our property and possibly lifestyle and would give you the wonderful opportunity to have your family with you. Is there a compromise somewhere so we can approve the change. We will be home late on the 11th. We understand we need to reply to a form send to us by the city by tomorrow. [REDACTED]



c.04.2018 10:42 AM

PAGE. 1/ 1

PUBLIC INFORMATION MEETING

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

Application File Number: 3360-20-1814

COMMENT SHEET

Name: [REDACTED]
Address: 1450 GRIFFIN DR.

Email: [REDACTED]
Phone: [REDACTED]

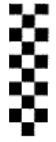
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I OBJECT TO THIS BEING APPROVED UNLESS
IT IS APPROVED WITH "NO" CHANGE TO EXTERIOR
APPEARANCE OF THE RESIDENCE EG ADDING ANOTHER
STORY OR LEVEL TO HOME. WE PURCHASED OUR
HOM'E IN THIS THEN "NEW" NEIGHBOURHOOD
PARTLY BECAUSE OF THE MIX OF HOUSE STYLES
AND "ALL" WERE SINGLE FAMILY DWELLINGS.
THESE PEOPLE NEW WHEN THEY PURCHASED THEIR
HOM'E THAT THIS WAS A SINGLE OCCUPANCY AREA.
THE WILL THE APPROVAL OF THIS ALLOW
FOR ALL BUNGALOWS TO BECOME 2 STORY
Please return your comments, if any by: 4 December 2018. MONSTROSITIES.

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12/04/2018 07:52

PAGE 01

PUBLIC INFORMATION MEETING

27 November 2018 @ 1435 Griffin Drive, Courtenay, BC
4:00 p.m. to 6:00 p.m.

Application File Number: 3360-20-1814

COMMENT SHEET

Name: [REDACTED]

Email: [REDACTED]

Address: 1260 Malahat Dr.

Phone: [REDACTED]

Lloyd and Sylvia Garrett have applied to the City of Courtenay for a Zoning Bylaw Amendment from Resident 1 (R1) to Residential-15 (R-15). We are proposing a secondary suite be built on top of the existing residence located at 1435 Griffin Drive, Courtenay, for our daughter and grand-daughter to reside. We are elderly and do not wish to sell and move into a supported senior home. We receive Department of Veterans Affairs' monetary assistance which currently assists us with our being able to remain in our present home. It is our wish to have our daughter be near to support, organize, and in part provide, care as our need for this will increase in the coming years. You are invited to attend the above meeting at the date, time, and place specified to discuss our project.

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We both hope that this project will be approved. We fully
support the building of a secondary suite which will benefit all
parties involved. The Garretts will be able to remain in their home
and their daughter and granddaughters are able to live near them.

The arrangement is beneficial to all parties and has little impact on
the neighborhood. More secondary suites in this area would also
benefit students attending N.I.C. We have no objections.

Please return your comments, if any by: **4 December 2018.**

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3. Fax your comment sheet to 250-334-4241.

Attachment No. 3: Applicant's Written Submissions

Written summary, including description of proposed development and reasons/rationale for the proposal.

We are proposing a secondary suite be built on top of the existing residence (rancher) located at 1435 Griffin Drive, Courtenay. This building will comply with the size requirement taking into account the current square footage of the existing residence, as set out in the attached plans. For us to do so, we require an amendment to the existing zoning from Residential 1 (R1) to Residential-1S (R-1S).

Our reason for requesting to have this construction is to provide an additional living space for our daughter and granddaughter. I am 80 years of age and my wife is 79 years of age. We find we have been providing family support to each other for the last approximately ten (10) years and by co-existing with them, this will provide much needed closer access to assist each other even more than what we could do while being in two separate residences. We are not wishing to sell and move into a supported senior home and instead wish to be supported in peace with the assistance of our daughter. I am a Department of Veterans Affairs serviceman who is provided monetary assistance to remain in our present residence and it is our wish to do so with our care being supported, organized, and in part provided by our daughter.

Written statement on conformance to the *Affordable Housing Policy*

As set out in the Affordable Housing Policy, our proposed rezoning application supports the premise of, “providing a range of housing opportunities and support services will contribute to the overall social well-being of a community.” By enabling an extended family to combine their living arrangements to ensure one additional home is available for purchase in a community with low availability of housing supports this policy.

As set out in the Adopted Strategy of the Affordable Housing Policy, #11 states: “Evaluate current zoning designation throughout the City that are vacant or underutilized in order to reconsider zoning only when a project is brought forward to Council”.

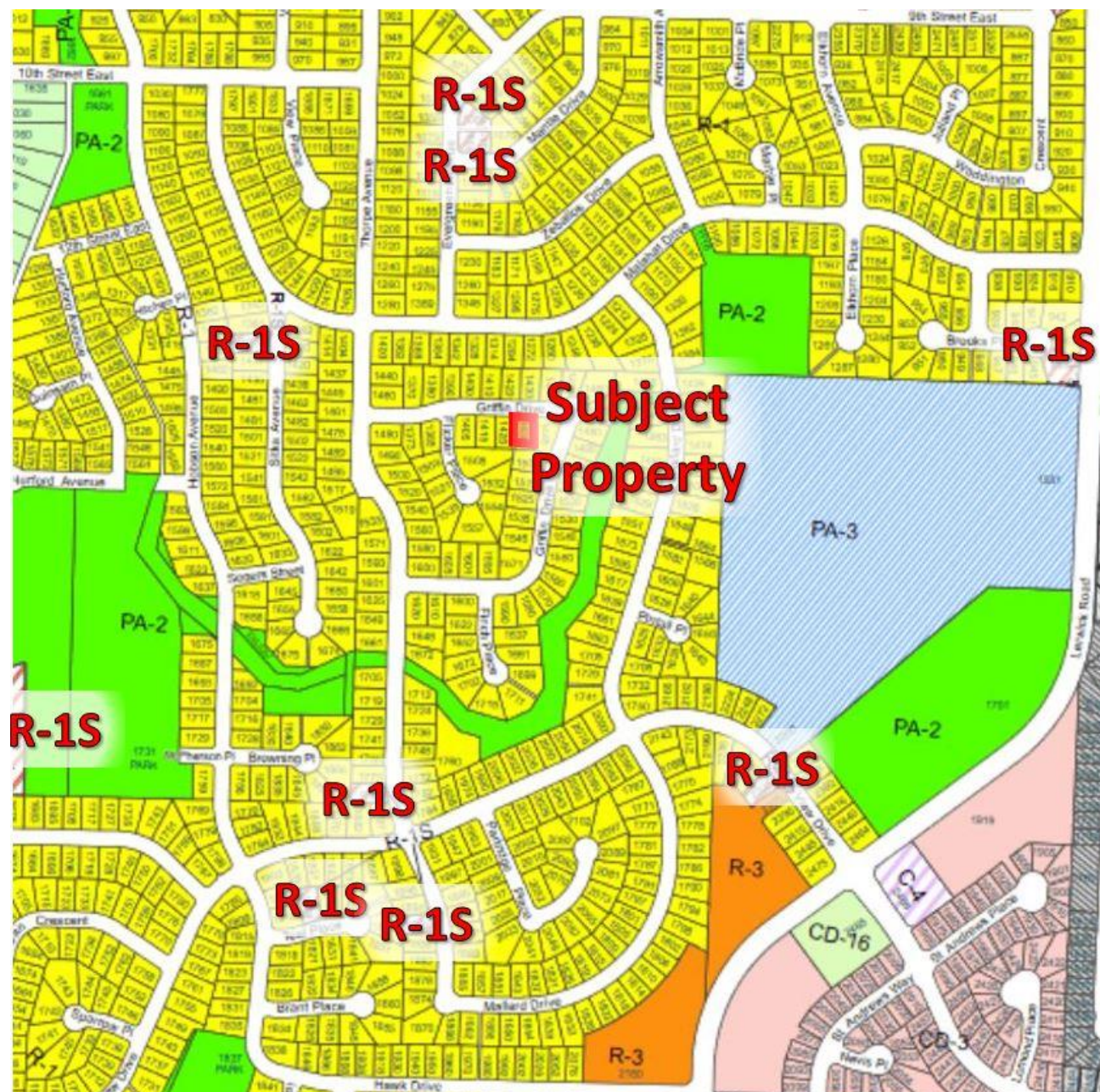
We are therefore bringing this application before Council for consideration to allow a secondary suite at 1435 Griffin Drive, Courtenay to allow a compact secondary suite for the purpose of a family co-existing within one property within separate residences.

This is supported in the Regulatory Framework, wherein it is stated:

“Expanding the application of secondary suites and secondary residences. This can be achieved by: 1. Encouraging the provision of secondary suites in areas seeking single residential lot zoning.”

We are therefore applying to amend the current rezoning status of 1435 Griffin Drive to accommodate this Regulatory Framework.

Attachment No. 4: Nearby R-1S Rezoning



R-1S properties pictured:

- 1066 Evergreen Ave
- 1397 Sitka Ave
- 1717 Glen Urquhart Dr
- 1781 Thorpe Ave
- 1890 Mallard Dr
- 1081 Mantle Dr
- 944 Brooks Pl
- 2325 Valley View Dr
- 1824 Teal Pl

Section 1 –Administration	Policy # 540.00.02
Subject: Routine Release of In Camera Resolutions	Revision #

PURPOSE:

To provide for the routine release of In Camera resolutions.

The routine release of In Camera meeting resolutions, once the requirement for confidentiality has passed, will support the Council objective of being open and transparent.

POLICY:

Council will consider for approval the release of In-Camera meeting resolutions on a semi-annual basis.

The Corporate Officer will ensure the implementation of the Routine Release of In-Camera Resolutions Policy by reviewing and preparing a list of resolutions for Council's consideration at an in-camera meeting on a semi-annual basis.

Once Council has approved the release of the appropriate resolutions, a report will appear as "Internal Reports and Correspondence for Information" on the next regular open Council agenda, to allow full publication in the Council meeting agenda package including the City's website.

It is acknowledged that this policy does not limit a person's right of access to records under the *Freedom of Information & Protection of Privacy Act*.

AUTHORIZATION: R14/2017 4.03	DATE: July 17, 2017
-------------------------------------	----------------------------

Minutes of an In Camera Meeting held January 2nd, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 4:08 p.m.

Attending:

Mayor: L. V. Jangula

**Councillors: E. Eriksson
D. Frisch
D. Hillian via teleconference
R. Lennox
M. Theos
B. Wells**

Staff:

**D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
W. Sorichta, Manager of Corporate Administrative Services
I. Buck, Director of Development Services
T. Kushner, Director of Public Works Services**

.01

MINUTES

Moved by Wells and seconded by Theos that the December 4th, 2017 Special In Camera meeting minutes be adopted.
Carried

.02

LEGAL OPINION CROWN
ISLE TRAFFIC ISSUES

Verbal update and discussion regarding Crown Isle traffic issues and the legal opinion received from Lidstone and Company.

Moved by Hillian and seconded by Wells that Council rise and report on this issue at the earliest date possible and bring forth a staff report including a response to Frequently Asked Questions (FAQ) on the Crown Isle traffic issue.

Carried

.03

CONFIDENTIAL BRIEFING
NOTE – PRELIMINARY
SHORT LIST OF POTENTIAL
PROPERTIES FOR
SUPPORTIVE HOUSING
0930-00

Moved by Theos and seconded by Wells that the December 29, 2017 Confidential Briefing Note “Preliminary Information: Short List of Potential Properties Suitable for Supportive Housing”, be received for information.

Carried

[REDACTED]

[REDACTED]

.04

ADJOURNMENT

Moved by Frisch and seconded by Lennox that the meeting now adjourn at 5:16 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 15th day of January, 2018

Mayor

Minutes of an In Camera Meeting held January 15th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:15 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

R. Lennox

M. Theos

B. Wells

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

I. Buck, Director of Development Services

.01
MINUTES

Moved by Wells and seconded by Frisch that the January 2nd, 2018 Special In Camera meeting minutes be adopted.
Carried

Councillor Theos left Council Chambers at 6:19 p.m.

Councillor Theos returned to Council Chambers and took his seat at 6:21 p.m.

[REDACTED]

[REDACTED]

.03
INTERGOVERNMENTAL
ENGAGEMENT MEETING
INVITATION - K'OMOKS
FIRST NATION (KFN)

Council reviewed the correspondence received from K'omoks First Nation (KFN) regarding treaty negotiations and local government engagement.

A discussion was held regarding the invitation for Council and staff to attend a series of Intergovernmental Engagement meetings hosted February 20-23, 27, 28, March 19 - 23, 27-30 and April 2018.

Council reviewed the proposed dates outlined in the correspondence and determined the preferred dates to be February 28th and March 20th, 2018.

Councillor Theos left the meeting at 6:25 p.m.

.04

ADJOURNMENT

Moved by Hillian and seconded by Wells that the meeting now adjourn at 6:45 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 29th day of January, 2018

Mayor

Minutes of an In Camera Meeting held January 29th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 11:10 a.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

R. Lennox

M. Theos

B. Wells

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

I. Buck, Director of Development Services

T. Kushner, Director of Public Works Services

D. Love, Senior Advisor Strategic Initiatives

R. O’Grady, Director of Engineering Services

B. Parschauer, Director of Financial Services

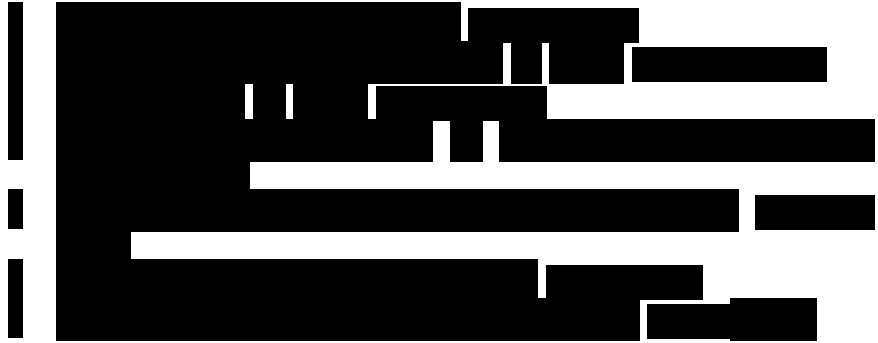
D. Snider, Director of Recreation and Cultural Services

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**The In Camera council meeting recessed for lunch 11:45 a.m.
The meeting reconvened at 11:58 a.m.**

**Mayor Jangula left Council Chambers at 12:27 p.m.
Mayor Jangula returned to Council Chambers and took his seat at 12:30 p.m.**

**Councillor Lennox left Council Chambers at 12:35 p.m.
Councillor Lennox returned to Council Chambers and took her seat at 12:36 p.m.**

**Councillor Wells left Council Chambers at 12:55 p.m.
Councillor Wells returned to Council Chambers and took his seat at 1:22 p.m.**

**The In Camera council meeting recessed at 1:02 p.m.
The meeting reconvened at 1:09 p.m.**

Moved by Hillian and seconded by Wells that staff engage with BC Housing and other community agencies regarding the use of 8th Street as a potential land availability site for modular housing; and,

That Council direct staff to investigate costs and implications of land use at this site for social housing and report back to Council at a February 5th in camera meeting.

Carried

**Mayor Jangula left Council Chambers at 1:40 p.m., Acting Mayor Eriksson took the chair
Mayor Jangula returned to Council Chambers and took his seat at 1:42 p.m.**



.02

ADJOURNMENT

The meeting adjourned at 1:57 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 5th day of February, 2018

Mayor

Minutes of an In Camera Meeting held January 29th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 4:59 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

R. Lennox

M. Theos

B. Wells

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

B. Parschauer, Director of Financial Services

.01
MINUTES

Moved by Wells and seconded by Theos that the January 15th, 2018 Special In Camera meeting minutes be adopted.
Carried

.02
STRATA UTILITY BILLING
LEGISLATIVE CHANGES
1830-02

Moved by Wells and seconded by Frisch that based on the January 29, 2018 confidential staff report “Strata Utility Billing”, Council rise and report at the Regular Open Council Meeting scheduled for February 5, 2018 with a resolution for submission to the Association of Vancouver Island and Coastal Communities (AVICC) Annual General Meeting and Convention asking the provincial government to make legislative changes to the *Community Charter* and *Strata Property Act* recognizing a strata corporation as equivalent to owners when billing strata communities for the provision of utility services, and:

That Council direct staff to undertake the following by the end of March 2018:

1. A draft Request for Legislation in the requisite provincial format;
2. Information about the practices of a sampling of municipalities;
3. Support from the MLA;
4. Lobbying of Ministry Staff to engender support;
5. Lobbying of the Minister after Ministry Staff are briefed and hopefully supportive.

Carried

.02

ROUTINE RELEASE OF IN
CAMERA RESOLUTIONS

Moved by Wells and seconded by Frisch that Council approve the public release of the Special In Camera meeting minutes attached to the January 29, 2018 Special In Camera meeting agenda.
Carried

.03

ADJOURNMENT

Moved by Frisch and seconded by Lennox that the meeting now adjourn at 5:36 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 5th day of February, 2018

Mayor

Minutes of an In Camera Meeting held February 5th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:30 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

R. Lennox

M. Theos

B. Wells

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

B. Parschauer, Director of Financial Services

.01

MINUTES

Moved by Eriksson and seconded by Frisch that the January 29th, 2018 Special In Camera meeting minutes following the January 29th Special Council meeting be adopted as amended.

Carried

Moved by Wells and seconded by Theos that January 29th, 2018 In Camera Minutes following the January 29th Committee of the Whole meeting be adopted.

Carried

[REDACTED]

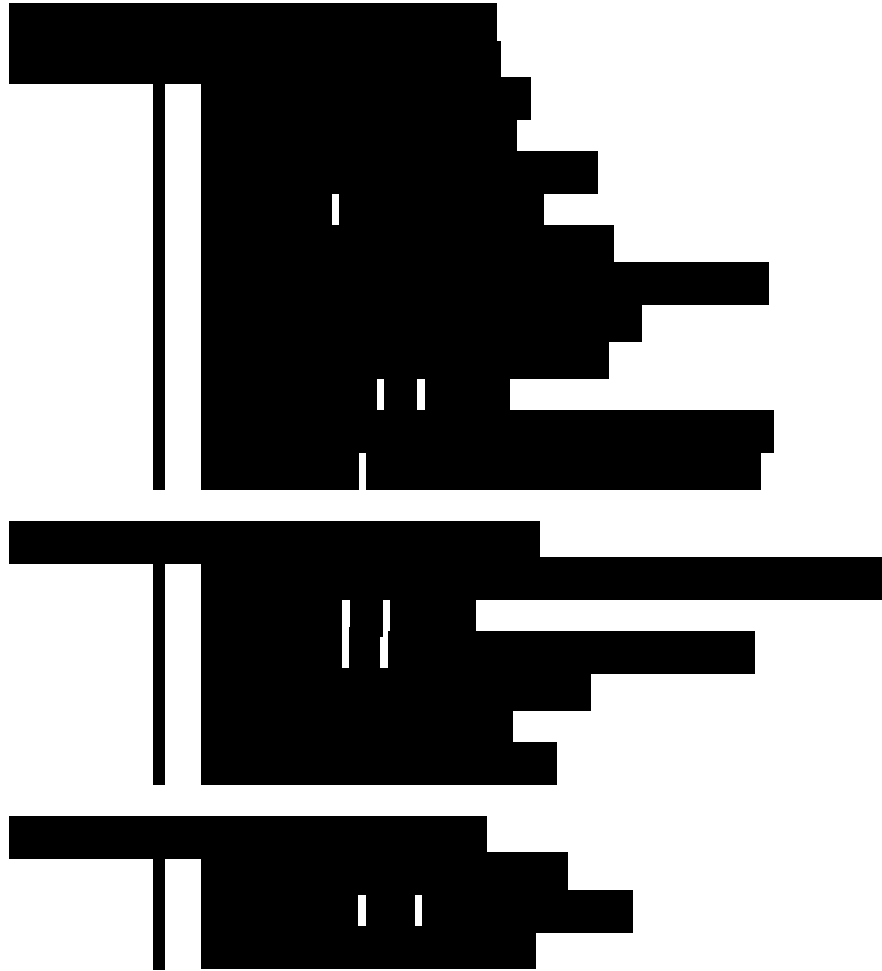
[REDACTED]

[REDACTED]

That staff begin negotiations with BC Housing to donate a significant portion of the property 988 8th Street (approx. 6,667 square metres in size) for affordable/supportive housing subsequent to the boundary adjustment for the Public Works Yard expansion; and;

[REDACTED]

Carried



Councillor Theos left Council Chambers at 6:48 p.m.

Councillor Theos returned to Council Chambers and took his seat at 6:49 p.m.

.03

STRATA UTILITY BILLING
LEGISLATIVE CHANGES
1830-02

Moved by Lennox and seconded by Frisch that based on the February 5th, 2018 confidential staff report “Strata Utility Billing Legislative Changes”,

- a) the Minister of Municipal Affairs and Housing is respectfully requested to take forward to the Legislative Assembly amendments to the Community Charter and Strata Property Act to afford municipalities the option of imposing utility services fees on either strata councils or on individual strata lot owners;
- b) the Corporate Officer deliver the content of paragraph (a) to the AVICC for consideration by AVICC at its 2018 annual general meeting, and for inclusion in the 2018 UBCM resolutions package; and
- c) this resolution is confidential, except to the extent it is authorized to be forwarded to AVICC to the extent set out under paragraph (b).

Carried

.04

ADJOURNMENT

Moved by Frisch and seconded by Lennox that the meeting now adjourn at 6:51 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 19th day of February, 2018

Mayor

Minutes of an In Camera Meeting held February 19th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 8:00 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

R. Lennox

M. Theos

B. Wells

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

T. Kushner, Director of Public Works Services

D. Snider, Director of Recreation and Cultural Services

.01

MINUTES

Moved by Wells and seconded by Theos that the February 5th, 2018 Special In Camera meeting minutes be adopted.
Carried

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Mayor Jangula left the meeting at 8:22 p.m., Acting Mayor Lennox took the chair.

.03

ADJOURNMENT

The meeting adjourned at 8:28 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 13th day of March, 2018

Mayor

Minutes of an In Camera Meeting held March 13th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 11:32 a.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

R. Lennox

M. Theos

B. Wells

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

I. Buck, Director of Development Services

T. Kushner, Director of Public Works Services

R. O’Grady, Director of Engineering Services

.01

MINUTES

Moved by Wells and seconded by Theos that the February 19th, 2018 Special In Camera meeting minutes be adopted.

Carried

.02

K’OMOKS FIRST NATION
(KFN)

INTERGOVERNMENTAL
ENGAGEMENT MEETING
MARCH 20TH AGENDA
TOPICS DISCUSSION
0360-20/0400-20

Discussion regarding agenda topics to consider for presentation at the March 20th Intergovernmental Engagement meeting hosted by K’omoks First Nation (KFN).

- IR2 focus and how to move forward collectively and consultation process - i.e. water and sewer servicing, expectations, timelines and funding
- Kus Kus Sum update and MOU
- Development application referrals, zoning (treaty lands do not apply) and land use
- Estuary – RFP for environmental management plan and intent for estuary
- Educate/hire KFN summer or Co-Op students for learning opportunities in local governance structure, (similar to the Circuit Rider Training Program)
- Environmental connectivity to community
- Exploring KFN and First Nations cultural elements to community (i.e. museum and art gallery)
- First Nations representative walking through development sites re: archaeological concerns, other areas for cooperation and mutual benefit
- Communication protocol and ongoing engagement between KFN and the City of Courtenay
- Ceremonial Gift from Council to KFN for March 20th meeting (Staff to follow-up on what and when gift would be appropriate)

Council also discussed the importance of building a stronger relationship between our communities, listening and gaining better understanding of reconciliation, and mutual economic opportunities.

IC7/2018 – March 13, 2018

**Mayor Jangula left Council Chambers at 11:44 a.m., Acting Mayor Hillian took the chair
Mayor Jangula returned to Council Chambers and took his seat at 11:53 a.m.**

**Councillor Eriksson left Council Chambers at 11:52 a.m.
Councillor Eriksson returned to Council Chambers and took his seat at 11:53 a.m.**

**Mayor Jangula left Council Chambers at 12:06 p.m., Acting Mayor Hillian took the chair
Mayor Jangula returned to Council Chambers and took his seat at 12:09 p.m.**

**The special In Camera council meeting recessed for lunch 12:09 p.m.
The meeting reconvened at 12:22 p.m.**

**Mayor Jangula left Council Chambers at 12:37 p.m.
Mayor Jangula returned to Council Chambers and took his seat at 12:39 p.m.**

.03 Trevor Kushner, Director of Public Works Services made a
SANDWICK WATER presentation to Council regarding the history of the Sandwich Water
DISTRICT INTEGRATION District, the City of Courtenay's obligation to provide potable water to
0470-20/5600-20 City of Courtenay residents and the newly formed Comox Valley
Regional District Sandwich Local Service Area.

Moved by Hillian and seconded by Frisch that the March 13th,
2018 confidential discussion paper "Sandwich Water District
Integration", be received for information.
Carried

.04 The meeting adjourned at 1:14 p.m.
ADJOURNMENT

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 26th day of March, 2018

Mayor

Minutes of an In Camera Meeting held March 26th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 4:09 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

M. Theos

B. Wells

Staff:

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

T. Kushner, Director of Public Works Services

R. O’Grady, Director of Engineering Services

B. Parschauer, Director of Financial Services

.01
MINUTES

Moved by Wells and seconded by Theos that the March 13th, 2018 Special In Camera meeting minutes be adopted.

Carried

.02
SANDWICK WATER
DISTRICT INTEGRATION
0470-20/5600-20

Moved by Frisch and seconded by Hillian that based on the March 26, 2018 Confidential Staff Report “Sandwich Water District Integration”, Council approve OPTION 1 and offer to sell the Veteran’s Memorial Parkway water line to the Comox Valley Water Service (CVWS) for \$874,200;

That this be funded solely by the Sandwich LSA;

That the CVRD be advised that the sale of the Veteran’s Memorial Parkway water line is conditional upon the source of funds for the purchase not be the City of Courtenay’s water service contributions to the CVWS; and

That staff be authorized to release in camera information relating to this resolution as required in order to process the sale of the water line.

Carried

.03
ADJOURNMENT

The meeting adjourned at 4:27 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 3rd day of April, 2018

Mayor

Minutes of an In Camera Meeting held April 3rd, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 7:14 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Hillian

R. Lennox

M. Theos

B. Wells

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

.01

MINUTES

Moved by Wells and seconded by Theos that the March 26th, 2018 Special In Camera meeting minutes be adopted.

Carried

.02

STRATA UTILITY BILLING
LEGISLATIVE CHANGES
1830-02

Moved by Lennox and seconded by Wells that based on the April 3rd, 2018 confidential staff report “Strata Utility Billing Legislative Changes - Legal Advice”, Council waive privilege over the summary of the privileged information on the Strata Utility Billing legal advice provided by Lidstone and Company dated January 4th, 2018 for the specific purpose of making a Request for Legislation to the Province of B.C.

Carried

.03

ADJOURNMENT

The meeting adjourned at 7:18 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 16th day of April, 2018

Mayor

Minutes of an In Camera Meeting held April 16th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:56 p.m.

Attending:

Mayor: L. V. Jangula

**Councillors: E. Eriksson
D. Frisch
D. Hillian
R. Lennox
M. Theos
B. Wells**

Staff:

**D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
W. Sorichta, Manager of Corporate Administrative Services
I. Buck, Director of Development Services**

.01
MINUTES

Moved by Hillian and seconded by Theos that the April 3rd, 2018 Special In Camera meeting minutes be adopted.

Carried

.02
MALCOLM MCNAUGHTON
BC HOUSING

Moved by Wells and seconded by Lennox that Malcolm McNaughton, BC Housing Management Commission, be permitted to attend the April 16, 2018 in camera meeting regarding item IC3.

Carried

.03
CITY LAND DISPOSITION
SITE 16 - 988 - 8TH
STREET, LAND USE
DISCUSSION FOR SOCIAL
HOUSING
1830-02

Malcolm McNaughton, BC Housing Management Commission, made a presentation to Council regarding BC Housing's rapid response to homeless (RRH) in Courtenay and discussed entering into a 25 year lease agreement with the City of Courtenay for the proposed design, construction and operation of approximately 40 permanent modular homes for social housing on City land located at 988 – 8th Street.

Moved by Wells and seconded by Hillian that Council endorse the MOU between the BC Housing Management Commission and the City of Courtenay for the design, construction and operation of 40 modular homes for social housing on City property located at 988 – 8th Street, and;

That staff work with BC Housing on the development of a joint communications and messaging plan regarding the 988 - 8th Street social housing development.

Carried

The meeting adjourned at 7:41 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 30th day of April, 2018

Mayor

Minutes of an In Camera Meeting held April 30th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 5:06 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

R. Lennox

M. Theos

B. Wells via Teleconference

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

.01

MINUTES

Moved by Frisch and seconded by Theos that the April 16th, 2018 Special In Camera meeting minutes be adopted.

Carried

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The council meeting recessed at 5:39 p.m. to permit delegations to clear Council Chambers
The meeting reconvened at 5:42 p.m.

.04

RESTRICTED IN CAMERA

Moved by Wells and seconded by Frisch that Council adjourn the April 30th, 2018 special In Camera meeting and immediately proceed with a special Restricted In Camera meeting [REDACTED]
[REDACTED]

.05

ADJOURNMENT

The meeting adjourned at 5:45 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 7th day of May, 2018

Mayor

Minutes of an In Camera Meeting held May 7th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:39 p.m.

Attending:

Mayor: L. V. Jangula

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

Staff: J. Ward, Director of Legislative and Corporate Services/Deputy CAO
W. Sorichta, Manager of Corporate Administrative Services
R. Reid, Manager of Human Resources

.01
MINUTES

Moved by Wells and seconded by Frisch that the April 30th, 2018 Special In Camera meeting minutes be adopted.
Carried

Moved by Wells and seconded by Frisch that the April 30th, 2018 Restricted In Camera meeting minutes be adopted.
Carried

.02
COMOX VALLEY AIRPORT
COMMISSION (CVAC) –
CONCURRENCE OF
DIRECTOR
REAPPOINTMENT
8400-20

Moved by Frisch and seconded by Theos that Council concur with the Director reappointment of Mr. Richard Clarke to the Comox Valley Airport Commission.
Carried

.03
ADJOURNMENT

The special In Camera meeting adjourned at 6:41 p.m. and immediately proceeded to a special Restricted In Camera meeting [REDACTED]

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 28th day of May, 2018

Mayor

Minutes of an In Camera Meeting held May 28th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 4:31 p.m.

Attending:

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

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
W. Sorichta, Manager of Corporate Administrative Services
T. Kushner, Director of Public Works Services
R. O’Grady, Director of Engineering Services

.01
MINUTES

Moved by Wells and seconded by Frisch that the May 7th, 2018 Special In Camera meeting minutes be adopted.
Carried

Moved by Wells and seconded by Frisch that the May 7th, 2018 Restricted In Camera meeting minutes be adopted.
Carried

.02
COURTENAY WATER LOSS
AND MAINTENANCE COSTS
IN SUPPORT OF REGIONAL
WATER SUPPLY SERVICES
5600-04

Moved by Hillian and seconded by Frisch that the May 25th, 2018 Confidential Briefing Note “Courtenay Water Loss and Maintenance Costs in Support of Regional Water Supply Services”, be received for information.
Carried

.03
COMOX VALLEY REGIONAL
DISTRICT (CVRD) -
UTILITIES GOVERNANCE
PROJECT AND
SPECIAL CVRD COW
MEETING JUNE 5, 2018
0360-20/0400-20

Discussion regarding the Comox Valley Regional District (CVRD) Utilities Governance Project and Consultants Introduction letter dated April 9th; consultants Sherry Hurst and Allan Neilson will be conducting stakeholder interviews with key staff and elected officials June 5th and 6th, 2018. A special CVRD CoW meeting will be hosted 3:00 p.m., Tuesday, June 5th, 2018, to receive a presentation regarding the Utilities Governance Project.

Moved by Wells and seconded by Frisch that the April 9th, 2018 communication from the Comox Valley Regional District (CVRD) outlining the Utilities Governance Project and consultant introduction, be received for information.
Carried

.04

K'OMOKS FIRST NATION
(KFN)
INTERGOVERNMENTAL
ENGAGEMENT MEETING
SESSION 3
JUNE 11TH & 12TH, 2018
AGENDA DISCUSSION
0360-20/0400-20

Discussion regarding the proposed agenda for Session 3 of the K'omoks First Nation (KFN) Intergovernmental Engagement meeting, hosted by KFN on the following dates:

- June 11th, 2018 8:00 a.m. - 3:45 p.m.
Confirmed attendees: Acting Mayor Theos, Councillors Eriksson, Frisch, Hillian, Lennox and Wells
- June 12th, 2018 8:00 a.m. - 1:00 p.m.
Confirmed attendees: Acting Mayor Theos, Councillors Eriksson, Frisch, Lennox and Wells

.05

ADJOURNMENT

The special In Camera meeting adjourned at 5:10 p.m. and immediately proceeded to a special Restricted In Camera meeting

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 11th day of June, 2018

Mayor

Minutes of an In Camera Meeting held June 18th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:53 p.m.

Attending:

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

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
W. Sorichta, Manager of Corporate Administrative Services
T. Kushner, Director of Public Works Services
R. O’Grady, Director of Engineering Services
D. Snider, Director of Recreation and Cultural Services

.01
MINUTES

Moved by Wells and seconded by Frisch that the June 11th, 2018 Special In Camera meeting minutes be adopted.
Carried

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Councillor Lennox left the meeting at 7:17 p.m.

.03
AMEND JUNE 18, 2018
SPECIAL IN CAMERA
AGENDA - ORDER OF
SEQUENCE

Moved by Wells and seconded by Frisch that agenda item *IC4 Staff Presentation - Transportation Master Plan Update* be moved up in the June 18, 2018 Special In Camera Agenda to proceed immediately following agenda item [REDACTED]

Carried

.04

COURTENAY
TRANSPORTATION MASTER
PLAN UPDATE AND
PRESENTATION
8620-21; 16014

Ryan O’Grady, Director of Engineering Services made a presentation to Council providing an update on the consultation and engagement process, analytics, modeling works and land implications on the potential bridge alignment of the Courtenay Transportation Master Plan. The updated presentation included feedback from the community and project consultant, Urban Systems, regarding walking, cycling and road network strategies including gap analysis comparatives and provisions for partnership opportunities with MoTI and Transit

An open house and survey, will transpire Tuesday June 19th, 2018, with a final report to Council expected in late summer/early fall of 2018.

Councillor Hillian left the meeting at 7:21 p.m.

Councillor Theos left Council Chambers at 7:37 p.m.

Councillor Theos returned and took his seat at 7:39 p.m.

Councillor Frisch left the meeting at 7:43 p.m.

[REDACTED]

[REDACTED]

.06

ADJOURNMENT

The special In Camera meeting adjourned at 7:52 p.m.

CERTIFIED CORRECT

Corporate Officer

Adopted this 25th day of June, 2018

Mayor

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

Staff: **D. Allen, CAO**
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
(joined after 6:45 p.m.)
W. Sorichta, Manager of Corporate Administrative Services (joined
after 6:45 p.m.)
I. Buck, Director of Development Services (joined after 6:45 p.m.)

112

.04

LEASE AGREEMENT
CITY OF COURTENAY AND
BC HOUSING SUPPORTIVE
HOUSING PROJECT ON CITY
LANDS (988 - 8TH STREET)
REQUEST TO WAIVE FEES
AND PROPERTY TAXES
2380-20

A discussion transpired regarding negotiations of the draft Lease Agreement between the City of Courtenay and BC Housing for the construction and operation of the supportive housing development located on City lands at 988 - 8th Street. BC Housing made a request for the City to consider options to waive development fees and property taxes and referenced options under two clauses of the draft lease agreement *Payment of Realty Taxes if Lands Not Exempt* and *Payment in Lieu of Realty Taxes if Lands Exempt*. Further discussion resulted in a consensus that at the April 16, 2018 Special In Camera presentation to Council, BC Housing had agreed to pay the taxes; and, that development cost contributions (DCC's) and funding for servicing could be considered at a future date after reviewing the social housing agreements related to the BC Housing Washington Inn Apartments and the Braidwood Housing project.

Moved by Wells and seconded by Frisch that Council direct staff to continue to engage in negotiations with BC Housing for the purpose of entering into a lease agreement for the supportive housing project located at 988 - 8th Street under the premise that BC Housing will be paying property taxes.

Carried

.05

ADJOURNMENT

The special In Camera meeting adjourned at 6:57 p.m.

CERTIFIED CORRECT

Corporate Officer

Adopted this 3rd day of July, 2018

Mayor

Minutes of an In Camera Meeting held July 3rd, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:20 p.m.

Attending:

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

Staff:

D. Allen, CAO
W. Sorichta, Manager of Corporate Administrative Services
T. Kushner, Director of Public Works Services
R. O’Grady, Director of Development Services

.01
MINUTES

Moved by Frisch and seconded by Wells that the June 25th, 2018 Special In Camera meeting minutes be adopted.
Carried

.02
COMOX VALLEY REGIONAL
DISTRICT (CVRD)
PROPOSAL RE: SANDWICK
LOCAL SERVICE AREA
(LSA) AND PURCHASE OF
VETERAN’S MEMORIAL
PARKWAY (VMP) WATER
MAIN FROM CITY OF
COURTENAY

Discussion regarding the Comox Valley Regional District (CVRD) - proposal, compensation and cost apportionment related to the Sandwich Local Service Area (LSA) and sale of Veteran’s Memorial Parkway (VMP) water transmission line.

Moved by Wells and seconded by Frisch that Council accept the counter offer from the Comox Valley Regional District (CVRD) to purchase the Veteran’s Memorial Parkway (VMP) water main in the amount of \$367,164.00 as per the letter from the CVRD Chief Administrative Officer dated June 19, 2018, regarding the Sandwich Local Service Area (LSA) and sale of Veteran’s Memorial Parkway (VMP) water line, subject to the following conditions:

1. That the payment of the purchase amount be amortized over a maximum of 5 years with an interest rate established by the City; and
2. That ownership of the former Sandwich Dingwall water supply well and associated infrastructure including transmission line be transferred to the City upon the VMP water line becoming operational.

Carried

Ryan O'Grady, Director of Engineering Services, made a verbal presentation to Council regarding upcoming Airpark and Marina lease agreements nearing expiration.

A general discussion followed regarding strategy options for renewal and how future lease terms may influence the Land Disposition and Acquisition Strategy and the Transportation Master Plan.

- .04**

The special In Camera meeting adjourned at 6:51 p.m. and immediately proceeded to a special Restricted In Camera meeting. ■

Corporate Officer

Adopted this 16th day of July, 2018

Mayor

Minutes of an In Camera Meeting held July 16th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 5:47 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

R. Lennox

M. Theos via Teleconference

B. Wells

Staff:

D. Allen, CAO

W. Sorichta, Manager of Corporate Administrative Services

T. Kushner, Director of Public Works Services

D. Snider, Director of Recreation and Cultural Services

.01

MINUTES

Moved by Hillian and seconded by Wells that the July 3rd, 2018 Special In Camera meeting minutes be adopted.

Carried

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

.04
EVERGREEN CLUB
EVENTS AND FACILITY USE
([REDACTED])
CORRESPONDENCE)

Dave Snider, Director of Recreation and Cultural Services, made a verbal presentation to Council in response to the July 10, 2018 email correspondence received from [REDACTED] regarding Evergreen Club events and City facility booking fees for fundraising events for outside groups.

A general discussion followed clarifying the legal component of the fees and charges bylaw. All non-profits utilizing City facilities pay the same non-profit use fee and Staff does not have authority to forgive fees established within a bylaw.

Staff is working with the Evergreen Club on a one year management agreement for facility use with a planned and measured approach to service levels. The Club's use of the facility will be focussed on the downstairs floor so as not to take rental revenue away from the upstairs with a provision for a space use budget for anything outside the designated area; if over-budget, provide space rental at non-profit use rate (with Council's approval).

Mayor Jangula left Council Chambers at 6:18 p.m.; Councillor Lennox took the chair
Mayor Jangula returned to Council Chambers and took his seat at 6:20 p.m.

Councillor Frisch left Council Chambers at 6:21 p.m.
Councillor Frisch returned to Council Chambers at 6:25 p.m.

Dave Snider to respond to [REDACTED] in person and have the Evergreen Executive Director facilitate the meeting. Staff to engage and educate on the Evergreen Club's facility use for future events and communicate to CRA Board and Evergreen Club Executive that the Florence Filberg Centre is a City owned facility.

.05
ADJOURNMENT

The special In Camera meeting adjourned at 6:30 p.m. and immediately proceeded to a special Restricted In Camera meeting [REDACTED]
[REDACTED]

CERTIFIED CORRECT

Corporate Officer

Adopted this 17th day of September, 2018

Mayor

Minutes of an In Camera Meeting held September 17th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:39 p.m.

Attending:

Mayor: L. V. Jangula

**Councillors: E. Eriksson
D. Frisch
D. Hillian
M. Theos
B. Wells**

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorchta, Manager of Legislative & Corporate Administrative Services

.01

MINUTES

Moved by Hillian and seconded by Wells that the July 16th, 2018 Special In Camera meeting minutes be adopted.

Carried

Moved by Hillian and seconded by Wells that the August 30th, 2018 Special Restricted In Camera meeting minutes be adopted.

Carried

.02

BASELESS COMPLAINT
AGAINST RECREATION
INSTRUCTOR
7710-01

Moved by Hillian and seconded by Wells that the August 28th, 2018 Confidential Briefing Note “Baseless Complaint Against Recreation Instructor”, be received for information and that Council endorse the action taken by staff as noted in the brief.

Carried

.03

COUNCILLOR HILLIAN
RESOLUTION
RANDY WIWCHAR
RECOGNITION

Moved by Hillian and seconded by Frisch that

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 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*.

Be it further resolved that Council rise and report on this resolution as deemed appropriate by staff.

Carried

.04

COMOX VALLEY
REGIONAL DISTRICT
(CVRD) AND K'OMOKS
FIRST NATION (KFN)
MUTUAL BENEFIT
AGREEMENT (MBA)

Moved by Wells and seconded by Hillian that Council approve the Comox Valley Regional District (CVRD) and K'omoks First Nation (KFN) water service mutual benefit agreement (MBA) received September 14, 2018 via email from Marc Rutten, CVRD and including the recommended changes from Don Lidstone, Lidstone & Company, in the email received at 6:08 p.m., September 17, 2018.

Carried

The meeting adjourned at 7:06 p.m.

.05

ADJOURNMENT

CERTIFIED CORRECT

Corporate Officer

Adopted this 24th day of September, 2018

Mayor

Minutes of a Special Restricted In Camera Meeting held September 24th, 2018 in the City Hall Council Chambers, Courtenay, B.C. commencing at 4:02 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian via Teleconference

R. Lennox

M. Theos

B. Wells

Staff:

D. Allen, CAO

W. Sorchta, Manager of Legislative & Corporate Administrative Services

.01
MINUTES

Moved by Wells and seconded by Lennox that the September 17th, 2018 Special In Camera meeting minutes be adopted.

Carried

.02
COMOX VALLEY
REGIONAL DISTRICT
(CVRD) AND K'OMOKS
FIRST NATION (KFN)
MUTUAL BENEFIT
AGREEMENT (MBA)
5600-04

A discussion was held regarding the Comox Valley Regional District (CVRD) and K'omoks First Nation (KFN) revised water service mutual benefit agreement (MBA).

David Allen provided a verbal update to Council regarding the legal opinion and recommendation received from Don Lidstone, Lidstone & Company, in the email dated September 24, 2018 related to section 2.3 of the agreement.

Moved by Hillian and seconded by Wells that the revised Comox Valley Regional District (CVRD) and K'omoks First Nation (KFN) water service mutual benefit agreement (MBA) be received for information.

Carried

Councillor Lennox left the meeting at 4:18 p.m.

Councillor Lennox returned and took her seat at 4:19 p.m.

[REDACTED]

Wendy Sorchta left the meeting at 4:19 p.m.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Councillor Lennox left the meeting at 5:29 p.m.
Councillor Lennox returned and took her seat at 5:31 p.m.

.05
ADJOURNMENT

Moved by Lennox and seconded by Wells that the meeting now
adjourn at 6:25 p.m.
Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 1st day of October, 2018

Mayor



December 27, 2018

Dear City of Courtenay Mayor and Council,

The Comox Valley Coalition to End Homelessness (Coalition) works as a collective to plan, coordinate, recommend and implement community responses to homelessness.

On December 17th, 2018 the Coalition presented to city council to give an update on our work. The update included a concern about the increasing number of homeless encampments in Courtenay and a suggestion on how to help manage them through a collaborative coordinated community response to homeless outreach. This approach involves community case planning for vulnerable individuals with complex needs and multiple challenges. Building trusting relationships and taking a non-judgemental approach with the homeless and vulnerable/at risk population in the Comox Valley will increase safety, reduce criminal activity and alleviate perceived negative impacts on the community.

Recently, the Coalition was encouraged by BC Housing to formalize a collaborative coordinated response to homelessness based on the successes of similar approaches in Victoria and Nanaimo. In addition, over the last 2 years, the Coalition has hosted monthly meetings providing local outreach workers with an ongoing opportunity to identify challenges in community outreach and gaps in services for at-risk individuals. One of the top priorities identified by the team was for a more coordinated approach to outreach including a designated coordinator to schedule group outreach and communications.

As a result, at the presentation to council the Coalition requested \$35,000 to increase the current Coalition coordinator position from 15 hours per week to full-time to enable this coordinated response. At the time, we were asked by council to submit a letter with a more detailed request including some examples of successful coordinated outreach responses in other communities.

The increased time for the coordinator will provide facilitation for the development and implementation of a coordinated team response by outreach workers from multiple organizations. A collaborative response will maximize resources and minimize duplication of services and enhance responses and case planning between social service agencies, Island Health, RCMP, municipal staff, provincial organizations such as BC Housing, MFCD and MSDPR, the local businesses community and neighbourhoods impacted by homelessness. This coordinated case management approach assists those living rough or precariously housed to connect to potential supports and navigate the multiple systems that exist. Examples of what outreach workers do include; connecting to primary health care, applying for income assistance, accessing living supports, tax returns, housing applications, vulnerability assessments and acquiring identification. The dedicated time of the coordinator will also facilitate a single point of contact for municipalities and RCMP in cases when assistance or intervention by social service providers is required.

Many of our social service agencies have only one designated outreach worker who often do their work in isolation. This coordination will provide an opportunity for peer support, information sharing, safety, comradery and planning which is paramount to a more effective outreach response in our community. It will also provide the benefit of consolidated data and information on the causes of homelessness and

gaps in services to those most vulnerable. This data will inform the development of services and prevention upstream as communication and support are strengthened between agencies, local government, RCMP, the province and within the Coalition to End Homelessness.

The Coalition also envisions the coordinator will be able to provide information and education that raises awareness and builds understanding in the community with respect to homelessness. This will be achieved through presentations and small group discussions with businesses and neighbourhoods as well as by providing clients assistance in being respectful of the places they live in and people they encounter.

There are multiple examples of successful community coordinated outreach responses including the Victoria Integrated Community Outreach Team (VICOT). This team was formed in 2007 as a response to the Mayor's Task Force on Breaking the Cycle of Mental Illness, Addictions and Homelessness, and provides coordinated outreach to those who are hardest to house. The CVOT headquarters are located at the Our Place Drop-In Centre and today, VICOT continues to conduct coordinated team outreach including nursing staff, outreach workers, social workers, a probation officer, a police officer and a Ministry of Social Development (MSD) assistance worker.

As a result of being supported by VICOT, clients are involved with fewer police interactions, they remain successfully housed for longer, their use of emergency care facilities (including acute care beds) is decreased, their medication compliance improves (resulting in improved physical and mental well-being), they have increased opportunities to engage with social activities and groups, and have increased opportunities to engage in productive work that builds skills, abilities and confidence. VICOT clients also indicated they are seeing improvement in their lives and that they have an increased capacity to build and maintain healthy relationships with others.

Another successful example of coordinated outreach is the DOAP (Downtown Outreach Addiction Partnership Team) in Calgary, AB. Their coordinated response also includes a Homeless Encampment Team who reaches out directly to those who are sleeping rough in camps.

The DOAP team approach to homeless outreach has resulted in similar benefits as the Victoria model and include clients no longer feeling vulnerable, increased access to services, trust built, reduction of unnecessary interactions/replacement with more appropriate interventions, harm reduction, and decreased visits to the hospital. Another benefit has been the education of the community and local businesses on issues of homelessness, poverty and harm reduction, thereby breaking stigma and strengthening neighbourhoods. According to their Executive Summary, the DOAP's measured outcomes show a \$9.43 social return on investment because of this coordinated response to those on the street.

A permanent drop-in centre for the homeless and at risk/vulnerable in our community is a priority this year on the Coalition's 5 year plan and would be complimentary to the collaborative responses described above. A safe space to go during the day where there are social connections, laundry facilities, showers, secure storage, computers and supports to access services will go a long way in engaging participants, ultimately leading to the possibility of addressing their current circumstances. As indicated during the Coalition's presentation, the Coalition recently applied for funding through the provincial Civil Forfeiture grants to proceed with opening the drop in centre. There have been efforts to find a suitable location and the Coalition has recommended that a portion of the allocation of the CVRD Homeless Support Services in 2019 be for the readying of a space for the purpose of a drop in.

Currently the funding for the Coalition coordinator is held by the Comox Valley Transition Society (CVTS). CVTS pays the wages and WCB premiums to the coordinator on a monthly basis. This has worked well and CVTS is prepared to continue in this capacity. The coordinator is accountable to the Coalition through the leadership team.

The anticipated outcomes of investing in this coordination are: improved lives for clients, simplified access and pathways to services, greater equity and consistency in service, increased efficiency and accountability, enhanced safety for outreach workers and community and reduced crime. A coordinated response has garnered support from the RCMP, Vancouver Island Regional Library, multiple social service agencies and the Downtown Courtenay Business Improvement Association.

Thank you for your consideration of providing this funding. Please let us know if you need more information or would like to meet to discuss further.

Sincerely,

The Leadership Team of the Comox Valley Coalition to End Homelessness

Resources:

<https://www.homelesshub.ca/solutions/systems-approach-homelessness/strategies-strengthen-homeless-service-integration>

<https://www.homelesshub.ca/solutions/emergency-response/coordinated-intake>

<https://www.publicsafety.gc.ca/cnt/cntrng-crm/plcng/cnmcs-plcng/ndx/dtls-en.aspx?n=118>

<https://coolaid.org/resource/victoria-integrated-community-outreach-team-vicot/>

https://archive.news.gov.bc.ca/releases/news_releases_2005-2009/2008HEALTH0013-000123-Attachment1.htm

<http://alphahousecalgary.com/services/outreach/>

<http://alphahousecalgary.com/wp-content/uploads/2015/06/DOAP-Executive-Summary-5-pages-Final.pdf>

http://conference.caeh.ca/wp-content/uploads/D8_HF8_S.Richardson-Candice-G.Housing-Chronic-Shelter-Stayers-through-Collective-Impact-v4.pdf

http://conference.caeh.ca/wp-content/uploads/E1_LPP9_Alina-Turner-chf.pdf

http://conference.caeh.ca/wp-content/uploads/B8_HF4_RaymondLandry_Presentation-to-the-CAEHnationalconference2018.pdf

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2942

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. 2942, 2019**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 11, District Lot 157, Comox District, Plan 49928 (1435 Griffin Drive), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S); 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 _____, 2019

Read a second time this _____ day of _____, 2019

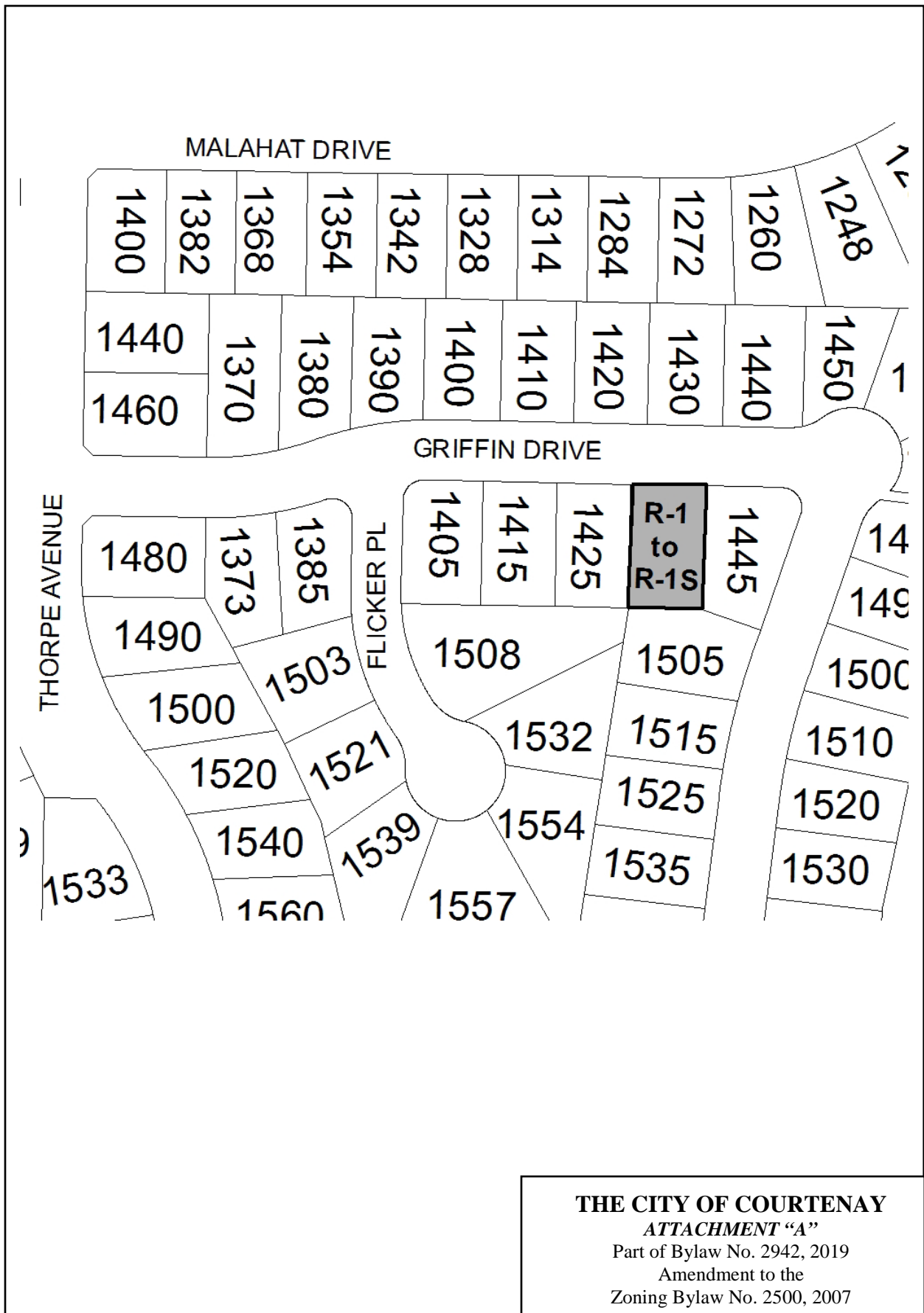
Considered at a Public Hearing this day of , 2019

Read a third time this _____ day of _____, 2019

Finally passed and adopted this day of , 2019

Mayor

Corporate Officer



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2948

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. 2948, 2018”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by amending Part 1 to add the following definitions:

“family development centre” means a facility that includes preschool, education, skills training, literacy courses, employment readiness, career counselling, job search, resume writing, job placement, curriculum upgrades, youth and elder programming, health and wellness programs complex learning behavioural programs, legal aid, poverty law advocacy, family law advocacy, general advocacy, food bank, public legal education and services, social services and associated ancillary uses.

- (b) by amending Section 8.24.1 by adding “(32) notwithstanding any provision of this bylaw, “*day care*” and “*family development centre*” are permitted use on Lot C, Section 41, Comox District, Plan 13660 and the Remainder of Lot 5, Section 41, Comox District, Plan VIP13075 (1625 and 1679 McPhee Avenue).

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 3rd day of December, 2018

Read a second time this 3rd day of December, 2018

Considered at a Public Hearing this 17th day of December, 2018

Read a third time this _____ day of _____, 2018

Finally passed and adopted this day of , 2018

Mayor

Corporate Officer

Approved under S.52(3)(a) of the *Transportation Act*

Brendan Kelly, Development Technician
Ministry of Transportation and Infrastructure