

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

**AMENDED**

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

**DATE:**       October 21, 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 October 7<sup>th</sup>, 2019 Regular Council meeting minutes

**2.00       INTRODUCTION OF LATE ITEMS**

**3.00       DELEGATIONS**

1.   Dr. Charmaine Enns, Island Health - Medical Health Officers Report on Local Population Health
2.   Betty Tate, Vice President, and Joanne Schroeder, Board Member, Comox Valley Social Planning Society (CVSPS) - CVSPS Activity Report

**4.00       STAFF REPORTS/PRESENTATIONS**

**(a)   Presentation**

1.   John Watson, Executive Director, Geoff Crawford, Business Development Manager, and Lara Greasley, Marketing and Communications Manager Comox Valley Economic Development Society (CVEDS)
- 9               •   2018 Annual Report
- 29              •   Q2 2019 - Strategic Priorities Report

**(b)   Development Services**

- 37           2.   Appointment of New Members to the Board of Variance
- 47           3.   Official Community Plan Advisory Committee
- 105          4.   Structural Change to Liquor Licence Application (Crown Isle Golf Club) - 399 Clubhouse Drive
- 111          5.   Development Permit with Variances No. 1903 - 574 Cumberland Road

## 5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 139 1. Letter of Appreciation - Comox Valley Pickleball Association
- 141 2. Notice of Inaugural Comox Valley Regional District (CVRD) Board Meeting November 05, 2019 - Director Appointments to CVRD Board and Sewage Commission; assigned weighted votes for the Water Committee and appointment to Integrated Regional Transportation Select Committee

Staff Note: Council to appoint:

- Four directors and alternate directors from its mayor and council to the **CVRD Board**;  
Voting Strength for City Directors on Regional District Board (City has eighteen votes); current assignment of weighted votes at the Board are as follows:

|                         |         |
|-------------------------|---------|
| Mayor Bob Wells         | 4 votes |
| Councillor Doug Hillian | 5 votes |
| Councillor David Frisch | 5 votes |
| Councillor Wendy Morin  | 4 votes |
- Three members and at least Three alternate members from its mayor and council to the **CVRD Sewage Commission**;
- Assignment of weighted votes for the **CVRD Water Committee**; current assignment of weighted votes at the Water Committee are as follows:

|                    |         |
|--------------------|---------|
| Mayor Wells        | 1 vote  |
| Councillor Hillian | 2 votes |
| Councillor Morin   | 2 votes |
| Councillor Frisch  | 2 votes |
- One member and alternate member from its mayor and council to the **Integrated Regional Transportation Select Committee**

The effective date for all such appointments being November 5, 2019.

**Suggested motion: that Council make the following City of Courtenay appointments for the period of November 05, 2019 to November 2020: . . .**

## 6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 145 1. Routine Release of In Camera Resolutions per Council Policy #540.00.02 (for the period of January to June 2019)

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

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

**RESOLUTIONS OF COUNCIL****1. Councillor McCollum Resolution - 2019 UBCM Resolutions B171 & B172**

Whereas an average of 4 people per day die across British Columbia from a poisonous drug supply and the Province of BC has been in a state of Public Health Emergency since April 14, 2016; and

Whereas the Association of Vancouver Island Coastal Communities (AVICC) endorsed two resolutions from City of Victoria for consideration at the Union of BC Municipalities (UBCM) which if implemented by the Province of BC, could start saving lives immediately;

Therefore, be it resolved that Council write a letter to the UBCM Executive and the Resolutions Committee, expressing strong support of the following resolutions which did not get considered at the recent 2019 UBCM:

**(B171) Safer Drug Supply to Save Lives**

Be it resolved that in an effort to save lives and reduce harm due to an unpredictable and highly-toxic drug supply, and as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery, that the Province of British Columbia work with local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions, and the Ministry of Health ensure that people at risk of overdose harm have access to safer alternatives.

**(B172) Observed Inhalation Sites for Overdose Prevention**

Be it resolved that to ensure that people at risk of overdose across BC have access to observed consumption services that provide space for inhalation, that the Province of British Columbia fund and work through local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions and the Ministry of Health to provide these services as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery.

**2. Councillor Cole-Hamilton - 2019 Climate Leaders Institute**

*Staff Note: Per City of Courtenay Allowance and Expense Reimbursement Policy No. 1650.00.02; “attendance by a Council member to any proposed Corporate Business activity requires the prior authorization of Council unless otherwise stated in this policy.”*

**Suggested motion:** that Council support Councillor Cole-Hamilton’s attendance at the *2019 Climate Leaders Institute* workshop November 7 - 8, 2019, hosted in Richmond, BC; and,

That the conference registration and travel expenses for Councillor Cole-Hamilton’s attendance at the *2019 Climate Leaders Institute* workshop be funded from the 2019 regular Council travel expense budget.

### **3. In Camera Meeting**

That notice is hereby given that a Special In-Camera meeting closed to the public will be held October 21<sup>st</sup>, 2019 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

#### **9.00 UNFINISHED BUSINESS**

#### **10.00 NOTICE OF MOTION**

#### **11.00 NEW BUSINESS**

- 147      1. Comox Valley Airport Commission's (CVAC) Concurrence of Director Reappointment

#### **12.00 BYLAWS**

#### **13.00 ADJOURNMENT**



**Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay, B.C., on Monday, October 7, 2019 at 4:00 p.m.**

**Attending:**

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

**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  
J. Nelson, Director of Financial Services  
D. Snider, Director of Recreation and Cultural Services  
M. Fitzgerald, Manager of Development Planning  
R. Matthews, Executive Assistant  
A. Guillo, Manager of Communications

**1.00 ADOPTION OF MINUTES**

**.01**

MINUTES  
0570-03

Moved by Cole-Hamilton and seconded by McCollum that the September 16<sup>th</sup>, 2019 Regular Council meeting minutes be adopted.  
**Carried**

Moved by Cole-Hamilton and seconded by McCollum that the September 30<sup>th</sup>, 2019 Committee of the Whole meeting minutes be adopted.  
**Carried**

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**Stefan Sidl, Sidl Masonry Heating**, presented information to Council about wood burning/biomass heating and new technologies in emission and environmental impact reductions; including education programs and incentives for more efficient wood heating in masonry heaters.

**Chris Bowen, Pioneer Fireplace and Tomi Wittwer, Comox Fireplace & Patio**, presented information to Council regarding advances in wood stove technology; and suggested improvements to promote effective wood heating such as wood-lot storage facilities for access to seasoned dry wood and public education programs related to proper wood stove operation. Mr. Bowen further spoke to the economic benefit the wood industry provides to Vancouver Island communities as well as the security to homeowners for affordable and reliable heat source.

**Jason VanGarderen, General Manager, Concorde Distributing Inc. and Board Member, Hearth, Patio and Barbecue Association of Canada, in partnership with Blaze King/Valley Comfort Systems,** presented information to Council promoting clean wood heating through the transition to high-efficiency wood stove appliances to eliminate old non-efficient and non-certified appliances in the Comox Valley.

Mr. VanGarderen summarized the wood industries impact on the economy, the importance to lower income families who rely on wood heat as an affordable way to heat their homes, and the security wood heat provides during extreme weather events.

The delegation asked Council to consider options such as subsidized change-out programs targeting non-efficient woodstoves, public education opportunities i.e. “burn-it smart awareness program” and support of regulated wood-lot facilities as solutions to improve air quality.

#### **4.00 STAFF REPORTS/PRESENTATIONS**

##### **.01**

SID WILLIAMS  
THEATRE SOCIETY-  
REQUEST TO ACCESS  
THE SID WILLIAMS  
NEW WORKS CAPITAL  
FUNDS  
2240-20 SWTS

Moved by Frisch and seconded by McCollum that based on the October 7<sup>th</sup>, 2019 staff report, “Sid Williams Theatre Society - Request to Access the Sid Williams Theatre New Works Capital Funds”, that Council approve the Sid Williams Theatre Society’s request to draw \$21,500 from the Sid Williams Theatre New Works Capital Reserve to fund the capital equipment replacement cost of the computer work stations and the wireless microphone system before the end of the current fiscal year.

**Carried**

##### **.02**

FLOODPLAIN  
EXEMPTION FOR  
PHASED SUBDIVISION  
2650 ARDEN ROAD  
3320-20-1805

Moved by McCollum and seconded by Frisch that based on the October 7<sup>th</sup>, 2019 staff report “Floodplain Exemption for Phased Subdivision 2650 Arden Road”, Council supports approving OPTION 1 and grants an exemption to Floodplain Management Bylaw No. 1743, 1994 Part 4 (a)ii, for Phase 4 single family home lots G and H and the Phase 6 Multi Family lot at 2650 Arden Road, subject to a Section 219 *Land Title Act* covenant being registered on the subject properties.

**Carried**

##### **.03**

STRUCTURAL  
CHANGE TO LIQUOR  
LICENCE  
APPLICATION  
(CROWN ISLE GOLF  
CLUB) - 399  
CLUBHOUSE DRIVE  
4320-20

Moved by Frisch and seconded by McCollum that based on the October 7<sup>th</sup>, 2019 staff report, “Structural Change to Liquor Licence Application (Crown Isle Golf Club) - 399 Clubhouse Drive”, Council approve OPTION 1 and direct staff to post notice on the City’s website requesting public input on Crown Isle Golf Club’s proposed structural change application.

**Carried**

- .04**  
AUDIT SERVICE PLAN  
FOR YEAR ENDING  
DECEMBER 31, 2019  
1680-01
- Moved by Frisch and seconded by Theos that based on the, October 7<sup>th</sup>, 2019 staff report “Audit Service Plan for Year Ending December 31, 2019”, Council approve OPTION 1 to receive the Audit Service Plan for the year ending December 31, 2019.  
**Carried**

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- .01**  
CORRESPONDENCE  
LETTER OF  
APPRECIATION HOPE  
DISPLAY, JUDITH  
CONWAY  
0220-01
- Moved by Frisch and seconded by Cole-Hamilton that the correspondence dated July 5<sup>th</sup>, 2019 from Judith Conway, thanking Mayor and Council for helping to increase awareness of the current opioid crisis by allowing the HOPE display to be set up at the Courtenay Airpark, be received for information.  
**Carried**

- .02**  
CORRESPONDENCE -  
PROJECT WATERSHED  
SOCIETY - REQUEST  
TO WAIVE RENTAL  
FEES FOR  
FUNDRAISING EVENT  
“PAINTINGS BY THE  
NUMBERS”  
0400-20
- The correspondence dated September 9<sup>th</sup>, 2019 from Comox Valley Project Watershed Society, requesting that the City waive rental fees for their May 2<sup>nd</sup>, 2020 fundraising event “Paintings by the Numbers” at Native Son’s Hall was received for information.
- Moved by Frisch and seconded by McCollum that Council direct staff to investigate the cost and implications of providing a grant to Project Watershed Society for the value of the facility rental fees for their May 2<sup>nd</sup>, 2020 fundraising event “Paintings by the Numbers” hosted at Native Son’s Hall; and,

That staff provide funding source options for the grant monies allocated to the facility rental for Project Watershed Society’s May 2<sup>nd</sup>, 2020 fundraising event.

**Carried**

- .03**  
CORRESPONDENCE  
SID WILLIAMS  
THEATRE SOCIETY -  
PROPOSAL FOR  
EXTERIOR FACILITY  
PAINTING AND  
COLOUR SCHEME  
OPTIONS  
0250-20
- Moved by Cole-Hamilton and seconded by Frisch that the correspondence dated September 18<sup>th</sup>, 2019 from Deborah Renz, General Manager, Sid Williams Theatre Society, proposing a change to the exterior colour scheme of the Sid Williams Theatre building, be received for information.  
**Carried**

**.04**

CORRESPONDENCE  
COMOX VALLEY  
COALITION TO END  
HOMELESSNESS  
AND  
HOMELESSNESS  
RESPONSE TEAM  
(HRT) WARMING  
CENTRE REQUEST  
0400-20

Moved by McCollum and seconded by Cole-Hamilton that the correspondence dated October 1<sup>st</sup>, 2019 from Andrea Cupelli of the Comox Valley Coalition to End Homelessness (CVCEH), on behalf of the Homelessness Response Team (HRT), requesting the temporary use of a City-owned building for a seasonal warming centre, be received for information.

**Carried**

Moved by McCollum and seconded by Frisch that Council direct staff to continue to work with the Comox Valley Coalition to End Homelessness to identify a possible site to be used as a temporary seasonal warming centre by the Homelessness Response Team.

**Carried**

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

**.01**

BRIEFING NOTE:  
DRAFT ASSET  
MANAGEMENT  
BYLAW UPDATE  
1670-01

Moved by Frisch and seconded by Cole-Hamilton that the September 19<sup>th</sup>, 2019 Briefing Note, "Draft Asset Management Bylaw Update", be received for information.

**Carried**

**.02**

MINUTES OF  
PARKS &  
RECREATION  
ADVISORY  
COMMISSION  
MEETING  
JUNE 6, 2019  
0360-20

Moved by Theos and seconded by McCollum that the Parks & Recreation Advisory Commission meeting minutes for June 6<sup>th</sup>, 2019 be received for information.

**Carried**

**.03**

MINUTES OF  
HERITAGE ADVISORY  
COMMISSION  
MEETING  
JUNE 22, 2019  
0360-20

Moved by McCollum and seconded by Cole-Hamilton that the Heritage Advisory Commission meeting minutes for June 22<sup>nd</sup>, 2019 be received for information.

**Carried**

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

COUNCILLOR  
COLE-HAMILTON

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

- Panel Member at “Addressing the Climate Crisis: Activism, Adaptation, and Resilience” communications event
- Climate Caucus Communication Group conference call
- Variety the Children’s Charity Radiothon fundraising event volunteer
- Drive Electric Comox Valley: EV Show and Shine event
- 2019 Union of British Columbia Municipalities (UBCM) Annual Convention and Minister meetings
- Courtenay Kiwanis Club 70<sup>th</sup> Anniversary celebration
- Red Dress Awareness Campaign
- Comox Rotary and Dawn to Dawn Action on Homelessness Society “WeCanShelter” project announcement
- Comox Strathcona Solid Waste Management meeting
- Development Permit Process Review Lunch and Learn session with staff and Council
- CVRD Board meeting
- Meeting with staff and Lindsay McGinn, Coordinator of Comox Valley Community Health Network
- Downtown Courtenay Business Improvement Association Board meeting
- Healthy Communities Forum event
- Climate Caucus Coordinating Group meeting
- All Candidates Forum - Canada and the Climate Crisis debate
- Participated in Panel Discussion at “Beyond Climate” Communities Protecting Our Coast event

COUNCILLOR  
FRISCH

Councillor Frisch reviewed his attendance at the following events:

- CVRD Committee of the Whole meeting
- CVRD Water Committee meeting
- CVRD Sewage Commission meeting
- Comox Strathcona Regional Hospital Board meeting
- 2019 Union of British Columbia Municipalities (UBCM) Annual Convention and Minister meetings:
  - Minister Robinson, Municipal Affairs and Housing; Ministry of Public Safety and Solicitor General; BC Transit; Premier Horgan; BC Hydro; Minister James, Finance; Ministry of Transportation and Infrastructure - BikeBC
- Lewis Park and River Clean-up
- Comox Valley Chamber of Commerce 100 Year Anniversary celebration event
- Glacier View Lodge Housing Panel with University of Victoria
- CVRD Board meeting
- Comox Valley Cooperative Housing Citizen meeting

COUNCILLOR  
MCCOLLUM

Councillor McCollum reviewed her attendance at the following events:

- 2019 Union of British Columbia Municipalities (UBCM) Annual Convention and Minister meetings
- Joint local governments meeting Courtenay, Cumberland and Comox with Malcolm McNaughton, Director Regional Development, BC Housing
- Red Dress Awareness Campaign
- Development Permit Process Review Lunch and Learn session with staff and Council
- CVRD Board meeting
- Meeting with Gord Johns, MP
- Meeting with Jenn Dykstra, Founder/Publisher CV Collective Magazine
- All Candidates Forum - Canada and the Climate Crisis debate

COUNCILLOR  
THEOS

Councillor Theos reviewed his attendance at the following events:

- Vancouver Island Regional Library Board meeting
- 2019 Union of British Columbia Municipalities (UBCM) Annual Convention and Minister meetings

MAYOR  
WELLS

Mayor Wells reviewed his attendance at the following events:

- 11<sup>th</sup> Annual Mayor's Golf Charity Classic fundraising event
- CVRD Water Committee meeting
- Variety the Children's Charity Radiothon fundraising event
- Comox Strathcona Regional Hospital Board meeting
- Drive Electric Comox Valley: EV Show and Shine event
- Comox Rotary and Dawn to Dawn Action on Homelessness Society "WeCanShelter" project announcement
- 2019 Union of British Columbia Municipalities (UBCM) Annual Convention and Minister meetings:
  - Minister Robinson, Municipal Affairs and Housing; Ministry of Public Safety and Solicitor General; BC Transit; Premier Horgan; BC Hydro; Minister James, Finance; Ministry of Transportation and Infrastructure – BikeBC
  - Received Grant for \$10,000 towards Eco Assets
  - Mayors Caucus meeting
  - Climate Caucus meeting
  - Joint local governments meeting Courtenay, Cumberland and Comox with Malcolm McNaughton, Director Regional Development, BC Housing
  - Shaw/TransLink event
  - Attended Student Climate Strike
- Rotary Club of Courtenay Beer and Cider Fest event
- Merville Centennial celebration "Centennial Tea" event
- Comox Valley Chamber of Commerce Centennial Milestones Awards event
- 2019 Pacific Salmon Foundation Dinner/Dance & Auction fundraising event

- Comox Valley Chamber of Commerce 100 Year Anniversary celebration event
- Red Dress Awareness Campaign
- Pizzeria Guerilla 5<sup>th</sup> Anniversary event
- Comox Valley Community Justice Centre - Restorative Justice Volunteer Appreciation dinner
- Glacier View Lodge Housing Panel with University of Victoria
- Stroller Brigade for Childcare Programs event
- Sunrise Veterinary Clinic Grand Re-opening
- Rotary Club of Cumberland Extravaganza Italiana dinner and fundraising event

## **8.00 RESOLUTIONS OF COUNCIL**

**.01**

IN CAMERA  
MEETING

Moved by McCollum and seconded by Theos that a Special In-Camera meeting closed to the public will be held October 7<sup>th</sup>, 2019 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**Carried**

## **9.00 UNFINISHED BUSINESS**

## **10.00 NOTICE OF MOTION**

## **11.00 NEW BUSINESS**

## **12.00 BYLAWS**

**.01**

TAX EXEMPTION  
BYLAW NO. 2974,  
2019, TO EXEMPT  
CERTAIN LANDS AND  
IMPROVEMENTS  
FROM TAXATION FOR  
THE YEAR 2020

Moved by Cole-Hamilton and seconded by McCollum that "Tax Exemption 2020 Bylaw No. 2974, 2019", be finally adopted.

**Carried**

**R18/2019 - October 7, 2019**

**.02**

BYLAW NO. 2975,  
2019, TO EXEMPT  
CERTAIN LANDS AND  
IMPROVEMENTS, SET  
APART FOR PUBLIC  
WORSHIP, FROM  
TAXATION FOR THE  
YEAR 2020

Moved by Cole-Hamilton and seconded by Theos that “Tax  
Exemption Churches 2020 Bylaw No. 2975, 2019”, be finally adopted.  
**Carried**

**.03**

BYLAW NO. 2976,  
2019, TO EXEMPT  
CERTAIN LANDS AND  
IMPROVEMENTS  
FROM TAXATION FOR  
THE YEARS 2020-  
2024

Moved by Frisch and seconded by McCollum that “Tax  
Exemption 2020-2024 Bylaw No. 2976, 2019” be finally adopted.  
**Carried**

**.04**

BYLAW NO. 2979,  
2019, TO AUTHORIZE  
EXPENDITURES FROM  
DEVELOPMENT COST  
CHARGE RESERVE  
FUNDS

Moved by Frisch and seconded by McCollum that “Development  
Cost Charge Reserve Fund Expenditure Bylaw No. 2979, 2019” be  
finally adopted.  
**Carried**

**13.00 ADJOURNMENT**

**.01**

Moved by Cole-Hamilton and seconded by Theos that the  
meeting now adjourn at 5:52 p.m.  
**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 21<sup>st</sup> day of October, 2019**

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**Mayor**





# 2018 ANNUAL REPORT

Comox Valley Economic Development & Tourism

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## Board of Directors

Justin Rigsby, *President*  
Deana Simkin, *Vice President*  
Richard Hardy, *Past President*  
Bruce Turner, *Treasurer*

Melinda Knox, *K'omoks First Nation*  
Brad Chappell, *Director*  
Tony Hayes, *Director*  
Brian Yip, *Director*

## Members

Russell Arnott, *Town of Comox*  
Melanie McCollum, *City of Courtenay*  
Daniel Arbour, *CVRD Electoral Area A*

Arzeena Hamir, *CVRD Electoral Area B*  
Edwin Grieve, *CVRD Electoral Area C*

# President's Message & Executive Summary

As President of the Comox Valley Economic Development Society (CVEDS), 2018 was a year of new initiatives and renewals of others, and I am pleased to share some highlights with you.

The staff, in partnership with numerous industry organizations, businesses and individuals continue to advance the extensive Core Services Programs and Support Services Programs that come from the foundation of the 5 year Comox Valley Regional Economic Development Strategic Plan, which includes the following Focus Areas:

- Business Retention and Enhancement;
- Investment Attraction and Promotion;
- Economic Development Facilitation
- Communications

## **Highlight outcomes include:**

- Hosted a diverse range of over 600+ businesses for Business Development Workshops;
- Piloted a Downtown Comox Ambassador Program in collaboration with the Comox Business Improvement Association that engaged ~2k visitors;
- Secured \$225k in Destination BC Cooperative Marketing Partnerships Program funding and leveraged that funding and the MRDT funding to over \$530k;
- Renewed the Export Navigator Program in collaboration with Ministry of Jobs, Trade and Technology working directly with over 24 regional businesses to expand their exporting capacity;
- Developed and hosted the largest BC Seafood Festival Signature Weekend, with expanded 3 days and over 5,200+ tickets sold;
- Secured a new Memorandum of Understanding with the Comox Valley Arts Council.

With 2018 as the final year of our 5 Year Strategic Plan, significant focus was applied to secure additional dollars to leverage the contracted funds provided via Comox Valley Regional District to develop a new Strategic Plan called Innovate 2030; a new regional economic development plan that helps drive long-term technology and innovation initiatives within the area, across numerous sectors, and aligned with local government priorities.

With over \$40k additional funds secured to support an enhanced focus on agrifood and tech & innovation, an Innovate 2030 Request for Proposal was posted and awarded in Q4 of 2018. Additionally, an Innovate 2030 Advisory Committee was established, co-chaired by Lara Austin and Deana Simkin, comprised of a diverse range of stakeholders and sector representatives to help guide the process. To ensure wide and fulsome input into the development of the strategy, an extensive Engagement and Consultation plan will be executed which includes focus groups, forums, an Affordable Employee Housing Summit, surveys, open houses, and presentations. The forward looking, data driven plan will pave the way for a continued focus on the enhancement of the local economy through implementation of a range of business support activities and investment attraction tactics.

As this is my last year as President, I want to extend my personal thanks to all those businesses, organizations, entrepreneurs, local government elected officials and senior staff that collaborate daily with our office to help support the regional economic well-being of the Comox Valley. I also want to extend a special thanks to the Members and Directors of our Board, as well as the various individuals that participate on the Committees that assist greatly in our annual work plan efforts.

Justin Rigsby  
*President, CVEDS Board*



# 2018

## Comox Valley Economic Snapshot

(source: BC Stats)



**Population Growth**  
(2013 - 2018)



**2,570**  
(+7.4% from 2014)

**Enterprises with Employees**  
(2018)



**Growth in Business (Class 6) Assessed Values\***  
(2013-2018)



**\$217M**  
(77% above 10-year avg.)

**Building Permit Values** (2018)

**Industrial/Commercial Building Permit Values**  
(2018)



**Air Transport Passengers**  
(2018)

**419,765**  
(+34% from 2013)



**Largest Economic Sectors\***  
(by employment)



**Retail Trade**  
**3,885 (17.1%)**



**Health Care**  
**2,970 (13.1%)**



**Federal/Provincial Government**  
**2,275 (10.0%)**

\*2016 data

**Most Competitive Sectors\*** (relative to BC)

**Fishing, Aquaculture & Seafood Processing**  
(4.79 times larger than BC)

**Federal/Provincial Government**  
(2.05 times larger)

**Accommodation Services**  
(1.37 times larger)

\*2016 data



**Permitted Residential Units**  
(2018)

**688**  
(83% above 10-year avg.)

# 2018 Work Plan & Focus Areas

The Comox Valley 2018 Annual Work Plan builds from the 5 Year Strategic Plan that sets high level direction and primary Focus Area priorities, with input and approvals from the Comox Valley Regional District, the City of Courtenay and the Town of Comox. This has been the fifth Annual Work Plan developed from the 5

Year Strategy and builds upon the momentum and key Focus Areas in Tourism, Agrifood and Business Related Programs. Over the past year, increased attention and consideration has continued to be placed on Export Programs, Event Expansion and Innovation.

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## THE FOUR STRATEGIC FOCUS AREAS THAT ORGANIZE THE WORK PLAN ARE:



### Business Retention & Enhancement



### Investment Attraction & Promotion



### Economic Development Facilitation



### Communications

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Annual projects and resources are targeted towards the creation of opportunities for increased small business success, employment and exports, and take into consideration the importance of the linkages between economic growth and sustained and growing property tax revenue, employment, and economic diversification.

Moving further towards an outcome based serviced delivery, with key metrics for specific Programs and Projects, was the primary objective when CVEDS was setting priorities for 2018. Recognizing that the level

of service needs to be focused into the areas where economic development efforts can be the most effective, key shifts were made to direct resources and attention into web and social media improvements, specific small business supports to grow exports, and increasing the attention and efforts for expanding local events within the region.

In 2019 the Innovate 2030 Regional Economic Development Strategy will be completed, guiding the coming years annual Work Plans.

Comox Valley  
Economic Development

# 2018

## Activity Highlights



**730**  
Businesses  
Supported Locally

Leveraged  
**\$530K+**  
for Marketing  
Initiatives

   
**873,900+**  
Paid Social  
Media Reach

Downtown  
Interactive Map  
Traffic Up  
**200%+**  
51 DEVELOPMENTS  
HIGHLIGHTED

**10K**  
Events &  
Tours Sold

**6,056**  
Website Views  
Business  
Comox Valley

**20**  
Workshops  
Hosted in  
2018

## FOCUS AREA



### Business Retention & Enhancement

Business Retention and Enhancement is a core focus of many economic development organizations to ensure support for existing businesses and retain existing customers. CVEDS prioritizes programs within this Focus Area and directs the services listed below towards the retention of previous customers and supporting the expansion into new markets for existing companies and industries.

**6,056**

Website Views  
Business  
Comox Valley



**48**

Information/  
Referrals  
Provided

**730**

Businesses  
Supported  
Locally

**30**

Assistance  
Business Site  
Visits

**20**



Workshops  
Hosted  
(209 Attendees)

**12**

Seminar  
Series  
Partners



Downtown Interactive  
Map Traffic Up

**200%+**

WITH 51 DEVELOPMENTS HIGHLIGHTED

**423**

BC Seafood Expo  
Registrants





# Business Retention & Enhancement

## Export Navigator Pilot Program

The Export Navigator Program contract renewal was completed with Ministry of Jobs, Trade and Technology for 2018. Key highlights during this year included;

- Hosted an "Export Pavilion" at the Comox Valley Chamber of Commerce Small Business Expo
- New Exporter Mission to Seattle
- Developed and delivered "Export Sales Strategies and Tools for Profiting Beyond the Comox Valley" seminar
- Hosted an Export Service Providers tour with Small Business BC, the Business Development Bank of Canada, Export Development Canada, and Agriculture and Agrifood Canada
- Hosted a delegation of six BC Trade and Investment Managing Directors
- Display of Comox Valley Agrifood export and export ready products at the Vancouver Island Economic Summit



## SMALL BUSINESS SUPPORT

### WEBSITE UNIQUE PAGEVIEWS

- 6,056** BusinessComoxValley.com
- 397** Events Page
- 2,696** Resources Pages
- 923** Start a Business Pages
- 788** Contact Us/Staff Directory Page

### SMALL BUSINESS / CLIENT SERVICES

- 730** Total Small Business Reach
- 48** Information/ Referrals Provided
- 12** Seminar Series Partners
- 30** Assistance Business Site Visits
- 20** Workshops Hosted (209 attendees)
- 423** Seafood Expo Registrants

### DOWNTOWN INTERACTIVE MAP

- 51** Developments Highlighted
- 3,132** Unique Pageviews



## Online Tech Database Tool Development

CVEDS partnered with the Innovation Island Technology Association to complete an Online Tech Database project to highlight businesses in the Tech Sector and profile them and the community technology assets to act as a gateway for lead generation and Foreign Direct Investment (FDI) attraction that enables the Comox Valley to position itself for company relocation and FDI. Funding support for the project was received from the Invest Canada Community Initiates program.

## Downtown, Key Sector and Settlement Node Interactive Development Map and Supporting Resources

Current, proposed, and major projects were listed and maintained on the online mapping system during the year. Major upgrades to the system included the addition of the three Comox Valley Regional District regional growth strategy settlement nodes, addition of airport adjacent industrial zone, and the addition of agricultural opportunities.

## Seminar Series with Partners in Key Small Business Series

CVEDS partnered with a variety of industry and small business support organizations to host a series of small business workshops during the fall (small business month): Comox Valley Chamber of Commerce, Business Development Bank of Canada, Export Development Canada, Small Business BC, Agriculture and AgriFood Canada, Small Scale Food Processors of BC, Certified Organics Association of BC, and Community Futures Development Corporation of Strathcona. This featured 9 "Ask the Experts" discussion series sessions along with 2 agriculture specific business development sessions. Also, CVEDS and partners hosted an Economic Forecasting

event; a Business Succession Planning workshop in April; presented on local small business resources to over 60 attendees at the "Prince's Trust Canada Operation Entrepreneur" event at 19 Wing CFB Comox in November; as well as supported the "Transitioning the Family Farm Seminar" hosted by MNP on December 5 to over 40 producers.



### Business Comox Valley Fall Small Business Activities

#### Ask the Experts: CVEDS 101

Explore and discover the resources and supports that aid in starting, expanding and promoting your business. Discussion on CVEDS small business programs, activities, and projects.

Date: October 10, 2018 | Time: 12:00 – 1:00 PM | Place: CVEDS Boardroom

#### Ask the Experts: Data, Data, and Well, More Data

Learn about the vast amount census and related economic data to help you make informed decisions around your business.

Date: October 16, 2018 | Time: 12:00 – 1:00 PM | Place: CVEDS Boardroom

#### Ask the Experts: Sales Strategy & Tools for Profiting Beyond the Comox Valley

Looking to diversify your customer base and increase profitability? Join us for an informative update and discussion with leading export trade officials and service providers on current market trends, international and interprovincial tradeshows, as well as grant and financing opportunities to extend your business beyond borders.

Date: October 17, 2018 | Time: 9:30 – 11:30 AM | Place: CVEDS Boardroom

#### Small Business Expo

Visit CVEDS "Export Pavilion" booth display to discover small business support services and export service providers from Business Development Bank of Canada, Export Development Canada, Small Business BC and Agriculture and AgriFood Canada

Date: October 17, 2018 | Time: 12:00 – 4:00 PM | Place: Florence Filberg Centre

#### Export Service Provider Tour

Export Service providers tour: Wayward Distillation House, Blue Moon Winery, Natural Pastures Cheeses, and Natural Glacial Waters to talk in depth about their export opportunities and issues.

Date: October 17 - 18, 2018

#### Food Safety Workshop with FoodMetrics Laboratory

FoodMetrics Laboratory in Courtenay, the first community food analysis lab of its type in western Canada, is opening its doors for an open house and food analysis workshop. Join us to learn about the importance of analysis in food safety and the role FoodMetrics will play in the food and agricultural industry of the Comox Valley. This free forum will feature discussions and hands-on demonstrations.

Date: October 19, 2018 | Time: 4:00 – 6:00 PM | Place: FoodMetrics Laboratory









## FOCUS AREA



### Investment Attraction & Promotion

The Investment Attraction and Promotion Programs operate under the notion of generating brand recognition, awareness and defining the unique, compelling advantages about the Comox Valley's key attributes to external target audiences including potential investors, visitors and residents.



Leveraged  
**\$530K**  
for Marketing Initiatives

**873,900+** Paid Social  
Media Reach



## BC Seafood Festival

### WEBSITE STATS

**148,973** Unique page views  
BCSeafoodFestival.com

 **826** Referrals to  
accommodation partners  
(outbound clicks)

### DIGITAL ADVERTISING

**2,807,303** Facebook Impressions

**17,320** Facebook Clicks

 **4,978** Facebook Event Likes

**32,885** YouTube Video Views

### CONTEST ENTRIES

**11,213** Total Contest Entries

 **2,688** Total E-Newsletter Sign Ups

 **5,200** Number of Tickets Sold



# Investment Attraction & Promotion

## BC Seafood Festival & Expo and Buyers Mission

After 12 years the next generation of the BC Seafood Festival (June 8-17), now the largest seafood festival in Western Canada, was unveiled in 2018. Led by CVEDS, in collaboration with seafood producers and associations, as well as tourism and culinary event partners, the Festival's Signature Weekend (June 15-17) expanded to three days, with new events, a record breaking number of local, domestic and for the first time, international Chefs, as well as exciting new competitions. The Festival and Expo exceeded expectations, including:

- Extensive Domestic Media Coverage (75+ articles)
- 45+ domestic and international Chefs participated
- 45+ International Seafood Buyers Mission delegates, from 10 nations
- 350+ BC Seafood Expo registered delegates, 40+ tradeshow booths
- Seafood Festival evaluation survey, the Net Promoter Score increased by 58% (from 31 in 2017 to 49 in 2018).

Sponsors supported the expansion: FortisBC, Coast Capital Savings, Air Canada, Comox Valley Airport, Flying Fresh Air Freight, Ocean Wise, Garland Canada among many others.

The BC Seafood Expo has grown from an initial 40 participant afternoon workshop five years ago to a full two day industry conference featuring over 400 registrants in 2018, including a tradeshow of 40+ exhibitors. Participation from industry also evolved to include significant participation from Wild Fisheries associations and First Nations.



## INBOUND AND OUTBOUND TRADE AND INVESTMENT DELEGATION SUPPORT

CVEDS hosted the Province of BC Trade and Investment representatives and Managing Directors from Europe, USA, North & East China and the Philippines. Their visit featured a networking event and tour at Wayward Distillation House with Export Navigator Program clients, a roundtable with economic development practitioners on services and investment opportunities, as well as a meeting the Komoks First Nation Economic Development Corporation Board regarding Foreign Direct Investment.

## Destination Marketing

### *Destination BC Cooperative Marketing Partnerships Programs*

Comox Valley Application - \$225k secured and leveraged to \$450k+

To leverage MRDT and tourism destination marketing resources to expand the reach and awareness of Comox Valley tourism products and attractions, CVEDS successfully developed the application to secure \$225k for the Comox Valley 2018/19 Destination BC Cooperative Marketing Partnerships Program with four distinct marketing and sales campaigns including:

- BC Seafood Festival (spring)
- Marine and Outdoor Campaign (fall)
- Crave Culinary Campaign featuring Farm Cycle Tour and Dine Around Festival (fall)
- Après Ski Winter Campaign

### *DBC and Provincial Destination Marketing Organizations*

Additionally, CVEDS collaborated with other Island Destination Marketing Organizations (DMO's) and communities DBC Sector and Consortium projects to further leverage destination marketing funding as follows:

- VI Mountain Bike Consortium: Campbell River, Nanaimo, Mount Washington and Cumberland.
- Ski Areas Program: BC/Canada wide, multi-media campaign in partnership with BC ski resorts and destinations including Mount Washington Alpine Resort and Mount Washington Resort Assn.
- Circle Tour Route Campaign: Promoting rubber-tire traffic touring central north Island and Sunshine Coast communities.
- BC Ale Trail: Video, photography, content development and marketing featuring Comox Valley craft breweries.

## WinterFest/Awesome All Winter Campaign

DECEMBER 2017 - FEBRUARY 2018

|               |                                                       |
|---------------|-------------------------------------------------------|
| <b>13,076</b> | Total Pageviews CVWinterFest.com                      |
| <b>645</b>    | Total Outbound Clicks to Hotels                       |
| <b>6,470</b>  | Total Ski & Save Pageviews on DiscoverComoxValley.com |

### PAID SOCIAL MEDIA

|                   |                        |
|-------------------|------------------------|
| <b>380,788</b>    | <b>9,963</b>           |
| Total Reach       | Online Contest Entries |
| <b>71,581</b>     | <b>3,085</b>           |
| Total Engagements | E-Blast Sign Ups       |

|            |                                                         |
|------------|---------------------------------------------------------|
| <b>50</b>  | Après Events Supported                                  |
| <b>258</b> | Après Tickets Sold Through Our Online System (3 Events) |

### *WinterFest Campaign*

The Awesome All Winter/WinterFest campaign was extended and ran January 11 to mid-March to motivate visitation to the region, during the slower shoulder season, for winter ski and après ski experiences. CVEDS collaborated with the Courtenay and Comox BIA's and numerous businesses and groups including Mount Washington Alpine Resort, Mount Washington Resort Association, Pacific Coastal Airlines, local entertainment & food/beverage venues, 40 Knots Winery, Comox Valley Exhibition and Courtenay hoteliers to develop an extensive event calendar (50), featuring new events, and market Ski & Stay and Après & Stay Packages to Vancouver Island and lower mainland residents.



# VISITOR INFO | TOUR & EVENT BOOKING

**REGISTER NOW!**

ANNUAL COMOX VALLEY  
**FARM CYCLE TOUR**

SEPTEMBER 23, 2018 - 10 AM - 4 PM

*Learn, Taste and Explore*

FREE REGISTRATION WITH STAY AT PARTICIPATING HOTELS  
**FarmCycleTour.com** or call 1-855-400-2882

#FarmCycle @WhistlerComox

Participating businesses and locations listed at the bottom of the poster.





### Crave Culinary Campaign

This consumer-direct campaign promoted the Comox Valley as the premiere culinary destination on Vancouver Island.

### Dine Around Comox Valley

Developed, together with the Dine Around Committee, held February 20 to March 11, 2018. There were 22 participating restaurants, the most in the history of the event, featuring 30 three course menus, as well as Sip Around happy hour venues, Lunch Around options, and various culinary tours and events to drive increased spending in food and beverage businesses during what is a typically slower time of the year.

### Comox Valley Farm Cycle Tour

Held September 23, organized by CVEDS in cooperation with Comox Valley Farmers Market, Comox Valley Farmers Institute and the Comox Valley Cycling Coalition. In 2018, the highest number of farms and producers participated in the one-day event, creating the strongest line up for cyclists to select from; 300+ cyclists attended, and it received a Net Promoter Score of 76 (over 70 is considered "world class").

### Marine and Outdoor Campaign

The WILDerness campaign focused on late spring to fall marketing showcasing the range of outdoor activities offered in the region via print publications, e-blasts, magazine advertising, a new roaming Visitor Centre Ambassador Program, proactive activity and tour agreement outreach tactics and sales, and organic social media postings.

### Dine Around Advisory Committee

Sandra Viney, Atlas Café  
Barbara Hanson, Edd Moyers, Blackfin Pub  
Deana Simkin, High Tide Public House  
Ronald and Tricia St. Pierre, Locals Restaurant  
Gregor Mowat, Avenue Bistro

### Two Wheels Cycle Fest/ Farm Cycle Tour

SEPTEMBER 2017

#### WEBSITE LANDING PAGES (JULY - SEPT)

**11,050** 9,449 Unique Pageviews  
**1,490** 1,072 Unique Pageviews on Accommodation Referrals Page  
**193** Referrals to Accommodation Partners

#### DIGITAL & SOCIAL MEDIA ADVERTISING

| Farm Cycle Tour              | Two Wheels Festival        |
|------------------------------|----------------------------|
| <b>1,875,000 Impressions</b> | <b>146,000 Impressions</b> |
| <b>6,234 Clicks</b>          | <b>2,531 Clicks</b>        |

**331** Farm Cycle Tickets Sold MRDT Value (September): \$28,960 (+46% YOY)

### Outdoor Adventure Campaign

#### WEBSITE LANDING PAGES (JUNE - SEPT)

**34,186** 27,193 Unique Pageviews  
**401** Referrals to Accommodation Partners  
**1,041** Website Referrals to Stakeholders

#### DIGITAL & SOCIAL MEDIA ADVERTISING

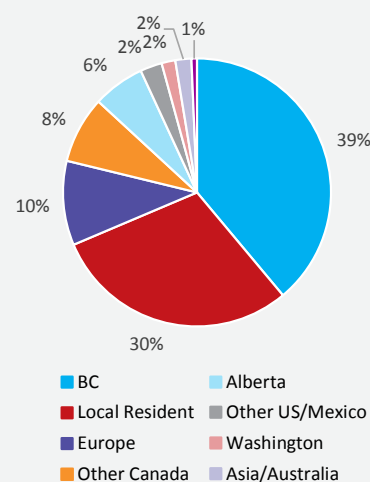
**697,113** Impressions  
**9,848** Click Throughs  
**8,580** Online Contest Entries  
**4,883** E-Blast Sign Ups

## VISITOR SERVICES & FULFILMENT

The Vancouver Island Visitor Centre (Comox Valley) continues to be one of the top busiest Centre's on Vancouver Island, welcoming thousands of visitors from around the world and directing them to attractions and businesses throughout the region.

Total 2018 Visitors  
**33,992 (+7%)**

### 2018 VISITOR ORIGIN



## DOWNTOWN COMOX AMBASSADOR PROGRAM PILOT

The Ambassador Program pilot project, in partnership with the Comox BIA, saw DBC Visitor Centre Program trained staff provide mobile visitor services and business referrals to visitors within the downtown area and harbour. ~2K individuals, including visitors from Asia, Australia and Washington were assisted.

## FOCUS AREA



## Economic Development Facilitation

CVEDS regularly facilitates partnerships with other organizations at regional and provincial levels in order to successfully implement many of the Programs throughout a given year. The coordination of these partnerships allow CVEDS to engage in larger projects, which enable the Society to further the business and economic priorities of the area. This includes profiling current and timely economic and demographic information to local businesses and investors.

### Enterprises with Employees (2018)



**2,570**

(+7% from 2014)

### Industrial/ Commercial Building Permit Values (2018)

**\$77M**

(+51%  
from 2013)

### Building Permit Values (2018)



**\$217M**

(75% above  
10-yr. avg.)

### New Incorporated Enterprises (2013 - 2018)

**1,324** (+22.1%)

### Population Growth

(2013 - 2018)

**5,555**

(+8.4%)







# Economic Development Facilitation

## 5 Year Comox Valley Regional Economic Development Strategy Renewal – Innovate 2030

Applications to the Island Coastal Economic Development Readiness Program were submitted for an Agrifood Innovation Strategy and Technology Attraction Strategy components. These applications were approved to secure an additional \$40k at the ICET Board support the overall economic development strategy process.

Key components of Innovate 2030 Strategy include Community Economic Development, Agrifood/Seafood Sector Innovation and Technology & Innovation Growth.

A launch meeting was held December 3 with the Innovate 2030 Advisory Committee of ~45 entrepreneurs and business leaders, and featured presentations on Defining and Measuring Community Economic Development from Brock Dickinson, Assistant Director of Economic Development Program, University of Waterloo and Jamie Vann Struth, Principal and Economist with Vann Struth Consulting.

## VI Community Consortium Initiative for Regional Tech Attraction

NordiCity was contracted by the Vancouver Island and Coast Economic Developers Association (VICEDA) to complete a Regional Technology Attraction Strategy under the guidance of a project committee with representation from the Comox Valley, Campbell River, Port Alberni, Parksville / Qualicum, Nanaimo, and the Cowichan Valley. The resulting strategy featured recommendations on key roles for the VICEDA and actions related to placemaking, connectivity, coordination, marketing, communication and promotion.



## INNOVATE 2030 REGIONAL ECONOMIC DEVELOPMENT STRATEGY COMPONENTS

### Community Economic Development:

- Situational Analysis
- Community Site Selection Profile, Research and Trend Analysis
- Review and Analysis of Local Bylaws, Policies, Processes and Regulations Relating to Economic Growth
- Sector Specific Gap Analysis and Needs Assessment Including Retail
- Business Retention and Expansion Strategy
- Labour Force Development Strategy

### Agrifood/Seafood Sector Innovation:

- Research and Trend Analysis
- Regulatory, Trade and Supply Management SWOT
- Review of Changing Purchasing Patterns and Methods
- Development of an Agri-Innovation Map – Pathway for Future Growth

### Technology and Innovation Growth:

- Asset Mapping
- Innovation Paths
- Targeted technology industry network player identification
- Retention and recruitment strategies for technology industry
- Strategic leveraging of technology in target sectors
- Labour force considerations in technology industry
- Technology attraction strategy



## FOCUS AREA

# Communications

### COMMUNICATIONS & MEDIA RELATIONS PROGRAM

CVEDS hosts visiting Business, Trade, Culinary and Tourism media throughout the year to learn about related attractions and opportunities, and meet one on one with business and industry leaders across key sectors to generate increased awareness about the Comox Valley's key attributes and thereby leverage the external marketing being undertaken to influence a new visit, relocation or investment decision. The Visiting Media Program held during the BC Shellfish and Seafood Festival alone yielded approximately \$1.5M+ in earned media coverage.

### Media Relations Program List of Outlets

Vancouver Sun  
Eating with Kirby  
BC Living Magazine  
Upscale Living Magazine  
VancouverScape  
Times Colonist  
Global BC  
Foodology  
The Georgia Straight  
West Canada Weekly  
Epoch News  
Seattleite  
SeaWestNews  
C'est la vie a Maggi  
The Epochtimes  
Dainik Bhaskar Bhopal Circulation  
Dainik Jagran Delhi Circulation  
Navabharat Times Dehli NCR Circulation  
HelloBC  
Westerly News  
Comox Valley Record  
News Wire  
Northwest Travel & Life

### E-Newsletters



### Social Media

|                               | 2017          | 2018          | Y/Y<br>Increase | %<br>Increase |
|-------------------------------|---------------|---------------|-----------------|---------------|
| <b>VI VISITOR CENTRE</b>      |               |               |                 |               |
| Facebook Fans                 | 15,786        | 17,488        | 1,702           | +10.8%        |
| Twitter Followers             | 2,006         | 2,277         | 271             | +13.5%        |
| Instagram New Followers       | 300+          | 300+          |                 |               |
| <b>CVEDS</b>                  |               |               |                 |               |
| Facebook Fans                 | 1,297         | 1,398         | 101             | +7.8%         |
| Twitter Followers             | 2,232         | 2,293         | 61              | +2.7%         |
| <b>TOTAL SOCIAL FOLLOWERS</b> | <b>21,621</b> | <b>23,756</b> | <b>2,135</b>    | <b>+9.9%</b>  |

# Partnerships

Comox Valley Economic Development & Tourism has formed and enhanced dynamic partnerships with hundreds of companies and organizations within the region; the Society cannot do what it does without their support and collaboration:

|                                                         |                                             |                                                  |
|---------------------------------------------------------|---------------------------------------------|--------------------------------------------------|
| AGRICULTURE CANADA                                      | COMOX VALLEY EXHIBITION                     | MINISTRY OF TOURISM, ARTS & CULTURE              |
| BC ABATTOIRS ASSN                                       | COMOX VALLEY FARMERS' INSTITUTE             | MOUNTAIN BIKE BC ASSN                            |
| BC ECONOMIC DEVELOPMENT ASSN                            | COMOX VALLEY FARMERS' MARKET                | MOUNT WASHINGTON RESORT ASSN                     |
| BC RESTAURANT & FOOD SERVICES ASSOCIATION               | COMOX VALLEY HARBOUR AUTHORITY              | NORTH ISLAND COLLEGE                             |
| BC SALMON FARMERS ASSN                                  | CRAFT BREWERS GUILD                         | OCEAN WISE                                       |
| BC SHELLFISH GROWERS ASSN                               | DESTINATION BRITISH COLUMBIA                | PACIFIC SEA CUCUMBER HARVESTERS                  |
| BC SMALL SCALE FOOD PROCESSORS ASSN                     | DOWNTOWN COURTENAY B.I.A.                   | PACIFIC URCHIN HARVESTERS                        |
| BUSINESS DEVELOPMENT BANK OF CANADA                     | ECONOMIC DEVELOPMENT ASSN OF CANADA         | SID WILLIAMS THEATRE                             |
| CANADIAN AQUACULTURE INDUSTRY ALLIANCE                  | GLOBAL AFFAIRS CANADA                       | SMALL BUSINESS BC                                |
| CANADIAN & BC ANGUS ASSN                                | INNOVATION ISLAND TECHNOLOGY ASSN           | SMALL SCALE FOOD PROCESSORS                      |
| CERTIFIED ORGANIC ASSN OF BC                            | INNOVATION ISLAND TECH TALKS                | TOURISM VANCOUVER ISLAND                         |
| CFB 19 WING COMOX                                       | INTERNATIONAL COUNCIL OF SHOPPING CENTERS   | UNDERWATER HARVESTERS ASSN                       |
| COMMUNITY FUTURES DEVELOPMENT CORPORATION OF STRATHCONA | INVEST CANADA COMMUNITY INITIATIVES PROGRAM | VANCOUVER ISLAND COAST ECONOMIC DEVELOPMENT ASSN |
| COMOX VALLEY AIRPORT COMMISSION                         | ISLANDS AGRICULTURAL FOUNDATION             | VANCOUVER ISLAND COMMUNITY DMO'S                 |
| COMOX VALLEY ARTS COUNCIL                               | ISLAND COASTAL ECONOMIC TRUST               | VANCOUVER ISLAND ECONOMIC ALLIANCE               |
| COMOX B.I.A.                                            | K'OMOKS FIRST NATION                        | VANCOUVER ISLAND REAL ESTATE BOARD               |
| COMOX VALLEY CHAMBER OF COMMERCE                        | MINISTRY OF AGRICULTURE                     | YOUNG FISHERMEN'S NETWORK                        |
| COMOX VALLEY CYCLING COALITION                          | MINISTRY OF JOBS, TRADE & TECHNOLOGY        |                                                  |
| COMOX VALLEY DEVELOPMENT AND CONSTRUCTION ASSN          |                                             |                                                  |



## DESTINATION MARKETING ADVISORY COMMITTEE

|                   |                                                           |                     |                                                    |
|-------------------|-----------------------------------------------------------|---------------------|----------------------------------------------------|
| Bill Anglin Chair | CVEDS Appointed Representative                            | Brenda Hetman-Craig | 40 Knots Vineyard & Estate Winery / Agritourism    |
| David Rooper      | Old House Hotel & Spa                                     | Carolyn Touhey      | Two Eagles Lodge / B&B Industry                    |
| Grant Smith       | Holiday Inn Express & Suites                              | Deana Simkin        | High Tide Public House/ Restaurant & Culinary      |
| Rick Browning     | Best Western Westerly Hotel                               | Susan Wood          | Nautical Days / Comox BIA Heritage, Arts & Culture |
| Kristy Pedersen   | Crown Isle Resort & Golf Community                        |                     |                                                    |
| Greg Fossen       | Courtenay Travelodge                                      |                     |                                                    |
| Sheila Rivers     | Mount Washington Alpine Resort / Ski & Outdoor Recreation |                     |                                                    |





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## **Comox Valley Economic Development and Tourism (CVEDS)**

### ***Q2 2019 – Strategic Priorities Report Summary Highlights***

#### **Innovate 2030 – Regional Comox Valley Economic Development Strategic Plan Process**

A Business and Community Online Survey was launched during the quarter with over 200 responses being received to date. Two Public Open Houses (April 8 and May 23) were also hosted during the quarter with the Innovate 2030 consulting team attracting over 200 attendees.

A feature was published in the Comox Valley Record (22k distribution) which outlined the Innovate 2030 process, included a Comox Valley economic snapshot and promoted public and business engagement opportunities including the Open House and online survey.

Alan Winter, BC Innovation Commission, provided the keynote address following a moderated panel discussion by the Innovate 2030 consulting team on May 23 prior to the 2<sup>nd</sup> public open house. A roundtable with 26 local tech and innovation industry leaders was also hosted with Alan Winter as part of the Innovate 2030 engagement process.

A series of stakeholder engagement sessions were hosted in early April including agriculture, education, transportation, and local government staff and elected officials.

An Employee Housing Summit was hosted in partnership with the CV Coalition to End Homelessness on May 23, 2019 at the Officers Mess at 19 Wing CFB Comox. The summit featured presentations by Jada Basi, Manager of Housing and Community Planning with CitySpaces, CheeYing Ho, Executive Director with Whistler Centre for Sustainability, Candace Koo, Affordable Housing Specialist with CMHC, and Raymond Kwong, provincial director with BC Housing Hub.

#### **BC Seafood Expo and Festival**

Total attendance for the 2019 BC Seafood Expo equaled 473 which is comprised of delegates, speakers, exhibitors, and the largest international buyers delegation to date supported by Global Affairs and the BC Ministry of International Trade. New to the Expo this year was the introduction of a Business to Business (B2B) meeting platform to allow for and encourage more interaction between the international buyers delegation and seafood producers. 385 meetings were conducted utilizing the system. Initial survey results from Expo attendees feature a net promoter score of 21 which is considered in the “good” range.

The BC Seafood Festival was enhanced and expanded again through additional Signature Weekend events including the addition of the new Jr. Chef Challenge, a new Oysters 101 MasterClass, Kids Shucking Classes, as well as the development of the Comox Harbour Dock Days on the first weekend of the Festival, in conjunction with the Comox Harbour Authority and extensive harbour user groups, businesses and tour operators to drive more awareness to the harbour and its diverse wild fisheries industry and range of activities. In all there were over 85 events and tours held during the 10 days of the festival, over 5000 tickets - making it the largest in its history.

#### **Food Innovation and Processing Hub**

As a result of the announcement by the Provincial Government to proceed with the development of a provincial Food Hub Network, CVEDS developed a response to the detailed Request for Qualifications in partnership with North Island College, FoodMetrics Laboratories, Pickeld Carrot Catering, Salish Sea Foods, Lentelus Farms including letters of support from 20 agriculture, agrifood and education related organizations. The Ministry of Agriculture advised CVEDS of its successful application on July 24 and confirmed CVEDS would be invited to submit a response to a Request for Proposal (RFP) that will open in August.

Toll Free 1.877.848.2427

Tel 250.334.2427

Fax 250.334.2414

[investcomoxvalley.com](http://investcomoxvalley.com)

**2019 STRATEGIC PRIORITIES PRELIMINARY UPDATE - Q2 (April, May, June)**  
**COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

| Project                                                              | 5-Year Plan Reference                                   | 2019 Actions                                                                                                                                                                                                     | Output Measurements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | C  |
|----------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>BUSINESS RETENTION AND EXPANSION – ACTIONS AND MEASUREMENTS</b>   |                                                         |                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
| <b>PRIORITY PROJECTS</b>                                             |                                                         |                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
| <b>Downtown Interactive Development Map and supporting resources</b> | Downtown, Waterfront and Local Area Enhancement Program | Current, proposed, and major projects are listed and maintained on the online mapping system                                                                                                                     | Available real estate opportunities and developments maintained in the online Development Map. 16 current downtown opportunities and 12 downtown developments highlighted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | IP |
| <b>ONGOING ACTIVITIES</b>                                            |                                                         |                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
| <b>Provision of business support services and resources</b>          | Business Visitation & Entrepreneurship Program          | Provide referrals and resources on common challenges, issues, and barriers to growth<br><br>Use current market and business plan resources to guide companies through the business planning and start-up process | Unique pageviews:<br>Businesscomoxvalley.com landing page: Q1: 434 (+28%); Q2: 376 (-13%)<br>Business Events page: Q1: 149 (+41%); Q2: 137 (-8%)<br>Resources pages: Q1: 694 (+0.3%); Q2: 572 (-17%)<br>Start a Business pages: Q1: 420 (+88%); Q2: 427 (+1.7%)<br>Contact Us/Staff Directory: Q1: 320 (+23%); Q2: 359 (+12%)<br>Information/Referrals Provided: 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | IP |
| <b>Seminar series with partners in key small business sectors</b>    | Business Visitation & Entrepreneurship Program          | Business Counts workshop series that addresses common issues and challenges such as Online Marketing, Financing, Product Development, HR, and Business Succession.                                               | Partnered with Agriculture and Agri-Food Canada and the Small Scale Food Processors of BC to host a Safe Food for Canadians - Food Labelling for Industry workshop by the Canadian Food Inspection Agency on April 26, 2019.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | C  |
| <b>Event Development and Enhancement</b>                             | Tourism, Arts, Culture and Heritage Development Program | Grow existing signature events and expand one additional event                                                                                                                                                   | During this quarter the BC Seafood Festival was enhanced and expanded again through additional Signature Weekend events including the addition of the Jr. Chef Challenge, a new Oysters 101 Masterclass, Kids Shucking Classes, as well as the development of the Comox Harbour Dock Days on the first weekend of the Festival, in conjunction with harbour user groups, businesses and events to drive more awareness to the harbour and all its diverse wild fisheries and activities. In all there were over 85 events and tours held during the 10 days of the festival - making it the largest in its history. The BC Seafood Expo was also expanded with the largest International Buyers Mission from 14 nations, supported by Global Affairs and the BC Ministry of International Trade were tours to producer sites and processing facilities, as well as a robust B2B schedule was implemented to facilitate seafood buyer agreements for product export. See preliminary results below. | IP |

**2019 STRATEGIC PRIORITIES PRELIMINARY UPDATE - Q2 (April, May, June)**  
**COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

| Project                                                                                                       | 5-Year Plan Reference                                                                              | 2019 Actions                                                                                                                                 | Output Measurements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | C  |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>INVESTMENT ATTRACTION AND PROMOTION - ACTIONS AND MEASUREMENTS</b>                                         |                                                                                                    |                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
| <b>PRIORITY PROJECTS</b>                                                                                      |                                                                                                    |                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
| <b>Biz Map Pilot Project - Small Business BC Downtown Incentive Zone Profiles</b>                             | Resident and Entrepreneur Relocation Program                                                       | Downtown demographic and related investment information is listed in online Downtown Comox and Courtenay Biz Map Profiles for small business | Collected comparison business license data from both the City of Courtenay and Town of Comox during the quarter for the downtown area profiles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | IP |
| <b>Community Food Safety Lab Partnership Project Phase 2; Innovation Centre for Food / Seafood Processing</b> |                                                                                                    | Expand the partnership with the BC Small Scale Food Processors and applicable agri-food businesses in development of Innovation Centre       | As a result of the announcement by the Provincial Government to proceed with the development of a provincial Food Hub Network, CVEDS developed a responds to the detailed Request for Qualifications in partnership with North Island College, FoodMetrics Laboratories, Pickled Carrot Catering, Salish Sea Foods, Lentelus Farms including letters of support from 20 agriculture, agrifood and education related organizations. The Ministry of Agriculture advised CVEDS of its successful application on July 24 and confirmed CVEDS would be invited to submit a response to a Request for Proposal (RFP) that will open in August. | IP |
| <b>Renew and Expand the BC Seafood Festival Expo &amp; Buyers Mission</b>                                     | Resident and Entrepreneur Relocation Program/Sustainability-Related Business Opportunities Program | Expand the 2019 BC Seafood Festival, Expo and BC Buyers Mission                                                                              | <p>2019 BC Seafood Expo Key Stats</p> <p># Total Attendance: 473</p> <p># Delegates: 325</p> <p># Speakers: 28</p> <p># Conference Sessions: 12</p> <p># Media: 10</p> <p># Tradeshow Booths: 41</p> <p># B2B Meetings: 385</p> <p># International Buyers Delegation: 69</p> <p># Country's: 12</p> <p># Seafood Producer site visits: 14</p> <p># Sponsors: 29</p> <p>2019 BC Seafood Festival Key Stats</p> <p># Total Attendance: 5000+</p> <p># Chefs: 40+</p> <p># Media: 15+</p> <p># Food &amp; Beverage Booths: 22</p> <p># Interactive Booths: 16</p>                                                                            | IP |
| <b>Immigrant &amp; Entrepreneur Relocation</b>                                                                | Resident and Entrepreneur Relocation Program                                                       | Participate in the Pilot program by hosting exploratory visits and providing referrals for nomination                                        | Participated in the PNP Entrepreneur Immigration Regional Pilot community conference call sessions with the Province of BC during the quarter to provide feedback on program experience and progression.                                                                                                                                                                                                                                                                                                                                                                                                                                  | IP |

**ONGOING ACTIVITIES**

**2019 STRATEGIC PRIORITIES PRELIMINARY UPDATE - Q2 (April, May, June)**  
**COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

| Project                                 | 5-Year Plan Reference                | 2019 Actions                                                                                                                                                                                                             | Output Measurements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | C  |
|-----------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>Destination Marketing</b>            | Destination Marketing Program        | Market the region as outlined in annual Work Plan                                                                                                                                                                        | The BC Seafood Festival marketing campaign is one of the largest of the year - designed to not only drive out of town stays and ticket sales, but to also help position the awareness of the Comox Valley for its outdoor and culinary attributes for the coming months; Significant online marketing campaign that generated 260,000 website page views (30% increase) and 11,000+ Social Media post reactions (likes, comments, shares, etc.), plus traditional media marketing resulted in over 5000 tickets sold. MRDT results and additional marketing results will be provided in the Q3 report. Quarterly Destination Marketing Advisory Committee Meeting held (April) to develop fall planning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | IP |
| <b>Visitor Services and Fulfillment</b> | Visitor Services Opportunity Program | Engage operators to participate in Online Booking Agreement Program.<br>Promote Visitor Centre Marketing Opportunities.<br>Integrate ongoing social media posting to drive usage of the VIVC services and product sales. | This quarter saw the completion of content development with tourism industry partners, printing and distribution of the suite of Visitor Services Marketing Program visitor intercept materials including the 2019 Comox Valley Vacation Guide (65k), Dine & Drink Guide (7500), 2019 Arts & Culture Guide (24k) and the Comox Valley Growers Guide (100k).<br>Four new companies have signed Online Activity Booking Agreements with the Centre thereby expanding the product and experiences sold online via Discover Comox Valley. Visitor data Q2: 7399 true visitors arrived at the Vancouver Island Visitor Centre (VIVC) CVEDS became a Google DMO Partnership Program - Trusted Verifier with capability to claim Google My Business listing, upload 360 degree photos to google listing and to optimize the listing.<br>Island bus and tour operators were contacted to secure additional stops to the Visitor Centre and to the Comox Valley.<br>Planning of the second year of the Downtown Comox Ambassador Program completed which included updating materials, route planning, and a walking tour with staff and the Comox BIA Executive Director. Summer staff were hired, trained to support not only the operations at the Visitor Centre in the peak summer period, but also the Downtown Comox BIA Ambassador Program CVEDS collaborates with, as well as Mobile Visitor Centre attendance at 10+ events.<br>A Spring Familiarization Tours planned for the VIVC Staff including the Kingfisher Oceanside Resort, Comox Valley B&B Assn.<br>New upgraded Charge Point 4000 Series electric car charger installed, upgrading existing model from 2012 when centre opened, which expands being able to charge one car to two cars. | IP |



**2019 STRATEGIC PRIORITIES PRELIMINARY UPDATE - Q2 (April, May, June)**  
**COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

| Project                                                               | 5-Year Plan Reference                       | 2019 Actions                                                                                                                                                            | Output Measurements                                                                                                                                                                                                                                                                                                               | C  |
|-----------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>ECONOMIC DEVELOPMENT FACILITATION - ACTIONS AND MEASUREMENTS</b>   |                                             |                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                   |    |
| <b>PRIORITY PROJECTS</b>                                              |                                             |                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                   |    |
| <b>Innovate 2030; Economic Development Strategic Planning Process</b> |                                             | Tech and ag sector planning is developed as targeted sectoral strategies to attract and increase investment and productivity                                            | Innovate 2030 process is underway. Update on engagement and outreach activities during the quarter provided below in Communications. Documents, interim reports, and presentations are all loaded to Innovate 2030 Advisory Committee web portal.                                                                                 |    |
| <b>Regional Partnerships and Collaborations</b>                       | Regional Technology Strategy Implementation | Online tech-attraction oriented website is established and other actions are evaluated and implemented in partnership with the VI Coast Economic Developers Association | Hosted VICEDA Quarterly meeting on June 12, 2019 at Native Sons Hall. Featured an update on the VI Tech Sector Investment Attraction website project that is a working committee partnership with the following communities; Comox Valley, Campbell River, Port Alberni, Parksville/Qualicum, Nanaimo, and Cowichan and Ucluelet. | IP |
| <b>ONGOING ACTIVITIES</b>                                             |                                             |                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                   |    |
| <b>Data and Resource Updates and Maintenance</b>                      | Economic Profile and Information Program    | Profile current and timely economic and demographic information to local business and investors                                                                         | Real estate (housing starts, building permits, real estate prices & sales) and tourism (YQQ passengers, VIVC true visitors, and MRDT revenue) statistics updated monthly during the quarter.                                                                                                                                      | IP |

## 2019 STRATEGIC PRIORITIES PRELIMINARY UPDATE - Q2 (April, May, June)

### COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM

| Project                                          | 5-Year Plan Reference | 2019 Actions                                                                                                                                                                      | Output Measurements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | C  |
|--------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>COMMUNICATIONS - ACTIONS AND MEASUREMENTS</b> |                       |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
| <b>PRIORITY PROJECTS</b>                         |                       |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
| <b>Innovate 2030; Stakeholder Engagement</b>     |                       | Implement Stakeholder Engagement Plan including supporting Advisory Committee meetings, development and activation of a range of focus group sessions and business/sector surveys | <p>A Business and Community Online Survey was launched during the quarter with over 200 responses being received to date. Two Public Open Houses (April 8 and May 23) were also hosted during the quarter with the Innovate 2030 consulting team attracting over 200 attendees and included Mentimeter survey questions and the online survey station, and well as information displays.</p> <p>A feature was published in the Comox Valley Record (22k distribution) which described the Innovate 2030 process, included an economic snapshot of the region and promoted the public engagement opportunities including the Open House, and online survey.</p> <p>Alan Winter, BC Innovation Commission, provided the keynote address following a moderated panel discussion by the Innovate 2030 consulting team on May 23 prior to the 2nd Public Open House. A roundtable with 26 local tech and innovation industry leaders was also hosted with Alan Winter as part of the Innovate 2030 engagement process.</p> <p>A series of stakeholder engagement sessions were hosted in early April including agriculture, education, transportation, and local government staff and elected officials.</p> <p>An Employee Housing Summit was hosted in partnership with the CV Coalition to End Homelessness on May 23, 2019 at the Officers Mess, 19 Wing CFB Comox. The Summit featured presentations by Jada Basi, Manager of Housing and Community Planning with CitySpaces, Cheeying Ho, Executive Director with Whistler Centre for Sustainability, Candace Koo, Affordable Housing Specialist with CMHC, and Raymond Kwong, provincial director with BC Housing Hub. ~100 attended, including local media.</p> | IP |
| <b>Communications &amp; Presentations</b>        |                       | A summary of all communications and presentations undertaken by CVEDS compiled and shared annually. Host the AGM event in May 2019.                                               | The 2018 Annual General Meeting planning, Annual Report development and implementation presented May 23, Florence Filberg Centre, with Keynote Speaker, Mr. Alan Winter, BC Innovation Commissioner as well as information stations of 2018 CVEDS initiatives. 100+ attended.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | IP |
| <b>ONGOING ACTIVITIES</b>                        |                       |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |

**2019 STRATEGIC PRIORITIES PRELIMINARY UPDATE - Q2 (April, May, June)**  
**COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

| Project | 5-Year Plan Reference | 2019 Actions                                                                                 | Output Measurements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | C  |
|---------|-----------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|         |                       | Update and report on quarterly CVEDS Strategic Plan updates & news                           | Presentations:<br>April 6-9 Innovate Engagements - Comox Valley Airport, NIC, CV Farmers Market, Beverage Producers, Elected Officials and Government Senior Staff, Innovate Advisory Committee, and Public Open House<br>April 25 - CVEDS Board of Directors meeting<br>May 8 - Spring update presentation to Town of Comox<br>May 23 - Board Meeting and CVEDS AGM with Open House<br>June 25 CVEDS - CVRD Board to Board Meeting<br>June 25 Innovate 2030 Update Presentation - CVRD Committee of the Whole | IP |
|         |                       | Provision of key business and industry stats, resources and content to regional stakeholders | # of Consumer Tourism e-Blasts: YTD: 14<br># Tourism Industry e-news: YTD 2<br># of Expo e-News: YTD: 16<br># of Innovate 2030 e-News: YTD: 14<br>CVEDS Twitter followers: Q1: 2,313 (+0.8%); Q2: 2,316 (+0.1%)<br>CVEDS Facebook likes: Q1: 1,415 (+1.2%); Q2: 1,439 (+1.7%)<br>VIVC Twitter followers: Q1: 2,327 (+2.2%); Q2: 2,426 (+4.2%)<br>VIVC Facebook likes: Q1: 18,195 (+4%); Q2: 18,763 (+3%)                                                                                                       | IP |

Notes:

The "C" column stands for Completion  
In the C column; IP = Progress, C = Complete, O = Ongoing







THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3730-00

**From:** Director of Development Services

**Date:** October 21, 2019

**Subject:** Appointment of new members to the Board of Variance

### PURPOSE:

The purpose of this report is for Council to consider the appointment of new members to the Board of Variance pursuant to the requirement of the *Local Government Act*.

### CAO RECOMMENDATIONS:

THAT based on the October 21, 2019 Staff Report, 'Appointment of new members to the Board of Variance', Council support Option 1 and reappoint Mr. Joe Schommer, and appoint Mr. Michael Dailly; Mr. John Gower; Mr. Walter Moore; and Mr. Andy Thomas as new members of the Board of Variance; and That Council provide letters of appreciation to Mr. John Wilson and Mr. Mike Meyer for their years of service on the Board of Variance.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The Board of Variance is a quasi-judicial entity formed within a municipality by bylaw. The Board's primary role is to consider applications for minor variances where an applicant considers compliance with various bylaw provisions would cause them hardship. Its members are appointed by Council pursuant to Part 14, Division 15 of the *Local Government Act (LGA)*.

The Board of Variance presently consists of three members: Mr. John Wilson; Mr. Mike Meyer; and Mr. Joe Schommer. Mr. Schommer was appointed to the Board in 2012 while Mr. Meyer has been a member since 2009 and Mr. Wilson is the longest serving member since 2003.

According to section 537(2) of the *LGA*, 'if the population of a municipality is more than 25,000, the municipal board of variance is to consist of five (5) persons appointed by the Council'. The 2016 Census indicates that the population of the City is 25,599.

### DISCUSSION:

Staff advertised in the local newspaper and on the City's website to recruit new members in May 2019 for three weeks. A total of six (6) applications were made to the City. Staff also communicated with the

incumbents and informed them of the requirement to restructure the Board and asked if they would like to continue in their role. Mr. Wilson and Mr. Meyer have proposed to stepdown, while Mr. Schommer who has been a member since 2012, expressed his interest in continuing the role.

Based on evaluation of the information provided by the applicants, staff recommends reappointing Mr. Schommer and appointing four (4) new members to the Board. The recommended four new members are: Mr. Michael Dailly; Mr. John Gower; Mr. Walter Moore; and Mr. Andy Thomas. Their applications are attached in Attachment No.1. Applications were evaluated according to related work experience and qualifications as well as availability.

Applications from Mr. Len Paulovich and Mr. Gardiner MacDermot are also included in Attachment No. 1 for Council's consideration.

**FINANCIAL IMPLICATIONS:**

As volunteer positions there are no direct financial implications to the appointment of members to the Board of Variance.

**ADMINISTRATIVE IMPLICATIONS:**

There are no direct administrative implications to the appointment of members to the Board of Variance. The Manager of Development Planning and a staff member attend meetings, when scheduled, to provide advice to the procedural matters as well as administrative support.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no direct asset management implications to these appointments.

**STRATEGIC PRIORITIES REFERENCE:**

**We continually invest in our key relationships**

- Value and recognize the importance of our volunteers

**OFFICIAL COMMUNITY PLAN REFERENCE:**

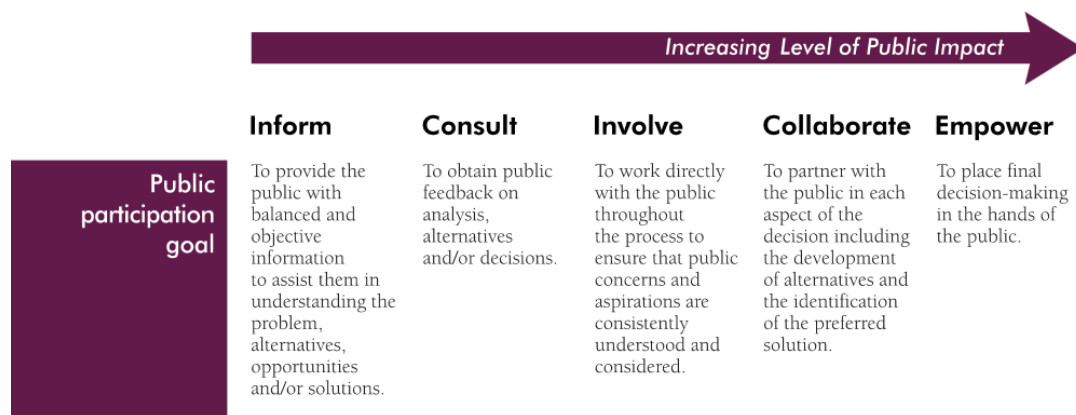
Not referenced.

**REGIONAL GROWTH STRATEGY REFERENCE:**

Not referenced.

**CITIZEN/PUBLIC ENGAGEMENT:**

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



**OPTIONS:**

**OPTION 1:** Reappoint Mr. Joe Schommer, and appoint Mr. Michael Dailly; Mr. John Gower; Mr. Walter Moore; and Mr. Andy Thomas as new members of the Board of Variance; and

Provide letters of appreciation to Mr. John Wilson and Mr. Mike Meyer for their years of service on the Board of Variance.

(Recommended)

**OPTION 2:** Select and appoint five (5) members to the Board of Variance from the applicants in Attachment No.1; and

Provide a letter of appreciation to the out-going members

Prepared by:

Tatsuyuki Setta, RPP, MCIP  
 Manager of Community & Sustainability Planning

Reviewed by:

Ian Buck, MCIP, RPP  
 Director of Development Services

**Attachments:**

1. Attachment No. 1 : Submitted applications

## **Attachment No. 1: Submitted Applications**

### **Michael Dailly**

#### **PROFESSIONAL SUMMARY**

Exceptional leader talented at consensus building, collaboration and listening. Outstanding relationship building, training and presentation skills. Seasoned leader well-versed in program management, budget administration and public relations. Talented organizer and project coordinator with a forward-thinking and flexible approach.

#### **SKILLS**

- Budgeting and finance oversight
- Public speaking
- Conflict resolution
- Self-motivated; ability to motivate others

#### **WORK HISTORY**

City Councillor – 11/2014 – 10/2018

City of Nelson – Nelson, British Columbia

Served in the capacity of the legislative branch of local government as well as its policy-making body. As a councillor worked to complete goals, major projects and infrastructure improvements ranging from community growth, to land use to finances and strategy planning.

FIRE CAPTAIN – 01/1980 – 03-2010

City of Toronto – Toronto, Ontario

Accountable for administration, supervision and management of a fire station, responsible for fire suppression, hazardous material response, rescue operations and emergency medical services. As well as the training and safety of my fire crew.

- Compiled and maintained a variety of departmental documentation including log books, run reports, training records, reports of suspected arson, violations of fire codes or ordinances, firefighter time sheets, accident reports, and “close call” reporting.
- Maintained order and discipline among subordinates and gave assignments and instructions.

#### **EDUCATION**

University of Toronto – St. George Campus – Toronto, Ontario

Solution Focused Counseling, 2006

Selkirk College – Castlegar, British Columbia

Restorative Justice, Peace Studies, 2012

#### **ACCOMPLISHMENTS**

- Former Union Leader with Local 113, Toronto Firefighters
- Commissioned Officer with Canadian Naval Reserves (supplementary list)
- Past Vice President of the Down Syndrome Association of Toronto
- Past President of Neighbourhood Unitarian Congregation Toronto
- Past Chair of Community Relations Committee of Nelson CARES
- President of Nelson Unitarian Spiritual Centre
- President of Nelson Day Break Rotary Club

## **John Gordon Gower MA CTech**

### **WORK HISTORY**

Owner and principal designer at John Gower Design Ltd / Gower Design Group Inc. (Nelson, Vancouver, Victoria, and Courtenay BC) 1990 – present.

- Completed design and construction drawings for 700+ custom new homes and renovations
- Developed a web-based catalogue of more than 100 stock home plans which are sold throughout North America

- Prepared designs and construction documents for multi-family dwellings, rooming houses, retail businesses, restaurants and professional offices

- Provided project management services and construction supervision for new home construction

- Former member of Architectural Institute of BC, current member of Building Designers Institute of BC and ASTTBC

Self-employed carpenter (Nelson & Victoria BC) 1989-2008.

- Constructed new personal family home

- Purchased and extensively renovated 3 separate single-family homes

- Renovated 5 different office spaces to house architectural design business

### **EDUCATION**

Canadian Passive House Institute

- 5-day Passive House Design Course, Victoria BC 2013

BCIT (Vancouver BC) 2006

- Course in Sustainable Design

University of British Columbia 1986-1990

- Masters degree in Geography with focus on rural development

Carleton University (Ottawa ON) 1983-1985

- BA in Interdisciplinary Studies with Society/Environment focus
- completed 2.5 years of 5 year undergraduate degree in Architecture

David Thompson University Centre (Nelson BC) 1982-1983

- Studies in Fine Arts



## **Walter C. Moore**

You requested more detailed background summaries than provided in my first email. In general, my greatest successes appear to be from technical investigations and writing reports of conclusions.

It started as a Mounty's brat in Dauphin, Manitoba, with lots of outdoor/ indoor activities. Left home to join the RCAF and attend Royal Roads in Victoria. So after four years of university and flying training, graduated with a B.Sc. in General Science from the Royal Military College, Kingston, ON, 1960. Then in a serious car accident and transferred to Tech Photo.

Competition with peers was for postings to Europe; I got CFB Cold Lake AB for 5.5 years! Started with technical support of photo reconnaissance training, and 3 years in charge of photo instrumentation at the Primrose Lake Evaluation Range (my favourite). Our 50 sq. mi. photo studio, so to speak, was rough terrain (glacial till) and hence my interest in Geography.

It also included managing Base-Camp, with construction contractors, etc.

Left the RCAF in Cold Lake for a year-long Admin Trainee course in Ottawa with Agriculture Canada. By the end of the Admin course a hiring freeze had been implemented, and so I enrolled at Carleton University. There I did a make-up year for change of field and a Masters year for an M.A. in Geography (1972). Then joined the Canadian Forestry Service (CFS).

My 19 years in the CFS mostly involved applied research with primarily satellite imagery for inventories and monitoring changes. I entered at right time as a senior technician, and eventually retired after nine years at the Northern Forestry Centre in Edmonton as a Research Scientist. The smaller tasks and reports are too numerous to cover here. Adaptability is the key.

My two years in part-time bylaw enforcement in Parkland County AB were excellent reviews of land use studies. There were also opportunities to use photo interpretation skills. It's the appraisal objective that matters.

I look forward to meeting you and answering any further questions.

## Andrew Thomas

### SUMMARY:

- Small housing construction company owner
- 20 years experience in facilities management, construction and drafting.
- Post secondary education administrator, faculty and developer of student case management, risk assessment and management of aggressive behaviour teams.
- Facilities Manager with capital, operating, design and construction experience.
- Qualified as Facilities Management Administrator, Real Property Administrator, Master's degree in Physics, HNC construction technology.
- Senior figure in construction projects from \$50,000 to \$25,000,000 value.
- Responsible for multi-disciplinary staff and contractor management.
- Chair of 4 College wide Occupational Health and Safety Committees.
- Many years working within a union environment and small and large private companies.

### SKILLS and DUTIES HISTORY:

#### BUSINESS

Currently owning and running my own small home construction company with the aim of increasing city density via affordable small home construction. Educating the public on zoning, building code and building practices.

#### MANAGEMENT

In my recent position as Operations Manager at North Island College I was responsible for ensuring the day to day function of all physical campus operations, minor and major renovations and both capital and operational budgets. Daily I managed a multidisciplinary team of operations assistants, general maintenance personnel and technologists in-house and maintained multiple contracts with numerous contractors. I was responsible for budgets, hiring, firing, staff development and moral, stakeholder consultation, committee creation, authorizing invoices and inspecting for progress draws.

In drafting and construction I have been responsible for the design, drafting, change orders etc. I have taken projects from inception to completion including all initial design concepts through to final detailing and permit applications and construction. This has also included renovations (being a specialist in historic buildings in the UK) carrying out initial surveys of large and complex existing buildings.

#### DRAFTING AND DESIGN

I have prepared design and construction documents for tender, development and building permits, prepared zoning and code analyses and designed architectural detailing with respect to both artistic and technological requirements. Advanced Revit drafting. Duties also included architectural design responsibilities for form and function, space planning and materials selection. I was Winner of the Duncan Sheard Glass Design Award for design of Royal School for Blind gymnasium renovation. (Competition between all North England Universities)

#### INSTRUCTION

Qualified trainer in Management of Aggressive Behaviour, training NIC staff college wide for dealing with difficult students and public.  
Experience in Canada and in UK teaching physics labs.  
Europe wide responsibility for training medical professionals and product distributors in sleep theory and use of infant heart and lung monitors 1999-2001.

**EDUCATION:**

|           |                                                                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------|
| 2017      | Management of Aggressive Behaviour (MOAB) trained as trainer.                                                             |
| 2005-17   | Numerous professional seminars in management soft skills from Workplace Harassment to Change Management.                  |
| 2005-12   | Building Owners and Managers Institute – FMA and RPA Professional designations.                                           |
| 2002-03   | Higher National Certificate (HNC) in Building Construction.                                                               |
| 1993- 95  | MSc by research at University of Salford, UK – Moisture absorption in polymeric materials, Department of Applied Physics. |
| 1990 - 93 | BSc (Hons) Physics with Materials Science at Manchester Metropolitan University, UK.                                      |

**WORK EXPERIENCE:**

|                  |                                                                                                                                                                               |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aug 18 – present | <b>Owner Manager</b> , – Goldfinch Small Home Design Inc, Courtenay.                                                                                                          |
| Jan 08 – Jul 18  | <b>Manager, Operations</b> – North Island College, College Wide-Port Alberni to Port Hardy.                                                                                   |
| 2004 - 2008      | <b>Architectural Technologist</b> - Dishlevoy and Hagarty Architects, Comox, BC<br>Residential and commercial design, drafting and project management.                        |
| 2002 - 2004      | <b>Architectural Technologist</b> - Purcell Miller Tritton Architects, Liverpool, England<br>Specialist in restoration and renovation of historic buildings.                  |
| 2001 -2002       | <b>Freelance Architectural CAD</b> on contract basis.                                                                                                                         |
| 1999 - 2001      | <b>Marketing Manager</b> - Ferraris Medical Ltd, Flint, Wales and London, England<br>International training and co-ordination of distributors for medical equipment products. |
| 1997 - 1999      | <b>Research Associate</b> - University of Staffordshire, England<br>PhD research into the use of resonant frequency chest vibration for cystic fibrosis.                      |
| 1995 - 1997      | <b>Medical Technologist</b> – Department of Nuclear Medicine - Royal Free Hospital, London                                                                                    |
| 1993 - 1995      | <b>Research Associate</b> and Faculty - University of Salford - applied physics research                                                                                      |
| 1987 – 1990      | <b>Mould room technician</b> – Department of Radiotherapy, - Clatterbridge Hospital, Merseyside, England.                                                                     |

**REFERENCES:** Available upon request.

## **Gardiner MacDermot**

### Education and trade qualifications:

- Bachelor of Commerce degree, Royal Roads University
- Diploma in Urban Land Economics - development option, UBC
- Registered builder - Ontario New Home Warranty Program
- Licensed Builder - R2000 program
- Building Inspector level 1, BOABC

### Relevant work experience:

- 40 years in construction design and project management, including
- 10 years with Retirement Concepts/Pacific Reach Developments as project manager for Comox Valley Seniors Village, Casa Loma Seniors Village renovations and other projects on the island, lower mainland, Montreal and Phoenix.
- Westbank Projects - multi-family high-rises, Victoria: Parc Residences, Shutters Resort, Westside Village Centre
- Complete Asset Management/Pentillion Construction, Victoria: redevelopment and
- renovation of property manager' s properties.
- Allied Construction Corporation, London, ON: public and private sector commercial
- projects, R2000 homes
- James Magee Limited - 10 years residential and light commercial design/drafting.

### Other:

- Former member of Comox Valley Regional District Board of Variance
- Former member of Property Assessment Review Panel - Victoria multi-family

## **Len Paulovich**

City of Courtenay, Planning Division

Good morning:

I wish to apply for a position on the City of Courtenay Board of Variance. Permit me to review my background and life so far.

I was born in 1944 to parents that homesteaded virgin bushland in the Manning area of the Peace River Country in NW Alberta. This area is about 650 km NW of Edmonton. After high school I attended the Northern Alberta Institute of Technology (NAIT) in Edmonton and graduated with a diploma in Architectural Technology. However, after working in industry for a short time I found the occupation not to my liking so I found other occupations. I then worked a while for Imperial Oil in the "oil patch" of Rainbow Lake located in the far NW corner of Alberta as a battery operator. I returned to school later and obtained a BSc in Agriculture from the University of Alberta in Edmonton. After graduation and working for Alberta Forestry and Alberta Agriculture, I decided to farm and purchased land in the Manning area. Over the next 31 years I raised a family and built up a successful pedigreed seed operation, specializing in producing canola and grass for seed for sale to seed companies and other farmers. In 1981 I was the general contractor for the building of an energy efficient home on our farm, using cutting edge technology for the design and construction. During my farming days I contributed to the community by sitting on the local Co-op board, Peace River Seed Co-op board, Peace River Planning Commission etc.

I retired, sold the farm, and my wife Caron and I moved to the Comox Valley in 2007. A local contractor built us a standard type house in Comox before we moved. In the ensuing years we integrated ourselves into the community. I attended Elder College quite frequently and also became an active member of RCM\*SAR (volunteer coast guard) and served 10 ½ years before retiring. I also served two terms on the CVRD Advisory Planning Commission. While serving, I worked a lot with Brian Chow who holds the position as Rural Planner. Caron and I are both active members of the Comox Valley Ukrainian Cultural Society and Comox Valley Senior Peer Counselling Society which supports other seniors.

In 2015 we purchased treed property on Cummings Road which I developed then designed and acted as general contractor for our retirement home. The house and property are very energy efficient, including a solar panel installation and utilizing xeriscaping principals to develop a low maintenance and water efficient landscape. A lot of the house construction was performed by myself. I did all of the landscaping with my own equipment. During the past years of development I have had a lot of interaction with the City of Courtenay staff, the rules and regulations.

I believe, with my education, background and interests, I could make an important contribution to the Board of Variance.

Thank you,

Len Paulovich





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Official Community Plan Advisory Committee

**File No.:** 6480-01  
**Date:** October 21, 2019

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### PURPOSE:

The purpose of this report is for Council to consider and appoint members to the Official Community Plan (OCP) advisory committee.

### CAO RECOMMENDATION:

THAT based on the October 21, 2019 staff report "Official Community Plan Advisory Committee", Council approve OPTION 1 and appoint the following individuals to the OCP Advisory Committee:

- Sheena Campbell
- Norman Carruthers
- Tom Dishlevoy
- Betty Donaldson
- Derek Costantino
- Tanis Gower
- Dianne Hawkins
- Annelies Henckel
- Charlotte Kimmins
- Lindsay McGinn
- Erin Nowak
- Garry Renkema
- Don Ferguson; and

THAT Council modify the Official Community Plan Advisory Committee Terms of Reference to increase the membership by one (1).

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

At the regular Council meeting on September 3, 2019, Council authorized the establishment of an Official Community Plan Advisory Committee based on the Terms of Reference presented. Following Council direction, staff immediately began the recruitment process by utilizing the City's website, social media, and

local newspaper. The application period was closed on October 6 and a total of twenty nine (29) applications were submitted to the City. Staff reviewed all the submissions and selected thirteen (13) candidates based on the information provided for Council consideration. All submissions are attached in this report for Council information.

#### **DISCUSSION:**

The primary role of the OCP Advisory Committee is to assist in the review of work produced in each project phase and provide broad guidance on policy implementation. Committee members are expected to proactively engage with the specific affiliations they are representing, if any, and broader community groups and individuals. The committee plays an integral role in project implementation from the first phase to the end, and reports to Council regularly throughout the process. Meetings will occur on an as needed basis in support of key project milestones. The first meeting is scheduled for November 1, 2019.

Although the adopted terms of reference state that the Committee shall be comprised of a maximum of twelve members (s.3.1), staff recommend increasing this by one person. Originally the terms of reference called specifically for youth and young adult representation, considering the fairly large number of senior residents in the City and the Region, staff consider it appropriate to add a member from this particular population cohort to represent their perspectives in the City.

Staff appreciates all 29 applicants who demonstrate a strong interest in the OCP implementation process and passion for creating a better community, however only 13 could be selected. Staff have recommend a group of individuals who represent the balance of interests found in the community and believe they will be an excellent resource for the new OCP process. Those applicants who are not selected to be part of the OCP Advisory Committee will be engaged in various ways throughout the overall community consultation process in order to create a robust forward thinking plan.

#### **FINANCING IMPLICATIONS:**

All members of the OCP Advisory Committee are expected to serve without remuneration, except for preapproved expenses that arise directly out of the performance of their duties pursuant to section 6.1 of the Terms of Reference.

Staff will include nominal funds in the 2020 budget for materials, food and room bookings related to the Committee meetings.

#### **ADMINISTRATIVE IMPLICATIONS:**

Development Services department staff will prepare meeting agendas and minutes and attend meeting. Staff also distributes meeting materials for the purpose of facilitating discussions.

#### **ASSET MANAGEMENT IMPLICATIONS:**

There are no direct asset management implications.

#### **2019 - 2022 STRATEGIC PRIORITIES REFERENCE:**

##### **Strategic Priorities 2019 - 2022**

##### **We continually invest in our key relationship**

- Value and recognize the importance of our volunteers

#### **OFFICIAL COMMUNITY PLAN REFERENCE:**

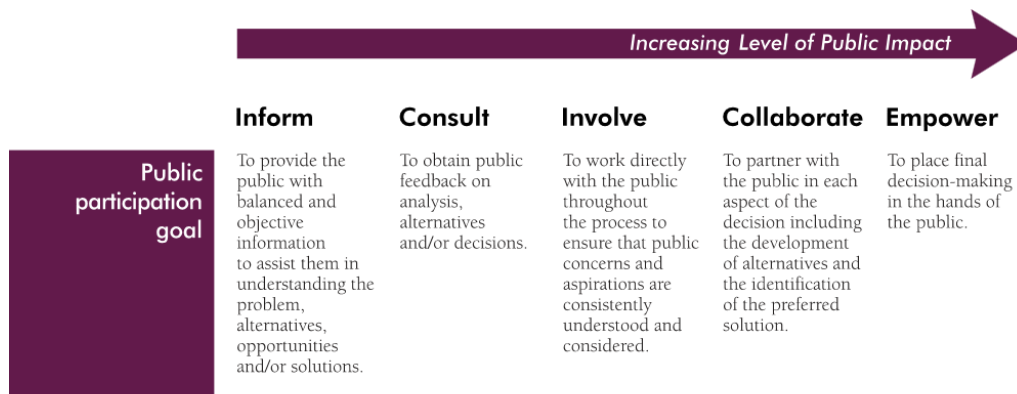
Not referenced.

#### REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

#### CITIZEN/PUBLIC ENGAGEMENT:

Staff would “**Collaborate**” based on the IAP2 Spectrum of Public Participation.



#### OPTIONS:

**OPTION 1:** THAT based on the October 21, 2019 staff report “Official Community Plan Advisory Committee”, Council approve **OPTION 1** and appoint the following individuals to the Advisory Committee:

- Sheena Campbell
- Norman Carruthers
- Tom Dishlevoy
- Betty Donaldson
- Derek Costantino
- Tanis Gower
- Dianne Hawkins
- Annelies Henckel
- Charlotte Kimmins
- Lindsay McGinn
- Erin Nowak
- Garry Renkema
- Don Ferguson; and

THAT Council modify the Official Community Plan Advisory Committee Terms of Reference to increase the membership by one (1). **(Recommended)**

**OPTION 2:** THAT Council select and appoint members from the applicants in Attachment No.2; and  
THAT Council modify the Official Community Plan Advisory Committee Terms of Reference to increase the membership by one (1).

Prepared by:



Tatsuyuki Setta, MCIP, RPP  
Manager of Community and Sustainability Planning

Reviewed by:



Ian Buck, MCIP, RPP  
Director of Development Services

Attachment No. 1 - OCP Advisory Committee Terms of Reference

Attachment No. 2 - Submitted applications

## **Attachment No. 1 - OCP Advisory Committee Terms of Reference**

### **CITY OF COURTENAY OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE TERMS OF REFERENCE**

#### **1.0 INTRODUCTION**

Advisory committees are established pursuant to the ***Community Charter*** (S.141-145) to assist Council by providing for public input on municipal matters. These committees are advisory in nature and function within the parameters set out in their Terms of Reference. The City of Courtenay Official Community Plan Advisory Committee shall be a Select Committee of Council. Meetings are open to the public.

#### **2.0 PURPOSE OF THE OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE**

The purpose of the "Official Community Plan Advisory Committee" (OCP-AC) is to provide Council with meaningful, integrated, technical input on a range of community issues related to the creation of the City of Courtenay climate friendly Official Community Plan (OCP). It shall provide technical guidance at key Project milestones on long-term planning principles, policy development and ideas for partnership and acceleration of implementation strategies that support the ultimate goal of reducing community greenhouse gas emissions and adapting to climate change.

Specifically the OCP-AC is intended to:

- 2.1 On matters referred to it, review and provide general guidance on background information, draft materials, draft vision statement, and draft plan sections;
- 2.2 Participate in the specified consultation activities as a way to provide guidance into the OCP review process;
- 2.3 Assist in identifying and connecting the City with key stakeholder groups through personal and/or professional contact networks as requested;
- 2.4 Assist in informing the community about the OCP review process and encourage participation by diverse members of the community;
- 2.5 Act in a strictly advisory role. Council may consider the advice and recommendations of the OCP-AC, but is in no way bound by such recommendations;
- 2.6 Report to and communicate to Council through regular update reports prepared by Staff on the Committee's behalf.

#### **3.0 MEMBERSHIP, COMPOSITION AND QUALIFICATION**



- 3.1 The OCP-AC shall be comprised of a maximum of (13) members of local subject experts and/or advocates appointed by Council;
- 3.2 OCP-AC members shall reside, be employed, and/or own or have interest in property within the City of Courtenay;
- 3.3 The OCP-AC shall be comprised of individuals who represent the following topic areas:
  - Environmental Stewardship Organizations
  - Development Industry
  - Business Community
  - Economic Development
  - Health and Social Services
  - Arts and Culture
  - Youth and/or young adult and/or senior representation
- 3.4 The Mayor is a member of the OCP-AC and is entitled to vote at all Committee meetings;
- 3.5 Interested parties shall apply for membership to the OCP-AC by means of a letter to the Director of Development Services outlining what topic area, or organization if applicable, they represent, and their interest and qualifications in participating in the Committee with specific reference to advancing climate friendly planning solutions;
- 3.6 The OCP-AC membership is open to individuals who are members of existing committees of Council provided that not more than two (2) members from any specific committee are appointed;
- 3.7 The Director of Development Services (in consultation with the Manager of Community and Sustainability Planning and the Policy Planner) will review membership applications of interested members and will make recommendations of appointment to Council.

#### **4.0 RECRUITMENT**

Council will recruit individuals to serve on the OCP-AC by:

- 4.1 Contacting the desired organizations (S.3.3) to assign a representative;
- 4.2 If topic area representatives are not assigned by the above means, Council will use other methods of recruitment such as word of mouth and letters to other various community groups, organizations and individuals, or advertising in the local newspaper and placement of notice on the City's website.

## **5.0 APPOINTMENT AND TERM**

- 5.1 Members shall be appointed for a term specified at the time of appointment, but not to exceed the term of Council or first reading of the Official Community Plan Bylaw. This is approximated to be 16 months;
- 5.2 Council may rescind an appointment at any time and members may resign at any time by providing written notice to the OCP-AC Chair with copy to the Director of Development Services;
- 5.3 Appointments to fill interim vacancies shall be for the remainder of the term only and shall be filled according to the criteria described in Section 3 (Membership, Composition and Qualifications).

## **6.0 REMUNERATION AND EXPENSES**

- 6.1 Members of the OCP-AC shall serve without remuneration, except for preapproved expenses that arise directly out of the performance of their duties and that shall be reimbursed in accordance with applicable City bylaws and policies.

## **7.0 PROCEDURES AND CONDUCT**

- 7.1 The OCP-AC is appointed by, and reports to, Council. Council reserves the right to recommend amendments to the structure of the Committee as required at any time including the appointment of new members or the termination of the Committee;
- 7.2 OCP-AC members have a responsibility to make recommendations based on the best interests of the community-at-large. In providing its advice and opinion to Council, the Committee shall have due regard for applicable statutes, bylaws and policies of the City;
- 7.3 Members shall conduct themselves in accordance with Robert's Rules of Order which shall govern the conduct of meetings, Council Procedure Bylaw No. 2730; and the *Community Charter*;
- 7.4 Members must declare any conflicts of interest, including property interests, and must excuse themselves from recommendations or deliberations related to said interests;
- 7.5 Members shall not speak on behalf of the Committee or represent themselves as having any authority beyond that delegated by Council;
- 7.6 The OCP-AC is not authorized to call public meetings, commit funds, enter into contracts or represent the City;
- 7.7 A quorum shall consist of a majority of all its members;
- 7.8 A respectful and cooperative decorum will be maintained at all times between Committee members, Staff and Consultants;
- 7.9 Agendas will be made available to Committee members and the public at least 24 hours prior to a meeting. Minutes of all meetings shall be kept and made available to the public on the City's website and in the municipal office during normal business hours.

## **8.0 CHAIRPERSON**

- 8.1 The Chair and Deputy Chair are to be chosen annually by the OCP-AC members at the committee's inaugural meeting;
- 8.2 The Chair shall be a voting member of the Committee;
- 8.3 The Chair shall preside at all meetings of the Committee, maintain order and ensure that the rules of the Committee are followed;
- 8.4 The Deputy Chair shall serve in the Chair's absence. An Alternate Chair will be selected by the members of the Committee in the event of an absence of both the Chair and Deputy Chair.

## **9.0 MEETING ATTENDANCE**

- 9.1 Any member who fails to attend two (2) consecutive meetings, except for reasons of illness, shall cease to be a member of the Official Community Plan Advisory Committee and the appointment shall be terminated;

## **10.0 MEETING FREQUENCY**

- 10.1 The OCP-AC shall meet as required in the Council Chambers located at the City of Courtenay City Hall, 820 Cliffe Avenue, on a specified day, at a specified time when matters are referred by the Director of Development Services or their authorized designate;
- 10.2 Meetings will occur on an as needed basis in support of key Project milestones, to be scheduled by the Director of Development Services or their authorized designate. It is anticipated that approximately 6 meetings will be required within the approximate 16 month Project timeline;

## **11.0 COMMITTEE RECOMMENDATIONS**

- 11.1 Recommendations and minutes of the OCP-AC will be presented by the Chair at a regular Council meeting or Committee of the Whole meeting as deemed appropriate by the Director of Development Services or upon further direction by Council;
- 11.2 Recommendations of the OCP-AC shall be in writing and generally contain the information as set out below for each item dealt with by the Committee:
  - i. the date, time and place of the meeting;
  - ii. the members of the Committee present;
  - iii. other persons present for the duration of the meeting;
  - iv. the item(s) dealt with by the Committee;

- v. recommendation(s) of the Committee stating one of the following:
  - item to be recommended for approval with reasons stated;
  - item recommended subject to various conditions with conditions stated;
  - item to be denied with reasons stated.
- vi. the mover and seconder of each motion as recorded.

## **12.0 STAFF SUPPORT AND OTHER RESOURCES**

- 12.1 The City will provide Staff to prepare and distribute meeting agendas and minutes, distribution of materials for review and assist in facilitating discussions;
- 12.2 At the direction of the Director of Development Services or their authorized designate, professional and technical advice may be provided by the appropriate department representative, the Consultant contracted to undertake the project or professional expert to explain or clarify the legislative and technical contexts which affects the review and the implications of recommendations proposed by the OCP-AC;
- 12.3 Additional support and resources may be provided at the discretion of Council.

## **13.0 PUBLIC**

- 13.1 All meetings will be open to the public and Council for observation only. Members of the public who wish to provide comment or input to the OCP-AC may do so by making a submission in writing or by attending scheduled public open houses or workshop events.

## Attachment No. 2 - Submitted applications

I would like to apply to be a member of this committee. I will not be representing the Chamber at this time, but rather am applying as a member of the development community. I am an owner of Wedler Engineering LLP, and our Courtenay branch is located in the City on Cousins Ave.

Here are my responses to the items listed on the City website:

- which topic area the applicant wishes to represent,
  - the development community
- a description of the applicant's interest in said topic,
  - As a development professional (civil engineering consultant) I have a necessary professional interest in the OCP as it will impact projects I work on, and the aspirations of my clients who wish to develop within the City. As a business owner in the City, my success in obtaining work and retaining clients and employees is tied to how attractive and functional the City is – this is directly impacted by the OCP as it will shape how our City grows and develops over time.
- their involvement in the community (topic area) they wish to represent, including participation in any organizations,
  - As a professional engineer and consultant on development projects, I am directly impacted and involved in development projects that will be required to conform to the OCP
  - I was on the Chamber of Commerce Board from 2011 to 2017 including serving as the Chair
  - I am a founder and director of Imagine Comox Valley – a non-profit advocacy group who organized several Car Free Sunday events in Courtenay, TedXComoxValley, and co-led the Duncan Commons initiative with the Downtown BIA
  - Not in my topic area – but as one of the co-founders of Elevate the Arts, I bring considerable experience and passion for the arts community to the table.
  - Also not my topic area – as an entrepreneur and business owner, I am able to comment and contribute from an economic development perspective.
- relevant training and/or experience,
  - I am a civil engineer with over 20 years of experience, including 19 years after receiving my professional accreditation. I have worked on development projects throughout Vancouver Island, BC and the Western Provinces, and have considerable experience with a variety of municipalities (and as such their OCPs, zoning bylaws, subdivision standards, and development regulations).
- capacity to support anticipated implementation ideas,
  - As a consultant in the development industry, I will be directly advising clients on how the new OCP impacts any proposed developments. I will be working hand in hand with City staff to ensure implementation of the OCP happens.
- motivations for applying.
  - I serve my community, my clients, and my team better by being informed and involved in the creation of the City's revised OCP.
  - I am highly motivated to see the City develop in a sustainable manner – in terms of the environment, our community / social aspects and economically.

Please let me know if you need more details or information.

Regards,

**Andrew Gower, FEC, P.Eng., PE, CCA** | Partner • Courtenay Branch Manager

Wedler Engineering LLP | Courtenay (250) 334-3263 ext. 102

RE: OCP Advisory Committee Application

FROM: Andrew Thomas  
Goldfinch Small Home Design  
877 5th Street  
Courtenay, BC

Hi Tats,

Please accept this letter as application for becoming a member of the OCP Advisory Committee. The topic area I believe I am able to represent would be as a member of the business community although I guess I may be considered part of the development industry, depending on how you define it.

I am very interested in the OCP as I started my company specifically to provide affordable housing and advice to the public with regard to their zoning and development opportunities. I have also canvassed local council members with respect to current bylaw issues that could stand in the way of environmentally friendly development of our city. I have also been visited and cited by our MP Gord Johns on multiple occasions regarding my companies expertise and mission for affordable housing.

I am presently a member of the Board of Variance (BOV) for the CVRD and am hoping to become a member of the City of Courtenay BOV. I am also a member of the Chamber of Commerce. Whilst at NIC I was chair of several committees and members of others, ranging from Health and Safety to policy development. I was also an integral contributor to the development of four NIC campuses.

My experience is diverse and includes working for local architects as an architectural technologist before being the Operations Manager of North Island College for 10 years, ending in 2018 and now having a design and construction company with specific aims of increasing housing density and affordability. I also have Bachelors and Masters Degrees in Physics and taught degree level physics at NIC in addition to my management role.

I believe I am well known in the community due to my NIC, committee, arts community and even local theatre activities. My motivation for joining would be to aid in the community's responsible and environmentally sustainable development.

Please let me know if you think I am a suitable candidate and I am happy to discuss if you would like to learn more.

Best regards,

Andrew Thomas



Dear Selection Committee of the OCP-AC:

I am very grateful for this opportunity to apply for this exciting position with our municipal council. I would like to summarize why I would make an excellent candidate.

*“The purpose of life is to live it, to taste experience to the utmost, to reach out eagerly and without fear for newer and richer experiences.” -Eleanor Roosevelt*

Like most things in life, I realize that I won't experience success until I have tasted failure. I hope to live my life by trying new things and reaching out for collaborative experiences. This is why I am a design thinker; I look at problems with an openness to new ideas and creative enthusiasm.

I am 17 years old and currently enrolled in my final year of high school. Over the past 4 years, I have been part of the Executive Board for the Mark R Isfeld Interact club. I have learned a tremendous amount during this time. Not only have I learned how to work with different programs and organizations, but I have found a community of like-minded students, where I can express my ideas and create compassionate action.

I love interacting with people, and this is why I challenged myself by learning two additional languages ( French and Spanish). I am a communicator who excels in team environments. I am involved in my community through volunteerism and have a passion for creating a sustainable world. I have worked with Project Watershed, the Tsolum restoration society and the recent climate strikes. Not only do I take the initiative in these kinds of projects, but I also inspire others to take part.

I genuinely believe that “Youth” should have a say in how we develop and implement changes that will affect our futures. This job opportunity will let the younger generation have a significant voice in our community development. You can trust me to vocalize a wide-spectrum of youth due to my participation in diverse programs. I am not afraid of bringing my own ideas to the table while also being a thoughtful listener.

In closing, I hope that you will agree that I would make a perfect addition to this committee as the representative of the youth.

I look forward to hearing from you soon,  
Yours sincerely,  
Annelies Henckel

Hello, my name is Anthony Olynyk. I am writing you to apply for an open OPC-AC seat, as a representative of the population under the age of 25 (as I am 21).

I am applying as a concerned citizen of the Comox Valley, Canada, and the world in general. The ongoing climate crisis is scary, no doubt. But what's more scary is the lack of political (municipal, provincial, or federal) representation of my generation. We really want to do amazing things, but unfortunately our voices get overshadowed by others with more power than us. I am in no way calling out any of the council personally, I am just making a broad statement of the feeling millennials and Gen Z people get when they think about these types of issues.

For me, personally, I gradually got into the climate crisis scene, as with most of us. We learned about it in school, heard it on the news, we even saw it on nature documentaries. But today is a whole different ball game, as climate scientists say we do not have much time to change before we go into full damage control, instead of preventative measures. My generation will be the first to suffer the full wrath of anything related to the climate crisis. If sea levels rise 5 meters, Downtown Courtenay will be underwater. I don't want that. I grew up here, I have a special connection with this town that pulls me in every time I try to leave. I love everyone here, I love the sense of community that the Valley holds. I love the sense of environmentalism we all share, and how everyone does their little part to help. I would never want to leave unless forced, and unfortunately, climate change might just eventually force it.

As much as I love the changes I have made in my life so far, like vermicomposting, attending climate crisis protests, and buying more locally sourced, organic food, I am searching for a project where I could have a bigger impact for myself, and my fellow community members. As a young adult, I feel as if it's a responsibility to help any way I can. For example, I currently take recyclables home from my workplace (Panago Pizza on Duncan Ave) because there is no place we can currently recycle everything we package (for example, we can't recycle tin or plastics from our ingredients through our cardboard bin). It's something little that I can do to help make a difference, but it could be a lot more efficient. We would love to do our part to pitch in, but unfortunately, the burden is shifted on the individual, rather than the business community coming together to help alleviate the burden of more than just cardboard waste. I constantly see recyclables being thrown into the dumpster, rather than being recycled, and it's disheartening, because I know we can do better to shift the waste we put into the landfill and put it into more greener purposes. And I would love to help with that.

I completely get where my younger generation's mindset is, as well as the other generations that want to help. We want to help. We really do. We don't want to see the world slowly die, as I know the current panel is currently fighting to prevent on a municipal level. We are scared, and sometimes even have tugs of hopelessness. But there is a fire burning to help with the fight. The current activism is something that cannot be ignored, locally, nationally, or internationally, as I know the panel has definitely seen. I would hope to help bend that activism into meaningful action for the City, with the knowledge of my generation as my tools, and the changes in my life as proof.

We can all make the switch. Every one of us. But sometimes we need that little push to get the ball rolling. We already have the momentum, now let's harness it. Together.

Thank you for taking the time to read my application, and I hope you consider me for a position on the Council.

Best regards,  
Anthony Olynyk

Attention: T. Setta,

Manager of Community and Sustainability Planning,

City of Courtenay,

This letter is an application to become a member of the **Official Community Plan Advisory Committee (AC-COP)**. My experiences and motivations for applying are organized according to your guidelines but I wish to highlight my commitment to seniors' issues, a demographic I represent. I believe that seniors' perspectives pervade all currently listed OCP topic areas, but I imagine that "Health and Social Services" is considered the most directly related category.

I moved to the Comox Valley as a permanent resident in retirement. As I phased out of my career and became Professor Emerita, University of Calgary, I lived three months of the year here when writing a book. During the fourth year, I purchased a unit in the TIDES, newly built along the Estuary, near the Marina (2007). It was a happy decision; one I've never regretted. Although my choice of location has become one of the most changed areas within city boundaries during the past decade, these have been upgrades. As I had anticipated, the marina area has become part of the urban core while remaining proxemic to downtown amenities.

As a "young" retiree, I wanted to pay forward because I know I will need to draw down as I age. Therefore, I have been an active volunteer. I've served as president of the Community Justice Centre, on the Board of Project Watershed, on the Executive and Curriculum Committees of Elder College, on the Executive of the Comox Valley Probus Club, as President of my Strata, as a volunteer with the SID for more than ten years, and on the Board of my church. I was a member of the community action committee that persuaded Cumberland to designate the only Green Burial section in a North Island cemetery. I currently coordinate the Fall CVEC lectures series, chair the Oct 18 Persons Day Lunch committee, am a member of the CV Elders Take Action and am on the MARS special projects team. With respect to the seven topic areas you list, I think I have a good overview of most issues.

My research career in the Faculty of Education focussed upon student transitions within and from the educational systems, including post-secondary institutions. In the 1980s I was actively involved in setting up various work experience programs; in the 1990s, I became concerned about how gender influenced career trajectories. For the past two decades, I've supported friends and family as they've struggled with next generation issues including student debt, housing, career stability, family-work demands. I've seen how drug usage derails lives and how moderate acknowledgement inspires ambition. With many other seniors, I have time and power to assist in these transitions.

The Comox Valley has been a magnet for many retirees and is considered one of the prime retirement locations in Canada. However, the impact of this growing segment of the population has not been a planning priority, except when needs become acute. I'd like to make a contribution to pro-active policies and planning. While we all are much more informed about the issues, many problems loom. Among them are adequate assisted -living accommodations, hidden poverty or cash flow restrictions, transportation, loneliness, health maintenance support systems and enhancement of quality of life experiences. Possibly I might make a contribution to reducing suffering – before I enter the final stage of life. Given that the majority of seniors retire during their 60s and many live until their 90s, the City of Courtenay needs to include these 30 years of the life cycle in the updating of the Official Community Plan.

Should you wish to talk further with me, please do not hesitate to do so.

Thank you for considering my application.

Dr. E Lisbeth (Betty) Donaldson



To whom it may concern,

As an environmental activist and concerned youth leader, I am writing to you in regard to the open youth position on the Official Community Plan Advisory Committee. I wish to represent Environmental Stewardship organizations on the Advisory Committee. My interest in this particular topic runs deep. I have always been someone who has enjoyed being outside in any way and especially love being on the water. Environmental conservation and leadership have been at the forefront of my mind since the creation of my personal plastic elimination initiative, Cut it Out. I began Cut it Out after attending the 2018 Young Woman in Ocean Literacy and Leadership Academy. A program established by the Comox Valley School District and Ocean Wise to give young women across British Columbia an understanding of the problems facing our ocean. One component of the camp was to find a problem of interest and to create an action project to tackle it. The problem that I chose to focus on is oceanic plastic pollution, as I believe single-use plastics are easily avoided and are detrimental to the environment. Next, I began thinking of ways I used plastics in my personal day-to-day life, realizing it was eating my school lunches with a plastic fork. From that moment on I vowed to make a change not only in my life but in my school and community. Since, my work to eliminate single-use plastic cutlery items within school districts has spread nationally. Along with Cut it Out, I have worked as a youth ambassador for Ocean Wise, a global conservation organization that is working to bring our ocean back to a healthy and flourishing state. In partnership with Ocean Wise, I have been able to expand my knowledge and career, I have been able to work in outreach, education, and leadership. Most recently creating the Ocean Wise YouthToSea Council. YouthToSea is a group comprised of motivated youth from across British Columbia, who work together to create solutions to the problems facing our ocean. I created this program to let youth leaders work together to spread their knowledge, spread the power, and spread the action. Already, this council is bringing change to our province. A large project that I will be spearheading along with YouthToSea will be the 2020 Ocean Wise Youth Ocean Conservation Summit, which will bring students and educators together for a week of ocean-related education. These various projects and



organizations have allowed me to learn exactly what it means to be an activist and environmental leader. Such an experience would make me an asset to a group such as the Official Community Plan Advisory Committee and would give me the capacity to support anticipates implementation ideas. Implementation and change have both been incredibly important in my life over the past year and that would continue on the Committee. It would be an absolute honor to be considered for the position and if appointed I would do everything in my power to expand Courtenay's climate action and awareness. I have decided to apply to this position as there is nothing more important in my opinion than climate justice. This Committee would provide me with the opportunity to join the conversation and would allow me to bring my ideas, and the ideas of other youth around me, to light.

Thank you so very much for the consideration.

Sincerely,

Charlotte Kimmins



October 4, 2019

Corporation of the City of Courtenay  
830 Cliffe Avenue  
Courtenay, B.C.  
V9N 2J7

Attention: Nancy Gothard

Hi Nancy,

RE: Official Community Plan Advisory Committee

We are putting up the names of the following to sit on this committee:

Gary Renkema – Monterra Homes

Bob Hudson – McElhanney Engineering

The above individuals know Courtenay and have significant background to be of assistance in the OCP review.

Cheers,

Murray Presley



Comox Valley Community Arts Council  
202-580 Duncan Ave, Courtenay BC V9N 2M7  
[ed@comoxvalleyarts.com](mailto:ed@comoxvalleyarts.com) 250.334.2983  
[comoxvalleyarts.com](http://comoxvalleyarts.com)

October 6, 2019

To Tatsuyuki Setta, City of Courtenay Manager of Community and Sustainability Planning,

On behalf of the Comox Valley Community Arts Council, I would like to express our interest in working with the City of Courtenay in building the Official Community Plan and representing Arts, Culture, and Heritage on the Advisory Committee.

Arts Councils ensure that communities have an active team of people making Arts, Culture, and Heritage a priority. Established as your Arts Council in 1967, Comox Valley Arts has acted as the central community agency that supports, promotes and celebrates a vibrant inclusive arts community between Fanny Bay and Oyster River. We offer a wide range of opportunity's for community members to gather, celebrate and engage with one another and involve local artists and performers in our events and provide support to those who are pursuing higher artistic excellence.

CVA's services support groups and individuals involved in community and professional theatre, dance, symphony, visual and digital arts, as well as agencies dedicated to the promotion of these arts through festivals and special events. We work in partnership with over 50 local heritage groups and museums, cultural societies and community groups who provide a wide range of services including health, poverty, hunger, and homelessness alleviation, as well as municipal government and economic development agencies. CVA embraces the depth and breadth of how Arts & Culture bring us together.

We estimate that there are 5000 creative workers in the Comox Valley (based on extrapolated data and responses to our 2016 Cultural Inventory) and they are significant contributors to our quality of life, as an economic driving force, and as a motivator for why people choose to live, work, and raise their families here. We take our work of supporting, promoting and celebrating our vibrant and inclusive arts community very seriously.

To be a guiding voice on the future direction Courtenay and the greater Comox Valley is both a great opportunity and responsibility for CVA and we know we can do great things when we work together to fulfill the creative capacities of our communities!

**Please do not hesitate to contact us is you have any further questions.**

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Dallas Stevenson', with a stylized flourish at the end.

Dallas Stevenson, Executive Director  
On behalf of the Board of Directors, Comox Valley Arts

Cultivating  
Creative  
Diversity

**From:** [Comox Valley Arts Your Regional Arts Council](#)  
**To:** [Setta, Tatsuyuki](#)  
**Subject:** Re: Letter of Interest - OCP-AC  
**Date:** October-15-19 9:40:31 AM

---

Hi Tatsuyuki,

Please put our president Don Ferguson's name down for the committee.  
For reference, he is an Urban Planner and Landscape Architect.

Thank you,  
Dallas Stevenson  
Executive Director

[comoxvalleyarts.com](http://comoxvalleyarts.com)  
250.334.2983



gilakas'la / čεčε haθεč,

I respectfully acknowledge that I live, work and play within the traditional territory of the K'ómoks Nation.

**Applicant:** David Stapley

**Topic Area:** Environmental Stewardship

**Description of Interest in topic/ Motivation:**

I am currently a board member of the Comox Valley Land Trust (1.5 years). I have also worked as program manager of the Comox Valley Conservation Partnership (8 years). I have a keen interest in development of policies and regulations to guide sustainable land use practises. I am excited that Courtenay is review the OCP with a climate change lens.

I am also a City property owner (847 Urquhart Ave) and landlord.

Sustainable land use policies need to address the environmental, economic and social needs of the community. Though I will be representing the environmental stewardship sector, I understand this topic links with economic and social interests. The goal of the OCP process should be to develop policies that integrate all three interests to build a more sustainable City.

**Relevant Experience:**

In my roles with the Comox Valley Land Trust I have reviewed local government policies and regulations, for the purpose of making recommendations to sector stakeholders and local governments. Land use planning processes I have engaged in have included:

- Comox Valley Sustainability Strategy
- CVRD Regional Growth Strategy and OCP review
- Cumberland and Comox OCP processes
- Courtenay Tree Bylaw (including representing stewardship sector on Council Standing Committee for the Tree Bylaw)
- Arden Area Local Area Plan
- CVRD Comox Lake Watershed Advisory Committee
- Area A advisory planning committee

I also work as a professional facilitator with experience in leading public consultation processes, strategic planning and facilitating project management for 20 years. I have worked with the public, private and NGO organizations and businesses.

**Capacity to support anticipated implementation ideas**

I am currently semi retired, so I have the time to devote to the committee as outlined in the terms of reference. I expect to use my connections with the stewardship sector and other community organizations to gather ideas beyond my own. I would also promote organizations and individuals to participate in the public OCP process.

## Derek Costantino

# Official Community Plan-Advisory Committee

3rd October 2019

### OVERVIEW

A submission to join the advisory committee pertaining to the City of Courtenay's Official Community Plan update for 2019/2020.

### GOALS

I would enjoy the opportunity to provide whatever information, advice and expertise I can to the advisory committee as well as the City of Courtenay staff, mayor and City Council.

### TOPIC AREA AND INTERESTS

The topic area I represent is the area of development. I am a licensed commercial real estate agent and enjoy not only the field of real estate but adding value to the community through involvement in the various aspects of the real estate development industry.

It should be noted that my workplace and offices are located at 121-750 Comox Road in Courtenay.

### Involvement in Real Estate Development

As a licensed commercial real estate agent I have had the good fortune of sitting on the Commercial Council for the Vancouver Island Real Estate Board (two terms, 4 years in total). I have also chaired and co-chaired the Vancouver Island Real Estate Board's Commercial Building Awards from 2012-2017 and facilitated the nomination processes for that excellent event.



As a practicing commercial agent I work side by side with the development community in the Comox Valley and specifically the City of Courtenay to acquire, (re)zone, market and sell both commercially zoned property as well as large scale residential stratified projects.

## **Relevant Training**

I am a member of the Vancouver Island Real Estate Board's Commercial Division as well as a member in good standing of the CCCR (Canadian Commercial Council of Realtors).

I have also sat on the Edmonton Real Estate Board's Commercial Division's Board of Directors and was a member of that division for 8 years.

In addition to the education component I have been involved in and/or facilitated numerous large scale commercial real estate transactions in the Comox Valley, the City of Campbell River, the City of Nanaimo, the City of Edmonton, the City of St. Albert (AB) and the City of Sherwood Park (AB).

I have facilitated the sale of over \$40,000,000 in commercial real estate (not including residential real estate) and have represented multiple class (A) investment companies in the acquisition, sale, development and marketing of these projects. From multi-family strata projects to multi-unit commercial sales to land annexation, corporate land leases as well as representing the Ministry of Children and Family Services (BC) and the Ministry of Housing (BC and Alberta) in their commercial real estate requirements.

## **CAPACITY/MOTIVATIONS**

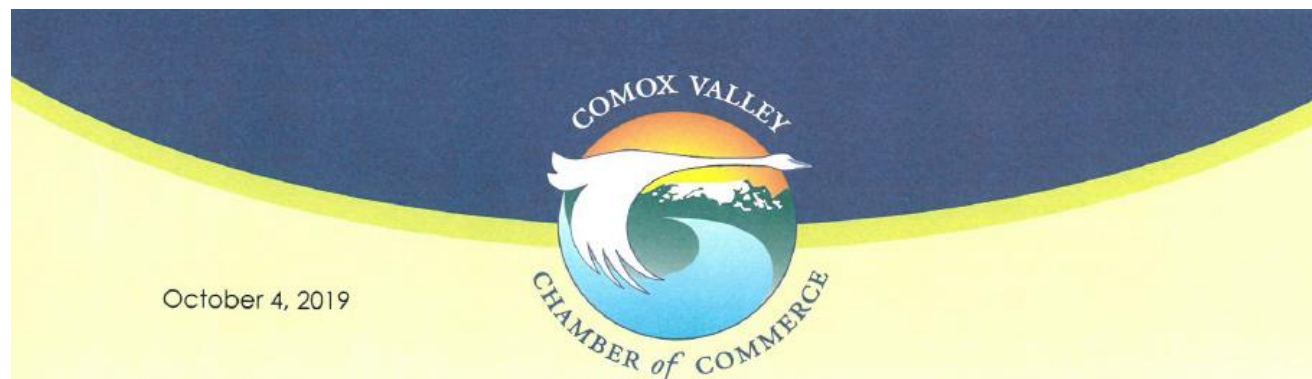
My interest in involvement in this advisory committee stems from two clear objectives. First, I believe that the City of Courtenay and city council would benefit from a person with "boots on the ground" experience in this field. This is my job and has been for 21 years, I believe (hope) I can add some value to the advisory committee and the Official Community Plan.

Secondly, I have a keen interest in seeing the Comox Valley's Official Community Plan be representative of the realities of climate change. I believe that the development community has not only a fiscal responsibility but a moral responsibility to take into account the requirements of building large scale developments while keeping climate actions in mind. I firmly believe that in order to mitigate some of the damage of climate change we can nudge our development community towards better and more thoughtful designs, higher quality workmanship, more innovative building designs, better heating/cooling methods as well as pushing them towards electric vehicle charging stations, public transit and so forth.

In my humble opinion, this should be a mandate from the municipal level to push our developers (and their agents/lawyers/accountants/draftsmen/architects) to bring smart development to this community and to try and include LEED Certified buildings whenever possible. LEED certification has many levels but the move towards development that has a minimum impact on the local environment needs to happen now.

## **SUMMARY**

In conclusion I believe I can offer a different perspective to the revision of the Official Community Plan. I firmly believe that the real estate industry and its subsections are massive economic drivers for this community and will continue for decades to come. What we, as stakeholders in this community, can do is start to shift the conversation on how we view development and what sort of development is needed in our communities. Being mindful of the realities of climate change and mitigation should be a mandate for not only this city council but successive councils in the future.



October 4, 2019

Ms. Tatsuyuki Setta  
Manager of Community & Sustainability Planning  
City of Courtenay

Dear Ms. Tatsuyuki:

Re: OFFICIAL COMMUNITY PLAN – ADVISORY COMMITTEE (OCP-AC) APPLICATION

The Comox Valley Chamber of Commerce is pleased to provide a letter of application to participate on the Official Community Plan Advisory Committee (OCP-AC).

The Chamber plays an integral role in building collaboration and connections in our community. We recognize our role is not only to promote businesses and services for economic purposes but also to demonstrate sustainable practices and accountability which ensures the overall health of the community. My application responses are below:

**Topic Area** – Business Community and Economic Development

**Description of the applicant's interest in the topic**

- The Chamber has a vested interest in the OCP and how it will develop and impact local business and the community as a whole and wish to be part of the community's vision for the future.

**Involvement in the community (topic area) they wish to represent, including participation in any organizations**

- The Chamber has been actively involved in advocacy and the development and progress of the community since 1919 (that's 100 years!).
- In my role as CEO, I collaborate on projects with both Cumberland Economic Development as well as the Comox Valley Economic Development Society.
- As Chamber representative, I work closely with both the Comox and Downtown Courtenay BIAs.
- I am on the board of the North Island College Foundation for a 2<sup>nd</sup> term.
- Previous board positions I have held are: Courtenay Rotary Club, Secretary; Women's Business Network, Director; BC Chamber Board, Director; and Past President of the BC Chamber Executives.

*Serving the business community since 1919*

2040 Cliffe Avenue, Courtenay, BC V9N 2L3 • T: 250.334.3234 • F: 250.334.4908

.../2

[www.comoxvalleychamber.com](http://www.comoxvalleychamber.com)

**Relevant training and/or experience**

- As Chamber CEO, I work to represent the business community and our members; the Chamber (and I) understand what impacts and affects local business; we speak on behalf of business.
- 15 years' experience as spokesperson and CEO of the Chamber of Commerce representing its 500 members and the business community.
- Actively advocate for business at municipal, provincial and federal levels.
- Prior to my role at the Chamber, I was Operations Manager and Instructor for a local private College (12 years).
- I was raised in a family owned business in the Comox Valley.
- My background is adult education and I possess excellent communications skills.

**Capacity to support anticipated implementation ideas**

- As a representative of the Comox Valley Chamber of Commerce, I have access to communications tools to update businesses in the Valley as well as members.
- The Chamber has a proven track record of working collaboratively with City staff, Mayor and Council.
- The Chamber is recognized for its confidentiality and non-partisan approach to issues.
- The Chamber has resources in place to support messaging as instructed by the OCP Advisory Council.

**Motivations for applying**

- In my role as Chamber CEO I serve my community, our members, my board of directors and my team.
- The Chamber can ensure stakeholders of our organization are kept updated and informed in the developments of the revised OCP.
- I am excited to see the City unfold in a sustainable manner with a vision of creating an even more wonderful community to live, work and play in through adopting sustainable practices for the environment as well as the well-being of its citizens.

The Chamber (and I) wish to thank the City of Courtenay for the opportunity to apply for this position and look forward to being part of the solutions going forward to further enhance our fabulous community.

Sincerely,



Dianne Hawkins  
CEO





Erin Nowak  
Program Coordinator  
(250) 203-5644  
Email: [erin@cvlandtrust.ca](mailto:erin@cvlandtrust.ca)

Mailing Address  
P.O. Box 3462  
Courtenay, BC V9N 5N5

Office:  
2356a Rosewall Crescent  
Courtenay, BC, V9N 8R9

#### Partner Organizations

Comox Valley Land Trust  
Project Watershed  
Millard-Piercy Watershed Stewards  
Morrison Creek Streamkeepers  
Beaufort Watershed Stewards  
Comox Valley Nature  
Comox Valley Water Watch Coalition  
Brooklyn Creek Watershed Society  
Perseverance Creek Streamkeepers  
Cumberland Community Forest  
Society

#### Support Organizations

CV Sustainability Project  
CV Council of Canadians  
Friends of Comox Lazo Forest Society  
Forbidden Plateau Road Residents  
Association  
Black Creek Streamkeepers  
Saratoga and Miracle Beach Residents  
Association  
Arden Area Residents Association  
Friends of Strathcona Park  
Merville Area Resident's & Ratepayers  
Association  
VI Whitewater Paddling Association  
Mountaineer Avian Rescue Society  
Macdonald Wood Park Society  
Tsolum River Restoration Society

#### Funding Partners

Real Estate Foundation of B.C.  
Community Gaming Grant  
Comox Valley Regional District  
City of Courtenay  
Village of Cumberland

[www.cvlandtrust.ca/cvcp/](http://www.cvlandtrust.ca/cvcp/)

Date: Sept 26, 2019

Re: Application for Courtenay's OCP Advisory Committee (Erin Nowak)

To: Tatsuyuki Setta, City of Courtenay Manager of Community and Sustainability Planning

The Comox Valley Conservation Partnership (CVCP) is a partnership based organization with a core belief in the power of collaborative approaches. We bring together twenty-three local community-based groups and other stakeholders to provide a coordinated voice for the value of conservation in our communities. Together, as partners, the CVCP works proactively with local governments to encourage the development of innovative policies and regulations that protect sensitive ecosystems and watersheds, as well as to ensure the impacts of development and land use are balanced with environmental objectives.

The CVCP has the capacity to provide technical guidance on long-term planning principles/policy development to achieve the ultimate goal of reducing community greenhouse gas emissions and adapting to climate change. Our organization has been a recent and active participant in a number of City of Courtenay led land-use policy/consultations processes:

- ICLEI workshop series;
- Integrated Rainwater Management Plan;
- Subdivision & Development Services Bylaw review;
- Urban Forest Strategy;
- Ongoing planning development referrals.

Due to this engagement, we feel the CVCP would be a good fit to represent the interests of local environmental stewardship organizations and help to create a sustainable, climate friendly community vision for Courtenay.

As Program Coordinator for the CVCP, I (Erin Nowak) would like to apply as a member of the upcoming Official Community Plan Advisory Committee for the topic area re: Environmental Stewardship Organizations.

For the past 12 years, I have worked in the environmental non-profit sector. Previous to my role with the CVCP; I was the Operations Manager for Greenways Land Trust (10 years) in Campbell River and participated as a committee member for their 2012 Sustainable Official Community Plan.

If granted, I look forward to representing the environmental stewardship sector on the upcoming OCP Advisory Committee.

Sincerely,

A handwritten signature in blue ink, appearing to read "Erin Nowak".

Erin Nowak  
Program Coordinator, Comox Valley Conservation Partnership

Hello Mr. Tatsuyuki Setta

My Name is Fernando Costa, I was born and raised in Comox Valley.

I know I can be an asset to this OCP-AC, with my local Knowledge and Development experience.

My Topic area is the Development Industry. I started young with family business of building homes, Landscaping and subdividing land in Comox Valley and all over Vancouver Island.

I have taken projects from raw land, many land assemblies then to rezoning and build out of project.

I have worked at this field for 40 years all this time on Vancouver Island including Victoria.

I have been a past member of Urban Development Institute Pacific Region, and have attended many accredited courses.

Was a member of the Manufactured Housing Association of BC, attended many workshops and traveled to many exhibits in Western Canada in USA. I was a Licensed Realtor for 5 years and did The UBC Diploma Program in Urban Land Economics. Kwantlen Polytechnic University real estate development courses that I attended.

I own property on McPhee Ave. and am very interested in OCP update. My time in Comox Valley I have witnessed steady growth, I suspect there will be very few pioneers active with OCP process. It is important for this Advisory Committee to have a local ( minority?) of a long time residents out look in this OCP process.

This point is more about community that was prevalent in the past. When new people move here in recent years it takes on a different culture. You need to have more of a shared community of pioneers and new comers.

I have attended many planning work shops with great speakers in the CV in the past. The best are the ones that ask the 400 people at Stan Hagan Auditorium the first question at the start " Who is born in CV", and it usually me as the only person with thier hand up. Its is very good speaker that does this, as it sets the tone of the growth acceleration of CV and how most new people that come here want to close the door to new comers.

I look forward to the 6 meetings and the public workshops for the OCP. I am very interested in the OCP process and have been on committees in the past. With Provincial and Federal fishers policies in Vancouver DFO and worked on a Underutilized Fishery policies in Ottawa with DFO.

I do travel most winters now and fully appreciate how cities I visit are planned. I will not be traveling this winter so I can attend required meetings.

Best Regards

Fernando Costa



26 September 2019

Tatsuyuki Setta  
Manager, Community and Sustainability Planning  
City of Courtenay

by email: [tsetta@courtenay.ca](mailto:tsetta@courtenay.ca)

**Re: Application for Membership, Official Community Plan Advisory Committee**

Dear Madam/Sir:

Please accept this letter as application for membership on the proposed Official Community Plan Advisory Committee (OCPAC). As owner of and resident in the above noted address, I meet the criteria for eligibility as outlined in the Terms of Reference (TOR) for the OCPAC.

My rationale for seeking membership on the OCPAC is as follows:

- while the current Mayor and Council have placed priority on address of climate change, past address has been, for the most part, superficial in nature;
- practical development and execution of the proposed Community Plan will require emphasis on the “meaningful, integrated, technical” evaluation of alternatives contemplated in the TOR;
- specifically, the enhancements to the Official Community Plan require:
  - evaluation of a full range of alternatives;
  - a quantitative and transparent approach to the selection and forwarding of recommendations;
  - acknowledgment of the “trade-offs” resident in each decision and recommendation, and communication of same to both Council and the residents of Courtenay;
    - including the impact of a “climate friendly” strategy on other aspects of the Official Community Plan;
  - a fulsome evaluation of the risks resident in each decision, as well as a plan to monitor for downside risk/consequence during execution of these decisions and mitigate possible downside consequence;
  - a credible calculation of full cycle impacts on carbon management realized through execution of recommendations;
    - “incremental” vs. “asserted” reductions;
  - calculation of the cost inherent in the execution of recommendations; and
  - consideration of the impact of such recommendations on property taxes within the municipality.

I note with interest that the TOR identifies a number of sectors within the community that might provide representation on and input to the OCPAC, but the party funding such recommendations (ratepayers) are absent. While I hold no affiliation with any ratepayers organization, I find such omission to be inappropriate. As such, my advocacy on the OCPAC would include consideration of property tax consequences.

I hold the following technical qualifications and experience that would be of use to the OCPAC:

- practicing engineer for a period of 39 years;
- extensive experience in;
  - strategic planning;
  - decision analysis, including application of the “Kepner-Tregoe” process, which I submit would be of material value to the OCPAC;
  - risk analysis and risk management;
  - investment analysis and budgeting;
  - multi-discipline impact assessment, with working knowledge of:
    - air quality impacts (including climate change assessment);
    - hydrology and hydrogeology;
    - vegetative, wildlife, and aquatic life impacts;
    - human health risk assessment;
    - land use, including traditional land use; and
    - socio-economic impacts;
- experience in stakeholder consultation, including First Nations and Metis consultations;
- extensive involvement in interest-based negotiations;
- experience in not-for-profit organizations and community service; and
- experience in review of consultancy reports and recommendations, including direction on follow-up and revisions.

My objective in participating on the OCPAC would be the attainment of the “meaningful, integrated, technical” reflection of climate impact strategies in the OCP. Emphasis would be on validation, quantification of impact, and residual risk inherent in any alternative under consideration. If selected, I will commit to a detailed review of the current Official Community Plan and affiliated documents prior to the first OCPAC session.

Contact particulars are the above address, 250 871-6414, and [fred.payne@shaw.ca](mailto:fred.payne@shaw.ca). Please contact me if you require further information on this application.

Regards,



Fred Payne

## **Application for member of Courtenay OCP-AC**

**Name:** Gordon Zhao

**Topic Area:** Development Industry

Our company owns a property of 6.3 ac in south of Courtenay for development. We are working to apply rezoning and subdivision of this property.

**Experience:**

We have many years development experience in various cities of BC. I research and work with various city planning department and familiar with the OCP and know what is the requirement of development industry. Following is our past and current projects.

**Current Projects:**

1. A 84-unit 3 storey market townhouses and strata house in 4300 35 Avenue, Vernon, BC. We provide pre-construction, value-engineering and construction management service
2. A 20-unit 3 storey market townhouses in 7670 Okanagan Landing Road, Vernon, BC. We provide pre-construction, value-engineering and construction management service
3. A 24 single family strata houses in Marriott Road (6.3 Acres in ocean waterfront), Courtney, BC. We provide all pre-construction, value-engineering and construction service.
4. A 8-unit 3 storey market townhouses in 101 Jardine Street, New Westminster, BC. We provide all pre-construction, value-engineering and construction service.
5. A 18-unit 3 storey market townhouse in 7239, 7255 Oak Street, Vancouver, BC. We provide all pre-construction, value-engineering and construction service.

**Completed Projects:**

1. A 12-Unit Collection of Private Townhomes in Richmond in 8380 General Currie Rd., Richmond, BC. We provide construction management service
2. A 33-Unit Collection of Prestige Parkside Single Family Homes in Coquitlam in 1436 Argyle St., Coquitlam, BC. We provide construction management services.
3. 5448 Gordon Avenue, Burnaby, BC. We provide pre-construction, value-engineering and construction management service

4. 5390 Gordon Avenue, Burnaby, BC. We provide pre-construction, value-engineering and construction management service
5. 1485 Ottawa Avenue, West Vancouver, BC. We provide pre-construction, value-engineering and construction management service
6. 927 W 58 Avenue, Vancouver, BC. We provide pre-construction, value-engineering and construction management service
7. 5111 Harbour View Road, Burnaby, BC. We provide pre-construction, value-engineering and construction management service.
8. 11731 Granville Avenue, Richmond, BC. We provide pre-construction, value-engineering and construction management service

Vancouver Island and Courtenay Experience:

I have a property in Coal Harbour which is close to Port Hardy since 2005. I travel and stay in Coal Harbour several months each year. My family and I usually stayed in Courtenay when we drive to Coal Harbor. I know Courtenay pretty well. I purchased the property Marriott Road of Courtenay in 2017> I would like to serve Courtenay local people.

Other Experience:

I move into Canada in 1989 and studied and worked in University of British Columbia as research Radiologist to do therapeutic trial in multiple sclerosis for last 30 years. I have many years management experience.



## Hans Petersen

Application to apply as a member on the OCP Advisory Committee.

Which topic area do you wish to represent:

- Arts and Culture, Hans has been a member/Chair of the Cartanay Recreation Association, for appx. 20 years as the Chair which also oversees the Eldegreen Senior's Association. (7 members on this committee). The CRA Board has been in existence for appx 65 years.
- Hans was also a member of the Centennial Committee for the City's 100th Birthday Celebration.
- Hans was also chair of the Art Gallery Association (appx 2-3 years).
- Hans was interested in being involved with this Committee ~~as~~ having been involved with other committees and would enjoy continuing his involvement with this committee to stay involved with the future direction of the City.
- Hans was also Chair of the Pearl Killis Art Gallery (appx. 4 years).
- Hans was also President of the Lions Club.



Signature.

Sept 17, 2019.

**OCP Advisory Committee Application**  
**Jack Stevens, B.Ed. M.A.**  
**Community Education**

Throughout the course of my career and continuing in retirement, I have been involved in many planning exercises, conferences and workshops on a variety of education and community based issues.

**Some examples:**

- After teaching at Lake Trail from 1964-66, moved to North Vancouver and to a variety of teaching and administrative positions, including principal and Board administration.
- Implemented the first Community School in B.C. in 1971
- Taught Community Education for Simon Fraser U. and Capilano College.
- Advised on planning School and Community facilities
- Completed an M.A. in Community Education on a Mott Foundation Fellowship in Michigan.
- Chaired a Community School Consulting Team for the Province and B.C. School Trustees Association

**Recent Activities in the Comox Valley**

- Chaired a Seniors Health Task Force
- Served on the Planning Committee for the Comox Valley Health Network
- Worked with Puntledge Park parents to prevent closure of the school
- Member of Project Watershed and Kus Kus Sum
- Active in Brooklyn Creek Stream Keepers
- With residents, gave reactions to proposed Park and Recreation Plan and Tree By law
- Raised funds for a bench campaign in Crown Isle
- Supported woodsmoke initiatives
- Participated in School District Strategic Planning
- Participated in Downtown Core planning



## **Some Current Challenges**

The Climate Crisis is **the** dominant challenge we all face. It is a major factor in people choosing to relocate from other parts of the country. We are also an aging community with older residents requiring a range of services, not always available in a small community.

The Watershed is in difficulty and will soon require dramatic costly upgrades. Availability of water will affect our food supply from off island and from local farmers.

Affordable housing will continue to be a priority need for e.g. tradespeople, support workers, teachers, agency workers, health professionals and retirees.

Building Codes and enforcement need to reflect the requirement of a smoke free environment.

Incentives need to be provided to build and expand business opportunities in the context of the OCP and bylaws.

Greater collaboration is needed between the City, CVRD and School District, especially for capital projects and at the staff level.

First Nations culture, recognition and partnerships need to be strengthened.

Young people have to be represented in all the processes of local governance.

A Sense of Community needs to be fostered through neighborhood associations where the 'conversations' about local issues should begin.

Greater connectivity for walkers and cyclists and safe passage for those with handicaps

## **Finally**

Residents and our elected representatives need to work together to identify needs and help achieve consensus on priorities for action.

Policies and Planning documents are important for establishing the broad direction for change. But for elected officials and staff to have confidence in advocating new directions, residents have to be engaged. Engagement is a bottom up approach- community development, as well as greater collaboration between existing agencies.

Local area planning should be promoted through Neighborhood Associations where the 'conversations' need to start.

## **Comox Valley Food Policy Council Application for City of Courtenay Official Community Plan Advisory Committee**

***“Global food production threatens climate stability and ecosystem resilience. It constitutes the single largest driver of environmental degradation and transgression of planetary boundaries.”***

***“Food is [also] the single strongest lever to optimize human health and environmental sustainability on Earth.” - [both quotes]- Summary Report of the EAT-Lancet Commission, Jan 16, 2019.***

Dear Ian Buck, Director of Development Services and Advisory Committee selection team:

Please accept this application for Jennifer Meilleur to represent the Comox Valley Food Policy Council (CVFPC) on the City of Courtenay's Official Community Plan Advisory Committee (OCP-AC). The Comox Valley Food Policy Council is comprised of individuals from all aspects of the local food system as well as local government officials and representatives from VIHA and SD71. We are an innovative collaboration between citizens and government officials. The goal is to provide a forum for advocacy and policy development that works towards the creation of a food system that is ecologically sustainable, economically viable and socially just. The CVFPC is coordinated by LUSH Valley Food Action Society, a local non-profit charity which envisions healthy local food at the heart of community wellbeing.

Members of the CVFPC are very excited for the opportunity to engage in this way with the OCP review process and commend the City for their Climate friendly approach. We believe that Jenn's experience and skills will help the City to support the advancement of climate friendly planning solutions. Many members of the CVFPC with experience in policy development and local planning processes have also committed to helping Jenn in this role, should she be accepted. Having additional members of the CVFPC committed to engaging with this process and implementing the climate friendly outcomes also provides additional capacity to support anticipated implementation ideas. With their support, Jenn will represent the topic areas of Environmental Stewardship, Economic Development, and Health and Social Services, often tying these topic areas together with a sustainable food-systems focus.

Bringing a food systems understanding to the OCP-AC process will provide important opportunities to ultimately reduce community greenhouse gas emissions and adapt to climate change in Courtenay. The United Nations Sustainable Development Goal Number 2 (SDG2) is to “End hunger, achieve food security and improved nutrition and promote sustainable agriculture.” SDG2 recognizes that there are many inter linkages between supporting sustainable agriculture, empowering small farmers, addressing food waste, ensuring healthy lifestyles, addressing poverty and subsequent food insecurity, and climate change. Food systems are also inherently inter linked across many local government departments (see attachment “Where Food Systems and Local Government Coalesce,” taken from “Working with Local Government on Food Policy: a toolkit for civil society” by the BC

Food Systems Network, 18 June, 2018). With all of these linkages between food and climate, as well as local government jurisdiction, it will be critical to ensure that food systems are represented and carefully considered throughout Courtenay's OCP review process.

Jenn's passion and career has focused on building capacity and creating the conditions for happier, healthier, more resilient communities. With leadership experience in the public, private, nonprofit, and philanthropic sectors, she has spent the last twenty years creating and delivering community development and sustainability programs. Jenn has worked as a staff member with five local governments on public policy, sustainability, communications, and community engagement. Through her work, volunteerism, and ongoing education and training, she brings expertise and experience in climate change, food systems, environmental conservation and stewardship, nature education, zero waste, circular economy, connection and belonging, Reconciliation, and community economic development. She is a skilled facilitator, systems-thinker and strategist, who enjoys working collaboratively and finding creative ways to engage with the community to work together on these complex issues.

Science recognizes that food systems can accelerate climate change or decelerate the process. This depends largely on food systems design and governance, including food grown in cities. We believe Courtenay, and the entire Comox Valley, has an opportunity to be leaders in the climate change and sustainable food systems fields. We would like to assist this process by providing the specific and needed resources and expertise that we have to offer. We also see this as an opportunity to delve into this process, so that we may be of greater assistance in other municipal and regional planning processes - which we hope would be in alignment with the climate change lense of the City of Courtenay.

In the case that the City must choose between including a representative of the Food Policy Council and the Community Health Network, the CVFPC would stand aside and support the Health Network's application. We would also like to mention that Jenn has submitted an application to become a Comox Valley Community Health Network's Coordinating Circle member, and is awaiting confirmation at the next intake.

Thank you for considering the CVFPC's application. Regardless of the outcome of this application, we look forward to participating in your OCP engagement process.

Sincerely,

Two handwritten signatures in dark ink. The first signature on the left is 'Maurita' followed by a stylized 'P'. The second signature on the right is 'Jenn' followed by a long, horizontal, wavy line.

Maurita Prato, Coordinator Comox Valley Food Policy Council and Jenn Meilleur, applicant, on behalf of the Comox Valley Food Policy Council

September 18, 2019

Tatsuyuki Setta

Manager of Community and Sustainability Planning

City of Courtenay

Application to serve on the OCP-Advisory Committee

Dear Ms. Setta,

I am interested in serving on this Committee. I am a semi-retired, emeritus faculty member at North Island College.

I have a long-standing interest and concern about climate change. As a faculty member of the Social Science department at NIC, I initiated and was involved in a number of research projects measuring community attitudes and beliefs pertaining to climate change. These studies had twin objectives:

1) measuring existing attitudes, and 2) more generally probing how valuing data (over hunches, personal beliefs, pre-existing attitudes, group membership, etc.) could be promoted- these more broad studies were not only related to climate beliefs but were more general. However, the studies were motivated by concerns about climate change beliefs and attitudes, as it continues to be puzzling, complex, and not fully understood why such severe threats to well-being remain under appreciated. Several of these studies have been published in peer-reviewed journals and have been the subject of conference presentations (to psychologists).

At North Island College, I established the Applied Research Program and chaired the Research Steering Committee. Applied Research at NIC has matured into a number of areas including environmental ones. (I don't take credit for the natural science research in environmental and marine areas-only in setting up the parameters and procedures that enabled NIC to be eligible for NESRC, CIHR and SSHRC funding to undertake these projects). At NIC, I also chaired the Human Subjects Research Ethics Board.

I have read many scientific books, articles, etc. about the basic physics and chemistry of CO<sub>2</sub> and climate change. I am reasonably current on the natural science. In 2016, I completed and received a certificate from HarvardX (an initiative of Harvard University through edX). The course was a combined physics/chemistry/math course entitled ENGSC137X: Energy Within Environmental Constraints. I picked this course because climate change is so inextricably linked to energy use.



I am current on the psychological research pertaining to the difficulties in communicating climate science to the general public. I have waded into the muddy waters of public policy related to mitigating climate change.

As a semi-retired person, I have the time and I would like to participate and to contribute in doing something useful. Working at the local level seems to have potential. My academic training is in psychology and I am familiar with group processes and community involvement.

I continue to have a link with North Island College. Students in a variety of disciplines have in the past been keenly interested in climate change (sometimes as part of course work), and possibly could be involved in implementation activities in the future. They are potentially a source of significant capacity.

Sincerely,

John Marton, Ph.D



October 2, 2019

Dear Tatsuyuki Setta,

Please accept this letter as the application from the Comox Valley Community Health Network to have a representative on the City of Courtenay's Official Community Plan Advisory Committee. We are interested in representing the Health and Social Services, including housing area. If possible, we would like to assign myself, as a the main representative and also an alternate in order to ensure we can participate in all meetings.

The Comox Valley Community Health Network brings together a wide variety of people to take action on issues that impact well-being and health in the Comox Valley. Our network includes Courtenay, Comox and Cumberland, K'ómoks First Nation and electoral areas A, B and C. We focus on areas for change that require the involvement of multiple people, groups and organizations to develop and implement solutions.

Our interest arises from our 6 community priority areas. We have recently completed our Strategic Plan and will be pursuing activities and partnerships in each priority area. They are:

- 1) Housing
- 2) Children, Youth and Families
- 3) Poverty Reduction
- 4) Mental Health Wellness
- 5) Healthy Environment
- 6) Seniors Wellness

Collaborating with the City on their Official Community Plan has been identified in our Strategic Plan and has the support of the Coordinating Circle.

#### **The Networks Guiding Principles (How We Work)**

In all that we do, we:

- Recognize that the Network exists within the unceded traditional territory of K'ómoks First Nations. We strive to incorporate decolonizing work in our activities and find new and better ways to utilize traditional knowledge and collaborate, plan and work together.
- Focus on improving the health and well-being across the lifespan of the entire population
- Address the determinants of health and issues of equity related to vulnerable populations
- Recognize the diversity of cultures in the Comox Valley and seek culturally appropriate ways to engage everyone.



- Work together on changes that can only be accomplished through multiple groups collaborating.
- Value all participants as important and equal voices in determining community priorities and actions.
- Are transparent and utilize clear accessible language to describe our work.
- Work to break down barriers that interfere with individual and community collaboration.
- Build on existing strengths, assets and opportunities in our region.
- Use adaptive, responsive and solution-oriented approaches.
- Are evidence - informed, balancing the best available data with local knowledge.
- Ensure diversity and inclusivity in how we work and engage with our community.

We have partnered with established collaboratives to deliver on some of our priorities and continue to pursue both formal and informal collaborative relationships. Our established partnerships are with:

- **The Comox Valley Coalition to End Homelessness** to deliver on our Housing Priority.
- **The Comox Valley Early Years Collaborative** to deliver on our Children and Families Priority.
- **Children and Youth Matter Comox Valley** to deliver on our Youth and Mental Health Wellness Priorities.

In addition we have been working collaboratively with the Comox Valley Social Planning Society, Comox Valley Nurses for Health and the Environment, British Columbia Council for International Cooperation, Planning Institute of BC – North Island Chapter, the United Way Centre and Northern Vancouver Island, The City of Courtenay Drug Strategy Committee, LUSH Valley Food Action Society, Comox Valley Art Gallery, Comox Valley Community Foundation, Glacier View Lodge Society, Comox Valley Seniors Table, and Elders Take Action on various health and social service projects related to our priorities.

Our leadership team, the Coordinating Circle, has participated in Diversity and Inclusion training. This training helped our network to develop our Diversity and Inclusion policy:

*Diversity is the mix of multiple identities, perceptions, and experiences interacting together. It includes both seen and unseen differences in our lived experience.*

*Inclusion is how you bring diverse people together and create a respectful environment so that everyone can participate fully.*

We have also recently completed as a group, Building Bridges through Understanding: The Village © workshop; an experiential workshop on the residential school system. We invited other community members to participate in this workshop with us and several attended. This training helped us to deepen our cultural awareness to inform our work in community.



- Our network has experience as working in consultation with community groups and in developing and implementing community engagement initiatives.
- We have spent significant time identifying, connecting and partnering with key stakeholders in the health and social service field.
- Through our Network Communication Strategy, we have designed and implemented regular projects and processes to inform the community about the network and its many initiatives.
- Our core value is diversity and inclusion and is a key focus of all our work.
- We work well in large groups, collaboratives and coalitions.

Our Coordinating Circle is comprised of 14 community participants. We are currently recruiting new participants and anticipate this team will grow to 20 people by the new year. We have one part-time staff person. We think many of the implementation ideas will align with our priorities and the work of many of our partnerships and collaborations and this will expand our capacity to support this work.

In speaking to our partners in the community, we feel the Community Health Network is well positioned to bring a wide range of social and health service perspectives to the table. We consulted with our partners in advance of applying and have the explicit support of the Comox Valley Coalition to End Homelessness, the Comox Valley Early Years Collaborative and the Comox Valley Social Planning Society to apply for this seat on their behalf. We have had discussions with both the Food Policy Council and Elders Take Action about the best way to ensure their unique issue areas are well represented. We would welcome more discussion on how our network could help to ensure inclusivity on this Advisory Council.

We look forward to hearing from you,

Sincerely,

Lindsay McGinn  
Facilitator - The Comox Valley Community Health Network

To: Tatsuyuki Setta, Manager of Community Planning

Re: Official Community Plan Advisory Committee.

I would like to participate in the above-mentioned committee if possible. Below is an outline of my interest, past experiences and group affiliations over the 50 years that I have resided in the Comox Valley.

Business:

I owned and managed a sporting goods shop on 5 th street for 17 years

I was appointed as the Comox Valley Emergency Program Coordinator for 15 years

I presently run an Emergency Management Consulting business

Social Services:

I was the Mt Washington Volunteer Ski Patrol Supervisor for 19 years.

I have been a volunteer with the Comox Valley Search & Rescue Association for the past 45 years and I am presently holding the function of Director and SAR Manager.

Yours Truly

Mike Fournier



October 01, 2019

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

Attention: Tatsuyuki Setta  
Manager of Community and Sustainability Planning  
via email: [tsetta@courtenay.ca](mailto:tsetta@courtenay.ca)

Dear Sir;

**Application for Official Community Plan Advisory Committee ("OCP-AC")**

Please accept my application as outlined below to serve as a member of the OCP-AC in support of the City of Courtenay goal to update their Official Community Plan.

I am currently a board member of the Comox Valley Cycling Coalition ("CVCCo") which, I believe, would be considered an environmental stewardship organization under the guidelines for application. Alternative modes of transportation will play a large part in how our community transforms to reflect changing environmental expectations. CVCCo continues to be a leader in that regard and would greatly appreciate having a seat at the table during this process.

My wife and I are also active members of the Comox Valley Road Runners and are co-directors of the CVRR Canada Day 5<sup>th</sup> Street Mile Road Race in 2020. We are both active in many outdoor pursuits and volunteer our time wherever possible. For almost twenty years I commuted year-round by cycle for my job and would venture that I have definitely put more miles on my bicycle than on our vehicle in that time.

I am a retired professional engineer (>30 years) and, in addition to the activities mentioned above, spent over 15 years as a member and chair of the Transportation and Planning/Development committees in the community of West Hillhurst (Calgary). As such, I have a strong working knowledge of community planning and transportation issues (land use, development permits, traffic studies, etc.) and have worked closely with civic government staff/officials throughout. West Hillhurst is an inner-city neighborhood in Calgary which has gone through an enormous revitalization and includes two major thoroughfares which account for over 150,000 vehicles per day so the challenges were numerous and complex.

I have a long history of volunteerism and my motivation for this application is to provide any experience or guidance I may to the City of Courtenay so they can be a leader in developing an environmentally sound OCP that provides for the reality of our expanding population while protecting the things we love most about our community.

Thank you for this opportunity and should you require any additional information, please feel free to contact me as shown below.

Best Regards,

*Mike Keohane*

Mike Keohane

Tatsuyuki Setta  
Manager of Community and Sustainability Planning  
City of Courtenay

Dear Tatsuyuki,

#### **APPLICATION FOR THE OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE**

While not representing any one organization or field, I am very interested in being a part of the OCP Advisory Committee and believe I would bring very valuable experience and perspectives to the Committee.

Since moving to Courtenay in 2011, I have served 5½ years on the Board of the Comox Valley Community Foundation, 3 as President and 1 each as Vice President and Past President. Under my leadership, we moved from a small organization to one with a part-time Executive Director and staff. One key undertaking was the inaugural *Comox Valley Vital Signs* in 2016. Last year, I headed up the 2018 *Comox Valley Vital Signs* initiative.

Over the past few years, I was part of the Planning Committee for the Comox Valley Community Health Network and was Co-Chair of both the Governance and Structure Task Force and the Transition Team. I stepped back when the CVCHN Coordinating Committee became operational.

I served one year on Elder College's Executive Committee and have been on our strata corporation's Council since we moved into Woodlands in the fall of 2018. Recently, I volunteered to be part of Elders Take Action as well as to help a small local non-profit refresh its strategic plan and bylaws.

Community involvement has been a constant throughout my adult life as I was with the Osprey Community Foundation in Nelson, BC, again serving as President for 3 years. Like with the CVCF, the OCF grew organizationally to having an Executive Director and staff. Aso while in Nelson I was a founding Board member for the Kalein Hospice Society and Treasurer with Touchstones Nelson Museum of Art and History. When I lived in Calgary, I was the President of the Alexandra Community Health Centre, a non-profit which served the communities of Ramsey, Inglewood and Victoria Park as well as those Calgarians who did not qualify for Alberta Health coverage (often immigrants). It's a long time ago now but I was also on the initial planning committee for the Centennial Trail through Calgary and area back in the 1960's.

Academically I have a PhD in Finance and Urban Economics from the Haas School of Business at the University of California, Berkeley, and an MBA from Queen's University in Kingston, Ontario.

Professionally, my career path has been as varied as my community involvement:

- Chief Administrative Officer, City of Nelson
  - Management a full-scope city administration including Hydro and Police departments

- Development of new Economic Development Delivery partnership with Community Futures and Chamber of Commerce
  - Development of “InvestKootenay” in partnership with the City of Castlegar,
- Multiple management positions with the City of Calgary, including
  - Leader of 1st and 3rd phases of Calgary’s 3 phase Organizational Review which included examination of the City’s strategy, structure, Council/management relationships, human resources and information technology and the creation of a municipal call centre.
  - The City’s representative on the Provincial Task Force rewriting in Alberta’s Municipal Government Act and coordinator of the City’s position on the legislation as it was developed.
  - The Finance Departments representative on GoPlan, the City’s 30 Year Transportation Plan
  - Architect of a long-term financial simulation model of the City of Calgary to help understand the implications of growth
  - Developed statistical evidence of a gender pay equity gap, designed the multi-year response and monitored the progress of closing the gap.
  - Led the City’s intervention on behalf of Calgary citizens on utility matters – proven results included saving Calgarians \$50 million per year over a 3 year period in lower natural gas, electricity and telecommunication rates (Cost of program: \$4 million).
- Management and Economic Consultant primarily serving government departments and agencies, and non-profit organizations
- University teaching
  - Taught at the Schools of Business at UBC and Queen’s University at both the Master’s and Undergraduate levels
    - Courses included Strategic Planning, Public Policy, Management Accounting, Management Information Systems, Urban Economics and Finance

### Summary

Paraphrasing John F. Kennedy, I have always believed that one should ask not what a community can do for you but ask what you can do for your community. I believe my work and engagement history reflects this basic approach to life and I continue to hold that passion of building community capacity. A good Official Community Plan is crucial to the sustainability of a vibrant, healthy community and I would be thrilled to be able to participate in the Advisory Committee helping the City of Courtenay create such a plan.

Sincerely,  
Norman Carruthers

Sept. 30, 2019

City of Courtenay Community and Sustainability Planning Department

**Re: Official Community Plan – Advisory Committee**

To Whom It May Concern,

I am writing to express my interest in being a part of the OCP Advisory Committee. I have some experience in the area and a lot of enthusiasm for how this work can move forward. I can represent the topic areas of health and youth.

I have worked in the healthcare field for 25 years in a variety of roles. I am trained as a community development social worker and in that area I was involved in many projects related to cities and city planning.

I was part of the implementation team for the expansion of addiction services in Vancouver including the opening of Insite (Canada's first supervising injection facility). I was responsible for the development of harm reduction services and related policy for Vancouver Coastal Health. I was also responsible for the design and development of the harm reduction program for Island Health. In these roles I designed and developed appropriate training seminars, engaged with clients and developed client advisory bodies, managed issues related to the new services, developed health marketing images and liaised with community partners. I sat on the provincial policy committee (BCHRSS) where we re-designed the harm reduction policies and related procedures for the province.

I am currently the prevention coordinator for the John Howard Society of the North Island. I work specifically with youth at risk for developing substance management issues as well as providing drug and alcohol education to students in the Comox Valley. I have worked with youth almost as many years as I have worked in healthcare – often with a lot of overlap. I was involved with the precursor to First Call – BC Child and Youth Advocacy Coalition. I was a community based researcher for issues related to healthy children and youth in a specific Vancouver neighbourhood as well as producing data specifically related to children with special needs. That research and subsequent knowledge exchange with the community gave me clear insight to the daily issues faced by children, youth and their families – much of which was strongly influenced by the municipal structures currently in place.

I held a position with the BC Coalition for Safer Communities wherein I travelled to various communities in BC to host trainings that specifically used the OCP as a tool for positive social development. Municipal leaders and community practitioners were brought together to identify how best to use the tool of the OCP as a way of shaping a healthier community. Since that time I have had a better understanding of how municipalities can use the tools at hand to do more than maintain roads and sewers (also important!).



I am motivated to apply for this position as I feel that a community of our size has great capacity to create healthy and happy communities. I would love to be able to contribute to the development of a strong, compassionate and sustainable Courtenay.

Sincerely,  
Sheena Campbell

City of Courtenay  
Community and Sustainability Planning

Attn: T Setta

I am writing to apply for a seat on the City of Courtenay Official Community Plan Advisory Committee.

I am a very interested in the importance of municipal governments in setting the framework for healthy, thriving communities through zoning and land-use regulation. The review of the Official Community Plan is a significant opportunity for citizens to have input in the guiding framework for the future of their community and the Advisory Committee plays an important role in ensuring transparency and broad representation of interests. I am particularly interested in collaboration and use of public spaces and facilities to support health and quality of life.

I have been a resident of Courtenay for the past 12 years, having transitioned from fulltime residence on Hornby Island when our children reached high school age. We maintain a second home on Hornby and I bring the experience of many Comox Valley residents for whom Courtenay is the main commercial, recreational and education centre and exerts an major influence on the quality of life for everyone.

I am self-employed, providing bookkeeping services to small businesses and non-profits. I am also the elected SD71 School Board Trustee for Area A and have worked throughout my term to increase networking and collaboration between the School Board and Municipalities. The School Board holds significant assets in the City and our operations impact traffic volume, greenhouse gas emissions, water use and more. There are many opportunities to benefit all stakeholders through planning for zoning and shared use. While I am not applying in the capacity of a formal SD71 representative, I think that my input, based on understanding how our operations intersect, could be very valuable and that I would, of course, communicate relevant aspects of the OCP process to my colleagues and facilitate action for implement. .

I believe that I would bring significant experience to the role. I have a BA from McGill University and MA from UBC in Human Geography which provide understanding of urban planning, smart growth, transportation management, housing and service delivery. My work and volunteer life reflect over 40 years of interest, academic and practical, in community-building and stakeholder engagement. In Vancouver, I was co-manager of the East End Co-op, Board member of CCEC Credit Union and Isadora's Co-op Restaurant and was active in the Co-op Housing and Community School movements. I spent 5 years as manager of Ikahuk Co-op in Sachs Harbour, NWT and then moved to Hornby Island as Co-op manager. I subsequently worked as Administrator of the Hornby and Denman Community Health Care Society. I served on many island committees, including the Hornby Island Education Society, Residents and Ratepayers Treasurer and Recycling Committee. I was a founding member of the HI Community Economic Enhancement Society and served as its representative on the CVEDS Board while Hornby was

a participant in the CVRD economic development function. On Hornby, the Islands Trust plays a role in residents' life that makes the zoning framework much more evident. I was the Trust Committee minute-taker for several years and served on the HI Trust Advisory Committee during a Review of the OCP and Bylaws. From these experiences, I have built a strong understanding of the roles of OCPs, zoning and the importance of transparent, inclusive community engagement.

Since moving to Courtenay, I have been active in many community initiatives. I was a participant in the CV Sustainability Strategy plan development. I was a founding member of the Lake Trail Community Education Society, also known as Lake Trail Neighbourhood Connections, which embodies the principles of building healthy, thriving communities through collaboration, education and shared use of public spaces. I am a champion of Active Travel to School Planning, Farm to School, Community gardens and Healthy food initiatives. Over many years, through the many workshops I have attended, such as the annual Civic Governance Conference, I have gained knowledge about the value of theory and practice based in the Social Determinants of Health, sustainability and community engagement.

I am strongly supportive of the capacity – and the imperative- of municipalities to create conditions for healthy, fulfilled citizens. On moving to town and seeing more than the shops and recreation classes, I was amazed at the ready access to natural areas, the cultural activities and the strong community supports that contribute to very strong quality of life for most residents. The OCP review will ensure that those qualities are preserved and extended. I think that I have the background and experience with community engagement processes generally and Official Community Plans in particular, to contribute in the oversight and guidance of the process, encouraging input, reflection and development of strategies that reflect a vibrant, sustainable future for Courtenay.

Sincerely,

Sheila McDonnell

4 October 2019

**Via Email:** [tsetta@courtenay.ca](mailto:tsetta@courtenay.ca)

Tatsuyuki Setta, RPP, MCIP, AICP  
Manager of Community and Sustainability Planning  
City of Courtenay  
830 Cliffe Avenue, Courtenay, BC, V9N 2J7

Attention: Tatsuyuki Setta

Dear Mr. Setta:

Please accept this as my application to form part of the Official Community Plan Advisory Committee (OCP-AC). In particular, I wish to represent part of the Business Community.

I was raised in the Comox Valley and practice law in the City of Courtenay. I own a commercial office space within the City of Courtenay which will be my new office space within the next few weeks.

I am a board member of the Comox Valley Brain Injury Society and I am a member of the Comox Valley Bar Association. I hold a Bachelor of Law Degree and a Bachelor of Science Degree from the University of Victoria. My motivation for applying is two-fold. First, to ensure the City of Courtenay continues to develop into a vibrant business community and second, to ensure it is done in an environmentally friendly manner.

After consulting the Terms of Reference for the OCP-AC, I feel I am a suitable match for this role as I will bring a unique skill set to the OCP-AC and can be of assistance with consultation activities and connecting the City with key stakeholder groups through both my personal and professional contact networks.

My work ethic is characterized by high attention to detail, adopting a methodical approach, and being professional and honest when engaging with colleagues and stakeholders.

I look forward to having the opportunity to talk with you more about this position and how I could use my skills to benefit your organisation.

Thank you for considering my application. I look forward to hearing from you.

Kind Regards,

Steve Allardice  
Lawyer

**Acheson Sweeney Foley Sahota LLP**  
512 Fourth Street  
Courtenay, BC V9N 1H2  
Tel: 250-338-6747  
Fax: 250-338-1833

Tatsuyuki Setta  
Manager of Community and Sustainability Planning  
City of Courtenay  
Delivered by email: [tsetta@courtenay.ca](mailto:tsetta@courtenay.ca)

**Re: application for the Official Community Plan Advisory Committee**

I would like to apply to be a member of the Advisory Committee for the City of Courtenay's climate-friendly Official Community Plan (OCP) update. I'm applying because I believe that the policies within OCPs can be very important in determining the quality of life for residents, as well as addressing the environmental impacts of development. Reducing greenhouse gas emissions is urgent, and community land use patterns and policies have a large impact on the ability of individuals to reduce their carbon footprint.

As a resident of West Courtenay, I am very familiar with the land use patterns and the high environmental impacts of our new residential subdivisions. I believe it is possible for new developments in Courtenay to provide housing and a high quality of life for new and existing residents while maintaining healthy urban watersheds and urban forests.

As a member of the OPC-AC I would represent environmental stewardship organizations, particularly streamkeepers, in the City of Courtenay. I am a member of the Millard Piercy Watershed Stewards (MPWS), and I represent this group on the Comox Valley Conservation Partnership Steering Committee. I am also a supporter of the Morrison Creek Streamkeepers. Together, the Millard-Piercy and Morrison Creek watersheds encompass a significant portion of the City of Courtenay.

As a member of the MPWS, I have reviewed development plans for several new subdivisions, and then observed the subsequent impacts of these developments on Piercy Creek water quality and quantity, tree cover, amphibian habitat and riparian buffers. I have also observed the positive impact of planning ahead for parkland to provide a trail network and riparian buffers along Piercy Creek. I am an advocate for valuing our natural assets, such as creeks and forests, and recognizing them as infrastructure assets that can provide the same or better services as engineered infrastructure. I am also an advocate for rainwater management.

I am a Registered Professional Biologist, specializing in water-related policy and ecosystem restoration. In 2013, I co-authored the report "A Rainwater Management Strategy for The Comox Valley Regional District Electoral Areas" (by Fernhill Consulting, my consulting business), which remains in use by Comox Valley Regional District staff. In addition, in 2018 I assisted the

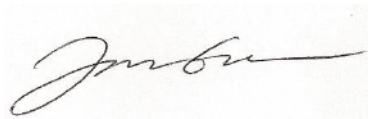


CVRD in the first phase of Tsolum River Agricultural Watershed Planning. I also work with Project Watershed on salt marsh restoration projects in the K'omoks estuary. In addition to my work as a consultant, I am the Science & Policy Advisor for Watershed Watch Salmon Society, a science-based charity that advocates for the health of B.C.'s wild salmon. In this role I engage with provincial-level water management and water policy issues.

As a member of the OCP-AC I would liaise with the Millard Piercy Watershed Stewards and the Morrison Creek Streamkeepers at the appropriate project milestones, to ensure that proposed OCP ideas and implementation strategies are reflective of stewardship community knowledge. I would also serve as an ambassador for the OCP climate-friendly update within the wider stewardship community.

Thank-you for undertaking this important initiative.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tanis Gower', written on a light-colored rectangular background.

Tanis Gower, R.P.Bio

12 September 2019

Attention: Tatsuyuki Setta  
Manager of Community and Sustainability Planning  
City of Courtenay

RE: OCP Advisory Committee – Application to Serve

I wish to put my name forward for consideration to serve on the City of Courtenay OCP Advisory Committee.

I am a registered architect in the province of British Columbia; the sole proprietor of my own professional architecture and planning company, and have practiced architecture for over 20 years in the Comox Valley. My firm has worked on a variety of projects in the Comox Valley, Vancouver Island and British Columbia. Significant work includes the Comox Valley Airport Terminal building, the restoration of the Native Sons Hall building, and the feasibility study for the new Regional District Administration Building. I have collaborated with a team of local professionals to undertake a Local Area Plan in Creston, BC and Master Plans for the Creston Central Park & Market as well as an Arden & Lake Trail Master Plan.

I was one of four authors/creators of the Comox Valley Living City Challenge, an international design competition in 2011, that undertook the re-design of the entire Comox Valley. *"The Living City Design Competition is an act of optimism. It is grounded in the belief that we already have the tools and collective wisdom we need to achieve true sustainability. But before we can bring our cities into balance with the ecosystems they inhabit, we must understand what that balance would look like".* The intention of the competition was to develop a vision for the place where you lived using the seven petals, or principles of the Living Building Challenge: sustainable sites, water conservation; net zero energy; healthy places; appropriate materials; social equity; and beauty. The Comox Valley Living City Challenge competition can be viewed at it's facebook page **CV Living City Challenge**.

I am a member in good standing with the Architectural Institute of British Columbia, and the Royal Architectural Institute of Canada. I am a certified Passive House Consultant. I am a LEED certified professional. I am the ambassador for the Living Building Challenge of the International Living Futures Institute. I am a past director of the Comox Valley Art Gallery, the Comox Valley



Chamber of Commerce, the Comox Business in Action, and the Cumberland Community Housing Society.

My experience would make me well suited to broadly represent the following topic areas:

- Environmental Stewardship;
- Development Industry;
- Business Community;
- Economic Development;
- Arts and Culture.

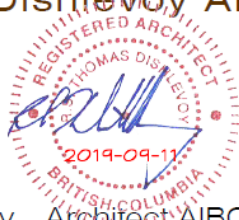
My office maintains a multi-jurisdictional business license and regularly works in the three Comox Valley municipalities and regional district areas. I am familiar with the various bylaws that effect planning and construction in the City of Courtenay. I am aware of the consequences of these regulations and the impact that they have on the developer/land owner/investor applicants. This unique insight will all me to inform council on decisions regarding proposed OCP policy as the update is carried out.

I care deeply about this wonderful place that we live. I believe strongly that the only way to sustainably inhabit this beautiful and complex landscape is to fit in with nature and its marvelous systems; to create a way of doing things that minimizes disruption, slows down the flows of energy rather than speeding it up, and reduces expenditures in costly infrastructure. I refer to this as *site adaptive design*. I would relish the opportunity to apply this way of thinking to an OCP in the Comox Valley.

Thank you for your consideration. I await your next contact and further instructions.

Sincerely,

**Thomas Dishlevoy Architecture LIMITED**



By

Tom Dishlevoy, Architect AIBC, MRAIC, LEED® A.P., Passive House Designer





## STAFF REPORT

**To:** Council

**File No.:** 4320-20

**From:** Chief Administrative Officer

**Date:** October 21<sup>st</sup>, 2019

**Subject:** Structural Change to Liquor Licence Application (Crown Isle Golf Club) - 399 Clubhouse Drive

### PURPOSE:

The purpose of the report is to provide Council with the results of public notification of Crown Isle Golf Club's application made to the Liquor & Cannabis Regulation Branch (LCRB) for a structural change to their liquor licence at the above referenced location.

### CAO RECOMMENDATIONS:

THAT, based on the October 21<sup>st</sup>, 2019 staff report, 'Structural Change to Liquor Licence Application (Crown Isle Golf Club) – 399 Clubhouse Drive', Council approve OPTION 1 as follows:

- 1) The Council of the City of Courtenay recommends the LCRB approve the application for Crown Isle Golf Club's structural change to a liquor licence.
- 2) Council's comments on the prescribed considerations are as follows:
  - (a) If the amendment application is approved, it would not result in an increase of noise in the area;
  - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public;
  - (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City's website outlining the application. Additionally, the RCMP was contacted for comment and indicated having no concerns.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The applicant is making application for a structural change to their existing liquor licence to the Liquor & Cannabis Regulation Branch (LCRB) for the property at 399 Clubhouse Drive. The proposed change is to increase the liquor primary licensed area to include the entire patio area. This will expand the existing licensed capacity from 44 to 105. The subject patio is located at the rear of the clubhouse building (**Figure**



1) and is currently licensed partially as liquor primary, with permitted hours of operation of 11:00am to 1:00am (midnight Sundays); and partially as food primary, permitted to be open 9:00am (11:00am Sundays) to 11:00pm (midnight Sundays). If approved the entire patio would have hours of operation consistent with the existing liquor primary licence.



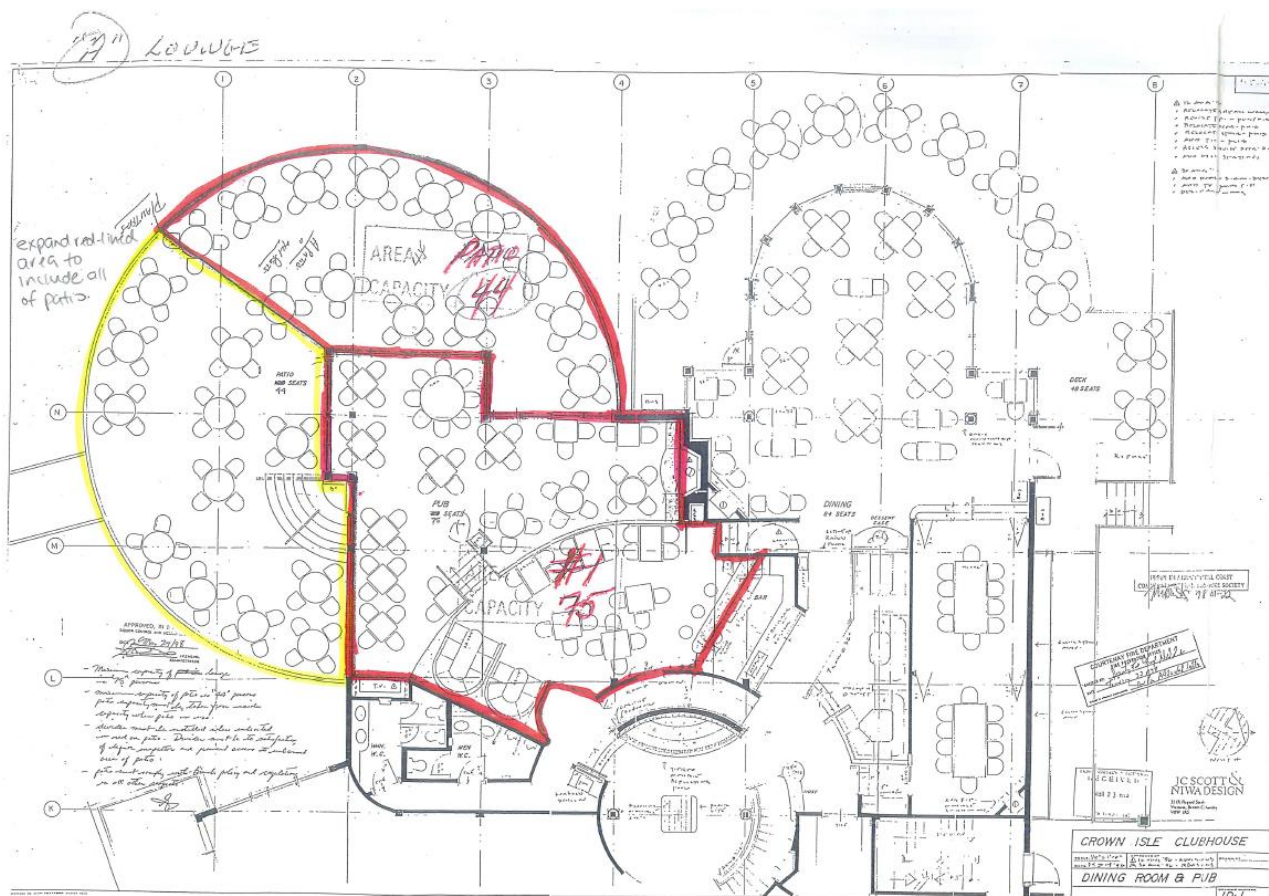
Figure 1. Context



## DISCUSSION:

The subject location is zoned Comprehensive Development One B (CD-1B), which permits the intended use. The applicant is not proposing to make changes or alterations to the building and is not subject to development permit requirements.

The total number of patrons and seating is not expected to change. The target licence type would require opening later (11:00am vs. 9:00am), but would allow closing later also (1:00am vs. 11:00pm every day but Sunday - midnight in either case). The patio is located at the southwest corner of the building, backing onto the golf course but largely unscreened from residences starting about 100m away. The later hours could increase noise nuisance for some of these residents; however, the patio section in question is directly adjacent to the existing liquor primary area (**Figure 2**), so perceived volume increases are expected to be minimal.



## FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application.

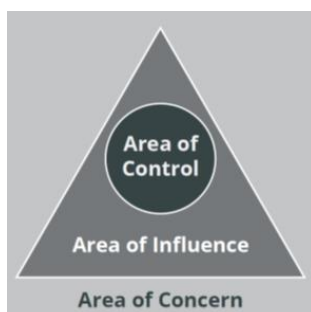
## ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licencing is included in the City's general statutory duties. To date, staff has spent five hours processing the application.

## ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this application.

## 2019 – 2022 STRATEGIC PRIORITIES REFERENCE:



We focus on organizational & governance excellence

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay

### ● Area of Control

The policy, works and programming matters that fall within Council's jurisdictional authority to act.

## OFFICIAL COMMUNITY PLAN REFERENCE:

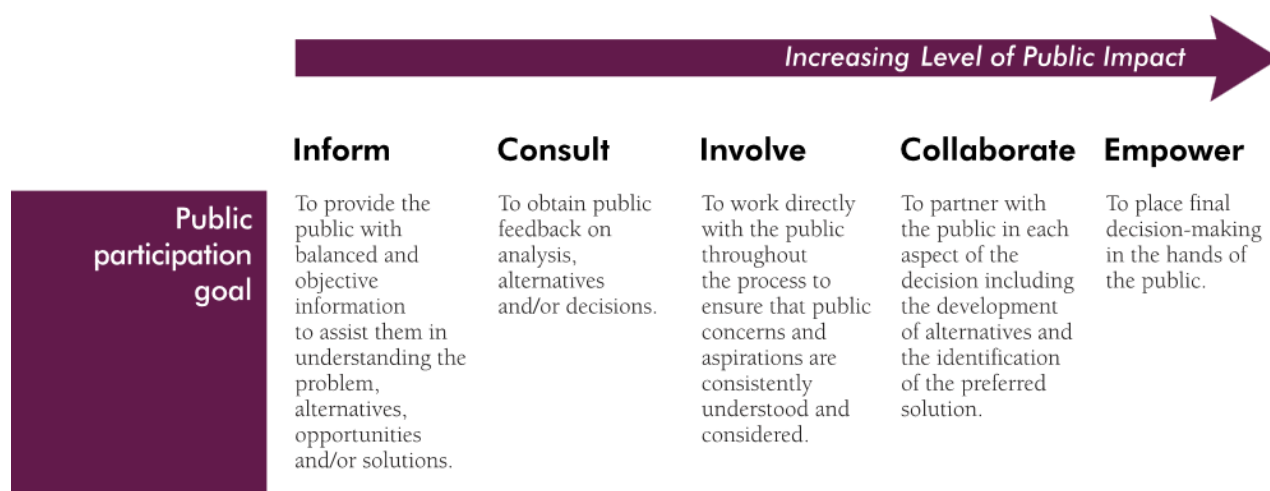
There is no direct reference related to this application.

## REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

## CITIZEN/PUBLIC ENGAGEMENT:

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



The public comment gathering period is open on the City's web page from October 8<sup>th</sup> to October 21<sup>st</sup>, 2019 on the City's website. The City has received no comments at the time this report was written. Any comments received immediately before the Council meeting will be forwarded to Council for their consideration.

**OPTIONS:**

- Option 1: 1) The Council of the City of Courtenay recommends the LCRB approve the application for Crown Isle Golf Club's structural change to a liquor licence.
- 2) Council's comments on the prescribed considerations are as follows:
- (a) If the amendment application is approved, it would not result in an increase of noise in the area;
  - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public;
  - (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City's website outlining the application. Additionally, the RCMP was contacted for comment and indicated having no concerns. **(Recommended)**
- Option 2: That Council not recommend approval of the application.

Prepared by:



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Mike Grimsrud  
Planner 2

Reviewed by:



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Ian Buck, MCIP, RPP  
Director of Development Services





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3060-20-1903

**From:** Chief Administrative Officer

**Date:** October 21, 2019

**Subject:** Development Permit with Variances No. 1903 - 574 Cumberland Road

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### PURPOSE:

The purpose of this report is to consider a Development Permit with Variances to permit the construction of a four-storey building that includes 804m<sup>2</sup> of commercial office space and thirty-three residential rental units.

### CAO RECOMMENDATIONS:

That based on the October 21<sup>st</sup>, 2019 staff report "Development Permit with Variances No. 1903 - 574 Cumberland Road", Council support approving OPTION 1 and proceed with issuing Development Permit with Variances No. 1903.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is 1,372m<sup>2</sup> in size and located northeast of the intersection of Cumberland Road and Grieve Avenue. The site is occupied by a two-storey single-family dwelling and two accessory buildings and associated parking areas. All buildings will be demolished as part of the site's redevelopment. The property is accessed by a gravel driveway off Grieve Avenue and the remainder of the property contains lawn and trees. (as seen in **Figure No. 1**).

The Official Community Plan (OCP) designates the property as "Commercial". Land uses surrounding the site are mixed between commercial (office, medical services, restaurants and retail), institutional (the City of Courtenay Fire Hall, the Comox Valley Regional District Administration Building, and School District No. 71 Head Office) and residential uses. A majority of the residential lots in the neighbourhood are designated for multi-family use but remain developed with single family dwellings (as seen in **Figure No. 2**).





Figure 1: Subject Property



Figure 2: Property Context

The Planning Division is in receipt of a proposal for a four storey, mixed-use development containing 804m<sup>2</sup> of commercial office space and 2,277m<sup>2</sup> of residential floor space. Commercial uses are proposed on the first storey with residential uses occupying the upper three floors. The rental units are as follows: six, two-

bedroom units; 15, one-bedroom units; and 12 micro units 29m<sup>2</sup> in size. Micro units are a one-room, self-contained living space encompassing a sitting space, sleeping space, bathroom and kitchen.

There is one vehicle access to the development from the lane to an underground parkade with twenty-one parking stalls and parking for forty bicycles (as seen in **Figure No. 3**).

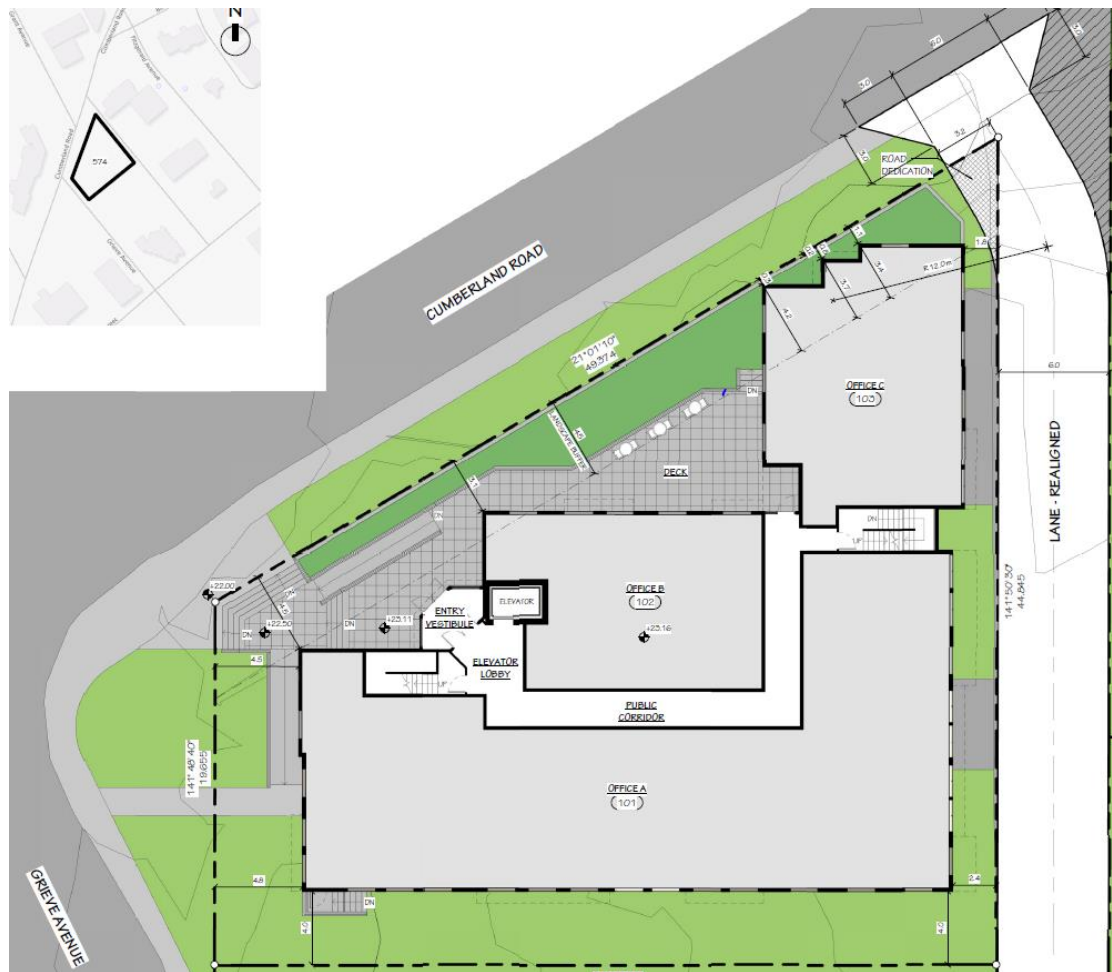


Figure No. 3: Site Plan

Because the development utilizes the laneway for its primary access, the entrance to the lane off Cumberland Road is being realigned to be perpendicular with Cumberland Road to improve sightlines.

A tree assessment by a Certified Arborist concluded the successful retention of a 23m tall fir tree that straddles the property line adjacent to the single-family dwelling located at 920 Grieve Avenue. Retention of this tree is significant because it provides privacy for the residents living on the adjacent lot. As part of this assessment, the Arborist recommended tree protection protocols, post construction guidelines and a monitoring program all of which will be made requirements of the applicant's tree cutting permit for other trees being removed on the property. The tree density target will be achieved on this site through replanting.

In support of the development, the applicant submitted a traffic assessment to examine the development's impact on the laneway and adjacent intersections. The applicant also commissioned a parking study to examine the City's parking standards and anticipated usage given the site's Downtown location. The



consultant concluded that traffic volumes in the lane and from additional site trips will not impact adjacent intersections. Further, the consultant provides that twenty-one off-street parking stalls is sufficient in servicing the development because of available street parking, the site's proximity to transit routes and active transportation opportunities in the immediate area (designated pedestrian and cycling routes).

## **DISCUSSION:**

### Form and Character

The building and site design is consistent with the direction established in the Downtown Development Permit Guidelines. The building is taller in comparison to buildings on adjacent lots. With this in mind, the building was designed to appear less imposing by staggering the building facades, providing visual breaks in the building's mass and providing an outdoor amenity space as a foreground for the building.



*Figure 3: Street view of the Proposed Building as seen from the intersection of Cumberland Road and Grieve Avenue*



*Figure 4: Elevated Street View of the Proposed Building as seen from the intersection of Cumberland Road and Grieve Avenue*

Building finishes include a westcoast themed design highlighted with wood trim and stone veneer. The horizontal lap and board and batten siding combined with vertical cladding is complimented with stone and glazing through multiple openings and balcony railings. Exterior finishes and colour schemes have been customised to complement the site's surrounding context and to avoid a repetitive façade design. Staggering the building façades and varying the setbacks gives the building a visually appealing profile. This is true of both the front of the building as seen from the Cumberland Road and Grieve Avenue as well as the southern and eastern façades which are visible from the laneway, Cumberland Road and Grieve Avenue.

The landscape design focuses on amenity areas for employees and residents. The building is orientated towards the street and is organized around a shared outdoor amenity space with hard landscaping and an outdoor seating area with tables and chairs. Residential units have access to outdoor amenity space on private patios.

The perimeter of the site is landscaped with lawn areas interspersed with clusters of plantings containing a mix of trees, shrubs and groundcover. A 1.5m wide landscape screen is planned for the southwest and southeast corners of the building and a landscape screen (approx. 1.2 m to 2.0m in width) will extend along the south property line. The planting plan in the side and rear yards contain native shrubs, groundcovers and tree species including dogwood and fir. This landscaping acts to screen the building as the hedging will reach a mature height of 3m to 4.5m.

#### Variances

There are three variances to the C-1 zone requested as part of this proposal, they are summarized below:

**Variance 1 (Building Height):** from 13.5m to 15.2m (to the top of the parapet). The additional 1.7m is required to accommodate the architectural features of the roof, the additional floor to ceiling height of the commercial space, and the underground parking structure. To minimize the impacts of building height the applicant has staggered the setbacks, broken up the massing into smaller components, employed a colour scheme that avoids façade repetition, utilized a flat style roofline and combined different building materials and large amounts of glazing.

The applicant has made efforts to minimize privacy impacts for the owner at 920 Grieve Avenue. The mass of the building elevation most visible to the neighbour has intentionally been broken up into small components and frosted glazing is being utilized on outdoor patios. Roof overhangs on top floor units have also been eliminated and screening has been added at the southwest and southeast corners of the building and along the south property line. To maximize privacy for the adjacent neighbor an Arborist has been hired to assess and monitor the retention of a 23 m tall fir tree between the development and the owner's lot. During the tree assessment the Arborist concluded that despite some mechanical damage and structural imperfections, the tree has good vigor and the Arborist's opinion is that the tree can be protected and damaged minimized during construction.

**Variance 2 (Parking):** from 33 stalls required to 21 stalls provided. City parking standards for C-1 zoned properties do not require visitor parking or parking for commercial office use, however, one space per residential unit is required. The applicant's parking study asserts that City parking standards for the residential use is higher than the actual usage required for the development given the 12 proposed micro units. The applicant's transportation consultant states the highest usage the development will experience is 0.5 vehicles per unit for micro units, 0.6 vehicles per unit for one-bedroom suites and 0.95 vehicles per unit for two-bedroom suites for a total of 21 spaces which is less than the 1.0 stalls per unit required by the City. The consultant further asserts that parking for visitors and employees during peak hours can be accommodated by parking on surrounding streets. Because the site is within a five-minute walk to local amenities, services and schools, many of the residents in the building will not drive cars. The development is also serviced by multiple transit routes and an established pedestrian and cycling network enabling alternative modes of transportation.

**Variance 3 (Width of Landscape Area):** from 4.5m to 0.2m. The zoning requires 4.5m of landscaping along the Cumberland Road frontage. This buffer helps to maintain visual separation between the building and the road and enhances the pedestrian streetscape.

The construction of the building and ground floor commercial office space results in an encroachment into the landscape buffer in four small areas (as seen in **Figure No. 4**) with the closest corner being setback 0.2m from the lot line.

To mitigate visual impacts from the encroachment, the building façade along the road has been staggered. Also, landscape buffering is provided along the remaining lot frontage and the applicant has added additional landscaping adjacent to the southern property line.

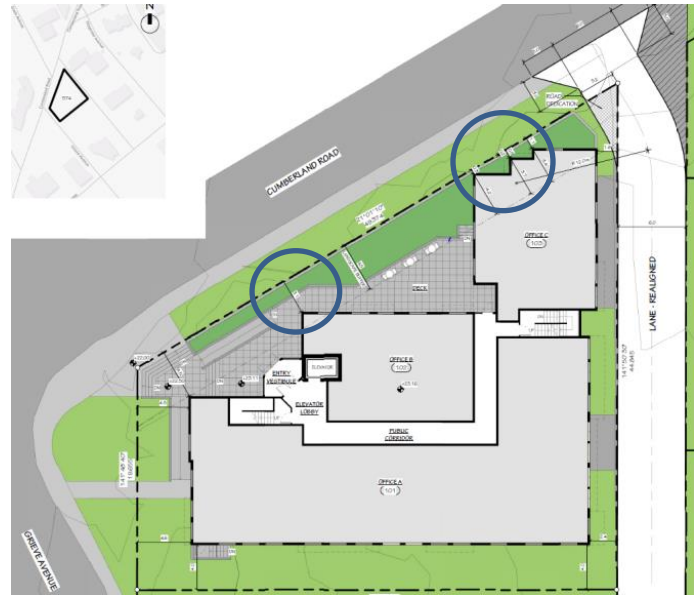


Figure 4: Areas of Encroachment (in blue)

#### 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 fee for the development permit with variance was \$4,400. The property owner is also required to apply for a Building Permit and subsequent inspections. Building permit fees are \$7.50 for every \$1,000.00 of construction value.

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 percent exemption of municipal tax for five years resulting from the increase in assessed value of improvements on the property.

#### 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 and be responsible for the operations and maintenance:

- New storm, sanitary and water service connections.
- New sidewalks, boulevard, curb and gutter and any other deficiencies noted as part of the Building Permit review along the frontages of Cumberland Road and Grieve Avenue.



**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:**

4.1.2 Goals

- 3) To promote a mix of multi residential with commercial use.

4.1.3 Policies

- 3) That Council support the following residential uses in the downtown:
  - senior care, community care facilities and day cares
  - home occupation or live/work developments
  - apartments, condominiums and townhouses

4.2.2 Policies

4. support a strong, diversified commercial base within municipal boundaries which will provide employment and service opportunities.

4.4.2 Goals

1. to 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.
6. to encourage multi residential development in the Downtown area of the City, and in areas identified through the Local Area Planning process.
7. to preserve the integrity and character of existing residential areas with any redevelopment proposal.

4.4.3 Policies

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:**

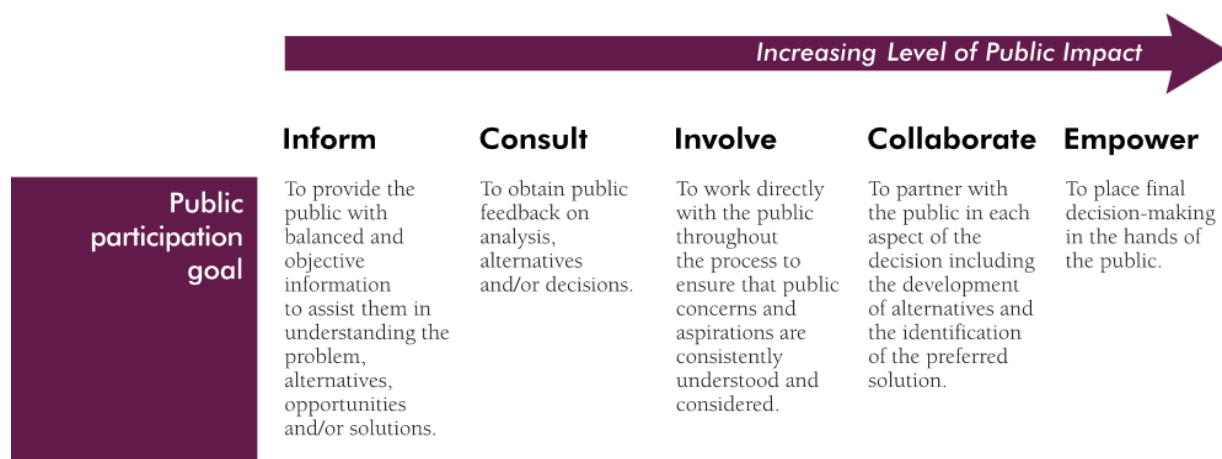
Objective 1-A: Locate housing close to existing services.

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

Policy 3B-1: Support the intensification of mixed-use office, retail and other commercial employment activities in Town Centres within Core Settlement Areas.

**CITIZEN/PUBLIC ENGAGEMENT:**

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



The applicant held a public information meeting on April 17<sup>th</sup>, 2019 at Courtenay Elementary School located at 1540 McPhee Avenue. According to the meeting summary report three people attended the meeting from the adjacent residential property located at 920 Grieve Avenue. The attendees expressed concerns about:

- air quality issues related to increased traffic.
- landscaping concerns for exiting fir trees on neighbour's property and privacy.
- how environmentally friendly the building materials will be.
- the height of the proposed building in cutting off light and airflow.
- increased traffic from businesses and residents.

Regarding the neighbours' concerns (privacy, light and airflow and building height), the applicant met with the adjacent owner to discuss and develop options for screening, tree retention and landscaping. Also, options for mitigating the scale and visual impact of the building were discussed.

To address these concerns the applicant is: retaining a 23 m (75 ft) tall douglas fir tree situated between the development and the affected neighbour, providing a 1.2m to 1.5m landscape screen that will mature 3m to 4.5m in height along the along the south property line and installing a 1.5 m wide landscape screen at the southwest and southeast corners of the building. Roof overhangs were eliminated on top floor units to maintain the neighbour's light levels and the view of the sky.

#### **OPTIONS:**

**OPTION 1: (Recommended):** Approve Development Permit with Variances No. 1903.

**OPTION 2:** Defer consideration of Development Permit with Variances No. 1903 pending receipt of further information.

**OPTION 3:** Not approve Development Permit with Variances No. 1903.

Prepared by:



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Dana Beatson, MCIP, RPP  
Planner III- Development Planning

Reviewed by:



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Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

1. *Attachment No. 1: Draft Development Permit with Variances*
2. *Attachment No. 2: Project Description and Variance Rationale*
3. *Attachment No. 3: Public Information Meeting Summary*
4. *Attachment No. 4: Correspondence from Owner of 920 Grieve Avenue*

|                                                          |
|----------------------------------------------------------|
| Attachment No. 1: Draft Development Permit with Variance |
|----------------------------------------------------------|

**Permit No. 3060-20-1903**

**DEVELOPMENT PERMIT WITH VARIANCES**

**To issue a Development Permit with Variances**

To: Lotusland Estates Inc., Inc. No. BC1109682  
5167 Raven Road  
Courtenay BC  
V9J 1L9

**Property to which permit refers:**

Legal: Lot A, Block B, Section 61, Comox District, Plan EPP90577  
Civic: 574 Cumberland Road

**Conditions of Permit:**

Permit issued to permit the construction of a commercial building with 804m<sup>2</sup> of ground floor office space and thirty-three residential units on the above referenced property with variances granted as described below:

Variances to Zoning Bylaw No. 2500, 2007:

*Section 8.18.7– Height of Building from a maximum of 13.5m to 15.2m.*

*Section 8.18.8 – Off-Street Parking from a minimum of 33 stalls to 21 stalls.*

*Section 8.18.9 (2) - landscape area of 4.5m required extending along the entire frontage of the property while a landscaped area with a minimum width of 0.2m is proposed.*

Development Permit with Variances No. 1903 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 Carsten Jensen Architect, dated on June 12, 2019;
2. That landscaping shall substantially conform to the plans and specifications contained in **Schedule No. 2**, as signed by Harry Haggard Landscape Architect, dated on June 26, 2019;
3. Submission of landscape security in the amount of \$ 42,562.50 (\$34,050.00 x 125%), as estimated by Harry Haggard Landscape Architect, dated on June 26, 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. 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;
7. The three existing buildings must be demolished prior to occupancy;
8. Any removal of trees on the property requires a Tree Cutting Permit;
9. A 23 m tall douglas fir tree shall be retained as assessed by Alex Walton, dated July 5, 2019;
10. A sign permit shall be obtained prior to any signage being installed on the property;
11. The laneway at Cumberland is required to be realigned to current City Standards ;
12. The development shall meet all other applicable requirements, standards and guidelines;
13. No alterations or amendments shall be made without the City's permission; and
14. 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.

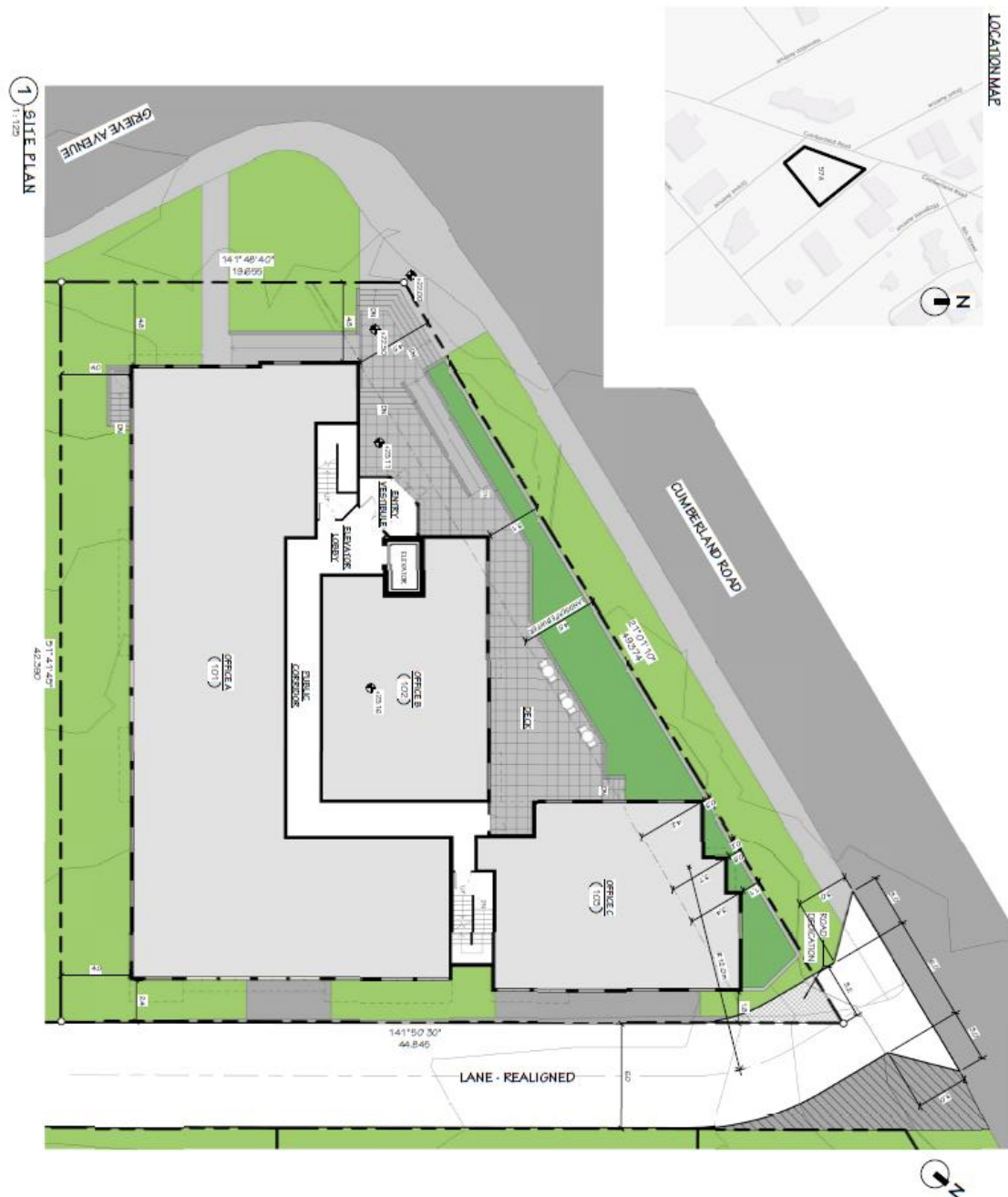
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Date

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Director of Legislative Services





## SITE & PLANNING SUMMARY

| ADDRESS             | ST/LAN | PROPERTY |
|---------------------|--------|----------|
| HEIGHT              | 13.5m  | 13.5m    |
| SECTORS             | -      | -        |
| LANDSCAPE/SCULPTURE |        |          |
| ARTIST'S NAME       | 4.5m   | 0.3-6m   |
| DATE FINISHED       | -      | 49-68m   |
| NEW/RENOVATE        | 50m    | 40m      |
| PLANTS              |        |          |
| NUMBER OF PLANTS    |        | 10       |
| TOTAL PLANT SPACES  |        | 21       |
| ADDITIONAL COMMENTS |        |          |
| TYPE                |        | 6        |
| MADE                |        | 12       |
| MADE                |        | 12       |
| TOTAL UNITS         |        | 50       |

[illegible]

| EXTERIOR FINISH LEGEND        |                                                            |
|-------------------------------|------------------------------------------------------------|
| 1 - FRECKLENT LAF SING        | 6" DIPSIDE, JAMES HICKE MONTEREY TAUF                      |
| 2 - FRECKLENT LAF SING        | 6" DIPSIDE, JAMES HICKE SAILLOTH                           |
| 3 - VERTICAL METAL CLADDING   | 12" WIDE, WESTERN STONE WHITE                              |
| 4 - VERTICAL METAL CLADDING   | 12" WIDE, WESTERN STONE WHITE                              |
| 5 - VERTICAL METAL CLADDING   | 12" WIDE, WESTERN STONE WHITE                              |
| 6 - HORIZONTAL METAL CLADDING | 6" WIDE, LUX ARCHITECTURAL PANELS FIRE                     |
| 7 - NATURAL STONE VENER       | MEDIA GRAY                                                 |
| 8 - SPERRS, METAL             | 6" WIDE, LUX ARCHITECTURAL PANELS FIRE                     |
| 9 - TRIM BANDS                | VARIOUS WIDTHS, FR. SEM. TRANSPARENT NATURAL STAN          |
| 10 - WINDOWS                  | WIND. COLORE GLAZED, BLACK FRAMES.                         |
| 11 - ENTRY                    | COMMERCIAL GLAZING SYSTEM AND ENTRY DOORS, BLACK ANODIZED. |
| 12 - GLAZES                   | FROSTED GLASS IN BLACK ALUMINUM FRAMING.                   |
| 13 - GATE                     | STEEL, PATTERNEED WHITE                                    |
| 14 - RETAINING WALL           | CONCRETE LANDSCAPING BLOCK, MEDIA GRAY                     |
| 15 - DECK GUARD               | FROSTED GLASS IN CLEAR ANODIZED ALUMINUM FRAMING.          |
| 16 - CONCRETE                 | NATURAL GRAY.                                              |



Schedule No 1: Building Elevations





1 PERSPECTIVE 1

EXTERIOR FINISH LEGEND

- 1 - FRECKLEVENT LAP SIDING  
6" DOWNSIDE, JAMES HANCOX MONTEREY TAUF
- 2 - FRECKLEVENT LAP SIDING  
6" DOWNSIDE, JAMES HANCOX SAILLOTH
- 3 - VERTICAL METAL CLADDING  
12" WIDE, WESTERN TONE WHITE
- 4 - VERTICAL METAL CLADDING  
12" WIDE, WESTERN ANTIQUE LINEN
- 5 - VERTICAL METAL CLADDING  
12" WIDE, WESTERN STONE GRAY
- 6 - HORIZONTAL METAL CLADDING  
6" WIDE, LUX ARCHITECTURAL PANELS FIRE
- 7 - NATURAL STONE VENEER  
MEDIUM GRAY
- 8 - SERRITS, METAL  
6" WIDE, LUX ARCHITECTURAL PANELS FIRE
- 9 - TRIM BANDS  
VARIOUS WIDTHS, FR. SEMI TRANSPARENT NATURAL STAIN
- 10 - WINDOWS  
VINYL COLORED GLAZED, BLACK FRAMES
- 11 - ENTRY  
COMMERCIAL GLAZING SYSTEM AND ENTRY DOORS, BLACK ANODIZED
- 12 - GLAZES  
FROSTED GLASS IN BLACK ALUMINUM FRAMING
- 13 - GATE  
STEEL, PATTERNSHED WHITE
- 14 - RETAINING WALL  
CONCRETE LANDSCAPING BLOCK, MEDIUM GRAY
- 15 - DECK GUARD  
FROSTED GLASS IN CLEAR ANODIZED ALUMINUM FRAMING
- 16 - CONCRETE  
NATURAL GRAY



2 PERSPECTIVE 4

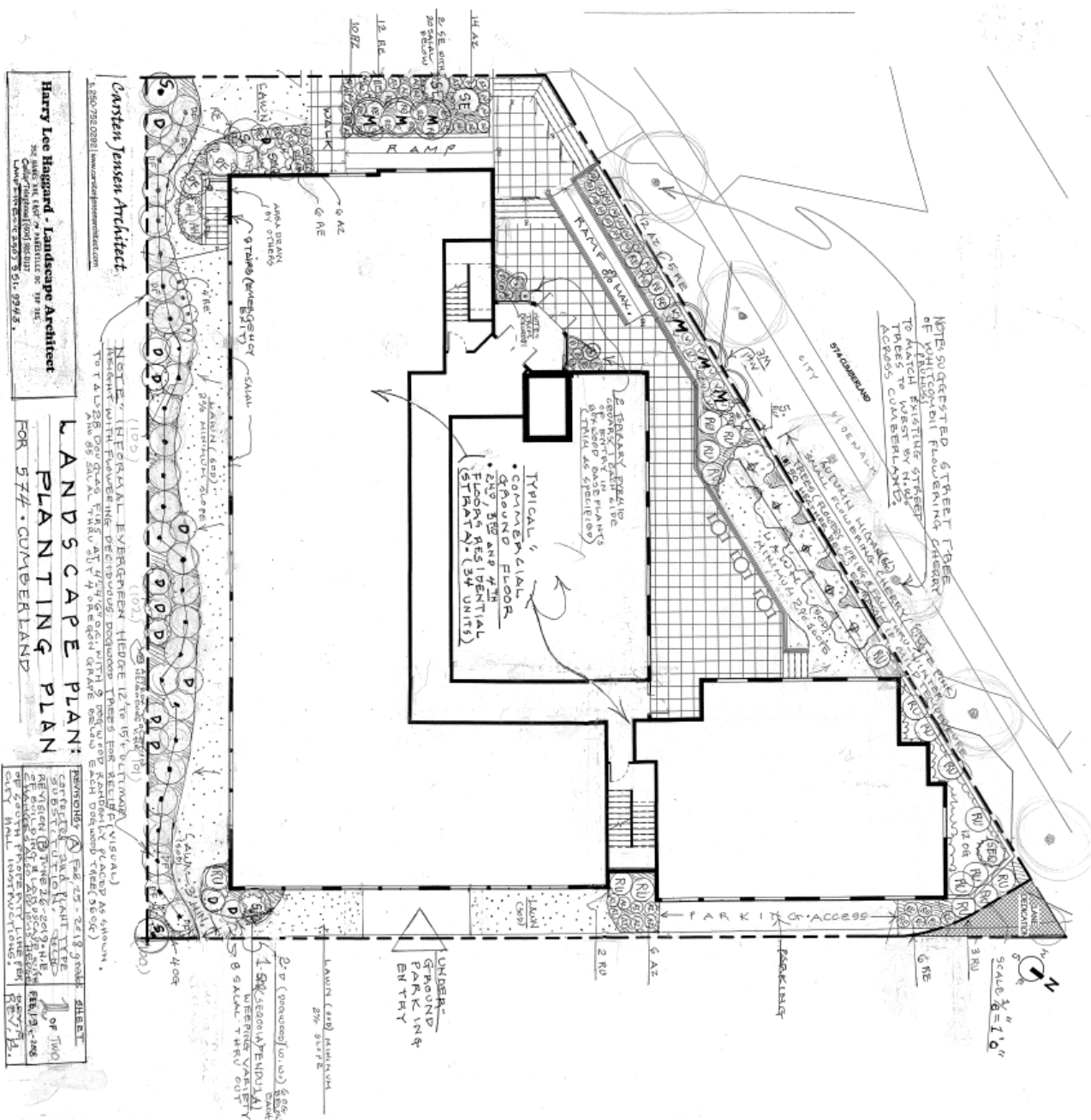
4 PERSPECTIVE 2



3 PERSPECTIVE 3

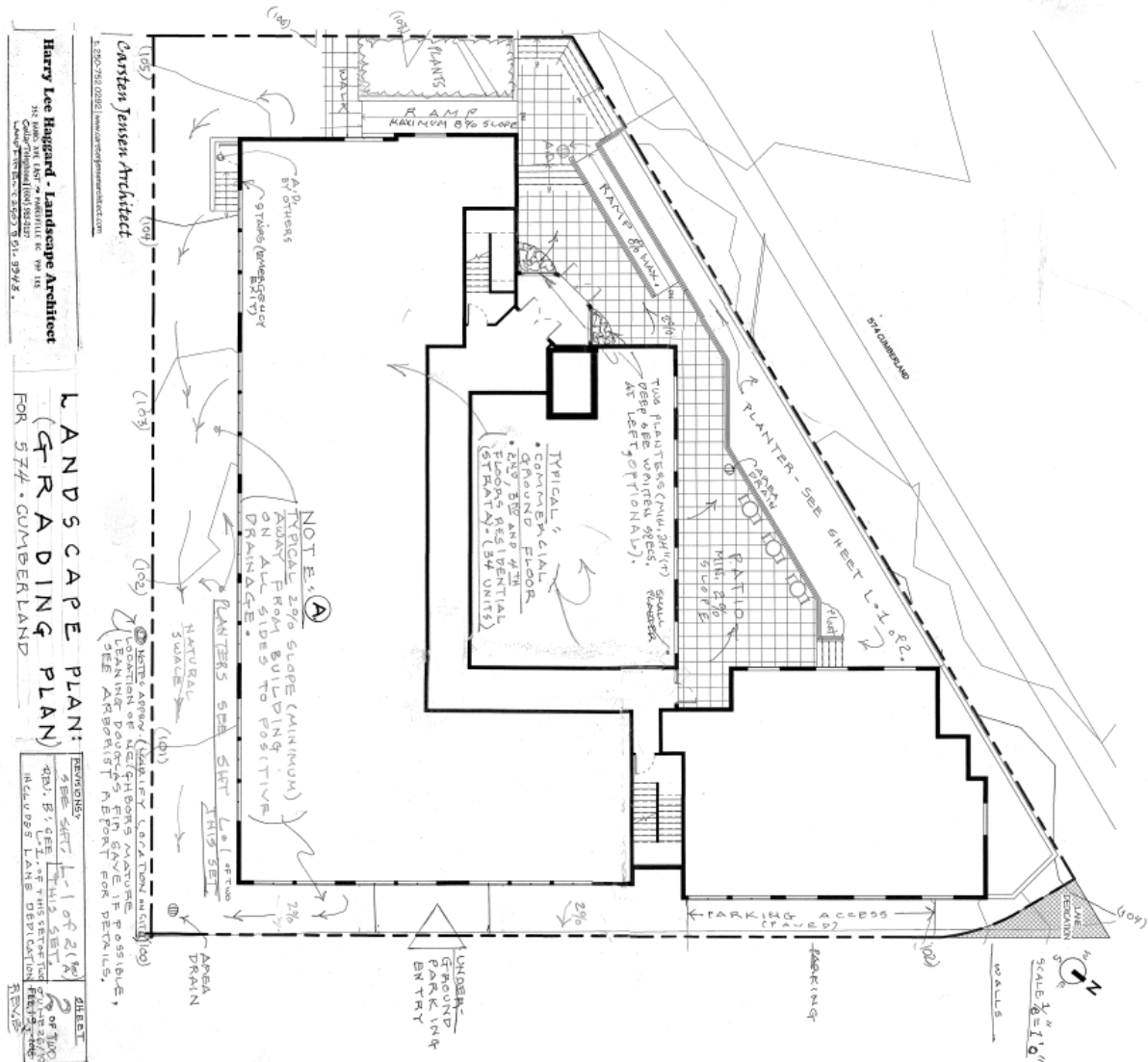






## Schedule No 2: Landscape Plan

[illegible][illegible]



## Schedule No 2: Landscape Plan

June 26  
2019

**Harry Lee Haggard - Landscape Architect**  
 TO carstenjansen carstenjensen architect.com  
 Cell Telephone (604) 985-0137  
 Landline (1) 250-951 9943.

**COST ESTIMATE**

FOR  
**COMMERCIAL AND RESIDENTIAL  
 PROJECT AT 574 CUMBERLAND  
 GARAGE - BRITISH COLUMBIA**

Cost includes planting plan, plant list, and notes of plan as prepared by this office.

**ITEMS**

#1. Plants in place \_\_\_\_\_ \$21,200.00 \*SEE ITEMIZED PLANTS

#2. Lawn in place \_\_\_\_\_ \$2,850.00

#3. Topsoil and Fir bark in place \_\_\_\_\_ \$19,000.00

#4. (\$7,500) (\$2,500 spray of bark) \_\_\_\_\_

Recycle from site topsoil

Total Cost Estimate \_\_\_\_\_ \$34,050.00

ITEMIZED PLANTS (note 50% OF COST is Labour)

|              |            |
|--------------|------------|
| Trees        | \$11,200   |
| Shrubs       | \$5,600    |
| Groundcover  | \$4,400    |
| notexes etc. |            |
| Sub Total    | \$21,200 * |

BRITISH COLUMBIA SOCIETY OF  
 REGISTERED  
 MEMBER  
 HARRY L. HAGGARD  
 42  
 LANDSCAPE ARCHITECT

DOES NOT INCLUDE FEES, TAXES OR ETC.

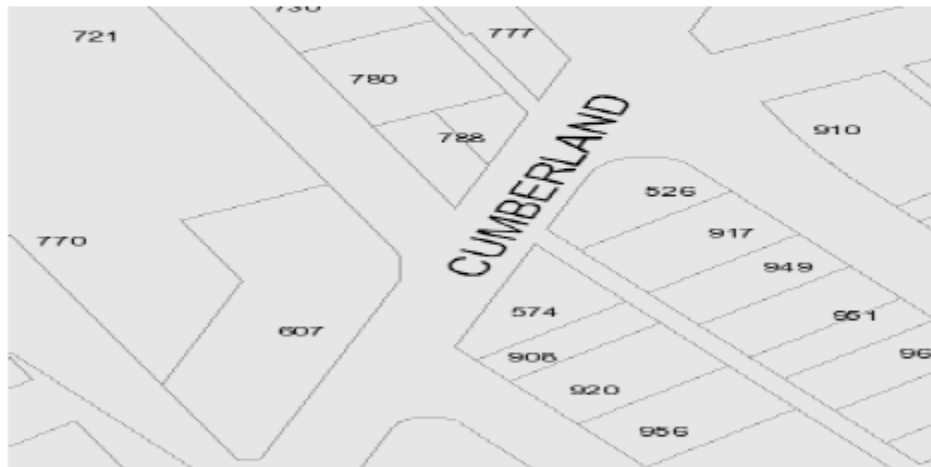
THIRTY FOUR THOUSAND

Attachment No. 2: Public Information Meeting Summary

## NOTICE OF PUBLIC INFORMATION MEETING

**DATE:** Wednesday, April 17th, 2019  
**TIME:** 4:00 PM to 7:00 PM  
**WHERE:** Courtenay Elementary School - (Library)  
1540 McPhee Ave  
Courtenay, BC V9N 3A5

**APPLICANT INFORMATION:** Simba Investments Ltd.  
712-3030 Kilpatrick Avenue  
Courtenay, BC V9N 8P1  
Tel: 250-792-3700  
Email: [office@simbainvestments.ca](mailto:office@simbainvestments.ca)



Lotusland Estates Ltd. and Simba Investments Ltd. have applied to the City of Courtenay for a development permit with variance. The property is presently zoned as C1-Commercial- Zoning. This project is a new 4 story mixed use building- commercial and apartment residential with under the building parking. Approximately 700 sq. m of commercial space and 33 apartment units- 6 two bedroom, 15 one bedroom, and 12 micro units. This project is under review by staff in the Planning Department of the City.

Location of Public Informational Meeting:

Courtenay Elementary School @ 1540 Mc Phee Ave, Courtenay, BC V9N 3A5

Wednesday – April 17, 2019 from 4p to 7pm in Library Room

Total attendees - 3 attendee came to Open Public Meeting and they did sign in.

Meeting was advertised via sending out invitation letters from a template supplied by the City of Courtenay to the Property owners and others were mailed out to them personally.

Pictures and the stats, comment sheets, and business cards were all supplied at the meeting on April 17, 2019.

People raised concerns about:

- ✓ Air Quality Concerns with increased traffic in the area
- ✓ Landscaping concerns for existing fir trees on neighbor's property, and privacy.
- ✓ How green as in how environmentally friendly will the building materials be?
- ✓ Great concern for the height of the proposed building, cutting off light from existing sun natural light and air flow.
- ✓ Concern of traffic increase from business and residence.



**PUBLIC INFORMATION MEETING**

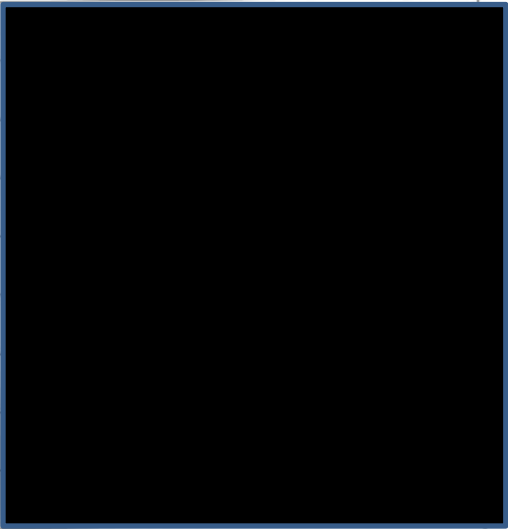
**Wednesday, April 17th, 2019**

**Sign in Sheet**

**FOR**

**Lotusland Estates Inc. & Simba Investments Ltd. 712-3030 Kilpatrick Ave.  
Courtenay B.C. V9N 8P1**

**Proposed site is:  
574 Cumberland Road  
Courtenay B.C. Canada**

|                                                                                    | <b>ADDRESS</b>  |
|------------------------------------------------------------------------------------|-----------------|
|  | 920 Grieve Ave. |
|                                                                                    | 920 GRIEVE AVE. |
|                                                                                    | 920 Grieve Ave. |
|                                                                                    |                 |
|                                                                                    |                 |
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|                                                                                    |                 |

## Public Information Meeting Wednesday April 17th, 2019

Lotus Estates & Simba Investments Ltd. 712-3030 Kilpatrick Ave. Courtenay B.C.  
V9N 8P1

Proposed site is:  
574 Cumberland Road  
Courtenay B.C. Canada

Name: [REDACTED]

Address: 920 Grieve Ave.

Phone: [REDACTED]

Simba Investments Ltd. is proposing a townhouse development at this location at  
574 Cumberland Road  
Courtenay B.C. Canada

Given the information you have received regarding this project do you have any  
comments or questions? ① Air Quality Concerns

with increased traffic.

② Landscape, concern for existing fir trees  
on neighbours property, Privacy.

③ How green as in environmentally friendly  
will the building materials be?

④ Great concern for the height of the proposed  
building, cutting off light from sun natural light  
and air flow.

⑤ Concerns of traffic increase from business and residence.

Comments 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

please contact me for clarification.

*Attachment No. 4: Correspondence from Owner of  
920 Grieve Avenue*

574 Cumberland Rd, DEVELOPMENT PERMIT W/VARIANCES

May 18, 2019

Submission to the City of Courtenay Planning Department regarding concerns on the proposed development for 574 Cumberland Rd and 908 Grieve Ave, Courtenay BC.

- Parking provisions in this proposal are exceedingly inadequate. The developer's plan does not include sufficient parking spaces for each of the proposed 33 residential units and absolutely no parking for commercial tenants and their clients. Instead, the developers are seeking a variance to relieve themselves of the responsibility of providing adequate parking for all of their proposed tenants, both residential and commercial. The building as proposed will result in severe overloading of already stretched street parking. The response of the developers to the parking concerns is cavalier in the extreme and not the response of a responsible corporate citizen. The developer (architect), stated that 'it is the responsibility of the city to provide adequate parking in the downtown area', thus shifting the cost onto the City taxpayers. The plan does not meet the neighborhood standards for commercial properties, as other commercial properties in the immediate area provide parking for both employees and clients.
- The submitted plan is for 33 residential units resulting in a population increase of 33-75 permanent residents. In addition, the office space on the first floor might easily result in 10-20 new day time residents as well as temporary visitors to the commercial ventures. The resultant parking and traffic increase will significantly impact the Cumberland Rd intersection as well as possible impediments for the fire station directly across the street. Street parking is already very limited and would be further impacted by the proposal. Existing residences and businesses will find this extremely irritating and stressful.
- Air quality from increased traffic would be negatively impacted with a large increase in carbon monoxide emissions. Noise and safety concerns from increased traffic is a concern for existing residents of the street. A daycare facility runs each weekday just one lot away from the proposed building.
- The development as proposed will likely result in the destruction of three 70-year old evergreen trees on the north west boundary of the adjoining property. These trees being large evergreens transform carbon dioxide and carbon monoxide, sequester carbon, provide privacy and reduce noise pollution throughout the year as well as provide a habitat for birds and other wildlife. We now have a much clearer scientific understanding of the valuable contribution of

trees to the city environment and other cities are acting to preserve their old growth trees. There are several large trees on the development site itself that will be removed. Altogether, this will be a loss to the entire city as well as to the neighborhood.

- The building as proposed would result in a huge loss of privacy for the existing residents on the adjacent property. The proposal has nine units with balconies directly facing our property with six other units having corner balcony access and smaller windows on the side. Our property will experience a considerable loss of late afternoon and evening sun in the spring, summer and fall seasons. The height and scope of the proposed building would essentially block the sun after 5:00 PM to the majority of our living space and completely to the north west side of the property. The development may have a negative impact on the property values for both adjacent properties, especially with increased traffic, parking issues and sight lines.
- The form, construction and aesthetic design of the proposed building is of prime concern to us as the immediate neighbor. The new building will be located at the entrance to the downtown on one of the two main arteries into the city center. A new development located here should be a superlative example of architectural and design features that would serve as an attractive introduction to the downtown core and should comply in character and in spirit with the city's development guidelines.

The proposed development falls far short of the established guidelines. The plan is for a basic four story, plain profiled building designed to maximize the number of potential rental units. The design even while seeking variances, makes no effort to comply with the stated goals of the Downtown Development Permit Area as follows:

#### 8.1 Downtown Development Permit Area

##### 2. Justification:

The development as proposed does not meet the designation of innovative and creative design. The proposed building is very plain, box like and has no design attributes that could be called innovative or creative. The street appearance will be of a large straight sided block without attractive features or varied sight lines.

### 3. Guidelines

1. The design does not meet any specifications to reflect the heritage of the City of Courtenay. It has only minimal use of varied materials and design, is not well done, nor does it meet the spirit of the guidelines.

2. The scale of the proposed development does not compliment neighboring developments. The fire station and the CVRD buildings are recent additions. There are commercial and residential development proposals for this neighborhood that will provide significant interest and variable design features, but this building design does not attempt to do so.

5. The proposed building does not maintain or enhance existing views. The building does not step down on flanking streets nor for the adjacent residential property. In fact, a requested variance would further restrict views and sunlight for adjacent properties.

6. The proposed building does not incorporate stepped or varied building masses. The roof line is flat with no articulated or sloped surfaces. The proposed fourth floor is not stepped back to enhance light penetration, views or appearance of the building.

We ask that the City planning department recommend against granting the development application as it currently is proposed.

We ask that the parking variance be rejected and that parking for tenants and office space be provided.

We ask that the height variance be rejected as the development does not meet the guidelines for design of a fourth floor project. |

Respectfully submitted by the residents of 920 Grieve Ave:

Linda Werklund

Shannon Gaboury

Cindy Gaboury



CARSTEN JENSEN ARCHITECT

March 8, 2019

Attached please find our application for a development variance permit for this site.

The intention is to develop the entire site in a single phase. The proposed development will have 33 apartment units – 6 two bedroom, 15 one bedroom, and 12 micro units. It will also have approximately 700 sq. metres of commercial space, the most likely use for which will be offices.

We have met with planning staff in anticipation of this application.

The OCP designation is C1 Commercial, which permits apartment residential use.

The site slopes downward from Grieve Avenue to the lane and the design takes advantage of the slope to provide underground parking for 21 cars. The bylaw requires one parking space per apartment unit but has no requirement for parking for the commercial space, as the site is in the Downtown DP Area. The proposal is for 21 one and two bedroom units and 12 micro units. Allowance has been made for one parking space for each of the one and two bedroom units as required by the bylaw. The micro units have a floor area of 29 sq.m. each, and this application requests that any parking requirements be waived for the micro units. The site is within walking distance of a broad range of downtown amenities and has bus route and bicycle lanes nearby. Provision is being made in the proposed building for bicycle storage.

2/2

Two variances are requested.

The first is a height variance from the bylaw's 13.5 metres to the proposed 15.2 metres. This is necessary to allow for one level of parking which is partially underground, one level of commercial space, and three levels of downtown apartments – many of them affordable units.

The second is for a localized exemption from a 4.5 metre continuous landscaping setback along Cumberland Avenue. The proposal meets the setback requirement for most of the Cumberland frontage but there are two locations where the building intrudes on it. In mitigation, the proposal includes landscaped terraces and a large deck area which effectively extend the setback well beyond 4.5 metres for much of the Cumberland frontage.

The project is designed in West Coast Contemporary style, with a material palette which includes wood, stone, Hardie board and batten siding, Hardie lapped siding, wood look metal lapped siding and soffits, and board and batten look metal siding. The massing is broken down by subordinate formal elements as well as a rich assembly of materials, colours and detailing.

Signage will be limited to a main building sign near the main entrance.

Landscaping relates well to both the street and the internal portions of the project as a whole.

Concerning the Affordable Housing Policy the residential portion of the building includes a range of apartment sizes, including micro units which will be meet affordability criteria.

We have included the Sustainability Evaluation Checklist in our submission. The intention is to build the units to an Energuide 80 standard. This will be achieved through enhanced insulation standards, a superior building envelope, and the use of LED lighting throughout. The Energuide rating will be verified through third party testing and a final Energuide report. We also propose to build in provisions for the possible future installation of photovoltaic solar collectors.

I would be pleased to answer any questions that might arise regarding this application.

Yours truly,



Carsten Jensen  
Architect AIBC

cc. Georgi Georgiev, Lotusland Estates  
Shawn Vincent, Simba Investments

663 Beach Avenue Suite 107 Qualicum Beach British Columbia V9K 2H7  
(250) 752-0292 carsten@carstenjensenarchitect.com www.carstenjensenarchitect.com



Comox Valley Pickleball Association  
cvpickleball.ca

September 4, 2019

Mayor Bob Wells,  
City of Courtenay

Your Worship:

On behalf of the Comox Valley Pickleball Association, I would like to thank the City of Courtenay for the re-surfacing of the Martin Park Lacrosse Box. The new surface will see many hours of enjoyment for pickleball players in Courtenay and the Comox Valley.

Sincerely,



Rick Folk,  
President, Comox Valley Pickleball Association



File: 0530.01

October 1, 2019

**Sent via email only:** jward@courtenay.ca

John Ward  
Director of Legislative Services  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear John:

**Re: Notice of Inaugural CVRD Board Meeting**

Please note that the Comox Valley Regional District (CVRD) inaugural board meeting will take place as follows:

Date: Tuesday, November 5, 2019  
Time: 4:00 p.m.  
Location: CVRD boardroom at 550B Comox Road, Courtenay, B.C.

This correspondence serves as a reminder that the City of Courtenay Council must make the following appointments:

- Four directors and alternate directors from its mayor and council to the CVRD Board; and
- three members and at least three alternate members from its mayor and council to the CVRD Sewage Commission.

Please bring this matter forward to your Council in advance of the inaugural meeting with an effective date for such appointments being November 5, 2019.

As directors to the CVRD Board, the City of Courtenay appointments are automatically members of the CVRD (Comox Strathcona Waste Management) Board, the Comox Strathcona Regional Hospital District Board, the Comox Valley Water Committee and the Comox Valley Sports Centre Commission (note: Sewage Commission appointments are made separately as identified above). Further, the council appointments to the board may also be named to any standing or select committees, such as the Committee of the Whole. Please note that the Integrated Regional Transportation Select Committee (IRTSC) includes one voting position from the City of Courtenay so please also make this appointment with the others noted above.

If the City of Courtenay appoints more than one alternate director, you must advise of the system established to determine which alternate director is to act in the place of the absent director.



### Weighted Voting

Under the *Local Government Act*, regional districts follow Part 6 — Regional Districts: Governance and Procedures to determine voting entitlements and procedures for most matters at board meetings. The voting unit in the Comox Valley Regional District is 1500 and based on the 2016 census, two City of Courtenay directors have four votes on weighted matters, and two have five votes on weighted matters. Please ensure your council appointments identify which directors have four votes and five votes.

In addition, voting at the Water Committee follows CVRD Bylaw No. 1783 being the “Water Local Service Establishment Bylaw, 1995” and related committee policy statements. The current assignment of weighted votes at the committee is as follows:

- Director Wells            1
- Director Hillian        2
- Director Morin         2
- Director Frisch         2

Please confirm the assignment of weighted votes for the Water Committee effective November 5, 2019 to ensure the committee meetings in November and December can be conducted in accordance with the above-mentioned bylaw and policies.

Weighted voting for the water committee in 2020 will be determined early in the new year based on the previous year’s consumption values. A follow-up letter will be sent to the City advising if any further action is required to assign weighted votes to committee members.

Please forward this information to your mayor and council as you see fit. I have attached a suggested resolution for your consideration. If you have any questions or concerns, please give me a call.

Sincerely,

***J. Martens***

Jake Martens  
Manager of Legislative Services

cc: Russell Dyson, Chief Administrative Officer

Encl.

THAT the following appointments be made to the Comox Valley Regional District effective November 5, 2019:

**Comox Valley Regional District Board of Directors and Comox Valley Water Committee:**

| Mayor/Councillor | CVRD Board Votes | Water Committee Votes |
|------------------|------------------|-----------------------|
|                  | 5 Votes          | 2 Votes               |
|                  | 5 Votes          | 2 Votes               |
|                  | 4 Votes          | 2 Votes               |
|                  | 4 Votes          | 1 Votes               |

Alternate Regional District Directors and Water Committee Members:

Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_

**Sewage Commission:**

Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_;

Alternates: Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_

**Integrated Transportation Advisory Committee:**

Mayor/Councillor \_\_\_\_\_

Alternate: Mayor/Councillor \_\_\_\_\_



**City of Courtenay**  
**Routine Release of In Camera Resolutions**  
**January to June 2019**

January 21, 2019

Moved by McCollum and seconded by Frisch that the January 17<sup>th</sup>, 2019 confidential briefing note "Termination of Software Contract" be received for information.

January 28, 2019

David Allen, Chief Administrative Officer, presented information to Council regarding the Strategic Planning process.

A general discussion followed and Mayor Wells requested that the corporate strategic priorities be drafted for approval by the end of February 2019.

Moved by Frisch and seconded by Cole-Hamilton that David Allen, CAO, confirms the strategic priority process is continued on February 11 and 12, 2019 with a workshop led by Christina Benty, Strategic Leadership Solutions.

February 4, 2019

David Allen, Chief Administrative Officer, presented information to Council regarding the schedule of events in the Strategic Planning process.

- February 11<sup>th</sup> & 12<sup>th</sup>, 2019 - The Joy of Governing Orientation Session facilitated by Christina Benty and Caleb Moss  
Session to include a review of the initiatives, projects and priorities previously identified by Council in the December 2018 Strategic Priorities Workshop with Tracey Lee Lorensen.
- October 15<sup>th</sup> & 16<sup>th</sup>, 2019 - Session facilitated by Gordon McIntosh, Local Government Leadership Facilitator.

April 29, 2019

Dave Snider, Director of Recreation and Cultural Services, presented information to Council related to the City's Grant-in-Aid program and options for efficiencies to receive and process grant applications.

Staff met with the Comox Valley Community Foundation (CVCF) to discuss potential opportunities for the CVCF to administer the City's Grant-in Aid program. Administration of the program would be achieved via a flow-through fund with an additional 5% administration fee.

Staff administration time to develop a grant policy and establish terms for a service agreement is required if Council chooses to pursue this option in the future.

The special In Camera meeting adjourned at 6:19 p.m. and immediately proceeded to a special Restricted In Camera.

June 17, 2019

Moved by Frisch and seconded by Cole-Hamilton that the special In Camera meeting adjourn at 7:07 p.m. and immediately proceed to a special Restricted In Camera meeting.

End of Document





*Where journeys begin.*

September 26, 2019

Distribution List

Dear Mayors, Chair, Councils and Board,

In accordance with the Comox Valley Airport Commission's (CVAC) by-law 3.2, the Board Secretary is to contact you to advise that the term of Director Joe Schommer is up for reappointment and is due to expire on January 15th, 2020.

As part of CVAC's appointment process, Mr. Schommer has informed us of his willingness to continue to serve the Commission for a subsequent term. Mr. Schommer serves as a nominee to the Airport Commission for Local Government and as such CVAC is seeking input from all Local Governments on this reappointment.

Mr. Schommer brings a high standard of leadership and management skills to the CVAC Board. Joe is a licensed Professional Community Planner with 37 years of municipal planning experience. He brings valuable knowledge of regulatory processes, capital project management, legal principles and practice, public administration, governance and risk management with him to the board. Joe believes air service is a critical part of our transportation system and essential to sustaining the Comox Valley's economic future.

Aside from his dedicated participation in Board work, Mr. Schommer currently chairs the Finance Committee.

May I request that you signal your concurrence to this reappointment no later than, November 18, 2019. In the mean time, if you have any questions about this request or our nomination process as a whole, please contact me at [storesdahl@shaw.ca](mailto:storesdahl@shaw.ca)

Yours truly,

Susan Toresdahl  
CVAC Secretary

Distribution List:

Mayor Leslie Baird and Councilors, Village of Cumberland  
Mayor Russ Arnott and Councilors, Town of Comox  
Mayor Bob Wells and Councilors, City of Courtenay  
Chair Bob Wells and Board Members, Comox Valley Regional District

