

**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:** June 10, 2019  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**K'OMOKS FIRST NATION ACKNOWLEDGEMENT**

**1.00 ADOPTION OF MINUTES**

- 1 1. Adopt May 21<sup>st</sup>, 2019 Regular Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

- 11 1. Jennell Ellis, Breathe Clean Air Comox Valley

**4.00 STAFF REPORTS/PRESENTATIONS**

**(a) Recreation and Cultural Services**

- 15 1. Courtenay Recreational Association - Letter of Understanding Evergreen Club and Building Friendships

**(b) Development Services**

- 33 2. Development Variance Permit No. 1828 - 301 Puntledge Road
- 51 3. Development Permit with Variances No. 1902 - 632, 656, 668 & 680 - 5<sup>th</sup> Street
- 73 4. Housing Needs Reports - Regional Approach
- 83 5. City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019
- 103 6. Zoning Amendment Bylaw No. 2955 - #103-1025 Cliffe Avenue
- 137 7. Zoning Amendment Bylaw No. 2969 to Allow for a Secondary Suite at 1573 Hurford Avenue

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 151 1. St. George's United Church - Thank You Letter - Funding for Facility Renovations
- 153 2. Climate Change Letter of Response Received from BHP Group Limited
- 155 3. John Howard Society of North Island Thank You Letter - Grant-in-Aid Funding

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 157 1. Briefing Note - Lewis Park Staircase - Project Completion Update 2019
- 161 2. Heritage Advisory Commission Meeting Minutes April 24, 2019

**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. Councillor McCollum - Smoking Bylaw - Parks and Public Spaces**

Whereas, the smoking of tobacco, cannabis and vaping products impacts the public's enjoyment of parks and public spaces and may create a health hazard for some; and

Whereas, limiting the availability of public spaces to consume such products has been proven to decrease use; and

Whereas, the public use of cannabis is expected to become more prevalent with the legal sale of recreational cannabis in the City of Courtenay; and

Whereas, local droughts and fire seasons are becoming increasingly longer and more intense, and the City must ensure that the activities carried out in our parks do not increase the risk of fire;

Therefore be it resolved that Council direct staff to prepare a bylaw to prohibit the smoking of tobacco and cannabis, and the use of vaping devices, in the City of Courtenay's parks and properties.

**9.00 UNFINISHED BUSINESS**

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Whereas, the public use of cannabis is expected to become more prevalent with the legal sale of recreational cannabis in the City of Courtenay; and

Whereas, local droughts and fire seasons are becoming increasingly longer and more intense, and the City must ensure that the activities carried out in our parks do not increase the risk of fire;

Therefore be it resolved that Council direct staff to prepare a bylaw to prohibit the smoking of tobacco and cannabis, and the use of vaping devices, in the City of Courtenay's parks and properties.

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**For First and Second Reading**

163 1. "Zoning Amendment Bylaw No. 2955, 2019"  
(A bylaw to allow storefront cannabis retailer as permitted use - #103-1025 Cliffe Avenue)

165 2. "Zoning Amendment Bylaw No. 2969, 2019"  
(A bylaw to allow for a secondary suite - 1573 Hurford Avenue)

**For Final Adoption**

167 1. "City of Courtenay Single Use Plastics Regulation Bylaw No. 2970, 2019"  
(A bylaw to regulate the business use of single use plastics)

**13.00 ADJOURNMENT**

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

Bylaw No. 2922 - OCP Amendment to change the land use designation from urban residential to multi residential and to amend the "City of Courtenay OCP Land Use" map (2048 - 13<sup>th</sup> Street)

Bylaw No. 2927 - Zoning Amendment to add multi residential dwellings as permitted use (2048 - 13<sup>th</sup> Street)

Bylaw No. 2962 - Zoning Amendment to allow for a secondary suite (2100 Arden Road)



Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay, B.C., on Tuesday, May 21, 2019 at 4:00 p.m.

**Attending:**

**Mayor:** Bob Wells  
**Councillors:** W. Cole-Hamilton  
D. Frisch  
D. Hillian  
W. McCollum  
W. Morin  
M. Theos via Teleconference

**Staff:**

D. Allen, CAO  
J. Ward, Director of Legislative & 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  
R. O’Grady, Director of Engineering Services  
D. Snider, Director of Recreation and Cultural Services  
M. Fitzgerald, Planning Supervisor  
A. Guillo, Manager of Communications

**1.00 ADOPTION OF MINUTES**

**.01** Moved by Cole-Hamilton and seconded by Morin that the May  
MINUTES 6<sup>th</sup>, 2019 Regular Council meeting minutes be adopted.  
**Carried**

**2.00 ADOPTION OF LATE ITEMS**

**3.00 DELEGATIONS**

May Partridge of Comox Valley Unitarian Fellowship (CVUF) presented information to Council related to Canada's changing climate. The delegation asked Council to consider making a declaration of climate emergency and incorporate the impacts of climate change as part of Council’s planning, policies and actions. Ms. May suggested forming a standing committee to establish measures and protocols to address climate driven events such as storm, fire and flood emergencies with focused public reporting through the City’s website and social media.

**4.00 STAFF REPORTS/PRESENTATIONS**

**.01** Moved by Frisch and seconded by McCollum that based on the  
DEVELOPMENT May 21<sup>st</sup>, 2019 staff report “Development Variance Permit No. 1902 -  
VARIANCE PERMIT 4100 Fraser Road”, Council approve OPTION 1 and issue Development  
NO. 1902 (4100 Variance Permit No. 1902.  
FRASER ROAD) **Carried**  
3090-20-1902

**.02**

BYLAW NO. 2961  
ZONING AMENDMENT  
(379 - 4<sup>TH</sup> STREET)  
3360-20-1821

Moved by McCollum and seconded by Frisch that based on the May 21<sup>st</sup>, 2019 staff report “Zoning Amendment Bylaw No. 2961 - 379 - 4<sup>th</sup> Street”, Council approve OPTION 1 and not proceed with Zoning Amendment Bylaw No. 2961, 2019.

**Carried**

**.03**

BYLAW NO. 2922  
OCP AMENDMENT &  
BYLAW NO. 2927  
ZONING AMENDMENT  
(2048 - 13<sup>TH</sup> STREET)  
3360-20-1803

Moved by Cole-Hamilton and seconded by Hillian that based on the May 21st, 2019 staff report entitled “OCP Amendment Bylaw No. 2922 and Zoning Amendment Bylaw No. 2927 – 2048 - 13<sup>th</sup> Street” Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second readings of “OCP Amendment Bylaw No. 2922” to permit development of a two storey apartment building at 2048-13<sup>th</sup> Street.
2. That Council give First and Second Readings of “Zoning Amendment Bylaw NO. 2927”.
3. That Council direct staff to schedule a Public Hearing for “OCP Amendment Bylaw No. 2922” and “Zoning Amendment Bylaw No. 2927” on June 10, 2019 at 5:00pm in City Hall Council Chambers.
4. That Final Reading of proposed Zoning Amendment Bylaw No. 2927, be withheld until a Section 219 covenant is registered on the subject property mandating the following:
  - a. Stating the amenity contributions required;
  - b. Finalization of the stormwater management strategy and design to the satisfaction of the City and incorporating recommendations made in the January 12, 2018 Environmental Assessment by Current Environmental to redirect stormwater flows into the Piercy Creek headwaters; and,
  - c. Restricting development within the environmentally sensitive features and 30m buffer of those features as identified in the January 12, 2018 Environmental Assessment by Current Environmental.

**Carried**

**.04**

APPOINTMENT OF A  
MEMBER TO THE  
HERITAGE ADVISORY  
COMMISSION  
6800-01

Moved by Hillian and seconded by Frisch that based on the May 21<sup>st</sup>, 2019 staff report “Appointment of a New Member to the Heritage Advisory Commission”, Council appoint Mr. Glen Greenhill to the Heritage Advisory Commission.

**Carried**



**.05**  
BYLAW NO. 2962,  
ZONING  
AMENDMENT,  
SECONDARY SUITE  
(2100 ARDEN ROAD)  
3360-20-1907

Moved by Frisch and seconded by Morin that based on the May 21<sup>st</sup>, 2019 Staff report, “Zoning Amendment Bylaw No. 2962 to Allow for a Secondary Suite at 2100 Arden Road” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2962, 2019; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2962, 2019 on June 10<sup>th</sup>, 2019 at 5:00 p.m. in the City Hall Council Chambers.

**Carried**

**VARY AGENDA**

**.01**  
VARY AGENDA  
SECTION 8.00  
RESOLUTIONS OF  
COUNCIL

Moved by Hillian and seconded by McCollum that Council vary the May 21<sup>st</sup>, 2019 Regular Council agenda and move item 8.00 *Resolutions of Council* ahead on the agenda to be addressed before items 5.00, 6.00 and 7.00.

**Carried**

**8.00 RESOLUTIONS OF COUNCIL**

**.01**  
COUNCILLOR COLE-  
HAMILTON,  
CLIMATE CRISIS  
DECLARATION

Moved by Cole-Hamilton and seconded by McCollum that

Whereas the impacts of climate change in the form of extreme weather events such as wildfires, floods, droughts, extreme precipitation, coastal erosion and storms are occurring at an accelerated rate and with growing frequency, creating major financial, social and environmental costs which are largely being borne by local governments and the residents they serve;

Whereas municipal governments are responsible for building, upgrading, repairing and maintaining roughly two thirds of all government infrastructure in Canada, and receive only \$.08 of every tax dollar collected in Canada;

Whereas although all residents of our community will be impacted by climate change, some citizens may be more vulnerable to extreme climate events depending on the proximity of their homes to wildfire, erosion or flood zones; and

Whereas there is an urgent need for action but a lack of resources and coordination to support local governments in their ability to adapt to and mitigate the ongoing effects of climate change with respect to emergency preparedness measures and infrastructure upgrades, repairs and maintenance; and

Whereas many British Columbia municipalities and regional districts have formally recognized the climate crisis or have declared an emergency in order to emphasize the need for resources and support from senior levels of government;

Therefore, be it resolved:

- a) that the City of Courtenay formally recognize the climate crisis and request the provincial and federal governments to allocate resources to equip a local government response;
- b) that the City of Courtenay's response to the climate crisis be considered as part council's upcoming strategic planning session in the fall of 2019 with discussion to include: participation in regional climate action and emergency program initiatives as well as identifying and securing the necessary resources to implement climate action initiatives;
- c) that prior to council's 2019 strategic planning session, City staff work with staff of other regional local governments to identify tangible actions the City can take to address this crisis and refer these to Council for consideration and that if Council approves these actions, any City-related resource requirements be included for consideration in the 2020 budget and Five Year Financial Plan; and
- d) that climate change mitigation and adaptation be considered at all stages of development of the City's new Official Community Plan.

**Carried**

**The council meeting recessed at 6:44 p.m.**

**The meeting reconvened at 7:07 p.m.**

**.02**

COUNCILLOR FRISCH-  
BIKE TO WEEK WORK

Moved by Frisch and seconded by McCollum that

Whereas May 27<sup>th</sup> to June 2<sup>nd</sup>, 2019 is BC Bike to Work Week; and

Whereas the Comox Valley is one of the most active communities in BC,

Therefore be it resolved that City of Courtenay Council, staff, and the community rise to the challenge and compete for the most kilometres travelled by bike during "Bike to Work Week."

**Carried**

Mayor Wells recognized the City of Courtenay's commitment to Bike to Work Week by way of proclamation announcing May 27<sup>th</sup> to June 2<sup>nd</sup>, 2019 as "Bike to Work Week" in Courtenay

**.03**

MAYOR WELLS-  
NATIONAL TENT CITY  
STRATEGY

Moved by Hillian and seconded by Frisch that

Whereas Tent Cities are on the rise across the country; and

Whereas the root causes of Tent Cities tend to be lack of affordable housing as well as mental health and addictions issues which are outside the mandate and control of municipalities;

Therefore be it resolved the Federation of Canadian Municipalities (FCM) lobby the Federal government to create a National strategy that aims to eliminate the need for tent cities, and, in the meantime, to support communities with the management of tent cities.

**Carried**

**.04**

IN CAMERA MEETING

Moved by Frisch and seconded by McCollum that notice is hereby given that a Special In-Camera meeting closed to the public will be held May 21<sup>st</sup>, 2019 at the conclusion of the Regular Council Meeting pursuant to the following sub-section of the *Community Charter*:

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

**Carried**

**.05**

RESOLUTION TO  
CANCEL MAY 27,  
2019 COMMITTEE OF  
THE WHOLE  
MEETING  
0580-01

Moved by Cole-Hamilton and seconded by McCollum that Council cancel the Committee of the Whole meeting scheduled for Monday, May 27<sup>th</sup>, 2019 to accommodate preparation and travel to the 2019 Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show.

**Carried**

## **5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01**

VILLAGE OF  
CUMBERLAND

Moved by Frisch and seconded by Morin that the correspondence dated May 6<sup>th</sup>, 2019 from Mayor Leslie Baird, Village of Cumberland, requesting that the City of Courtenay consider a revenue sharing arrangement with other local governments for provincial casino gaming revenue related to Chances Courtenay Gaming Centre, be received for information; and

That Council write a letter of response to Mayor Baird, Village of Cumberland, thanking her for her letter and indicating that, at this time, Council will continue to utilize gaming revenues for the benefit of the Comox Valley as the City of Courtenay has done in the past.

**Carried**

**.02**  
TRESPASS AND  
HOMELESS  
ENCAMPMENTS  
ALONG PIERCY  
CREEK

Moved by Frisch and seconded by McCollum that the correspondence dated April 30<sup>th</sup>, 2019 from landowners Gail Neuls, Dean Neuls, Kathy Samson, Jan Slomp, Barry Willis and the Millard-Piercy Watershed Stream-keepers (MPWS) seeking the City of Courtenay's support to restrict access to adjoining properties along Piercy Creek through the provision of signage and fencing, be received for information.

**Carried**

**.03**  
DCBIA - EVENT  
STREET CLOSURE -  
MARKET DAY AND  
SUMMER STREET  
MARKET EVENTS  
REQUEST FOR ROAD  
CLOSURE SUPPORT

The correspondence dated April 29<sup>th</sup>, 2019 from the Downtown Courtenay Business Improvement Association, requesting the City of Courtenay's support for their Market Day and Summer Street Market events, was received for information.

Moved by Frisch and seconded by McCollum that Council direct staff to prepare a report outlining the cost and implications for the City to support the Downtown Courtenay Business Improvement Association with street closures for their Market Day and Summer Street Market events.

**Carried**

## **6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01**  
5<sup>TH</sup> STREET BRIDGE  
REHABILITATION  
PROJECT  
5335-20; 5400-02

Moved by Hillian and seconded by Frisch that the May 21<sup>st</sup>, 2019 briefing note "5<sup>th</sup> Street Bridge Rehabilitation Project", be received for information.

**Carried**

Ehren Lee and Eric Sears, Urban Systems, presented information to Council related to the 5<sup>th</sup> Street Bridge Rehabilitation Project. The presentation provided an overview and history of the project, including project development, costs and project options; the presentation was received for information.

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

COUNCILLOR  
COLE-HAMILTON

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

- SAGE (Sustainable Action Group for the Environment) Recycling and Waste Diversion presentation
- CVRD Comox Valley Exhibition Grounds and Facilities tour
- Project Watershed Estuary Tour
- Cumberland Wetlands conference
- Heritage BC Annual conference
- Town Hall on Forests and Climate Change event
- Comox Valley Drug Strategy Committee meeting
- Downtown Courtenay Business Improvement Association AGM

**R10/2019 - May 21, 2019**

- Comox Valley Local Heroes Awards event
- Move2Electric EV Electric Car and Bike Show event volunteer

COUNCILLOR  
FRISCH

Councillor Frisch reviewed his attendance at the following events:

- CVRD Water Committee meeting
- CVRD Sewage Commission meeting
- CVRD Committee of the Whole meeting
- K'ómoks First Nation agreement with Department of Nations for access to KFN land at goose spit
- Recycling Council of BC Conference on Circular Economy: Moving Beyond Waste
- Project Watershed Estuary Tour
- Move2Electric EV Electric Car and Bike Show event

COUNCILLOR  
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- Comox Valley Social Planning Society AGM
- CVRD Comox Valley Exhibition Grounds and Facilities tour
- 2019 McDonald's McHappy Day fundraising event for children's charities
- Comox Valley Chamber of Commerce Community Update event
- Project Watershed Estuary Tour
- Cumberland Wetlands Conference - Community Roundtable
- CVRD Sewage Commission meeting
- CVRD Committee of the Whole meeting
- Meeting with staff and Comox Valley Homelessness Coalition Re: proposed day centre
- Downtown Courtenay Business Improvement Association AGM
- May 16th - Community Justice Centre monthly meeting; Local Heroes event

COUNCILLOR  
MORIN

Councillor Morin reviewed her attendance at the following events:

- CVRD Comox Valley Exhibition Grounds and Facilities tour
- Cumberland Wetlands conference
- CVRD Sewage Commission meeting
- CVRD Water Committee meeting
- CVRD Committee of the Whole meeting
- Move2Electric EV Electric Car and Bike Show event

COUNCILLOR  
THEOS

Councillor Theos reviewed his attendance at the following events:

- Pacific Regional FireFit Championships event hosted by the Courtenay Fire Department

Councillor Theos expressed interest in having a Food truck festival in Courtenay

**R10/2019 - May 21, 2019**

MAYOR  
WELLS

Mayor Wells reviewed his attendance at the following events:

- Celebration of Life for Dr. Lou Dryden, former president, North Island College
- Comox Valley Newcomers Alumnae Association meeting
- Courtenay Volunteer Fire Department Council orientation and facilities tour
- Provincial Government funding announcement \$1 million for the Kus-Kus-Sum project
- Courtenay Rotary event celebrating Comox Valley Autism Centre
- Comox Valley Chamber of Commerce AGM
- Comox Valley Recovery Centre AGM dinner
- Courtenay Recreation and Cultural Services facilities tour
- Meet and greet with the Royal Canadian Air Force Snowbirds and presented the snowbirds with a Proclamation “Canadian Armed Forces Snowbirds Week” May 1<sup>st</sup> to 7<sup>th</sup>
- Georges P. Vanier Secondary School Leaders meeting
- Development Industry Working Group meeting
- Downtown Courtenay Business Improvement Association AGM
- Comox Valley Local Heroes Awards event
- Comox Rotary Club presentation “successes, challenges and in-progress projects”
- L’Arche Comox Valley and I Belong Centre raffle fundraiser event
- Move2Electric EV Electric Car and Bike Show event
- Royal Canadian Legion breakfast
- Thunderball Basketball event
- Cumberland May Day (Victoria Day) parade and celebration and May Queen Lunch
- Meeting with George Heyman, Minister of Environment and Climate Change Strategy to discuss solid waste funding opportunities and leadership for provincial waste reductions (i.e. plastics and packaging)

**9.00 UNFINISHED BUSINESS**

**.01**  
MEMORIAL  
PROGRAM  
6200-05

Moved by McCollum and seconded by Frisch that based on the March 25<sup>th</sup>, 2019 staff report “Memorial Program”, Council adopt OPTION 1 and direct staff to discontinue the existing memorial program.  
**Carried**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**.01**  
BYLAW NO. 2961,  
2019, ZONING  
AMENDMENT - STORE  
FRONT CANNABIS  
RETAILER AS  
PERMITTED USE  
(379 - 4<sup>TH</sup> STREET)

Council did not proceed with Zoning Amendment Bylaw No. 2961, 2019 as recommended in OPTION 1 of the May 21, 2019 staff report “Zoning Amendment Bylaw No. 2961 - 379 - 4<sup>th</sup> Street”.

**.02**  
BYLAW NO. 2922,  
2019, OCP  
AMENDMENT  
CHANGE THE LAND  
USE DESIGNATION  
FROM URBAN TO  
MULTI RESIDENTIAL  
(2048 - 13<sup>TH</sup> STREET)

Moved by McCollum and seconded by Frisch that “Official Community Plan Amendment Bylaw No. 2922, 2019” pass first and second reading.

**Carried**

**.03**  
BYLAW NO. 2927,  
2019, ZONING  
AMENDMENT – MULTI  
RESIDENTIAL AS  
PERMITTED USE  
(2048 - 13<sup>TH</sup> STREET)

Moved by Frisch and seconded by McCollum that “Zoning Amendment Bylaw No. 2927, 2019” pass first and second reading.

**Carried**

**.04**  
BYLAW NO. 2962,  
2019 , ZONING  
AMENDMENT ,  
SECONDARY SUITE  
(2100 ARDEN ROAD)

Moved by Hillian and seconded by Cole-Hamilton that “Zoning Amendment Bylaw No. 2962, 2019” pass first and second reading.

**Carried**

**13.00 ADJOURNMENT**

**.01**

Moved by Hillian and seconded by Frisch that the meeting now adjourn at 7:52 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 10<sup>th</sup> day of June, 2019**

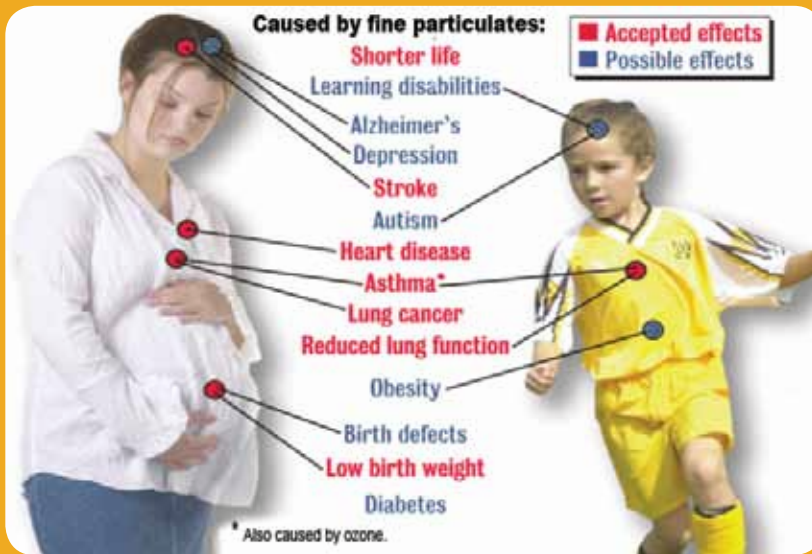
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**Mayor**



# Wood Smoke in the Comox Valley

Breathe Clean Air Comox Valley

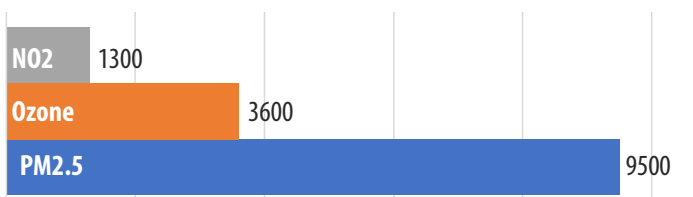


Thousands of studies show how fine particulates (PM2.5) harm people. Many effects are now accepted by the medical community and new research is highlighting many other likely effects.

To learn more visit "Doctors & Scientists Against Wood Smoke Pollution" at [woodsмокеpollution.org](http://woodsмокеpollution.org).

## Estimate of Premature Deaths from Air Pollution in Canada

Health Canada estimates that 14,400 deaths per year in Canada can be attributed to human sources of these three air pollutants.



From: "Health Impacts of Air Pollution in Canada: An estimate of premature mortalities" by Health Canada, 2017.

## What is PM2.5?

Particulate Matter (PM) that is 2.5 microns ( $\mu\text{m}$ ) wide or smaller is called PM2.5. These fine particulates are inhaled deep into the lungs. They pass into the bloodstream and travel to all parts of the body, even the brain. Wood smoke is full of PM2.5.

Human hair  
70  $\mu\text{m}$  wide

Red Blood Cell  
10  $\mu\text{m}$  wide

PM2.5  
2.5  $\mu\text{m}$  & smaller

## Wood smoke and our health

All types of smoke are harmful to human health.

Cigarette and wood smoke are both full of fine particulates (often called PM2.5) and other toxins. The fine particulates get deep into our lungs and travel into our bloodstream.

**Infants and children** are among the most vulnerable to the harmful effects of fine particulates.

Their developing lungs are easily affected by wood smoke. The pollution can increase asthma rates and attacks and other respiratory issues like pneumonia and bronchitis.

Children's lifetime risk of lung cancer increases when they breathe wood smoke and their immune function can decrease.

Wood smoke pollution has also been linked to lower birthweights and pre-term deliveries.

**For adults**, wood smoke can cause inflammation, worsen heart and lung disease, and result in strokes. Even short-term exposure can trigger heart attacks.

Studies indicate that particulate pollution is also a risk factor in the development and progression of brain diseases like Alzheimer's and Parkinson's. It has also been linked to worsened brain function.

**No one is immune.** Just like with cigarette smoke, people who breathe in wood smoke might not get sick. But everyone's *risk* of negative health effects increases when they breathe in any kind of smoke.

"There is no safe level of exposure to air pollution," according to Dr. Enns, Medical Health Officer with Island Health.

**"Particulate matter [PM] is considered the air pollutant of greatest concern to human health in B.C."**

**Research has shown that exposure to PM can lead to increased days lost from work or school, emergency room visits, hospital stays, and deaths."**

# Monitoring highlights role of wood heat

Two mobile monitoring studies have measured PM2.5 pollution in different areas of the Comox Valley.

The studies indicate that wood heat is the greatest source of pollution for many people.

The worst wood smoke pollution was mostly recorded in older residential neighbourhoods. But even one home can create a lot of pollution for neighbours.

Winter PM2.5 readings at the permanent government monitor in Courtenay also show a clear “wood stove signature” as the readings go up every evening and down during the day.



The first mobile study was done in 2008-09 by University of Victoria researchers (*sample map on left*). The second was done in 2017 by a University of BC researcher (*sample map on right*). View all of the maps from both studies, and learn more about what they mean at [www.breathecleanair.ca/problem/maps](http://www.breathecleanair.ca/problem/maps).

## How bad is Comox Valley air?

A BC government air monitoring station at Courtenay Elementary School measures PM2.5. It shows readings for each hour and each 24-hour period.

The readings show just how polluted our air gets.

Every winter, we frequently fail to meet BC’s Air Quality Objective for a 24-hour average. Sometimes an air quality advisory is issued for the bad days, but not always.

Of 13 communities monitored on Vancouver Island and the Sunshine Coast, Courtenay has the worst air quality. Our winter PM2.5 levels are also *far* higher than in Vancouver.

In fact, Courtenay has some of the worst levels of particulate matter in the whole province according to multiple State of the Air reports by the BC Lung Association.

To view readings at Courtenay’s monitor:  
[www.env.gov.bc.ca/epd/bcairquality/readings/map/station.html#E285829](http://www.env.gov.bc.ca/epd/bcairquality/readings/map/station.html#E285829)

### Personal stories about the impact of wood smoke

“There are hundreds of us in this beautiful valley who are having to use very expensive drugs every day because of all the wood smoke in the air.”

“I think about the development of my children’s lungs and their increased risk of lung and heart disease.”

“I have serious lung issues and feel like a prisoner in my own home with air cleaners running 24/7.”

“After about four years of living here I started getting asthma, and each year it got worse. I have had pneumonia numerous times...I’d never been troubled with it prior to moving here.”

“My neighbour is cutting off all his branches and burning them right away. The whole neighbourhood is full of toxic smoke....and it is coming directly into our house even with the windows closed. Have talked to him, but it just makes him burn all the more.”

“I’ve had to rewash clothes I left in the dryer overnight because they smelled like wood smoke the next day.”

More at: [www.breathecleanair.ca/problem/personal-stories](http://www.breathecleanair.ca/problem/personal-stories).

## Exposure to wood smoke

The closer wood burning happens to where people live, work and go to school, the greater the risk of exposure to smoke.

Home heating with wood and yard waste burning happen right where people live (and home heating occurs daily for many months). The risk of exposure is high.

Slash burning produces a lot of fine particulates in the Comox Valley, but usually far from where people live.

Other types of open burning often happen much closer to communities, which can create a greater risk of exposure than slash burning.



Residential wood heating



Backyard Burning



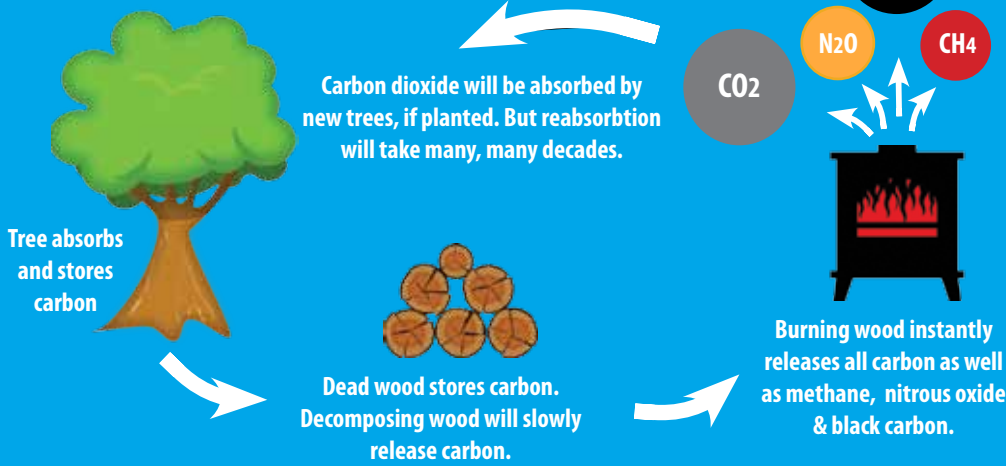
Land clearing & agricultural burning



Forestry slash burning



# Burning wood is not climate friendly



## Is wood heat the best environmental choice?

In the past, wood heat was pitched as a climate change-friendly heating fuel. Today, research indicates this is not true.

### Greenhouse gas emissions

Compared to natural gas, wood puts out 2 times more CO<sub>2</sub>, 60 times more methane and 400 times more Nitrous Oxide (N<sub>2</sub>O) for each unit of energy burned. It also puts out more CO<sub>2</sub> and N<sub>2</sub>O than the burning of oil or even coal.<sup>1</sup>

Some argue new trees will at least reabsorb the CO<sub>2</sub>. However, it takes *many* decades for new trees to grow enough to absorb the amount of CO<sub>2</sub> released during burning. We need to reduce the carbon we put into the atmosphere much quicker than that.

When a tree decomposes naturally, the carbon stored in the wood is released slowly and valuable nutrients are left behind to help new growth.

### Black Carbon

Canadian government inventories show that wood heating is one of the biggest sources of Black Carbon. In 2016, wood heating released 33% of all of Black Carbon emissions in the country.<sup>2</sup>

Black Carbon is a short-lived, small, airborne particle strongly linked to climate warming and health effects.

<sup>1</sup> 2006 IPCC Guidelines for National Greenhouse Gas Inventories, Volume 2, Chap. 2, Table 2.5.  
<sup>2</sup> Canada's Black Carbon Inventory 2018 Edition.

## Chemicals found in both wood and cigarette smoke

### Benzopyrene

One of the most potent cancer-causing chemicals known.

### Benzene

Causes Leukemia and other cancers.

### Formaldehyde

Used to preserve dead bodies. Causes cancer. Banned in many countries.

### Toluene

Is an industrial solvent. Affects the brain and nervous system

### Arsenic

A toxic metal used in insecticides and as a wood preservative.

### Anthracene

Used to make dyes, plastics and pesticides.

### Acrolein

Can affect the eyes, nose, throat and lungs. May contribute to heart disease.

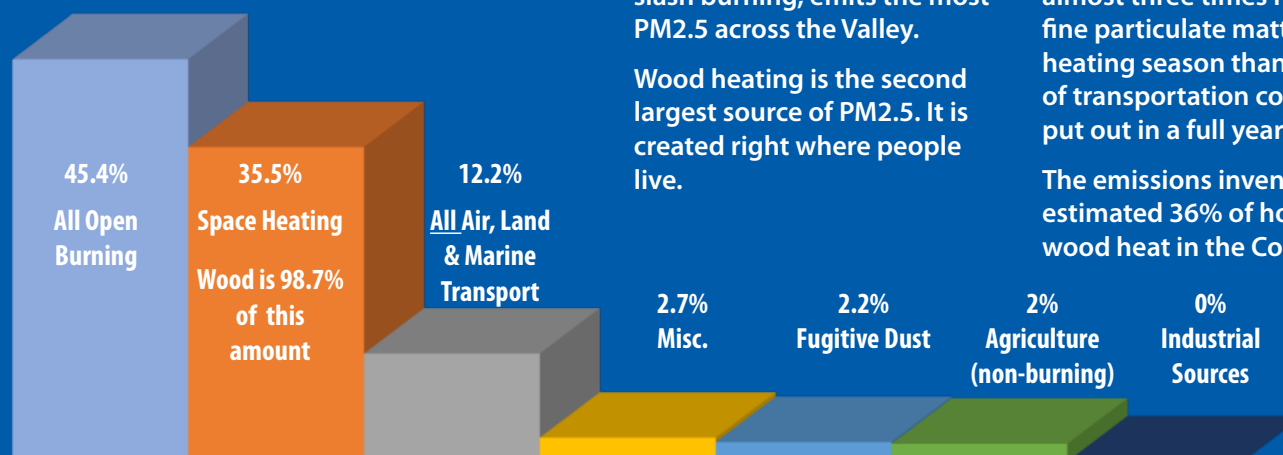


See: <http://burningissues.org/pdfs/WoodSmokeTobaccoSmtablemira.pdf>

**“In an age where most parents know better than to smoke cigarettes around their children, why are they still burning wood?”**

**BC Lung Association**

## Sources of PM2.5 in the Comox Valley



Open burning, such as forestry slash burning, emits the most PM2.5 across the Valley.

Wood heating is the second largest source of PM2.5. It is created right where people live.

Wood heating puts out almost three times more fine particulate matter in the heating season than all forms of transportation combined put out in a full year.

The emissions inventory estimated 36% of homes use wood heat in the Comox Valley.

# How we can clean up our air

## Government action

Governments need to use a combination of education, incentives and regulation.

**Educate about health impacts.** Increased awareness of the health risks of wood smoke increases motivation and support for change, at both the household and community level.

**Transition people to non-wood heat.** A lot of money has been spent on getting people to use newer wood stoves. But new stoves do not guarantee reduced emissions or prevent people from burning wet wood or other illegal materials. A perfectly run stove will still emit far more toxins and fine particulates than any other source heat.

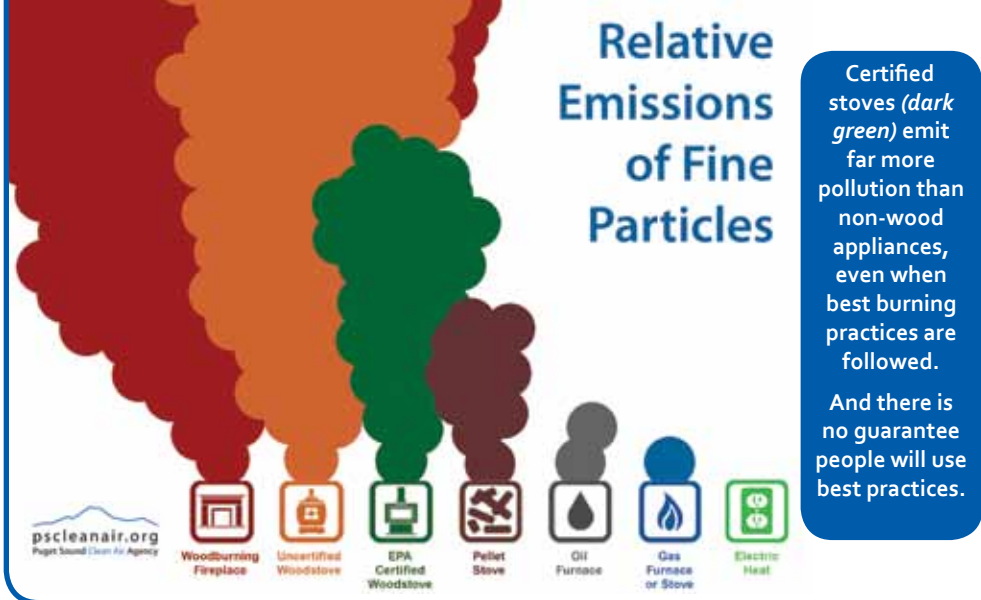
People need to switch to non-solid fuel sources of heat to guarantee a significant reduction in pollution, especially in densely populated areas. Cleaner heat sources will save public money because they do not require ongoing education on proper use or enforcement if misused. Cleaner heat also saves on health care costs.

**Ensure good incentive programs and affordable energy.** Except for baseboard heating, most other sources of heat cost about the same to operate as wood heat (for people buying their wood).<sup>1</sup> The cost of changing over to new, non-solid fuel appliances, however, is a known barrier for many.

We need good incentive or loan programs to help people switch. We also need to ensure electricity, our cleanest energy source, is affordable. And we need programs to help people better insulate their homes to reduce heating costs.

**Develop regulatory tools.** We need bylaws that define legal fuels and appliances and establish timelines for

<sup>1</sup> See: [breathecleanair.com/solutions](http://breathecleanair.com/solutions) for information comparing costs of heating fuels and other resources.



changes; stop the installation of new stoves; decommission old stoves; institute no burn days when air quality is poor; protect neighbours and the public from smoke; and have meaningful enforcement tools. The focus should be on densely populated areas.

**End yard waste and open burning.** Dropping off yard waste at landfills should be free, and composting and chipping should be promoted.

## Individual action

**Use clean heat.** If you heat with wood, switch to cleaner options for the health of your family and neighbours. Look for rebates to help you switch at [comoxvalleyrd.ca/woodstove](http://comoxvalleyrd.ca/woodstove).

**Stop outdoor burning.** If you burn wood or yard waste outside you are affecting people around you.

**Help raise awareness.** Talk to friends and family about the health risks of wood smoke pollution. Share our resources.

**Contact elected officials.** Call for immediate action to clean up our air and protect our health. Email addresses can be found at [breathecleanair.ca/resources](http://breathecleanair.ca/resources).

## The cost of wood heating

Many consider wood heating a way to save money. But what are the costs we don't think of? What are others paying as a result?

View our short film to learn more: [breathecleanair.ca/resources](http://breathecleanair.ca/resources)



## Reducing smoke saves lives

A successful wood smoke reduction program in Launceston, Australia saved lives.

It reduced deaths from respiratory disease by 28% and cardiovascular disease deaths by 20%.

The program focused on explaining the health effects of wood smoke pollution and replacing wood stoves with non-wood heating appliances.

Other programs that focused on teaching people how to operate their stoves or upgrade to new ones were not very effective.

See "What makes a successful wood smoke reduction program" by Dr. D.L. Robinson at: [breathecleanair.ca/resources](http://breathecleanair.ca/resources).

### Our vision:

- All residents are able to breathe clean air, in the valley and in our neighbourhoods.
- The Comox Valley will be celebrated for having the cleanest air on Vancouver Island.

Connect: [info@breathecleanair.ca](mailto:info@breathecleanair.ca)

Learn more: [www.breathecleanair.ca](http://www.breathecleanair.ca)

Facebook: "Breathe Clean Air Comox Valley"



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Mayor and Council

**File No.:** 2240-20 CRA

**From:** Deputy Chief Administrative Officer

**Date:** June 10, 2019

**Subject:** Courtenay Recreational Association – Letter of Understanding Evergreen Club and Building Friendships

### PURPOSE:

The purpose of the report is for Council to consider approving the agreements which outline the service levels the City is to provide in support of the programs offered by Courtenay Recreational Association (CRA).

### DEPUTY CAO RECOMMENDATIONS:

Based on the June 10, 2019 staff report, “Courtenay Recreational Association Letter of Understanding Evergreen Club and Building Friendships”, that Council approve Option 1 and authorize the attached agreements between the City and the Courtenay Recreational Association; and

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

Respectfully submitted,

John Ward, CMC  
Deputy Chief Administrative Officer

### BACKGROUND:

In 2016 Council approved the existing agreement between the CRA and the City. This resolution allowed the City to include the CRA activities under its existing liability coverage through the Municipal Insurance Association of BC. The agreement was also essential in outlining the responsibilities of each party in preparation of the transition of certain CRA programs to City of Courtenay Recreation Programs.

### DISCUSSION:

Since the agreement was approved, the transition of selected CRA programs to the City of Courtenay Recreation and Cultural Services Department Recreation Program Division has been completed. This includes Summer Camps, Parktime, and Adapted Programs. The Building Friendships program and Evergreen Club programs, activities, and events remain with the CRA. Clerical and bookkeeping services that were once provided by the City are now handled by a third party accounting firm or has been returned to CRA administration.

In recognition of the transfer of service levels from the City to the CRA related to bookkeeping, accounting and RCS clerical services, the City has included in this agreement an annual management fee of \$48,000 as identified in the City’s annual operating budget.

With the CRA transition now complete, the letter of understanding requires amendment to reflect the current responsibilities of both parties and outline the current service levels that the City provides.

This includes:

- In-kind facility space use allocation for Evergreen Club primary (main floor) and non-primary use (upper floor) in the Florence Filberg Centre
- Custodial services
- Reception
- Limited administrative support services including graphic design services and IT support
- Continued City liability insurance associate member coverage.

In addition, the agreement outlines the cost which the City may recover from the CRA and the additional cost to the CRA should the CRA require an increased space and custodial service level over and above what has been outlined in the agreement. Such services are subject to the current recreation fees and charges as authorized by Council through the Fees and Charges Bylaw No 2947, 2018 and any subsequent amendments.

The Building Friendships program provides support to members of the community that developmental disabilities and provides participants an opportunity to integrate and be included in the community. The CRA Building Friendship staff office is located at the Lewis Centre and requires limited support from the one site reception, custodial and administration staff. A separate agreement has been prepared to outline the conditions of use of the office and common areas in the building.

**FINANCIAL IMPLICATIONS:**

The financial implications of the agreements are summarized below:

AGREEMENT	REVENUES	EXPENSES
CRA LOU	Custodial Recovery \$6,000/year	CRA Management Fee \$48,000/year
	Evergreen Club Trip Administrative Support \$3,000/year	
	Recovery of MIA associate member insurance \$250	
	Recovery of other expenses (based on 2018 actuals) \$7,200	
CRA Building Friendships LOU	Office overhead and telephone cost \$3,240/year	
Net Expense:		\$28,310

**ASSET MANAGEMENT IMPLICATIONS:**

Although this report will formalize the terms of this agreement, the proposed operational changes took effect in 2018. There are no proposed service levels changes.

**ADMINISTRATIVE IMPLICATIONS:**

There will be minimal implications to the use of staff time. The agreement will be administered by the Recreation and Cultural Services Department.

**STRATEGIC PLAN & PRIORITIES REFERENCE:**

The following section of the City of Courtenay 2019-2022 Strategic Priorities applies:

**We proactively plan and invest in our natural and built environment**

- Continued support for social, economic and environmental sustainability solutions

**We invest in our key relationships**

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

**OFFICIAL COMMUNITY PLAN REFERENCE:**

## 4.7 Recreation Vision:

Recreation is an important part of Courtenay and the City is the leader of the greater Comox Valley in the provision of recreation and leisure services.

The established vision for recreation is:

- a fun place where community members and staff work in partnership to promote healthy active living, volunteerism, multiculturalism, life-long learning, and well being for all.
- a public resource focused on being an integral part of the community by responding to community needs, promoting positive personal and community growth, and providing opportunities

**REGIONAL GROWTH STRATEGY REFERENCE:****Goal 7: Public Health and Safety:**

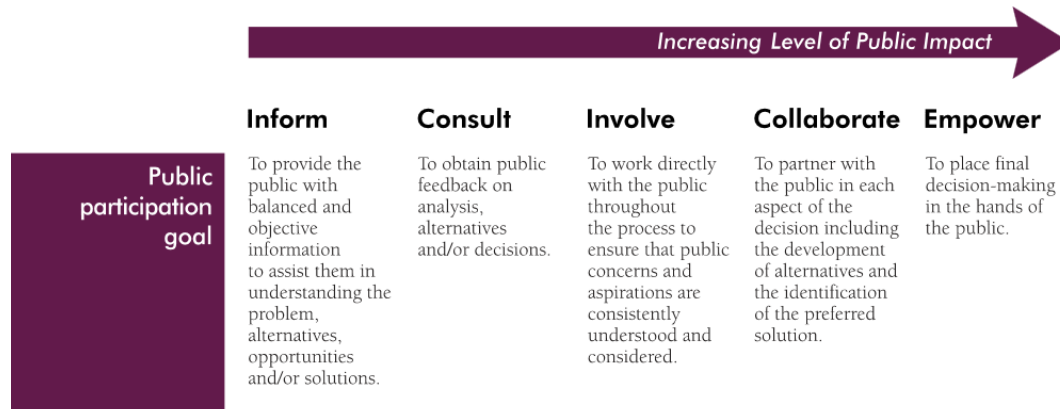
*Support a high quality of life through the protection and enhancement of community health, safety and well-being.*

This is supported through the City's vision statement which includes being:

- an inclusive, open and caring community
- commitment to continued excellence
- committed to youth and seniors

**CITIZEN/PUBLIC ENGAGEMENT:**

During the process staff have consulted with the C.R.A. and the Parks and Recreation Advisory Commission as identified in the *IAP2 Spectrum of Public Participation*.



**OPTIONS:**

- OPTION 1: Based on the June 10, 2019 staff report, “Courtenay Recreational Association Letter of Understanding Evergreen Club and Building Friendships”, that Council approve the attached agreements between the City and the Courtenay Recreational Association; and That the Mayor and the Director of Legislative and Corporate Services be authorized to execute the agreement on behalf of the City. (Recommended)
- OPTION 2: That Council refer this item back to staff for further consideration.
- OPTION 3: Council takes no action on this matter at this time and continue with the existing agreement.

Prepared by:

Dave Snider

Director of Recreation and Cultural Services

*Attachments:*

1. *Letters of Understanding –Courtenay Recreational Association.*
2. *Letter of Understanding – Building Friendships.*



## Attachment 1

### LETTER OF UNDERSTANDING SERVICE PROVIDER AGREEMENT

Made on this \_\_\_ day of July, 2019

BETWEEN THE  
COURTENAY RECREATIONAL ASSOCIATION  
(hereinafter called "the CRA")

AND THE  
CORPORATION OF THE CITY OF COURTENAY  
(hereinafter called "the City")

RE: CRA AND CRA EVERGREEN CLUB RECREATION PROGRAM SERVICES

#### **INTRODUCTION**

The CRA and the City have jointly agreed that the CRA will provide CRA Program Services on behalf of the City of Courtenay and raise funds for seniors programs through the CRA Evergreen Club.

#### **GENERAL RESPONSIBILITIES**

The CRA will hire, supervise and provide, at its own cost, staff or volunteers to operate the CRA programs.

Evergreen Club staff will plan and utilize the resources of the Florence Filberg Centre (the "Building") located at 411 Anderton Avenue, Courtenay, BC V9N 6C6 as provided for in this Letter of Understanding (the "LOU") for the provision of older adult leisure-recreation program services, program planning and operation. The program services will occur in concert with and complement the services offered by the City of Courtenay.

While providing the agreed services, the CRA agrees to comply with: the provisions and requirements of all statutes, regulations, by-laws, rules, orders and instructions, regulations or other requirements of any government authority having jurisdiction; and the practices, procedures and policies of the City of Courtenay.

The CRA agrees that it will apply for grants and undertake fundraising projects directly related to the CRA's mandate and responsibilities under this agreement.

#### **PROGRAM SERVICES AND ACTIVITIES**

All Evergreen Club programs, activities and special events held in the Florence Filberg Centre will be booked through the City's Recreation and Cultural Services Department, Courtenay Recreation Operational Division, Manager of Recreation Facilities Operation or designate and in accordance with applicable City facility booking policies and procedures.

## **IN-KIND FACILITY ROOM RENTAL CONTRIBUTION**

The CRA Evergreen Club programs, activities, and special events offered in the Florence Filberg Centre will be booked without a rental fee (except on Statutory Holidays) which total accumulated rental value shall not exceed the total rental values identified in Schedule A.

The City will track the total rental value based on the total cumulative room rental fees which would have been charged to the CRA for each room booked at the applicable current Community Hourly or Community Daily Rate according to the Fees and Charges Bylaw No 2947, 2018 and subsequent amendments. Should the total In-Kind Rental Contribution Non-Primary Use Rooms value exceed the Total In-Kind Facility Room Contribution – Non-Primary Use Rooms identified in Schedule A within the calendar year, the CRA will then pay without deduction and including any applicable taxes, the rental fees for each facility room booked at the applicable current Community Hourly or Community Daily Rate and any applicable additional fees as agreed to in the Facility Booking Request confirmation form.

## **PRIMARY USE OF ROOMS**

Between the hours of 7AM to 4:30PM P.S.T. Monday through Friday, except Statutory Holidays, the CRA Evergreen Club will have primary use of the following rooms: Craft Room, Games Room, Evergreen Lounge, Evergreen Kitchen, Rotary Hall and Computer Room which the total In-Kind Facility Room Rental Contribution estimated value is as identified in Schedule A.

The value of the In-Kind Facility Rental Contribution will be adjusted at the beginning of each fiscal year by the scheduled increase in rental rates as approved by Council through the Fees and Charges Bylaw No 2947, 2018 and subsequent amendments.

Notwithstanding the forgoing, the City reserves the right to book facility rooms for City recreation program use and relocate or rebook CRA Evergreen Club bookings for City recreation programs, large rentals or City special events.

## **IN KIND ADMINISTRATIVE AND OPERATIONAL SUPPORT SERVICES**

The City will coordinate and supervise support services for the Evergreen Club which includes IT trouble shooting support for software and hardware, Evergreen Newsletter Graphic Design and design support limited to seven (7) hours per month, receptionists, administrative clerks, and custodial staff.

## **INSURANCE**

The City shall obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the CRA as an additional named insured entitled to full coverage in the amount of five million dollars (\$5,000,000.00) with respect to third party liability claims arising from the provision of the agreed service including directors and officers liability coverage for the CRA board of directors.

The CRA agrees to indemnify, defend and hold harmless the City, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the City may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the City arising out of, during, or as a result of the provision of services outlined in the Letter of Understanding except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the City or that is covered by the MIABC liability insurance policy. The indemnities contained in this LOU will survive the expiration or earlier termination of the Term. The City agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments. Notwithstanding the foregoing, the City will be reimbursed by the CRA for all deductible amounts relating to claims originating from CRA activities as described in this Letter of Understanding.

The City reserves the right to terminate this Letter of Understanding and the associated commercial general liability insurance coverage provided to the CRA by the MIABC at any time upon providing ninety (90) days' advance written notification to the CRA of the termination.

Should the CRA add to or permanently discontinue the activities identified in Schedule B, the CRA will notify the City in writing.

#### **CITY COST RECOVERY**

The City may recover direct and indirect costs associated with any activities, events or programs offered by the CRA and CRA Evergreen Club programs, events, activities including Evergreen Club Trips which may include but will not be limited to: direct program costs, activity cost, event or trip costs, administration, advertising and printing costs, postage and courier, office supplies, office equipment, new computer equipment (except the existing City supplied computer, printer and telephones being utilized by two CRA employees), furnishings, telephone (excluding City supplied telephone system for two CRA Employees), wages, general office overhead, insurance and custodial recovery. Costs for services procured through the City will be billed to the CRA by the City on a monthly basis. Said costs will be recovered at full cost as identified in Schedule "C" and will be adjusted as a result of: inflation, increases in contracted service rates, or increase in labour rates.

#### **MANAGEMENT FEE**

The City will grant the CRA a management and operating fee of \$48,000 per calendar year which shall be paid in the following installments; \$24,000 on April 1<sup>st</sup> and \$24,000 on August 1<sup>st</sup>. Each installment is payable within 45 days of receipt of invoice from the CRA and subject to Council approval of the management fee in the City's annual budget.

#### **REPORTING**

The CRA shall submit reviewed financial statements summarizing the CRA's performance before September 1<sup>st</sup> of each calendar year with a report summarizing how the CRA utilized the grant.

**DURATION**

The parties agree the term (the "Term") of this LOU shall be on a month to month basis. The parties will meet so often as they deem necessary to review this arrangement and to consider any changes thereto that the operating experience may prove to be necessary. Any changes to this arrangement shall be made only with the approval of the parties.

The CRA or City may mutually terminate this arrangement at any time by giving to the other thirty (30) days' advanced notice in writing at any time to that effect and at the expiration of the notice; this arrangement shall terminate and have no further force nor effect.

**THIS LETTER OF UNDERSTANDING** is made to be effective on the date first written above.

**CITY OF COURTENAY** by its authorized signatories:

**Courtenay Recreational Association** was here unto affixed in the presence of its authorized signatories:

\_\_\_\_\_  
Name: Bob Wells, Mayor

\_\_\_\_\_  
Name: Hans Petersen, Chair

Date : \_\_\_\_\_, 2019.

Date : \_\_\_\_\_, 2019.

\_\_\_\_\_  
Name: John Ward, Director of Legislative Services

\_\_\_\_\_  
Name:

Date : \_\_\_\_\_, 2019.

Date : \_\_\_\_\_, 2019.

**Schedule A**  
**In-Kind Facility Contributions – No Cash Value**

**In-Kind Facility Room Rental Contribution for Non-Primary Use Rooms\***

Evergreen Lounge and Kitchen Monday to Friday after 4:30PM P.S.T. & Saturday and Sunday all day	\$2,200
Rotary Hall after 4:30PM P.S.T. & Saturday and Sunday all day	\$8,300
Soroptimist Lounge	\$5,800
Conference Hall & Kitchen	\$28,700
<b>Total In-Kind Facility Room Contribution – Non-Primary Use Rooms:</b>	<b>\$45,000</b>

\*Based on average annual value of total room rental bookings from 2014-2017

**In-Kind Facility Room Rental Contribution – Primary Use Rooms\*\***

Evergreen Kitchen 7AM to 4:30PM P.S.T. Monday through Friday	\$ 8,570
Evergreen Lounge 7AM to 4:30PM P.S.T. Monday through Friday	\$ 18,850
Craft Room 7AM to 4:30PM P.S.T. Monday through Friday	\$ 11,300
Computer Room 7AM to 4:30PM P.S.T. Monday through Friday	\$ -
Snooker Room 7AM to 4:30PM P.S.T. Monday through Friday	\$ -
Rotary Hall 7AM to 4:30PM P.S.T. Monday through Friday	\$ 71,180
<b>Total Facility In-Kind Contribution – Primary Use Rooms</b>	<b>\$ 109,900</b>

\*\*Based on 240 bookings each year for each room at the current applicable Community Daily Rate

**Schedule B  
Identified For MIA Insurance Coverage Purposes**

**Courtenay Recreational Association Programs and Activities List 2019**

**Building Friendships**

Transporting individuals in vehicles. Participating in recreational and social activities which may include: arts, crafts, light sporting activities, music, small group activities, reading clubs. Providing public information and support regarding inclusion and special needs.

**Evergreen Club Volunteer Program**

Screening and placing volunteers into Evergreen Club activities to assist with supervision and running of activities.

**CRA Evergreen Club Programs and Activities**

The Evergreen Club is supported by Courtenay Recreational Association and provides leisure activities for those 55 years of age plus. Membership fees are paid annually and are required to participate in most Evergreen activities.

**Clubs** The Evergreen Club has the following clubs (subject to change)

**Music & Dancing**

- Choristers
- Friday Night Dances
- Valley Echoes Band
- Gospel Sing Along
- Ukulele Club
- Recorder
- Heartstrings
- Happy Gang
- Karaoke

**Sports & Fitness**

- Carpet Bowling
- Floor Curling
- Par 3 Golf
- Cycling
- Mixed Team Slow Pitch
- Pickleball
- Badminton
- Trail walking

## **Crafts & Hobbies**

- Computer Club
- Quilting
- Fabric Painting
- Android Tablet Group
- Genealogy Club

## **Computer Lab**

- P.C.'s with printers
- Internet

## **Cards & Games**

- Cribbage
- Bridge
- Mahjong
- Mexican Train
- Chess
- Scrabble
- Bingo
- Darts

## **Adult Leisure**

- Camera Club
- Book Club
- Knit & Crochet
- Brazilian Embroidery
- Meet & Greet (Singles) Group
- Art Club
- Drama Club
- At the Movies
- Stamp Club
- Whist
- Table Tennis
- Snooker
- Canasta

### **Evergreen Club Travel & Trips**

- Day and multiday bus trip in Canada and the United States organized by the Evergreen Club.
- The Evergreen Club advertises and takes bookings for Evergreen members on trips put on by travel agencies that are also open to the public
- Provides a volunteer escort(s) on Evergreen Trips

### **Evergreen Food Services /Kitchen**

- The kitchen provides food service weekdays 8 am to 3 pm and occasional weekends for special events.
- Volunteers work in the kitchen doing food prep, cooking, baking, counter service, cash handling and clean up.
- One part time staff is responsible for inventory, ordering, shopping, food prep, cooking, baking, cash handling, and supporting volunteers. Hours vary up to 20 hours per week at this time.
- Volunteers provide catering for club events.
- One volunteer per shift has food safe

### **Evergreen Special Events** (Open to members and the general public)

- Dinner/Dances
- Bazaars and garage sales
- Armchair Travel
- Luncheons
- Fashion Show
- Pancake Breakfasts
- Educational Lectures
- Theatrical shows and concerts



## Schedule C

### CITY COST RECOVERY

**(subject to change based on labour and third party contracted rates)**

MIA liability insurance premium \$250 per year

CRA Evergreen Club Trip Administration - \$250 per month

\$500 per month for basic custodial services

\$37.50/hr for additional custodial services as identified in the Facility Booking Request confirmation form

EFAP CRA employee fees: \$3.33 per person per month.

Photocopies – based on per copy contracted rates.

Postage and Courier Fees – based on contracted rates.

Brochure program and advertising – based on contracted rates.

Advertising: based on contracted media rates.

Office equipment, supplies, materials, furnishings and capital equipment will be recovered at cost.

## Attachment 2

### LETTER OF UNDERSTANDING

Made on this \_\_\_\_ day of July, 2019

BETWEEN THE  
COURTENAY RECREATIONAL ASSOCIATION  
(hereinafter called "the CRA")

AND THE  
CORPORATION OF THE CITY OF COURTENAY  
(hereinafter called "the City")

RE: Building Friendships Office Use Agreement

#### **INTRODUCTION**

The CRA and the City have jointly agreed on the use and occupation of an office in the Lewis Centre, located at 489 Old Island Highway, which offices are outlined in Schedule "A" (the "Offices") for the purpose of program administrative offices along with the use to the common areas of the Building including the Staff Room in the Mezzanine Level, all entrances, lobbies, hallways, stairways and washrooms.

#### **CITY SERVICES**

The City will be responsible for providing telephone service, building repairs and maintenance, IT trouble shooting support for software and hardware, providing heat, light, power, sewer service, garbage removal, capital building repairs and replacements and providing basic custodial cleaning services for the Office.

#### **OPERATIONAL AND ADMINISTRATIVE COSTS**

The CRA shall supply and be responsible for all operational and administrative expenses related to its use of the Office.

#### **CITY COST RECOVERY**

The City may recover direct and indirect costs associated with the use of the offices and any services or goods purchased by the City for the use by the CRA Building Friendship staff which shall include but is not limited to: advertising and printing costs, postage and courier, office supplies, new office equipment, new computer equipment (except the existing City supplied computer and telephone hardware being utilized by CRA employees), furnishings, telephone, wages, general office overhead, insurance. Costs for services procured through the City will be billed to the CRA by the City on a monthly basis. Said costs will be recovered at full cost as identified in Schedule "B" and will be adjusted as a result of: inflation, increases in contracted service rates, or increase in labour rates.

## **INSURANCE**

The City shall obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the CRA as an additional named insured entitled to full coverage in the amount of five million dollars (\$5,000,000.00) with respect to third party liability claims arising from the CRA Building Friendship staff use and occupancy of the Offices.

The CRA agrees to indemnify, defend and hold harmless the City, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the City may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the City arising out of, during, or as a result of the provision of services outlined in the Letter of Understanding except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the City or that is covered by the MIABC liability insurance policy. The indemnities contained in this LOU will survive the expiration or earlier termination of the Term. The City agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments. Notwithstanding the foregoing, the City will be reimbursed by the CRA for all deductible amounts relating to claims originating from use of the Offices as described in this Letter of Understanding.

The City reserves the right to terminate this Letter of Understanding and the associated commercial general liability insurance coverage provided to the CRA by the MIABC at any time upon providing ninety (90) days' advance written notification to the CRA of the termination.

## **ASSIGNMENT**

This agreement will not be assignable, in whole or in part, without the City's prior written consent.

## **DURATION**

The parties agree the term (the "Term") of this LOU shall be on a month to month basis. The parties will meet so often as they deem necessary to review this arrangement and to consider any changes thereto that the operating experience may prove to be necessary. Any changes to this arrangement shall be made only with the approval of the parties.

The CRA or City may mutually terminate this arrangement at any time by giving to the other thirty (30) days' advanced notice in writing at any time to that effect and at the expiration of the notice; this arrangement shall terminate and have no further force nor effect.

**THIS LETTER OF UNDERSTANDING** is made to be effective on the date first written above.

**CITY OF COURTENAY** by its authorized signatories:

**The Courtenay Recreational Association** was here unto affixed in the presence of its authorized signatories:

\_\_\_\_\_  
Name: Bob Wells, Mayor

Date : \_\_\_\_\_, 2019.

\_\_\_\_\_  
Name: Hans Petersen, Chair

Date : \_\_\_\_\_, 2019.

\_\_\_\_\_  
Name: John Ward, Director of Legislative Services

Date : \_\_\_\_\_, 2019.

\_\_\_\_\_  
Name:

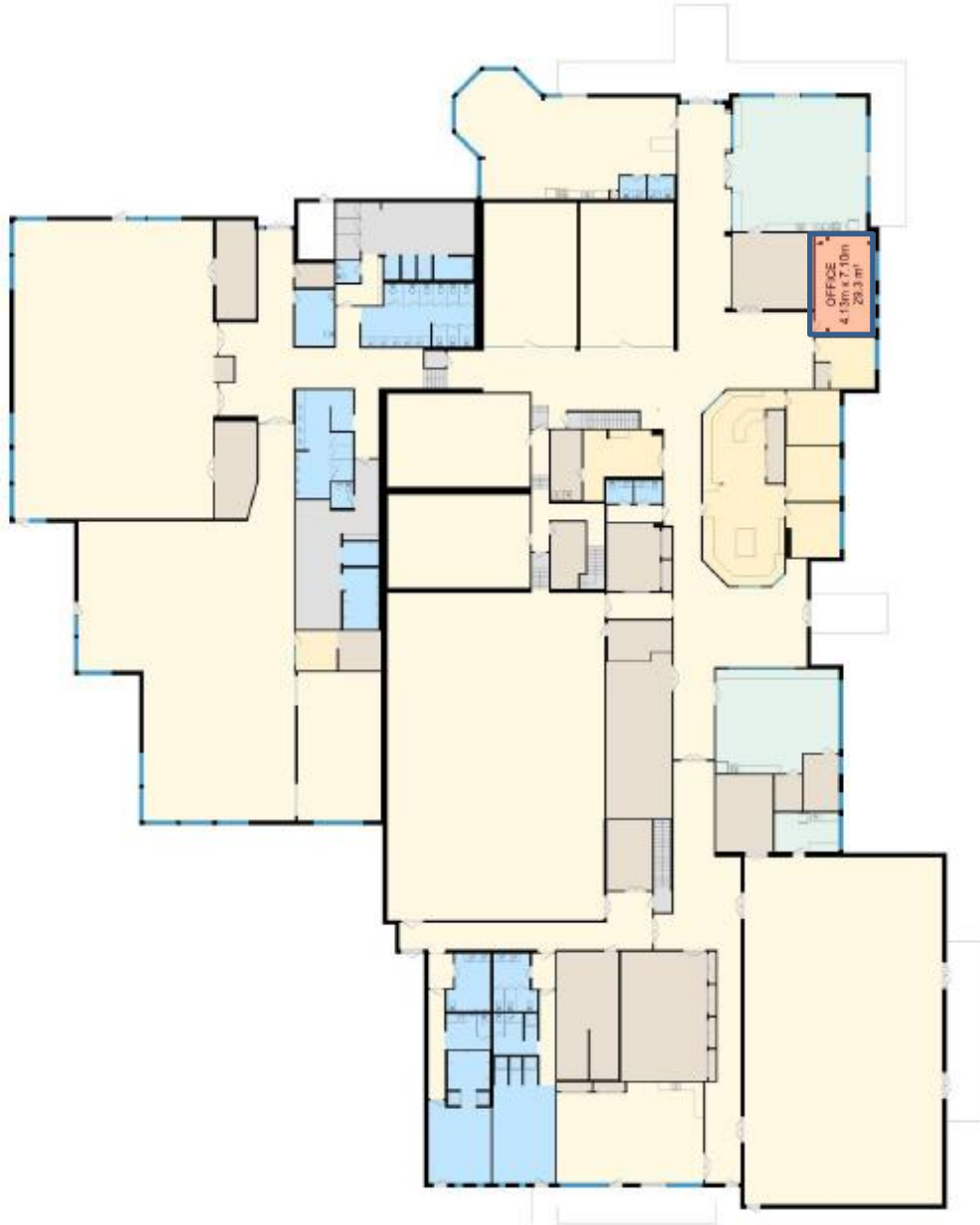
Date : \_\_\_\_\_, 2019.

DRAFT

SCHEDULE "A"

**Lewis Centre - Building Friendships office**

Main Floor Total Exterior Area 3468.2 m<sup>2</sup>  
Total Interior Area 3376.3 m<sup>2</sup>



0 5 10  
m

PREPARED: May, 2018

White regions are excluded from total floor area. All room dimensions and floor areas must be considered approximate and are subject to independent verification. For method of measurement please see <https://youriguide.com/measure/>.

iGUIDE

Schedule "B"  
CITY COST RECOVERY  
**(subject to change based on labour and third party contracted rates)**

Office rental - \$200 per month

Telephone Recovery - \$70 per month or contracted rate

Photocopies – based on per copy contracted rates.

Postage and Courier Fees – based on contracted rates.

Brochure program and advertising – based on contracted rates.

Advertising: based on contracted media rates.

Office equipment, supplies, materials, furnishings and capital equipment will be recovered at cost.

DRAFT



## STAFF REPORT

**To:** Council  
**From:** Deputy Chief Administrative Officer  
**Subject:** Development Variance Permit No. 1828 – 301 Puntledge Road

**File No.:** 3060-20-1828  
**Date:** June 10, 2019

### PURPOSE:

The purpose of this report is for Council to consider issuing a Development Variance Permit to reduce the rear building setback and to increase the maximum lot coverage on a parcel legally described as Lot 2, Section 14, Comox District, Plan 21758. Variances are being sought to accommodate an addition that will provide new warehouse space at the rear of the existing building.

### DEPUTY CAO RECOMMENDATIONS:

That based on the June 10<sup>th</sup>, 2019 Staff report “Development Variance Permit No. 1828 – 301 Puntledge Road” Council approve OPTION 1 and issue Development Variance Permit No. 1828; and

That in accordance with Section 524 (7)(b) of the *Local Government Act* and the letter prepared by Eric Heel, P.Eng dated March 4, 2019 and attached as **Attachment No. 4**, Council exempt the addition from meeting the flood construction levels required under Part 4 of Floodplain Management Bylaw No. 1743, 1994.

Respectfully submitted,

John Ward, CMC  
Deputy Chief Administrative Officer

### BACKGROUND:

The subject property is located at 301 Puntledge Road north of the Old Island Highway, between Puntledge and Tsolum Roads. The property is 1, 120 m<sup>2</sup> (0.28 ac) in size, is zoned Commercial Two (C-2).

The property is currently developed with a two-storey 558 m<sup>2</sup> (6,006 ft<sup>2</sup>) commercial building occupied by ABC Printing and Sign's. A map showing the location of the subject property is included in **Figure No. 1** and views of the property from Puntledge Road and the



Figure 1: Subject Property (outlined in red)

Highway 19 Bypass are included as **Figures No. 2 and No. 3.**

The property is located within an established commercial/light industrial area and has frontage onto Puntledge Road. There is no access to the property from Highway 19.



**Figure No. 2: View of Property from Puntledge Road**

Similar to adjacent properties, the building is built with a zero-lot line (the building is immediately adjacent to the property line) along the eastern side of the site and there is a dedicated service lane (which is not part of the subject property) that provides access along the western side of the site. This service lane extends along the rear of the property and continues onto the neighbouring property to the east.

Proposal

The applicant is proposing to construct an 81m<sup>2</sup> (872ft<sup>2</sup>) addition at the rear of the existing two-storey building (facing the Hwy.19 Bypass). The addition will accommodate a new service area that includes a 4.3m (14ft.) high overhead door so that the sign company can apply signage to over-height service and delivery vehicles. The applicant’s plans are referenced in Schedule No. 1 of the Draft Development Variance Permit within **Attachment No. 1.**



**Figure 3: View of Property from Hwy 19 Bypass**

In order to accommodate the addition the applicant is seeking a reduction in the rear yard building setback from 4.5 metres to 0.28 metres. A variance is also being sought to increase the lot coverage from 50% to 57% as summarized below.

C-2 Zone	Requirement	Proposal
Rear Yard Setback	4.5 metres	0.28 metres
Lot Coverage	50 % of the lot area	57 % of the lot area

Table No. 1 Summary of Zoning Requirements and Requested Variances

Form and Character

Due to the property’s high visibility along the Highway 19 Bypass, the character of the development is a consideration with this application. A review of the applicant’s plans indicates the scale, form, height, and character of the development is compatible with the existing buildings well as adjacent buildings. The proposed addition has been designed to match the existing building’s height, massing and fascia



lines. The brand, profile and colour of metal cladding (blue and white) proposed for the addition are the same materials that have been used on the existing building.

Roof top equipment is minimal and partially concealed by the roof parapet. This approach is typical of all roof tops in this neighbourhood. All walls of the addition will be finished to the same standard where walls are visible to the highway.

A photograph of the existing building and a rendering of the building including the addition are included **in Figures No. 4 and No.5.**

No new signage is being proposed as part of the development. All of the existing signage along the southern façade will be re-located to accommodate the proposed addition. A separate sign permit will be applied for describing the proposed locations for the relocated signs. The existing signage on the south side of the building can be seen in **Figure No. 4.**



**Figure 4: Existing Two-Storey Building**



**Figure 5: Rendering of Building with Proposed Addition**

### Parking

The existing parking area will be modified along the southern side of the building at the customer entrance so that access to the new service area can be accommodated. Staff notes that the proposal meets City requirements for number of stalls and stall width and length. The site has an existing loading space located in the front yard and sixteen parking stalls are provided in the front, side and rear yards.

Division 7 in *Zoning Bylaw No. 2500* requires the applicant to re-paint all modified parking spaces and delineate the no parking area at the rear of the building with yellow paint and a no parking sign.

### **DISCUSSION:**

#### Official Community Plan Review

The property is designated commercial in the Official Community Plan (OCP). The OCP supports a diversified commercial base and encourages infill development within existing commercial areas where infrastructure is in place.

Staff notes that a formal development permit for the form and character of the commercial addition is not required due to the size of the addition; 81m<sup>2</sup> (872 ft<sup>2</sup>). Section 8, Policy 3 of *OCP Bylaw No. 2387, 2005* exempts additions to existing buildings that represent less than 25% of the floor area (to a maximum of 200 m<sup>2</sup>( 2,152 ft<sup>2</sup>). The proposed addition represents 14.5 % of the floor area and therefore is exempt from requiring a permit.

### Zoning Review

The development complies with the zoning regulations in the C-2 zone with the exception of the lot coverage and the rear yard building setback.

### The Flood Plain

This subject property is located within the floodplain of the Puntledge River. The current property owners have experienced flooding events in years past and have taken steps to add flood mitigation measures to the existing building. Similar measures will be applied to the new addition. Early in the application process the applicant retained McElhanney Consulting Services Ltd. to conduct a review of the possible flooding impacts of the proposed addition. In this report the project Engineer notes: the proposed addition is not expected to have any impact on the flood levels; the use is commercial and the commercial building does not include residential uses or provide any sensitive or emergency service or functions and the location of the addition is further away from the natural course of the river so it is not anticipated to have a negative impacts on flood levels.

To ensure the site is safe for intended use, the City's building department will require the owner to provide report by a qualified professional report stating the land may be used safely for the use intended (as per Section 56 of the Community Charter). The owner will be required to enter into a Section 219 geotechnical covenant at the time of building permit application certifying the land is safe for the use intended and indemnifying the City from any claims related to flooding. The applicant will be responsible for all legal fees associated with the execution and registration of this covenant.

### Evaluation

If the proposed variances are approved, the building will have a 0.28m rear yard setback on the southeast portion of site. Staff note there will be no significant impact on surrounding properties. To the east and west of the property along Puntledge Road there are commercial buildings, some of which already have reduced rear yard building setbacks and there are no properties to the rear of the site due to the location of the Highway. Also, the proposal is consistent with the land use pattern in the neighbourhood where a number of commercial properties already have lot coverages exceeding 50 percent. Surrounding properties have lot coverages that range from 40 percent to 70 percent.

The proposed addition is also consistent with the scale, form and character of development established in this neighborhood. Similar to adjacent properties, the property is accessed off of Puntledge Road and provides surface parking in the front, side and rear yards. Also, the proposed building design is consistent with surrounding commercial buildings. Many buildings in this neighborhood are sided with painted metal cladding, are two-stories in height and have flat rooflines.

The applicant has committed into entering into a geotechnical covenant to the time of building permit application certifying the land is safe for the use intended. **Staff considers the requested variances as minor and supportable** and recommends issuance of Development Variance Permit No. 1828.

### **FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to the processing of this development variance permit application as the fees are designed to offset the administrative costs. The fee for the development variance permit was \$1,500.

The property owner would also be required to apply for a Building Permit and subsequent inspections. Building permit fees are \$7.50 for every \$1,000.00 of construction value. Development Cost charges (DCC's) will be collected at the rate set out in the DCC bylaw.

**ADMINISTRATIVE IMPLICATIONS:**

Processing development variance permits is a statutory component of the work plan. Staff has spent approximately 35 hours processing this application to date. Should the proposed development variance permit be approved, an additional two hours of staff time will be required to register the permit and close the file. Additional staff time will be required to process the building permit application including inspections.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no Asset Management Implications associated with this application.

**STRATEGIC PRIORITIES REFERENCE:**

There are no direct references. However, processing development applications is a fundamental corporate and statutory obligation of the City.

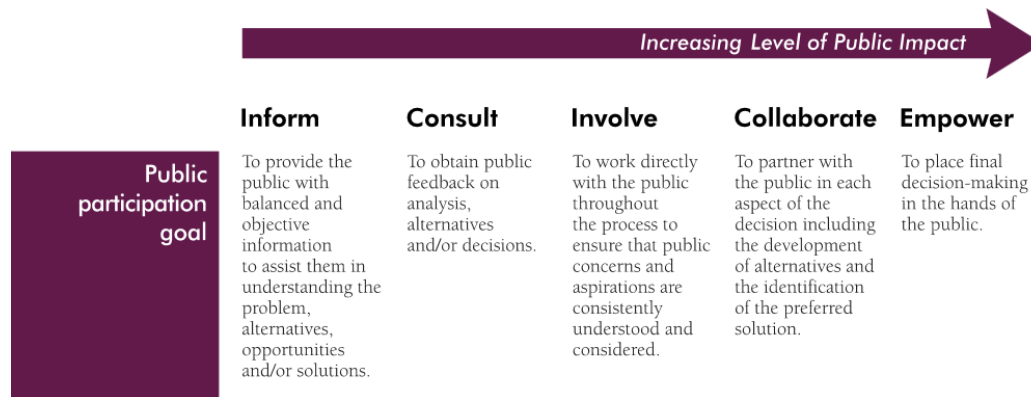
**OFFICIAL COMMUNITY PLAN REFERENCE:**

The OCP contains policies that encourage the infill of commercial properties prior to consideration of new commercial areas (4.2.2(1)). The City also supports a strong, diversified commercial base within municipal boundaries that provide employment and service opportunities (4.2.2(5)).

**REGIONAL GROWTH STRATEGY REFERENCE:**

*4.4 (14) - Promote and support the overall economic viability of the municipal areas so that they can continue to provide primary base for residential, commercial and institutional activities.*

**CITIZEN/PUBLIC ENGAGEMENT:**



The applicant distributed a public information package to property owners and occupiers within 30 metres of the property and held a public information meeting on November 9, 2018. According to the applicant one person attended and provided a comment (**Attachment No. 3**). The City has not received any public comments resulting from the public information meeting.

In accordance with the *Local Government Act*, the City has notified property owners and occupants within 30 metres of the subject property of the requested variances and provided the opportunity to submit written feedback. To date, staff has received no responses.

**OPTIONS:**

**OPTION 1:** That based on the June 10<sup>th</sup>, 2019 Staff report “Development Variance Permit No. 1828 – 301 Puntledge Road” Council approve OPTION 1 and issue Development Variance Permit No. 1828; and

That in accordance with Section 524 (7)(b) of the *Local Government Act* and the letter prepared by Eric Heel, P.Eng dated March 4, 2019 and attached as **Attachment No. 4**, Council exempt the addition from meeting the flood construction levels required under Part 4 of Floodplain Management Bylaw No. 1743, 1994. (Recommended)

**OPTION 2:** Defer consideration of Development Variance Permit No. 1828 pending receipt of further information.

**OPTION 3:** Not approve Development Variance Permit No. 1828.

Prepared by:



\_\_\_\_\_  
Dana Beatson, MCIP, RPP  
Planner II

Reviewed by:



\_\_\_\_\_  
Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

1. *Attachment No. 1: Draft Development Variance Permit and Associated Schedule No. 1*
2. *Attachment No. 2: Applicant’s Letter of Rationale*
3. *Attachment No. 3: Public Comment*
4. *Attachment No. 4: Letter prepared by Eric Heel, Professional Engineer, March 4, 2019*

**THE CORPORATION OF THE CITY OF COURTENAY**

**Attachment No. 1:**  
*Draft Development  
Variance Permit  
1/2*

**Permit No.** 3090-20-1828

**DEVELOPMENT VARIANCE PERMIT**

**To issue a Development Variance Permit**

**To:** Name: 444466 B.C. Ltd., Inc. No. BC0444466  
Address: 416-C Puntledge Road  
Courtenay, BC  
V9N 3R1

**Property to which permit refers:**

Legal: Lot 2, Section 14, Comox District Plan, VIP21758  
Civic: 301 Puntledge Road

**Conditions of Permit:**

Permit issued to the property legally described as Lot 2, Section 14, Comox District Plan, VIP21758, allowing for the construction of an 81 m<sup>2</sup> addition to the rear of the existing building with the following variances to the City of Courtenay Zoning Bylaw No. 2500, 2007:

**8.19.5 (1) Floor Area Ratio and Lot Coverage**

Increase the maximum lot coverage for a commercial use from 50 percent of the total lot area to 57 percent of the total lot area; and

**8.19.6 (2) Setbacks**

Reduce the rear yard building setback from 4.5 metres to 0.28 metres.

Development Variance Permit No. 1828 is subject to the following conditions:

- That the development shall conform to the plans as shown in Schedule No. 1;
- A sign permit shall be obtained prior to any new signage being installed on the property;
- All parking must be developed in accordance with Zoning Bylaw No. 2500, 2007, Off-Street Parking and Loading Spaces;
- All exterior lighting must be Full-Cut Off/Flat Lens to light parking, loading and pedestrian areas; and
- That a formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

**Time Schedule of Development and Lapse of Permit**

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

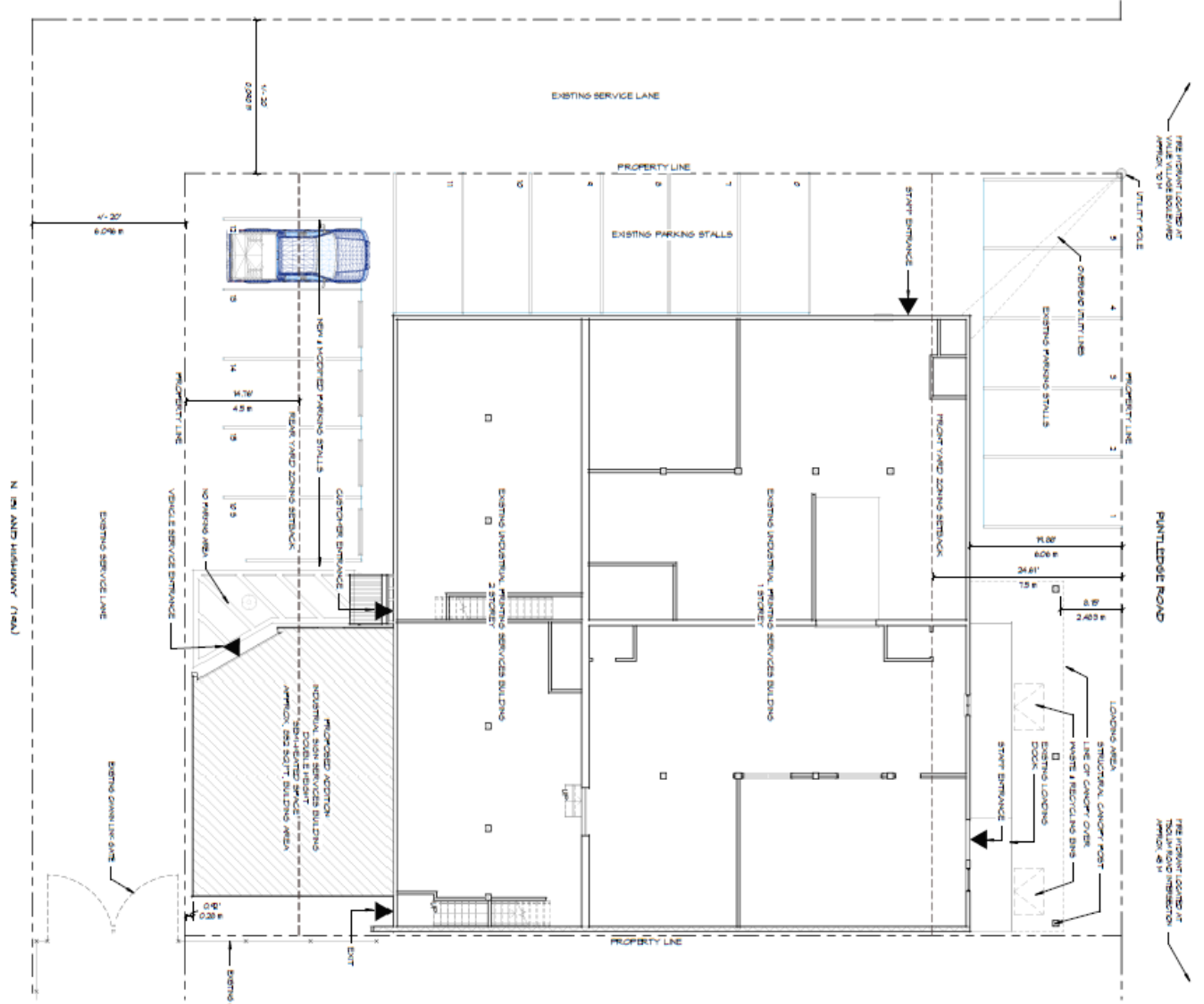
**Attachment No. 1:**  
*Draft Development  
Variance Permit  
2/2*

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Date

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Director of Legislative Services



PROJECT ZONING	COMMERICAL TWO
MINIMUM SITE AREA	630 M <sup>2</sup> (16,927 SQ FT)
MINIMUM FRONT SETBACK	20' (6.09 FT)
MINIMUM SIDE COVERAGE ALLOWED	30%
MINIMUM RETAIL FLOOR AREA PER FLOOR	4,800 M <sup>2</sup> (103,440 SQ FT)
MINIMUM VEHICLE SETBACK	15' (4.57 FT)
REAR VEHICLE SETBACK	15' (4.57 FT)
SIDE VEHICLE SETBACK	0' (0 FT)
MAXIMUM BUILDING HEIGHT	12 M (39.37 FT)
PARKING REQUIRED	1 STALL PER 3 EMPLOYEES + 1 STALL PER COMPANY VEHICLE

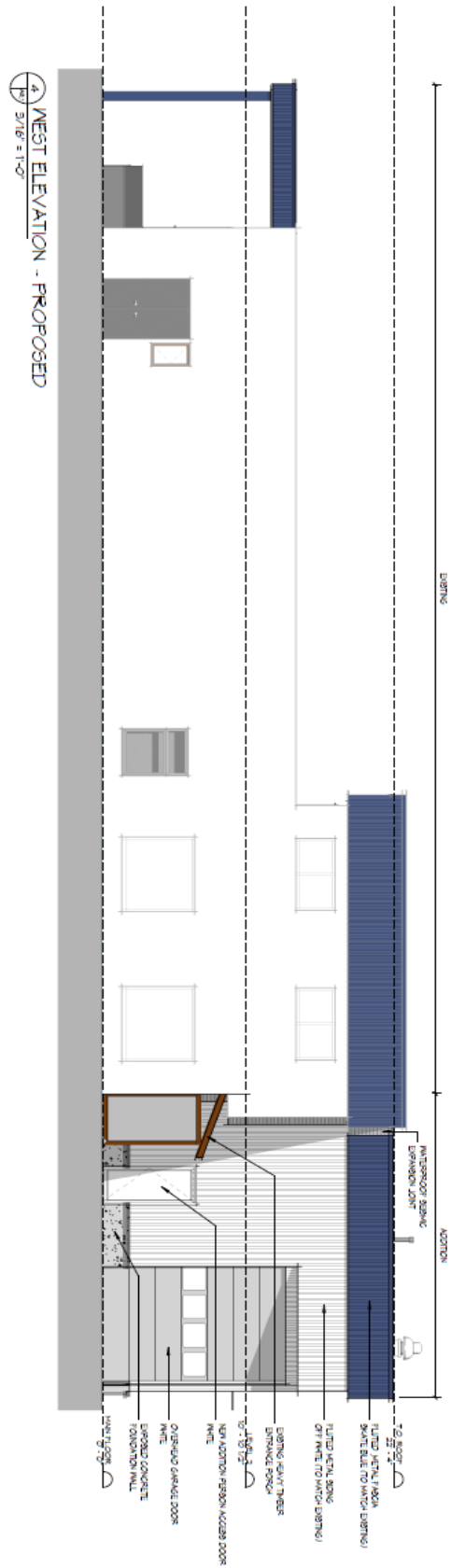
PROJECT STATISTICS	EXISTING	PROPOSED
SITE AREA	1,026 SQ FT (11.23 M <sup>2</sup> )	8,008 SQ FT (780 M <sup>2</sup> )
EXISTING BUILDING AREA	507 SQ FT (46.87 M <sup>2</sup> )	2,748 SQ FT (254.17 M <sup>2</sup> )
EXISTING SITE COVERAGE	49.4%	34.2%
PROPOSED VEHICLE AREA	6,271 SQ FT (580.30 M <sup>2</sup> )	148
PROPOSED STALL BUILDING AREA	148	378
ADDITION PERCENTAGE OF EXISTING	0%	35%
PROPOSED SITE COVERAGE	0%	27.1%
PARKING	0	2 STALLS REQUIRED
FULL THE DEVELOPER	0	2 STALLS PROVIDED

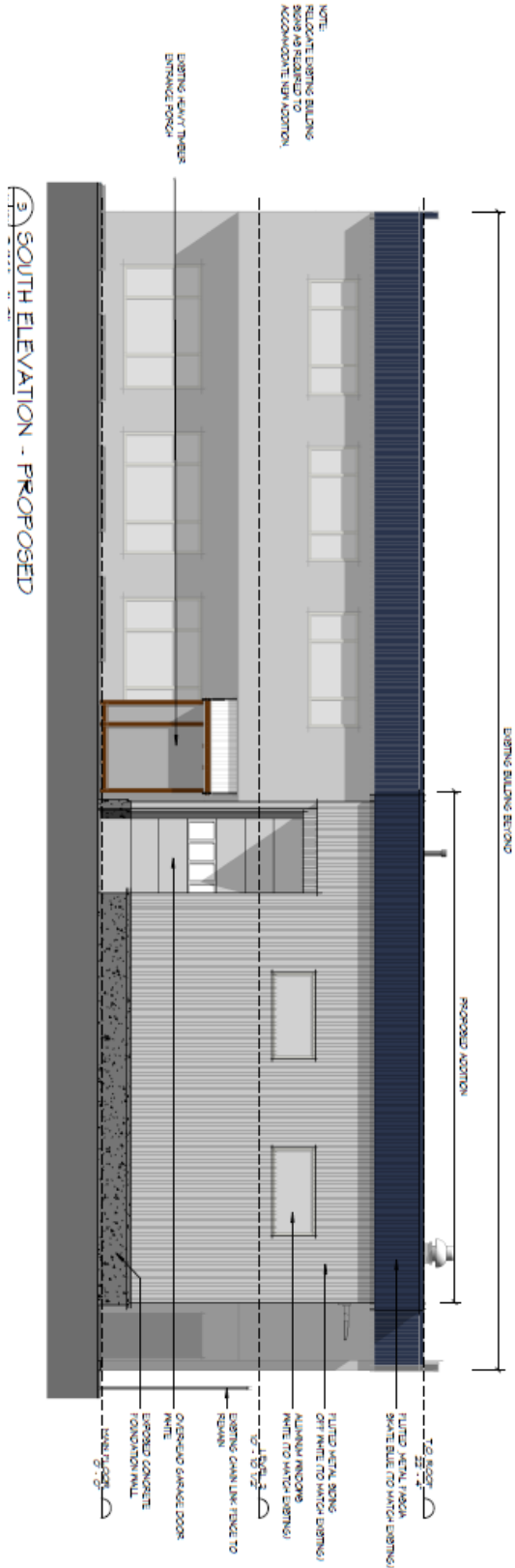


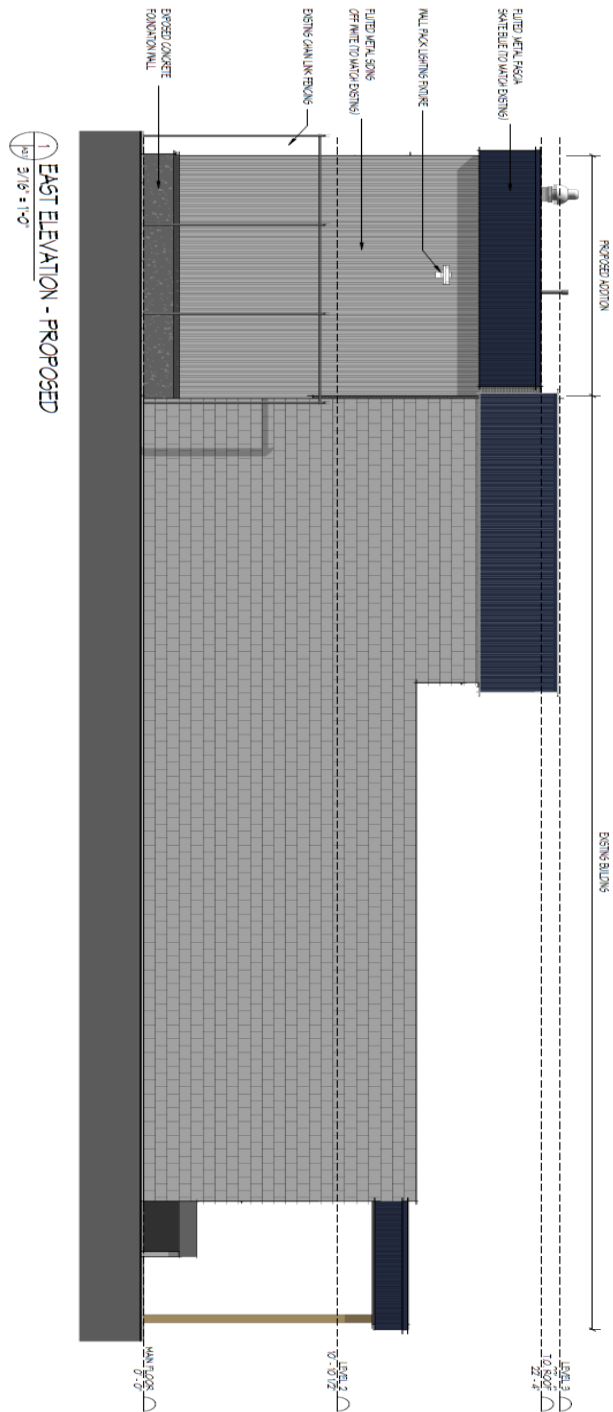


Schedule No. 1  
Rendering of Proposed Addition









09 October 2018

## *Application for a Development Permit*

*Project Location:* 301 Puntledge Road, Courtenay

*Present Use:* Printing and Sign Making Shop.

*Past Uses:* same

*Present Zoning:* C-2 (Commercial Two)

*Proposed Zoning:* same

*Designations:* DP Area - Commercial

OCP Designation - Commercial Shopping Centre

### *Description:*

Construction of a new "double height" service area to the rear of the existing 2 storey building. The addition will be provided with a 14' high overhead door in order to accommodate large size projects into the new work space. The form and character of the proposed addition will match the existing building in height and the cladding materials.

### *Design Rationale:*

The commercial sign operation requires a double height space in order to provide sign application services to the current market of over-height service and delivery vehicles. These vehicles will not fit into either of the two existing, single storey, sign application service bays located at the back of the existing building. Reaching roof heights in excess of 115" (9'-7"), with additional roof racking and other roof mounted equipment increasing the overall height even further, these vehicles require double height servicing spaces with high overhead doors for access. In order to

clean and prepare these popular vehicles, as well as apply the various types of decals and wraps, a climate controlled double height space is required. The proposed addition space is contiguous to the existing single storey sign application spaces, keeping all this similar type of work located in one area of the building. The existing single storey spaces remain accessible through the proposed new space and will share the sign application equipment.

#### Project Site:

The project site is approximately 12,058 sq.ft. (1 120 m<sup>2</sup>) in area with frontage onto Puntledge Road. The existing building is built zero lot line on the eastern side as is the neighbouring commercial building. A dedicated service lane (not part of the subject property) provides access down the western side of the property and around the rear as well, extending through to serve the neighbouring property. South of the service lane is the right of way for the Highway 19A containing a grassy swale and the paved driving surface. There is no access from the Highway 19A to the project property. Further to the south beyond the highway is a large farmland parcel. The primary customer service entry to the ABC Printing & Sign company is located on the rear of the building, accessed via the service lane. The location of the proposed addition is currently used as an exterior paved apron in front of the two existing service bays and it also includes a chain link storage enclosure. The paved apron is not a required parking area. The proposed addition will cover and enclose this apron area, increasing the amount of climate controlled service area with a new double height space, as well as providing interior space to accommodate the existing exterior storage area. (see figures 1 & 2)

Attachment No. 3:  
*Public Comments 1/1*

**PUBLIC INFORMATION MEETING**

November 6, 2018 at 5:00 pm

ABC Printing & Signs, 301 Puntledge Rd, Courtenay BC

**COMMENT SHEET**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: 310, Puntledge Rd Phone: \_\_\_\_\_

ABC Printing & Signs has applied to the City of Courtenay for an Development Permit with Variances. (Install Bay Shop Addition). This project is under review by staff in the Planning Department of the City.

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

Good luck with your addition!

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**Please return your comments by: (November 13, 2018)**  
Comment sheets can be submitted by one of the following methods:

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

Attachment No. 4:  
*Letter prepared by Eric Heel, Professional Engineer*  
*March 4, 2019*  
*1/2*



Updated: March 4, 2019

Our File: 2221-49196

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

Attention: Tatsuyuki Setta  
Manager of Planning – Development Services

**RE: Proposed ABC Printing Addition – Floodplain Letter**

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This letter is regarding the proposed addition to the ABC Printing building located at 301 Puntledge Road, Courtenay, BC. The proposed addition referenced herein is shown on the drawing by Thomas Dishlevoy Architecture Limited "Site Plan – ABC Printing Addition – Issue for Development & Variance Permits" (01 Nov 2018).

The intent of this letter is to show that although this building is located within the existing floodplain, these existing issues should not prevent this proposed addition from being approved for construction.

**1 – Existing Flooding Issues**

This site (301 Puntledge Road) is within the existing floodplain of the Puntledge River. As per recent observations and studies, there is a known issue with flooding at this location. As per the information contained within the *Courtenay Integrated Flood Management Study (McElhanney & KWL, 2013)*, the estimated 200-year floodplain elevation (including 0.6m of freeboard) at the location of 301 Puntledge Road is approximately 4.50 to 4.75m geodetic elevation. The site (301 Puntledge Road) currently sits at an elevation of 3.50m to 4.0m geodetic. Therefore, during a large (200-year) flood event, the site could potentially see flood depths of approximately 0.5m to 1.25m.

**2 – Proposed Works & Impact to Floodplain**

The proposed addition to this building consists of approximately 1,040 square feet on the south-east side of the building. The existing building area is 6,005 square feet. The proposed addition is not expected to have any impact on the flood levels or floodplain extents during a flood event.

**3 – Potential Hazard or Impact of Flooding**

The existing building is a commercial building, which does not contain any residences, does not provide any sensitive or emergency services or functions, and does not service or house any vulnerable populations. The proposed addition will be of the same use, to allow the existing commercial operation of ABC Printing to expand their operations. The hazard posed by a potential flood, although serious, would likely only consist of property damage / loss of contents in the first floor of the building due to flood inundation.

The current building owners have experienced past flooding events and have taken steps to prepare for future flood events, including the addition of flood mitigation measures to their existing building. Due to the owners' awareness and experience with flooding, the relatively low occupancy load, the fact that access and escape routes to / from this building will likely be passable until near the peak of a large flood

Attachment No. 4:  
*Letter prepared by Eric Heel, Professional Engineer*  
*March 4, 2019*  
2/2

Page 2

event, and the warning (likely at least hours) which will occur before a large flood event reaches it's peak level, it is unlikely that a flood event would cause serious harm to any occupants of this building.

#### 4 – Considerations for Building Design

During development of the detailed building design, a geotechnical engineer must take into account the potential for inundation due to floodwaters, including hydrostatic pressure on foundation walls, and saturated soils below / around the foundation. The geotechnical engineer shall include all relevant design requirements related to this potential flooding including consideration of the depth of excavation required below the foundation; whether excavation to glacial till may be required; the design of fill installed below the foundation; and the type of foundation. For the design of the building itself there can be no habitable spaces, all power supply or moisture sensitive equipment must be above 4.75m geodetic elevation, and all cladding below 4.75m geodetic elevation must be resistant to water damage.

#### 5 – Summary / Conclusion

Based on the above noted information & recommendations, the proposed development may be used safely for the use intended (commercial building with non-habitable space), provided that owners/tenants accept the risk associated with the flood hazard noted herein. Please accept this report to satisfy Section 56 of the Community Charter, or Division 13, Section 524 (7)(b) of the Local Government Act; whichever may apply in this instance. This development proposal also satisfies the requirements of the Ministry of Forests, Lands & Natural Resource Operations (MFLNRO)'s *Flood Hazard Area Land Use Management Guidelines* (Section 4.6).

Should you have any questions regarding the information included herein, please do not hesitate to contact the undersigned.

Sincerely,

McELHANNEY CONSULTING SERVICES LTD.



Eric Heel, P.Eng.  
Project Engineer

EH:eh  
Encl.





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council

**File No.:** 3060-20-1902

**From:** Deputy Chief Administrative Officer

**Date:** June 10, 2019

**Subject:** Development Permit with Variances No. 1902 – 632, 656, 668 & 680 - 5th Street

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### PURPOSE:

The purpose of this report is to consider a Development Permit with Variances to permit the construction of a 20 unit rental apartment development on the properties located at 632, 656, 668 & 680 - 5th Street.

### DEPUTY CAO RECOMMENDATIONS:

That based on the June 10<sup>th</sup>, 2019 staff report “Development Permit with Variances No. 1902 – 632, 656, 668 & 680 5th Street”, Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1902.

Respectfully submitted,

John Ward, CMC  
Deputy Chief Administrative Officer

### BACKGROUND:

The subject properties are located on the edge of the Downtown and Old Orchard neighbourhoods on 5<sup>th</sup> Street which is classified as an arterial roadway with heavy vehicular, transit, active transportation and pedestrian use. The five existing parcels will be consolidated as part of the development process and have a combined area of 2419.4m<sup>2</sup> (0.6 ac.). The Official Community Plan (OCP) designates the subject property as “Multi-residential” and it is zoned Residential Four B (R-4B). There is one remaining house which will be demolished is part of this proposal. The consolidated property is shown in **Figure 1**.



Figure 1: Subject Property and Context

The proposal is for 20 apartment units in five, four-unit buildings. Each of the buildings is two storeys with two ground level units and two second storey units. Surface parking stalls will be provided adjacent to the existing lane at the rear of the subject property. The remainder of the site will be landscaped with a series of patio and porch areas.



Figure 2: Front Elevation (as seen from 5<sup>th</sup> Street)

This proposal requires a Development Permit evaluating the form and character of the proposal relative to the Multi-Unit Development Permit guidelines as well as variances of the minimum front yard, side yard and front yard landscaped buffer requirements of the R-4B zone.

## DISCUSSION:

### Form and Character

The building and site design is consistent with the direction established in the Multi-Residential Development permit guidelines. The building's design reflects the local heritage/architectural style of the older homes in the surrounding neighbourhood. The design and architectural finish of the buildings blends

with the surrounding houses, adding additional density, without significantly diverging from the scale of adjacent buildings. While the five buildings are very similar in layout, the design and finishes has been customised so that they appear independent of each other (see Attachment 1 for the full set of Development Permit site and building plans). The buildings are designed to appear to front onto 5<sup>th</sup> Street and integrate outdoor spaces into the landscape design. Surface parking has been hidden at the rear of the buildings as has the fully enclosed garbage and recycling areas. The sidewalks through the site effectively connect the units to the front and rear of the property. As discussed below, the building setbacks and requested variances reflect the pattern of existing development and enhance the cohesion with existing adjacent buildings and the overall street.



Figure 3: Renderings of the proposal

As stated, the access to the parking stalls will be off the existing lane at the rear. The R4-B zone permits the use of a lane as a drive aisle. Nevertheless the applicant has added an additional 2.6m of manoeuvring area between the stalls and the lane. This will ensure that longer vehicles do not project into the lane and

allow additional space when vehicles are backing out into the lane. The older lanes within the downtown area are approximately 4.5m wide. As part of the development process the applicant will be required to upgrade the lane along the subject property with new asphalt. The City has also requested a traffic analysis to consider whether vehicle flow modifications are required such as making the lane “one-way”.

The proposal is also consistent with the infill cluster housing concept developed for this site through the downtown charrette process in 2016 and illustrated in the Downtown Courtenay Playbook.

#### Variances

Four variances are requested as summarized below:

*Section 8.4.25 (1)* - Front Yard from a minimum of 5.90m to 2.50m

*Section 8.4.25 (3)* - Side Yards (west side) from a minimum of 4.72m to 1.24m

*Section 8.4.25 (3)* - Side Yards (east side) from a minimum of 4.72m to 1.35m

*Section 8.4.30 (1)* - landscape area of 4.5m required along the front property line while a landscaped area with a minimum width of 2.50m is proposed.

All variance measurements are from the lot line to the closest point on the building which included elements like eaves and bump-outs.

The applicant rationalizes the reduction in the front and side yards as necessary due to the form of the development which breaks the apartment units into smaller buildings rather than a single apartment block. A single 20-units apartment building would not require the separation distance between the buildings and compress the building into the site. However, a single apartment building would not blend as effectively with the existing street and be by far the largest single residential building on 5<sup>th</sup> Street. As proposed the applicant effectively balances densification with the character of the street.

Overall, building setbacks in this section of 5<sup>th</sup> Street are inconsistent with some buildings greater than 10m from the front property line while others are nearly adjacent to the property line. The same is true with side yards which differ from property to property. The proposed variances reflect the subject property’s context as downtown area housing along an arterial street. The front yards will be extensively landscaped with a design that reinforces the buildings as independent of each other and, while the proposal does not meet the zoning bylaw requirement for a 4.5m wide landscaped area in the front yard, the overall intent that front yards contains significant and well-designed landscaped areas is achieved.

**From a form and character perspective staff are of the opinion the proposal meets the intent of the development permit guidelines and supports approval of the development permit including the proposed variances.**

#### **FINANCIAL IMPLICATIONS:**

Development Cost Charges are applicable to this project. The total amount of these charges will be finalized at the time of building permit issuance.

The project is within Downtown Revitalization Area 2 of the City’s Downtown Revitalization Tax Exemption Bylaw. Accordingly, the application will be eligible for consideration of a 100% exemption of municipal tax

for five years resulting from the increase in assessed value of improvements on the property resulting from the construction of the development.

**ADMINISTRATIVE IMPLICATIONS:**

The processing of development applications is included in the current work plan as a statutory component. Staff has spent 40 hours reviewing the application, conducting a site visit and communicating with the applicant and their architect to request additional information.

If approved, there will be approximately two additional hours of staff time required to prepare the notice of permit and have it registered on title. Additional staff time will be required for processing and issuing permits such as building permit.

**ASSET MANAGEMENT IMPLICATIONS:**

The City will inherit approximately 59m of new laneway at the rear of the property if this development proceeds. These will be incorporated to the City's asset registers for ongoing maintenance. There were no frontage improvements to 5<sup>th</sup> Street identified as the roadway was recently rebuilt.

**2019 – 2022 STRATEGIC PRIORITIES REFERENCE:**

- ▲■ Identify and support opportunities for lower cost housing and advocate for senior government support
- ▲ Encourage and support housing diversity

**OFFICIAL COMMUNITY PLAN REFERENCE:**

4.4.2 Goals

1. Optimize the use of existing lands in the City with a long term consideration to expand boundaries and protect adjoining lands from further development to meet the future needs of the City.
2. To encourage multi residential development in the Downtown area of the City, and in areas identified through the Local Area Planning process.

4.4.3 Policies

- 5 (a) multi residential development shall be limited in scale and size outside the downtown area
- 5 (c) priorities for multi-residential development will be:
  - high - downtown area including along riverfront
  - medium - intensification or redevelopment of existing sites
  - low - peripheral expansion subject to Local Area Plan

**REGIONAL GROWTH STRATEGY REFERENCE:**

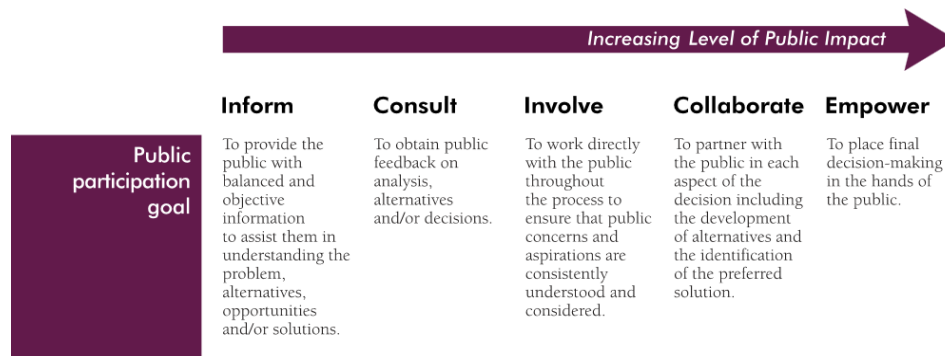
The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

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:



Prior to this application proceeding to Council, the applicant held a public information meeting on April 20<sup>th</sup>, 2019 at the Library at 3-00 – 6<sup>th</sup> Street. According to the information provided by the applicant, seven people attended the meeting. All written comment sheets are included with the meeting summary in **Attachment No. 2**.

One written submission was received after the meeting which is included in the attached summary.

In general the comments received to date have been supportive of the proposed development with the exception of concerns with parking. Staff note, the proposal does meet the minimum one parking space per unit zoning requirement.

**OPTIONS:**

**OPTION 1:** Approve Development Permit with Variances No. 1902 (**Recommended**):

**OPTION 2:** Defer consideration of Development Permit with Variances No. 1902 pending receipt of further information.

**OPTION 3:** Not approve Development Permit with Variances No. 1902.

Prepared by:

Matthew Fitzgerald, MCIP, RPP  
Planning Supervisor

Reviewed by:

Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

1. Attachment No. 1: Draft Development Permit with Variances
2. Attachment No. 2: Public Information Meeting Summary

Attachment No. 1: Draft Development Permit with Variance

**THE CORPORATION OF THE CITY OF COURTENAY**

**Permit No. 3060-20-1902**

**DEVELOPMENT PERMIT WITH VARIANCES**

June 10, 2019

**To issue a Development Permit with Variances**

**To:** Thandi Homes Inc.

**Property to which permit refers:**

Legal: Lots 1 and 2, Block 5, Plan 472B, and Lots 1, 2, Amended 3 (DD19360N) and Amended 4 (DD19363N), Plan 1392, all in Section 61 and District Lot 127, Comox District  
Civic: 632, 656, 668 & 680 - 5th Street

**Conditions of Permit:**

Permit issued to permit construction of a 20-unit apartment development on the above referenced property with variances granted as described below:

*Section 8.4.25 (1)* - Front Yard from a minimum of 5.90m to 2.50m

*Section 8.4.25 (3)* - Side Yards (west side) from a minimum of 4.72m to 1.24m

*Section 8.4.25 (3)* - Side Yards (east side) from a minimum of 4.72m to 1.35m

*Section 8.4.30 (1)* - landscape area of 4.5m required along the front property line while a landscaped area with a minimum width of 2.50m is proposed.

Development Permit with Variances No. 1902 is also subject to the following conditions:

1. The development shall be substantially consistent with the plans as shown in **Schedule No. 1**, as designed by ArchiType Design, date on May 17<sup>th</sup>, 2019;
2. That landscaping shall substantially conform to the plans and specifications contained in **Schedule No. 2**, as signed by Bloom Landscape Architecture, dated on May 13, 2019;
3. Submission of landscape security in the amount of \$217,386.25 (\$173,909.00 x 125%), as estimated by Lindsay Clement, MBCSLA, CSLA dated on March 1, 2019;
4. Landscaping must be completed within one year of the date of issuance of the occupancy permit by the City;
5. The minimum depth of topsoil or amended organic soil on all landscaped areas is to be as

follows:

shrubs – 450mm; groundcover and grass – 300 mm; and trees -300 mm.

6. Prior to building permit issuance provide the City a traffic review from a qualified professional addressing the impact the increased traffic from the 20 driveway accesses will have on the lane. The review should consider whether there are any recommended lane improvements in consideration of any potential safety implications regarding the lane width (existing ROW is less than 4.5 meters).
7. All new street lighting in the proposed development must use Full Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting must have FCO lighting fixtures;
8. A sign permit shall be obtained prior to any signage being installed on the property;
9. The development shall meet all other applicable requirements, standards and guidelines; and
10. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

#### **Time Schedule of Development and Lapse of Permit**

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

---

Date

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Director of Legislative Services



Schedule No 1: Site and Building Plan (1/5)



**Architype design**

5TH STREET HOUSING  
 632-680 5TH STREET  
 VANCOUVER, BC V6C 2M8

ADDRESS:  
 5TH STREET HOUSING  
 5TH STREET HOUSING

LEGAL DESCRIPTION:  
 LOTS 1 AND 2, BLOCK 5, PLAN  
 1271 (1271.0000) COXOX DISTRICT  
 3 (1271.0000) COXOX DISTRICT  
 4 (1271.0000) COXOX DISTRICT  
 5 (1271.0000) COXOX DISTRICT  
 1271 COXOX DISTRICT

P.L.O.  
 090-197-8583  
 000-137-3462  
 007-527-4422  
 007-528-0571

DATE: 05/11/2019  
 SCALE: AS SHOWN  
 DRAWING NO.: A1.1

Schedule No 1: Site and Building Plan (2/5)

**LEGEND:**

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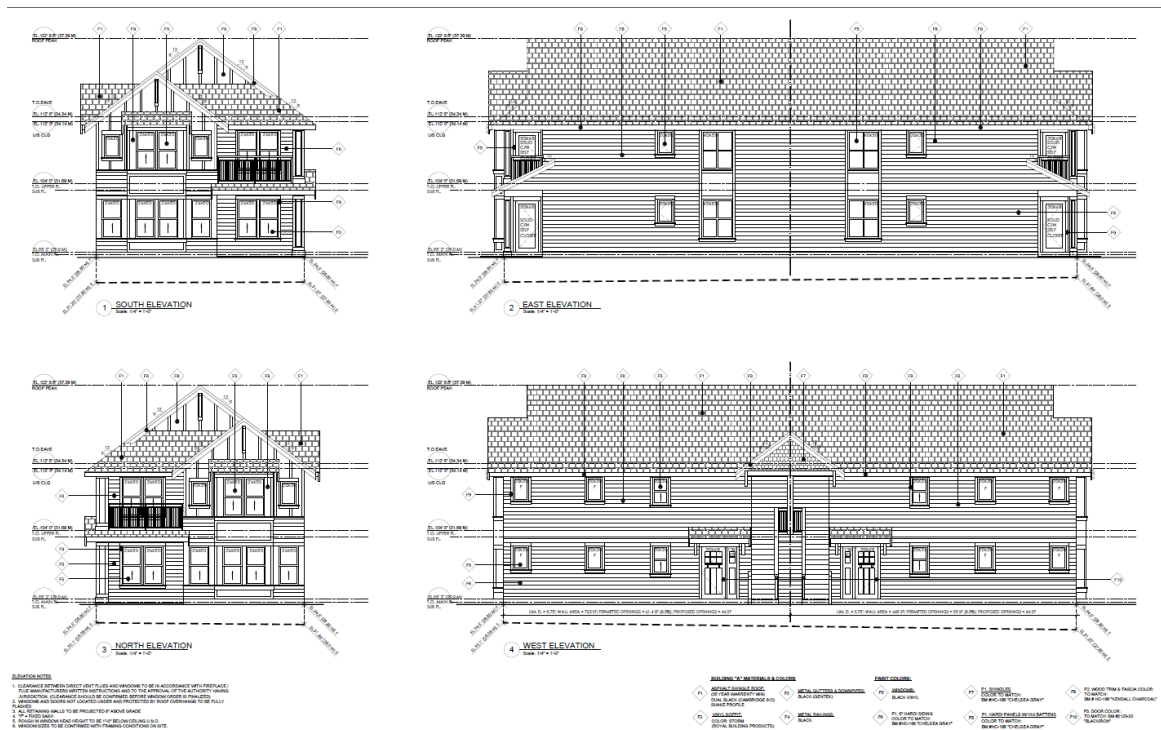
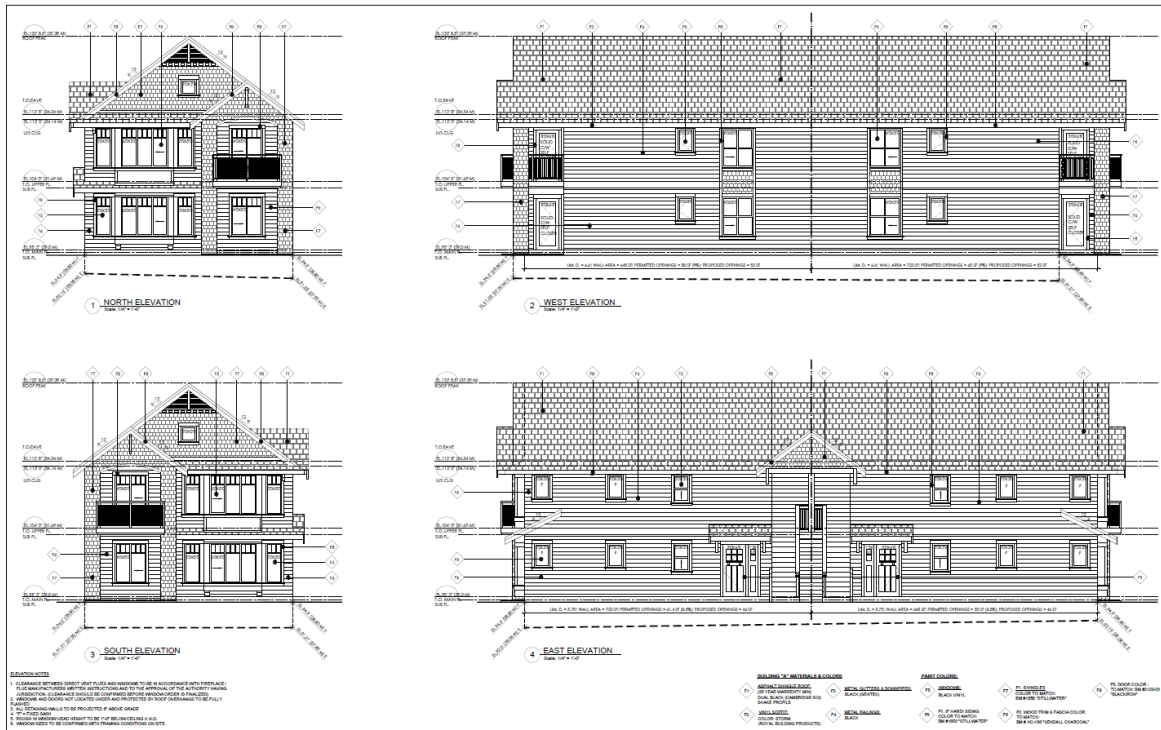
**PROJECT INFORMATION:**  
 Title: 5TH STREET HOUSING  
 Address: 5TH STREET, COURTENAY  
 Date: MAY 17, 2019  
 Scale: AS SHOWN  
 Drawing No. A.A4

**LEGEND:**

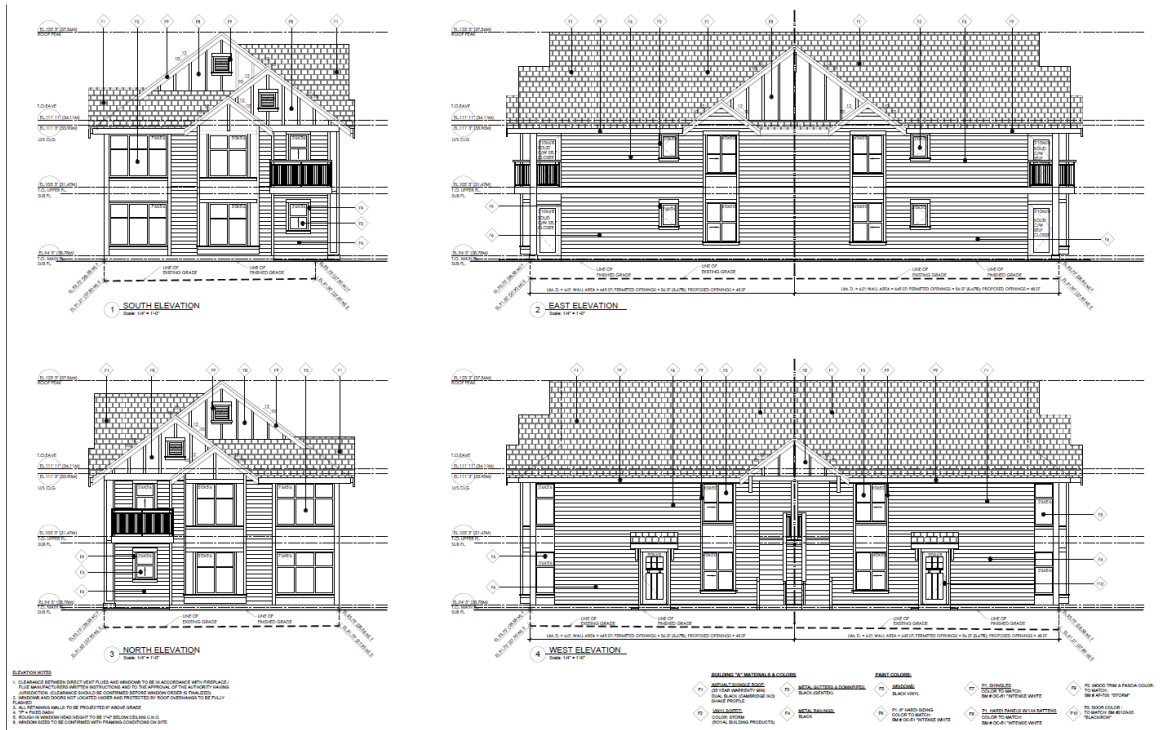
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**PROJECT INFORMATION:**  
 Title: 5TH STREET HOUSING  
 Address: 5TH STREET, COURTENAY  
 Date: MAY 17, 2019  
 Scale: AS SHOWN  
 Drawing No. A.B4

Schedule No 1: Site and Building Plan (3/5)



Schedule No 1: Site and Building Plan (4/5)



**ArchiType design**  
 10 TRENCHWOOD DR. VANCOUVER, BC V6N 1G5  
 TEL: 604.271.1111

**5TH STREET HOUSING**

ADDRESS:  
 5TH STREET, COURTENAY

LEGAL DESCRIPTION:  
 LOTS 1 AND 2, BLOCK 4, PLAN 472-8 AND LOTS 3, 4 AND 5, BLOCK 3, CO. PARCEL AND AMENDED 4 (2015/18) PLAN 199, ALL IN SECTION 61 AND DISTRICT LOT 137, COMOX DISTRICT

#1.D. 000-137-034  
 000-137-044  
 007-427-442  
 007-427-448  
 007-588-281

DATE: MAY 17, 2019

SCALE: AS SHOWN

**A.E.4**

Schedule No 1: Site and Building Plan (5/5)



NORTH ELEVATION STREETScape (5TH STREET, COURTENAY)

	<b>BUILDING "E"</b> <b>MATERIALS &amp; COLORS</b> ♦ ADJUSTABLE SLOPE ♦ 1/2" x 4" WOOD TRIM ♦ 2" x 4" BLACK CHAMBERED ROOF ♦ SHAKE PROFILE ♦ VINYL SIDING ♦ COLOR: IVORY ♦ METAL GUTTERS & DOWNPIPES ♦ BLACK (GENTRIS) ♦ METAL FLASHINGS ♦ BLACK ♦ WINDOWS ♦ BLACK VINYL ♦ PAINT COLORS: ♦ P1. SIDING COLOR TO MATCH: ♦ BM #140 "TITLWATER" ♦ P2. WOOD TRIM & FLASHING COLOR ♦ TO MATCH: ♦ BM #10 "VENEER" CHABROCAT ♦ P3. DOOR COLOR ♦ TO MATCH: BM #20 "BLACKBURN" ♦ P4. DOOR COLOR ♦ TO MATCH: BM #20 "BLACKBURN"		<b>BUILDING "D"</b> <b>MATERIALS &amp; COLORS</b> ♦ ADJUSTABLE SLOPE ♦ 1/2" x 4" WOOD TRIM ♦ 2" x 4" BLACK CHAMBERED ROOF ♦ SHAKE PROFILE ♦ VINYL SIDING ♦ COLOR: IVORY ♦ METAL GUTTERS & DOWNPIPES ♦ BLACK (GENTRIS) ♦ METAL FLASHINGS ♦ BLACK ♦ WINDOWS ♦ BLACK VINYL ♦ PAINT COLORS: ♦ P1. SIDING COLOR TO MATCH: ♦ BM #10 "VENEER" CHABROCAT ♦ P2. WOOD TRIM & FLASHING COLOR ♦ TO MATCH: ♦ BM #10 "VENEER" CHABROCAT ♦ P3. DOOR COLOR ♦ TO MATCH: BM #20 "BLACKBURN"		<b>BUILDING "C"</b> <b>MATERIALS &amp; COLORS</b> ♦ ADJUSTABLE SLOPE ♦ 1/2" x 4" WOOD TRIM ♦ 2" x 4" BLACK CHAMBERED ROOF ♦ SHAKE PROFILE ♦ VINYL SIDING ♦ COLOR: IVORY ♦ METAL GUTTERS & DOWNPIPES ♦ BLACK (GENTRIS) ♦ METAL FLASHINGS ♦ BLACK ♦ WINDOWS ♦ BLACK VINYL ♦ PAINT COLORS: ♦ P1. SIDING COLOR TO MATCH: ♦ BM #10 "VENEER" CHABROCAT ♦ P2. WOOD TRIM & FLASHING COLOR ♦ TO MATCH: ♦ BM #10 "VENEER" CHABROCAT ♦ P3. DOOR COLOR ♦ TO MATCH: BM #20 "BLACKBURN"		<b>BUILDING "B"</b> <b>MATERIALS &amp; COLORS</b> ♦ ADJUSTABLE SLOPE ♦ 1/2" x 4" WOOD TRIM ♦ 2" x 4" BLACK CHAMBERED ROOF ♦ SHAKE PROFILE ♦ VINYL SIDING ♦ COLOR: IVORY ♦ METAL GUTTERS & DOWNPIPES ♦ BLACK (GENTRIS) ♦ METAL FLASHINGS ♦ BLACK ♦ WINDOWS ♦ BLACK VINYL ♦ PAINT COLORS: ♦ P1. SIDING COLOR TO MATCH: ♦ BM #10 "VENEER" CHABROCAT ♦ P2. WOOD TRIM & FLASHING COLOR ♦ TO MATCH: ♦ BM #10 "VENEER" CHABROCAT ♦ P3. DOOR COLOR ♦ TO MATCH: BM #20 "BLACKBURN"		<b>BUILDING "A"</b> <b>MATERIALS &amp; COLORS</b> ♦ ADJUSTABLE SLOPE ♦ 1/2" x 4" WOOD TRIM ♦ 2" x 4" BLACK CHAMBERED ROOF ♦ SHAKE PROFILE ♦ VINYL SIDING ♦ COLOR: IVORY ♦ METAL GUTTERS & DOWNPIPES ♦ BLACK (GENTRIS) ♦ METAL FLASHINGS ♦ BLACK ♦ WINDOWS ♦ BLACK VINYL ♦ PAINT COLORS: ♦ P1. SIDING COLOR TO MATCH: ♦ BM #10 "VENEER" CHABROCAT ♦ P2. WOOD TRIM & FLASHING COLOR ♦ TO MATCH: ♦ BM #10 "VENEER" CHABROCAT ♦ P3. DOOR COLOR ♦ TO MATCH: BM #20 "BLACKBURN"
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Schedule No 2: Landscape Plan (1/1)



*Schedule No 3: Landscape Cost Estimate (1/2)*

**Bloom Landscape Architecture**

P.O. Box 403  
Union Bay, BC, V0R 3B0  
t: 250-218-1303

March 1, 2019

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

**Re: 5<sup>th</sup> Street Housing Development – Landscape Development Permit Plan**

To whom it may concern:

Please accept this letter as verification that the estimated cost of the landscape work for the above noted project is **\$173,909.00**. This price includes the supply and installation of all softscape work, hardscape work (walkways and patios) site furnishings, and irrigation and is exclusive of any applicable taxes.

Should you have any questions please contact the undersigned.

Sincerely,



**Lindsay Clement, MBCSLA, CSLA**  
Bloom Landscape Architecture  
t: 250-218-1303 | [www.bloom-la.com](http://www.bloom-la.com)



Schedule No 3: Landscape Cost Estimate (2/2)

**Class D Estimate of Probable Costs - Landscape Works**

Project: 5th Street Housing

Drawing Reference: Issued for Development Permit

Date: 2019-03-01

1.0	Site Preparation	Unit	Qty.	Unit Price	TOTAL
1.1	Fine grading +/- 10mm	Sq.m	900	\$3.00	\$ 2,700.00
1.2	Excavation plant beds (300mm)	Sq.m	355	\$5.00	\$ 1,775.00
<b>Sub-total 1.0</b>					<b>\$ 4,475.00</b>
2.0	Hardscape				
2.1	Concrete walkways	Sq.m	305	\$120.00	\$ 36,600.00
2.2	Concrete patios	Sq.m	125	120.00	\$ 15,000.00
2.3	Concrete paving stones	Sq.m	15	\$85.00	\$ 1,275.00
2.4	Aggregate mulch w/ landscape fabric	Sq.m	105	\$25.00	\$ 2,625.00
<b>Sub-total 2.0</b>					<b>\$ 55,500.00</b>
3.0	Softscape	Unit	Qty.	Unit Price	TOTAL
3.1	Growing medium - lawn (150mm deep)	Cu.m	23	\$65.00	\$ 1,495.00
3.2	Growing medium - plant beds (450mm deep)	Cu.m	160	\$65.00	\$ 10,400.00
3.3	Growing medium - tree pits (900mm deep)	Cu.m	12	\$65.00	\$ 780.00
3.4	Composted bark mulch	Sq.m	355	\$8.00	\$ 2,840.00
3.5	Sod (un-irrigated)	Sq.m	154	\$8.00	\$ 1,232.00
3.6	#1 Container plants	Ea.	286	\$12.00	\$ 3,432.00
3.7	#2 Container plants	Ea.	35	\$20.00	\$ 700.00
3.8	#5 Container plants	Ea.	52	\$40.00	\$ 2,080.00
3.9	6.0cm caliper deciduous tree	Ea.	13	\$550.00	\$ 7,150.00
<b>Sub-total 3.0</b>					<b>\$ 30,109.00</b>
4.0	Amenities	Unit	Qty.	Unit Price	TOTAL
4.1	Fence - 1.2m decorative metal	Lin.m	100	\$250.00	\$ 25,000.00
4.2	Fence - 1.2m cedar	Lin.m	105	\$180.00	\$ 18,900.00
4.3	Fence - 1.8m cedar	Lin.m	75	\$225.00	\$ 16,875.00
4.4	Bench	Ea.	3	\$1,750.00	\$ 5,250.00
4.5	Feature boulder	Ea.	100	\$23.00	\$ 2,300.00
<b>Sub-total 4.0</b>					<b>\$ 68,325.00</b>
5.0	Site Servicing	Unit	Qty.	Unit Price	TOTAL
5.1	Irrigation Point of Connection	L.S.	1	\$5,000.00	\$ 5,000.00
5.2	High efficiency irrigation system	L.S.	1	\$10,500.00	\$ 10,500.00
<b>Sub-total 5.0</b>					<b>\$ 15,500.00</b>
<b>TOTAL</b>					<b>\$ 173,909.00</b>

Notes:

\* Units rates are based upon 2018 contractor pricing

\* Total does not include applicable taxes

\* Price includes supply and installation



Attachment No. 2: Public Information Meeting Summary

**5<sup>th</sup> Street Rental Homes, Courtenay, BC**  
**PUBLIC INFORMATION SESSION**

**ArchiType**  
design

**Neighborhood Notification:**

The mailout document (Appendix A) was mailed by the owner to the required neighbors about two weeks prior to the information session.

**Public Information Session Summary:**

**Location:** Vancouver Island Regional Library, 300 6<sup>th</sup> Street,  
Courtenay  
**Time:** 2:00pm to 4:00pm

Hosting the Information Session were myself (Satendra Mann) and my client Amrik Thind. There were approximately 12 to 14 visitors at the session, most of whom are recorded on the Sign In Sheet (Appendix B). Some the visitors did not live in the immediate neighborhood but came out of general interest.

A summary of the session is as follows:

- Generally, there was a very favorable response to the concept of the project, and the form and character of the buildings.
- A number of visitors expressed concern that more parking should be provided for visitors. A neighbor who has a rental building nearby (three or four units) did state that a few of the parking spaces provided at his site are not used at all.
- Quite a bit of discussion focused around the recent 5<sup>th</sup> Street bike path / boulevard / street construction which resulted in less street parking and a narrowing of the road.
- There was some concern expressed about increased congestions.
- The adjacent neighbor to the east had questions about site drainage (as she is working on improvements for her site) and asked for information relating to the survey, which we provided to her further to the meeting.
- A few visitors asked what rent would be charged for the units and client is unsure at this time; most likely it will be as per the market.
- Some general discussion took place regarding the length of time that the construction of the project will take. The concern was that it would be extended or prolonged and client assured them that it would proceed as quickly as possible, most likely all the buildings built concurrently.
- There were no concerns expressed by visitors relating to setbacks or siting.

A number of the visitors took away the Information Session Comment Sheets to fill out and two were submitted to us (Appendix D) at the meeting.

233 W. 28th St.,  
North Vancouver, BC,  
V7N 2H9

Contact:  
Satendra Mann  
604.988.6063 ph/fx  
604.828-5202 cell  
smann106@telus.net

## DEVELOPER'S INFORMATION SESSION

**ArchiType**  
design

ArchiType Design is holding an information session where interested members of the public are invited to learn about the application for the development of the sites located at 632 - 680 5th Street, Courtenay. The proposal is for 20 rental units housed in five buildings with surface parking provided at the rear of the site. To facilitate this development, variances to setbacks and unit open space requirements are proposed.

You are invited to the Information Session for an early opportunity to review the project and offer comments.

**MEETING LOCATION:**  
Vancouver Island Regional Library  
300 6th Street, Courtenay

**DATE:** APRIL 20TH, 2019  
**TIME:** 2:00PM TO 4:00PM



**PLANNING DEPARTMENT CONTACT:**  
Matthew Fitzgerald  
Planning Supervisor, City of Courtenay  
250.334.4441  
mfitzgerald@courtenay.ca

**APPLICANT:**  
Satendra Mann  
ArchiType Design  
smann106@telus.net  
604.828.5202

This meeting is required by the City of Courtenay as part of the Development Permit process.


**APPENDIX A**  
PAGE 3

**PUBLIC INFORMATION MEETING  
APRIL 20, 2019**

**SIGN IN SHEET**

**FOR**

**632, 656, 668 & 680 5TH STREET, COURTENAY**

<b>NAME (Please Print)</b>	<b>ADDRESS</b>
	604 5th St Courtenay
	620 5th St Courtenay
	545 Kilpatrick Ave, Courtenay
	Ameny Rd Area
	Kilpatrick <sup>544</sup> Ave, Courtenay

**APPENDIX B**  
PAGE 4

## PUBLIC INFORMATION MEETING

JANUARY 15, 2017

632, 656, 668 & 680 5TH STREET, COURTENAY

### COMMENT SHEET

Name:

[REDACTED]

Email:

[REDACTED]

Address:

545 Kilpatrick Ave., Courtenay

Phone:

[REDACTED]

This proposal is for 20 rental units housed in five buildings with surface parking provided at the rear of the site. To facilitate this development, variances to setbacks are proposed. Given the information you have received regarding this project do you have any comments or questions?

Visually, each fourplex looks very attractive. The designer did a great job. Kudos!  
Our only concern is visitor parking. There's no parking available on 5th Street. 5th Street is a mess.  
Would like to know when construction begins, how long it will last until completion.  
Hopefully, the impact on the neighbourhood is a positive one.

**Please return your comments by:** April 27, 2019

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

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

APPENDIX C

PAGE 5

### PUBLIC INFORMATION MEETING

JANUARY 15, 2017

632, 656, 668 & 680 5TH STREET, COURTENAY

#### COMMENT SHEET

Name: [REDACTED]

Email: [REDACTED]

Address: Demmen Island

Phone: [REDACTED]

This proposal is for 20 rental units housed in five buildings with surface parking provided at the rear of the site. To facilitate this development, variances to setbacks are proposed. Given the information you have received regarding this project do you have any comments or questions?

Parking is inadequate behind the units, these lots should offer more as overfill will plug up neighborhoods. Parking should be wired for electric car charging. Planners should examine and address parking issues. What about visitor parking?

**Please return your comments by:** April 27, 2019

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

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

**APPENDIX C**  
PAGE 6

**PUBLIC INFORMATION MEETING**

JANUARY 15, 2017

632, 656, 668 & 680 5TH STREET, COURTENAY

RECEIVED

APR 26 2019

CITY OF COURTENAY

**COMMENT SHEET**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: 620 5<sup>th</sup> Street

Phone: \_\_\_\_\_

This proposal is for 20 rental units housed in five buildings with surface parking provided at the rear of the site. To facilitate this development, variances to setbacks are proposed. Given the information you have received regarding this project do you have any comments or questions?

- ① I like the overall design. The form and character are in keeping with the historic neighborhood. It looks great.
- ② I would like to clarify the side setbacks along the side of my property. 7'6" from the fence to the wall, or the roof overhang?
- ③ Would like to know exactly where the property line is - will the fence be too close to my house to allow for my ease of passage?
- ④ Concerned about parking - there is extremely limited street parking. Two bedroom units to only one parking space each, and no visitor parking is not sufficient.
- ⑤ Demolition - I would request that the developer do pest control on the house before demo. Concerned that pests will migrate to neighboring houses. ~~Recomm~~ Recommend V.I. Pest control ~~250-702-2234~~ 250-702-2234
- ⑥ Would like to know timelines for demo, and building

**Please return your comments by:** April 27, 2019

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

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



## STAFF REPORT

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**To:** Council  
**From:** Deputy Chief Administrative Officer  
**Subject:** Housing Needs Reports – Regional Approach

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**File No.:** 6600-01-01

**Date:** June 10, 2019

### PURPOSE:

The purpose of this report is to provide an overview of recent legislative amendments requiring the preparation of Housing Needs Reports and to obtain Council support for a regional approach to preparation of the report.

### DEPUTY CAO RECOMMENDATIONS:

That based on the June 10, 2019 staff report, “Housing Needs Reports – Regional Approach”, Council approve Option 1 and support the City’s participation in a Regional Housing Needs Report Program coordinated by the Comox Valley Regional District and authorize the Comox Valley Regional District to apply for, receive and manage the Housing Needs Report program grant funding on the City’s behalf.

Respectfully submitted,

John Ward, CMC  
Deputy Chief Administrative Officer

### BACKGROUND:

On April 16, 2019 the province adopted changes to the *Local Government Act* requiring Local Governments to produce a Housing Needs Report by April 2022 and every five years after the production of the first report.

Housing needs reports are intended to help communities document their current and future housing needs through the identification of existing and projected gaps in housing supply. The reports require the collection of approximately 50 distinct kinds of data on local demographics, economics, housing stock and other factors.

### DISCUSSION:

While local governments are required to prepare reports specific to their own community the option to partner with other local governments exists. To this end, it is proposed that the CVRD coordinate the collection and reporting of the housing needs information in partnership with the member municipalities. Such a partnership will provide regional consistency in the data, efficiency in terms of data collection and contract administration and ensure that the region’s data is being updated in a coordinated way.

Of importance the legislation requires that each participating municipality has its own community specific information and report at the end of the process. So although a regional approach is being considered the City will have data specific to our own housing market and needs.

The Councils of the Town of Comox and Village of Cumberland have already endorsed this approach.

**FINANCIAL IMPLICATIONS:**

At this time there are no direct financial implications to the City related to the Housing Needs Report. The Province has committed \$5 million in funding over three years to assist local governments with the preparation of the reports. The CVRD will be applying for a grant based on all three member municipalities participating. Should the grant application be successful, the maximum grant of \$125,000 is anticipated to cover the full cost of the reports.

**ADMINISTRATIVE IMPLICATIONS:**

Staff have spent approximately 3 hours researching and preparing this report. Additional Planning staff time will be required as the project moves forward.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications.

**STRATEGIC PRIORITIES REFERENCE:**

The requirement to complete a Housing Needs Report is a legislative requirement mandated by the Provincial Government. However, the report will align with the strategic priority “We support diversity in housing & reasoned land use planning” and it will inform the City’s upcoming OCP review.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

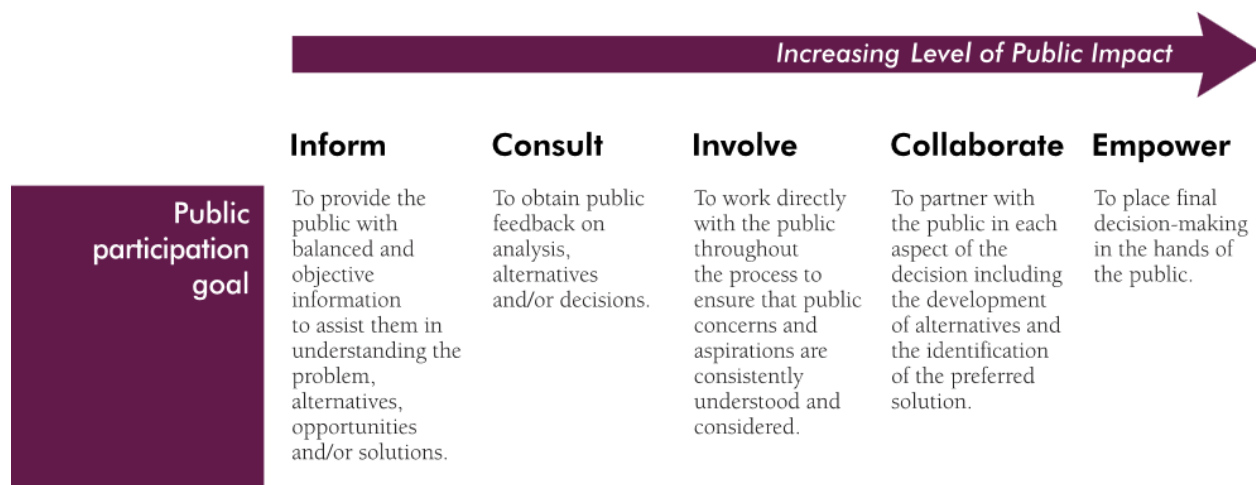
No direct reference, however the outcomes of the Housing Needs Report will inform the upcoming OCP review.

**REGIONAL GROWTH STRATEGY REFERENCE:**

No direct reference, however the report outcomes will inform future amendments to the RGS.

**CITIZEN/PUBLIC ENGAGEMENT:**

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





**OPTIONS:**

- OPTION 1: That based on the June 10, 2019 staff report, “Housing Needs Reports – Regional Approach”, Council approve Option 1 and support the City’s participation in a Regional Housing Needs Report Program coordinated by the Comox Valley Regional District and authorize the Comox Valley Regional District to apply for, receive and manage the Housing Needs Report program grant funding on the City’s behalf. **(Recommended)**
- OPTION 2: Direct staff not participate in a regional approach and make application for funding to complete the assessment and report for the City alone.

Prepared by:



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Ian Buck, MCIP, RPP  
Director of Development Services

Attachment No. 1 – Summary of Legislative and Regulatory Requirements for Housing Needs Reports

## Attachment No. 1 - Summary of Legislative and Regulatory Requirements for Housing Needs Reports



### Guide to Requirements for Housing Needs Reports

Effective April 16, 2019 provincial requirements require all local governments to complete housing needs reports for their communities by April 2022 and every five years thereafter.

Together, the housing needs reports legislation and regulations specify requirements for:

- **Information Collection** - As a basis for determining current and projected housing needs, local governments are required to collect approximately 50 distinct kinds of data.
- **Report Content** - All housing needs reports are required to contain certain content, based on analysis of the information collected, and a standardized summary form.

This guide is an overview of the requirements in each of these areas.<sup>1</sup>

The requirements related to housing needs reports are detailed in legislation and associated regulations:

- *The Local Government Act* (mainly Part 14) and Housing Needs Reports Regulation.
- *Vancouver Charter*, Section 27 and Vancouver Housing Needs Reports Regulation.

Links to the legislation and regulations, as well as implementation supports for local governments to meet the requirements, are available at: <https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports>

Local governments who are already working on, or who have recently completed a housing needs report (before April 2019), may be considered to have met the legislated requirement for their first report. Please contact ministry staff about whether these transitional provisions could apply to your local government.

Ministry of Municipal Affairs and Housing  
Planning and Land Use Management Branch  
Telephone: 250-387-3394  
Email: [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca)

<sup>1</sup> Note: In the event of discrepancy with this document, the meaning of the legislation and regulations prevails.



### Required Information (Data Collection)

As a basis for determining current and projected housing needs, local governments are required to collect approximately 50 kinds of data about:

- current and projected population;
- household income;
- significant economic sectors; and
- currently available and anticipated housing units.

In the case of a regional district, this information is required for each electoral area to which the report applies (except for electoral areas with a population of less than 100). In the case of the Islands Trust, the information is required for each local trust area.

**Most of the data that local governments are required to collect is provided at: <https://catalogue.data.gov.bc.ca/group/housing-needs-reports>**

The tables below detail each of the required kinds of data, its source and the time frame for which it is required.

Understanding trends is an important part of data analysis. Consequently, local governments are required to collect information on previous as well as current years.

- For data that is available from Statistics Canada, the period for which data will be required will be the previous three Census reports. For other information, the required period will be comparable. Local governments may choose to look further back if information is available.
- Information projections will be required to look at least five years forward.

Population	Source of Data	Housing Needs Report Regulation
<i>Time Frame: previous 3 Census reports, except marked *</i>		
Total population	Statistics Canada Census	Section 3 (1) (a) (i)
Population growth [# and %]	Statistics Canada Census	Section 3 (1) (b)
Age - Average and median age	Statistics Canada Census	Section 3 (1) (a) (ii), (iii)
Age - Age group distribution (0-14, 15-19, 20-24, 25-64, 65-84, 85+) [# and %]	Statistics Canada Census	Section 3 (1) (a) (iv)
Mobility – number of non-movers, non-migrants, migrants	Statistics Canada Census	Section 3 (1) (a) (x)
Number of individuals experiencing homelessness* (if available)	Homeless Counts	Section 3 (1) (d)
Number of students enrolled in post-secondary institutions* (if applicable)	AEST	Section 3 (1) (c)



<b>Households</b>		<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
<i>Time Frame: previous 3 Census reports</i>			
Total number of households		Statistics Canada Census	Section 3 (1) (v)
Average household size		Statistics Canada Census	Section 3 (1) (vi)
Breakdown of households by size (1, 2, 3, 4, 5+ people) [# and %]		Statistics Canada Census	Section 3 (1) (vii)
Renter and owner households [# and %]		Statistics Canada Census	Section 3 (1) (viii)
Renter households in subsidized housing [# and %]		Statistics Canada Census	Section 3 (1) (ix)

<b>Anticipated Population</b>		<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
<i>Time Frame: next 5 years</i>			
Anticipated population		BC Stats	Section 3 (2) (a)
Anticipated population growth [# and %]		BC Stats	Section 3 (2) (b)
Anticipated age - Average and median age		BC Stats	Section 3 (2) (c), (d)
Anticipated age - Age group distribution (0-14, 15-19, 20-24, 25-64, 65-84, 85+) [# and %]		BC Stats	Section 3 (2) (e)

<b>Anticipated Households</b>		<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
<i>Time Frame: for next 5 years</i>			
Anticipated number of households		BC Stats	Section 3 (2) (f)
Anticipated average household size (# of people)		BC Stats	Section 3 (2) (g)

<b>Household Income</b>		<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
<i>Time Frame: previous 3 Census reports</i>			
Average and median household income (if available)		Statistics Canada Census	Section 4 (a), (b)
Households in specified income brackets [# and %] (if available)		Statistics Canada Census	Section 4 (c)
Renter household income – Average and median (if available)		Statistics Canada Census	Section 4 (f)
Renter households in specified income brackets [# and %] (if available)		Statistics Canada Census	Section 4 (d)
Owner household income – Average and median (if available)		Statistics Canada Census	Section 4 (g)
Owner households in specified income brackets [# and %] (if available)		Statistics Canada Census	Section 4 (e)



<b>Economic Sectors &amp; Labour Force</b>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
<i>Time Frame: previous 3 Census reports. Except for *</i>		
Total number of workers	Statistics Canada Census	Section 5 (a)
Number of workers by industry (North American Industry Classification System – NAICS)	Statistics Canada Census	Section 5 (b)
Unemployment rate and participation rate	Statistics Canada Census	Section 7 (b), (c)
Commuting destination* (within census subdivision; to different census subdivision; to different census division; to another Province/Territory)	Statistics Canada Census	Section 7 (d), (e), (f), (g)
<b>Housing Units – Currently occupied/available</b>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
Total number of housing units	Statistics Canada Census	Section 6 (1) (a)
Breakdown by structural type of units [# and %]	Statistics Canada Census	Section 6 (1) (b)
Breakdown by size – # of units with 0 bedrooms (bachelor); 1 bedroom; 2 bedrooms; 3+ bedrooms	Statistics Canada Census	Section 6 (1) (c)
Breakdown by date built (pre-1960; 1961-80; 1981-90; 1991-00; 2001-10; 2011-16; 2017) [# and %]	Statistics Canada Census	Section 6 (1) (d)
Number of housing units that are subsidized housing	BC Housing/ BCPNPHA <sup>2</sup>	Section 6 (1) (e)
Rental vacancy rate – overall and for each type of unit (if available)	CMHC	Section 6 (1) (f), (j)
Number of primary and secondary rental units (if available)	CMHC, Various	Section 6 (1) (k) (i), (ii)
Number of short-term rental units (if available)	Various	Section 6 (1) (k) (iii)
Number of units in cooperative housing (if applicable)	Coop Housing Federation of BC	Section 6 (1) (l)
Number of Post-secondary housing (number of beds) (if applicable)	AEST	Section 6 (1) (o)
Shelter beds and housing units for people experiencing or at risk of homelessness (if applicable)	BC Housing	Section 6 (1) (p)

<sup>2</sup> BCPNPHA: BC Non-profit Housing Association



Housing Units – Change in housing stocks (past 10 years)	Source of Data	Housing Needs Report Regulation
Demolished - overall and breakdown for each structural type and by tenure (if available)	Local government	Section 6 (1) (m) (i), (ii), (iii), (iv)
Substantially completed - overall and breakdown for each structural type and by tenure (if available)	Local government	Section 6 (1) (n) (i), (ii), (iii), (iv)
Registered new homes - overall and breakdown for each structural type and for purpose-built rental	BC Housing	Section 6 (3) (a), (b), (c)

Housing Values	Source of Data	Housing Needs Report Regulation
<i>Time Frame:</i> 2005 onward for first report; past 10 years for subsequent reports		
Assessed values - Average and median for all units	BC Assessment	Section 6 (1) (f) (i)
Assessed values - Average and median by structural type (e.g. single detached, apartment, etc.)	BC Assessment	Section 6 (1) (f) (ii)
Assessed values - Average and median by unit size (0, 1, 2, 3+ bedrooms)	BC Assessment	Section 6 (1) (f) (iii)
Sale Prices – Average and median for all units and for each structural type	BC Assessment	Section 6 (1) (g) (i)
Sale Prices – Average and median by structural type (e.g. single detached, apartment, etc.)	BC Assessment	Section 6 (1) (g) (ii)
Sale Prices - Average and median by unit size (0, 1, 2, 3+ bedrooms)	BC Assessment	Section 6 (1) (g) (iii)
Rental Prices – Average and median for all units and for unit size (# of bedrooms) (if available)	CMHC	Section 6 (1) (h) (i)
Rental Prices - Average and median by unit size (0, 1, 2, 3+ bedrooms)	CMHC	Section 6 (1) (h) (ii)

Households in Core Housing Needs	Source of Data	Housing Needs Report Regulation
<i>Time Frame:</i> previous 3 Census reports		
Affordability – households spending 30%+ of income on shelter costs (overall # and % of households)	Statistics Canada Census	Section 7 (a) (i)
Affordability – households spending 30%+ of income on shelter costs (# and % of renter and owner households)	Statistics Canada Census	Section 7 (a) (ii)
Adequacy – households in dwellings requiring major repairs (overall # and % of households)	Statistics Canada Census	Section 7 (a) (iii)
Adequacy – households in dwellings requiring major repairs (# and % of renter and owner households)	Statistics Canada Census	Section 7 (a) (iv)
Suitability – households in overcrowded dwellings (overall # and % of households)	Statistics Canada Census	Section 7 (a) (v)
Suitability – households in overcrowded dwellings (# and % of renter and owner households)	Statistics Canada Census	Section 7 (a) (vi)



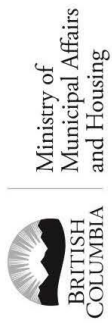
### Required Content for Housing Needs Reports

All housing needs reports are required to contain the following content, based on analysis of the information collected. In the case of a regional district, this content is required for every electoral area to which the report applies. In the case of the Islands Trust, the content is required for each local trust area to which the report applies.

- The number of housing units required to meet current housing and anticipated housing needs for at least the next five years, by housing type.
- Statements about key areas of local need.
- The number and percentage of households in core housing need and extreme core housing need.
- A standardized summary form.

Note that a regional district *does not need* to include the following content for electoral areas with a population of less than 100.

<b>Housing units required – Current and Anticipated (in 5 years)</b>	<b>Legislation</b>
Number of units needed by “type” (unit size): 0 bedrooms (bachelor); 1 bedrooms; 2 bedrooms; and 3+ bedrooms	LGA: 585.3 (c) (i), (ii); VC: 574.3 (c) (i), (ii)
<b>Households in core housing need</b>	<b>Housing Needs Reports Regulation</b>
<i>Time frame: previous 3 Census reports</i>	Section 8 (1) (a) (i), (ii)
Core housing need, overall and breakdown by tenure [# and %]	Section 8 (1) (a) (iii), (iv)
Extreme core housing need, overall and breakdown by tenure [# and %]	
<b>Statements about key areas of local need</b>	<b>Housing Needs Reports Regulation</b>
<ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• Rental housing</li> <li>• Special needs housing</li> <li>• Housing for seniors</li> <li>• Housing for families</li> <li>• Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness</li> </ul>	Section 8 (1) (b) (i), (ii), (iii), (iv), (v), (vi)



Summary Form	Housing Needs Reports Regulation
<ul style="list-style-type: none"> <li>• Key contextual information (e.g. location, population, median age, unemployment rate, etc.)</li> <li>• Summary of all the required content (tables above)</li> <li>• Summary of housing policies in OCPs and RGSs (if available)</li> <li>• Summary of community consultation, and consultation with First Nations, other local governments and agencies.</li> <li>• Other key housing issues or needs not identified in the required content.</li> </ul>	Section 8 (1) (c)

For more information, please contact ministry staff:

Ministry of Municipal Affairs and Housing  
 Planning and Land Use Management Branch  
 Telephone: 250-387-3394  
 Email: [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca)





## STAFF REPORT

**To:** Council

**File No.:** 4320-20

**From:** Deputy Chief Administrative Officer

**Date:** June 10<sup>th</sup> 2019

**Subject:** City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019

### **PURPOSE:**

The purpose of this report is to provide information resulting from the public engagement process relating to establishing a single use plastics regulation under Section 8(6) of the *Community charter*, and consider final adoption of City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019.

### **DEPUTY CAO RECOMMENDATIONS:**

That based on the June 10<sup>th</sup> Staff report "City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019", Council approve OPTION 1 and proceed to final adoption of "City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019"; and

That Council direct staff to proceed with the public information process outlined in the report.

Respectfully submitted,

John Ward, CMC  
Chief Administrative Officer

### **BACKGROUND:**

At the February 4<sup>th</sup> 2019 Council Meeting, Council directed staff to investigate the options and implications relating to the City of Courtenay establishing a bylaw to ban single-use plastic bags and plastic straws.

Subsequently, at the April 15<sup>th</sup> 2019 meeting, Council was presented with a report outlining the steps and hurdles being experienced by other municipalities in establishing similar single use items bylaws.

Supporting information included in the report provided details relating to plastics in the waste stream and recommendations for exemptions and implementation methods for the proposed bylaw. Council gave the Single Use Plastics Regulation Bylaw First, Second and Third Readings at the April 15<sup>th</sup> meeting and directed staff to consult the public and stakeholders and complete the statutory advertising.

As part of the decision to move forward with a single use plastics bylaw, local stakeholders were surveyed to obtain information on the current trends and preferences of the local business and consumer communities.

## **DISCUSSION:**

The public engagement process included two surveys, one directed at area residents and another for local businesses. In addition to social media and newspaper notifications, the Comox Valley Chamber of Commerce and Downtown Courtenay Business Improvement Associations were contacted with information about the survey and provided the opportunity to comment directly on the City's proposal to regulate single use plastics.

The Residents Survey was very popular with 1035 responses. The largest single response group to complete the Resident Survey was "families with children" at 41%. With respondents claiming to always or at least frequently employ re-usable bags in their current shopping trends. The majority of residents surveyed indicated that as a result of approving the bylaw, they would be inclined to switch to re-usable products over other options. A three month phase in of the bylaw, was the most popular preference from area residents and most felt that more information on the subject of single use plastics could be best received through social media or the City's website.

The Business Survey mirrored the feeling of digital media being the best outlet for providing information relating to the proposed bylaw. Of the 46 businesses responding to the survey, 78% classified themselves as falling into the small business category. When businesses indicated that checkout bags were provided to their customers, just over half claimed to already provide alternatives to plastic single use bags and where straws were provided, 44% of businesses felt that it would not be difficult to switch away from single use straws. Additionally, when asked the question of how often customers provided their own bags, businesses estimated that 64% of their customers would only "sometimes" use bags other than those provided by the store.. Business comments submitted for the preferred phasing in of the bylaw, were spread somewhat evenly across the options provided and ranged from, "no phase in" to the longest timeframe provided of "more than 12 months".

The survey results for the Resident and Business Surveys are contained in Appendices A & B respectively, of this report. In addition they are posted on the City's Single Use Plastics dedicated webpage [www.courtenay.ca/plastics](http://www.courtenay.ca/plastics).

In an effort for the City to promote the transition away from single use plastics, an information program utilizing the City's website, social media and a form of localized reminders, were identified as ways to provide to the community some of the potentially sought after information, relating to the plastics Bylaw. This type of promotion could help establish re-usable products as a consumer habit, resulting in a reduction to the resources required to collect and dispose of single use products.

**The results of the survey do not indicate the need to modify any of the current provisions in the bylaw. Staff recommend Council proceed to final adoption of the bylaw as it exists.**

**Staff note that the City of Victoria's bylaw, on which Courtenay's bylaw is structured, was successfully upheld in the BC Supreme Court last year. The Canadian Plastic Bag Association has appealed this decision. Should the appeal result in the quashing or changes to Victoria's bylaw staff will report back to Council on the options and implications of the decision.**

## **FINANCIAL IMPLICATIONS:**

To date, approximately \$1000.00 has been spent on outreach and advertising relating to the local business, public surveys and the statutory notification as required by Section 59(2) of the Community charter.

An additional \$2500.00 expected to be spent on public education and business support.

**ADMINISTRATIVE IMPLICATIONS:**

Staff have currently invested approximately 40 hours on the research, public consultation and preparation of these reports. If directed by Council to proceed with the bylaw adoption and public education, an additional 20 hours of staff time is anticipated.

**ASSET MANAGEMENT IMPLICATIONS:**

No Asset Management implications at this time.

**STRATEGIC PRIORITIES REFERENCE:**

- Communicate appropriately with our community in all decisions we make
- ▲ Support social, economic and environmental sustainability solutions
- ▲■ Advocate and cooperate with local and senior governments on regional issues affecting our community

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Not referenced.

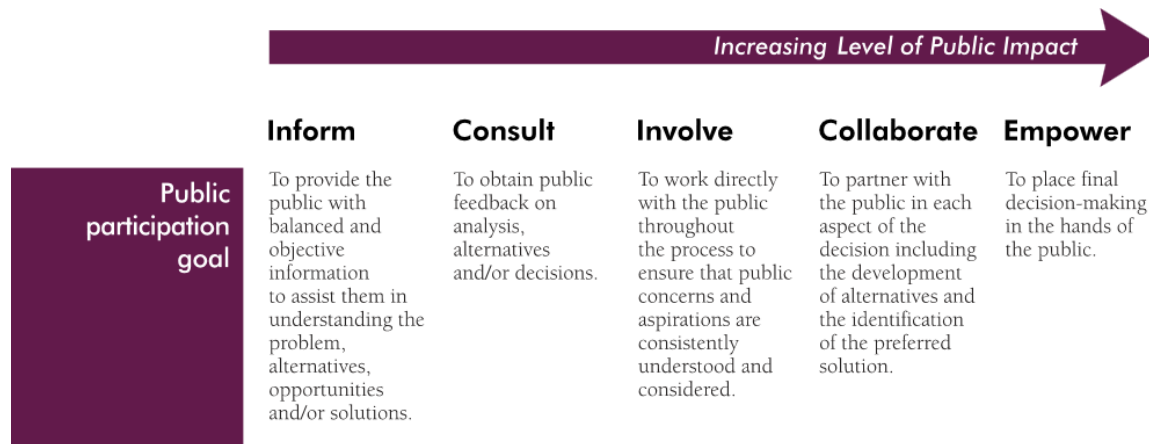
**REGIONAL GROWTH STRATEGY REFERENCE:**

Not referenced.

**CITIZEN/PUBLIC ENGAGEMENT:**

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

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

- OPTION 1:** That Council receive the June 10th 2019 Staff report “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019”, and proceed to final approval of “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019”; and  
That Council direct staff to proceed with the public information process outlined in the report. (Recommended)
- OPTION 2:** That Council refer “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019” back to staff with a list of specific changes.
- OPTION 3,** That Council defer decision on the “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019”, pending receipt of further information.

Prepared by:

Trevor Sweeney, RBO  
Manager of Building and Administrative Services

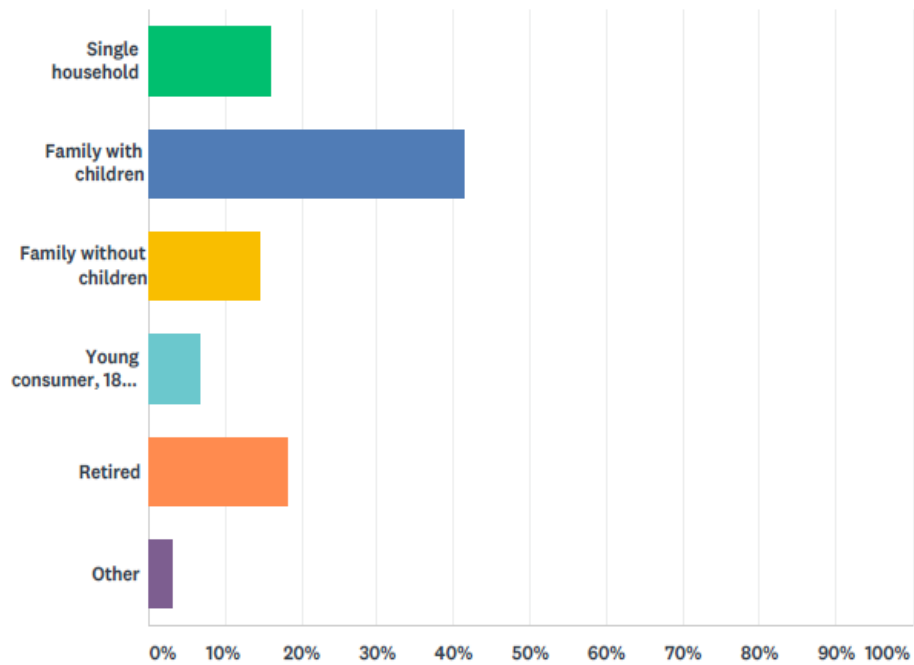
Reviewed by:

Ian Buck, MCIP, RPP  
Director of Development Services

**APPENDIX A**

Q1 Which of the following best describes your household?

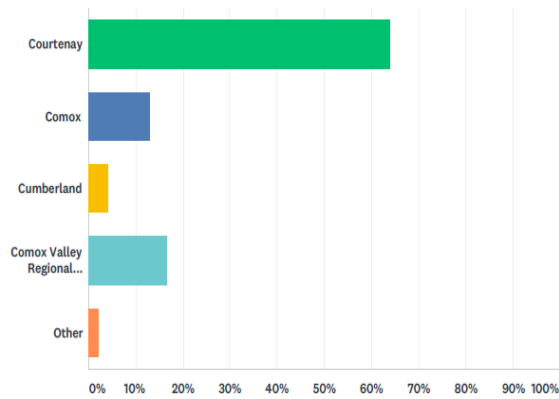
Answered: 1,035 Skipped: 0



ANSWER CHOICES	RESPONSES	
Single household	16.04%	166
Family with children	41.35%	428
Family without children	14.59%	151
Young consumer, 18 - 24 years old	6.67%	69
Retired	18.16%	188
Other	3.19%	33
<b>TOTAL</b>		<b>1,035</b>

### Q2 What area do you live in?

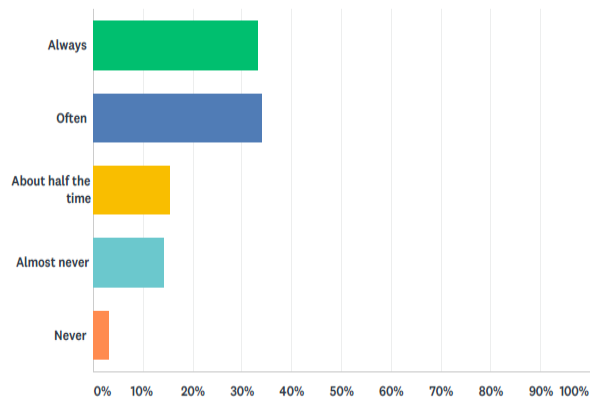
Answered: 1,035 Skipped: 0



ANSWER CHOICES	RESPONSES	
Courtenay	63.96%	662
Comox	13.04%	135
Cumberland	4.15%	43
Comox Valley Regional District	16.81%	174
Other	2.03%	21
<b>TOTAL</b>		<b>1,035</b>

### Q3 When you shop, how often do you use reusable bags?

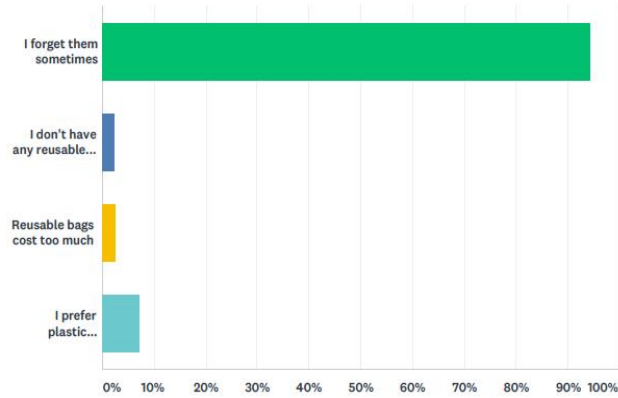
Answered: 1,035 Skipped: 0



ANSWER CHOICES	RESPONSES	
Always	33.24%	344
Often	33.82%	350
About half the time	15.56%	161
Almost never	14.20%	147
Never	3.19%	33
<b>TOTAL</b>		<b>1,035</b>

Q4 Which best describes your reusable bag use when shopping? Choose up to two answers.

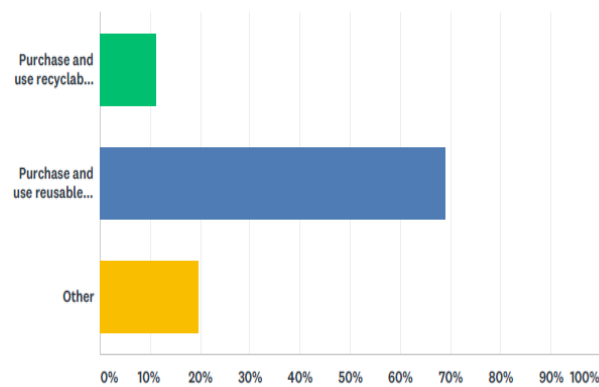
Answered: 801 Skipped: 234



ANSWER CHOICES	PERCENTAGE	RESPONSES
I forget them sometimes	94.38%	756
I don't have any reusable bags	2.25%	18
Reusable bags cost too much	2.50%	20
I prefer plastic checkout bags provided by the store	7.12%	57
Total Respondents: 801		

Q5 As a result of adoption of the bylaw restricting single use plastics, will you be more likely to:

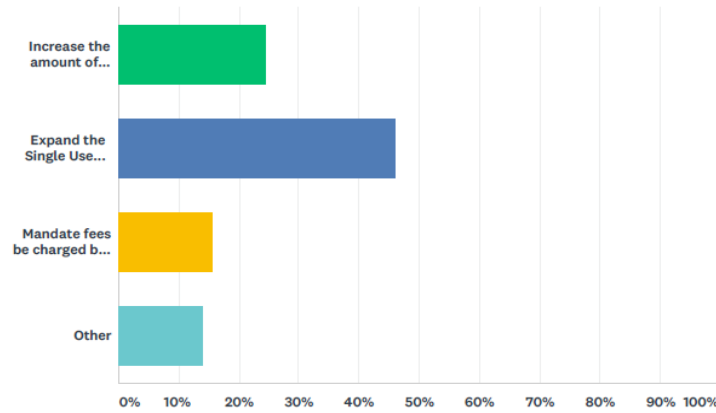
Answered: 1,035 Skipped: 0



ANSWER CHOICES	PERCENTAGE	RESPONSES
Purchase and use recyclable bags and straws	11.30%	117
Purchase and use reusable bags and straws	68.99%	714
Other	19.71%	204
TOTAL		1,035

Q6 Which of the following do you feel will be most effective to reduce the use of single use plastics?

Answered: 1,035 Skipped: 0

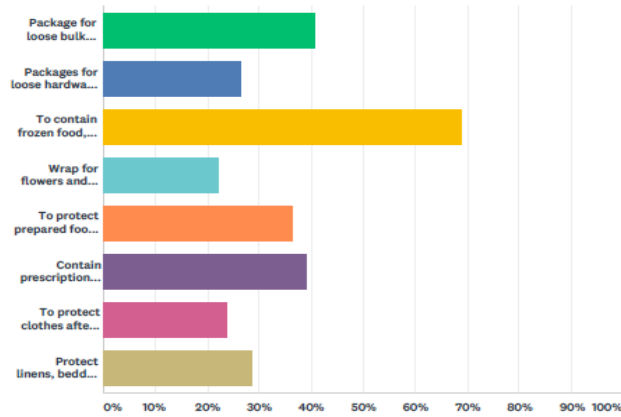


ANSWER CHOICES	RESPONSES
Increase the amount of education on alternatives to single use plastics	24.44% 253
Expand the Single Use Plastics Bylaw to include additional products	45.99% 476
Mandate fees be charged by retailers for other single use plastics	15.65% 162
Other	13.91% 144
TOTAL	1,035



**Q7 There are a number of exceptions included in the Single use Plastics Bylaw, relating to plastic bags. Please check all the uses that you agree should be exempted from the regulation or suggest additional ones for consideration:**

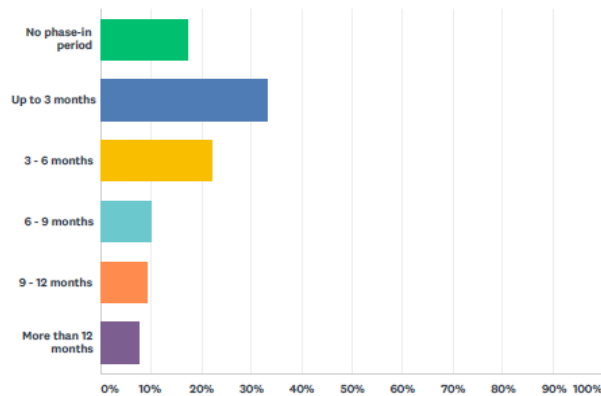
Answered: 715 Skipped: 320



ANSWER CHOICES	RESPONSES
Package for loose bulk items	40.70% 291
Packages for loose hardware items	26.29% 188
To contain frozen food, meats and seafood	68.81% 492
Wrap for flowers and potted plants	22.24% 159
To protect prepared foods and bakery goods	36.50% 261
Contain prescription drugs from a pharmacy	39.16% 280
To protect clothes after professional dry cleaning or laundering	23.78% 170
Protect linens, bedding or other similar large items that cannot fit easily into a reusable	28.67% 205
Total Respondents: 715	

**Q8 How many months do you think is necessary for a phase-in period, to allow people to get used to alternatives to single use products?**

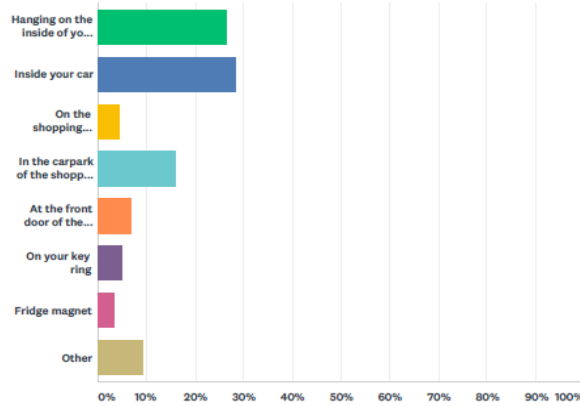
Answered: 1,035 Skipped: 0



ANSWER CHOICES	RESPONSES
No phase-in period	17.39% 180
Up to 3 months	33.33% 345
3 - 6 months	22.13% 229
6 - 9 months	10.14% 105
9 - 12 months	9.28% 96
More than 12 months	7.73% 80
TOTAL	1,035

**Q9 If you were provided with some type of reminder that would assist you in remembering to bring your own bag, which location below would be most effective?**

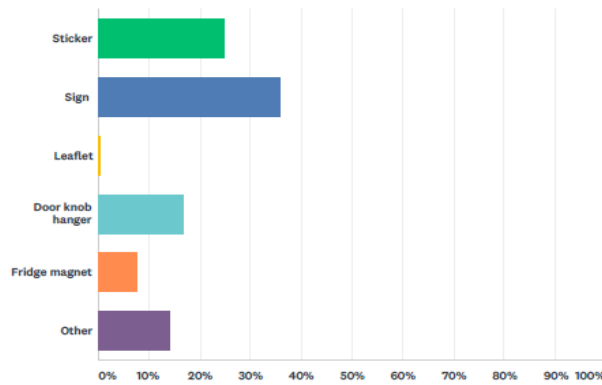
Answered: 1,035 Skipped: 0



ANSWER CHOICES	RESPONSES
Hanging on the inside of your front door	26.47% 274
Inside your car	28.21% 292
On the shopping trolley/basket	4.64% 48
In the carpark of the shopping location	16.14% 167
At the front door of the shopping location	6.86% 71
On your key ring	5.12% 53
Fridge magnet	3.29% 34
Other	9.28% 96
<b>TOTAL</b>	<b>1,035</b>

**Q10 What would be the best form for this reminder to be in?**

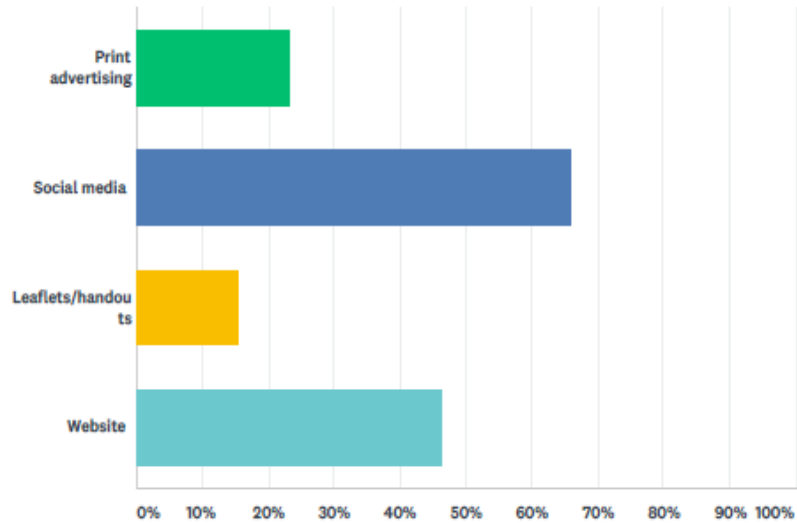
Answered: 1,035 Skipped: 0



ANSWER CHOICES	RESPONSES
Sticker	24.93% 258
Sign	35.75% 370
Leaflet	0.39% 4
Door knob hanger	17.00% 176
Fridge magnet	7.73% 80
Other	14.20% 147
<b>TOTAL</b>	<b>1,035</b>

### Q11 If you were looking to receive more information about the new Single Use Plastics regulation, which types of education sources do you think would be most effective for you?

Answered: 983 Skipped: 52

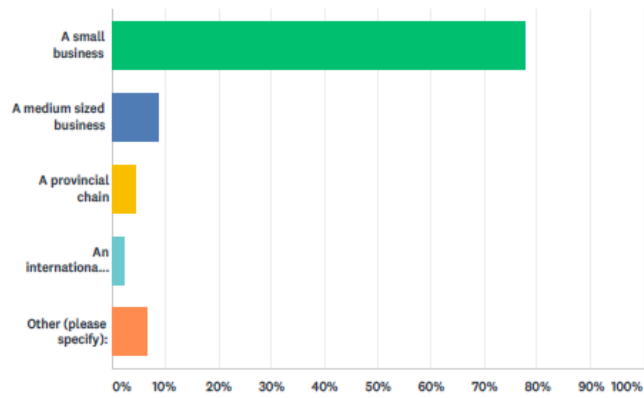


ANSWER CHOICES	RESPONSES	
Print advertising	23.19%	228
Social media	65.92%	648
Leaflets/handouts	15.56%	153
Website	46.19%	454
Total Respondents: 983		

## APPENDIX B

### Q1 Are you:

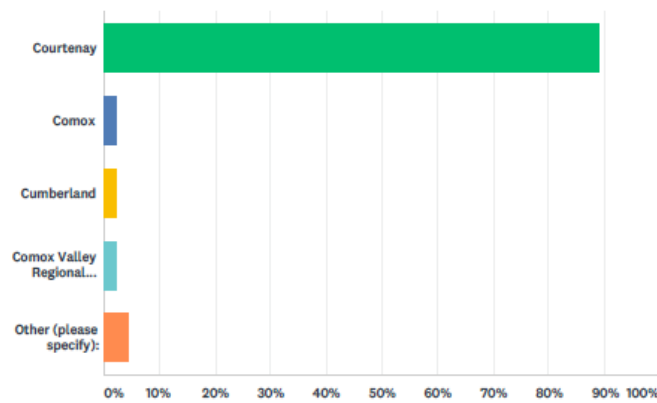
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
A small business	77.78%	35
A medium sized business	8.89%	4
A provincial chain	4.44%	2
An international chain	2.22%	1
Other (please specify):	6.67%	3
<b>TOTAL</b>		<b>45</b>

### Q2 Where is your business located?

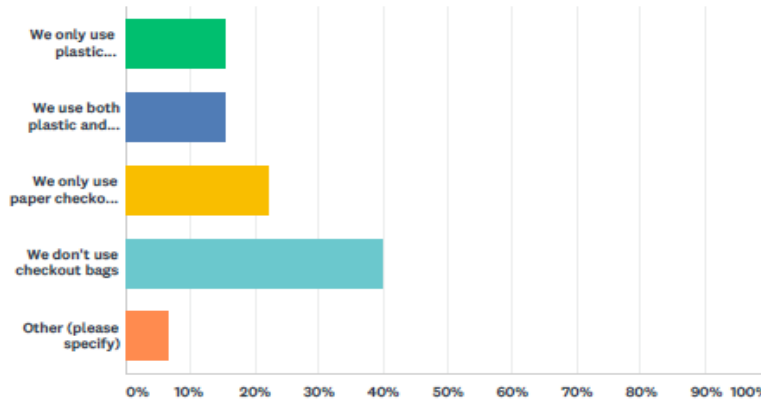
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
Courtenay	88.89%	40
Comox	2.22%	1
Cumberland	2.22%	1
Comox Valley Regional District	2.22%	1
Other (please specify):	4.44%	2
<b>TOTAL</b>		<b>45</b>

### Q3 How much does your business rely on plastic checkout bags?

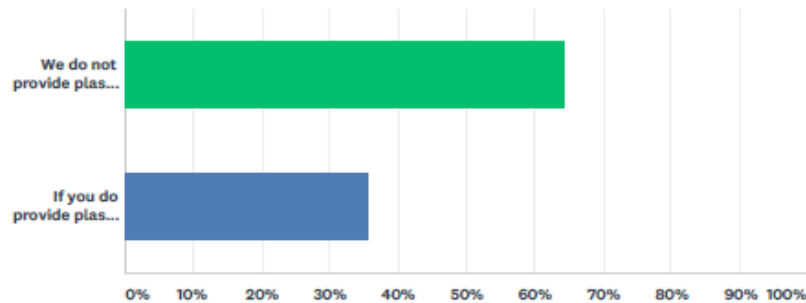
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
We only use plastic checkout bags	15.56%	7
We use both plastic and paper checkout bags	15.56%	7
We only use paper checkout bags	22.22%	10
We don't use checkout bags	40.00%	18
Other (please specify)	6.67%	3
<b>TOTAL</b>		<b>45</b>

### Q4 Approximately how many plastic bags does your business provide each year?

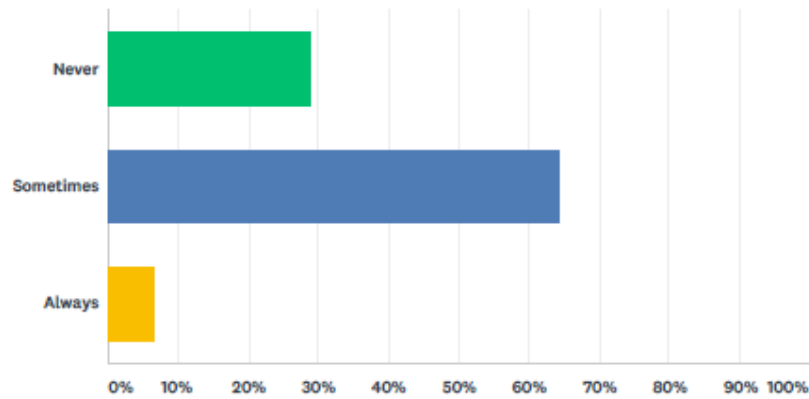
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
We do not provide plastic checkout bags	64.44%	29
If you do provide plastic bags, please enter the number provided each year:	35.56%	16
<b>TOTAL</b>		<b>45</b>

### Q5 How often do customers bring their own bags?

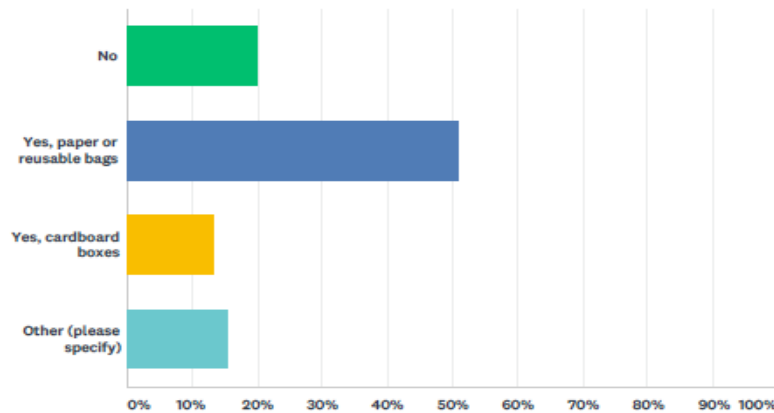
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
Never	28.89%	13
Sometimes	64.44%	29
Always	6.67%	3
<b>TOTAL</b>		<b>45</b>

### Q6 Do you offer alternatives other than plastic bags, if a customer requests?

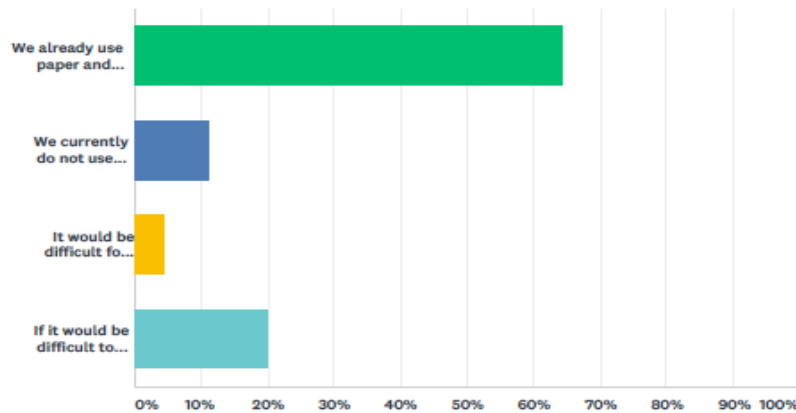
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
No	20.00%	9
Yes, paper or reusable bags	51.11%	23
Yes, cardboard boxes	13.33%	6
Other (please specify)	15.56%	7
<b>TOTAL</b>		<b>45</b>

**Q7 If your business does not currently offer paper or reusable bags, would acquiring and integrating them be a problem?**

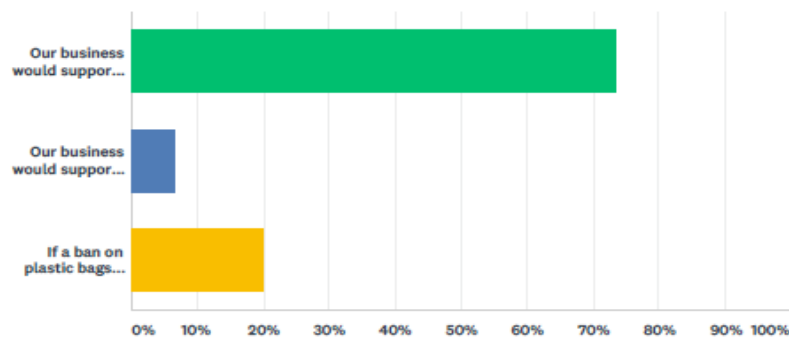
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES
We already use paper and reusable bags.	64.44% 29
We currently do not use paper or re-usable bags, but it would not be difficult to switch from plastic bags.	11.11% 5
It would be difficult for our business to switch from plastic to paper.	4.44% 2
If it would be difficult to supply customers with paper checkout bags, please explain why:	20.00% 9
<b>TOTAL</b>	<b>45</b>

**Q8 To help cover the cost of bags, retailers will be required to charge consumers a fee of \$0.25 per paper bag and \$1.00 per reusable bag. Retailers would retain the revenue generated by the fee in order to cover the costs associated with implementing the ban on plastic bags. What are your business's thoughts on such a fee?**

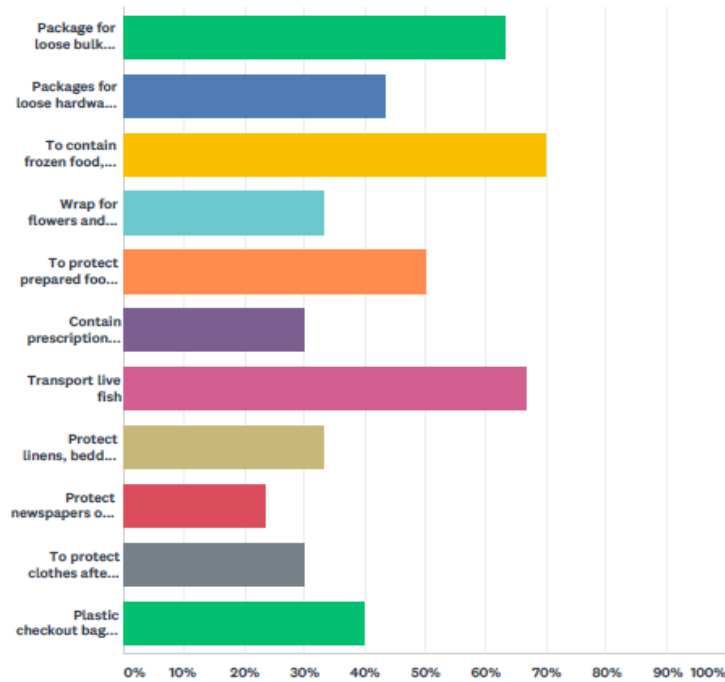
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES
Our business would support a ban on plastic bags and a fee imposed on bags.	73.33% 33
Our business would support a ban on plastic bags, this would negatively affect our business.	6.67% 3
If a ban on plastic bags and fee imposed on paper bags would negatively affect your business, please explain why:	20.00% 9
<b>TOTAL</b>	<b>45</b>

**Q9 There are a number of exceptions being contemplated. Please check all the uses that you agree should be exempted from the regulation or suggest additional ones for consideration:**

Answered: 30 Skipped: 15

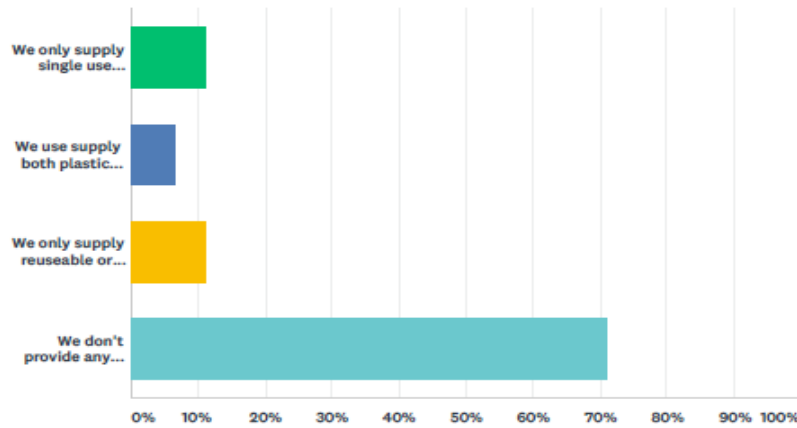


ANSWER CHOICES	RESPONSES	
Package for loose bulk items	63.33%	19
Packages for loose hardware items	43.33%	13
To contain frozen food, meats and seafood	70.00%	21
Wrap for flowers and potted plants	33.33%	10
To protect prepared foods and bakery goods	50.00%	15
Contain prescription drugs from a pharmacy	30.00%	9
Transport live fish	66.67%	20
Protect linens, bedding or other similar large items that cannot fit easily into a reusable bag	33.33%	10
Protect newspapers or other printed material	23.33%	7
To protect clothes after professional dry cleaning or laundering	30.00%	9
Plastic checkout bags returned to the business by other customers	40.00%	12
Total Respondents: 30		



### Q10 How much does your business rely on single use plastic straws?

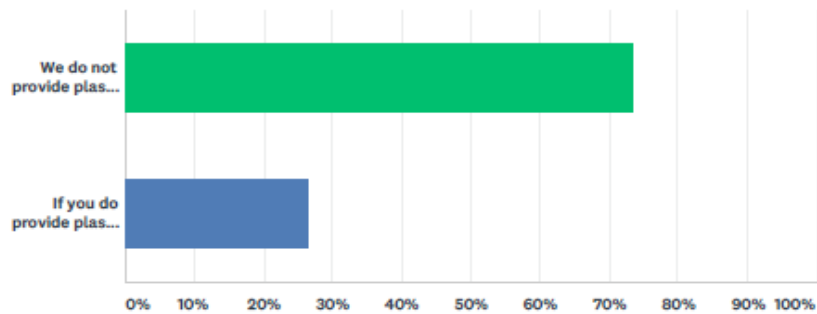
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES
We only supply single use plastic straws	11.11% 5
We use supply both plastic and re-usable or compostable straws	6.67% 3
We only supply re-useable or compostable	11.11% 5
We don't provide any type of straw	71.11% 32
<b>TOTAL</b>	<b>45</b>

### Q11 Approximately how many single use plastic straws does your business provide each year?

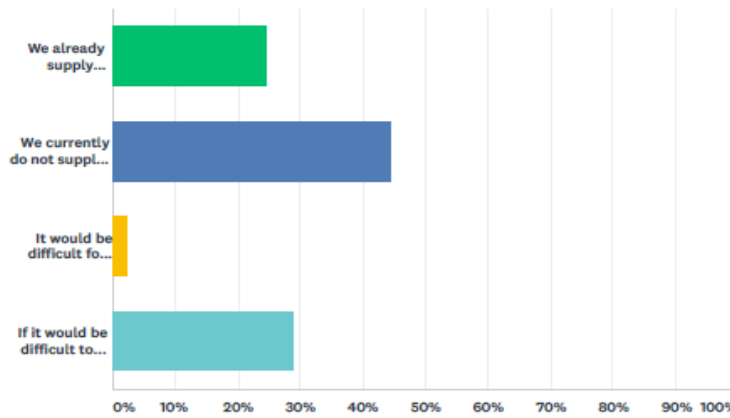
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES
We do not provide plastic straws	73.33% 33
If you do provide plastic straws, please enter the number provided each year:	26.67% 12
<b>TOTAL</b>	<b>45</b>

**Q12 If your business does not currently offer reusable or compostable straws, would acquiring and integrating them be a problem?**

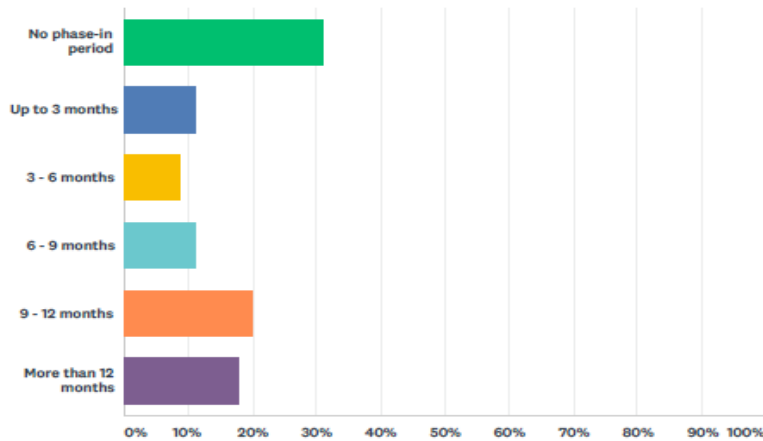
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES
We already supply re-usable or compostable straws.	24.44% 11
We currently do not supply re-usable or compostable straws, but it would not be difficult to switch from plastic bags.	44.44% 20
It would be difficult for our business to switch from plastic to re-usable or compostable straws.	2.22% 1
If it would be difficult to supply customers with reusable or compostable straws, please explain why:	28.89% 13
<b>TOTAL</b>	<b>45</b>

**Q13 How many months do you think is necessary for a phase-in period for your business to switch away from the use of single use plastics?**

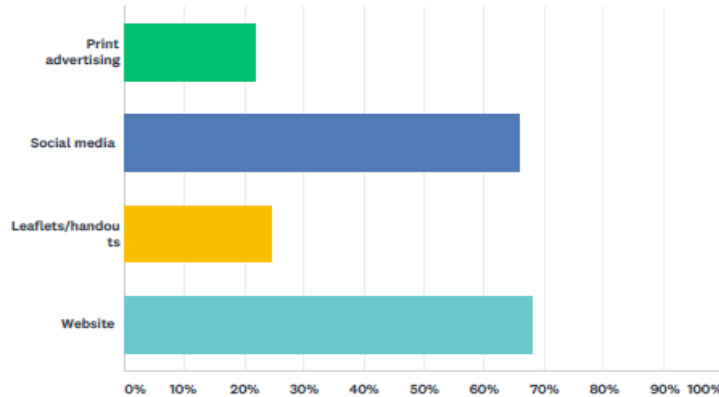
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES
No phase-in period	31.11% 14
Up to 3 months	11.11% 5
3 - 6 months	8.89% 4
6 - 9 months	11.11% 5
9 - 12 months	20.00% 9
More than 12 months	17.78% 8
<b>TOTAL</b>	<b>45</b>

**Q14 If you were looking to receive more information about the new Single Use Plastics regulation, which types of education sources do you think would be most effective for you?**

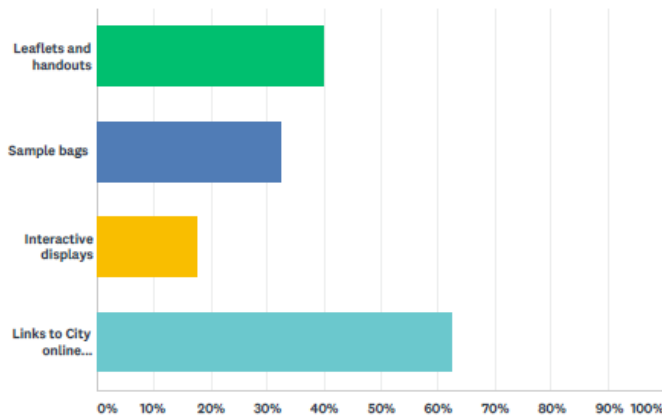
Answered: 41 Skipped: 4



ANSWER CHOICES	RESPONSES
Print advertising	21.95% 9
Social media	65.85% 27
Leaflets/handouts	24.39% 10
Website	68.29% 28
Total Respondents: 41	

**Q15 What kind of information about a new regulation would best help your customers and staff?**

Answered: 40 Skipped: 5



ANSWER CHOICES	RESPONSES
Leaflets and handouts	40.00% 16
Sample bags	32.50% 13
Interactive displays	17.50% 7
Links to City online resources	62.50% 25
Total Respondents: 40	





## STAFF REPORT

**To:** Council

**File No.:** 3360-20-1902

**From:** Deputy Chief Administrative Officer

**Date:** June 10, 2019

**Subject:** Zoning Amendment Bylaw No. 2955 – #103-1025 Cliffe Avenue

### PURPOSE:

The purpose of this report is for Council to consider a Zoning Amendment application to rezone unit #103 - 1025 Cliffe Avenue legally described as Strata Lot B, Section 69, Comox District, Strata Plan VIS3647. The proposed amendment is to allow a storefront cannabis retailer in a unit within an existing commercial building.

### DEPUTY CAO RECOMMENDATIONS:

THAT based on the June 10<sup>th</sup>, 2019 staff report 'Zoning Amendment Bylaw No. 2955 – #103 - 1025 Cliffe Avenue' Council approve Option No. 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2955, 2019; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaw on July 2<sup>nd</sup>, 2019 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

John Ward, CMC  
Deputy Chief Administrative Officer

### BACKGROUND:

The proposed location of this cannabis retailer is along Cliffe Avenue between 10<sup>th</sup> Street and 11<sup>th</sup> Street in one of the retail units in an existing commercial building.

The property is zoned Commercial One Zone (C-1) and is designated "Commercial" within the Official Community Plan (OCP). The property is located outside of the Downtown Courtenay Business Improvement Area (DCBIA).

The applicant is currently operating a retail business at #104 - 1025 Cliffe Avenue where speciality items including tobacco, vaporizers, pipes and accessory cannabis products are sold. If a licence is granted by the provincial government, the applicant's intent is to

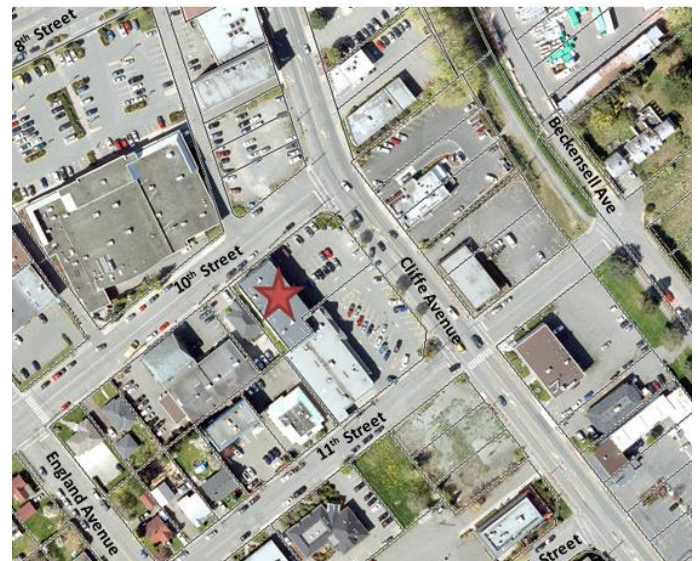


Figure 1: Location Map

convert retail unit #103 into a non-medical cannabis retail store.

The BC provincial legislation provides local governments with the authority to regulate certain criteria in terms of land use management with respect to non-medical cannabis retail. Similar to the previous applications, the zoning amendment application is to be evaluated according to the City’s Storefront Cannabis Retailers Policy as well as rules and regulations that apply to zoning amendments. This is the sixth storefront cannabis rezoning application to be considered by Council as summarized in Table 1 below.

Table 1: Storefront Cannabis Applications Status

Application Number	Location	Status
#1	#1400 – 2701 Cliffe Ave. (Driftwood Mall)	Final approval March 4, 2019
#2	789 Ryan Rd. (Superstore Shopping Mall)	Final Approval March 18, 2019 (Government Store)
#3	143 - 5 <sup>th</sup> Street	Final Approval April 1, 2019
#4	605/625 Cliffe Ave. (Courtenay Mall)	Final Approval May 6, 2019 <b>Application Withdrawn on June 4, 2019</b>
#5	379 4 <sup>th</sup> Street	Application Denied on May 21, 2019
#6	<b>#103-1025 Cliffe Avenue</b>	<b>Council consideration of First and Second Reading June 10, 2019</b>

The Planning department is currently processing a total of nine rezoning applications for storefront cannabis retailers within the City on a first come first served basis.

A recent proposal for a storefront cannabis retail storefront located at 379 4<sup>th</sup> Street was denied by Council on May 21, 2019 and an application for a retail storefront at 605/625 Cliffe Avenue was withdrawn by the applicant (*see Table No. 1 above*). A map summarizing the approved, denied, pending and future Cannabis Retail proposals has been included in **Attachment No. 1**

The final approval of licencing non-medical cannabis retail sales is subject to the Liquor and Cannabis Regulation Branch (LCRB) decision. Local government support is required for the LCRB’s final decision.

**DISCUSSION:**

**Overview of the Proposal**

The applicant is currently operating a retail shop at #104 – 1025 Cliffe Avenue and has a tenancy agreement with the registered property owner for unit #103. The floor area of the proposed store is approximately 1,060 ft<sup>2</sup> (98. 5m<sup>2</sup>). Upon final approval by the provincial government, an interior renovation is anticipated. The proposed plans are attached to the report (as seen in **Attachment No. 4**).



Figure 2. Proposed store frontage (source: Google Street view)

The store would be open to the public between 11 a.m. and 7 p.m. Monday through Saturday and closed Sundays. The store will be managed by four staff including a manager. There will be three additional employees. All other operational requirements including security requirements are regulated by the provincial licencing regulations.



**Figure 3. Proposed store frontage (source: Google Street view)**

**Official Community Plan and Zoning Review**

There are no direct references in the Official Community Plan (OCP) with respect to storefront cannabis retailers. The City’s Storefront Cannabis Retailers Policy states that storefront cannabis retailers will only be considered in an established retail location where the zoning permits retail sales. Since the land use designation of the subject property is commercial, the proposed location is consistent with the policy. No building alterations are proposed except interior renovations. The provision of parking is not required in the C-1 zone, however parking exists in the current shopping mall to City standards

**Policy Compliance**

The table below compares the policy to the proposed retail location.

Policy Statements	Policy	Proposal
General Location	Only be permitted in an established retail location where the current zoning permits retail sales	The property is zoned C-1, where retail sales is permitted
Distance	1. A storefront cannabis retailer should be: <ul style="list-style-type: none"> <li>a) At least 300 meters from public or independent elementary, middle or secondary school.</li> <li>b) At least 400 meters (in a straight line from closest lot line to closest lot line) from another lot where a storefront cannabis retailer is permitted, whether or not a storefront cannabis retailer is active on that lot</li> <li>c) At least 300 meters from a City owned playground facility including the spray park and skateboard parks</li> </ul> 2. This policy does not limit Council from considering variances to the separation distances noted above based on circumstances related to a specific application.	<ul style="list-style-type: none"> <li>a) Outside of the 300-meter buffer from any public or independent schools</li> <li><b>b) Within the 400-meter buffer from another cannabis retailer at 605/625 Cliffe avenue</b></li> <li>c) Outside the 300-meter buffer from a City owned playground facility including the spray park and skateboard parks</li> </ul>
Restricted at temporary events	Cannabis sales are not permitted at special events, public markets or farmers markets.	At a permanent location and scheduled to be open between 11 a.m. and 7 p.m. (Monday-Saturday) and closed Sundays
Parking	Satisfactory to the off-street parking requirements outlined in Division 7 of Zoning Bylaw 2500, 2007	Provision of parking not required for commercial uses in the C-1 zone, however parking is provided in a shared parking lot to City standards

One store is permitted per lot	Only one storefront cannabis retailer will be allowed per lot.	No other applications are made at this location
The Maximum Number of Retailers Permitted in the City	Five (5) private retailers and one (1) Government operated store in the City	<ul style="list-style-type: none"> <li>• Overall the 6<sup>th</sup> rezoning applications for storefront cannabis retailer made to the City</li> <li>• To date 3 private stores and 1 government store have been approved (with 605/625 Cliffe Avenue being withdrawn by the applicant)</li> </ul>

**Evaluation**

The proposal generally meets the requirements established in the policy except for the distance requirement to another cannabis retailer.

The Cannabis Retailers Policy limits distances between retailers to a minimum of 400 metres (in a straight line from closest lot line to closest lot line) to another lot where a retailer is permitted, whether or not storefront retailer is active on that lot. It should be noted that the City’s Policy on retail cannabis sales is not a regulatory document and is designed as a guiding document when dealing with individual applications, each of which should be evaluated on its own merits.

With past applications Council has shown some flexibility in varying the minimum distance requirement between cannabis retailers as per the policy. For example, a proposal for a cannabis retail shop located at 605/625 Cliffe Avenue was approved by Council on May 6<sup>th</sup>, 2019 after Council approved another Cannabis retailer at 143 5<sup>th</sup> Street (Urban Smoke) on April 1, 2019. The distance between those two-retail locations is approximately 150 metres. The application under current consideration is approximately 240 meters from the 605/625 Cliffe Avenue location; however, as stated above this proposal has now been withdrawn but the land use is still permitted.

With the exception of separation distance, the proposal meets all of the other requirements established in the policy and staff recommends the bylaw proceed to public hearing.

**FINANCIAL IMPLICATIONS:**

The applicant has paid the standard zoning amendment application fee in the amount of \$3,000. The applicant will be required to obtain a building permit, sign permit and an annual business licence. The business licence fee is \$2,500.

**ADMINISTRATIVE IMPLICATIONS:**

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent 25 hours processing and reviewing this application. Should the proposed bylaw receive First and Second Readings, staff will spend an additional five hours in preparation for the public hearing, final reading of the bylaw, and updating the Zoning Bylaw and map.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no direct asset management implications related to the processing of this rezoning application.

**STRATEGIC PRIORITIES REFERENCE:**

There are no associated references. However, processing development applications is the fundamental corporate and statutory obligations of the City.

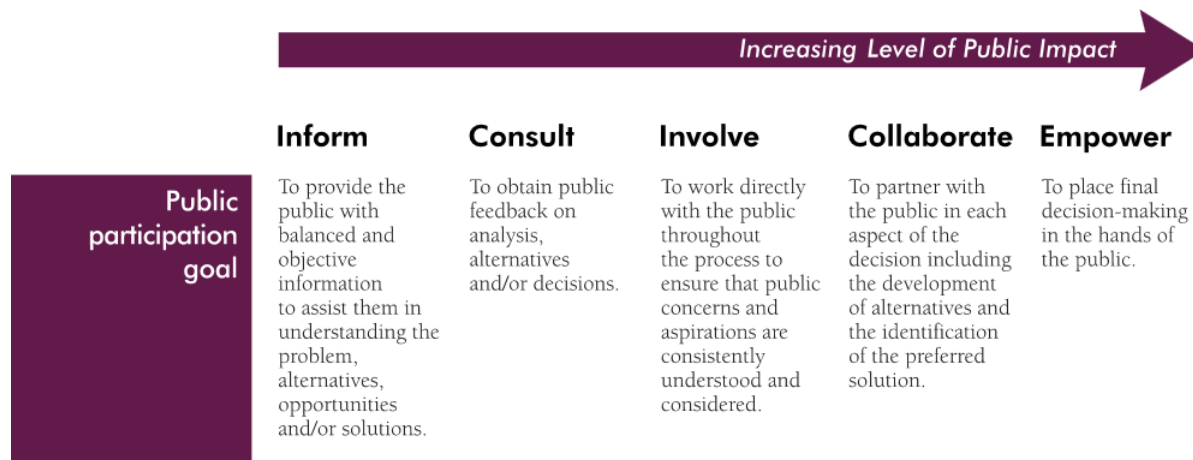


**OFFICIAL COMMUNITY PLAN REFERENCE:**

There is no direct reference in the Official Community Plan to storefront cannabis retailers. The use is however, consistent with the commercial shopping centre land use designation of the property.

**CITIZEN/PUBLIC ENGAGEMENT:**

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



Should Zoning Amendment Bylaw No. 2955, 2019 receive First and Second Readings, a statutory public hearing will be held to obtain public opinion in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on February 15<sup>th</sup>, 2019 at Unit #103-1025 Cliffe Avenue from 6:00 p.m. to 8:00 p.m. Property owners and occupiers within 100 metres of the subject property were invited to attend the meeting. A summary of the public information meeting and comments from the neighbours have been included as **Attachment No.5**.

According to the applicant, 55 people attended the meeting with 51 persons signing the sign in sheet and 13 people filling out comment sheets which have been included in **Attachment No. 6**. Questions raised at the meeting were related to the owner’s business and operational plans. To date, staff has not received any written submissions or inquiries with respect to this application.

**OPTIONS:**

**OPTION 1:** THAT based on the June 10<sup>th</sup>, 2019 staff report ‘Zoning Amendment Bylaw No. 2955 - #103-1025 Cliffe Avenue’ Council approve Option No. 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2955, 2019; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaw on July 2<sup>nd</sup>, 2019 at 5:00 p.m. in City Hall Council chambers. (Recommended).

**OPTION 2:** That Council postpone consideration of Bylaw 2955, 2019 with a request for more information.

**OPTION 3:** That Council not proceed with Bylaw 2955, 2019.

Prepared by:



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Dana Beatson, MCIP, RPP  
Planner II

Reviewed by:



---

Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

*Attachment No. 1: Map of Approved, Denied/Withdrawn, Pending and Future Cannabis Retail Proposals*

*Attachment No. 2 Storefront Cannabis Retailers Policy*

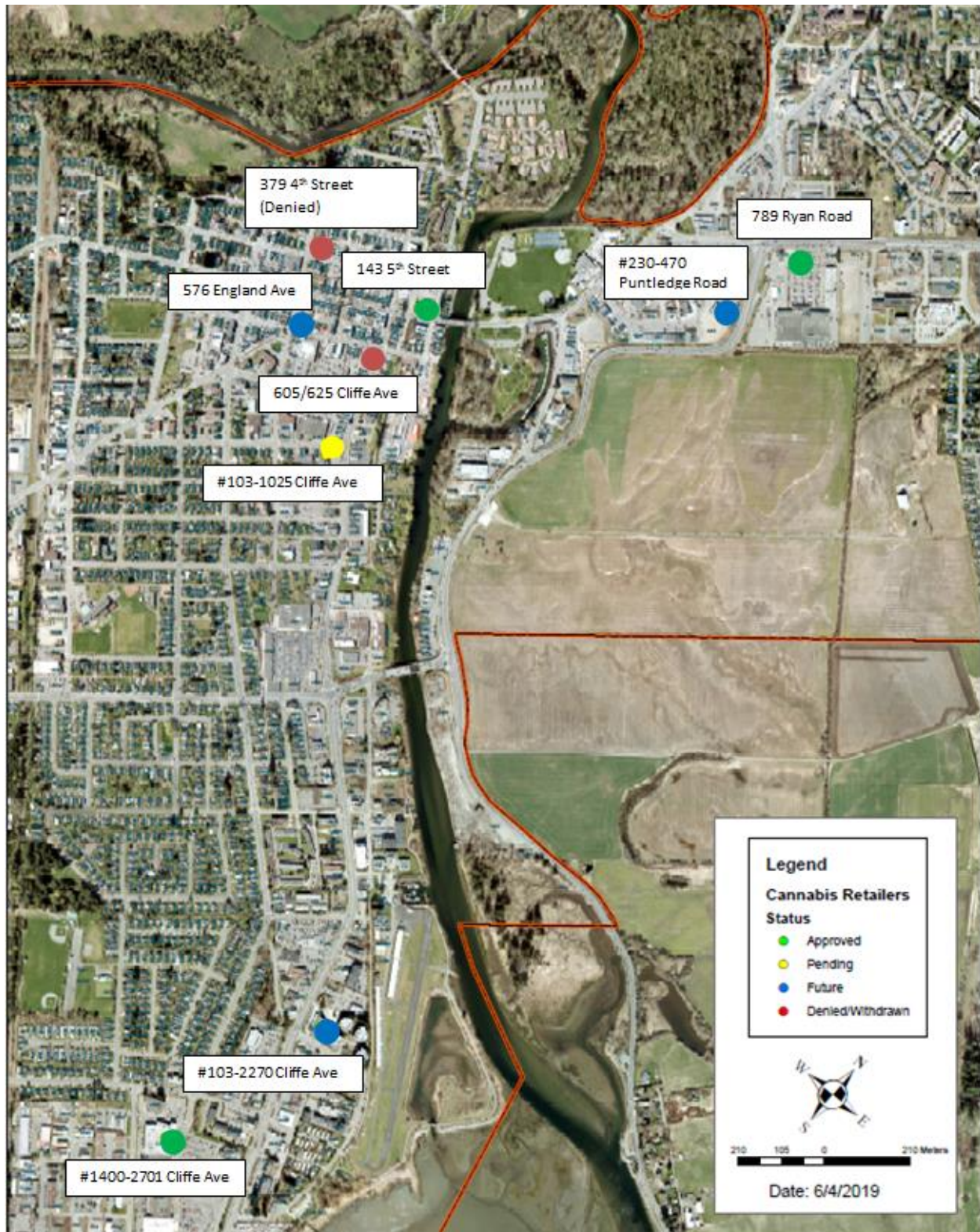
*Attachment No. 3: Applicant's Business Plan*

*Attachment No. 4: Applicant's Operating Plan*

*Attachment No. 5: Public Information Meeting Summary*

*Attachment No. 6: Public Comments*

ATTACHMENT No. 1 (1/1)  
City Storefront Cannabis Retail Proposals



ATTACHMENT No. 2 (1/2)  
Storefront Cannabis Retailer Policy

**City of Courtenay Policy** Page 1 of 2

<b>Section 13 - Planning and Development</b>	<b>Policy #</b>
<b>Subject: Storefront Cannabis Retailers</b>	<b>Revision # 1</b>

The purpose of this policy is to outline the criteria that may be considered by City Council as part of a rezoning application or temporary use permit application to allow for retail cannabis sales at a particular location. This policy is intended to guide applicants and City staff as part of the application process but it is not intended to fetter Council's discretion when dealing with individual applications, each of which will be evaluated on its own merits.

This policy was established in response to the legalization of cannabis by the federal government and the potential unregulated proliferation of storefront cannabis retailers. It is intended to address potentially adverse community impacts of storefront cannabis retailers, including inappropriate exposure of minors to cannabis and the undesirable concentration of storefront cannabis retailers.

**B. DEFINITIONS**

**Applicant** means an applicant for a rezoning that would allow for a storefront cannabis retailer at a particular location.

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

**C. POLICY STATEMENTS**

***Rezoning Considerations***

1. Storefront cannabis retailers will only be considered in an established retail location where the current zoning permits retail sales.
2. A storefront cannabis retailer should be:
  - a. at least 300 m (in a straight line from closest lot line to closest lot line) from a public or independent elementary, middle or secondary school.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
-----------------------	--------------

ATTACHMENT No. 1 (2/2)  
Storefront Cannabis Retailer Policy

**City of Courtenay Policy** Page 2 of 2

<b>Section 13 - Planning and Development</b>	<b>Policy #</b>
<b>Subject: Storefront Cannabis Retailers</b>	<b>Revision # 1</b>

- b. at least 400 m (in a straight line from closest lot line to closest lot line) from another lot where a storefront cannabis retailer is permitted, whether or not a storefront cannabis retailer is active on that lot.
  - c. at least 300m from a City owned playground facility including the spray park and skateboard parks.
3. Cannabis sales are not permitted at special events, public markets or farmers markets.
  4. This Policy does not limit Council from considering variances to the separation distances noted in (2) based on circumstances related to a specific application.
  5. The off-street parking requirements applicable to retail stores as outlined in Division 7 of Zoning Bylaw 2500, 2007 and amendments thereto will apply to storefront cannabis retailers.
  6. Only one storefront cannabis retailer will be allowed per lot.
  7. The maximum number of storefront cannabis retailers in the City is five (5) private retailers and one (1) Government run store.

**Application Process**

The applicant must undertake all of the standard processes required for a rezoning application pursuant to Development Application Procedures Bylaw No. 2790, 2014 and amendments thereto.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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ATTACHMENT No. 3 (1/5)  
Applicant's Business Plan

## **Business Plan**

# **1178779 BC Ltd.**

dba "Fire in the Sky Cannabis"

#103-1025 Cliffe Ave., Courtenay, BC  
250-898-7995

November 5, 2018

ATTACHMENT No. 3 (2/5)  
Applicant’s Business Plan

## Table of Contents

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Market Opportunities .....	4
Market Overview .....	5
Operating Plan .....	6
Financial Projection .....	9

## Executive Summary

### Company Summary

1178779 BC Ltd. dba “Fire in the Sky Cannabis” is a cannabis shop that will provide outstanding customer care and service. Our shop will be located on one of the main streets in Courtenay and is well positioned beside a smoke shop which sells accessories and supplies related to cannabis use.

Employees will be vetted for their honesty and integrity by first working in the owner's other retail location, the Smoke on the Water smoke shop located next to Fire in the Sky Cannabis. The owner does all the training and witnesses their customer service and their suitability to the business. Only once the employees have proven their responsibility and trustworthiness in the smoke shop will they be trusted to work in the cannabis shop. The owner recognizes the importance of retaining good staff and offers benefits after three months, flexibility, and competitive compensation. Knowledgeable, trustworthy staff are the most important resource in order to provide the customers with the best options to suit their needs.

Our mission: To provide high quality cannabis to customers in a safe, clean, and respectful environment.

Vision: To be the number one cannabis shop in Courtenay. Management's priority is to provide clean and safe service and supplies to the public.

Management: The owner of 1178779 BC Ltd. (dba Fire in the Sky Cannabis) already has 8 years experience as a business owner operating a successful business in Courtenay, BC known as “Smoke on the Water Smoke Shop”. This company started with a single location in Courtenay in 2011, adding a second location in Campbell River in 2014 and a third location in Powell River in 2016. In the company's first year of business after incorporation in 2014, its gross sales were \$1.4 million, and its current sales are \$3.5 million for three stores.



## **Market Opportunities**

According to a report by Grand View Research Inc., a US based market research and consulting company, spending on legal cannabis worldwide is expected to hit \$57 billion by 2027. The recreational market will cover 67% of the spending, while medical cannabis will take up the remaining 33%.

The Canadian Government legalized recreational cannabis on October 17, 2018. Deloitte, EY, MNP, and CIBC have all released market analyses and forecasts. Though the information in these publications varies based on the data collected and assumptions used, the initial demand is estimated to be about 100,000 kilograms. Analysts predict that the industry could generate between \$4.9 billion and \$8.7 billion in annual revenues.

Courtenay has not currently issued any recreational marijuana licences, so the market is wide open for the introduction of new cannabis stores.

ATTACHMENT No. 3 (5/5)  
Applicant's Business Plan

## Market Overview

### Canadian Cannabis Market

Canada's growing cannabis market, which has been open to medical users since 2001, will expand to include recreational cannabis sales on October 17, 2018. The legislation divides the responsibilities of legalization between the federal and provincial governments. Ottawa will regulate production, including licensing producers and ensuring the safety of the country's cannabis supply.

The Canadian government projects that 450,000 customers a day would participate in Canada's cannabis market, making recreational cannabis in Canada a \$900 million industry. The Canadian cannabis market is expected to see rapid growth, with the number of cannabis users growing by more than half a million people within the first three years of legal cannabis sales.

### Target Market – British Columbia

In BC, the Province has determined it will allow personal cultivation, some public consumption of vaped and smoked cannabis, and outlined a model for retail sales.

BC will have a government-run wholesale distribution model. The BC Liquor Distribution Branch (LDB) will be the wholesale distributor of non-medical cannabis in B.C. however, the retail model will be a combination of both public and private retail. Municipalities will have the ability to ban private retail operations and further limit the nature and scope of these operations depending on their municipal bylaws and regulations.

British Columbia may have about 725,000 recreational cannabis users in the first year of legalization, according to a report released by the Parliamentary Budget Office in November 2016. That number is projected to grow to more than 800,000 by 2021.

In that time, aggregate cannabis consumption in the province could increase from 91,000 metric tons to 103,000 metric tons. British Columbia expects legalized cannabis to bring in \$75 million a year in tax revenue from legal sales of around \$1 billion.

## Operating Plan

### Location and Facilities

The physical address of our retail shop will be:

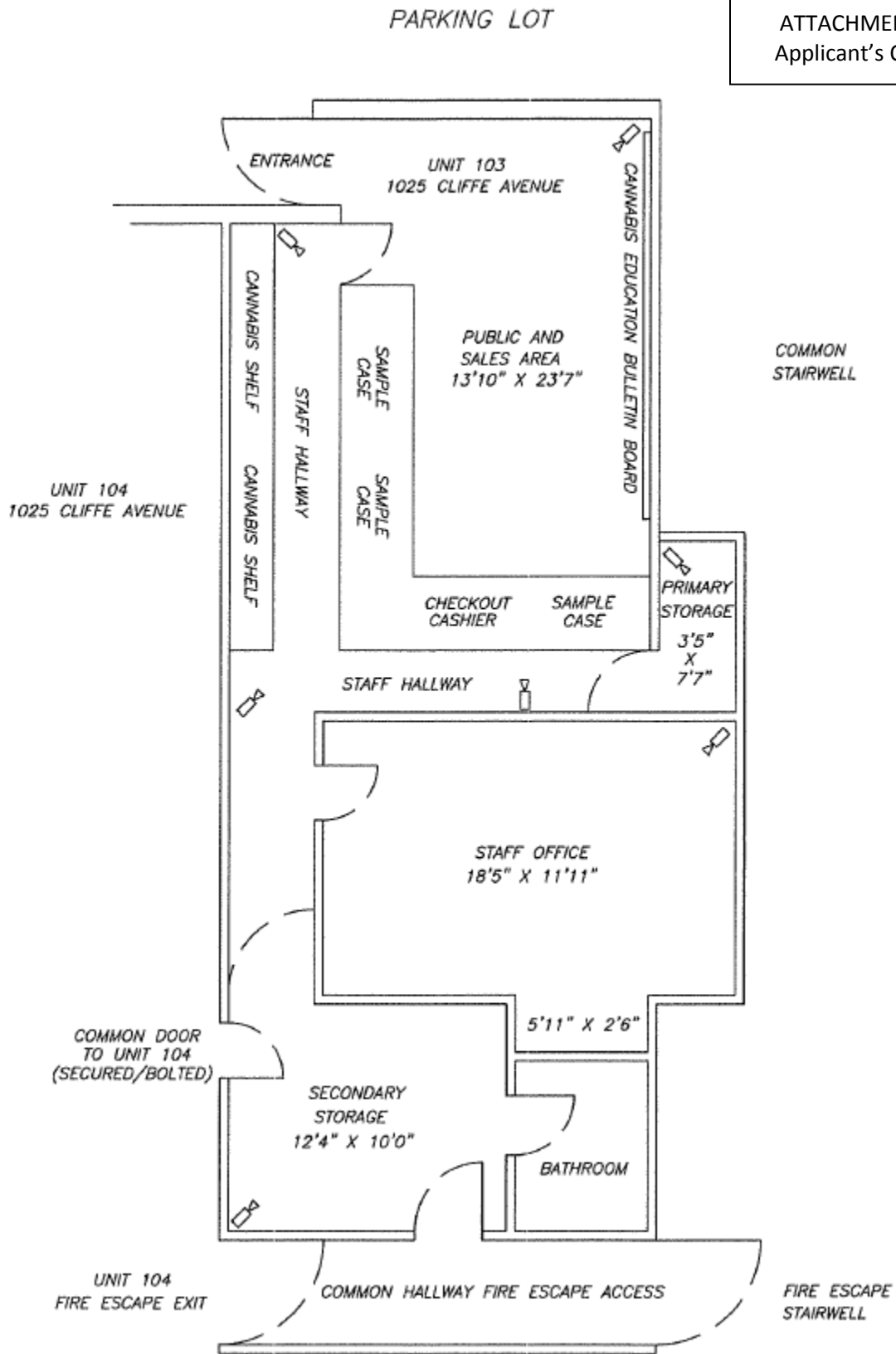
#103-1025 Cliffe Ave., Courtenay, BC.

We have located our facility in a commercial use area that includes other adult-oriented retail businesses including a liquor store and a smoke shop. The store is a 1060 square foot space that is not located near any schools, freeways, residential housing, or places of worship. The space is owned by the Shareholder's company, 1015657 BC Ltd and more capital is available from the owner's other companies should it be required to ensure a long-lasting business.

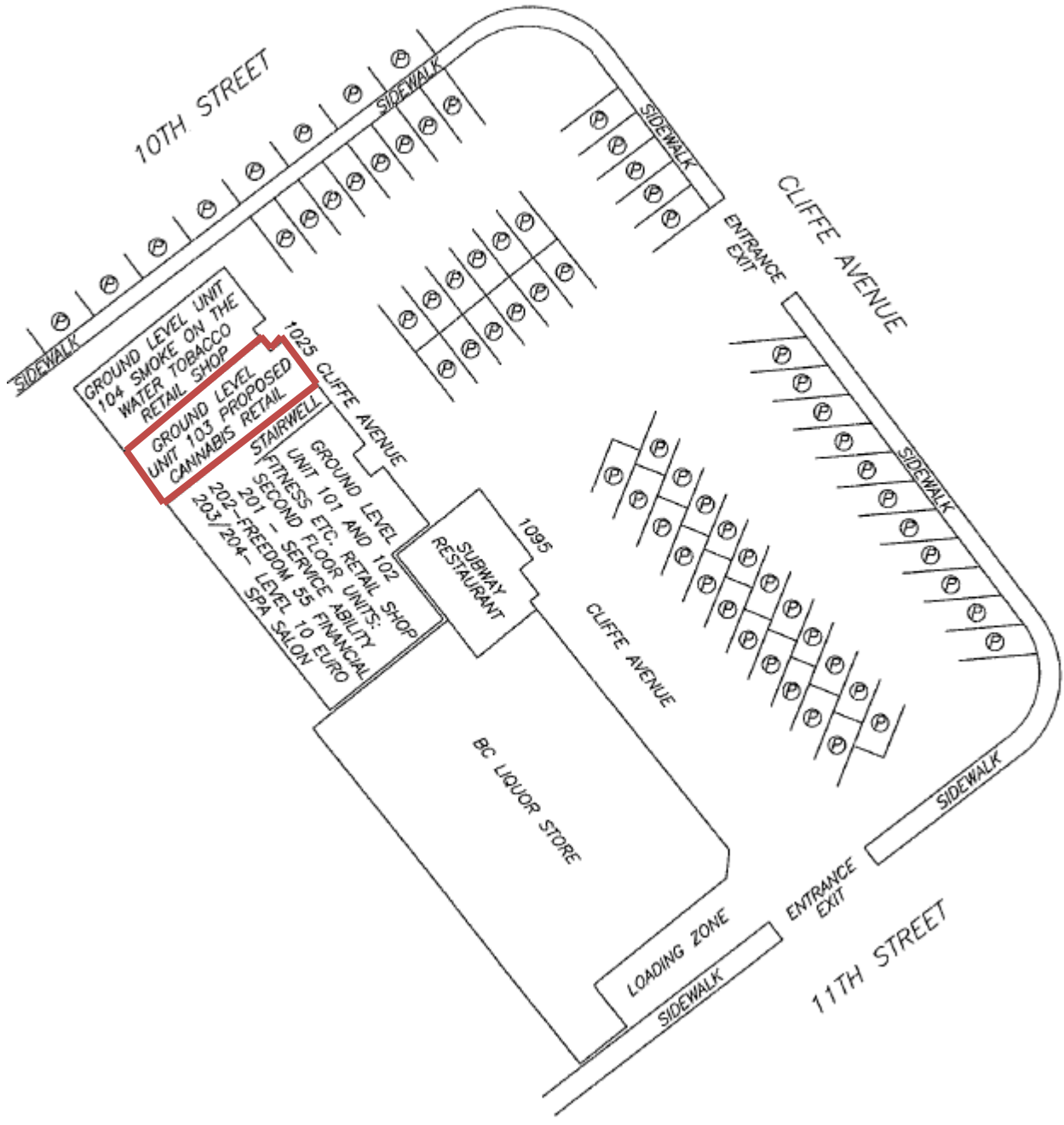
The facility has a full security system including three motion sensors monitored by Prices Alarms, security cameras which are viewable from the owner's cell phone and computer, a front door secured by a rolled shutter and the exterior back doors are steel-grated and can only be opened from the inside. Only a small sample of cannabis will be located in the display cases, while the rest will be secured in a locked room to which only the owner and the manager will have a key.

Attached are a floor plan for the building and a picture depicting management's vision for the store.

ATTACHMENT No. 4 (2/4)  
Applicant's Operating Plan



ATTACHMENT No. 4 (3/4)  
Applicant's Operating Plan



ATTACHMENT No. 4 (4/4)  
Applicant's Operating Plan



ATTACHMENT No. 5 (1/2)  
Public Information Meeting

Via: email

February 20, 2019

City of Courtenay  
Development Services Department  
830 Cliffe Avenue  
Courtenay, BC

**Attention: Tatsuyuki Setta**

Dear Sir:

Re: Summary Report of the Public Information Meeting for 1178779 B.C. Ltd. (Fire in the Sky Cannabis) Application for a Retail Cannabis Store

The public meeting took place at #103-1025 Cliffe Avenue, Courtenay, BC, the proposed location for the retail cannabis store that the applicant hopes to open upon rezoning approval. The meeting was held from 6:00 pm to 8:00 pm on Friday February 15<sup>th</sup>, 2019 and was well attended with approximately 55 attendees throughout the evening.

The meeting was advertised by delivery of a notice letter to all 70 owners and tenants of properties located within 100 metres of the location (letter attached for reference). It was also advertised on social media and by word of mouth.

The information provided at the meeting was the subject of the rezoning application with the City of Courtenay, site plans of the location, floor plans, a map of the City's buffer zones showing Fire in the Sky's respective positioning (attached for reference), and portions of the applicant's business plan including the mission statement, vision statement, management plan and the company summary.

As mentioned above, the meeting was well attended (sign in sheets and comment sheets attached for reference). Many of the attendees were very supportive existing customers of the applicant's adjacent store, Smoke on the Water. These attendees were very much interested in the time

ATTACHMENT No. 5 (2/2)  
Public Information Meeting Summary

frame as to when the store would open. They also commented that they would like the applicant's store to be where they shop for cannabis product as the applicant is a local well-established business owner in the Comox Valley and that was important to them.

Other comments were from attendees who owned businesses close to the proposed location and strata owners of the building the retail store will be located in. They were also generally supportive but had some concerns relating to security and the potential for smell. Both issues the applicant intends to address by carbon filters, venting, and a security system including security cameras at a minimum.

Overall the public meeting was very successful and a great indication of the support the applicant and the proposed location for the retail cannabis store has from the local community.



ATTACHMENT No. 6 (1/13)  
 Public Comments

**PUBLIC INFORMATION MEETING**

**February 15 2019**

**SIGN IN SHEET**

**FOR**

**1178779 B.C. Ltd. (Fire in the Sky Cannabis)**

**103-1025 Cliffe Avenue, Courtenay, BC**

NAME (Please Print)	ADDRESS
	211, 1800 Comox Ave, Comox, BC
	4685 headquarters Rd.
	4685 headquarters Rd.
	111-170 Centennial Dr.
	111-170 Centennial Dr.
	5823 N ISLAND HWY
	355 ANKERTON RD.
	89A Timberlane Rd.
	89A Timberlane Rd.
	955 CADDIS CRIS. NAPOOIE.
	1970-Fitzgerald ave Unit 76
	1970-Fitzgerald Ave unit 76
	1025 Cliffe Ave. Courtenay
	1025 Cliffe Ave Courtenay
	484-12 <sup>th</sup> St Courtenay
	1976A Noort Place/Courtenay
	1976 A Noort Pl./Courtenay
	3336 Royston Rd
4667 Macintyre Ave	

ATTACHMENT No. 6 (2/13)  
 Public Comments

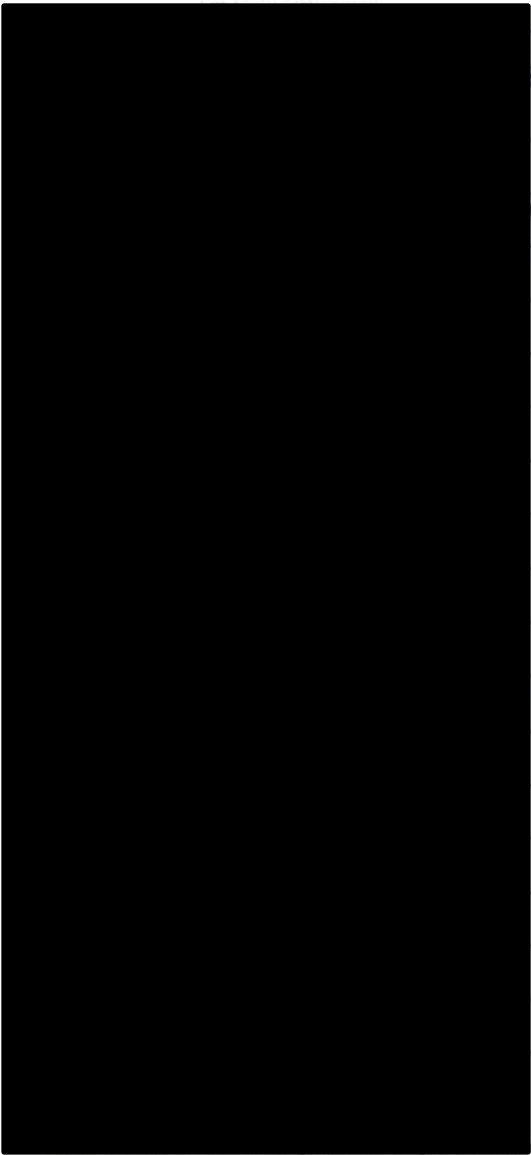
PUBLIC INFORMATION MEETING  
 February 15 2019

SIGN IN SHEET

FOR

1178779 B.C. Ltd. (Fire in the Sky Cannabis)

103-1025 Cliffe Avenue, Courtenay, BC

NAME	ADDRESS
	2603 Willard Ave. Cumberland.
	Box 1055 Cumberland BC
	1592 Mahoni 7 Cr Lazo BC
	2378 Ughart Ave
	2850 St. Cleopatra Ave Courtenay
	2024 Sway Lane
	1944 Riverside Lane
	1768 England Ave, Courtenay
	710 14711 ST, COURTENAY
	10100 Greenhill Rd Denman Isl.
	5819 Bates Rd Courtenay BC V9A 1K6
	6525 Masterson Beach RD FARMER Bay
	8852 Tammy Rd.
	313 Forster Ave.
	310 Cortez Cres.
1856 Surgeon Road Black Creek	
5411 Wildwood Road, Courtenay	
654 Tooeare Rd. Comox BC. V9N 3M7	
4685 Headquarters Rd.	

**PUBLIC INFORMATION MEETING**  
**February 15 2019**

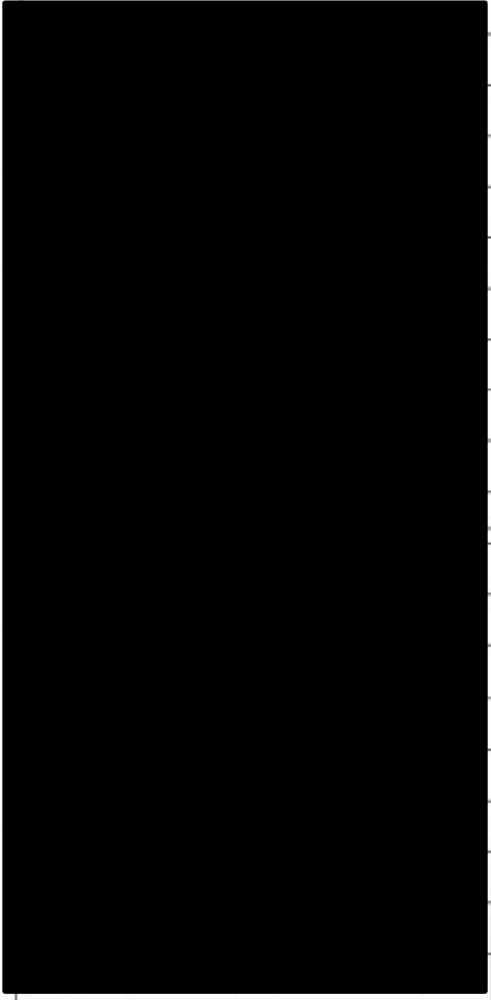
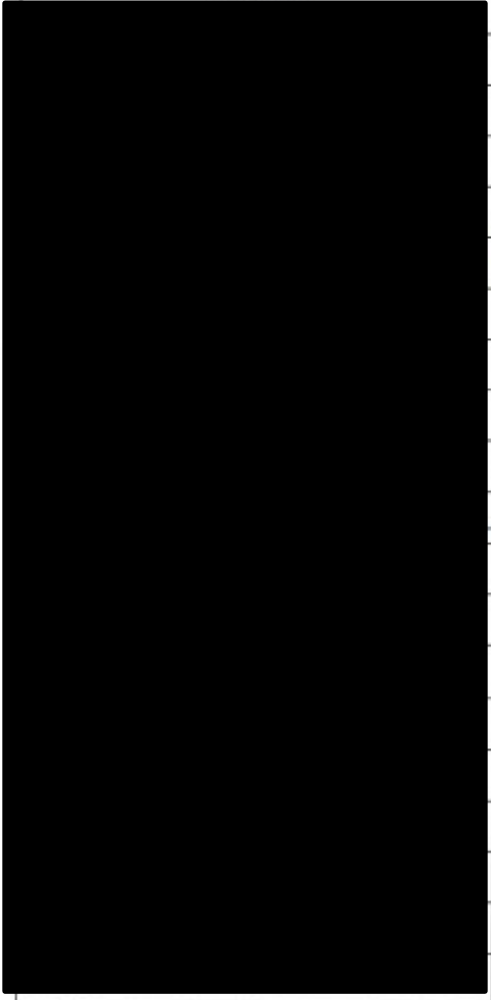
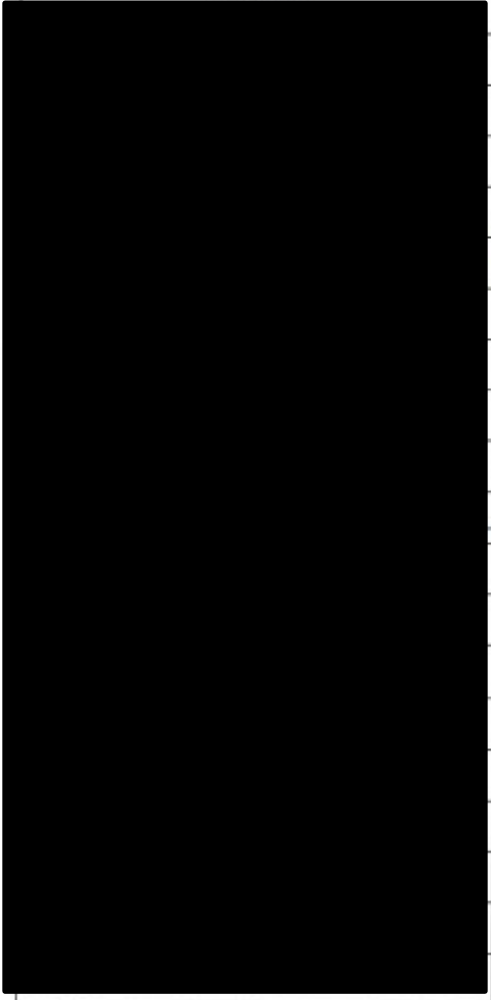
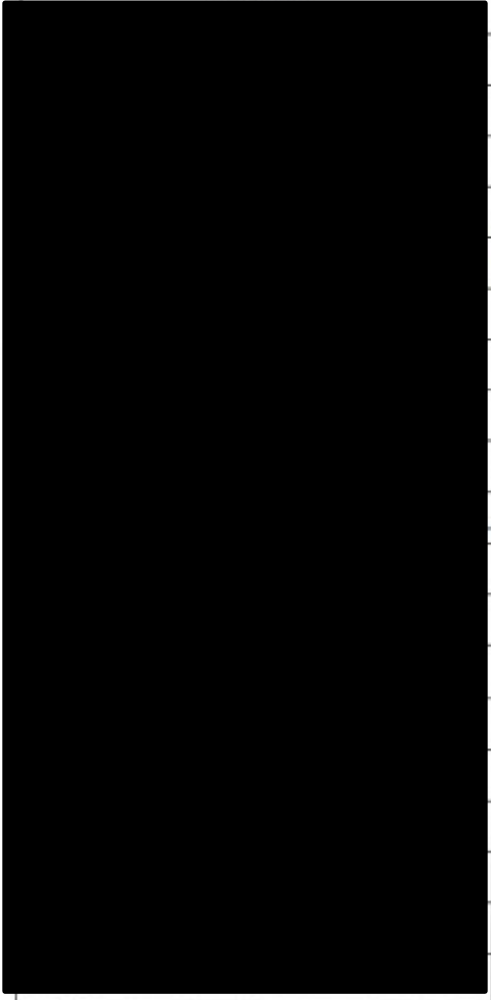
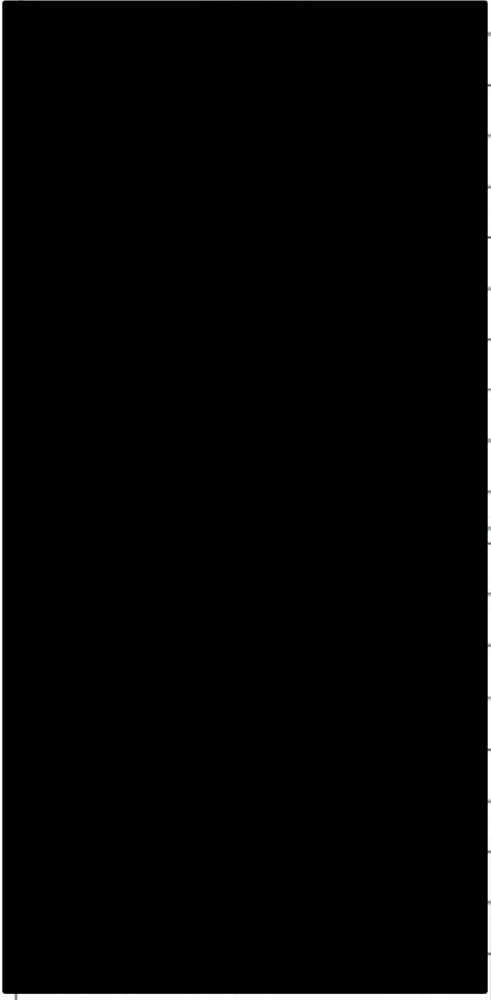
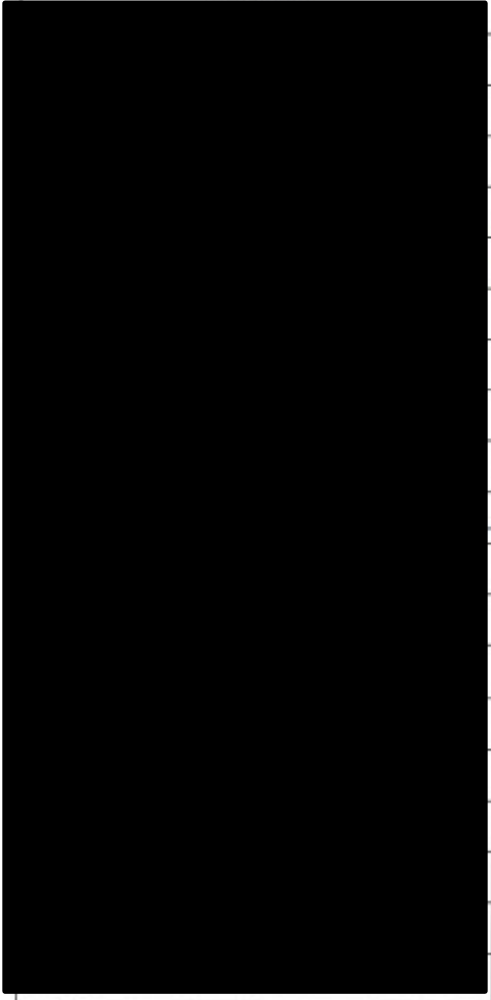
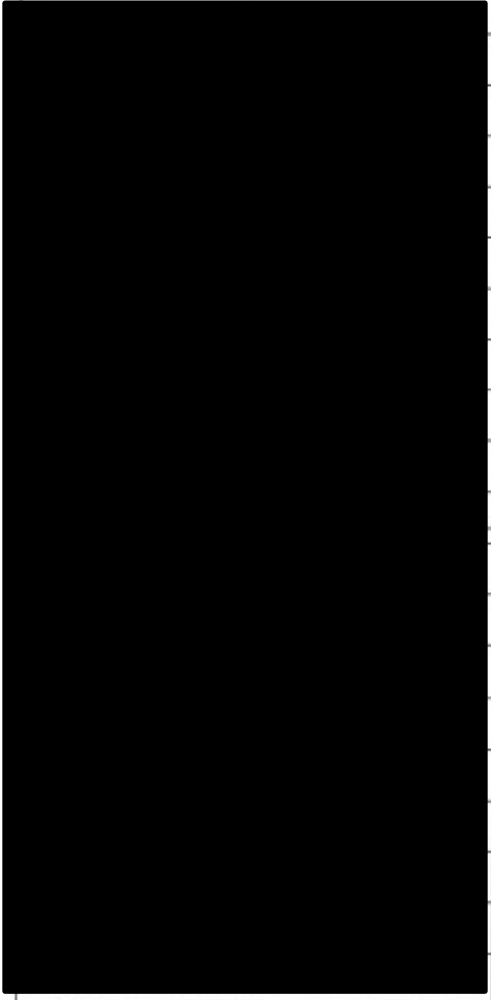
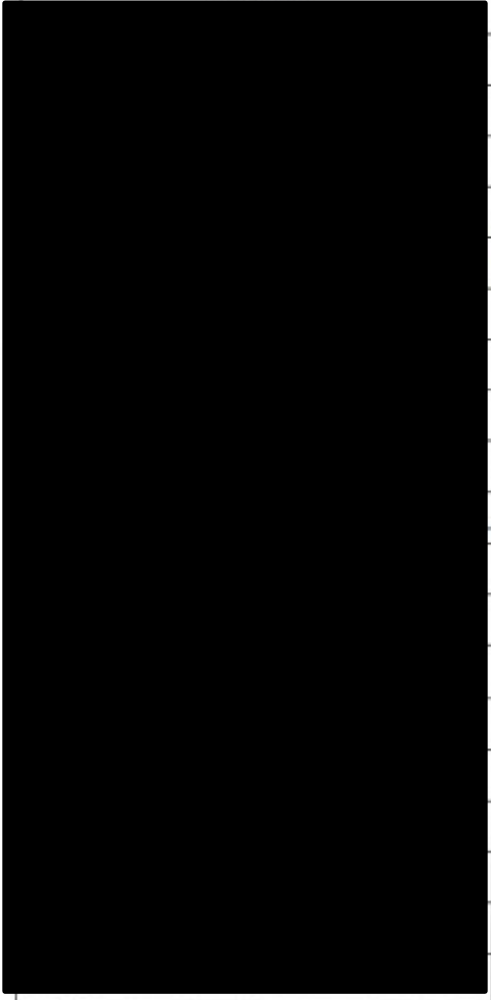
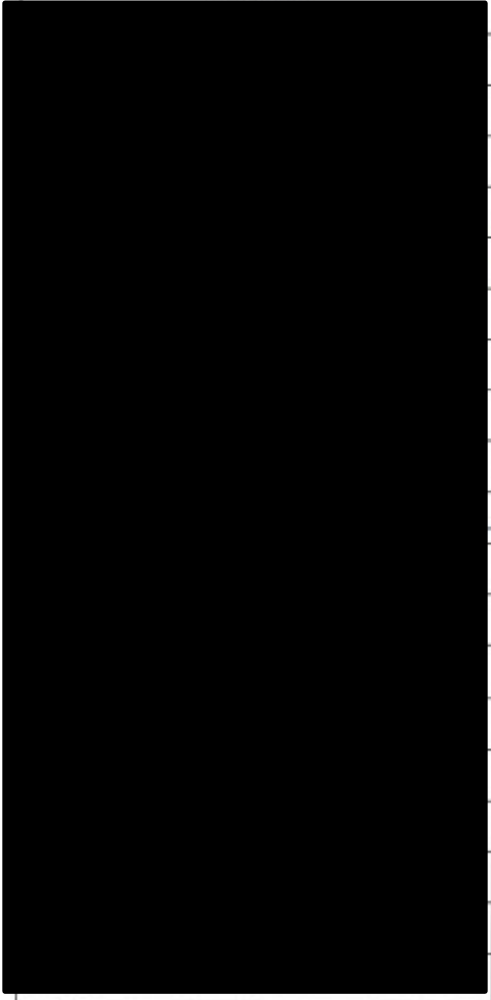
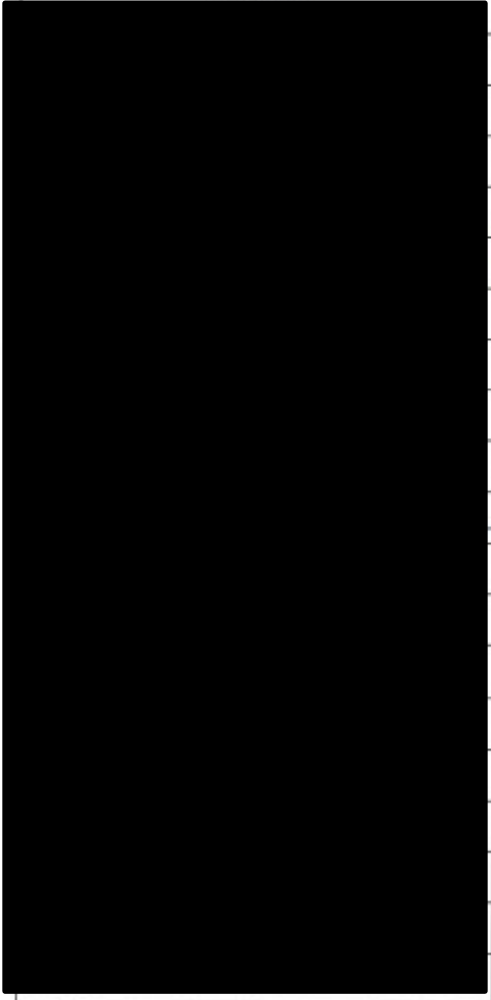
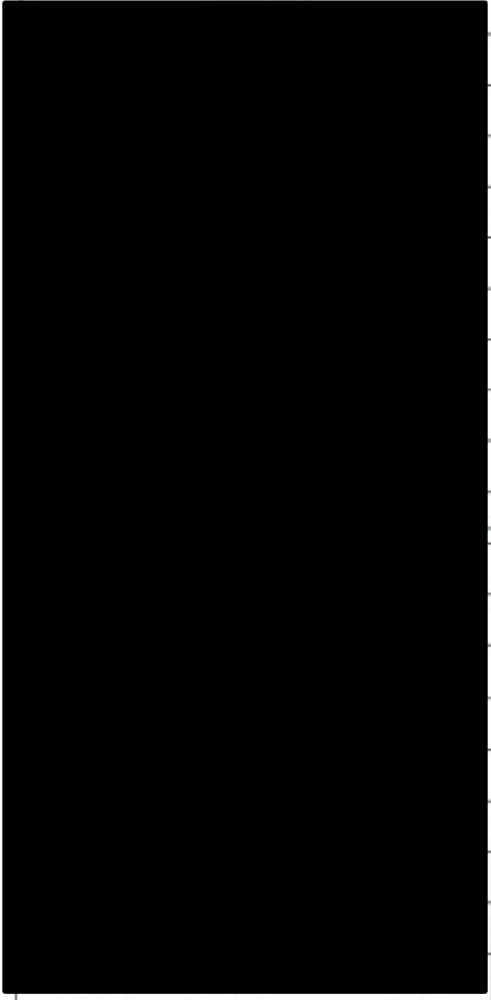
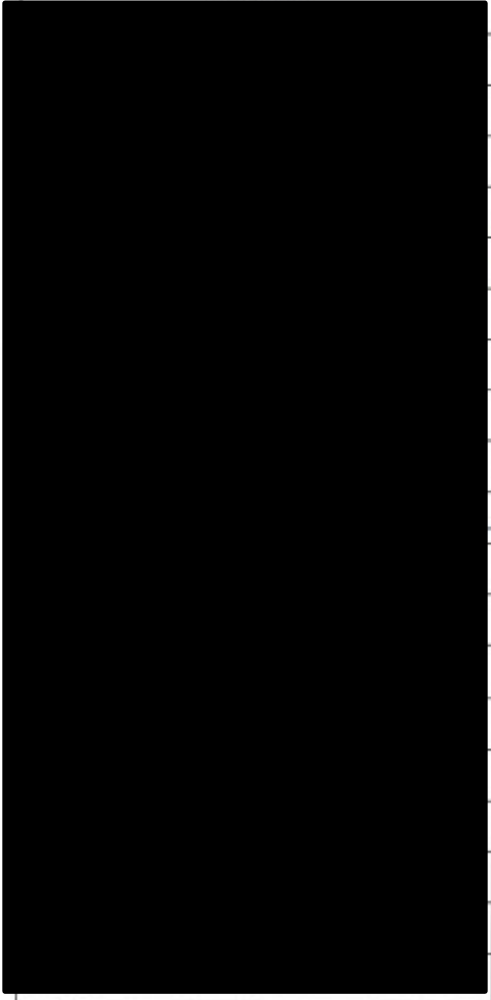
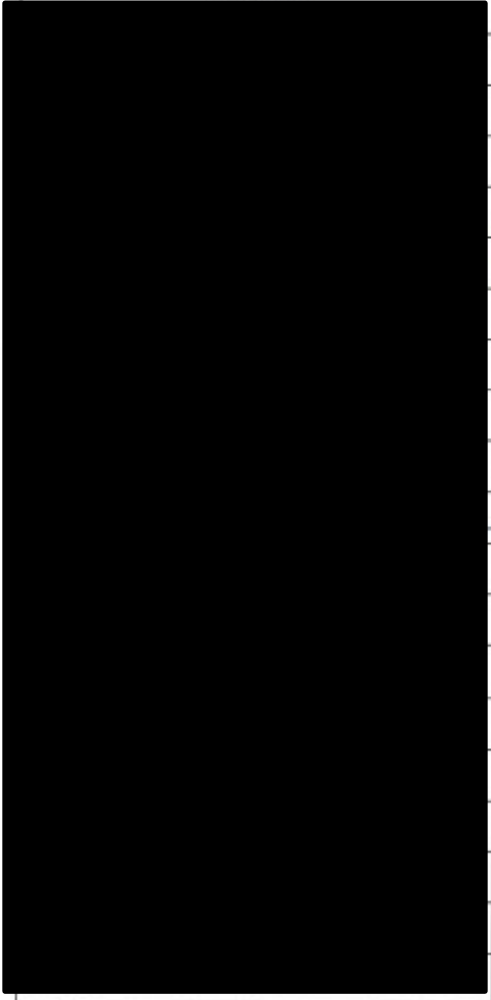
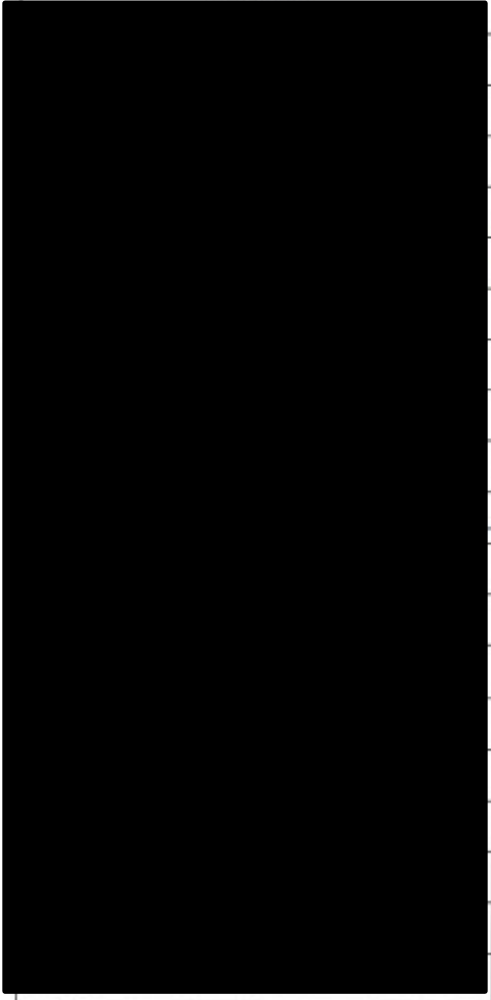
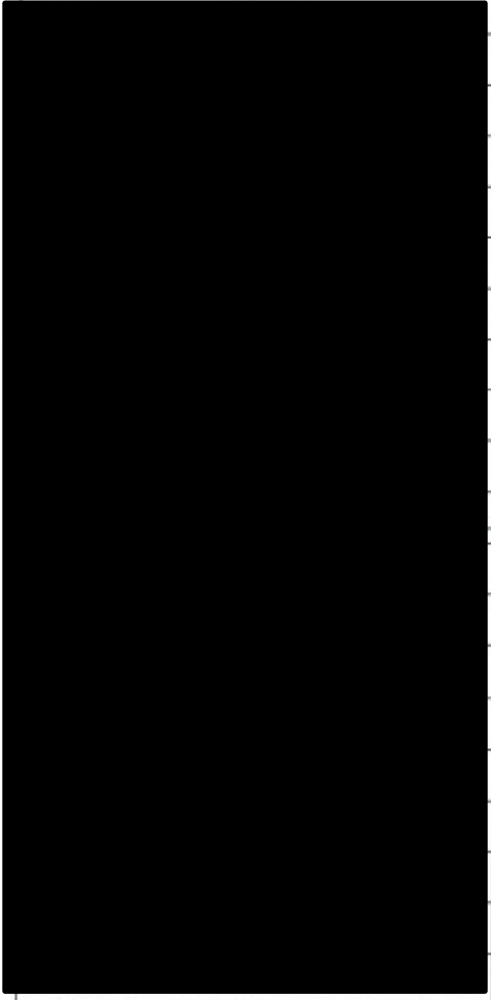
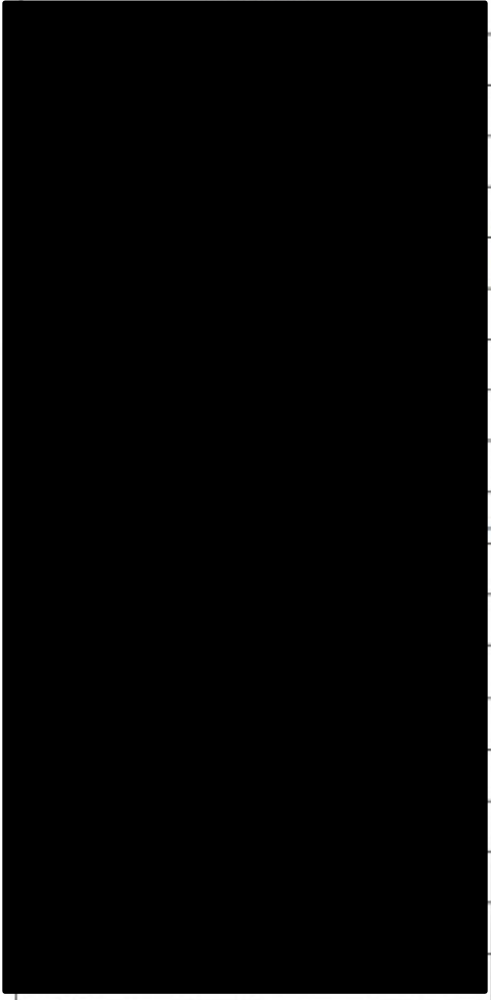
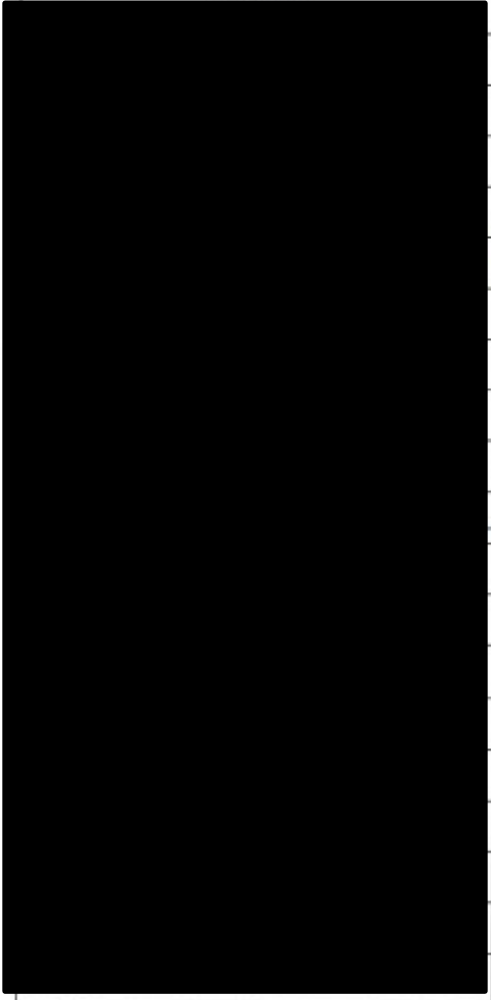
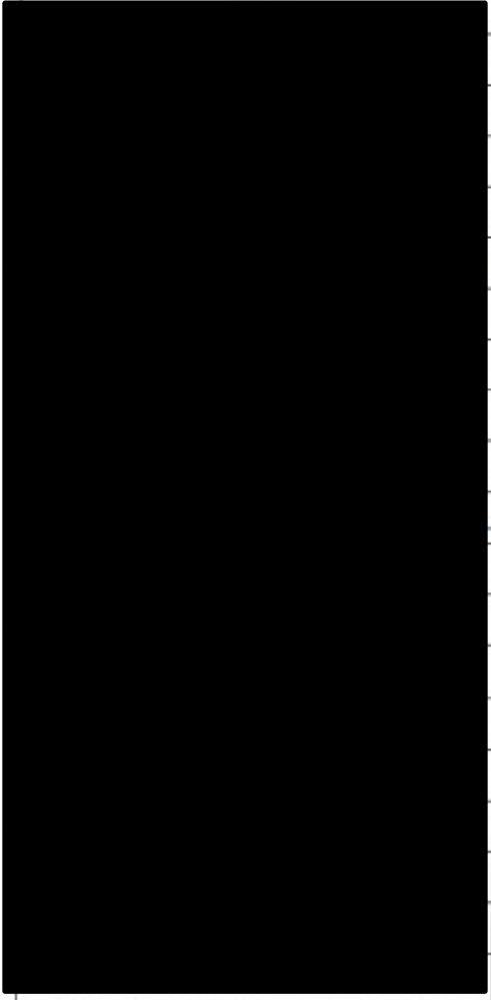
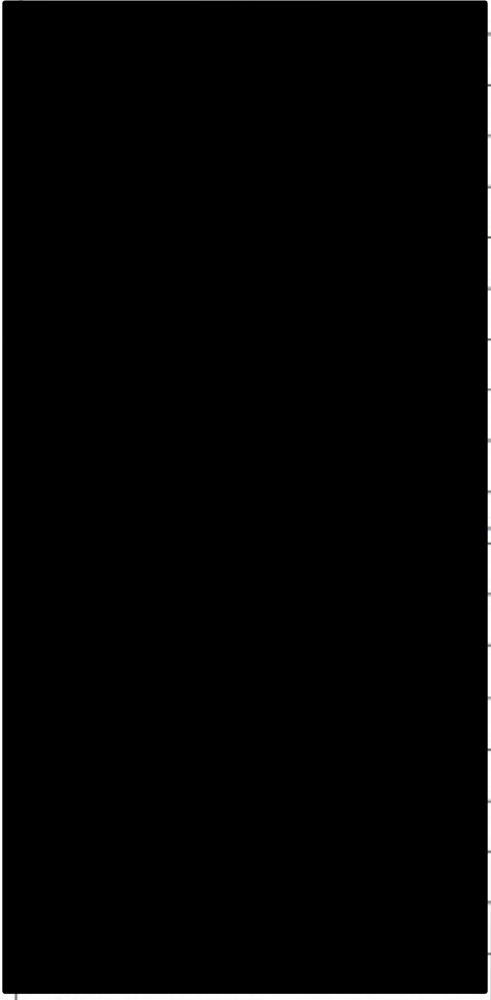
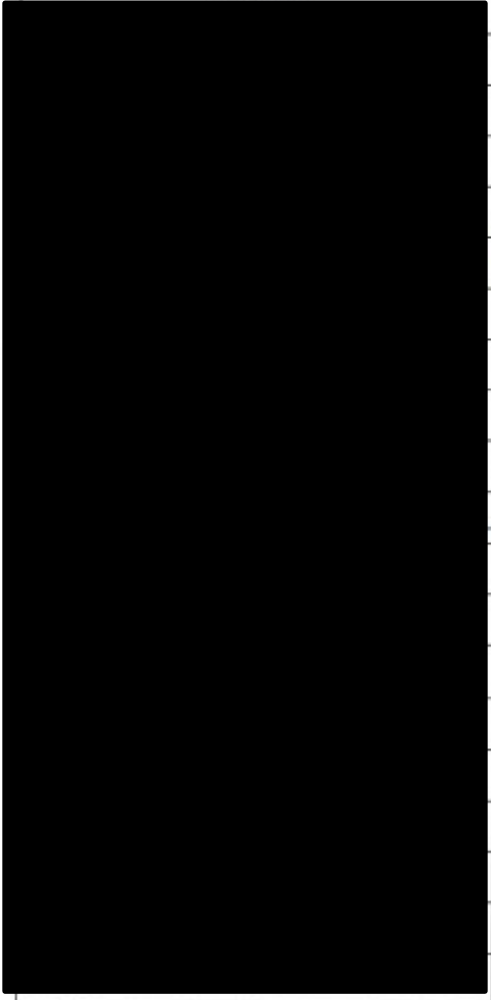
ATTACHMENT No. 6 (3/13)  
Public Comments

**SIGN IN SHEET**

FOR

**1178779 B.C. Ltd. (Fire in the Sky Cannabis)**

103-1025 Cliffe Avenue, Courtenay, BC

NAME	ADDRESS
	3336 Royston Road
	4150 MARSTEN ROAD
	2050 Pine place
	2050 Pine Place
	6605 Walker Rd Esquimalt
	683 Totem Cres
	1957 Sea terrace RD
	2008 Cedar Crescent CITY.
	#201 60 ANDERTON AVE.
	1783 England Ave
	_____
	_____
	4775 Joyce Ave.
	_____
	_____
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	_____
	_____
	_____

ATTACHMENT No. 6 (4/13)  
Public Comments

### PUBLIC INFORMATION MEETING

FEBRUARY 15, 2019 at 6:00 pm to 8:00 pm

Applicant: 1178779 B.C. Ltd. (Fire in the Sky Cannabis)

Location: #103-1025 Cliffe Avenue, Courtenay, BC

#### COMMENTS

Name: [REDACTED]

Address: 2603 Willard Ave Courtenay

1178779 B.C. Ltd. (Fire in the Sky Cannabis) has applied to the City of Courtenay for an Zoning Amendment. An application has been made to allow a text amendment to the Commercial One Zone (C-1) to allow "Storefront Cannabis Retailer" as a permitted use at this particular location. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

We have been shopping at Smoke on the water for several years now. They are a friendly store with knowledgeable staff that are very helpful. They operate safely within the guide lines of the law.

**Please return your comments by:** February 22, 2019

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

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



ATTACHMENT No. 6 (6/13)  
Public Comments

**PUBLIC INFORMATION MEETING**

**FEBRUARY 15, 2019 at 6:00 pm to 8:00 pm**

**Applicant: 1178779 B.C. Ltd. (Fire in the Sky Cannabis)**

**Location: #103-1025 Cliffe Avenue, Courtenay, BC**

**COMMENT SHEET**

Name: [Redacted] Email: [Redacted]  
Address: 211, 1800 Comox Ave, Comox Phone: [Redacted]

1178779 B.C. Ltd. (Fire in the Sky Cannabis) has applied to the City of Courtenay for an Zoning Amendment. An application has been made to allow a text amendment to the Commercial One Zone (C-1) to allow "Storefront Cannabis Retailer" as a permitted use at this particular location. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

Totally Support this business. great location, will be staffed with quality people, and product will be safer than street products.

**Please return your comments by:** February 22, 2019  
Comment sheets can be submitted by one of the following methods:  
1. Drop your comment sheet off at the Development Services Department, City of Courtenay  
830 Cliffe Avenue  
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)  
3. Fax your comment sheet to 250-334-4241

ATTACHMENT No. 6 (7/13)  
Public Comments

### PUBLIC INFORMATION MEETING

FEBRUARY 15, 2019 at 6:00 pm to 8:00 pm

Applicant: 1178779 B.C. Ltd. (Fire in the Sky Cannabis)

Location: #103-1025 Cliffe Avenue, Courtenay, BC

#### COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]  
Address: 89A Timberlane Rd Phone: [REDACTED]

1178779 B.C. Ltd. (Fire in the Sky Cannabis) has applied to the City of Courtenay for an Zoning Amendment. An application has been made to allow a text amendment to the Commercial One Zone (C-1) to allow "Storefront Cannabis Retailer" as a permitted use at this particular location. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

I have known Matt now for a while and ever since he started working at smok on the water, and him and his staff are very knowlegable on abt. Im excited to see this fire in the sky take place and do very well  
cant wait Matt deserves this for sure.

**Please return your comments by:** February 22, 2019  
Comment sheets can be submitted by one of the following methods:  
1. Drop your comment sheet off at the Development Services Department, City of Courtenay  
830 Cliffe Avenue  
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)  
3. Fax your comment sheet to 250-334-4241

ATTACHMENT No. 6 (8/13)  
Public Comments

### PUBLIC INFORMATION MEETING

FEBRUARY 15, 2019 at 6:00 pm to 8:00 pm

Applicant: 1178779 B.C. Ltd. (Fire in the Sky Cannabis)

Location: #103-1025 Cliffe Avenue, Courtenay, BC

#### COMMENT SHEET

Name: [Redacted] Email: [Redacted]  
Address: Box 1055 Cumberland Phone: [Redacted]

1178779 B.C. Ltd. (Fire in the Sky Cannabis) has applied to the City of Courtenay for an Zoning Amendment. An application has been made to allow a text amendment to the Commercial One Zone (C-1) to allow "Storefront Cannabis Retailer" as a permitted use at this particular location. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

*I have been a customer at Smoke on the Water for quite a while now because of there Superb staff's there convenient location. We would entrust in there professional service that they would continue to provide the consistent good business ethics that they have in the past continuing forward.*

**Please return your comments by:** February 22, 2019

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

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



ATTACHMENT No. 6 (9/13)  
Public Comments

### PUBLIC INFORMATION MEETING

FEBRUARY 15, 2019 at 6:00 pm to 8:00 pm

Applicant: 1178779 B.C. Ltd. (Fire in the Sky Cannabis)

Location: #103-1025 Cliffe Avenue, Courtenay, BC

#### COMMENT SHEET

Name: [Redacted] Email: [Redacted]  
Address: 8336 Royal Street Phone: [Redacted]

1178779 B.C. Ltd. (Fire in the Sky Cannabis) has applied to the City of Courtenay for an Zoning Amendment. An application has been made to allow a text amendment to the Commercial One Zone (C-1) to allow "Storefront Cannabis Retailer" as a permitted use at this particular location. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

Smoke on the Water has been a Corner Stone of the Community, Smoke and Accessories. Since it ~~open~~ opened, Great Location Great Staff Great Service - Always Been By the Book

ATTACHMENT No. 6 (10/13)  
Public Comments

**PUBLIC INFORMATION MEETING**

FEBRUARY 15, 2019 at 6:00 pm to 8:00 pm

Applicant: 1178779 B.C. Ltd. (Fire in the Sky Cannabis)

Location: #103-1025 Cliffe Avenue, Courtenay, BC

**COMMENT SHEET**

Name: [REDACTED] Email: [REDACTED]  
Address: 3336 Royston Road Phone: [REDACTED]

1178779 B.C. Ltd. (Fire in the Sky Cannabis) has applied to the City of Courtenay for an Zoning Amendment. An application has been made to allow a text amendment to the Commercial One Zone (C-1) to allow "Storefront Cannabis Retailer" as a permitted use at this particular location. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

*I ~~buy~~ buy products at smoke on the water  
and I would love them to open a dispensary.  
I would shop all the time*

ATTACHMENT No. 6 (11/13)  
Public Comments

**PUBLIC INFORMATION MEETING**

FEBRUARY 15, 2019 at 6:00 pm to 8:00 pm

Applicant: 1178779 B.C. Ltd. (Fire in the Sky Cannabis)

Location: #103-1025 Cliffe Avenue, Courtenay, BC

**COMMENT SHEET**

Name: [REDACTED] Email: [REDACTED]  
Address: 4150 Marsden Phone: [REDACTED]

1178779 B.C. Ltd. (Fire in the Sky Cannabis) has applied to the City of Courtenay for an Zoning Amendment. An application has been made to allow a text amendment to the Commercial One Zone (C-1) to allow "Storefront Cannabis Retailer" as a permitted use at this particular location. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

I frequently purchase products from  
Smoke on the water and they have always  
maintained a very professional store,  
customer service is exceptional I would love  
for them to open a dispensary I feel they  
will serve a great purpose to our community.

ATTACHMENT No. 6 (12/13)  
Public Comments

**PUBLIC INFORMATION MEETING**

FEBRUARY 15, 2019 at 6:00 pm to 8:00 pm

Applicant: 1178779 B.C. Ltd. (Fire in the Sky Cannabis)

Location: #103-1025 Cliffe Avenue, Courtenay, BC

**COMMENT SHEET**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: 4667 macintyre Phone: \_\_\_\_\_

1178779 B.C. Ltd. (Fire in the Sky Cannabis) has applied to the City of Courtenay for an Zoning Amendment. An application has been made to allow a text amendment to the Commercial One Zone (C-1) to allow "Storefront Cannabis Retailer" as a permitted use at this particular location. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

I Shop at smoke on the water they have great customer service and care about their communitre I support them in opening their new ~~shop~~ shop.

ATTACHMENT No. 6 (13/13)  
Public Comments

**PUBLIC INFORMATION MEETING**

FEBRUARY 15, 2019 at 6:00 pm to 8:00 pm

Applicant: 1178779 B.C. Ltd. (Fire in the Sky Cannabis)

Location: #103-1025 Cliffe Avenue, Courtenay, BC

**COMMENT SHEET**

Name: [REDACTED] Email: [REDACTED]  
Address: Courtenay BC Phone: [REDACTED]

1178779 B.C. Ltd. (Fire in the Sky Cannabis) has applied to the City of Courtenay for an Zoning Amendment. An application has been made to allow a text amendment to the Commercial One Zone (C-1) to allow "Storefront Cannabis Retailer" as a permitted use at this particular location. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

Very professional staff. And better  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## STAFF REPORT

To: Council

File No.: 3360-20-1909

From: Deputy Chief Administrative Officer

Date: June 10, 2019

Subject: **Zoning Amendment Bylaw No. 2969 to allow for a secondary suite at 1573 Hurford Ave**

### PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 1573 Hurford Avenue from Residential One Zone (R-1) to Residential One S Zone (R-1S) to permit a secondary suite.

### DEPUTY CAO RECOMMENDATIONS:

THAT based on the June 10<sup>th</sup>, 2019 Staff report, "Zoning Amendment Bylaw No. 2969 to allow for a secondary suite at 1573 Hurford Ave" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2969, 2019; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2969, 2019 on July 2<sup>nd</sup>, 2019 at 5:00 p.m. in the City Hall Council Chambers.

Respectfully submitted,

John Ward, CMC  
Deputy Chief Administrative Officer

### BACKGROUND:

The subject property is a 594m<sup>2</sup> residential lot located at 1573 Hurford Avenue in East Courtenay, legally described as Lot 3, Section 12 Comox District, Plan VIP73809 (**Figure 1**). The property is currently zoned Residential One (R-1) and developed with a 153m<sup>2</sup> (1,646ft<sup>2</sup>) 1.5-storey single family house (**Figure 2**) with an attached garage that the applicants want to convert to a suite and a small separate-entrance storage room. The suite layout and parking are shown along with photos in **Attachment No. 1**. The surrounding land use is mainly single family residential with Hurford Hill Nature Park directly across Hurford Avenue.



Figure 1: Context map with Subject Property outlined

The proposed 50m<sup>2</sup> (536 ft<sup>2</sup>) secondary suite occupies the garage space with no changes to the existing building footprint. Access is through new French doors in the back and a new entrance to the driveway, which has four legal parking spaces fully on the property and can fit six vehicles. The proposed suite includes one bedroom, one bathroom, a kitchen and a living room (**Attachment No. 1**).



**Figure 2:** View of house from Hurford Avenue

**DISCUSSION:**

The subject property is located within two kilometres of Valleyview Elementary School, Mark R. Isfeld Secondary School, North Island College, the Real Canadian Superstore shopping center, and numerous parks. These destinations may be most easily accessible by car or bicycle but there are two bus stops 120 metres away from the subject property as an alternative transportation option.

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

The existing building’s 7.28 metre front yard setback is legally non-conforming, approved by the Board of Variance in 2003 (BV0312). This application meets all other 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.

<b>Requirements</b>	<b>Proposal</b>
Total not more than 90.0 m <sup>2</sup>	50m <sup>2</sup> (1 bed,1 bath, kitchen, living room)
Floor Area Less than 40% of the total habitable floor space of the building	25%
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)	4 full-sized driveway spaces + overflow ( <b>Attachment No. 1</b> )



**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. This secondary suite would be 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 15 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional two 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 sewer. There are no direct asset management implications associated with this application.

**2019 – 2022 STRATEGIC PRIORITIES REFERENCE:**

- ▲■ Identify and support opportunities for lower cost housing and advocate for senior government support
- ▲ Encourage and support housing diversity

**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.

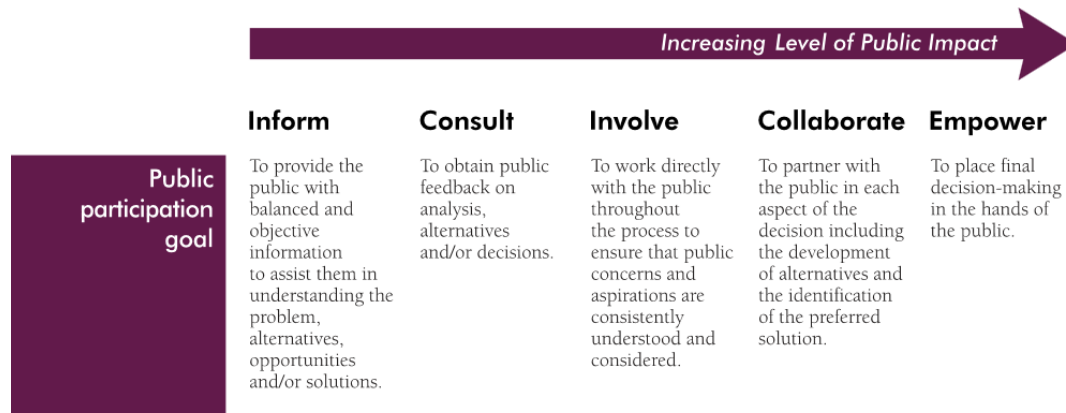
**REGIONAL GROWTH STRATEGY REFERENCE:**

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. 2969, 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 April 13<sup>th</sup>, 2019 at the subject property. Six people signed the sign-in sheet, representing three addresses. Three comments were submitted to the City, two supportive and one indicating no objection. Written comment sheets are included with the meeting summary in **Attachment No. 2**.

**OPTIONS:**

**OPTION 1:** THAT based on the June 10<sup>th</sup>, 2019 Staff report, "Zoning Amendment Bylaw No. 2969 to allow for a secondary suite at 1573 Hurford Ave" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Bylaw No. 2969, 2019; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2969, 2019 on July 2<sup>nd</sup>, 2019 at 5:00 p.m. in the City Hall Council Chambers. **(Recommended)**

**OPTION 2:** Defer consideration of Bylaw No. 2969 with a request for more information.

**OPTION 3:** Defeat Bylaw No. 2969.

Prepared by:

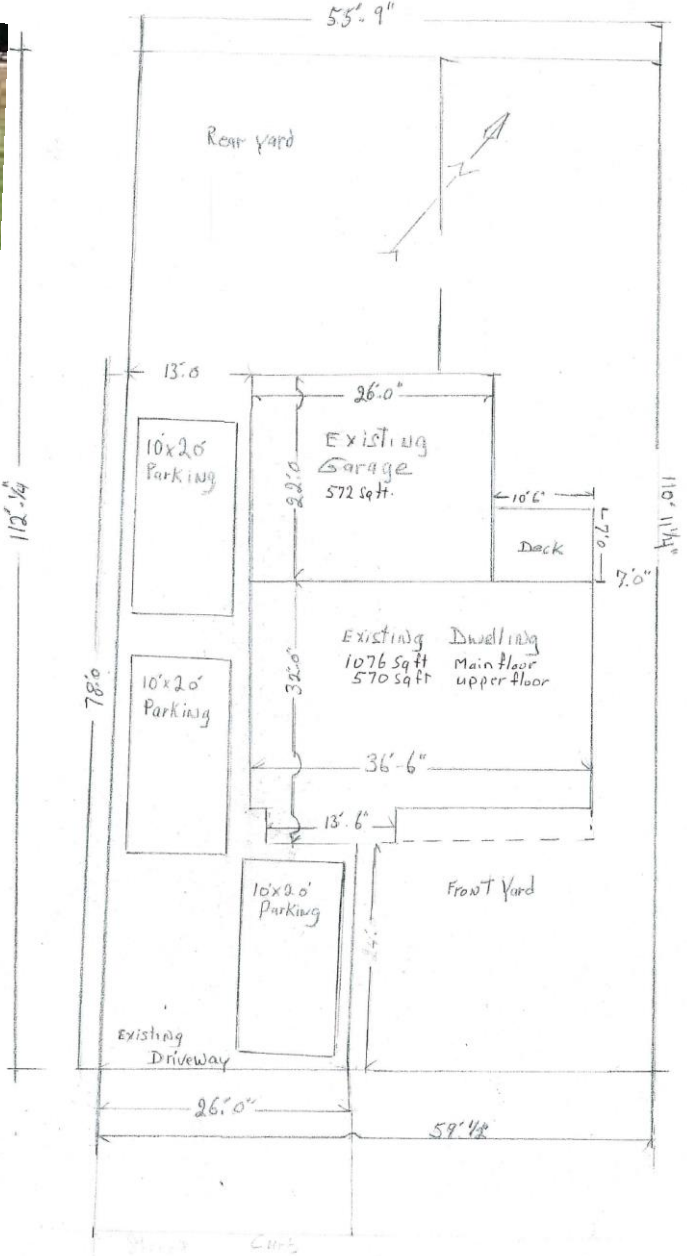
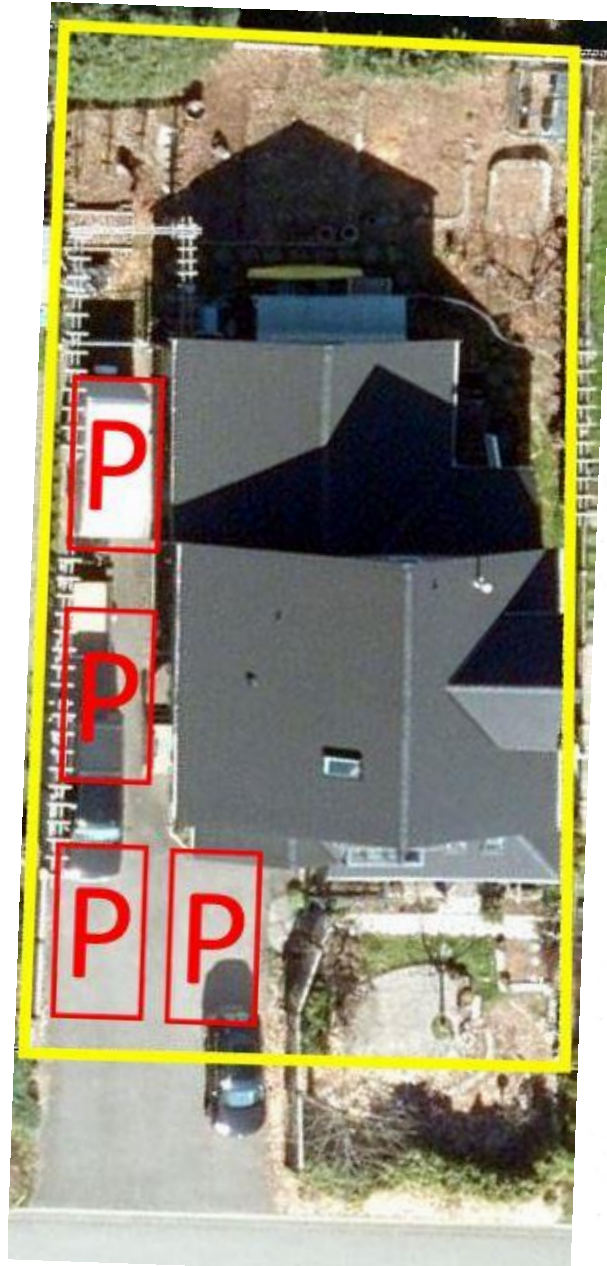
Mike Grimsrud,  
Planner 1  
*Attachments:*

Reviewed by:

Ian Buck, MCIP, RPP  
Director of Development Services

1. Attachment No. 1: Plans, Pictures and Elevations
2. Attachment No. 2: Public Information Meeting Summary and Public Comments
3. Attachment No. 3: Rationale

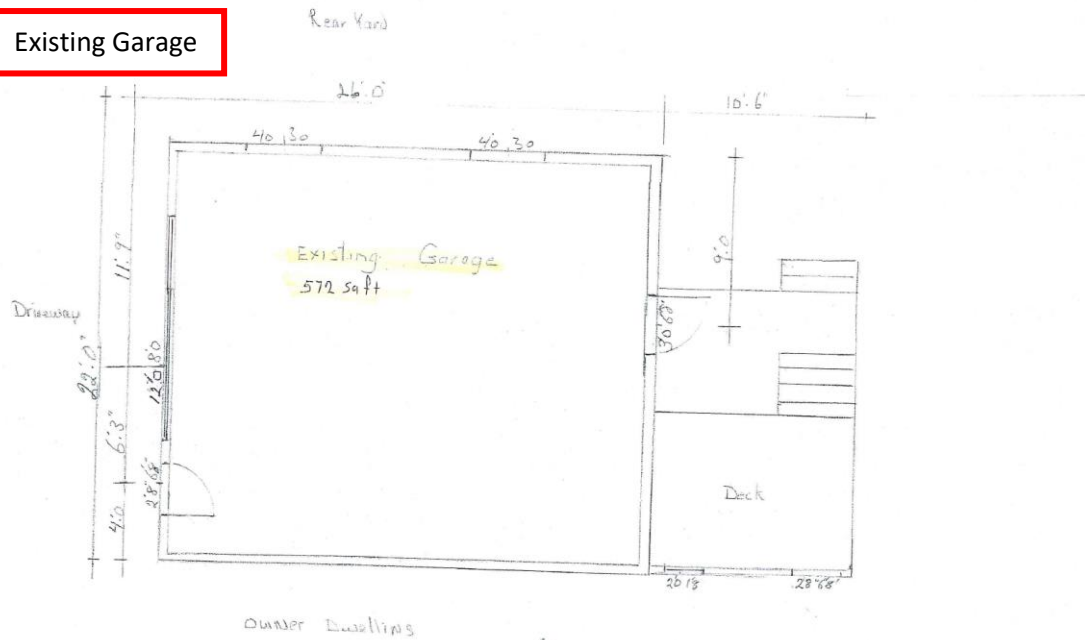
**Attachment No. 1: Plans, Pictures and Elevations**



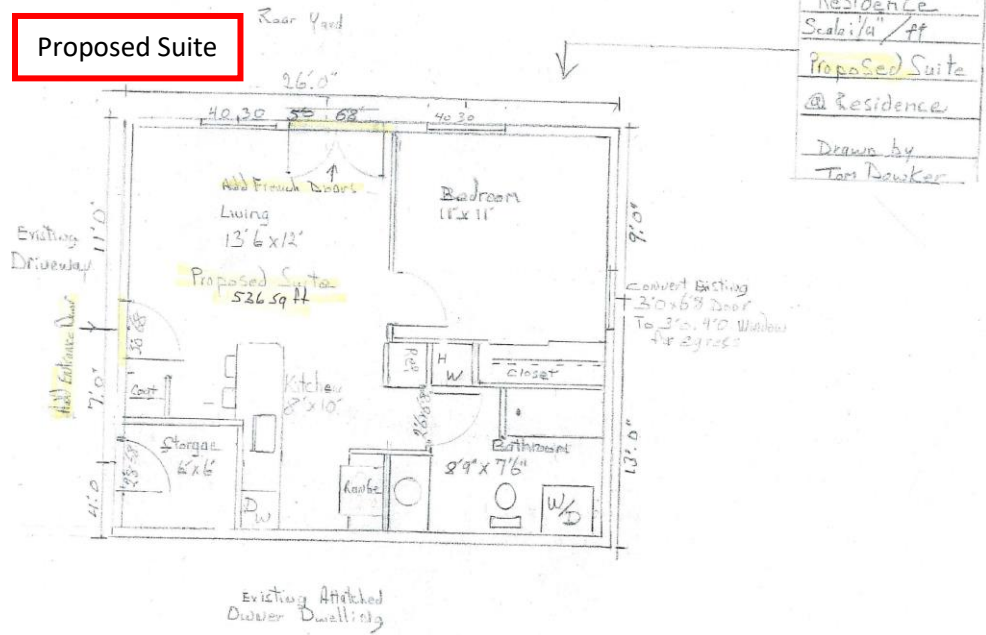
More parking available than indicated by applicants; Applicant lot and building measurements match survey (not pictured)

Residence  
1573 Hurford Ave  
Site Plan Parking  
Drawn by  
Tom Dowker

**Existing Garage**



**Proposed Suite**



Existing Garage
1573 Hurford Ave
Residence
Scale: 1/4" = 1' - 0"
Proposed Suite
@ Residence
Drawn by
Tam Bowker

Note:  
Living Space = 1646 sq ft  
Suite Space = 526 sq ft  
Suite 30.7% of Living Space

**Suite is 25% of total living space including suite**



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

**Public Information Meeting**

Thomas and Deborah Dowker  
1573 Hurford Ave. Courtenay, BC  
250 338-4005  
file # 3360-20-1909  
RZ000033

RE: Re-zoning of 1573 Hurford Ave. Courtenay, BC  
for change from R-1 to R-1S

Saturday April 13, 2019  
Meeting was held at 1573 Hurford Ave., Courtenay

Called to order at 11:15 am and was over at 12 noon.  
3 people attended the meeting, representing 3 households.

From the City of Courtenay's supplied list, letters were hand delivered to 31 of the 36 names / addresses in the neighbourhood.  
The remaining 5 were mailed.

A city of Courtenay Re-zoning sign was erected in the front of the property for public notification, as required.

At the meeting there was a sign-in sheet and comment sheets were provided.  
On display was a site plan and floor plan showing the changes that are intended for the proposed suite.

Questions raised at the meeting were:  
Where will the suite be?  
Will there be off street parking?  
Will there be an outsider sitting area for the rental suite?

These questioned were all answered to their satisfaction.

Summary:  
When talking to a number of neighbours about this suite, the response was positive.  
We had no negative feed back.

Thomas and Deborah Dowker

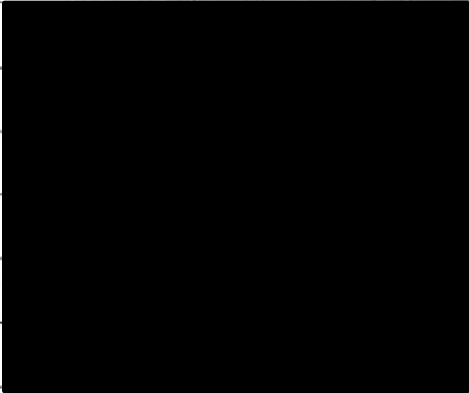
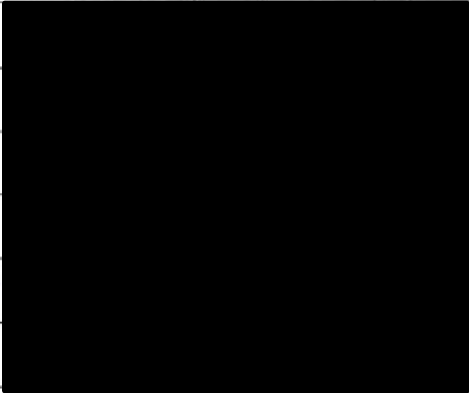
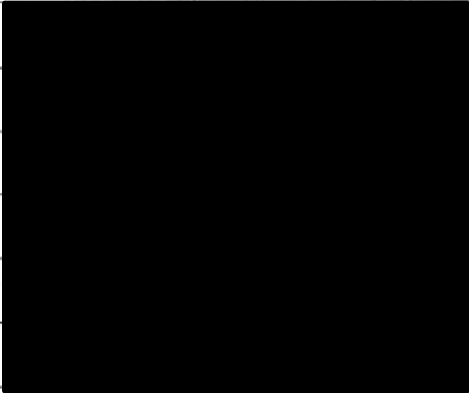
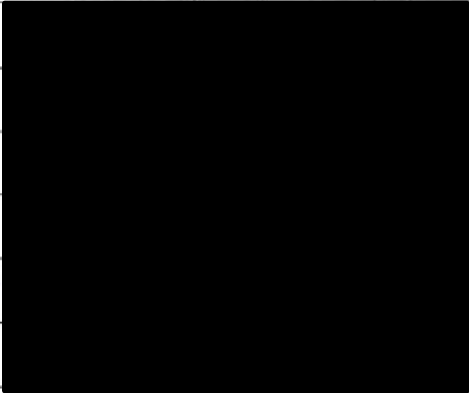
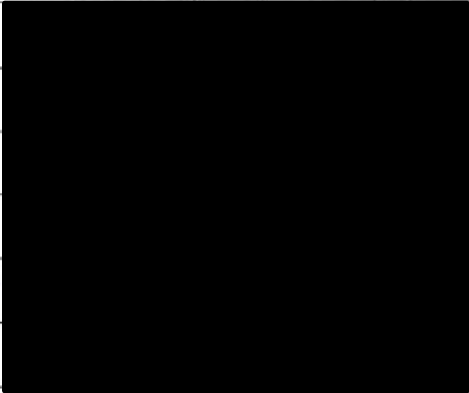
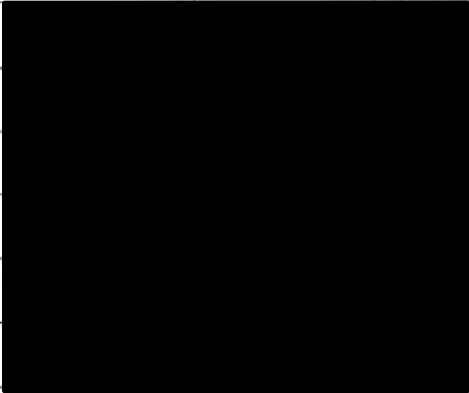
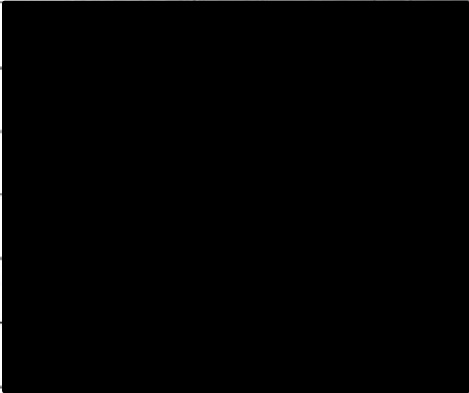
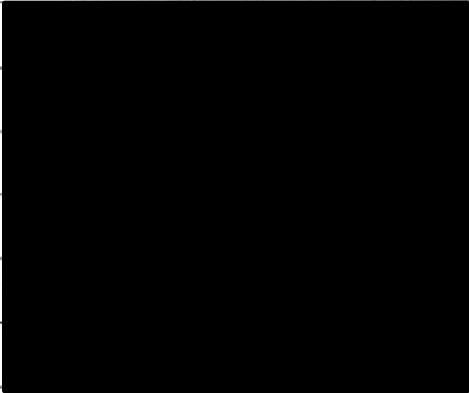
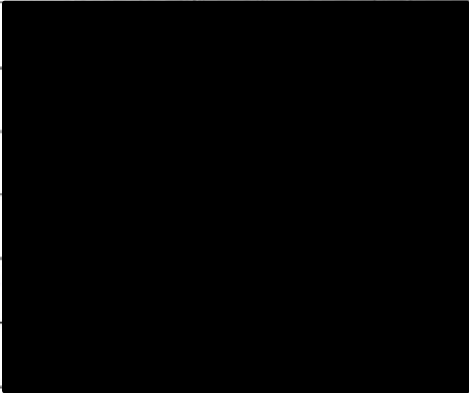
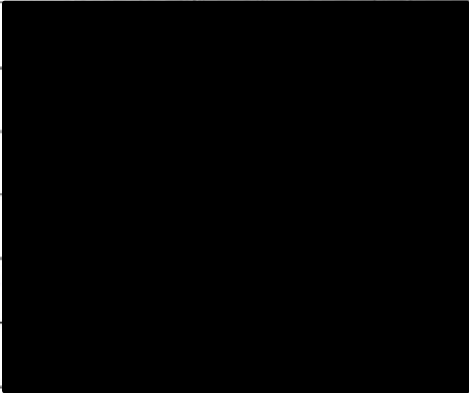
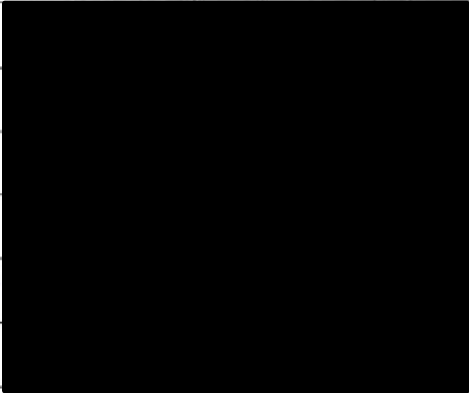
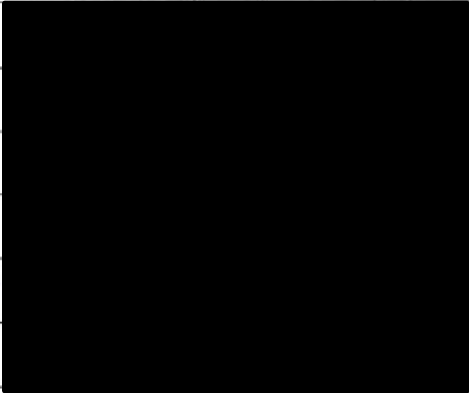
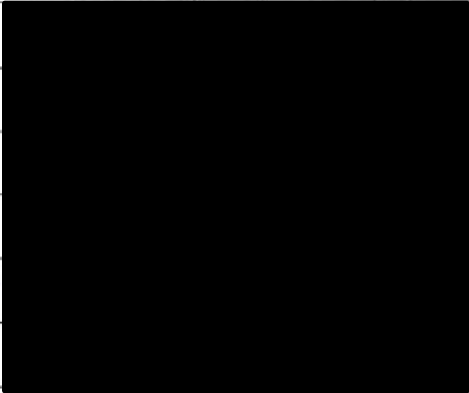
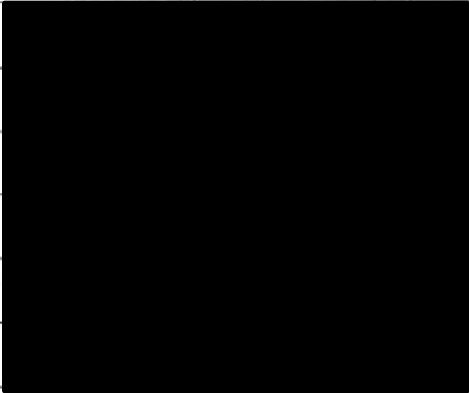
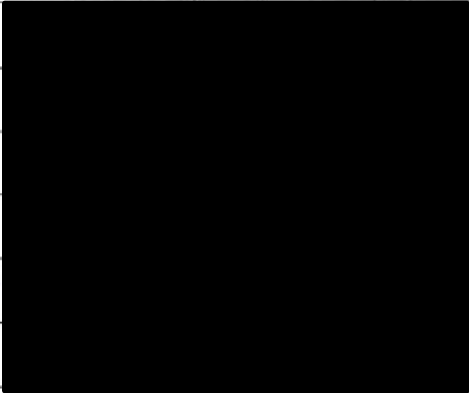
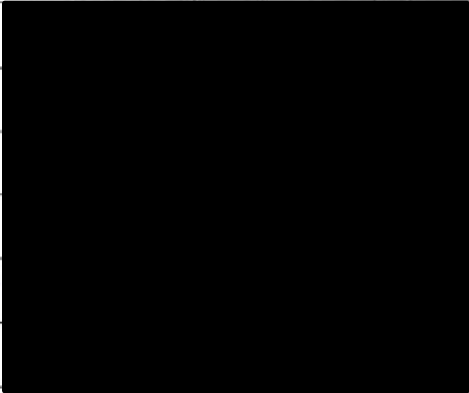
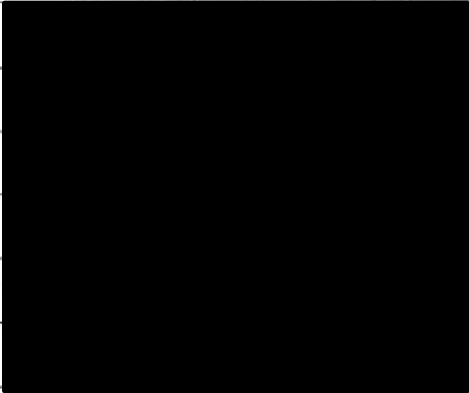
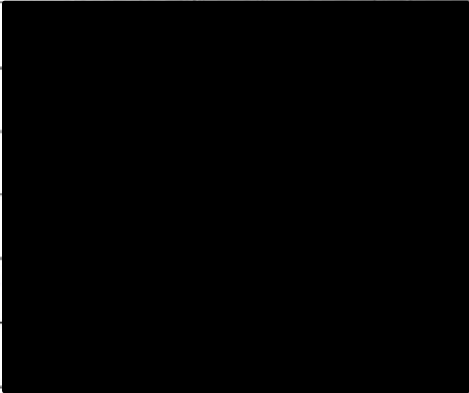
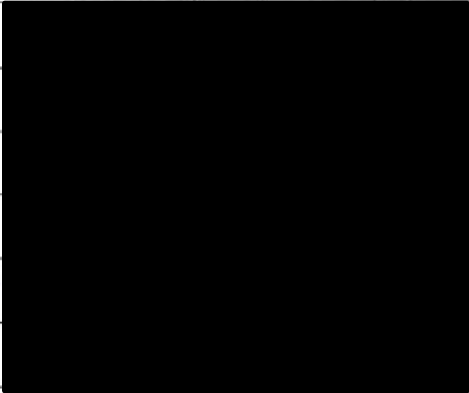
**PUBLIC INFORMATION MEETING**

April 13, 2019

**SIGN IN SHEET**

FOR

Thomas & Deborah Dowker @ 1573 Hurford Ave. Courtenay

<b>NAME (Please Print)</b>	<b>ADDRESS</b>
	1450 Quinsam Pl.
	1565 Hurford Av.
	1440 Quinsam Place
	1440 Quinsam Place
	1565 Hurford
	1450 Quinsam Place
	
	
	
	
	
	
	
	
	
	
	
	
	

## PUBLIC INFORMATION MEETING

April 13, 2019

Thomas & Deborah Dowker@1573 Hurford Ave.Courtenay,BC V9N8K

### COMMENT SHEET

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: 1565 Hurford Av.

Phone: \_\_\_\_\_

Thomas/Deborah Dowker has applied to the City of Courtenay for a Zoning Amendment. R-1 to R-1S Secondary Suite. This project is under review by staff in the Planning Department of the City.

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

It will be good to have a legal Secondary Suite on  
The Street

**Please return your comments by:** April 20, 2019

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

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



RECEIVED  
APR 16 2019  
CITY OF COURTENAY

### PUBLIC INFORMATION MEETING

April 13, 2019

Thomas & Deborah Dowker@1573 Hurford Ave.Courtenay,BC V9N8K

### COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]  
Address: 1440 Quinsam Place Phone: [REDACTED]

Thomas/Deborah Dowker has applied to the City of Courtenay for a Zoning Amendment. R-1 to R-1S Secondary Suite. This project is under review by staff in the Planning Department of the City.

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

We have no objections, comments or questions  
[REDACTED]

**Please return your comments by:** April 20,2019  
Comment sheets can be submitted by one of the following methods:  
1. Drop your comment sheet off at the Development Services Department, City of Courtenay  
830 Cliffe Avenue  
2. Email your comment sheet to [planning@courtenay.ca](mailto:planning@courtenay.ca)  
3. Fax your comment sheet to 250-334-4241

1/1  
/Apr/2019 9:00:19 AM

RECEIVED  
APR 01 2019  
CITY OF COURTENAY

**PUBLIC INFORMATION MEETING**

April 13, 2019

Thomas & Deborah Dowker @ 1573 Hurford Ave. Courtenay, BC V9N8K

**COMMENT SHEET**

Name: [REDACTED]

Email: [REDACTED]

Address: 1438 Hurford Ave

Phone: [REDACTED]

Thomas/Deborah Dowker has applied to the City of Courtenay for a Zoning Amendment. R-1 to R-1S Secondary Suite. This project is under review by staff in the Planning Department of the City.

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

I fully support this re-zoning  
[REDACTED]

**Please return your comments by:** April 20, 2019

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

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

From: Thomas & Deborah Dowker  
1573 Hurford Ave.  
Courtenay BC  
V9N 8K9  
250 338-4005

COPY OF  
MAIL OUT

Greetings to our neighbours :

This letter is to inform you of a public information meeting to be held:  
11:00 a.m. Saturday April 13<sup>th</sup> 2019, at 1573 Hurford Ave., Courtenay BC.

Our intention is to rezone our property @ 1573 Hurford Ave. from R-1 to R-1S,  
to allow for a secondary suite.

The suite will be situated in the current existing building.

We have adequate off street parking to accommodate for a suite.

See reverse side for details.

Regards,

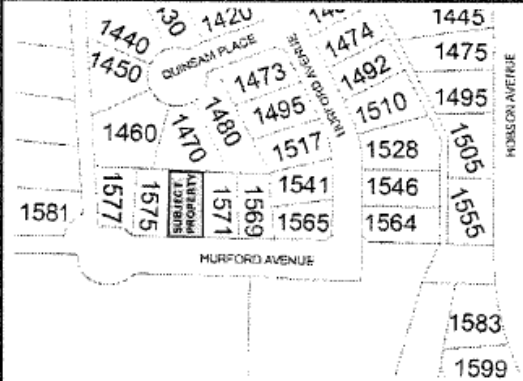
Tom & Deborah Dowker

**CITY OF COURTENAY  
PROPOSED ZONING AMENDMENT BYLAW NO. 2969, 2019  
1573 HURFORD AVE**

Application Date: **March 20, 2019**  
Application Numbers: **RZ000033**  
Applicant Information:  
**Attn: Thomas & Deborah Dowker**  
**1573 Hurford Ave**  
**Courtenay, BC V9N 8K9**  
**Tel: 250-338-4005**

This property is presently designated in the Official Community Plan as:  
**URBAN RESIDENTIAL**  
The property is presently zoned as:  
**RESIDENTIAL ONE ZONE (R-1)**  
An application has been made to rezone this property to:  
**RESIDENTIAL ONE S ZONE (R-1S)**  
The purpose of this application is to allow a secondary suite as a permitted use at this property.

Get More Information:  
View a copy of the proposed bylaw and relevant documents on our website:  
[www.courtenay.ca/devapptacker](http://www.courtenay.ca/devapptacker)  
Or Visit:  
City of Courtenay, Planning Department  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7  
Tel : 250-703-4839 Fax: 250-334-4241  
Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)



The map shows a grid of residential lots along Hurford Avenue. The subject property is located at 1573 Hurford Ave. Other nearby addresses include 1440, 1450, 1460, 1470, 1473, 1480, 1492, 1495, 1505, 1510, 1517, 1528, 1541, 1546, 1555, 1564, 1565, 1571, 1575, 1581, 1583, and 1599. Street names shown include Dunsan Place, Hurford Avenue, and Kingsway Avenue.

**Attachment No. 3: Rationale**

From: Thomas and Deborah Dowker  
Owner occupants  
of 1573 Hurford Ave.  
To: City of Courtenay  
Planning Services  
Subject: Zoning Amendment Application

To whom it may concern:

We would like to seek an amendment to the current R-1 zoning to be changed to R-1S. This would enable a legal secondary dwelling. The current existing dwelling at 1573 Hurford Ave. east Courtenay, is a 1 1/2 story home with a double garage attached to the rear of the house. It was built in 2003.

We would like to convert the existing garage to a secondary suite.

This would be an infilling situation for which I believe is complimentary to the OCP agenda. A rental suite would hopefully add revenue for us as well as provide shelter for family members. The project would be of very little inconvenience to the neighbours as the main structure already exists.

We've lived in this neighbourhood for over 25 yrs. and find it very convenient to all amenities, such as bus routes, college, pool, hospital, and shopping.

Thank you for your consideration.

May 9, 2019  
Council  
City of Courtenay  
830 Cliff Ave  
Courtenay, BC V9N 2J7



Dear Mayor Wells and Councillors,

St. George's United Church wishes to thank Council for meeting the extraordinary funding request towards our kitchen and bathroom renovations.

Our kitchen will be brought up to the guidelines of the Health and Safety Authority who regularly conduct inspections of our facility and, by providing accessibility to people with mobility challenges, our upgraded washrooms will be a welcome feature to our volunteers and visitors.

As a volunteer at St. George's I have had the opportunity to meet the people who partake of our lunches, coffee drop ins, and The Pantry (a small grocery distribution service). These individuals all have a story and history. Many were injured on the job, while many have addiction and mental health problems. Most are not homeless or helpless by choice. At St. George's we work to lend a hand, treating each individual with the dignity they deserve. We have a long history of service in the Community that we intend to continue and again, we thank you for your support in that endeavour.

Sincerely,

  
Nancy Milliken, Chair  
Property Committee



23 April 2019



Bob Wells  
Mayor, City of Courtenay  
830 Cliffe Avenue  
Courtenay  
BC  
V9N 2J7  
Canada

Dear Mr Wells,

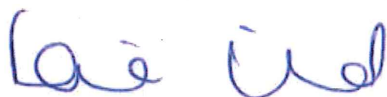
We have received your letter dated March 20, 2019 with respect to the community of the City of Courtenay and climate change.

BHP accepts the Intergovernmental Panel on Climate Change (IPCC) assessment of climate change science, which has found that warming of the climate is unequivocal, the human influence is clear and physical impacts are unavoidable.

As a leading global resources company, we are committed to playing our part in addressing climate change. Responding to climate change has been a priority for BHP for nearly 20 years. We have a comprehensive climate strategy, which includes reducing our own emissions, helping to build business, community and ecosystem resilience to the impacts of climate change, supporting the accelerated development and deployment of low emissions and renewable technologies and working with others to enhance the global response.

You can find out more about our position and action on climate change at <http://www.bhp.com/environment/climate-change>, including documents entitled 'Climate Change: Portfolio Analysis' and 'Views After Paris'. Additional information is also available in our Annual and Sustainability Reports, available online at bhp.com.

Regards,



Fiona Wild  
Vice President, Sustainability and Climate Change  
BHP



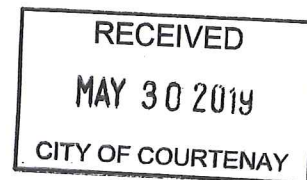


140 10th Ave., Campbell River, BC V9W 4E3  
Tel: 250-286-0611  
Fax: 250-286-3650  
Email: mail@jhsni.bc.ca

# JohnHoward

The John Howard Society of North Island

City of Courtenay  
Attention: Director of Financial Services  
830 Cliffe Avenue  
Campbell River, BC  
V9N 2J7



May 23, 2019

**Re: Donation to The John Howard Society of North Island**

Dear City of Courtenay:

The John Howard Society of North Island would like to thank you for the \$7,500 Grant-in-Aid for our KidStart mentoring program. This grant is helping to fund the costs of our current Courtenay KidStart matches for this year. We have 28 matches in the Courtenay area at this time.

KidStart is the Comox Valley and Campbell River's only one-to-one preventative mentoring program for vulnerable children and youth. This volunteer-based program focuses on the positive development of children and youth ages 6-18 who could benefit from having stable, committed, and caring adults in their lives. KidStart connects children and youth with carefully screened and trained adult mentors, who spend a minimum of three hours per week doing fun activities with their mentee. Through encouraging kids to participate in activities that build their confidence, mentors help children and youth become more resilient and successful in the face of numerous challenges in their lives. In the past fiscal year, 98 mentees were matched with mentors who volunteered 9,287 hours to provide positive role modeling for children and youth ages 6-18 through recreationally-based friendships.

KidStart depends entirely on donations, grants, and gaming funds to continue helping vulnerable children and youth. The successes that we achieve are due in part to the generosity of grantors like you.

Thank you again for your support.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tanya Storr".

Tanya Storr  
Director of Communications and Development  
The John Howard Society of North Island



[www.jhsni.bc.ca](http://www.jhsni.bc.ca)

The John Howard Society of North Island is a registered charity, registration #107542524 RR0001

Ask about our CARF  
accreditation



2011  
10/10/11  
10/10/11

10/10/11



## BRIEFING NOTE

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**To: Council**

**File No.:** 6140-103

**From: Chief Administrative Officer**

**Date:** June 4, 2019

**Subject: Lewis Park Staircase - Project Completion Update 2019**

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### **PURPOSE:**

The purpose of this briefing note is to provide Council with an update on the completion of the Lewis Park Staircase project.

### **BACKGROUND:**

The two public Courtenay River stair access locations in Lewis Park had become compromised in recent years due to scouring effects from high river flows, creating a potentially hazardous situation. Both City Staff and the Municipal Insurance Association recommended remediation to mitigate liability in 2015.

In 2016, the City engaged Urban Systems Consulting Engineers to provide detailed design and a construction strategy for the replacement of the north and south staircases. Council subsequently approved the project in 2017 for \$150,000. Tender and procurement documents were issued, however no bids were received due to contractor shortage and complexity of the project. The remaining project funds of \$110,000 was subsequently moved to 2018 and approved by Council. A Request For Proposal (RFP) style procurement was utilized and a contractor was selected.

City staff worked closely with our consultants, the contractor and regulatory bodies resulting in a small-footprint approach that met favourably with both Fisheries and Oceans Canada (DFO) and Ministry of Forests, Lands, Natural Operations and Natural Development (MFLNRORD) and based on the design and work plan submitted, works were approved via DFO Section 11 project timing window to protect fish and fish habitat. The project was awarded to Luxton Construction in July 2018, with the majority of the work completed in October 2018. The project was 95% complete at that time, with the final access steps to the river yet to be installed because City staff needed to visually review and verify the winter scouring effects of high flows on the river floor. The capital portion of the project was completed within budget and the remaining installation of steps included in the 2019 Operating budget.

### **Final Modifications:**

In early 2019, no adverse winter scouring effects were witnessed. The additional steps and handrails were added in May 2019 to the stairs in order to bring them to beach level. The stairs are now fully functional and open for public use. The final 2019 modifications bring this project to completion and provides the public with significantly improved options for river access.

Prepared by,



Mike Kearns  
Manager of Parks Maintenance



Trevor Kushner  
Director of Public Works Services / Assistant CAO



**South (Downstream) Platform – May 2019**



**North (Upstream) Stairs – May 2019**







PIONEER  
GRAVES

- Work in progress

40 HOUSES

- The heritage signage is now ready to be installed.
- Staff to coordinate with Public Work crews and choose the date and send an official invitation to members 3 days prior to the installation date.
- Communication department will coordinate communication with the public.

MUSEUM  
REPORT

- Nothing further

HERITAGE FAIR  
PANELS

- Panels are currently on view at the Lewis Centre.

IN-KIND HOURS

- A total of 20.5 hours are spent:
  - J. Hagen provided 5.25 hours
  - J. Fortin provided 5.25 hours
  - L. Burns provided 3.25 hours
  - L. Grant provided 2.25 hours
  - R. Dingwall provided 2.25 hours
  - C. Piercy provided 2.25 hours

NEXT  
WORKSHOP

- May 8<sup>th</sup> at 9.15am at the museum.

## 5. New Business

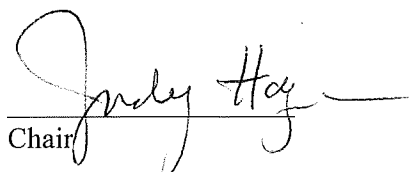
- New Member: The HAC recommend Council appointing Glen Greenhill as a new member starting on May 22, 2019
- T. Setta informed the HAC of a multi-family development application proposed on 5<sup>th</sup> Street between Kilpatrick and Harmston Street. The HAC members consider it is a good development and are pleased to know the developer has taken its historical value of 5<sup>th</sup> street into consideration (5<sup>th</sup> Street is listed on the Heritage Registry due to its historical importance and character).
- 2019 Heritage BC annual conference is held between May 9-11 in Nanaimo. One member of the Commission is sent to the conference each year. T. Setta to coordinate registration process.

## 6. For Your Information

- The HAC acknowledge that ABC printing and Signs company's effort to produce good quality signs and panels for various HAC events in the past. The Chair will prepare an appreciation letter.

7. **Next meeting**                      May 24, 2019

8. **Meeting Adjournment** Moved by W. Cole-Hamilton at 11.20 a.m.

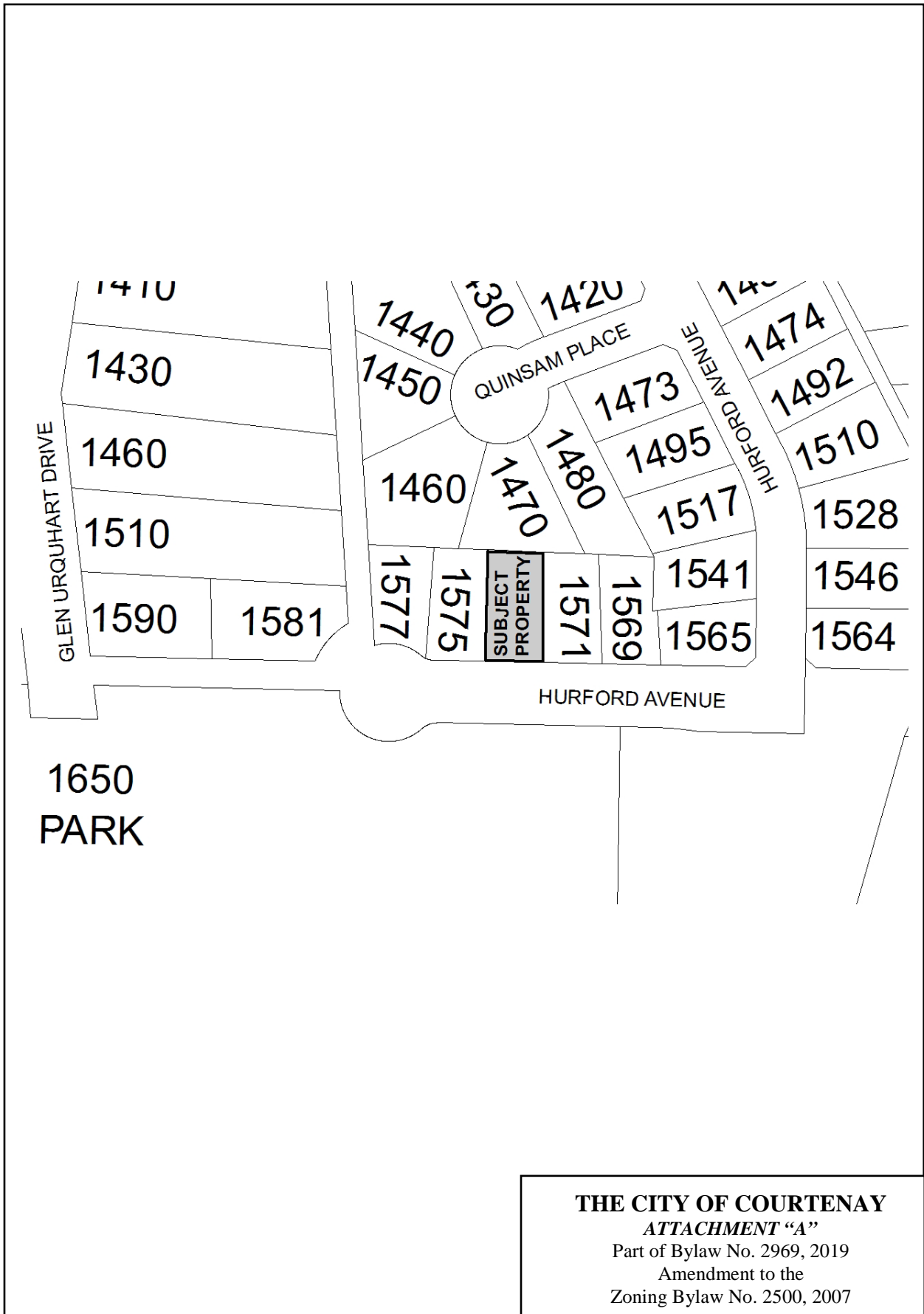
  
Chair











**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2970**

**A bylaw to regulate the business use of single use plastics**

WHEREAS the Council of the City of Courtenay has the authority under Section 8(6) of the Community Charter to regulate in relation to business.

AND WHEREAS the Council of the City of Courtenay wishes to establish a bylaw to reduce the creation of waste from single-use items and the associated costs with maintaining municipal property, including but not limited to streets, sewers, parks and waterways.

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

**1) INTRODUCTION**

This bylaw may be cited for all purposes as “**City of Courtenay Single Use Plastics Regulation Bylaw No. 2970, 2019**”.

**2) DEFINITIONS**

*Checkout Bag* means:

- (a) any bag that is intended to be used by a consumer for the purpose of transporting items purchased or received by a customer from a *Business* providing the bag; or
- (b) bags used to package take-out or delivery of food;
- (c) and includes *Paper Bags, Plastic Bags, or Reusable Bags*;

*Business* means any person, organization, or group engaged in a trade, *business*, profession, occupation, calling, employment or purpose that is regulated under the *Business Licence Bylaw* and, for the purposes of section 3, includes a person employed by, or operating on behalf of, a *Business*;

*Paper Bag* means a bag made out of paper, but does not include a Small Paper Bag;

*Plastic Bag* means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a Reusable Bag;

***Plastic Drinking Straw*** means a tube made of plastic, including biodegradable or compostable plastics, used to transfer a beverage from a container to the mouth of the individual drinking the beverage by suction;

***Reusable Bag*** means a bag with handles that is for the purpose of transporting items purchased by the customer from a *Business* and is:

- a) designed and manufactured to be capable of at least 100 uses; and
- b) primarily made of cloth or other washable fabric;

***Small Paper Bag*** means any bag made out of paper that is less than 15 centimetres by 20 centimetres when flat.

### **3) REGULATION**

(1) Except as provided in this Bylaw, no *Business* may provide a customer with any of the following items:

- a) *Checkout Bag*;
- b) *Plastic Drinking Straw*.

(2) A *Business* may provide a *Checkout Bag* to a customer only if:

- a) the customer is first asked whether they need a bag;
- b) the bag provided is a *Paper Bag* or a *Reusable Bag*; and
- c) the customer is charged a fee not less than:
  - (i) \$0.25 per *Paper Bag*; and
  - (ii) \$1.00 per *Reusable Bag*.

(3) For certainty, no *Business* may:

- a) sell or provide to a customer any of the items listed in section (1) except as provided by this Bylaw; or
- b) provide a *Checkout Bag* to a customer free of charge.

(4) No *Business* shall deny or discourage a customer from using their own *Checkout Bag* or *Plastic Drinking Straw*.

### **4) EXEMPTIONS**

(1) Section 3 does not apply to *Small Paper Bags* or *Plastic Bags* used to:

- a) package loose bulk items such as fruit, vegetables, nuts, grains, and candy;
- b) package loose small hardware items such as nails and bolts;
- c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;

- d) wrap flowers or potted plants;
- e) protect prepared foods or bakery goods that are not pre-packaged;
- f) contain prescription drugs received from a pharmacy;
- g) protect linens, bedding, or other similar large items that cannot easily fit in a Reusable Bag;
- h) protect clothes after professional laundering or dry cleaning.

- (2) This bylaw does not apply to the sale of *Plastic Bags* intended for use at the customer's home or *business*, provided that they are prepackaged and sold in packages of multiple bags.
- (3) This bylaw does not apply to the sale of *Plastic Drinking Straws* intended for use in the customer's home, provided they are sold in packages of multiple straws.
- (4) Notwithstanding section 3(2)(c) and 3(3)(b), a *Business* may provide a *Checkout Bag* free of charge if:
  - a) the *Business* meets the other requirements of section 3(2);
  - b) the bag has already been used by a customer; and;
  - c) the bag has been returned to the *Business* for the purpose of being re used by other customers.

## **5) OFFENCE**

- (1) A person commits an offence and is subject to the penalties imposed by this bylaw, and the *Offence Act* if that person:
  - a) contravenes a provision of this bylaw;
  - b) consents to, allows, or permits an act or thing to be done contrary to this bylaw; or
  - c) neglects or refrains from doing anything required by a provision of this bylaw.
- (2) Each instance that a contravention of a provision of this bylaw occurs and each day that a contravention continues shall constitute a separate offence.

## **6) PENALTIES**

- (1) A person found guilty of an offence under this Bylaw is subject to a fine:
  - a) if a corporation, of not less than \$100.00 and not more than \$10,000.00
  - b) if an individual, of not less than \$50.00 and not more than \$500.00 for every instance that an offence occurs or each day that it continues.

**7) SEVERABILITY**

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

**8) EFFECTIVE DATE**

This Bylaw shall come into force and effect on July 1, 2019, except Section 5 which comes into force January 1, 2020.

Read a first time this 15<sup>th</sup> day of April, 2019

Read a second time this 15<sup>th</sup> day of April, 2019

Read a third time this 15<sup>th</sup> day of April, 2019

Notice given under section 59(2)(a) and (3) of the *Community Charter* and published in two editions of the Comox Valley Record on the 4<sup>th</sup> day June, 2019 and the 6<sup>th</sup> day of June, 2019

Finally passed and adopted this    day of    , 2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer