

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

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

DATE: November 04, 2019
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

1.00 ADOPTION OF MINUTES

- 1 1. Adopt October 21st, 2019 Regular Council meeting minutes
- 9 2. Adopt October 28th, 2019 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

- 1. Steven Hurst, P.Eng, - Woodsmere Holdings - OCP and Zoning Bylaw Amendment Application - 2600 Mission Road

4.00 STAFF REPORTS/PRESENTATIONS

(a) Development Services

- 13 1. OCP Amendment Bylaw No. 2963 and Zoning Amendment Bylaw No. 2964 - 2600 Mission Road
- 131 2. British Columbia Energy Step Code Implementation
- 135 3. Development Permit with Variances No. 1911 - 1020 Cumberland Road
- 147 4. Zoning Amendment Bylaw No. 2971 to Allow for a subdivision of 2940 Comox Logging Road
- 155 5. Global Covenant of Mayors for Climate and Energy

(b) Finance Services

- 169 6. 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 185 1. Letter of Appreciation - Minister Selina Robinson, Ministry of Municipal Affairs and Housing - Re: 2019 UBCM Convention
- 187 2. Provincial Child Care Grant Programs - MLA Ronna-Rae Leonard
- 189 3. Inner Smile Montessori - Request for Letter of Support Re: Childcare Provincial Grant Funding Application

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 191 1. Heritage Advisory Commission Meeting Minutes September 25, 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 | |

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held November 4th, 2019 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First and Second Reading

- 195 1. “Official Community Plan Amendment Bylaw No. 2963, 2019”
(A bylaw to change the land use designation from Commercial to Multi Residential - 2600 Mission Road)
- 197 2. “Zoning Amendment Bylaw No. 2964, 2019”
(A bylaw to rezone from Multi Use Four Zone (MU-4) to Residential Four A Zone (R-4A) and Schedule No. 8, Zoning Map be amended accordingly - 2600 Mission Road)
- 199 3. “Zoning Amendment Bylaw No. 2971, 2019”
(A bylaw to rezone from Country Residential One Zone (CR-1) to Rural Residential Five Zone (RR-5) and that a *secondary suite* or *secondary residence* or *carriage house* as permitted use)

For First, Second and Third Reading

- 203 1. “2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019”
(A bylaw to authorize the borrowing of the estimated cost of constructing the Greenwood Sewer Trunk Connection to the sanitary sewer system)

13.00 ADJOURNMENT

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

Attending:

Acting Mayor: W. Cole-Hamilton

**Councillors: D. Frisch
M. McCollum
W Morin
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

J. Nelson, Director of Financial Services

D. Snider, Director of Recreation and Cultural Services

M. Fitzgerald, Manager of Development Planning

A. Guillo, Manager of Communications

1.00 ADOPTION OF MINUTES

.01

**MINUTES
0570-03**

Moved by Frisch and seconded by Morin that the October 7th,
2019 Regular Council meeting minutes be adopted.

Carried

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Dr. Charmaine Enns, Island Health, presented the Medical Health Officers Report on local population health in the Comox Valley. The report included information related to health and wellness, social well-being, at risk population and trends in healthcare and highlighted hot topics in public health such as vaping and dabbing (heating of cannabis oil), housing crisis, alcohol consumption, early childhood indicators and the overdose crisis.

Dr. Enns provided statistics on the opioid crisis and mentioned some harm reduction strategies being employed in local communities (e.g., Opioid Agonist Therapy [OAT]); and, encouraged Council to invest in initiatives that support wellness, such as walkable infrastructure, when considering policy.

Betty Tate, Vice President, and Bunny Shannon, Board Member, Comox Valley Social Planning Society (CVSPS) provided an overview of the history and services the society delivers to support community planning and improve the quality of life of Comox Valley citizens impacting social issues such as housing, food security, crime and safety, accessibility/inclusion, healthy built environments and parks and recreation.

The delegation presented the 2019 Comox Valley Social Planning Society Activity and Priorities Report; and, invited Council and staff to attend the Social Planning Workshop hosted Thursday, November 7th, 2019 1:00 - 7:00 p.m., at the Lawn Bowling Building, Bill Moore Park, Courtenay.

4.00 STAFF REPORTS/PRESENTATIONS

.01 Geoff Crawford, Business Development Manager, and Lara Greasley, Marketing and Communications Manager, Comox Valley Economic Development Society (CVEDS) presented the 2018 Annual Report, second quarter 2019 Strategic Priorities Report and information related to a number of initiatives including the Comox Ambassador Program, Trip Advisor and the Innovate 2030 Regional Comox Valley Economic Development Strategy.

COMOX VALLEY ECONOMIC DEVELOPMENT SOCIETY (CVEDS) 2018 ANNUAL REPORT, SECOND QUARTER 2019 STRATEGIC PRIORITIES REPORT AND INNOVATE 2030 0250-20

Moved by McCollum and seconded by Theos that the Comox Valley Economic Development Society (CVEDS) 2018 Annual Report, Second Quarter 2019 Strategic Priorities Report and presentation be received for information.

Carried

.02 Moved by Frisch and seconded by McCollum that based on the October 21st, 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

APPOINTMENT OF NEW MEMBERS TO THE BOARD OF VARIANCE 3730-00

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

Carried

.03 Moved by Frisch and seconded by Morin that based on the October 21st, 2019 staff report "Official Community Plan (OCP) Advisory Select Committee", Council approve OPTION 1 and appoint the following individuals to the OCP Advisory Select Committee:

OFFICIAL COMMUNITY PLAN (OCP) ADVISORY SELECT COMMITTEE 6480-01

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

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

Amending motion:

Moved by McCollum and seconded by Frisch that Council modify the Official Community Plan (OCP) Advisory Select Committee Terms of Reference to increase the membership by three (3); and, that Sheila McDonnell, Trustee, School District No. 71 and Andrew Gower, Wedler Engineering, also be appointed to the OCP Advisory Select Committee.

Defeated

In Favour: Acting Mayor Cole-Hamilton and Councillor McCollum

Opposed: Councillors Frisch, Morin and Theos

Amending motion:

Moved by Frisch and seconded by McCollum that Council modify the Official Community Plan (OCP) Advisory Select Committee Terms of Reference to increase the membership by two (2); and, that Sheila McDonnell, Trustee, School District No. 71 also be appointed to the OCP Advisory Select Committee.

Carried

The main motion was carried as amended.

.04

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

Moved by Frisch and seconded by Theos that based on the October 21st, 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.

Carried

.05

DEVELOPMENT
PERMIT WITH
VARIANCES NO. 1903
574 CUMBERLAND
ROAD
3060-20-1903

Moved by McCollum and seconded by Frisch that based on the October 21st, 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.

Carried

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01

CORRESPONDENCE
LETTER OF
APPRECIATION -
COMOX VALLEY
PICKLEBALL
ASSOCIATION
0220-01

Moved by McCollum and seconded by Morin that the correspondence dated September 4th, 2019 from Rick Folk, President, Comox Valley Pickleball Association, thanking Mayor and Council for the resurfacing of Martin Park Lacrosse Box, be received for information.

Carried

The council meeting recessed at 6:21 p.m.

The meeting reconvened at 6:30 p.m.

.02

CORRESPONDENCE -
NOTICE OF
INAUGURAL COMOX
VALLEY REGIONAL
DISTRICT (CVRD)
BOARD MEETING
NOVEMBER 05, 2019
DIRECTOR
APPOINTMENTS TO
CVRD BOARD,
COMMISSIONS &
COMMITTEES
0400-20

Moved by Frisch and seconded by Morin that Council make the following City of Courtenay appointments for the period of November 05, 2019 to November 2020.

Comox Valley Regional District

Regional District Board of Directors:

Councillor Will Cole-Hamilton

Councillor David Frisch

Councillor Doug Hillian

Councillor Wendy Morin

Alternate Regional District Directors:

Mayor Bob Wells

Councillor Manno Theos

Councillor Melanie McCollum

Voting Strength for City Directors on Regional District Board (City has eighteen votes):

Councillor Will Cole-Hamilton 4 votes

Councillor Doug Hillian 5 votes

Councillor David Frisch 5 votes

Councillor Wendy Morin 4 votes

Three Directors to Regional District Sewage Commission (Three Directors elected to Regional Board to serve):

Councillor David Frisch

Councillor Will Cole-Hamilton

Councillor Wendy Morin

Alternates: Mayor Bob Wells, Councillor Doug Hillian, Councillor Melanie McCollum and Councillor Manno Theos

Four Directors to Comox Valley Water Committee (Four Directors elected to Regional Board to serve):

Councillor Will Cole-Hamilton	1 vote
Councillor Doug Hillian	2 votes
Councillor Wendy Morin	2 votes
Councillor David Frisch	2 votes

Alternates: Mayor Bob Wells, Councillor Melanie McCollum and Councillor Manno Theos

Directors or Alternates to attend Comox Strathcona Regional Hospital District Board

Councillor Will Cole-Hamilton
Councillor David Frisch
Councillor Doug Hillian
Councillor Wendy Morin

Alternates: Mayor Bob Wells, Councillor Melanie McCollum, and Councillor Manno Theos

Directors or Alternates to attend Comox Strathcona Waste Management Board

Councillor Will Cole-Hamilton
Councillor David Frisch
Councillor Doug Hillian
Councillor Wendy Morin

Alternates: Mayor Bob Wells, Councillor Melanie McCollum, and Councillor Manno Theos

Integrated Regional Transportation Select Committee

Councillor David Frisch

Alternate: Councillor Melanie McCollum

Carried

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01

ROUTINE RELEASE OF
IN CAMERA
RESOLUTIONS PER
COUNCIL POLICY
#540.00.02
(FOR THE PERIOD OF
JANUARY TO JUNE
2019)
0570-05

Moved by McCollum and seconded by Morin that the City of Courtenay In Camera Resolutions for the period of January to June 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:

- Staff Briefing CVRD Commissions and Boards meeting
- CVRD Board of Directors meeting
- Comox Valley Sports Centre Commission meeting
- Comox Valley Sewage Commission meeting
- Courtenay Federal All Candidates Forum
- Community Drug Strategy Committee meeting
- Eat, Think, Vote event hosted by Comox Valley Community Health Network, LUSH Valley Food Action Society, Comox Valley Social Planning Society and the United Way
- Climate Caucus Coordinating Committee teleconference call
- City of Courtenay Fall Strategic Planning Session
- CVRD Strategic Planning Session
- St. George's United Church and Sonshine Lunch Club facility re-opening following their recent renovation
- City of Courtenay Volunteer Appreciation dinner

COUNCILLOR
FRISCH

Councillor Frisch reviewed his attendance at the following events:

- CVRD Committee of the Whole meeting
- Comox Valley Sewage Commission meeting
- Comox Valley Sports Centre Commission meeting
- City of Courtenay Fall Strategic Planning Session
- CVRD Strategic Planning Session
- City of Courtenay Volunteer Appreciation dinner

COUNCILLOR
MCCOLLUM

Councillor McCollum reviewed her attendance at the following events:

- Comox Valley Sewage Commission meeting
- Comox Valley Sports Centre Commission meeting
- CVRD Committee of the Whole meeting
- St. George's United Church and Sonshine Lunch Club facility re-opening following their recent renovation
- Eat, Think, Vote event hosted by Comox Valley Community Health Network, LUSH Valley Food Action Society, Comox Valley Social Planning Society and the United Way
- City of Courtenay Fall Strategic Planning Session
- City of Courtenay Volunteer Appreciation dinner
- Person's Day Lunch event

COUNCILLOR
MORIN

Councillor Morin reviewed her attendance at the following events:

- Local Leaders Co-Op Housing Information meeting with Co-Op Housing Federation of BC
- Comox Valley Sewage Commission meeting
- Comox Valley Water Committee meeting
- CVRD Committee of the Whole meeting
- Variety the Children's Charity Radiothon fundraising event
- CVRD Strategic Planning session
- City of Courtenay Volunteer Appreciation dinner

8.00 RESOLUTIONS OF COUNCIL

.01

COUNCILLOR
MCCOLLUM
RESOLUTION - 2019
UBCM RESOLUTIONS
B171 & B172

Moved by McCollum and seconded by Morin that
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.

Carried

.02

2019 CLIMATE
LEADERS INSTITUTE
COUNCILLOR
COLE-HAMILTON
0390-20

Moved by Frisch and seconded by McCollum 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.

Carried

.03

IN CAMERA
MEETING

Moved by Morin and seconded by McCollum that a Special In-Camera meeting closed to the public will be held October 21st, 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.

Carried

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

.01

COMOX VALLEY
AIRPORT
COMMISSION'S
(CVAC)
CONCURRENCE OF
DIRECTOR
REAPPOINTMENT
MR. SCHOMMER
8400-20

Moved by Frisch and seconded by Morin that Council endorse the reappointment of Mr. Joe Schommer as Director to the the Comox Valley Airport Commission; and,

That staff send a letter to the Comox Valley Airport Commission advising the City of Courtenay's concurrence with the Director reappointment of Mr. Schommer.

Carried

12.00 BYLAWS

13.00 ADJOURNMENT

.01

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

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 4th day of November, 2019

Mayor

Minutes of a Committee of the Whole meeting held Monday, October 28, 2019 at 4:00 p.m. in the City Hall Council Chambers.

Attending:

Mayor: B. Wells

Councillors: W. Cole-Hamilton

D. Frisch

D. Hillian

M. McCollum

W. Morin

M. Theos

Staff:

T. Kushner, Director of Public Works Services/Assistant CAO

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

W. Sorchta, Manager of Legislative & Corporate Administrative Services

J. Nelson, Director of Financial Services

D. Snider, Director of Recreation and Cultural Services

K. Shaw, Manager of Transportation and Utilities/Assistant Director of Public Works Services

C. Smith, Assistant Manager, Active Recreation

R. Matthews, Executive Assistant

A. Guillo, Manager of Communications

1.00 STAFF REPORTS/PRESENTATIONS

.01

PRESENTATION -
PHYSICAL LITERACY -
DREW COOPER,
GENERAL MANAGER,
PACIFIC SPORT
VANCOUVER ISLAND
8000-01

Drew Cooper, General Manager, Pacific Sport Vancouver Island, presented information to Council related to physical literacy. In the spring of 2019, the Comox Valley was chosen as one of the successful regions to receive funding in partnership with Pacific Sport Vancouver Island and Sport for Life; for a valley wide initiative known as “Play Comox Valley” a program to educate and activate people to get involved in physical activity through cross sector engagement (health, education, recreation and sport).

The delegation asked Council to consider policy that would make “Play Comox Valley” part of the community ethos promoting physical activity for life; and, invited Council and staff to participate in the Physical Literacy 101 Workshop, hosted Thursday, November 21st, 2019, 9:30 a.m. - 1:30 p.m., at Native Sons Hall, Courtenay.

The Physical Literacy presentation was received for information.

2.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01

WATER SMART
ACTION PLAN
BRIEFING NOTE &
PRESENTATION
5600-04

Neal Whiteside, Water Street Engineering Ltd., presented information to Council regarding the Courtenay Water Smart Action Plan; a conservation framework to guide the City of Courtenay's required water consumption reduction target set by the Comox Valley Regional District Water Efficiency Plan, to reduce non-agricultural per capita consumption by 50% by 2050.

The presentation included current City of Courtenay water consumption rates; and, water conservation tools, incentives and strategies for water use reduction.

Moved by Frisch and seconded by Hillian that the October 28th, 2019 Briefing Note "Water Smart Action Plan" and presentation, be received for information.

Carried

The council meeting recessed at 6:00 p.m.

The meeting reconvened at 6:09 p.m.

.02

REQUEST FOR
CLARITY -
INVESTIGATE
AMENDMENT TO
TRAFFIC
REGULATION BYLAW
NO. 1926, 1996
3900-01/5455-01

Moved by Frisch and seconded by Cole-Hamilton that the October 28th, 2019 Request for Clarity "Investigate Traffic Regulation Bylaw 1926, 1996 Amendment" be received for information.

Carried

New motion:

Moved by Hillian and seconded by Frisch that based on the October 28th, 2019 Request for Clarity "Investigate Traffic Regulation Bylaw 1926, 1996 Amendment", Council support adding a comprehensive parking study to the 2020 general operating five year financial plan.

Carried

.03

COMOX VALLEY
REGIONAL DISTRICT
(CVRD) MEETINGS
AND FOLLOW-UP
PROCESS
0360-20

Mayor Wells presented information on how Council may establish a process for City Council appointed Comox Valley Regional District (CVRD) Directors to report back to Council and staff on significant regional matters considered at CVRD board, committee and commission meetings which are likely to impact the City of Courtenay.

Council and staff discussed options how best to deliver regional reports at Council meetings. It was agreed that detailed CVRD Director reports will appear as an agenda topic at Committee of the Whole meetings and that significant items for discussion will be submitted in writing to the Corporate Officer and Deputy Corporate Officer as outlined in **Section 3 of Council Procedure Bylaw No. 2730, 2013**. Furthermore, that time sensitive matters may be brought forward at regular Council meetings under "Reports from Council Members Including Reports from Committees", to ensure timely reporting.

3.00 ADJOURNMENT

.01

Moved by Cole-Hamilton and seconded by Hillian that the meeting now adjourn at 6:33 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 4th day of November, 2019

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 6480-20-1901
& 3360-20-1908

From: Chief Administrative Officer

Date: November 4, 2019

Subject: OCP Amendment Bylaw No. 2963 and Zoning Amendment Bylaw No. 2964 – 2600 Mission Rd

PURPOSE:

The purpose of this report is for Council to consider an Official Community Plan and Zoning Bylaw amendment application to change the land use designation and rezone the property legally described as Lot A, District Lot 236, Comox District, Plan VIP52110. The proposed amendments will change the land use designation from Commercial to Multi Residential and will change the zoning from Multi Use Four (MU-4) zone to Residential Four A (R-4A) zone to allow construction of two four-storey 47-unit apartment buildings and a caretaker suite on the subject property.

CAO RECOMMENDATIONS:

That based on the November 4, 2019 staff report, "OCP Amendment Bylaw No. 2963 and Zoning Amendment Bylaw No. 2964 – 2600 Mission Rd" Council approve OPTION 1 and complete the following steps:

1. That OCP Amendment Bylaw No. 2963, 2019 proceed to First and Second Readings; and
2. That Zoning Amendment Bylaw No. 2964, 2019 proceed to First and Second Readings; and
3. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaws on November 18, 2019 at 5:00 p.m. in City Hall Council Chambers; and
4. That Final Reading of proposed Zoning Amendment Bylaw No. 2964, be withheld until Covenant FB138686 is discharged or modified to permit the proposed development; and
5. That Final Reading of proposed Zoning Amendment Bylaw No. 2964, be withheld until a Section 219 covenant is registered on the subject property outlining the required amenity contributions.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is located in East Courtenay at the intersection of Veterans Memorial Parkway and Mission Road. The immediate neighbourhood comprises single-family homes, mobile homes, vacant large parcels, industrial/utility land uses and an under-construction mixed-use residential/commercial development. Queneesh Elementary School and North Island Hospital are also nearby (pictured below).



Figure 1: Context

The Official Community Plan (OCP) designates the subject property as “Commercial” (**Figure 2** below). This designation allows for some residential use – with Section 4.2.3 4. including language supporting limited residential use on the second level of a commercial centre – but not at the scale proposed outside downtown nor without a commercial component, necessitating this amendment to re-designate the parcel to “Multi Residential”. This designation guides new multi-family development throughout the City and emphasizes cohesion with the surrounding neighbourhood.

This parcel is within the Mission Road Local Area Plan (LAP). The LAP acts as an extension of the OCP and provides more detailed, area specific, policy direction. Staff note this LAP is severely dated (1995) and the area contemplated in the plan has generally been developed consistent with its goals. Of note three of the lots at the corner of Mission and Lerwick Roads have yet to develop. The LAP contemplates a mix of MU-4 and C-2 zoning for this property.

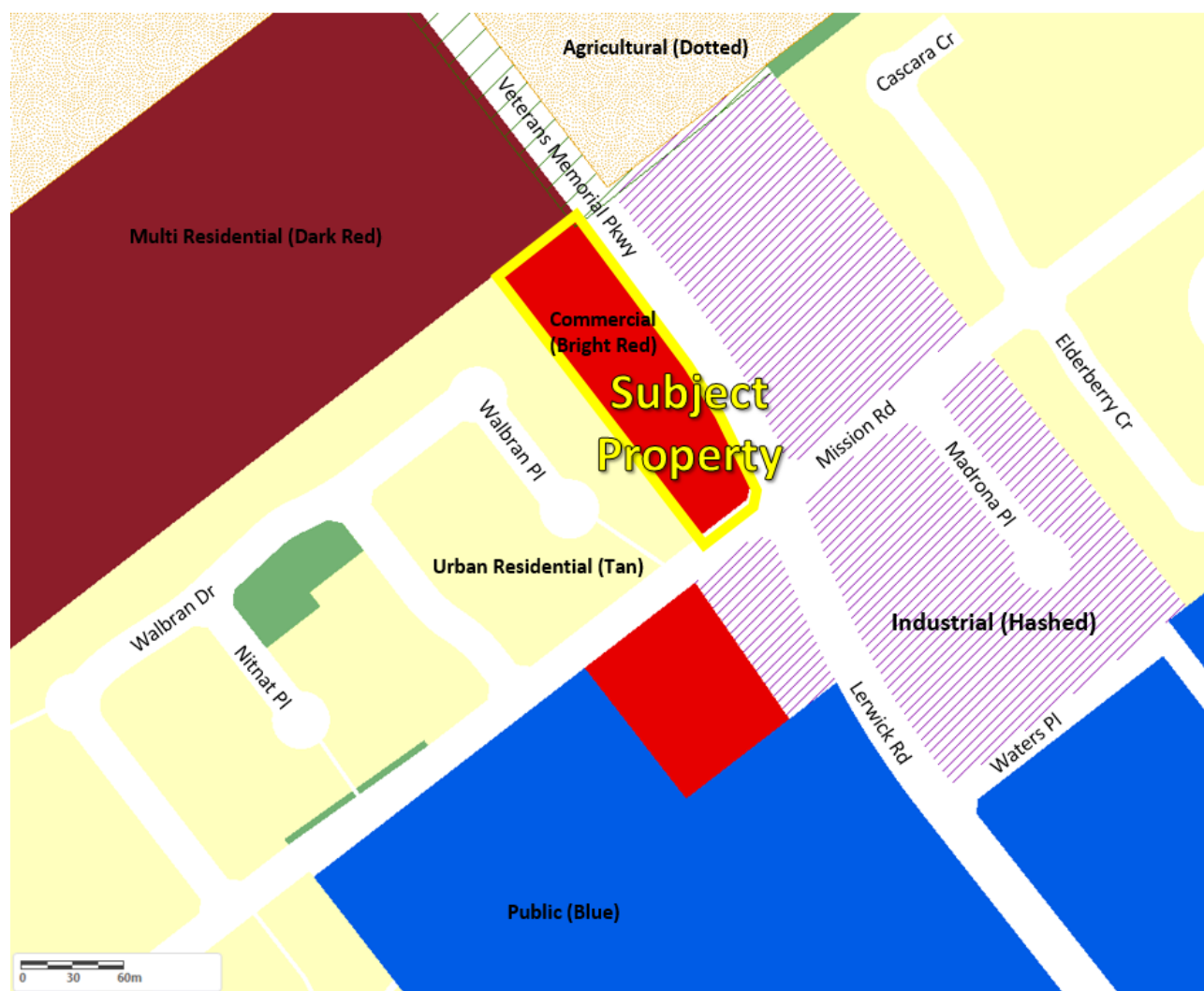


Figure 2: OCP Land Use Designations

The surrounding area contains a mix of uses including suburban style residential lots, a mobile home park and mixed industrial uses. Within 50m of the subject property are properties zoned Agricultural One Zone (A-1), Multiple Use Five Zone (MU-5), and Comprehensive Development Twenty-Four Zone (CD-24). The latter, at 2525 Mission Road, allows buildings up to 16.0m and 19.0m in the core area, and the buildings will be largely residential with some commercial, though the zone is intended to accommodate a professional commercial centre.

The subject property is currently zoned Multiple Use Four Zone (MU-4), which allows multi residential dwellings but restricts floor area ratio to 0.6, lower than the project's 0.88, necessitating the rezoning application. It also restricts height to 9.5m., significantly lower than the project's 12.84m.

Table 1: Zoning Comparison

	Zoning	Max Height	FAR
Subject Property Existing Zone	MU-4	9.5m	0.6
Subject Property Proposed Zone	R-4A	14.0m	1.33
Proposal	R-4A	12.9m	0.88
2525 Mission Road	CD-24	16.0m / 19.0m in core	0.7

The subject property is 1.06 ha, does not contain any buildings and is almost completely cleared of trees, with the exception of an isolated stand in the northwest corner. The applicant proposes to construct two four-storey 47-unit apartment buildings near Veterans Memorial Parkway and a single-storey caretaker

suite/office/bicycle parkade building at the front of the site near Mission Road. Surface parking lines the back and interior side lot lines, inside a 3.1m newly treed buffer that is widened in the northwest corner behind the refuse area to retain existing trees. See **Attachment No. 1: Site Plans, Elevations & Perspectives**. The main buildings together include 16 three-bedroom units, 46 two-bedroom units, and 32 one-bedroom units. The applicant intends to build and operate the property as market rental housing (**Attachment No. 2: Project Description**).

The subject property is encumbered by a covenant further restricting development as follows:

The Owner acknowledges that the City wishes to ensure that the Development is to be substantially landscaped, attractively designed and to be sympathetic to the adjacent residential developments. Without limiting the generality of the foregoing, the Owner for itself and its successors in title covenants and agrees with the City:

- a) To construct a substantial landscape buffer of at least 7.5 meters in width along the inside of all property lines of the Land;
- b) To limit the maximum building foot print for any building to be constructed on the Land to 500 square meters (5382 ft²);
- c) To limit the height of any building to be constructed on the Land to 2 storey;
- d) To construct all building roofs with a minimum 5:12 pitch on their slopes; and
- e) To utilize a high quality finish on any building to be constructed on the Land (no vinyl siding permitted).

Specific requirements a, b, and c above would not be met by this proposal so the covenant would need to be discharged for the application to succeed. Table 1 below compares covenant conditions with existing zoning, target zoning, and project specifications.

Table 2: Covenant Conditions and Zoning

Covenant Condition	Existing Zoning (MU-4)	Proposed Zoning (R-4A)	Proposal
7.5m landscape buffer along all property lines	Front 4.5m Back 2.0m Street side 4.5m Interior side 2.0m	Front 4.5m Back 3.0m Street side 4.5m Interior side 3.0m	Front 6m Back 3.10m Street side 4.50m -7.45m Interior side 3.15m
500m ² max. footprint per building	-	-	1,159.43 m ² per building labelled on plans
2-storey max. height	9.5m (~2.5 - 3 storey)	14.0m (4 storey)	4-storey (12.9m from plans)
5:12 min. roof pitch	-	-	✓
High quality finish (no vinyl siding)	-	-	✓

A traffic impact assessment was required as part of this proposal (**Attachment No. 5**). It recommends right-in/right-out access points on Veterans Memorial Parkway and Mission Road to minimize development impact and this is reflected in the proposal, which also encourages transportation alternatives with 54 secured bicycle parking spaces.

DISCUSSION:**Official Community Plan**

The proposed development is generally consistent with recent development in the neighbourhood (North Island Hospital Comox Valley and 2525 Mission Road). It attempts to mitigate conflict with neighbouring uses through building siting, landscaping, and site access restrictions, while increasing the diversity of housing in the immediate neighborhood well serviced by multiple modes of transport.

Local Area Plan

The subject site has few trees, though there is a notable stand in the northwest corner that the developer is attempting to preserve as much as possible. The lot's long, narrow shape and busy intersection location make it ill-suited for subdivision to single-family lots with multiple driveways accessing Veterans Memorial Parkway, and it does not interfere with mountain views (north from some properties on the other side of Lerwick Road/Veterans Memorial Parkway). Tall buildings on this lot could, however, have significant potential impacts on privacy and sunlight.



Figure 3: Bird's Perspective from Northeast

As a result, the applicant was required to provide detailed landscape plans and visual impact and shadow studies early in the process. The studies ultimately suggested reconfiguring the site layout to improve privacy and sunlight for northeast neighbours, which is reflected in the proposed layouts shown in the attachments. **Attachment No. 1: Site Plans, Elevations & Perspectives** (especially Perspective Looking South), **Attachment No. 4: Landscape Plans and Landscape Architect Response to Public Comments**, and **Attachment No. 5: Visual Impact and Shadow** are particularly illustrative. While there will be some visual, noise and shadow impact, especially in the first five years as new continuous coniferous landscape buffer screening trees grow in, these effects are minimized by long distances (minimum 25m to interior lot lines), existing grade differential/retaining wall (2-4m height along southeast lot line), new deciduous trees punctuating the parking lot, and existing landscaping on neighbouring properties. Grade change and vegetation also mitigate potential noise and visual parking lot impacts.

OCP Vision

The proposal addresses several points listed in the OCP under Section 2.1 Vision, including:

4. Balanced Growth

- Create neighbourhoods that provide different housing types close to recreation, education and daily destinations

7. Guidelines for Sustainable Development

- Consider the long-term impacts of all land decisions. Selecting the correct location for density is important as this will create the right balance to ensure new growth enhances the community and supports existing and new services; and

8. The Need to Adopt 'Smart Growth' Principles

- Foster alternative means of transportation

The proposal would provide housing, in a convenient location, of types that are different from the single family homes and mobile homes currently in the area. It is within 200m of Queneesh Elementary School and bus stops, within 500m of North Island College and the Hospital, and within one kilometer of Crown Isle Plaza and other shops and services as well as Sandwick Park. While the proposed development is significantly denser than neighbouring residences, locating new rental units near services especially the hospital and college may provide substantial community benefit.

Zoning Review

The second component of this application is to re-zone the lot from MU-4 zone to R-4A to allow four storey apartments at a floor area ratio exceeding that permitted under current zoning and at a greater height (see Table 1).

As detailed above and below, there is sufficient rationale for the multi-family residential land use on this parcel, though impact mitigation for neighbours is a significant concern. The proposal complies with all zoning stipulations outlined in the R-4A zone as well as other parameters such as parking standards found elsewhere in the zoning bylaw.

Covenant

Covenant FB138686 was registered on the subject property January 22nd 2008, when the property was re-zoned from a split zone of MU-4 and C-2 to fully MU-4 and its OCP designation was changed from a split of Industrial and Commercial to fully Commercial. The intended use was a collection of convenience food facilities, which the applicant deemed lacking at the time after a North Island College expansion and the addition of the Home Depot.



Lot "A" South West Intersection of Mission Road and Lerwick (Veteran's Memorial Parkway)
Form and Character Illustration

Figure 4: 2007 proposed development for subject property

The proposed development in 2007 was to be comparatively attractive and well-landscaped, and eliminate the likelihood of a major service station or otherwise incompatible use beside the adjacent residential neighbourhood as allowed by the previous OCP and zoning. Staff commented that limiting the maximum building footprint would effectively reduce the massing of potential building types that normally support manufacturing and enclosed storage uses permitted in the MU-4 zone. The proposed development was not built, however, and numerous convenience food and other small commercial business subsequently opened at Crown Isle Plaza and across Ryan Road.

The currently proposed application would require discharge or amendment of the abovementioned covenant. While the proposal meets conditions of a 5:12 minimum roof pitch and high quality finish, it exceeds maximum height and building footprint conditions and does not achieve the required landscape buffer width.

At four storeys, the proposed building exceeds the two storey maximum in the covenant. Interestingly, the covenant does not specify a maximum building height. Commercial floor to ceiling heights are often taller than residential, so a two-storey mixed use building might have massing more like 2.5 storeys of residential, and the covenant would allow it to be located up to 7.5m from the side property line. This is far closer than the 25m+ proposed in this application which mitigate impacts of the adjacent houses in terms of lines of sight, shadowing and visual effects of massing on neighbours.

Parking is located closer than the 7.5m covenanted buffer would allow - up to 3m from the lot line - but is substantially screened from private lots along the side lot line by a 2-4m retaining wall and along the back by a 7m wide strata greenspace in the adjacent mobile home park, in addition to onsite tree screening.

The maximum building footprints permitted by the covenant are geared toward fast food and convenience type of commercial activities. Store type would not be a concern with the proposed multi residential zoning and visual impact of the building width would be mitigated, as with height, by locating buildings far from neighbours. Streetscapes would differ between several smaller two storey mixed use buildings as intended by the covenant and two larger four storey apartment buildings as proposed, though either would add interest and tree cover relative to the long-time vacant lot, and the proposal includes features to bring a human-scale feel such as lighter coloured upper floors, textured façade, and private walkways and entrances for some ground level units.

Other Related Regulations

Local Government Act – s.477 (3)

The proposed OCP amendment has been reviewed in relation to the City's Financial Plan and the Regional Waste Management Plan. As a minor amendment relating to a single parcel, Staff have found the bylaw to be complementary to these plans.

Parks, Recreation, Culture and Senior's Facilities Amenity Reserve Fund

The applicant has offered to contribute \$500 per unit, which are all under 100m², for the Parks, Recreation, Culture and Senior's Facilities Amenity Reserve Fund. This equates to \$47,500. These fees will be used to for capital project upgrades in existing parks and recreations spaces.

Affordable Housing Policy

The proposal is for market rental housing, and the applicant indicated that neighbours at the public information meeting adamantly voiced opposition to non-market housing (that was not proposed), but the buildings do contain 32 one-bedroom units which should have more affordable rents. The applicant has additionally offered to contribute to the affordable housing reserve fund in the amount of \$500 per unit.

Form and Character Development Permit

The development is subject to a form and character development permit. The proposal generally complies with the multi-residential development permit guidelines with final review and approval occurring subsequent to the OCP and rezoning amendments.

FINANCIAL IMPLICATIONS:

The development is subject to City and the Regional District Development Cost Charges. Amenity contributions discussed above will be secured through a Section 219 Covenant which must be registered prior to final adoption of the zoning bylaw.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent 100 hours processing and reviewing this application. Should the proposed bylaws receive First and Second Readings, staff will spend an additional ten hours in preparation for the public hearing, drafting and registration of a covenant, final reading of the bylaw, and updating the bylaws and maps.

ASSET MANAGEMENT IMPLICATIONS:

Any servicing and/or offsite improvements required to comply with the standards contained in Subdivision and Development Servicing Bylaw No. 2919 will be evaluated at time of building permit application. Following a condition assessment, infrastructure may be required to be altered/modified/replaced to meet these standards, at the cost of the applicant.

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:**Official Community Plan**

Residential Goals and Policy:

4.4.2 Goals

1. Optimize the use of existing lands in the City with a long term consideration to expand boundaries and protect adjoining lands from further development to meet the future needs of the City.

4.4.3 Policies

1. balance land uses to create a vibrant and diverse neighbourhood and community;
2. create neighbourhoods that will offer a variety of transportation choices

Densities

5 (a) multi residential development shall be limited in scale and size outside the downtown area

5(b) the multi residential description is subject to the following criteria:

- access to schools, parks, walkways, transit and complementary commercial/service uses
- adequate buffer areas from major roads and adjacent land uses
- input from School District regarding enrolment capacity

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

The Mission Road Local Area Plan:

The Mission Road LAP contemplates MU-4 and C-2 zoning for this property to allow a mix of commercial and multi-residential development. As noted in the discussion above the C-2 zoning was removed in 2008.

REGIONAL GROWTH STRATEGY REFERENCE:

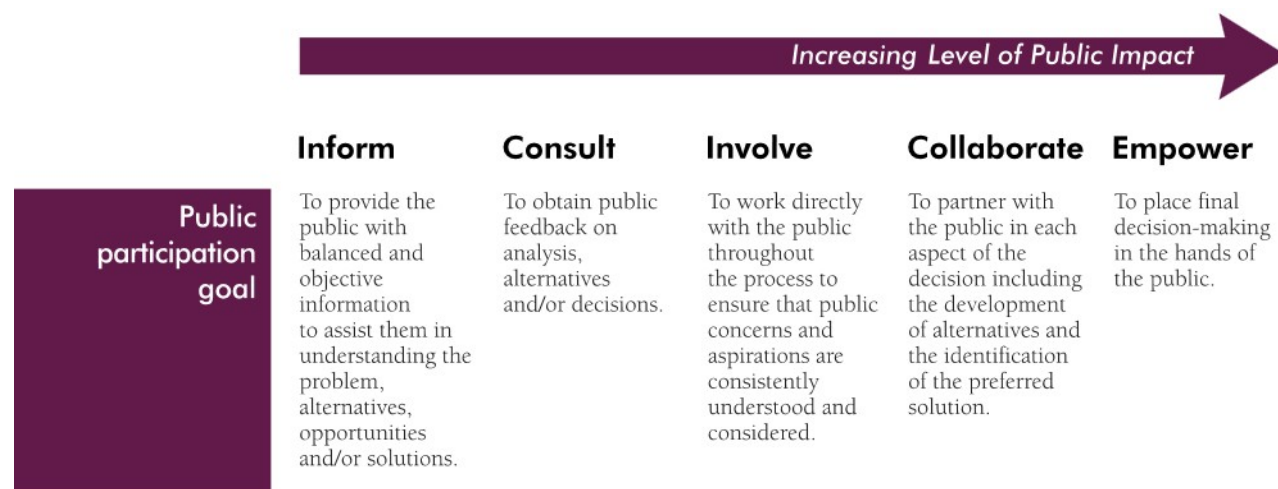
The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

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

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

CITIZEN/PUBLIC ENGAGEMENT:

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



Should OCP Amendment Bylaw No. 2963 and Zoning Amendment Bylaw No. 2964 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on June 18th 2019 at Queneesh Elementary School. According to the information provided by the applicant, 44 people attended the meeting, representing 37 addresses (in addition to applicant representatives and consultants). The meeting summary and sign-in sheet are included as **Attachment No. 3** along with public comments and a general applicant response to public comments; more specific responses by the transportation engineer and the landscape architect are included in **Attachments Nos. 4** and **6**. Public comments were received from 35 people representing 29 addresses, with two in favour, 29 opposed, and four neutral or unclear about support. Anonymized responses were passed on to the applicant for review and potential plan adjustment. Significant site reconfiguration was done in advance of the Public Information Meeting to move buildings farther from neighbours; consequentially post-meeting changes were more subtle such as adjusting the parking lot to retain a small stand of trees important to some neighbours.

Most responses (31) noted traffic congestion and/or safety as a concern. Of these, frequently cited issues included general traffic increase in an already congested area and safety of resident and Queneesh Elementary School children with increased Mission Road and Walbran Drive traffic, especially vehicles turning around. Other responses looked at potential conflict with the Veterans Memorial Parkway site entrance being located near that of the neighbouring mobile home strata lot, or at the validity of assumptions used in the traffic impact study. The latter is most clearly articulated on Page 28 of the **Public Comment to June 26, 2019 – 2600 Mission Road** subsection of **Attachment No. 3**, which prompted a response from the transportation engineer (**Attachment No. 6**) and further consultation with the City. Staff are satisfied that while it may not be ideal, the proposed right-in/right-out driveway configuration is the safest feasible for the difficult lot. Staff note that the transportation engineer estimates that currently permitted uses such as two fast food restaurants and one 1000m² (10,764ft²) office building could generate six times as much PM peak hour traffic as the proposed development (**Attachment No. 6**).

Over one-third of responses noted one or more of: noise, light, and/or air pollution (15); building height, views, privacy and/or shadows (14); and impact on property values (12). Public concerns about noise impacts and light from the parking lot were common. Staff believe that a noise study is not required at this stage, and that possible light impacts are negligible due to the existing retaining wall screening headlights and full cut-off directional lighting requirement for overhead lights. Visual impact and shadow from the buildings have been examined in **Attachment No. 5**. The proposed 4-storey buildings are sited as far as possible from neighbours (while leaving a reasonable street buffer) and perimeter screening trees will increasingly mitigate privacy impacts as they grow but there will be some unwanted view corridors in ear

years and some continued winter morning shading of northwestern neighbours.

Other public response topics included concern about increased crime (7 responses); substandard caretaking (5); a need for wider public consultation (2); tree preservation (2); leaf litter (1); garbage bin location (1); stormwater management (1); back lot fencing (1); safety fencing for children in 3-bedroom apartments (1); greenspace for residents (1); school class size/crowding (1); water demand (1); number of dogs (1); and loss of potential commercial spaces (1). Several responses mentioned preferring some commercial over high density residential, but only one clearly *wanted* the commercial.

Section 475 of the *Local Government Act* requires the City to consider the consultation requirements for adoption, repeal or amendment of an OCP. Given the moderate scope of the proposed amendment bylaw staff recommend the public information meeting held by the applicant and the public hearing may be sufficient. Should Council desire additional consultation it would be appropriate to add it to the resolution.

OPTIONS:

OPTION 1: (Recommended)

That based on the November 4, 2019 staff report entitled “OCP Amendment Bylaw No. 2963 and Zoning Amendment Bylaw No. 2964 – 2600 Mission Rd” Council approve OPTION 1 and complete the following steps:

1. That OCP Amendment Bylaw No. 2963, 2019 proceed to First and Second Readings; and
2. That Zoning Amendment Bylaw No. 2964, 2019 proceed to First and Second Readings; and
3. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaws on November 18, 2019 at 5:00 p.m. in City Hall Council Chambers; and
4. That Final Reading of proposed Zoning Amendment Bylaw No. 2964, be withheld until Covenant FB138686 is discharged or modified to permit the proposed development; and
5. That Final Reading of proposed Zoning Amendment Bylaw No. 2964, be withheld until a Section 219 covenant is registered on the subject property outlining the required amenity contributions.

OPTION 2: That Council postpone consideration of Bylaws 2963 and 2964 with a request for more information.

OPTION 3: That Council not proceed with Bylaws 2963 and 2964.

Prepared by:



Mike Grimsrud,
Planner 2

Reviewed by:



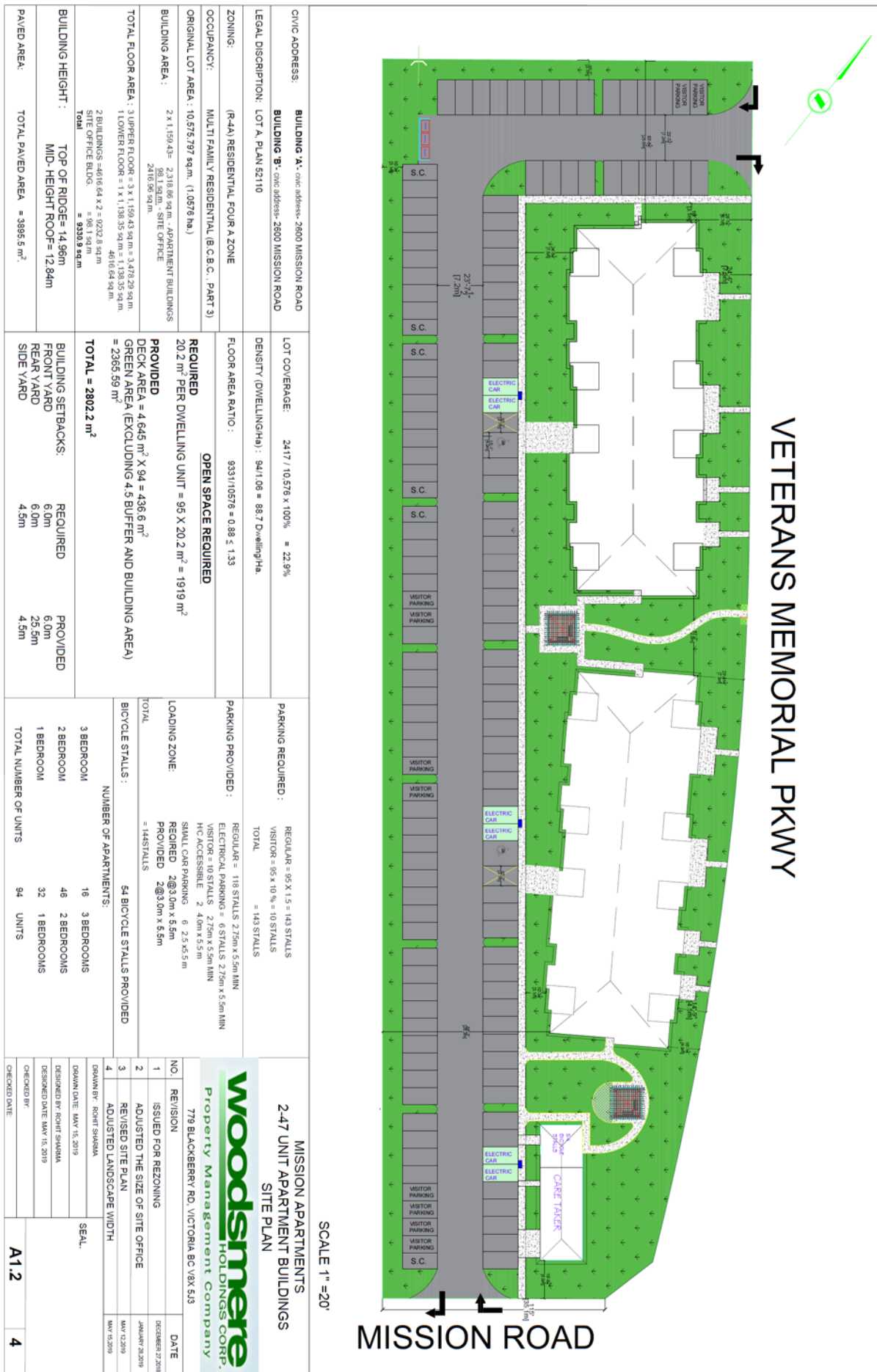
Ian Buck, MCIP, RPP
Director of Development Services

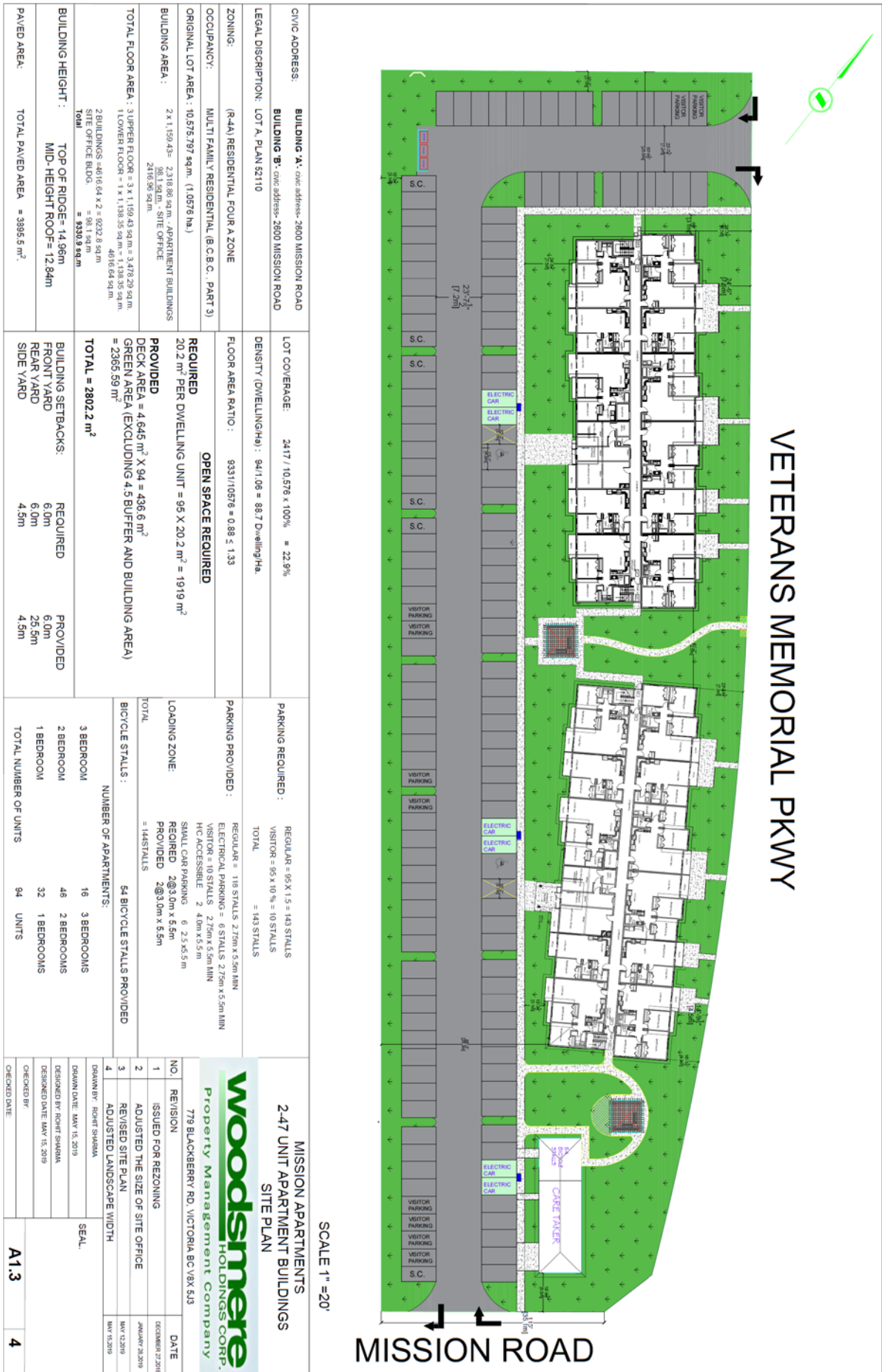
Attachments:

1. *Site Plans, Elevations & Perspectives*
2. *Project Description*
3. *Public Information Meeting Summary, Comments & Response*
4. *Landscape Plans and Landscape Architect Response to Public Comments*
5. *Visual Impact and Shadow*
6. *Transportation Impact Assessments, Engineer Response to Public Comments and Traffic Comparison*

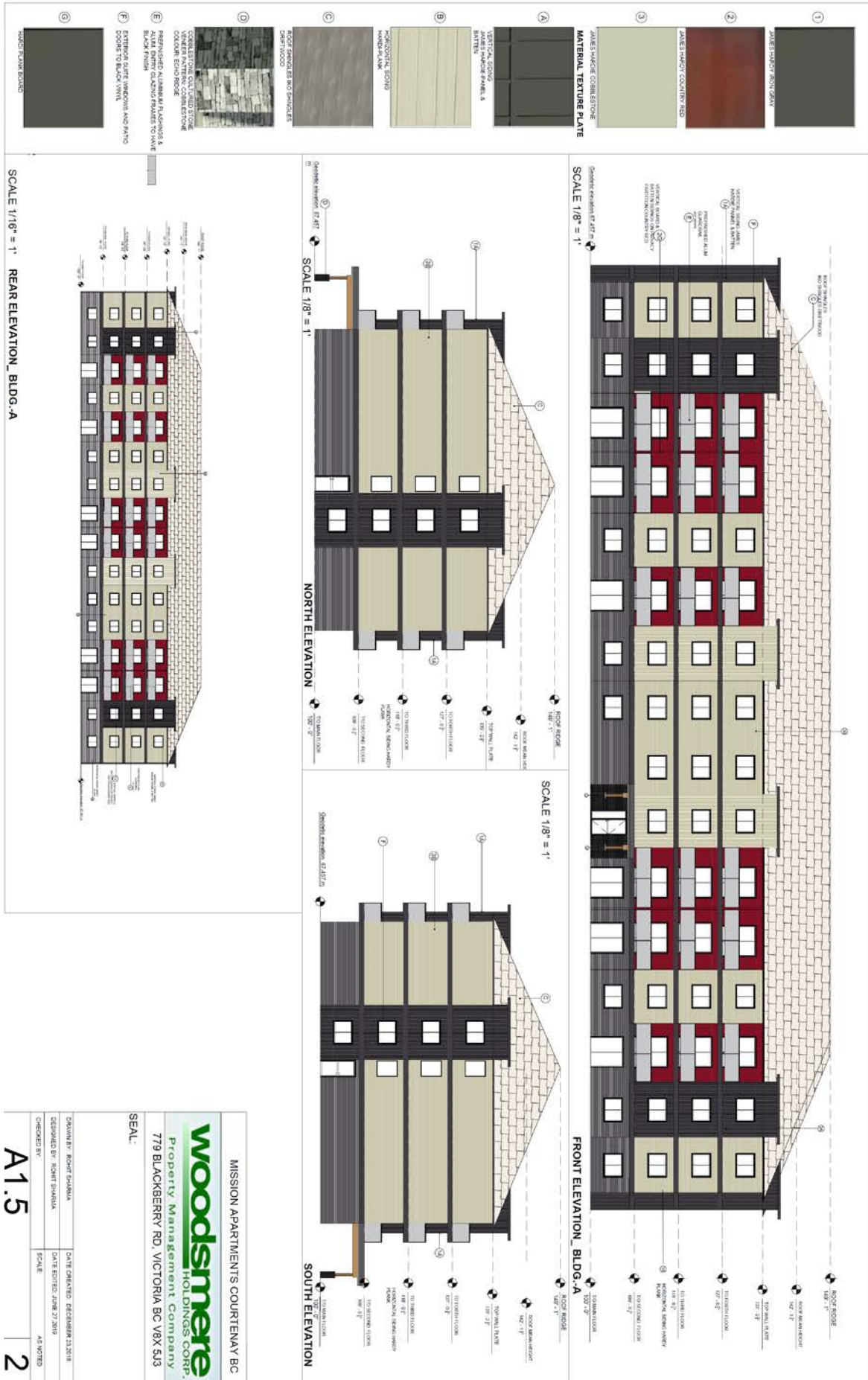
Attachment 1: Site Plans, Elevations & Perspectives













FRONT- ELEVATION

SCALE 1/8" = 1'

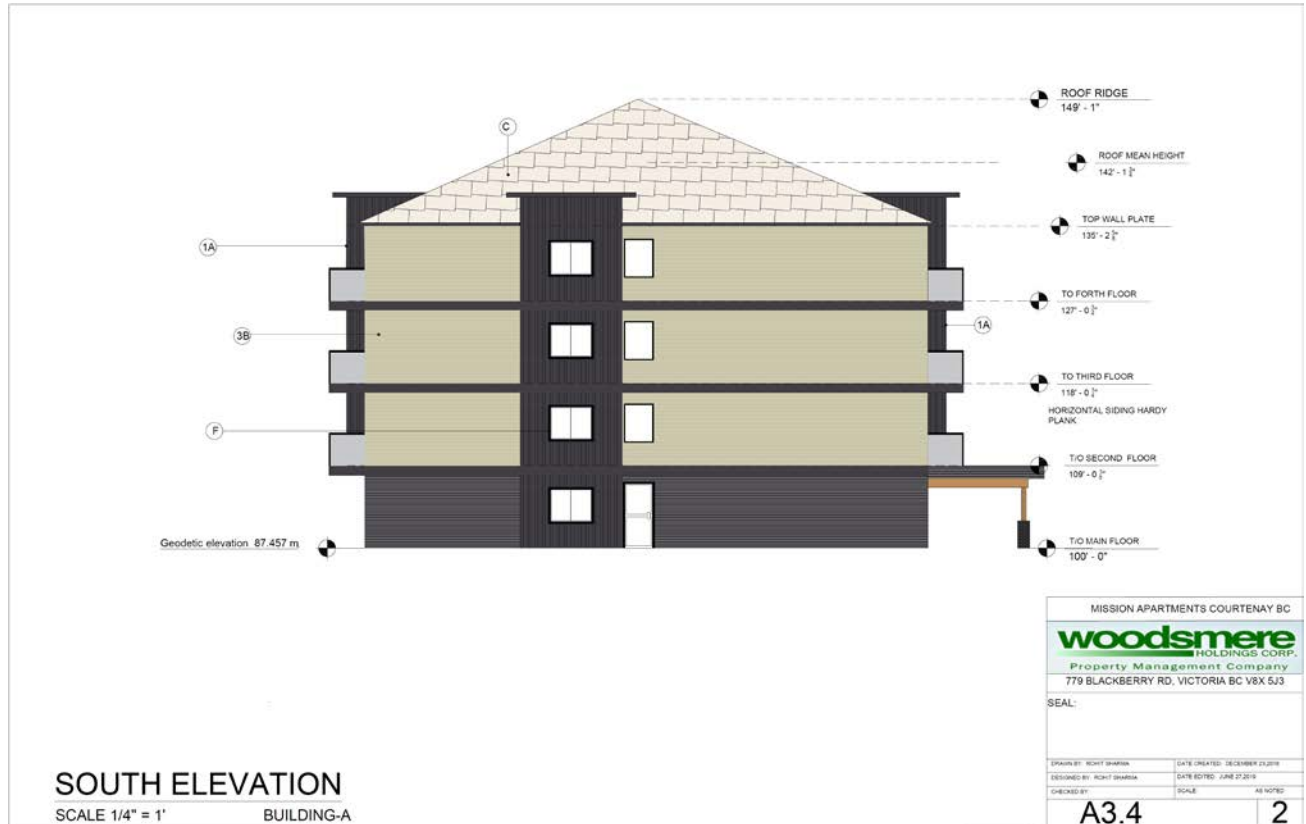
BUILDING-A



REAR ELEVATION

SCALE 1/8" = 1'

BUILDING-A





FRONT- ELEVATION

SCALE 1/8" = 1'

BUILDING-B

MISSION APARTMENTS COURTENAY BC	
woodsmere HOLDINGS CORP.	
Property Management Company	
779 BLACKBERRY RD, VICTORIA BC V8X 5J3	
SEAL:	
DRAWN BY: ROBT SHARON	DATE CREATED: DECEMBER 23, 2018
DESIGNED BY: ROBT SHARON	DATE EDITED: JUNE 27, 2019
CHECKED BY:	SCALE: AS NOTED
A3.5	2

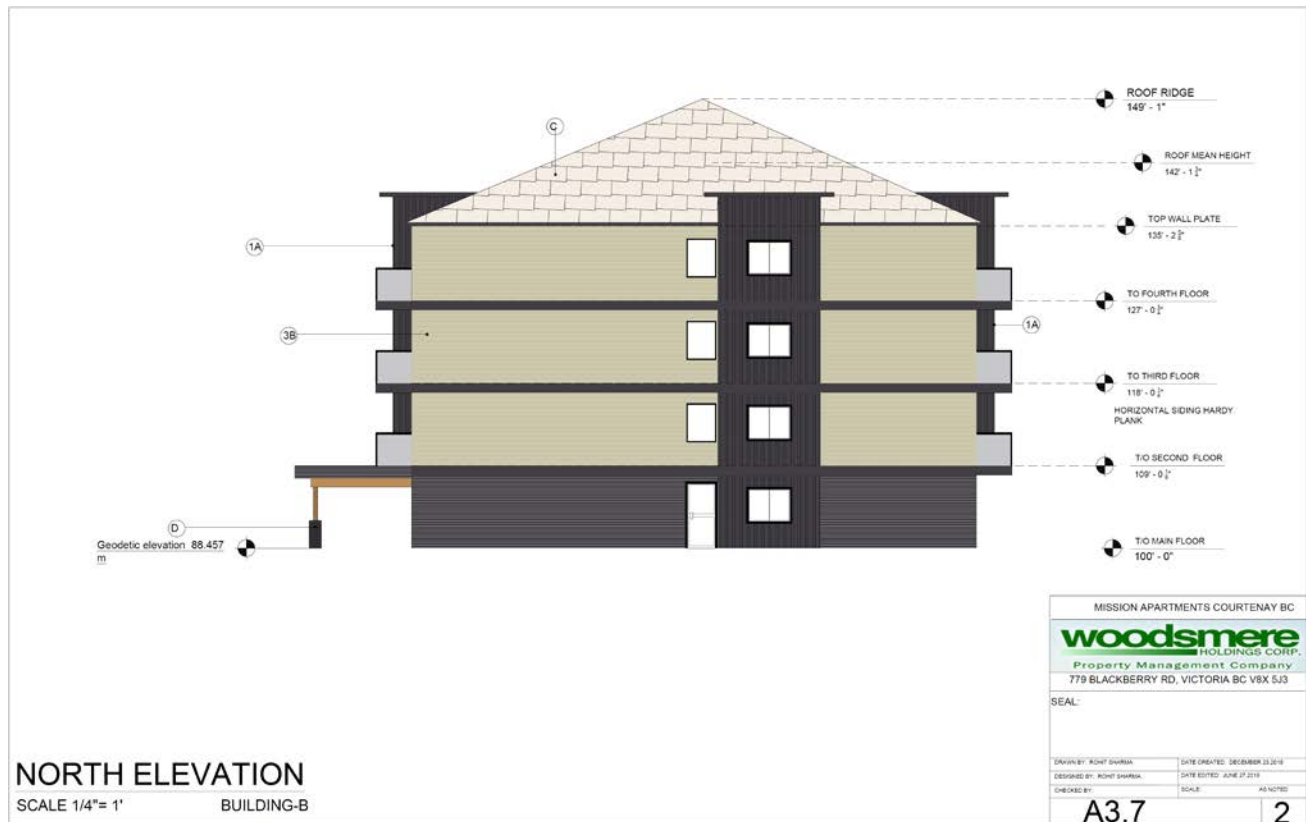


REAR ELEVATION

SCALE 1/8" = 1'

BUILDING-B

MISSION APARTMENTS COURTENAY BC	
woodsmere HOLDINGS CORP.	
Property Management Company	
779 BLACKBERRY RD, VICTORIA BC V8X 5J3	
SEAL:	
DRAWN BY: ROBT SHARON	DATE CREATED: DECEMBER 23, 2018
DESIGNED BY: ROBT SHARON	DATE EDITED: JUNE 27, 2019
CHECKED BY:	SCALE: AS NOTED
A3.6	2





PERSPECTIVE LOOKING TO NORTH

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP. Property Management Company			
776 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROYCE SHAWNA	DATE CREATED: FEBRUARY 7, 2019		
DESIGNED BY: ROYCE SHAWNA	DATE EDITED: JUNE 26, 2019		
CHECKED BY:	SCALE:	AS NOTED	
P1.1			2



PERSPECTIVE LOOKING TO EAST

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP. Property Management Company			
776 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROYCE SHAWNA	DATE CREATED: FEBRUARY 7, 2019		
DESIGNED BY: ROYCE SHAWNA	DATE EDITED: JUNE 26, 2019		
CHECKED BY:	SCALE:	AS NOTED	
P1.2			2



PERSPECTIVE LOOKING TO SOUTH WEST

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: RIGHT SHAWNA	DATE CREATED: FEBRUARY 7, 2019		
DESIGNED BY: RIGHT SHAWNA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED	
P1.3			3



PERSPECTIVE LOOKING TO WEST

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: RIGHT SHAWNA	DATE CREATED: FEBRUARY 7, 2019		
DESIGNED BY: RIGHT SHAWNA	DATE EDITED: JUNE 26, 2019		
CHECKED BY:	SCALE:	AS NOTED	
P1.4			2



PERSPECTIVE LOOKING TO SOUTH

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP. Property Management Company 779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SWANNA	DATE CREATED: FEBRUARY 7, 2019		
DESIGNED BY: ROBT SWANNA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED	
P1.5		3	



CARE TAKER UNIT

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP. Property Management Company 779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SWANNA	DATE CREATED: JUNE 14, 2019		
DESIGNED BY: ROBT SWANNA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED	
P1.6		3	

Attachment 2: Project Description



4147 Blenkinsop Road, Victoria BC V8X 2C3

Ph. 250-477-1207 Fax. 250-472-1297

danny@wjconstruction.ca

2600 Mission Rd. – Courtenay BC
Rezoning Application

Woodsmere Holdings Corp. ("Woodsmere") has entered into a Purchase and Sale Agreement (the "Agreement") with Ellicombe Holdings Ltd. ("Ellicombe") to purchase 2600 Mission Rd. Courtenay BC.

As Authorized by Ellicombe, Woodsmere is submitting a Rezoning Application and Development Permit Application for;

Lot A, District Lot 236, Comox District, Plan VIP52110, P.I.D. 017-179-483
2600 Mission Rd. Courtenay BC - 1.06 Hectares (the "Property")

- (a) To Rezone the Property from current zoning - Multiple Use Four Zone (MU-4) to Residential Four A Zone (R-4A) to construct Multi Residential Dwelling
- (b) For a development Permit to construct a 94 Unit apartment building

Background

Woodsmere is a Victoria based holding company, which owns, manages and maintains a real estate portfolio of multifamily rental properties across Western Canada under the direction of its President, Daniel Jadresko and Comptroller Sandra Jadresko. Woodsmere was incorporated in 1999 and has built a strong reputation as one of the industry's leading apartment rental companies

Woodsmere undertakes extensive market research studies throughout Canada and has identified and focused on communities with a critical shortage of multi-family apartment style housing units available for rent. Our market research includes discussions and correspondence with CMHC (Canada Mortgage and Housing Corporation), various financial institutions, municipal planning and development staff in many localities, realtors, apartment managers, apartment owners and residents.

Woodsmere's professional engineers and architects work closely with planning staff to bring our developments to completion. Through its contacts with owners of businesses in Courtenay and through research, Woodsmere has identified Courtenay BC as a location where there is a shortage of purpose-built rental housing.

Woodsmere plans to own and manage its proposed project in Courtenay as a rental project and manage the purpose-built apartment project to the highest standards. Woodsmere's properties are recognized as among the most professional and well managed residential rental properties throughout Western Canada.



W&J Construction Ltd. ("W&J") the Contractor for the proposed development has a team of dedicated professionals with over 33 years of experience in land development and construction of residential and multifamily housing. W&J's head office is also located in Victoria, B.C. and is headed by founder and president Danny Jadresko.

W&J specializes in developing and constructing multi-family residential apartment and townhome projects providing affordable accommodation for thousands of residents.

W&J's activities include market research, land acquisitions, development of plans, architectural designs, application for permits, urban documentation, regulatory compliance, technical preparation of tenders, contracts, sub-trade and supplier negotiation, construction project planning and management, scheduling, safety programs, financial planning, construction draws, accounts payables and receivables.

The pairing of W&J Construction Ltd. with Woodmere Holdings Corp. has proven to be very successful. W&J has established a proven formula for construction and a reputation for speed, efficiency and quality. The rental housing units proposed will be available for occupancy in a much shorter time than comparable projects due to these efficiencies.

W&J Construction Ltd. has been setting high goals for more than three decades and is with each project becoming a more successful builder of residential multi-family apartment building complexes at attractive locations throughout western Canada.

Project Description

Woodsmere is proposing to develop 2 – 47 Unit 4 story purpose-built rental apartment buildings at 2600 Mission Rd. for a total of 94 Rental Apartment Units. Each building will consist of 16 – 1 bedroom, 23 – 2 bedrooms and 8 – 3-bedroom units which will provide a project total of 32 – 1-bedroom units, 46 – 2-bedroom units and 16 – 3-bedroom units. This unit mix will allow a broad mix of tenants including single persons, couples, roommates, and families with children. Each rental unit will include 5 appliances: a fridge, stove, dishwasher, and an in-suite washer and dryer. The in-suite washer and dryer have proven to be a substantial benefit to our tenants. Woodsmere has also included an on-site rental and maintenance office which will be used for the daily operations and management of the rental project. In our experience an on-site management office directly contributes to a better managed, cleaner building and permits the more efficient resolution of tenant related incidents which in turn provides a much higher standard of living for our tenants. Woodsmere has proposes to provide 54 secured covered bicycle parking stalls incorporated with the site office to encourage cycling and less vehicle dependency. We also propose to provide 6 Electric Car Charging stalls within our parking layout with each stall having an electric charging station. We have included an outdoor Pergola at each rental building to provide an outdoor seating area for the enjoyment of the residents.

To provide energy efficiency within our proposed development we propose to provide a mini split AC unit with a single head unit in each apartment suite which will provide heating and cooling in the living room, dining room and kitchen area. We propose to provide LED lighting throughout the project including all common areas and individual suite lighting. We also propose



to include a high efficient gas fired domestic hot water boiler system for the proposed apartment buildings for high energy efficiency. For additional security and tenant comfort we will provide video surveillance within our apartment buildings. We also propose to use Hardiplank exterior building material.

Project Location

Woodsmere has completed extensive market research in the Courtenay area and has identified a significant need for purpose built rental apartment buildings. Once this requirement for rental apartments was identified Woodsmere sought the best location to locate rental apartment buildings in Courtenay. An ideal location for rental apartments is situated in close proximity to large commercial developments with a large employment base, schools, recreation centers, and other large employers. Woodsmere identified the location of Ryan Rd. and Lerwick Rd. as the most suitable area in Courtenay to provide rental apartment buildings. Our proposed site at 2600 Mission Rd. is in an excellent location for purpose built rental apartment buildings. Rental apartments located at this location would service the rental needs of the immediate neighborhood and would as well address the rental housing shortage in general.

The property is situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Crown Isle Resort, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, Pizza Hut, and the new North Island Hospital to name a few. This is an ideal location to service residential housing needs of the area at an affordable price. In our opinion, our proposed location could not be better located! A location such as this reduces the carbon footprint required for the residents of our proposed project to reach their destination. Tenants of our proposed project will be able to walk or ride their bicycles to each of these locations or otherwise conveniently access these properties and the services provided in the neighboring area.

Attachment 3: Public Information Meeting Summary, Comments & Response**Grimsrud, Michael**

From: Danny Jadresko <danny@wjconstruction.ca>
Sent: June 21, 2019 11:42 AM
To: Grimsrud, Michael; Setta, Tatsuyuki
Cc: Cody Jadresko; Rohit Sharma; Brad Forth; Derek Jensen
Subject: Woodsmere Holdings Corp. - 2600 Mission Rd. - Public Information Meeting
Attachments: IMG_5666.jpg; IMG_9788.jpg; IMG_9789.jpg; IMG_9797.jpg; Public Open House - Sign In Sheet.pdf; Public Open House - Comment Sheet.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Michael & Tats

On June 18, 2019 Woodsmere Holdings Corp. held a Public Information Meeting at the Queneesh Elementary School in regards to our rezoning application for 2600 Mission Rd. This meeting was held to answer questions and gather community feedback on our proposed project. Woodsmere representatives included myself, Cody Jadresko and Rohit Sharma, Brad Forth from 4 Site Landscape Architecture and Derek Jensen with McElhanney Engineering Ltd. attended the meeting.

To represent our proposed development we provided visual aids in the form of 4 – banners and 3 corrugated displays as shown in the attached photos. All of the information that we have currently presented to the City was provided for review at the meeting.

At the entrance to the meeting room we provided a Sign In Sheet as well as a Comment Sheet. We had 44 attendees who registered onto the sign in sheet which is attached for your reference. We had no attendees fill out the Comment Sheet (Attached) at the meeting however we were informed by certain attendees that they would be forwarding comments directly to the City of Courtenay. It would be much appreciated and helpful to Woodsmere and our team if you would share any comment sheets that you receive.

In general I would like to list the main comments we received;

- Low Income or Subsidized Housing Project – For some unknown reason most attendees were under the understanding that Woodsmere was proposing a low income apartment project. This misunderstanding seemed to have spread throughout the neighbourhood and was a definite area of concern for the neighbours. We explained to the attendees that Woodsmere's proposal at this time has no partnerships or involvement with any government or non profit programs of any sort subsidizing rents or providing low income housing. Woodsmere has a proven track record of providing high quality and well managed market rental buildings in many Western Canadian municipalities.
- Traffic – There were comments in regard to the increase in traffic our development would create. We explained that Woodsmere was asked to provide a Traffic Impact Assessment Study/Report by the City of Courtenay and

we engaged Watts Consulting Group to complete the TIA. The recommendations in the TIA were implemented into our designs and the surrounding road infrastructure was more than capable of accepting the increase in traffic. We reminded the neighbours that our site also has the same advantages of walking proximity to schools, shopping, medical clinics, and the Hospital. We also explained that within the current zoning there are potential commercial uses which could create more traffic than our residential proposal.

- Density - There were comments regarding density and the height of our proposal. We addressed the comments by showing how we have oriented our buildings as far away from any neighbouring homes and having a minimum of 100' between the homes and our buildings. Some neighbours noticed the revised site plan and were pleased with the revision.

We were pleased to see how many neighbours attended.

If you have any questions regarding the Public Information Meeting please let me know.



Danny Jadresko
President
W&J Construction Ltd
250-477-1205
Woodsmere Holdings Corp.
250-477-1207
779 Blackberry Rd,
Victoria BC V8X 5J3

woodsmere

HOLDINGS CORP.

779 Blackberry Rd, Victoria BC V8X 5J3

Ph. 250-477-1207 Fax. 250-472-1297

danny@wjconstruction.ca

PUBLIC INFORMATION MEETING

JUNE 18, 2019

SIGN IN SHEET FOR 2600 MISSION ROAD

NAME (Please Print)	ADDRESS
	139-4714 muir Rd.
	#14, - 4714 ✓ ✓
	128 ✓
	129 ✓ ✓
	32 ✓ ✓
	139-4714 muir Rd
	#145-4714 muir Rd
	#163-4714 muir Rd.
	116 " "
	165-4714 Muir Rd.
	#147-4714 muir Rd
	#169-4714 muir Rd.
	#174 4714 Muir Rd
	#176 4714 Muir Rd
	175 4714 muir Rd.
	2347 Walbran Dr.
	2347 Walbran Dr.
	2348 WILBRAN DR
	2357 WILBRAN DR.
	2403 Walbran Place.
	2450 Walbran Place
	2483 Walbran Pl
	2403 WILBRAN PL.
	2376 " Dr.
	2377 " "
	2403 Walbran Place



779 Blackberry Rd, Victoria BC V8X 5J3

Ph. 250-477-1207 Fax. 250-472-1297

danny@wjconstruction.ca

PUBLIC INFORMATION MEETING

JUNE 18, 2019

SIGN IN SHEET FOR 2600 MISSION ROAD

NAME (Please Print)	ADDRESS
	1808 Fern Rd. Courtenay
	1321 Clearview Cornuk
	4901 Island Hwy NTH Courtenay
	46-4714 Muir Rd. Courtenay
	#173-4714 Muir Rd "
	2451 Walbran Pl.
	95-4714 Muir Rd
	92-4714 Muir Rd
	2363 Walbran Place Courtenay
	2367 Walbran Drive
	2367 Walbran Dr
	2375 Walbran Place Courtenay BC.
	106-4714 Muir Rd. Ctny
	2467 Walbran Place
	2467 Walbran Place
	2416 Walbran Place
	2416 Walbran Place
	144-4714. Muir RD.



Public Comment to June 26, 2019 – 2600 Mission Rd

Page 1 of 49

File No.: 6480-20-1901 & 3360-20-1908

Date: June 28, 2019

Subject: OCP Amendment Commercial to Multi-Residential and Zoning Amendment MU-4 to R-4A for 94 Unit + Caretaker Unit Multi Residential Development: Public Comments through June 26, 2019

To Courtenay Planning Department

Regarding Proposed OCP and zoning amendments for 2600 Mission Road

I am opposed to the zoning amendments for several reasons;

I am given to understand that the professional building currently under construction across the street from this proposed building is going to house 60 rental units. The proposed apartment building at 2600 Mission is to be 94 units. That amounts to over 150 family units in an area that is already congested with traffic from the neighboring school, hospital, College and the Home Depot/Tim Hortons complex.

Veteran's memorial parkway is supposed to be a main artery in and out of Courtenay, Comox, CFB Comox, as well as quick access to the Hospital. As it stands now, there are four traffic lights in a two block area from Mission to Ryan rd. Changing the traffic signal to a dedicated left turn at Ryan rd has already backed up traffic to the point of having to wait for three light changes in order to turn left onto Ryan road which backs up traffic in front of the hospital as well as for those exiting the Home Depot/Tim Hortons parking lot. The North Island College is adding dormitories to their campus which will also increase the traffic. Adding 150 units into this congestion will make reasonable traffic flow non existent and at times will delay emergency access to the hospital. Would you want your relatives delayed access to medical care in an emergency? The development plans show all traffic being routed eastbound into this congested area and the high accident intersection of Ryan / Lerwick, or through the local elementary school zone. There is no route to allow the traffic to be routed westbound on VMP away from this area without u-turning. More traffic flow planning needs to be done before an area should be allowed this kind of high density development, especially when lives are at risk.

The proposed height changes would make this complex overlook numerous neighbouring houses on Walbran Place. These residents will not only lose any privacy they may have had, but will also be disturbed by noise as well as light pollution. This will infringe on residents' enjoyment of their own property.

High density housing is also accompanied by various social issues such as higher crime rates. There is no guarantee that in tougher economic periods, these apartments will not be available for subsidized housing bringing in an undesirable element within spitting distance of an elementary school and adjacent to a quiet family neighbourhood. The 1100 block of Willemar and Urquhart spring to mind. A senior's housing complex or even a townhouse complex where residents own and are responsible for their own property would be more appropriate in this area.

Thank you

2367 Walbran Dr

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

RECEIVED
JUN 25 2019
CITY OF COURTENAY

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]
Address: 2377 Walbran Drive Courtenay Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

While Planning this away neighbours' concerns were kept in mind. The proposed buildings are placed at minimum of 100ft away from the existing neighbour's building so that there is minimal impact on the neighbouring properties. In addition, there will be large Deciduous trees planted to retain the privacy of neighbouring back yards as well as trees planted along Veterans Memorial Parkway that will provide summer shading relief for sidewalks. This project is currently under review by staff in the Planning Department of the City of Courtenay.

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

My concerns coincide with the professional building currently under construction directly across Mission Road - with the development of this proposal of 2600 Mission road there will be a significant increase of traffic in the area including a school zone that currently is not well respected by current traffic volume. In addition, with no safe left exit from this site, there will be an increase of traffic volume on the next →

Please return your comments by: (June 25, 2019)

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

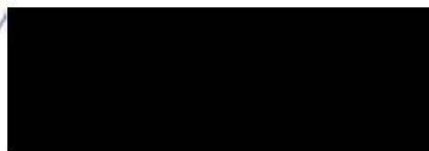
1. Drop your comment sheet off at the Development Services Department, City of Courtenay
830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241


Closest streets (Walbran Drive + Walbran Place) - which will encourage unsafe behaviour of u-turns with a high concentration of young children in the area.

Also, the proposed 4 story buildings include balconies. We moved to this neighbourhood to raise our family in a peaceful area - the addition of balconies will bring more noise to the area.

To clarify, I am greatly opposed to this proposal for the significant increase in traffic volume and unsafe driver behaviour it will encourage in a school zone, and a neighbourhood with many young families. I also have concerns in a decrease in our property value, as the increase in concentrated population will decrease the desirability of our location.

Regards,



	PUBLIC INFORMATION MEETING June 18, 2019 PROPOSED OCP & ZONING AMENDMENT 2600 MISSION Road COURTENAY BC V9N 9H1
COMMENT SHEET	
Name: [REDACTED]	Email: [REDACTED]
Address: <u>2377 Walbran Drive</u>	Phone: [REDACTED]
<p>Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.</p> <p>While Planning this away neighbours' concerns were kept in mind. The proposed buildings are placed at minimum of 100ft away from the existing neighbour's building so that there is minimal impact on the neighbouring properties. In addition, there will be large Deciduous trees planted to retain the privacy of neighbouring back yards as well as trees planted along Veterans Memorial Parkway that will provide summer shading relief for sidewalks. This project is currently under review by staff in the Planning Department of the City of Courtenay.</p> <p>Given the information you have received regarding this project do you have any comments or questions?</p> <p><u>I am strongly opposed to this development as there is already a problem with traffic in the area. 94 units brings ALOT of traffic also the developer has not provided a SAFE Left hand turn out of the development site. This will promote illegal maneuvers putting peoples lives at risk. I feel this site doesn't have the accessibility to handle a densely populated building.</u></p>	
Please return your comments by: (June 25, 2019) Comment sheets can be submitted by one of the following methods:	
<ol style="list-style-type: none"> 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 3. Fax your comment sheet to 250-334-4241 	

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

RECEIVED
JUN 25 2019

CITY OF COURTENAY

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: 446-4714 Main Rd - Courtenay Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

While Planning this away neighbours' concerns were kept in mind. The proposed buildings are placed at minimum of 100ft away from the existing neighbour's building so that there is minimal impact on the neighbouring properties. In addition, there will be large Deciduous trees planted to retain the privacy of neighbouring back yards as well as trees planted along Veterans Memorial Parkway that will provide summer shading relief for sidewalks. This project is currently under review by staff in the Planning Department of the City of Courtenay.

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

- ① The driveway for Valley Vista Estates is very close to 2600 Mission existing on Memorial Way.
- ② No barriers onto the road is a concern for residents in the rental Appt @ 2600 Mission. There are 16 units with 3 bedrooms for families.
- ③ There's a group of trees in the corner of the

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

the property. There is a lot of
bird life in this small group of trees
Veterans Mem. Herwick Rd.

2600
Mission Ave

2300
Mission

Va. Veterans
15/12

We would appreciate the planners at city council encourage the Woodsmere Holding Corp. when finalizing the zoning application.

Thank-you

146-4714 mixed

What type of fencing is going
in the back of the lot on
the NARROW SIDE.

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

RECEIVED

JUN 25 2019

COMMENT SHEET

Name: [REDACTED]

Email: [REDACTED]

Address: 146 Valley Vista Estates

Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

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

Can you preserve the grove of trees indicated below.

2600 Mission Rd. Trees in corner of property have a lot of bird life. This is where the TREES are with the bird life.

Please return your comments by: (June 25, 2019)

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

PUBLIC INFORMATION MEETING
June 18, 2019
PROPOSED OCP & ZONING AMENDMENT
2600 MISSION Road COURTENAY BC V9N 9H1

RECEIVED
JUN 24 2019

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]
Address: 2363 Walbran Pl. Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

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

Given the fact already we have an elementary school on Mission Rd. and a medical bldg going up as well, the increased traffic alone from an added high-density site will make life horrendous. Yes, there are other businesses nearby to enjoy but I don't see a lot of people now using the sidewalks to these places. The quiet of our neighborhood (which I'm sure

Please return your comments by: (June 25, 2019) (can't over on back)

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

a lot of people particularly bought their houses here) will be compromised.

Blamire, Susan

From: [REDACTED]
Sent: Tuesday, June 25, 2019 4:15 PM
To: PlanningAlias
Subject: 2600 Mission Road Zoning Amendment

To whom it may concern:

We write today to share our concerns for the proposed doing amendment at 2600 Mission Rd. We have significant concerns about the proposed amendment and the resulting impact on the neighbourhood.

First, the proposed height of the building will exceed the height of the current residential buildings. This will dramatically impact the owners along Walbran Pl, as their North/East aspects will be dwarfed by the new structure. This will undoubtedly have a negative impact on property values in this neighbourhood, which is currently zoned to prohibit such heights.

Second, the proposed development is for 94, affordable rental units. This would be a massive increase (aprox 400?) to the population of this currently low-density neighbourhood. Being 100% rental units will mean there will be zero owners occupying the complex or caring for the property. This will inevitably lead to property issues commonly seen in these complexes. As seen in other similar developments, it will attract a higher crime and social issue rates than currently exist in the neighbourhood. As the local ambulance station Chief, I am well aware of these issues and where they occur.

Finally, perhaps by biggest concern- the safety of the traffic impacts on the area. With 94 units, one can presume there will be 94 or more vehicles coming and going from the property throughout the day. I am advised that there will be a 'right turn only' exit onto Mission Rd. This will inevitably lead to a few things occurring; large number of people making illegal left turns out of the complex and/or vehicles turning right and then using Walbran Drive (where we reside) as a turn-around loop to get back to Veterans Parkway. Hundreds of vehicles a day using Walbran to turn around will pose a significant safety risk for this small residential street. The corner of Walbran Dr / Walbran Pl is already an un-controlled three-way intersection which I have complained to the City about. It is already unsafe and has resulted in numerous witnessed 'near misses' since we have lived here. The street and park frequently has children playing and I am very concerned that any increase to the traffic will have a catastrophic result. Mission Rd is also a school zone with hundreds of children coming and going daily, where speed is already an issue.

Recent changes to the area have already resulted in a dramatic impact on traffic flow. I am advised that the traffic data used to determine viability of this development pre-dates the opening of the new hospital. The new hospital has resulted in a significant increase in traffic to the area, some of which are emergency vehicles. New storefronts in the Home Depot area have also contributed to this. A new medical professional building being constructed now on Mission Road will further add to this. In addition, the Ryan Rd / Lerwick Rd intersection light operations were recently changed. When added to the increased volume, this change in light operation has resulted in significant back-ups along Lerwick, as people are trying to turn left onto Ryan Rd Northbound. It is now commonly backed up past the hospital. Adding hundreds of more vehicles coming and going from these few blocks daily will undoubtedly lead to more accidents and injuries.

For the reasons stated above, we are firmly against the proposed zoning amendment. The current zoning allows for the property to be developed as condominium units, with a building height appropriate for the other residential units in the area. This would also limit the number of occupants and vehicles, thus reducing many of

1

the concerns above. There is no reason we can think of, beyond the profits of the developer, to allow this amendment to proceed. Approval of the amendment will negatively impact the lives and property values of the existing residents of the area.

Thank you for your attention to our concerns. I wish to be advised of the date / time in which Council will be reviewing the amendment, so we may be present.

Sincerely,

[REDACTED]

2337 Walbran Dr

[REDACTED]

Public Comment to June 26, 2019 – 2600 Mission Rd

Page 10 of 49

Blamire, Susan

From: [REDACTED]
Sent: Thursday, June 20, 2019 8:00 AM
To: PlanningAlias
Subject: Zoning amendment 2600 Mission Rd.

Hello, I attended the open house for this project and I have the following concern (s). I feel the V M P entrance to the property is sighted too close to the entrance to the existing Valley Vista Estates. Even with a lowered speed limit on the parkway there will be ingress and egress issues for both properties. Also, the only entrance on Mission Rd is very close to the corner. Looking at that corner now if 6 cars want to turn left onto the parkway they are backed up to the driveway entrance to the subject property. While I am not against the development per se I do see issues in accessing and leaving the property with the design we saw last night. If the developer really wanted to reduce the carbon footprint of residents he should allow only bicycles and scooters on the property and give the parking spaces over to raised bed gardens. While it is doubtful this idea would sit well with the developer this type of development is the wave of the future where a good number of services are available within a reasonable cycling or walking distance of a multi residential complex. Yours truly [REDACTED] Unit 116 Valley Vista Estates.

Sent from my iPad

Public Comment to June 26, 2019 – 2600 Mission Rd

Page 11 of 41

Blamire, Susan

From: [REDACTED]
Sent: Wednesday, June 19, 2019 7:44 AM
To: PlanningAlias
Subject: Proposed OCP & Zoning amendment 2600 Mission Road

To:

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

Ref:

Public Information Meeting

Proposed zoning Change (Amendment)

2600 Mission Road, Courtenay BC

V9N 9H1

From:

[REDACTED]

2347 Walbran Drive

Courtenay, BC

V9N 9W9

[REDACTED]

[REDACTED]

I am sending this email to express my opinion against this proposed zoning amendment. The reasons for my disapproval are as follows;

The present zoning of "Commercial- Multi Use Four Zone (MU-4)", already allows development of Multi Residential housing. It also allows a combination of commercial and residential development. The proposed change to "Residential Four (R-4A)" allows a 14 meter (46 feet) height to the building, as opposed to a 9.5

meter (30 feet) height restriction, under the present zoning (MU-4). The proposed change also reduces the “setbacks” allowing the developer to build a much higher building, with smaller setbacks.

The proposed development, as shown at the “Public Information Meeting” held on June 18, 2019, showed a proposed 4 story building. The zoning change would allow the construction of a 4 story building, which would have the top floor of that building above the height of houses on Walbran Place. As well it showed parking for approx. 100 cars that would then have to exit and enter either on Veteran’s Parkway, or Mission Road. Within two blocks of this proposed development is a Home Depot, a Tim Horton’s, the aquatic centre, North Island College, the new hospital, and Queenesh school. The traffic congestion is already heavy. Also Costco traffic travels along Veteran’s Parkway. The traffic is always heavy and particularly busy during the morning, and evening, school rush. This development would directly increase that congestion, and possibly endanger school children.

The proposed structure also had a large parking lot located along the back of the houses on Walbran Place. That parking lot would undoubtedly be lighted. That would put lights all along the back yards of the houses on Walbran Place. That would be very annoying, and a detractor to those properties.

The construction of a 94 unit, affordable rental development would adversely affect the value of surrounding properties. Investment rental properties always, eventually, suffer from a lack of maintenance and care. History of other high density, multi family, affordable rental properties, would also suggest that there will be an increase in social issues.

The developer already has the ability to develop multi residential housing with the present zoning. Under the present zoning the building would be limited to 9.5 meters that would likely translate to a 2, or 3 story apartment structure. The desired change is an attempt for the developer to maximize his profit, at the expense of the surrounding, already existing, neighbourhoods.

The people that invested in the existing Walbran, and surrounding neighbourhood, paid a premium to build or buy in an R1 development. The existing zoning of MU-4 zoning of the adjacent property, assured them that no tall structure could be built overlooking their property. A house is most people’s biggest single investment, and they put a lot of time and effort into ²deciding where to buy in order to protect their housing investment. This proposed zoning change will adversely affect those housing investments.

For these reasons, I am opposed to the zoning change application. I believe the concerns, and quality of the surrounding, already existing, neighbourhood, should take precedence over the maximizing of a builder’s profits. As previously stated, that builder can build a multi residential structure under the existing zoning.

[REDACTED]

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

RECEIVED
JUN 20 2019

CITY OF COURTENAY

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: #174 - 4714 Muir Rd. Valley Vista Estates Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queeneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

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

2 comments; 1) This project is long overdue for this area to support staff + families of the local businesses.

2) "Walking distance" hopefully translates to fewer cars on the busy roads.

Question: Will the City consider lowering the speed limit from 60 km per hour to 50 on V.M.P. south bound to accommodate the extra driveway and place appropriate signage?

Please return your comments by: (June 25, 2019)

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

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

Public Comment to June 26, 2019 – 2600 Mission Rd

Page 14 of 49

Blamire, Susan

From: [REDACTED]
Sent: Wednesday, June 19, 2019 9:24 AM
To: PlanningAlias
Subject: Proposed OCP & zoning amendment 2600 Mission Road comment sheet

[REDACTED]
2467 Walbran Place Courtenay

[REDACTED]
Apartment complexes devalues surrounding residential properties Apartment complexes negatively impacts quality of life by increased population and traffic density.

Apartment dwellers bring their lifestyles of toxic noise, behaviour and parking lot parties.

No ownership no respect as good neighbours causing stress and anxiety.

Why would city planners ever consider apartment complexes alongside residential properties? Shame on you!

Recommendations: less number of units, rentals only for 55 plus years , higher cement buffer between residential properties and complex.

[REDACTED]
Homeowners and senior tax payers and great neighbours

Sent from my iPad

June 18, 2019
PROPOSED OCP & ZONING AMENDMENT
 2600 MISSION Road COURTENAY BC V9N 9H1

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]
 Address: 2476 WALBRAN PLACE Courtenay Phone: [REDACTED]

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

This is not a good place to Build a 4 story Complex like this. When we Bought this place to call our home, The land beside us was Paved Not to have Building higher than 2 stories, These Complexes are too big for the amount of land, and who wants to look at a Big Wall of concrete I say No to such a thing happening. It takes away all the nice thing that we looked for when we moved here. Our Taxes go up and the Valuation of our house will go down. We are Senior and we like nice things. The City should think twice before allowing such a thing happening in our Neighbourhood.

Please return your comments by: (June 25, 2019)

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

Blamire, Susan

From: [REDACTED]
Sent: Tuesday, June 25, 2019 6:50 PM
To: PlanningAlias
Subject: 2600 Mission Road Zoning Amendment

To whom it may concern:

We write today to share our concerns for the proposed doing amendment at 2600 Mission Rd. We have significant concerns about the proposed amendment and the resulting impact on the neighbourhood.

First, the proposed height of the building will exceed the height of the current residential buildings. This will dramatically impact the owners along Walbran Pl, as their North/East aspects will be dwarfed by the new structure. This will undoubtedly have a negative impact on property values in this neighbourhood, which is currently zoned to prohibit such heights.

Second, the proposed development is for 94, affordable rental units. This would be a massive increase (approx 400?) to the population of this currently low-density neighbourhood. Being 100% rental units will mean there will be zero owners occupying the complex or caring for the property. This will inevitably lead to property issues commonly seen in these complexes. As seen in other similar developments, it will attract a higher crime and social issue rates than currently exist in the neighbourhood.

Finally, perhaps by biggest concern- the safety of the traffic impacts on the area. With 94 units, one can presume there will be 94 or more vehicles coming and going from the property throughout the day. I am advised that there will be a 'right turn only' exit onto Mission Rd. This will inevitably lead to a few things occurring: large number of people making illegal left turns out of the complex and/or vehicles turning right and then using Walbran Drive (where we reside) as a turn-around loop to get back to Veterans Parkway. Hundreds of vehicles a day using Walbran to turn around will pose a significant safety risk for this small residential street. The corner of Walbran Dr / Walbran Pl is already an un-controlled three-way intersection which I have complained to the City about. It is already unsafe and has resulted in numerous witnessed 'near misses' since we have lived here. The street and park frequently has children playing and I am very concerned that any increase to the traffic will have a catastrophic result. Mission Rd is also a school zone with hundreds of children coming and going daily, where speed is already an issue.

Recent changes to the area have already resulted in a dramatic impact on traffic flow. I am advised that the traffic data used to determine viability of this development pre-dates the opening of the new hospital. The new hospital has resulted in a significant increase in traffic to the area, some of which are emergency vehicles. New storefronts in the Home Depot area have also contributed to this. A new medical professional building being constructed now on Mission Road will further add to this. In addition, the Ryan Rd / Lerwick Rd intersection light operations were recently changed. When added to the increased volume, this change in light operation has resulted in significant back-ups along Lerwick, as people are trying to turn left onto Ryan Rd Northbound. It is now commonly backed up past the hospital. Adding hundreds of more vehicles coming and going from these few blocks daily will undoubtedly lead to more accidents and injuries.

Lastly, Queneesh Elementary is already a high needs elementary school that is almost at full capacity with lower income students and families. 94 rental units will surely put a further strain on the school, as well as classroom sizes, after school programs, buses, and so forth.

For the reasons stated above, we are firmly against the proposed zoning amendment. The current zoning allows for the property to be developed as condominium units, with a building height appropriate for the other residential units in the area. This would also limit the number of occupants and vehicles, thus reducing many of the concerns above. There is no reason we can think of, beyond the profits of the developer, to allow this amendment to proceed. Approval of the amendment will negatively impact the lives and property values of the existing residents of the area.

Thank you for your attention to our concerns. I wish to be advised of the date / time in which Council will be reviewing the amendment, so we may be present.

Sincerely,

[REDACTED]

2327 Walbran Drive

[REDACTED]

Public Comment to June 26, 2019 – 2600 Mission Rd

Page 18 of 49

Blamire, Susan

From: [REDACTED]
Sent: Wednesday, June 19, 2019 7:41 AM
To: PlanningAlias
Subject: June 18 information meeting

Far to much traffic on Mission.....Turn right on Mission and realize should go to Home Depot first.....Left on McLaughlin which is always a single way road because of parked cars. and puts you at the bottom of Ryan or. whip a quick left turn into the school .Not sure school board will go along with that. or trip through the subdivisions and now a left on to Mission.

Also on Mission are lots of duplexs which put loads of parked cars on the road.

Turning left on to Mission from Veterans ...two or three cars turning left but now have to stop as first car wants to turn left into Fortis gas or into new office buildings but has to wait as to many cars coming towards Veterans Memorial.

Trees on Veterans Memorial where there should be a bike lane .

[REDACTED]
128 4714 Muir.

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT
2600 MISSION Road COURTENAY BC V9N 9H1

COMMENT SHEET

Name: _____ Email: _____
 Address: 2467 Walbran Phone: _____

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

While Planning this away neighbours' concerns were kept in mind. The proposed buildings are placed at minimum of 100ft away from the existing neighbour's building so that there is minimal impact on the neighbouring properties. In addition, there will be large Deciduous trees planted to retain the privacy of neighbouring back yards as well as trees planted along Veterans Memorial Parkway that will provide summer shading relief for sidewalks. This project is currently under review by staff in the Planning Department of the City of Courtenay.

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

1. Apartment complex rentals devalues surrounding residential properties. Huge impact for resale.
2. Apartment complex rentals create negative impact with increased population and traffic. Affecting existing neighbours
3. Apartment renters living their lifestyles of living couch surfing friends to offset their cost of living. Creating toxic noise, behavior, parking lot parties & criminal behavior. Hard to police!

Please return your comments by: (June 25, 2019)

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

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

RECEIVED
JUN 20 2019

CITY OF COURTENAY

Comments Continued

4. Little parking stalls available within the Apartment Complex. Renters and friends will use any space to park vehicles in residential neighbourhoods. This community has huge frustration over parking lot activities experienced during the hospital build for over a one year period. Impossible to police.
5. Excellent location for housing business. Dramatic impact location on neighbourhood for affordable housing.
6. Why would city planners ever consider apartment rental developments alongside upscale single home properties. Shame on you! Would you put this development in your back yard?
7. Absolutely NO apartment complex rentals
Absolutely NO development over 2 stories
at 2600 Mission Road.

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

From: [REDACTED]
Date: Wed, Jun 19, 2019 at 2:32 PM
Subject: Proposed Zoning change (amendment)
To: <planning@courtenay.ca>

2600 Mission Road Courtenay Bc
V9n 9h9

From: [REDACTED]
2348 Walbran Dr.
Courtenay Bc V9n 9W9

Went to a public meeting held on June 18, 2019
for the construction of new apartments. I not in favour of the construction of
94 units apartments affordable
rental development.

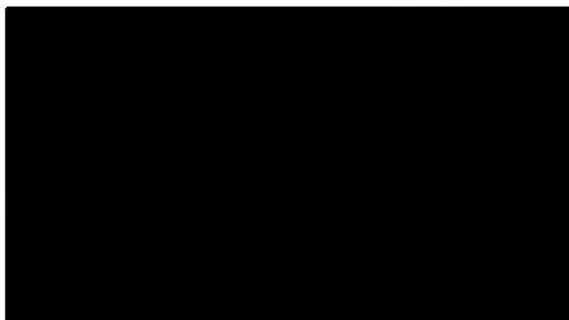
(1) The apartment building is hight.

(2) To much traffic on Mission and Veterans Way. We already a problem with
traffic in the area with the hospital, Home Depot, and Costco.

I have invested in Walbran DR and paid into R1 development.

That was the biggest investment and chose this area very carefully to
protect are investment that my Wife and I.

So again I am not in favour of this development..



PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

RECEIVED
JUN 21 2019
CITY OF COURTENAY**COMMENT SHEET**

Name: [REDACTED] Email: [REDACTED]

Address: #147- 4714 MUIR RD. COURTENAY Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

While Planning this away neighbours' concerns were kept in mind. The proposed buildings are placed at minimum of 100ft away from the existing neighbour's building so that there is minimal impact on the neighbouring properties. In addition, there will be large Deciduous trees planted to retain the privacy of neighbouring back yards as well as trees planted along Veterans Memorial Parkway that will provide summer shading relief for sidewalks. This project is currently under review by staff in the Planning Department of the City of Courtenay.

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

My concerns are 1: Traffic - right from Levee past Valley Vista in bad - cars blocking intersections at Home Depot's Levee. Left turn lanes do not hold enough cars & this can't be longer as streets between lights to chat. I'm sure there will be no left turns coming from new apartments so more traffic going down Mission Rd to Muir which is also terrible already.

2: Lights around parking area. (OVER)

Please return your comments by: (June 25, 2019)

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

3. Garbage Bins right below existing residences. Could these not be placed at the corner of Mission Rd. so trucks don't have to go through the whole complex.
4. Deciduous trees drop leaves! no one racks them up & the clog ~~storm~~^{storm} drains.
5. Water that they say will be stored underground and released slowly? It now runs across the sidewalk on Veterans Way & turns to ice when it's freezing out.

I know this will be developed at some point but think 94 units is too large.

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

RECEIVED
JUN 20 2019

CITY OF COURTENAY

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: 2376 Walbran Dr Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination.

Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

While Planning this away neighbours' concerns were kept in mind. The proposed buildings are placed at minimum of 100ft away from the existing neighbour's building so that there is minimal impact on the neighbouring properties. In addition, there will be large Deciduous trees planted to retain the privacy of neighbouring back yards as well as trees planted along Veterans Memorial Parkway that will provide summer shading relief for sidewalks. This project is currently under review by staff in the Planning Department of the City of Courtenay.

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

I think there will still be privacy wise issues for those living on Walbran Dr backing onto these apartments. Each apartment is to have a balcony.

My other concern is the increased traffic on Mission Road & Veteran's Pkwy. there is already problems with traffic backing up in certain areas.

Please return your comments by: (June 25, 2019) What will this project do for property values locally?

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

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

Public Comment to June 26, 2019 – 2600 Mission Rd

Page 25 of 49

Blamire, Susan

From: [REDACTED]
Sent: Tuesday, June 25, 2019 9:05 PM
To: PlanningAlias
Subject: Proposed OCP / Zoning Amendment ...2600 Mission RD

Sir: As a tax paying homeowner, I most strongly object to this unwanted proposal and others like it. Reasons..vast increase in traffic creating unsafe conditions (school and hospital). There could be an additional 100-150 vehicles using the existing roads, we are already having traffic backing up to the hospital, cars caught in the intersection.

Turning left onto Ryan Rd is a always a wait, only a maximum 8 vehicles turn at on one advance green.

Does this mean more traffic lights?

High density rental units could mean a rise in crime in this area, also having a negative effect on home prices.

This development is pathetic when its selling points are, bicycle stalls, electric charging stations, 2 Pergolas (wow)

and shade trees.

This is a bad idea, why not a gas station and convience store or a pub.

Thank You for Your Consideration

[REDACTED]
2376 Walbran Drive

Email . [REDACTED]
[REDACTED]

PlanningAlias

From: [REDACTED]
Sent: Thursday, June 20, 2019 10:58 PM
To: PlanningAlias
Subject: Propsed OCP&zoning Amendment 2600 Mssion Rd

2268 Walbran Dr

To whom it may concern:

I live on Walbran Drive near this purposed building site. I have a question/concern about traffic and what the access will look like for folks residing in these units to get onto Veterans Memorial/Lerwick? Will traffic leaving the units have access onto Mission Road and if so will they be able to turn left to get onto Lerwick? I have concern that if folks can only turn right onto Mission but want to access Lerwick they will then use the Walbran Roads as a loop to turn around and go back up to Lerwick. My wife and I both work [REDACTED] and we have 3 children. We chose to purchase our home on Walbran Drive in 2011 (prior to traffic lights at Lerwick/Mission Rd) as it is a safe, relatively quiet family neighborhood. Our children play basketball, road hockey and ride their bikes on Walbran (with parental supervision) and I fear folks using Walbran as an access road if they are limited access to Lerwick from those purposed units. The other spot they will use to turn around quickly will be the elementary school bus loop.

I also am hopeful the units will be tastefully built, preferably with some type of retail below and apartments above. I believe there will also be a new set of apartments built where the original purposed medical building was going to go on Mission. With these 3 purposed rental apartment units going up it will drastically change that neighborhood. I hope it does not turn into an area such as surrounding the hospital in Nanaimo or the area of Back Road by Beaver Convenience store in Courtenay which are riddled with run down apartments and rising crime.

I am not against development or rental units. Again since we moved into our home the Thrifites complex was built, the Tim Hortons complex was built, the Hospital, Coscto, subdivision below Costco. That is a massive amount of development and we think it has added great value and convenience to our neighborhood. What I am very protective about is the safety of my family and the quality of life we have in our neighborhood.

I welcome a call from you if you want any clarity of my thoughts/concerns.

Thank-you
[REDACTED]

Hello this is [REDACTED] at 2339 Walbran pl, Courtenay BC V9n9w9. I am having trouble filling in your form so I will just convey my thoughts on the proposed zoning amendment. I am not in favour of this proposal due to the height of the units. The proposed height infringes on our currently enjoyed level of privacy. Our area has been subject to past construction of the new hospital and now construction has begun on the professional centre. The increased amount of traffic in our area is noteworthy as well as increased the amount of accidents.

AND have we mentioned the dirt and noise pollution. You only needed to spend a few months listening to pile drivers and blanket explosions to realize the impact of these two elements on our once quiet residential neighbourhood.

The city planning and development should conduct a study of the impact of potentially at least 94 plus vehicles added to local traffic and the ramifications of this increase as to how it will affect Queneesh elementary school both human and vehicular traffic. One idea the contractor proposes to support the argument of building is an idea that people in the proposed dwelling will be able to “walk to work”™. In the best case scenarios only if they work, live in and attend school in this direct city area. No mention is made of the elevated traffic potentiation and this is already a huge safety concern.

[REDACTED]

2321 Walbran Drive
Courtenay, BC
V9N 9W5

June 25, 2019

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

Attention: Development Services Department
Planning Division

RE: Proposed Zoning Amendment
2600 Mission Road, Courtenay, BC

I would like to express the following concerns and opposition to the above proposed zoning amendment:

1. **Public consultation must be expanded** to include all residents of Walbran Drive, Walbran Place and Nitnat Place as these streets are directly affected by the proposed development. Public consultation should be expanded to include the Parent Advisory Council for the Queneesh School, if not already included.
2. **The Transportation Review, dated September 4, 2018, undertaken by the Watt Consulting group is based on outdated traffic data**, with emphasis on the pm peak period. It overlooks traffic increases on Mission and VMP related to the new hospital as well as current and future traffic growth resulting from ongoing construction in the immediate area adjacent to the school and on Mission Road east. Emphasis must be placed on the AM peak traffic commuting period which results in numerous conflicts and confusion for traffic dropping off students at Queneesh School as well as high volumes of pedestrians and cyclists navigating the area.
3. **The proposed entrance/exit onto Mission Avenue, would commit the City of Courtenay to long term traffic congestion/safety problems** that will only increase over time with general traffic growth as well as significant traffic growth from ongoing development in the area including commercial/residential expansion along Mission Road West and residential expansion on Mission Road East. The minimum intersection clearance of 25 meters does not comply with the TAC Geometric Design Guide for Canadian Roads given the volumes of pedestrians, cyclist and vehicles accessing the school in the am peak commute period, and the configuration of Mission Rd. as an undivided roadway.
4. **The proposed Zoning Amendment represents a substantial increase in traffic which will negatively impact the immediate area**, compared to the existing zoning, and restricts provisions in the 2014 Transportation Master Plan adopted by the City.

Discussion

1. Public Consultation

I was notified by a neighbour that there was a public information meeting on June 18, 2019 at the Queneesh School regarding the proposal. It was mentioned that only residences within 300 feet of the development were invited, presumably because they were the only people significantly impacted. However, based on Section 4.0 of the transportation review, that states “it is assumed that traffic exiting the site would use neighbourhood routes to turn back around if there is need to access the VMP north and Mission road east”. This means that Walbran Drive will be utilized as a “turn around route”. Given that there are 150 parking spots in the development, this would significantly increase traffic on Walbran Drive each morning during the school drop-off period, assuming 20 to 30% traffic exiting the development wish to proceed north on VMP. I think this assumption is reasonable. An additional third of the traffic exiting the development will likely proceed west on Mission to Muir, particularly when the current congestion at the Ryan intersection is considered. The City therefore may wish to expand consultation to the residents on Mission and Muir Road as they, too will be impacted.

Conclusion: All residents on Walbran Drive, Walbran Place and Nitnat Place will be significantly impacted and as such should be included in any information meeting to be held on this proposed project. Parents of children either walking to or driving to and from the Queneesh School are also impacted directly from the standpoint of safety and traffic congestion and should also be directly invited to an information session. Any meetings held should be conducted during the school year, and not during the holiday season when many residents are away. Consideration should also be given to consultation being expanded to include residents on Mission and Muir.

2. Inadequate and Incomplete Transportation Review

The transportation review is based upon traffic data obtained during a traffic count in March 2017, before the new Hospital opened in October of 2017. The traffic analysis also contains no reference to the new development currently being built immediately east of the Queneesh School which will also dump more traffic onto Mission in the immediate vicinity to the proposed exit for this development, or ongoing development at the east end of Mission Road East. This will further increase the traffic congestion and confusion on Mission Road west at the various intersections; at the new development being constructed east of the school, at Queneesh School and Walbran Drive not to mention two residential driveways immediately west of the proposed development access. Pedestrian traffic is very active in the area during peak school dropoff and pickup hours which coincide with the general morning traffic commute.

● Page 3

June 25, 2019

The transportation review should be expanded to include a safety audit regarding the overall mix of pedestrians, cyclists and traffic in this location.

The Transportation Review identifies that a minimum corner clearance of 70 meters is suggested between an access and a signalized intersection on an Arterial Road, and 55 meters between an access and a signalized intersection on a Collector Road. The Review then states “exceptions are made when there are lower volumes on collector roads in which 25 meters is the suggested minimum corner clearance.” It fails to mention that use of the minimum also reduces level of service on collector roads (Mission Rd.). Furthermore, the 25 meter minimum clearance applies to divided roadways. Mission Rd. is not a divided roadway. The fact that the access is designated as “right in, right out”, will not prevent vehicles from attempting to turn left when exiting the proposed development unless a divided median is installed. It should also be noted that a Low-Volume Roadway as defined by the RTAC, is “A roadway with average daily traffic of 1000 veh/day or less, and whose service functions are oriented toward rural roadway systems, roadways to or within isolated communities, recreation roadways and resource development”.

Acceptance of the “minimum” is a common issue for municipalities on arterials and collectors where approaches are located too close to intersections. It creates a bad situation when approved because once built, cannot be changed and the traffic situation can only get worse! I suggest the City of Courtenay conduct an independent transportation analysis and review as they will have to live with the result.

It is my understanding that the 2014 Transportation Master Plan adopted by the City of Courtenay provides for future dedicated bike lanes along each side of this arterial road as well as greenspace and sidewalks. This would push the intersection even closer to the proposed access. Mission Rd. is also proposed to have future on-road bike lanes.

Questions: Which applies to traffic exiting off the Arterial westward to Mission Road west, 70 meters or 55 meters? What is the actual distance of the proposed access from VMP; 25 meters or less than 25 meters? What constitutes “lower volumes on Collector Road”? What traffic volume increase is expected on Mission Road from the new development under construction immediately east of the school and on Mission Road westbound from continuing residential development and proposed connecting roads at the east end of Mission Road East? What is the actual traffic growth rate? The study assumes 2%.

Conclusion: This is a very busy location with many conflicting movements between pedestrians, cyclists and vehicular traffic in the vicinity of the proposed access, particularly at the time of the morning commute and school drop off activities. The transportation review is based on outdated traffic counts, is incomplete in my view. It does not adequately address considerations for existing or future pedestrian and cycling volumes, particularly in the morning peak hour.

● Page 4

June 25, 2019

If the City wishes to further consider the proposed zoning change, I recommend that an independent up to date transportation study be undertaken, encompassing the adopted Transportation Master Plan, pedestrian/cyclist safety and updated traffic counts with realistic growth expectations in view of development in the area.

3 The Proposed Entrance/Exit to Mission Road should NOT be permitted.

Conclusion: Assuming it conforms at all, the proposed access would (at best) conform only to a minimum guideline which is certain to be exceeded in the near-future, considering other development in the area and ongoing general traffic growth. Once it's built, the decision to allow this access cannot be undone.

4 Proposed Zoning Amendment

The proposed zoning amendment will result in a substantial increase in traffic in the area which will negatively affect Mission Road, Walbran Drive residents, as well as vehicular and pedestrian traffic commuting to and from Queneesh School. The proposed access provisions off Mission Road do not comply with the "Geometric Design Code for Canadian Roads". The size of this development would also restrict greenspace and cycling provisions along Lerwick/VMP as presented in the 2014 Transportation Master Plan

Conclusion: The proposed amendment should Not be approved.

If you have any questions, or if further clarification is required, please do not hesitate to contact me.

Sincerely,

[Redacted Signature]

2321 Walbran Drive

[Redacted Address]

Cc: councillors

From: [REDACTED] Subject: Lot A, District Lot 236, Land District 15, Plan V1P52110 Date: June 10, 2019 at 7:12 PM To:	RECEIVED JUN 13 2019 CITY OF COURTENAY
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Dear Sir/Madam , Planning Dept.

I am writing in regard to a proposed amendment of the property described above to have it changed from Commercial-Multi Use 4

Zone (MU-4) to Muti Residential (R-4A) as requested by the Woodsmere Holdings Corporation of Victoria , B.C.

Residents as myself who live close to the area received a notice from that company to say they plan to build a 94 unit multi

residential complex in the space, once it is rezoned. They have invited us to a public meeting for discussion of the proposal.

Such density would affect nearby homes in various ways.

The demand for water, traffic congestion and the loss of space available for small businesses in the future as originally intended are some aspects that come to mind.

My hope is that this piece of land will not be used for a large residential project .

Yours truly [REDACTED] [REDACTED]

#154 Muir Rd, Valley Vista Estates.

Phone [REDACTED]

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: 92, 4714 ALVIN RD. Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

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

LEFT TURN LANES ON MISSION AND VETERANS WAY NEED TO BE REWORKED. U-TURNS AT THE SCHOOL WILL BE DANGEROUS AND INCREASED VOLUME FOR INTERSECTION AT RYAN WILL BE UNMANAGEABLE. CONCERN ALSO THAT 3 BDRM RENTALS WILL BE OVERRUN WITH COLLEGE STUDENTS RATHER THAN FAMILIES. A CHANGE IN ZONING TO ALLOW FOR RENTAL RESID. WILL EXACERBATE TRAFFIC AND NOISE AT THE HOSPITAL AS WILL 4-STORY BLDGS WITH AIR TRAFFIC TO HOSPITAL. PLS DO NOT APPROVE THIS PROJECT.

Please return your comments by: (June 25, 2019)

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

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

COMMENT SHEET

Name: [REDACTED]

Email: [REDACTED]

Address: 2416 Walbran Place, Courtenay Phone: [REDACTED]

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

① Traffic on Mission Rd.; Mission Rd is a busy road that connects many neighbourhoods with Lewisville to Ryan Rd. Also has an Elementary school & soon to be completed Medical Office building. My concerns are traffic density, school kids walking & being dropped off, and the proposed Apartments Entranceway onto Mission. This entranceway is too close to the VMP Light. See Next Page.

Please return your comments by: (June 25, 2019)

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

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

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

COMMENT SHEET

Name: _____ Email: _____

Address: Continued from previous page Phone: _____

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

While Planning this away neighbours' concerns were kept in mind. The proposed buildings are placed at minimum of 100ft away from the existing neighbour's building so that there is minimal impact on the neighbouring properties. In addition, there will be large Deciduous trees planted to retain the privacy of neighbouring back yards as well as trees planted along Veterans Memorial Parkway that will provide summer shading relief for sidewalks. This project is currently under review by staff in the Planning Department of the City of Courtenay.

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

The proximity is too close for cars to safely enter the road before the traffic lights. This is already a dangerous intersection for cars & bikes & pedestrians. With increase of cars from apartments & medical building will only increase chances of accidents & deaths. Also traffic density increase at left turn lane onto Ryan from Lewis must be considered, already can back up past hospital.

Please return your comments by: (June 25, 2019)

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

Public Comment to June 26, 2019 – 2600 Mission Rd

Page 36 of 49

PlanningAlias

From: [REDACTED]
Sent: Monday, June 24, 2019 9:32 AM
To: PlanningAlias
Subject: Fwd: Proposed Zoning change (amendment)

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

From: [REDACTED]
Date: Wed, Jun 19, 2019 at 3:17 PM
Subject: Fwd: Proposed Zoning change (amendment)
To: [REDACTED]

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

From: [REDACTED]
Date: Wed, Jun 19, 2019 at 2:32 PM
Subject: Proposed Zoning change (amendment)
To: <planning@courtenay.ca>

2600 Mission Road Courtenay Bc
V9n 9h9

From: [REDACTED]
2348 Walbran Dr.
Courtenay Bc V9n 9W9

Went to a public meeting held on June 18, 2019
for the construction of new apartments. I not in favour of the construction of 94 units apartments affordable
rental development.

(1) The apartment building is hight.

(2) To much traffic on Mission and Veterans Way. We already a problem with traffic in the area with the
hospital, Home Depot, and Costco.

I have invested in Walbran DR and paid into R1 development.

That was the biggest investment and chose this area very carefully to protect are investment that my Wife and
I.

So again I am not in favour of this development..

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

RECEIVED
JUN 24 2019

CITY OF COURTENAY

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: 2363 WALBURN PLACE Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Ccstco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

While Planning this away neighbours' concerns were kept in mind. The proposed buildings are placed at minimum of 100ft away from the existing neighbour's building so that there is minimal impact on the neighbouring properties. In addition, there will be large Deciduous trees planted to retain the privacy of neighbouring back yards as well as trees planted along Veterans Memorial Parkway that will provide summer shading relief for sidewalks. This project is currently under review by staff in the Planning Department of the City of Courtenay.

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

I feel this is the wrong size of development in the wrong area. Road access is very poor for this property. Parking stalls for this 94 unit apartment block seemed not to match. This would promote parking in surrounding residential areas. (Not Good). Finally 94 rental units of 1 and 2 units ^{only} will NOT promote a sense of pride in ownership by renters as opposed to owner owned homes/units. (Not Good)

Please return your comments by: (June 25, 2019)

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

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

Blamire, Susan

From: [REDACTED]
Sent: Wednesday, June 19, 2019 9:53 AM
To: PlanningAlias
Subject: Proposed OCP & zoning amendment 2600 Mission Rd. Courtenay

Re above information meeting and planning.

The flow of traffic on Mission Road will be a nightmare for the school, residents and the many walkers.

The trees on Veterans Way would be better if it was a bike lane, this would take the bikes off the highway - therefore fewer accidents.

Also, the traffic on Veterans Way to Lerwick is bad enough now and this proposed zoning amendment is adding to it.

Thank you

[REDACTED]
129 Valley Vista Estates, 4714 Muir Road, Courtenay
[REDACTED]

Sent from my iPad

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: 144-4714 Muir Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination.

Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

While Planning this away neighbours' concerns were kept in mind. The proposed buildings are placed at minimum of 100ft away from the existing neighbour's building so that there is minimal impact on the neighbouring properties. In addition, there will be large Deciduous trees planted to retain the privacy of neighbouring back yards as well as trees planted along Veterans Memorial Parkway that will provide summer shading relief for sidewalks. This project is currently under review by staff in the Planning Department of the City of Courtenay.

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

Sure do. I think that the original ^{zoning} should stay at commercial. If not MR2 - two stories is bad enough, but four is crazy. People will be looking down at us all the time. We bought our home knowing it was commercial. Plus first drawings had no parking by us, but it does. I don't want to hear doors slamming on vehicles at all hours, plus the keeping of the "locks" engaging. I AM OPPOSED

Please return your comments by: (June 25, 2019)

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

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: 144-4714 Main St. Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

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

- Too Much Traffic :
- 4 Stories Too High, Commercial Zone is good :
- Will Drop The Value of Our Property in Area :
- Not Enough Noise Retaining Walls :
- I Am Opposed, to the Continuous Noise of an Apartment Complex :

Please return your comments by: (June 25, 2019)

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

PlanningAlias

From: [REDACTED]
Sent: Sunday, June 23, 2019 4:15 PM
To: PlanningAlias
Subject: 2600 Mission Road, Courtenay, BC - Proposed Zoning Change

2356 Walbran Dr

We are sending this email to inform you of our disapproval of the changes proposed for the above mentioned property. The reasons are as follows:

1. We feel that the current MU-4 zoning already gives the developer more than sufficient ability to build a perfectly adequate all residential or mixed use commercial/residential structure.
2. It is our opinion that putting ANY multi-level building on that site would have a detrimental affect on the value of the existing homes on Walbran Place not too mention the entire Walbran development. In addition, the increase in the already heavy traffic in the area would create close to a Colwood Crawl level of congestion. The infrastructure is just not there to handle it.
3. Although it is very nice that there will be "large Deciduous trees planted to retain the privacy of neighbouring back yards", Deciduous trees lose their leaves in the winter so any privacy that they help "retain" would also be lost.
4. There will undoubtedly be a parking lot associated with this building. One would assume that, for security reasons, this parking lot would be lit at night. That light would be shining on to the back yards of those people who reside on Walbran Place. In addition to this increased illumination, the traffic noise from the parking lot would directly infringe upon their right to the quiet enjoyment of their properties.
5. Encouraging cycling by installing 54 bicycle parking stalls is very laudable but the traffic on Lerwick, and the lack of any sort of shoulder, means that cyclists take an incredible risk with their personal safety every time that they venture out. Once again, the infrastructure is just not there.

We understand that affordable housing, or lack thereof, in the City of Courtenay is a problem that must be addressed. However, building a multi-level structure on this particular spot is not in the best interest of the families who have paid a premium for their single family homes and were not expecting to have neighbours peering down in to their back yards from four stories up.

A much better option would be to build on the lot that backs on to the industrial area on the opposite side of Lerwick. There is an additional traffic control light already in place there to ease traffic flow into and out of the parking lot.

For your attention and consideration.

[REDACTED]

Sent from [REDACTED]

Blamire, Susan

From: [REDACTED]
Sent: Wednesday, June 26, 2019 1:04 PM
To: PlanningAlias
Subject: Proposed Zoning Change

Follow Up Flag: Follow up
Flag Status: Flagged

2434 Walbran Pl

To:
Development Services Department, City of Courtenay, 830 Cliffe Avenue.
Ref:
Public Information Meeting
Proposed zoning Change (Amendment)
2600 Mission Road, Courtenay BC
V9N 9H1

Hello,

We are writing to let you know that we are **not** in favor of the proposed zoning amendment on the corner of Mission Road and Veteran Memorial Parkway. The present zoning already allows development of Multi Residential housing. We are **not** in favor of the new high restriction of 14 meters the new zoning would allow. The proposed development would have the top floor above the height of the houses on Walbran Place which we are located on. We do not believe that an accurate traffic report has been completed to assess the amount of cars this size of complex would have on our neighborhood. The local school Queenish already parks on Walbran everyday as there is not enough parking at the school for parents. We are already concerned for the safety of the children. As I understand the traffic assessment that was completed was before the hospital opened. In the report it is stated that cars from the lot would be able to turn around on Walbran.

The developer already has the ability to develop multi residential housing with the present zoning. Under the present zoning the building would be limited to 9.5 meters that would likely translate to a 2, or 3 story apartment structure. The desired change is an attempt for the developer to maximize his profit, at the expense of the surrounding, already existing, neighbourhoods. Our house is our prime investment and the proposed zoning change will adversely affect our housing investment.

For these reasons we are against the zoning change application. We intend to come out to the voting meeting when it happens and voice our concerns.

Yours

[REDACTED]
Walbran Place

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

*Dated on June 24th 2019.***COMMENT SHEET**

Name: [REDACTED] Email: [REDACTED]

Address: #145-4714 Muir Rd Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

While Planning this away neighbours' concerns were kept in mind. The proposed buildings are placed at minimum of 100ft away from the existing neighbour's building so that there is minimal impact on the neighbouring properties. In addition, there will be large Deciduous trees planted to retain the privacy of neighbouring back yards as well as trees planted along Veterans Memorial Parkway that will provide summer shading relief for sidewalks. This project is currently under review by staff in the Planning Department of the City of Courtenay.

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

Yes, we have many concerns about these 2 apt buildings being built on Veterans Memorial Parkway.

- (1) Very heavy traffic on Veterans already. Many vehicles drive at a very high speed already & having 2 consecutive driveways this close together could cause many problems & accidents*
- (2) Property only zoned for a 2 storey building.*
- (3) Parking lot behind our house & bedroom windows.*
continued on another sheet of paper.

Please return your comments by: (June 25, 2019)

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

Page 2 from [REDACTED]

- (4) A person from City Hall should spend a day in the property on Veterans to see the heavy traffic situation.
- (5) At present, a lot of cars turn around in our park entrance. In the fall of 2019, we will have locking gates to our park 24 hrs a day. I can just imagine that all those cars that turn around in our park will now turn around in the new entrance to these buildings & I'm sure they will not pay attention to the right hand turn sign & will continue to turn left & come into the turning lane that turns into our park on Veterans.
- (6) Also the cars that can not turn left going out of the new buildings on Mission Rd will turn into the school to turn around & will make it very dangerous for the school children.
- (7) I'm almost positive that the cars will turn left on Veterans Memorial causing a lot of accidents.
- (8) I'm also afraid there will be a lot of noise from these buildings & a lot of problems with the addition of 94 more homes in the area. It is too close to too many other entrances & exits to buildings, the school, the new medical centre going in on Mission Rd & also all the traffic from the hospital. We hope the city will refuse these apartment buildings from being built.
- Regards
[REDACTED]

PUBLIC INFORMATION MEETING

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT

2600 MISSION Road COURTENAY BC V9N 9H1

COMMENT SHEET

Name: [REDACTED]

Email: [REDACTED]

Address: 4901 ISLAND HWY NTH. COURTENAY

Phone: _____

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

I THINK THE PROJECT LOOKS GOOD. NEED
MORE RENTAL HOUSING IN THE COMOX VALLEY

Please return your comments by: (June 25, 2019)

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

June 18, 2019

PROPOSED OCP & ZONING AMENDMENT
2600 MISSION Road COURTENAY BC V9N 9H1

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: 3476 WALBRAW PLACE Courtenay Phone: [REDACTED]

Woodsmere Holding's Corp has applied to the City of Courtenay for an OCP/Zoning Amendment. Woodsmere is proposing to build 2 – 47 Unit (94 units total), apartment buildings at this 1.06-hectare location. This site is in an excellent location for purpose built rental apartment buildings. Situated within walking distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center, Costco, Home Depot, Tim Hortons, McDonalds, Thrifty Foods, Starbucks, and the new North Island Hospital to name a few. This is an ideal location to service the residential housing need at an affordable price for the immediate neighbourhood. A location such as this reduces the carbon footprint required for our residents to reach their destination. Woodsmere Holdings Corp. has incorporated approximately 54 bicycle parking stalls in our site plan to encourage cycling and less vehicle dependency. We have also provided 6 Electric Car Charging stalls within our parking layout. There will also be two outdoor Pergola's to provide outdoor seating for the enjoyment of our residents.

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

This is not a good place to Build a 4 story Complex like this. When we Bought this place to call our home, The land beside us was Promised Not to have Buildings higher than 2 stories, These Complexes are too big for the amount of land, and who wants to look at a Big Wall of cardboard. I say No to such a thing happening. It takes away all the nice thing that we looked for when we moved here. our Taxes go up and the valuation of our house will go down. We are Seniors and we like nice things. the City should think twice before allowing such a thing happening in our Neighbourhood.

Please return your comments by: (June 25, 2019)

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

RECEIVED
JUN 20 2019
 CITY OF COURTENAY

Public Comment to June 26, 2019 – 2600 Mission Rd

Page 47 of 49

PlanningAlias

From: [REDACTED]
Sent: Monday, June 10, 2019 10:41 PM
To: PlanningAlias
Subject: 2600 Mission Road - Proposed Zoning Amendment

Hello,

I am a resident at Valley Vista Estates (4714 Muir Rd) and have received an invitation to attend a Notice of Public Information Meeting regarding a proposed zoning amendment for 2600 Mission Road.

I have referred to your by-laws and am confused by the zoning map that indicates that the property in question appears to be zoned the same as Valley Vista Estates. In reading (and not understanding) the by-laws it appears that a property zoned Commercial allows for residential is this correct? What is the purpose of zoning if it can be changed whenever a developer or anyone else requests a change? Why does the developer need to change it to R-4A if the current zoning allows for multi-residential dwelling? I apologize for asking stupid questions but I'd like to know these answers prior to the meeting next Tuesday. I appreciate your advice/help with this. Thanks so much.

[REDACTED]
165 - 4714 Muir Rd

Telephone: [REDACTED]

Blamire, Susan

From: [REDACTED]
Sent: Wednesday, June 19, 2019 7:47 PM
To: PlanningAlias
Subject: Proposed OCP & Zoning Amendment 2600 Mission Road

I needed more space for my comments than the formal comment sheet allowed so I hope this is acceptable.

Name: [REDACTED]
Email: [REDACTED]
Address: 165 - 4714 Muir Rd
Phone: [REDACTED]

After attending the Public Information Meeting on June 18th, and seeing the conceptual drawings as advertised by the owner, I would submit the following comments.

1. The exit from Valley Vista Estates onto Lerwick is very close to the proposed right hand turn into the proposed property. Valley Vista is fully populated by 183 homes consisting of 55 year old+ - and the majority are considerable closer to 80 than 55. I see tremendous potential for accidents due to the increase of traffic within half a block of our community.
2. The proposed complex boasts 143 parking spaces. That is a lot of extra traffic in one area. I see further traffic congestion as well as pollution from even more vehicles that pass this very busy area. The hospital, the college, the pool, and big box stores already make this area very congested and polluted.
3. Our Lerwick exit is the main gate used even though the planning indicates that the gate on Muir is our main gate. This is a very dangerous entrance/exit due to the 90 degree bend on Muir right at the gate entrance. One must come to a dead stop in the middle of Muir at the blind corner/bend in order to ensure that we can cross to the gate without hitting or getting hit by cars coming the opposite way. Most residents of Valley Vista do not use the Muir exit/entrance for that reason. Furthermore, that gate on Muir is now closed 24/7 so one must stop at the gate and either use a remote or punch in the access code. Therefore there is only room for one, possibly two, small cars to pull in. Any others would be stopped fully to cross into the gate until the cars entering ahead of them have gone through. Certainly there is a great potential there for accidents as well. Also, it is the intention of the owner of Valley Vista to change the Lerwick gate to be the same style as the Muir Rd gate and it will also be closed full time. So anyone returning home on Lerwick, a left turn when coming from south, will be in the pullout waiting not only for traffic oncoming but also for the gate to open. Very very big potential for accidents. Nobody seems to have allowed for the fact that large trucks or larger service vehicles will be a huge problem when traffic is heaviest which is, of course, during daytime business hours when service and deliveries happen most often.
4. The Developer, Woodsmere Holding Corp, gave glowing promises of how well the building will be managed and secure etc. He would not commit to answering some easy questions - he couldn't give an answer as to rent amounts. He was also asked if the building would be allowing pets. Answer unknown. Frankly, 94 more dogs being walked in the area would not be welcome by myself and I don't hate dogs.
5. The developer brushed off concerns by local homeowners that see a huge depreciation in their properties with having occupants of the 4 storey building gazing into their private backyards. Further, no amount of promising to plant trees will change the fact that a building will overshadow their properties. When asked if a revised residential unit would be developed if this zoning request fails, the developer then mockingly threatened that if this isn't approved, a gas station will likely go in there. Personally, I would rather see a commercial block of offices/store fronts/cafes/gas station or whatever over this proposed high density housing building. It simply doesn't fit on the main road of Lerwick where they are next door to the hospital, school, pool, college, strip mall

and big box stores. The building will not be behind a tall fence but will rather be almost right to the sidewalk on Lerwick.

6. It makes me wonder where the "green space" would be for the residents of the building. They won't have any of their own on that property other than 2 small pergolas. I see the potential for using the Queneesh school property as their "park" to walk the dog, go for a smoke or have a picnic or whatever.

7. The complex boasts 94 units and offers 143 parking spaces with 10 of them assigned as Visitor parking and 6 for electric cars. If each family of 2 persons have a car each, there are not enough parking spaces so one wonders where the extra parking would come from - using the hospital parkade? or parking on Mission?

8. Back to traffic congestion. As it sits right now, in the height of rush hour and during business hours, the traffic is so heavy that one must sit through a minimum of 2 lights at Ryan Road to head to Costco or anywhere in that direction. The lights at Ryan Road and Lerwick have recently been changed so that one can only turn left on an actual turning light. In the recent past, one could turn left on the regular green if no traffic is oncoming and it was safe to do so. Adding another 94 cars will make this already congested area unbearable.

9. Noise and air pollution is a given with this increased population in a congested area. Air quality is frequently talked about in this valley. Does anyone care that real people on Mission and Muir will be breathing this bad air with increased cars and their emissions?

I would seriously ask that Council consider these comments and not approve the zoning change as requested by the Developer. Thank you for your consideration of my comments.

Sincerely,



2281 Walbran Drive,
Courtenay, BC
V9N 9E4
June 25, 2019

City of Courtenay
830 Cliff Avenue
Courtenay, BC V9N2J7

RECEIVED
JUL 02 2019

CITY OF COURTENAY

Attention: Development Services Department Planning Division

RE: **Proposed Zoning Amendment 2600 Mission Road, Courtenay, BC**

Dear Gentlemen/Ladies:

I'm writing to express my concerns regarding the proposed housing development at 2600 Mission Road, Courtenay, BC and to state my opposition to the approval of this development as proposed.

I was able to obtain some basic information about this proposal from the Internet and from concerned neighbors. However, I would like to obtain more information. Would you give me access to the development application by Woodsmere Holdings to the City of Courtenay for the development at 2600 Mission Road, the development permit approval documents, and any other relevant documents including the invitation to concerned residents regarding a public meeting regarding the proposal?

The documents that I have been able to find on the Internet include the following:

1. *New apartment projects planned in Courtenay* by Scott Stanfield, Comox Valley Record, April 10, 2019.
2. *PHASE I ENVIRONMENTAL SITE ASSESSMENT* by TerraWest, August 28, 2018
3. *Impact assessment for a proposed residential development at 2600 Mission Road in the City of Courtenay, BC.* by Watt Consulting Group for Woodsmere Holdings Corp., September 4, 2018

My concerns with regard to the proposed development include the following:

1. The above cited traffic assessment (item 3 above) was done in 2018, before the new Comox Valley Hospital was opened (October 2018) and before the new Mission Professional Centre at 2525 Mission Road (currently under construction). In addition, they did not adequately assess the effect of morning and afternoon traffic from drop-off and pick-up at Queneesh School.
2. The right-turn-only exit on Mission Road from the development will mean substantial turn-around traffic on Walbran Drive.
3. The right-turn-only exit on Mission Road from the development will result in high traffic and a hazardous situation, particularly in the morning and afternoon during drop-off and pick-up at Queneesh School.
4. Points 1-3 mean that the residents of Walbran Drive, Walbran Place, Nitnat Place and Mission Road will be affected by this proposed development and should be involved in any public meetings/consultations on this matter. I understand from neighbors that a *neighborhood information meeting* was held June 18, 2019 at Queneesh School. I strongly believe that those mentioned above should also be involved in any public meetings/consultations on this matter.

In conclusion, I strongly recommend another traffic assessment to reflect the current situation, and request wider public consultation on this project, namely to include the aforementioned residents who will be greatly affected by the existing proposal.

Thank you for your consideration of my concerns and opposition.

Yours sincerely, [REDACTED]

From: [REDACTED]

Sent: Monday, October 21, 2019 11:14 AM

To: PlanningAlias <planning@courtenay.ca>

Cc: Wells, Bob <mayor@courtenay.ca>; Cole-Hamilton, Will <wcole-hamilton@courtenay.ca>; Frisch, David <dfrisch@courtenay.ca>; Hillian, Doug <dhillian@courtenay.ca>; McCollum, Melanie <mmccollum@courtenay.ca>; Morin, Wendy <wmorin@courtenay.ca>; Theos, Manno <mtheos@courtenay.ca>

Subject: Proposed Zoning Amendment - 2600 Mission Road, Courtenay, BC

I am informed that the proposed development will receive first and second reading at the November 4th Council meeting.

I also note an error in the July 16th "Response to Transportation Review Comments" letter to Woodsmere Holdings from Watt Consulting group.
In the Letter, Item 3.2.a) Mission Road Access, it states:

"The proposed access would be 30-40 metres from the intersection with Veterans Memorial Parkway intersection".

The access as presented is only 27.5 metres from the Veterans Memorial Parkway Intersection. (I measured it myself, in accordance with TAC guidelines)

The entire property only extends 35 m from the curb line on Veterans Parkway, so the access can hardly be 40 metres from the intersection. As I mentioned in my previous letter this is wholly inadequate given the traffic volumes and conflicts with other intersections on Mission at this location. The writer suggested that making the entrance to the development off Mission as "right-in-right-out" will ease the problem of conflicts and that "**The** Median" is the most effective way to restrict any conflicting left turn movements from Mission to the development. There is no median, aside from a painted line which is the least effective and most simple thing for drivers to violate.

[REDACTED]
2321 Walbran drive



779 Blackberry Rd, Victoria BC V8X 5J3
Ph. 250-477-1207 Fax. 250-472-1297
cody@wjconstruction.ca

To whom it may concern,

Woodsmere is proposing to build 2 – 47 Unit (94 units total), 4 story purpose-built market rental apartment buildings (the "Proposed Development") at 2600 Mission Rd, a 1.06-hectare site.

The site is situated within a 1Km walking and cycling distance to the North Island College, Queneesh Elementary School, Comox Valley Aquatic Center and the new North Island Hospital. There are many shopping locations near the property like Costco, Home Depot, Thrifty Foods and so on, that enhance the conveniences and livability of our development for future tenants. It is our opinion that the property is ideal for purpose-built market rental buildings.

The Proposed Development will reduce traffic and the carbon footprint required for our residents given the short distances to services and shopping. We expect many of the tenants will find it more convenient to walk and/or cycle to these amenities due to their close proximity. To encourage this, Woodsmere's development plan includes approximately 54 enclosed bicycle parking stalls to encourage cycling and to reduce vehicle dependency.

As a result of this site's proximity to a vast array of amenities, shopping and high number of employing jobs we believe that it is an ideal location to service the residential housing need for the immediate neighborhood. This need will be serviced at an affordable price all while being able to reduce the amount traffic and carbon foot print a project like this may have in other locations.

We have asked our traffic engineers at Watt Consulting Group to address the traffic impact of our proposed development as well as answer comments and concerns that were raised during our Public Information Meeting on June 18, 2019.

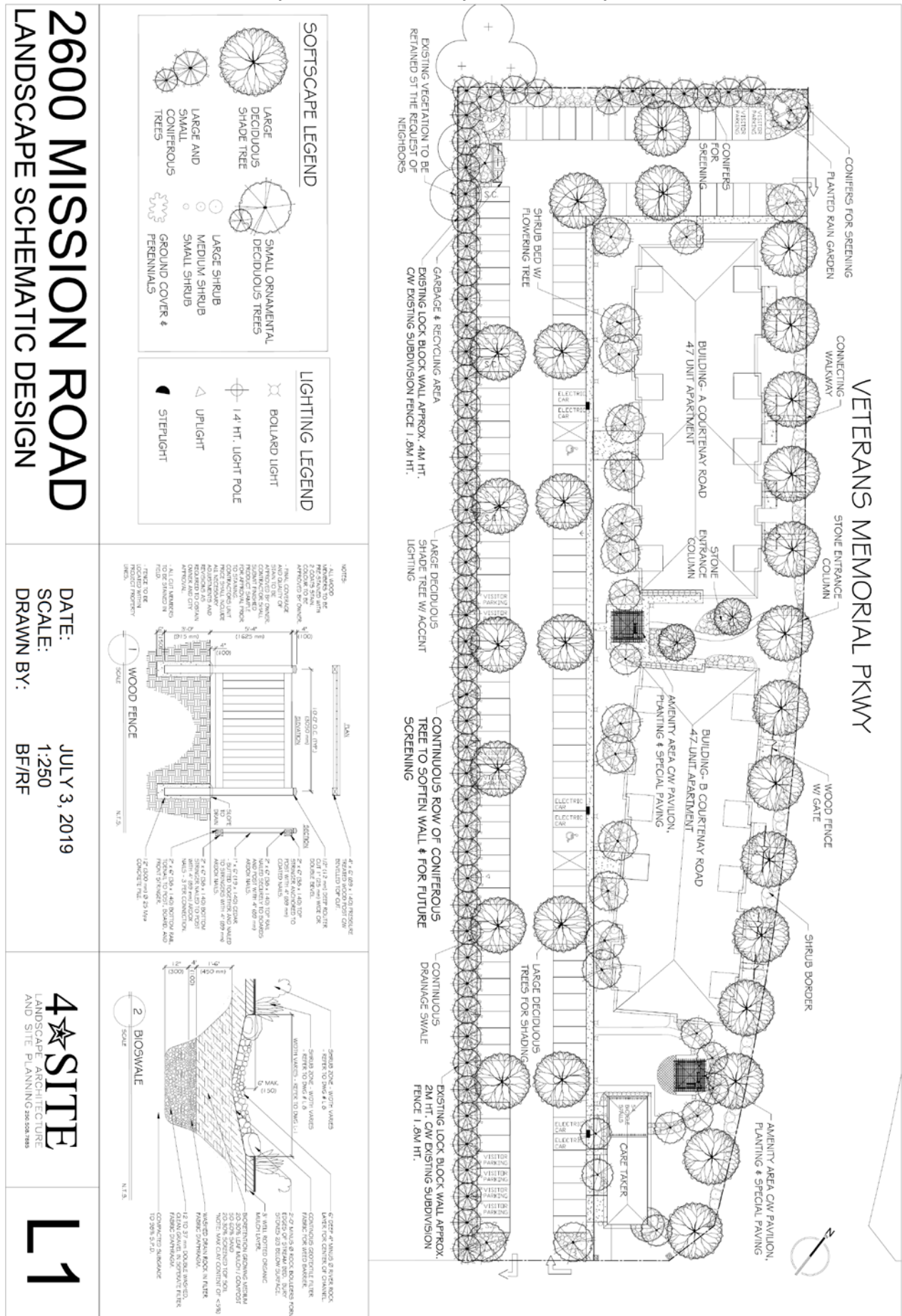
Regarding the concerns expressed relating to buffering from the adjacent single-family residential neighborhood, our building site plan was adjusted to provide greater distance from the adjacent neighborhood. We have also incorporated year-round evergreen plantings, including large deciduous trees to establish and maintain a buffer between the Proposed Development and the adjacent Single-Family Residential Properties. The Landscaping details added will be addressed by our Landscape Architect, Brad Forth.

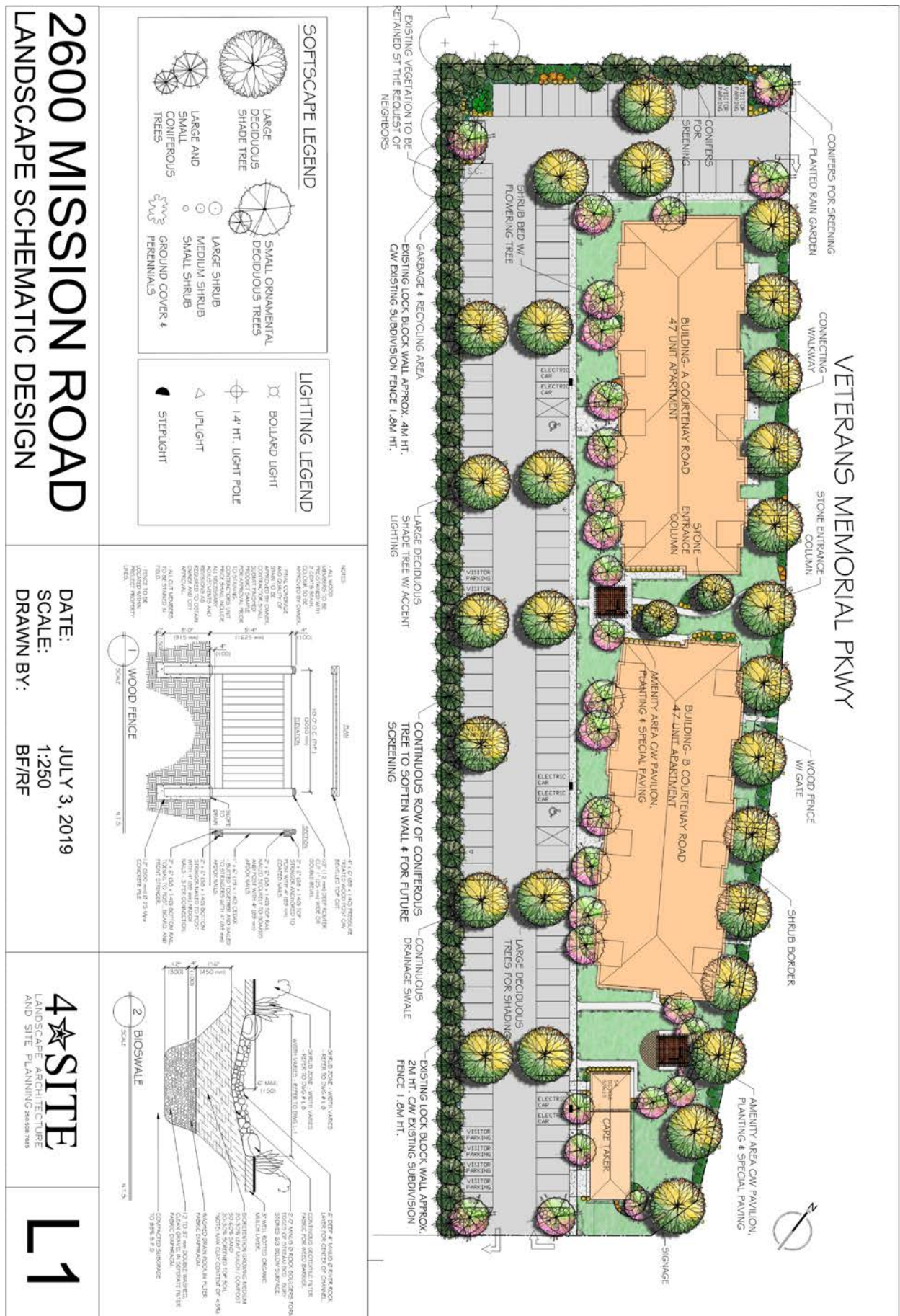
Sincerely,

A handwritten signature in black ink, appearing to read "Cody Jadresko", is written over a horizontal line.

Cody Jadresko
Project Coordinator

Attachment 4: Landscape Plans and Landscape Architect Response to Public Comments





2600 MISSION ROAD

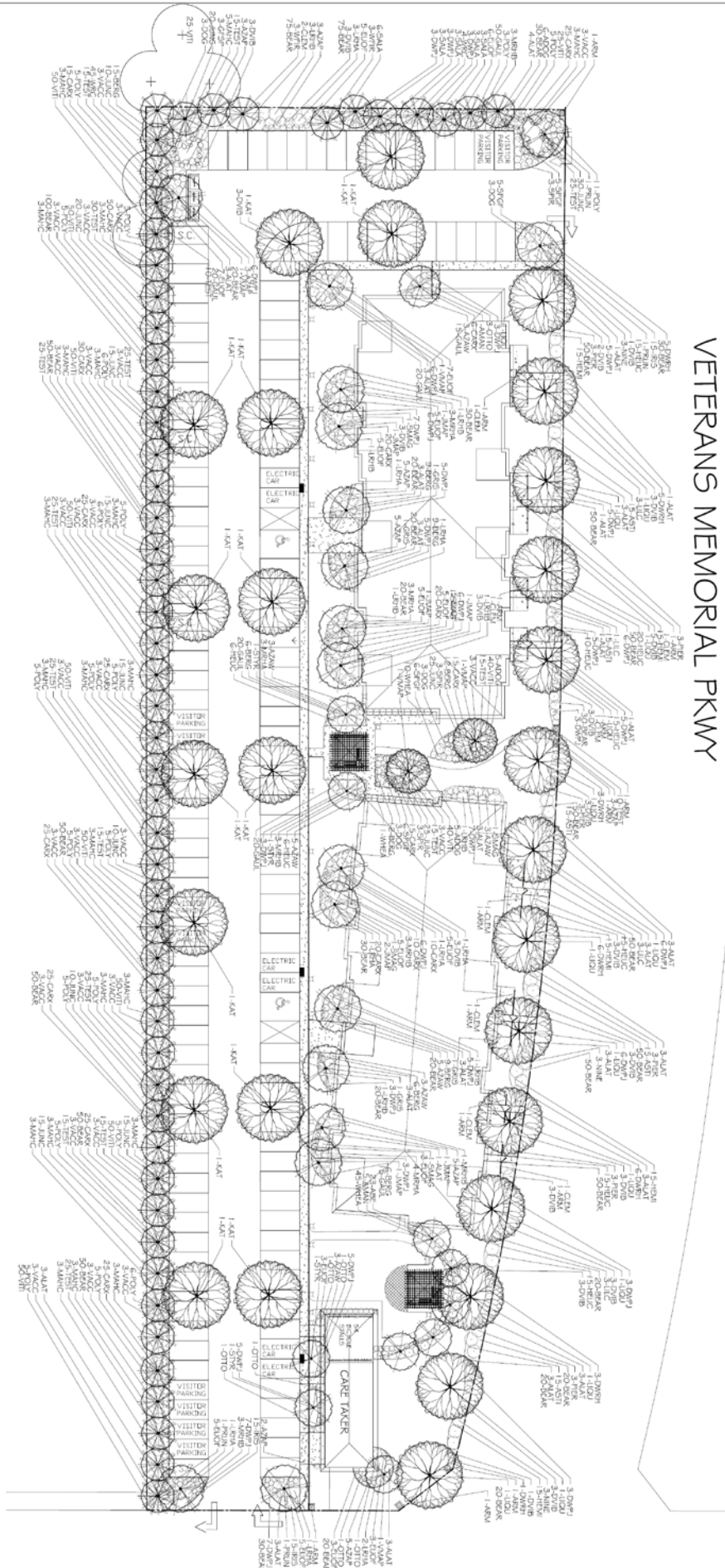
PLANTING PLAN

DATE: JULY 3, 2019
SCALE: 1:250
DRAWN BY: BF/RF

4★ SITE
LANDSCAPE ARCHITECTURE
AND SITE PLANNING 250.508/7855

25

REFER TO DRAWING L3 FOR PLANT LIST



2600 Mission Rd - Plant List			
Quantity	Key	Common Name	Latin Name
3	VMAF	Vine Maple	Acer circinnatum
36	WAC	Western Red Cedar	Thuja plicata var. 'Suecia'
4	CRIS	Paperbark Maple	Acer arcanum
4	JMAF	Japanese Maple	Acer palmatum var. 'Bloodgood'
4	SYRE	Japanese Shobui	Syringa japonica var. 'Temple Bells'
14	UDU	Smertdam	Liquidambar styraciflua var. 'Worcester'
14	KAT	Katsura	Cerciphyllum japonicum
19	WFR	White Fir	Abies concolor
6	AMAN	Amaroxia Cherry	Prunus serrulata var. 'Amanogawa'
20	NINE	Ninebark	Physocarpus capitatus
12	LEHA	Redodendron	Rhododendron var. 'Pink Wagoner'
10	LEHB	Rhododendron	Rhododendron var. 'Goner Wagoner'
27	FRK	Ly of the Valley Shrub	Hebe japonica var. 'Forest Flame & Valley Road'
10	ULC	Purple French Lilac	Syringa vulgaris var. 'Sensation'
12	DOG	Vinegated Dogwood	Cornus alba var. 'Vory Tili'
5	SMAG	Ster Magnolia	Magnolia stellata var. 'Royal Star'
23	ADG	Glossy Abelia	Abelia x grandiflora
57	DVB	David Viburnum	Viburnum davidii
54	VACQ	Evergreen Huckleberry	Vaccinium oxaleum
64	ADBT	Dwarf Burning Bush	Ectonymis alata var. 'Compact'
13	MEHA	Rhododendron	Rhododendron var. 'Unique'
13	MEPB	Rhododendron	Rhododendron var. 'Christmas Cheer'
13	OTTO	Otto Luyken Laurel	Prunus laurocerasus var. 'Otto Luyken'
47	MANC	Dwarf Oregon Grape	Mahonia angustifolia var. 'Compact'
18	SALA	Swail	Gaultheria shallon
151	DWJ	Dwarf Ly of the Valley Shrub	Hebe japonica var. 'Debutante'
9	SPR	Sprea	Sprea bursata var. 'Shindai'
79	FLUF	Creeping Euphorbia	Euphorbia fortunei var. 'Emerald Green'
34	AZAF	Evergreen Azalea	Azalea var. 'Gump Pink'
30	AZAW	Azalea White	Azalea japonica var. 'Gump White'
89	POLY	Sword Fern	Polystichum munim
11	ADOG	Dwarf Dogwood	Cornus sericea var. 'Kelsey'
41	DWBT	Dwarf Rhododendron	Rhododendron var. 'Dwarf Bells & Jack'
22	SGCF	Goldflame Spirea	Spiraea bumalda var. 'Goldflame'
66	WRFA	Winter Flowering Heather	Erica adpressa var. 'Anne Johnson'
3	GRFP	Gold Flame Spirea	Spiraea japonica 'Goldflame'
1430	BEAR	Bearberry	Arctostaphylos uva-ursi var. 'Vancouver Jade'
84	BERG	Heartleaf Bergenia	Bergenia cordifolia var. 'Bressingham Ruby'
160	GAUL	Wintergreen	Gaultheria procumbens
75	ASOT	Azalea	Azalea chinensis var. 'Pumil'
580	VTH	Viburnum	Viburnum viti-idea
108	HEUC	Coral Bells	Heuchera micrantha var. 'Bressingham Bronze'
310	TEST	Orange New Zealand Sedge	Carex testacea
225	JUNC	Cornflower Rush	Juncus effusus var. 'Spiralis'
386	CAEX	Vinegated Sedge	Carex macrodon azeo var. 'Vancouver'
45	IRIS	Sweet Iris	Iris pallida var. 'Vancouver'
75	HEBL	Dwarf Daylily	Heimerocallis var. 'Shells d'or'
14	ASAL	Evergreen Clematis	Clematis armandi
10	CLDM	Montana Clematis	Clematis montana var. 'Elizabeth'

Notes: - All landscape work to conform with B.C.S.L.A. / B.C.N.T.A. standards specification.
- All areas to be installed with an automatic underground system.

2600 MISSION ROAD

PLANT LIST

DATE: MAY 30, 2019
SCALE: NTS
DRAWN BY: BF/RF

4★ SITE
LANDSCAPE ARCHITECTURE
AND SITE PLANNING 200.006.1980

L2A



Planning Department
City of Courtenay
830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7

Attention. Mr. Matthew Fitzgerald

July 3, 2019

Re: 2600 Mission Road, Courtenay, B.C.

Dear Matthew,

After reading your summary of comments from our open house meeting with the project neighbours, I thought that it might be helpful for your report to Council if I responded to some of the landscape related issues that were raised.

First, as you know, our consulting team has worked closely with the Planning Department to revise the site plan and building layout of the project to ensure the maximum possible setback distances from the adjacent single family homes. In all locations, we have achieved a minimum of 100 feet clearance between the proposed buildings and any of the surrounding houses. In my professional opinion, this is a very positive aspect of the project as impacts of the new buildings (visual, noise, and shadow) are all greatly reduced at such long distances of separation.

Second, it should be noted that the single family homes to the South are all currently situated in an advantaged position, raised from 2m to 4m, above the ground level of our site by the large engineered retaining wall that is constructed on the property line. Also, an existing solid wood subdivision fence (approximately 1.8m height) is located on top of the wall. This minimizes any overlook from the future apartments and places any views from the houses starting at a minimum of 3.8m (12'-6") above the project site.

In addition to the existing wall and fencing, we are proposing a continuous hedgerow planting of coniferous (Western Red Cedar) trees to soften this edge of the property. These trees will be planted at an initial height of 2.2m (largest commonly available nursery size trees). Clearly, the tops of the new trees will not be above the top of the wall/ fence at the time of planting, however, they will fill in to provide approximately 7m ht in 5 years as a future buffer. During the Open House, neighbours asked if the existing natural vegetation, which is located at the Northwest corner of the site, could be retained. We have amended our landscape plan to show that we will try to protect and preserve as much of this natural buffer as possible.



Third, the houses to the West now have a much greater separation from the end wall of the proposed new building. A maturely planted existing R.O.W exists between our site and these neighbours and we have also incorporated additional evergreen landscaping along the West property line. Large deciduous shade trees have been included in all of our surface parking areas. They will be approximately 5m (15') height at time of planting with future growth to 12m (36'). These trees will provide yet another layer of visual screening as well as summer heat reduction.

Finally, vehicle traffic is almost always a concern to neighbours located next to new development. It should be noted that this particular development site is within walking distance to schools, medical clinics, shopping, and the hospital. Our project has been designed with generous pedestrian walkways and ample secured bicycle parking. The convenience built into our project will encourage less reliance on cars, although the surrounding roads have more than enough capacity to handle any traffic generated by this development.

Please feel free to contact me at 250-508-7885 if you wish to discuss these issues.

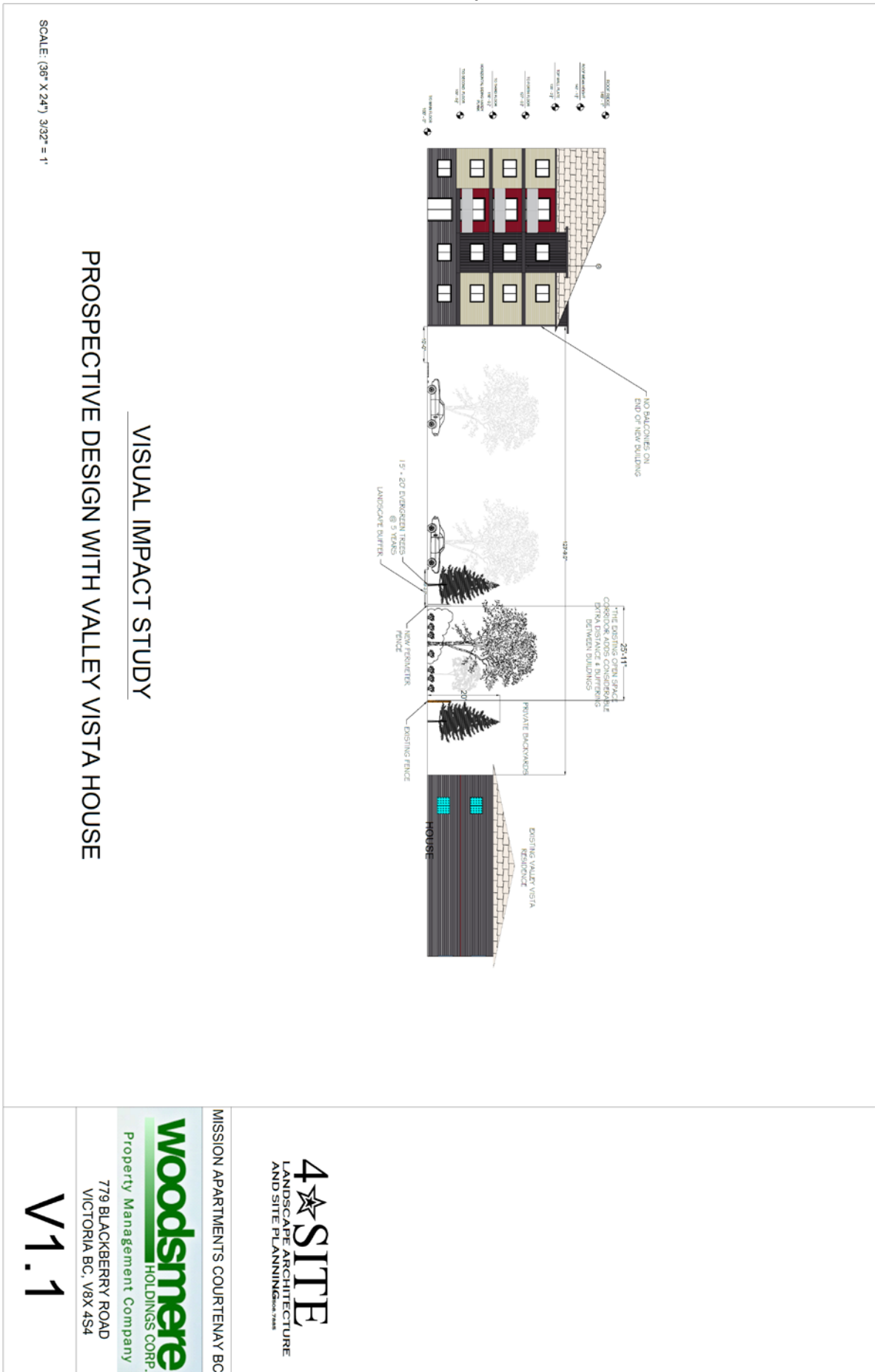
Yours truly,

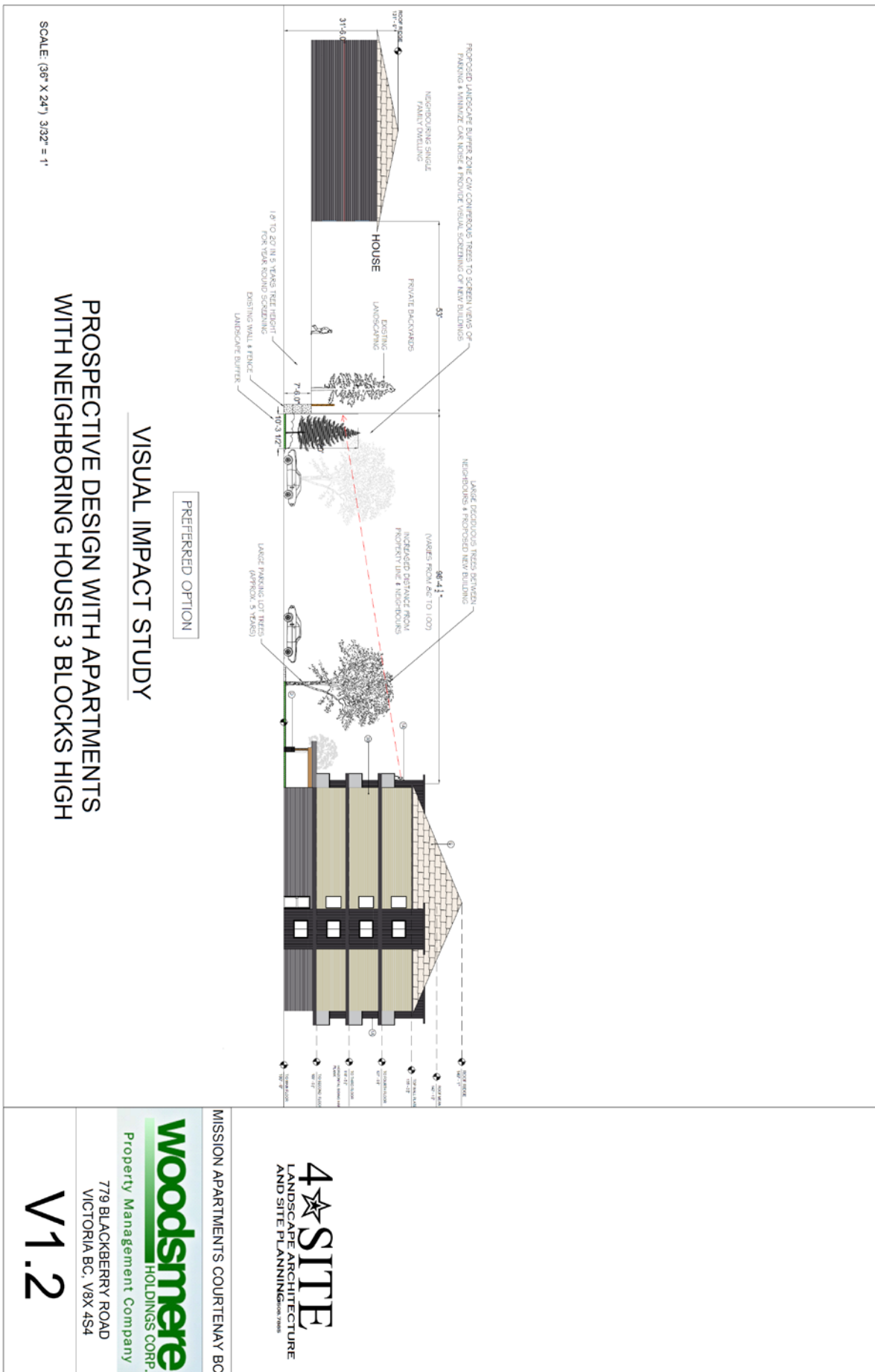
A handwritten signature in blue ink, appearing to read 'B. Forth'.

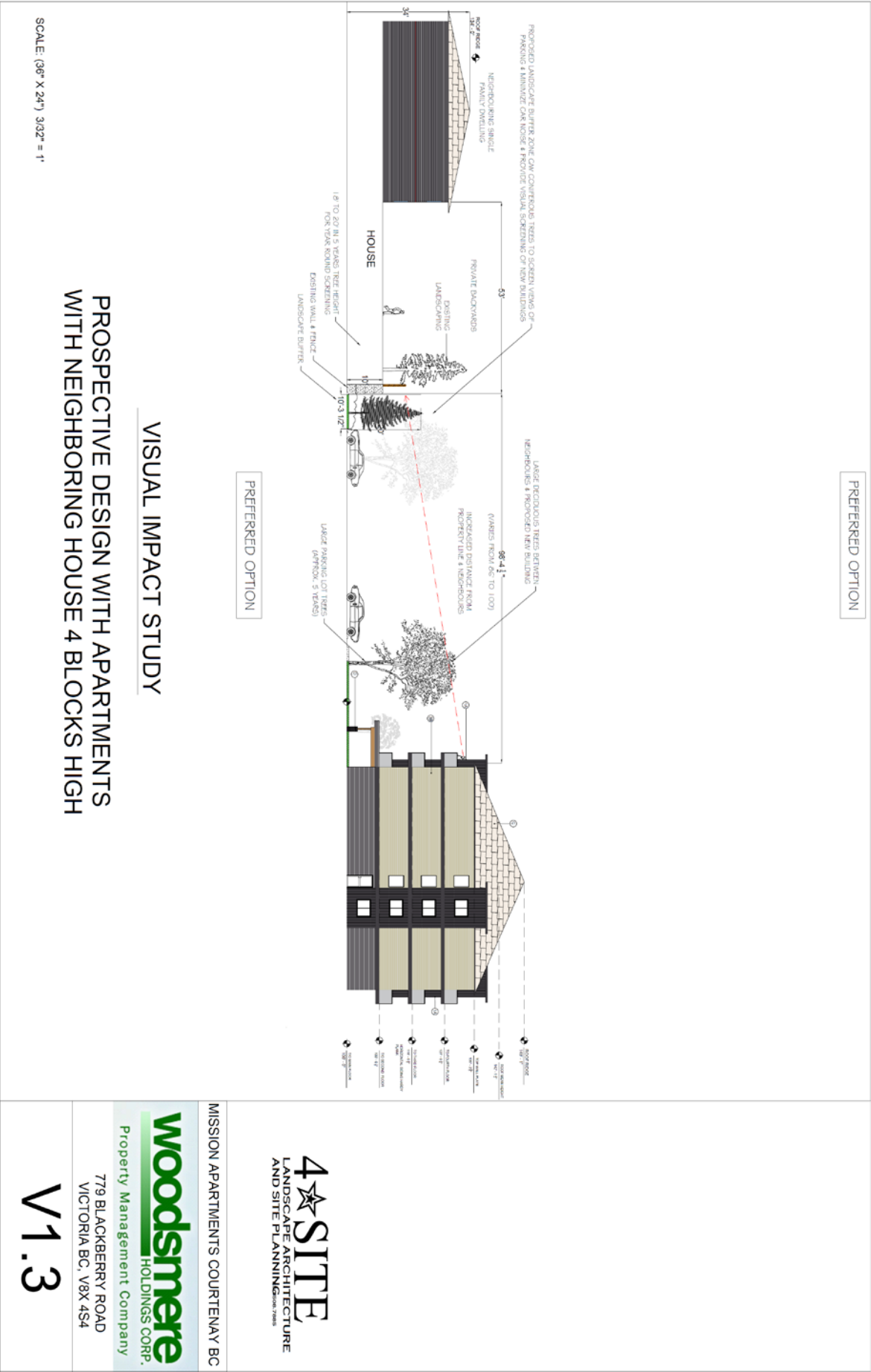
Brad Forth, BCSLA, CSLA.

Cc: Mr. Danny Jadresko, Mr. Cody Jadresko

Attachment 5: Visual Impact and Shadow









SHADOW ON MAY 6th 8:30AM

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SHAWNA	DATE CREATED: FEBRUARY 6, 2019		
DESIGNED BY: ROBT SHAWNA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED:	
SH1.1		3	



SHADOW ON MAY 6th 6:00PM

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SHAWNA	DATE CREATED: FEBRUARY 6, 2019		
DESIGNED BY: ROBT SHAWNA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED:	
SH1.2		3	



SHADOW ON NOV 6th 8:30AM

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SHAWNA	DATE CREATED: FEBRUARY 6, 2019		
DESIGNED BY: ROBT SHAWNA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED:	
SH1.3			3



SHADOW ON NOV 6th 2:00PM

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SHAWNA	DATE CREATED: FEBRUARY 6, 2019		
DESIGNED BY: ROBT SHAWNA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED:	
SH1.4			3



SHADOW ON MAY 6th 8:30AM

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SHARMA	DATE CREATED: FEBRUARY 6, 2019		
DESIGNED BY: ROBT SHARMA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED:	
SH1.5		3	



SHADOW ON MAY 6th 6:00PM

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SHARMA	DATE CREATED: FEBRUARY 6, 2019		
DESIGNED BY: ROBT SHARMA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED:	
SH1.6		3	



SHADOW ON NOV 6th 8:30AM

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SHARMA	DATE CREATED: FEBRUARY 6, 2019		
DESIGNED BY: ROBT SHARMA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED:	
SH1.7		3	



SHADOW ON NOV 6th 12:00 PM

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SHARMA	DATE CREATED: FEBRUARY 6, 2019		
DESIGNED BY: ROBT SHARMA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED:	
SH1.8		3	



SHADOW ON NOV 6th 2:00 PM

MISSION APARTMENTS COURTENAY BC			
woodsmere HOLDINGS CORP.			
Property Management Company			
779 BLACKBERRY RD, VICTORIA BC V8X 5J3			
DRAWN BY: ROBT SHARMA	DATE CREATED: FEBRUARY 6, 2019		
DESIGNED BY: ROBT SHARMA	DATE EDITED: JULY 8, 2019		
CHECKED BY:	SCALE:	AS NOTED:	
SH1.9			3

Attachment 6: Transportation Impact Assessments and Engineer Response to Public Comments



#8 – 2483 Main Street
West Kelowna, BC V4T 2E8
T 778.313.1014
E. tbaumgartner@wattconsultinggroup.com
wattconsultinggroup.com

MEMORANDUM

To: Danny Jadresko – Woodsmere Holdings Corp.
From: Tom Baumgartner, M.Sc., P.Eng.
 Josef Akampurira, E.I.T.
Our File #: 2501.B01
Project: 2600 Mission Road
Date: September 4, 2018
RE: Transportation Review

1.0 INTRODUCTION

Watt Consulting Group was retained by Woodsmere Holdings Corporation to complete a traffic impact assessment for a proposed residential development at 2600 Mission Road in the City of Courtenay, BC. The proposed development will be comprised of 94 multifamily residential units. This memorandum will review: the existing site conditions; the existing operations of the Mission Road / Veterans Memorial Parkway (VMP) / Lerwick Road intersection; the location of the proposed accesses; the predicted trip generation; the results of the post-development 10-year horizon; and summarize the improvements required to mitigate traffic operations if necessary.

2.0 EXISTING CONDITIONS

The proposed development site is located on the southwest corner of the Mission Road / Veterans Memorial Parkway (VMP) / Lerwick Road intersection. The intersection is signalized and has four approaches, with a left-turn lane on each approach. VMP – Lerwick Road is an undivided four-lane arterial road in the City of Courtenay with a speed limit of 60 km/h. Mission Road is a two-lane residential collector road with a speed limit of 50 km/h.

2.1 CURRENT INTERSECTION OPERATIONS

Weekday PM peak hour traffic data from the intersection is from a previous count in March 2017. An annual growth rate of 2.0% per year was used to bring the count data to a 2018 base year. The PM peak hour was analyzed as it represents the highest volumes of the day. AM peak hour traffic volumes are typically 90% of PM traffic volumes. Therefore PM traffic data was modelled using Synchro Studio (version 9). The intersection turning movements are currently operating at level of service (LOS) B or better in the PM peak hour, with no significant queueing issues.

ENGINEERING . GEOMATICS . TRANSPORTATION

To: Danny Jadresko – Woodsmere Holdings Corp.
Re: 2501.B01 - 2600 Mission Road - Transportation Review

September 4, 2018
Page 2

3.0 SITE CHARACTERISTICS

The transportation options and services within proximity of the site are as follows:



SERVICES

The development site is located 150 meters east of Queneesh Elementary School and less than a kilometre north of North Island College. North Island Hospital Comox Valley is about 300 meters south of the site. The nearest grocery store is about a kilometre away (Costco). There are several restaurants within a one-kilometre walk.



TRANSIT

Lerwick Road and Mission Road are public transit routes. The nearest transit stops are located 180 meters south of the site on Lerwick Road and 250 meters west of the site on Mission Road. These stops are currently serviced by Route 6 (Uplands) which operates in a loop from downtown via North Island College.



WALKING

There are existing sidewalks on both sides of Mission Road west of the study intersection, and on both sides of Lerwick Road south of the intersection. There is an existing sidewalk on the south side of Mission Road east of the intersection, and on the west side of VMP, along the site frontage. The sidewalk continues to the north and ends at Poje Way. This end leaves a gap in the network, as there is a multi-use gravel trail that starts 200m north of Poje Way. The Walkscore for the development sites is 35¹, which indicates that most errands require a car.



CYCLING

Lerwick Road is identified as a route with bike lanes as per the *Comox Valley Cycling Network Plan (2010)*; however, the route does not currently have bike lanes. Mission Road and VMP are identified as bike routes in the network plan. The City is currently working on a transportation master plan, which should help identify potential improvements for the area.

4.0 ACCESS REVIEW

The two site accesses are proposed – one off of Mission Road (about 30 meters west of the intersection) and one off VMP (about 120 meters north of the intersection). The storage length of the left turn lane from Mission Road onto VMP extends in front of the proposed access restricting traffic turning left from the access onto Mission Road. On VMP, the painted (gore) median restricts the northbound left turn movement from VMP to the access and eastbound left turn movement from the access to VMP. It is recommended that both site accesses are operated as right-in right-out movements only.

¹ Walkscore. <https://www.walkscore.com/score/2600-mission-rd-courtenay-bc-canada>

To: Danny Jadresko – Woodsmere Holdings Corp.
 Re: 2501.B01 - 2600 Mission Road - Transportation Review

September 4, 2018
 Page 3

At the Mission Road access, it is assumed that traffic exiting the site would use neighbourhood routes to turn back around if there is need to access the VMP north and Mission Road east.

4.1 CORNER CLEARANCE

Section 8.8 of the TAC *Geometric Design Guide for Canadian Roads (2017)* suggests a minimum corner clearance of 70 meters between an access and a signalized intersection on an arterial road, and 55 meters between an access and a signalized intersection on a collector road. Exceptions are made where there are lower volumes on collector roads in which case 25 meters is the suggested minimum corner clearance. The proposed Mission Road access is about 25m from VMP.

4.2 SIGHTLINES

The TAC *Geometric Design Guide* sets the criteria for the minimum sightlines for a vehicle turning right from a stop onto a 60 km/h roadway at 110 meters, and onto a 50 km/h roadway at 95 meters. The sightline review summary is shown in Table 1 below.

TABLE 1: SIGHTLINE DISTANCES FOR PROPOSED DRIVEWAY ACCESSSES

Access	Movement	Posted Speed	Required Sight Distance (m)	Actual Sight Distance (m)	Achieved
Veterans Memorial Parkway (VMP)	Right Turn	60km/h	110	110+	Yes
Mission Road	Right Turn	50km/h	95	95+	Yes

The sightlines at the proposed accesses are sufficient to allow vehicles to turn onto both VMP and Mission Road without impacting the speed of through vehicles.

5.0 TRIP GENERATION AND ASSIGNMENT

The *ITE Trip Generation Manual (10th Edition)* was used to estimate the number of trips from the development. The *Trip Generation Manual* provides trip rates for a wide variety of land uses gathered from actual sites across North America over the past 35 years. The trip generation results are summarized in Table 2.

TABLE 2: TRIP GENERATION

ITE Land Use			Weekday PM					
Code	Description	Units	Rate	In	Out	Total	In	Out
220	Multifamily Housing (Mid-Rise)	94	0.44	61%	39%	42	26	16

The proposed residential development will generate 42 trips in the PM peak period, 26 trips in and 16 trips out.

ENGINEERING . GEOMATICS . TRANSPORTATION

To: Danny Jadresko – Woodsmere Holdings Corp.
 Re: 2501.B01 - 2600 Mission Road - Transportation Review

September 4, 2018
 Page 4

Trip distribution was based on the existing traffic patterns at the Mission Road / VMP / Lerwick Road intersection. The PM peak hour trip distribution is as follows:

- Trips In:
 - 85% from Lerwick Road;
 - 10% from Veterans Memorial Parkway; and
 - 5% from Mission Road
- Trips Out:
 - 90% to Lerwick Road;
 - 5% to Veterans Memorial Parkway; and
 - 10% to Mission Road.

6.0 POST DEVELOPMENT TRAFFIC CONDITIONS

The traffic impact analysis was undertaken for a 10-year post development horizon (2032) following opening day / full build-out (2022). A 2.0% annual growth rate was used to obtain the future volumes. Table 3 summarizes the 2032 PM peak hour traffic conditions.

TABLE 3: 2032 PM PEAK HOUR POST DEVELOPMENT TRAFFIC CONDITIONS

Intersection (EW Street / NS Street)	Movement	PM Peak Hour			
		V/C Ratio	LOS	Delay (s)	95 th Queue (m)
Mission Road / Veteran Memorial Parkway / Lerwick Road	EBL	0.03	B	16	8
	EBTR	0.4	B	12	20
	WBL	0.69	B	20	31
	WBTR	0.14	B	15	18
	NBL	0.56	B	12	37
	NBTR	0.44	A	7	30
	SBL	0.32	B	20	13
	SBTR	0.62	B	13	35
Access / Veteran Memorial Parkway	EBR	0.03	A	3	12
	NBT	-	A	1	0
	SBTR	-	A	0	0
Mission Road / Access	EBLT	-	A	2	12
	WBT	-	A	1	5
	SBR	0.02	A	3	9

In 2032, all turning movements will be operating at LOS B or better in the PM peak hour, with no significant queueing issues.

ENGINEERING . GEOMATICS . TRANSPORTATION

To: Danny Jadresko – Woodsmere Holdings Corp.
Re: 2501.B01 - 2600 Mission Road - Transportation Review

September 4, 2018
Page 5

7.0 CONCLUSION AND RECOMMENDATIONS

The proposed residential development at 2600 Mission Road will generate 42 trips in the PM peak period. The Mission Road / VMP / Lerwick Road intersection is currently operating adequately in the PM peak period. The two site accesses are proposed and it is recommended that both accesses be restricted to a right-in right-out operation. There is adequate sightline distance at the proposed accesses and the minimum corner clearance distance is exceeded. The addition of the development traffic will have a minimal impact on the adjacent intersection in the long-term (2032).

A draft traffic impact assessment (TIA) with a summary of findings, conclusions, and recommendations will be prepared and sent to you prior to submission to the City of Courtney. Please contact me if there are any questions or comments at 778-313-1014 (ext 431). Thank you.

Sincerely,

Watt Consulting Group



Tom Baumgartner, M.Sc., P.Eng.
Senior Transportation Engineer

ENGINEERING . GEOMATICS . TRANSPORTATION



2600 MISSION ROAD DEVELOPMENT TRAFFIC IMPACT ASSESSMENT TERMS OF REFERENCE

Prepared for: **Woodsmere Holding Corporation**

Prepared by: **Watt Consulting Group**

Our File: **2501.B01**

Date: **August 22, 2018**



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3.0 EXISTING & BACKGROUND TRAFFIC.....	2
4.0 DEVELOPMENT TRAFFIC.....	2
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6.0 ACTIVE TRANSPORTATION.....	3
7.0 REPORTING	3

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1.0 INTRODUCTION

Watt Consulting Group was retained by Woodsmere Holdings Corporation to conduct a traffic impact assessment (TIA) for a proposed residential development located at 2600 Mission Road, in the City of Courtenay, BC. This document provides the terms of reference for the TIA.

1.1 Site

The proposed development site is currently located at 2600 Mission Road. The proposed land-use is residential (94 apartment units); however, the site is currently zoned commercial. The applicant intends to apply for rezoning. Figure 1 shows the location of the development. A full site plan is provided in Appendix A.



Figure 1: Site Location

The signalized intersection of Lerwick Road / Veterans Memorial Parkway (VMP) / Mission Road will be studied along with the proposed development access locations on Mission Road and VMP. The intersection has four approaches, with a left-turn lane on each approach. The northbound left-turn movement is protected / permitted, and the other left turn movements are permitted.



VMP - Lerwick Road is an undivided four-lane major road in the City of Courtenay. Mission Road is a two-lane residential collector road. Site access will be provided on VMP and on Mission Road.

2.0 TRAFFIC MODEL

Weekday AM and PM peak hour traffic conditions will be modeled using Synchro Studio (version 9) for the opening year full build-out and 10-year post opening year with and without the development traffic to identify long term impacts of the development.

Measures of effectiveness (MOEs) will be evaluated for level of service (LOS), 95th percentile queues, total delay, and volume-to-capacity ratios (v/c). A background on Synchro and LOS is provided in **Appendix B**. The MOEs will be used to evaluate existing conditions plus two (2) horizons for:

- Full build-out on a four-year horizon (2022); and
- 10 years post development (2032).

The horizon years will be evaluated for impacts to traffic operations with and without the development. The results will be used to determine if road improvements are needed as a result of background traffic growth or as a result of the development. Simulation settings for Synchro analysis will include:

- Vehicle length of 7.5m
- Heavy vehicle length of 23.0m
- Peak hour factors will use count data from study and will not exceed 0.95
- Default /minimum rate of 2% heavy vehicles unless site specific data collected

3.0 EXISTING & BACKGROUND TRAFFIC

Existing traffic conditions modelled for the study intersections based on existing counts. There is an existing March 2017 weekday PM count available. The count will be brought to a 2018 base year using an annual growth rate of 2.0% per year.

The PM peak hour will be analyzed as it represents the governing high volume traffic condition. Background traffic will be assessed at 2.0% per year.

4.0 DEVELOPMENT TRAFFIC

The proposed development is comprised of 94 apartment units. Trip generation rates were estimated using the 10th Edition of the ITE Trip Generation Manual. Trip generation rates and estimated trips for the weekday PM peak hours are shown in **Table 1**. The development is expected to generate 42 trips during the PM peak period, 25 trips in and 17 trips out.



Table 1: Peak Hour Trip Generation Rates

ITE Land Use			Weekday PM					
Code	Description	Units	Rate	In	Out	Total	In	Out
220	Multifamily Housing (Mid-Rise)	94	0.98 Ln(x) – 0.98	61%	39%	42	25	17

Trip distribution will be based on existing traffic patterns at the Mission Road / VMP / Lerwick Road intersection.

5.0 SITE ACCESS

The site access will be reviewed for turning and stopping sight distances, and spacing from the intersection. A discussion will be completed around what type of control each access should have, and how it would affect potential site operations.

6.0 ACTIVE TRANSPORTATION

Facilities and operations for pedestrians and cyclists will be reviewed within the vicinity of the development.

7.0 REPORTING

A summary of findings, conclusions, and recommendations will be submitted to the City of Courtenay.



APPENDIX A: SITE PLAN

2600 MISSION ROAD DEVELOPMENT
TRAFFIC IMPACT ASSESSMENT TERMS OF REFERENCE





APPENDIX B: SYNCHRO BACKGROUND

2600 MISSION ROAD DEVELOPMENT
TRAFFIC IMPACT ASSESSMENT TERMS OF REFERENCE

SYNCHRO MODELLING SOFTWARE DESCRIPTION

The traffic analysis was completed using Synchro and SimTraffic traffic modelling software. Results were measured in delay, level of service (LOS), 95th percentile queue length and volume to capacity ratio. Synchro is based on the Highway Capacity Manual (HCM) methodology. SimTraffic integrates established driver behaviours and characteristics to simulate actual conditions by randomly "seeding" or positioning vehicles travelling throughout the network. The simulation is run five times (five different random seedings of vehicle types, behaviours and arrivals) to obtain statistical significance of the results.

Levels of Service

Traffic operations are typically described in terms of levels of service, which rates the amount of delay per vehicle for each movement and the entire intersection. Levels of service range from LOS A (representing best operations) to LOS E/F (LOS E being poor operations and LOS F being unpredictable/disruptive operations). LOS E/F are generally unacceptable levels of service under normal everyday conditions. A LOS C or better is considered acceptable operations, while D is considered to be on the threshold between acceptable and unacceptable operations. Highway operations will typically need to operate at LOS C or better for through movements and LOS E or better for other traffic movements with lower order roads.

The hierarchy of criteria for grading an intersection or movement not only includes delay times, but also takes into account traffic control type (stop signs or traffic signal). For example, if a vehicle is delayed for 19 seconds at an unsignalized intersection, it is considered to have an average operation, and would therefore be graded as an LOS C. However, at a signalized intersection, a 19 second delay would be considered a good operation and therefore it would be given an LOS B. The table below indicates the range of delay for LOS for signalized and unsignalized intersections.

Table B1: LOS Criteria, by Intersection Traffic Control

Level of Service (LOS)	Unsignalized Intersection Average Vehicle Delay (sec/veh)	Signalized Intersection Average Vehicle Delay (sec/veh)
A	Less than 10	Less than 10
B	10 to 15	11 to 20
C	16 to 25	21 to 35
D	26 to 35	36 to 55
E	36 to 50	56 to 80
F	More than 51	More than 81



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MEMORANDUM

To: Danny Jadresko – Woodsmere Holdings Corporation
cc: Nadine King, P. Eng., PTOE
From: Dylan Ridsdale, B.A., C.Tech.
Our File #: 2501.B01
Project: 2600 Mission Road TIA
Date: May 31, 2019
RE: Revised Site Access Review

INTRODUCTION

Watt Consulting Group was retained by Woodsmere Holdings Corporation to undertake a site access review for the revised site access location on Veterans Memorial Parkway to the proposed residential development at 2600 Mission Road in the City of Courtenay, BC. The site access review considered driver sightlines, corner clearances and right-in right out measures.

SIGHTLINES

The TAC Geometric Design Guide for Canadian Roads criteria for minimum driver sightlines for a vehicle turning right from a Stop onto a 60 km/h roadway is 110 meters. Driver sightlines for a vehicle turning right from the proposed site access are in excess of 200 meters and therefore meet TAC minimum driver sightlines requirements.

CORNER CLEARANCE

For accesses onto arterial roads, TAC suggests a minimum corner clearance of 35 meters (on an arterial road) between an access and a STOP controlled intersection and 70 meters between an access and a signalized intersection. The corner clearance from the proposed site access to the adjacent STOP controlled intersection at Poje Way is approximately 40 meters and approximately 180 meters from the signalized intersection at VMP / Mission Rd. The proposed access therefore exceeds TAC minimum corner clearance requirements.

RIGHT-IN, RIGHT-OUT MEASURES

The proposed site access is located at the end of the painted median (gore) on VMP and the beginning of the northbound left turn lane at the VMP / Poje Way intersection. The painted median

ENGINEERING . GEOMATICS . TRANSPORTATION

To: Danny Jadresko – Woodsmere Holdings Corporation
Re: 2501.B01 2600 Mission Road TIA - Revised Site Access Review

May 31, 2019
Page 2

(gore) restricts the northbound left turn movement from VMP into the site access as well as the eastbound left turn movement from the access onto VMP.

Sincerely,

Watt Consulting Group



Dylan Ridsdale, BA, C. Tech.
Senior Transportation Technologist

ENGINEERING . GEOMATICS . TRANSPORTATION



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 E. tbaumgartner@wattconsultinggroup.com
wattconsultinggroup.com

MEMORANDUM

To: Danny Jadresko – Woodsmere Holdings Corp.
 Copy: Nadine King, P.Eng., PTOE
 From: Joses Akampurira, EIT
 Tom Baumgartner, M.Sc., P.Eng.
 Our File #: 2501.B01
 Project: 2600 Mission Road TIA
 Date: July 16, 2019
 RE: Response to Transportation Review Comments

1.0 INTRODUCTION

Watt Consulting Group was retained by Woodsmere Holdings Corporation to conduct a traffic impact assessment for a proposed residential development at 2600 Mission Road in the City of Courtenay, BC. Prior to the transportation review, the City reviewed and provided feedback on the terms of reference submitted on August 23, 2018. The findings of the analysis were submitted in a memo dated September 4, 2018. This memo addresses public comments regarding the transportation review and summarizes the phone discussion with the City of Courtenay on July 6, 2019.

2.0 PUBLIC CONCERNS

The issues below were of greatest concern:

1. The use of 2017 traffic count data which may have not captured the traffic from the new Hospital (450m south of the site on Lerwick Road);
2. Mission Road access (right-in, right-out):
 - a. The viability of the access in relation to the nearby VMP/Mission Road intersection;
 - b. Existing traffic (right-out) being rerouted through the residential neighbourhood and school; and
 - c. How would left-in traffic be barred from entering the development?

3.0 RESPONSE

The following provides our response to the concerns above:

1. Hospital traffic typically peaks outside of the peak hour for the adjacent road network. It is noted that traffic on Mission Road has no connection to the Hospital and access would be made via Veterans Memorial Parkway. Furthermore traffic from the previous hospital

ENGINEERING . GEOMATICS . TRANSPORTATION

To: Danny Jadresko – Woodsmere Holdings Corp.

July 16, 2019

Re: 2501.B01 - 2600 Mission Road TIA - Response to Transportation Review Comments

would have also existed through Lerwick/VMP including construction traffic at the time of the intersection count in 2017.

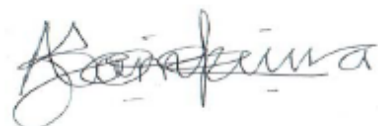
2. Mission Road access:

- a. The proposed access would be 30-40 metres from the intersection with Veterans Memorial Parkway intersection. As per TAC design guidelines, the suggested minimum clearance would be 55 metres. Since access would be restricted to right-in / right-out at this location, it is considered acceptable as higher risk left-turn movements would be eliminated to and from the access.
- b. Very little traffic (5% of the total trips exiting [less than 5 vehicles in the PM peak hour]) is expected to use the Mission Road. The low traffic volume would not measurably impact the existing traffic on Mission Road and neighbourhood circulation in the long term. The volume of traffic turning right-in is 90% of entering trips, which equates to 23 trips per hour in the PM peak. This operates with no delay to traffic.
- c. The median is the most effective way to restrict the left-turn movements. The raised channelized right-in / right-out island would follow, but can be violated by drivers. The left-turn restriction sign is the least effective and most simple for drivers to violate.

Please contact us if there are questions or comments at 778-313-1014. Thank you.

Sincerely,

Watt Consulting Group



Joses Akampurira, EIT
Transportation Engineer in Training



2019-07-16
Tom Baumgartner, M.Sc., P.Eng.
Senior Transportation Engineer

ENGINEERING . GEOMATICS . TRANSPORTATION

From: Dylan Ridsdale <DRidsdale@wattconsultinggroup.com>
Sent: October 22, 2019 11:14 AM
To: Danny Jadresko <danny@wiconstruction.ca>
Cc: Steven Hurst <steven@woodsmere.ca>; Cody Jadresko <Cody@wiconstruction.ca>
Subject: RE: FYI new public comment re: traffic

Hi Danny,

In response to resident concerns detailed in the October 21, 2019 email provided by City of Courtenay staff, the 30 – 40 meters distance described in WATT's July 16, 2019 "Response to Transportation Review Comments" letter is an approximate measurement taken from the centerline of VMP to the centerline of the site access. The corner clearance as taken from the west curb line on VMP to the east edge of the access throat is approximately 27 meters as per the resident's observation noted in the email. While the 27 meter corner clearance is also less than the 55 meter minimum suggested by TAC, we maintain our position that right-in, right-out access will provide acceptable and safe operations given a) left turn movements out of the access will be restricted and b) only 23 right turn movements into the access are expected during the PM peak hour. When distributed evenly over the PM peak hour, the 23 right-in movements translates to one vehicle entering the site access on approximately every three minutes. These volumes are considered low and are not expected to result in any delay or queuing on Mission Road. Similarly, the right-out volumes at the Mission Road access are expected to be less than five vehicles per hour in PM peak. These volumes are considered very low and expected to have a negligible impact on the surrounding road network.

With regard to concerns about controlling left turns at the access, it is our professional opinion that No Left Turn regulatory signage is an appropriate device to control left turns at the access.

Please let me know if you have any other questions.

Sincerely,
Dylan



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MEMORANDUM

To: Danny Jadresko – Woodsmere Holdings Corp.
From: Dylan Ridsdale, BA, C.Tech.
Our File #: 2501.B01
Project: 2600 Mission Road
Date: October 18, 2019
RE: Land Use Trip Generation Comparison

1.0 INTRODUCTION

Watt Consulting Group (WATT) was retained by Woodsmere Holdings Corporation to compare trip generation estimates for the site at 2600 Mission Road in Courtenay, BC. This memo compares the PM peak hour trip generation for the proposed land use, a 94-unit multi-family residential development, with an alternative and allowable land use of two fast food restaurants with drive through and general office land uses in accordance with the City of Courtenay's Multiple Use Four Zone (MU-4).

2.0 PROPOSED LAND USE

The ITE Trip Generation Manual (10th Edition) was used to determine the PM peak hour trips for the proposed multi-family housing development for the site.

TABLE 1: TRIP GENERATION FOR PROPOSED LAND USE

ITE Land Use			Generated Site Trips					
Code	Description	Units	Rate	In	Out	Total	In	Out
220	Multifamily Housing (Mid-Rise)	94	0.44 (PM Peak)	61%	39%	42	25	17

The proposed development is expected to generate 42 total trips during the PM peak hour.

3.0 ALTERNATE LAND USE SCENARIO

In accordance with the MU-4 zoning for the site, two fast food restaurants with drive through and general office land uses are permitted for the site and were considered as the alternative land use scenario for trip generation comparison purposes. Table 2 provides a summary of trip generation for the alternate land use scenario which includes a 4306 sq ft fast food restaurant with drive through, a 3229 sq ft fast food restaurant with drive through and a 10,764 sq ft office building (two storey).

ENGINEERING . GEOMATICS . TRANSPORTATION

To: Danny Jadresko – Woodsmere Holdings Corp.

October 18, 2019

Re: 2501.B01 - 2600 Mission Road - Land Use Trip Generation Comparison

Page 2

TABLE 2: PM PEAK HOUR ALTERNATE LAND USE SCENARIO TRIP GENERATION

ITE Land Use			Generated Site Trips					
Code	Description	Size	Rate / 1000 ft ²	In %	Out %	Total	In	Out
934	Fast Food (Restaurant 1)	4306 ft ²	32.67	52%	48%	141	73	68
	Fast Food (Restaurant 2)	3229 ft ²	32.67	52%	48%	106	55	51
710	Office Building	10764 ft ²	1.15	16%	84%	12	10	2
Total Trips						259	138	121

The alternative land use scenario for the site will generate 259 total trips during the PM peak hour.

4.0 COMPARISON OF TRIPS

Table 3 provides the PM peak hour trip generation comparison for the proposed residential land use and the alternate land use scenario. The proposed land use will generate 217 less total vehicle trips (approximately 6.2 times less traffic) than the alternate land use scenario during the PM peak hour.

TABLE 3: PM PEAK HOUR LAND USE TRIPS COMPARISON

Land Use	Total Trips	In	Out
Proposed Land Use	42	25	17
Alternate Land Use Scenario	259	138	121
Difference	217	113	104

5.0 CONCLUSIONS

Based on the PM peak hour trip generation estimates, the proposed land use for 2600 Mission Road will generate approximately 6 times less trips than an allowable land use scenario of two fast food restaurants and office space for the site.

Sincerely,

Watt Consulting Group



Dylan Ridsdale, BA, C.Tech
Senior Transportation Technologist

ENGINEERING . GEOMATICS . TRANSPORTATION



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: British Columbia Energy Step Code Implementation

File No.: 3800-00
Date: November 4, 2019

PURPOSE:

The purpose of this report is to bring forward to Council information relating to the British Columbia Energy Step Code and seek direction to investigate the implications that will determine the best approach to instituting the Energy Step Code for simple and complex buildings within the City of Courtenay.

CAO RECOMMENDATIONS:

That based on the November 4th Staff report “British Columbia Energy Step Code Implementation”, Council approve OPTION 1 and direct staff to proceed with the provincially recommended industry consultation process and;

That Council direct staff to include the BC Energy step Code requirements for simple and complex buildings in the upcoming revised building bylaw.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The British Columbia Energy Step Code (Step Code) was introduced by the Provincial Government in April 2017, as an optional construction compliance path in the British Columbia Building Code. The Step Code is a new standard and the anticipated tool that will help government and industry chart a course to enable all new construction achieve an energy efficient status of “net-zero ready” by 2032. The Step code is a deviation from traditional prescriptive building requirements, as it is a performance based standard that has a set of defined metrics for building envelope, equipment /systems and air tightness testing. These metrics are used to determine the overall energy performance of a building, through energy modelling and as constructed results.

The Step Code is divided into different levels of performance, with a numerical rating system based on building type. Simple buildings which include houses with or without secondary suites and mid-sized multi-unit residential buildings that contain a limited ratio of common areas to dwelling space incorporate a 5 step system. Complex buildings including multi-unit residential, retail and business services buildings with a footprint greater than 600m², on the other hand, use a 4 step system. These steps are outlined in the chart below. .

Steps 1-3 for simple buildings are considered the lower steps and provide for an energy efficiency design of up to 20% better than the prescriptive requirements of the base building code. Steps 4-5 are the upper range and provide for what, by today's standards, is considered a high performance building.

PATHWAY TO 2032: PART 3 (WOOD-FRAME RESIDENTIAL)



PATHWAY TO 2032: PART 9 (HOMES)



DISCUSSION:

Staff has been actively participating in the Energy Step Code Small Communities Peer Group discussions for the last 24 months. This group allows municipalities to share and receive updates from other like sized communities, on the implementation progress and hurdles being experienced throughout the province. Local governments like Campbell River and the CVRD, for example, are offering incentives for builders who voluntarily construct to the Step Code. These incentives range from a small percentage of the building permit fees to a rebate of the full permit fees, depending on the Step achieved. The CVRD has had 3 projects so far this year participate in their Step code incentive program, one building at each of the Steps 3, 4 & 5. Campbell River has seen a total of 15 applications for their incentive program with the bulk of them aiming to meet Step 4. This projection of meeting Step 4 in Campbell River may be due to the City's incentive program only being applicable to buildings meeting Steps 4 or 5 after the end of this year.

The provincial government has indicated in the CleanBC Report that they intend to require, through the authority of the BC Building Code, that new homes be 20% more efficient (Step 3) by 2022 and 40% (Step 4) by 2027. This proposed timeline in no way prohibits municipalities from becoming early adopters of the Step code. To date staff have been researching Step 3 for simple buildings and Step 2 for complex buildings as a starting point, however industry consultation will establish the local capacity and determine if these steps will be reasonable for our community, prior to making a formal recommendation to Council.

Courtenay currently has a couple of developments with covenants entered into at rezoning that are required to meet an energy efficiency rating from the now superseded Energuide system. Although not directly linear in comparison to the Step Code, a rough approximation between the two rating systems would result in Energuide 80 being equivalent to a 10% or Step 2 improvement over base building code. Results from the last few years of homes built in these developments have proved to show that a 10% improvement over the prescriptive building code can consistently be achieved with only minor changes to construction and minimal increased cost.

The BC Energy Step Code Best Practices Guide estimates a 1-3% increase in construction costs to meet the lower steps. For a typical single family home, this means an increase in construction cost from \$2500-\$13,500, that will ultimately be transferred to the end user. Working with local, certified energy advisors and smart sourcing of products and materials should allow builders to find the best approach for each particular project. One of the main advantages for a performance based rating system is that it allows designers and builders the freedom to choose products and systems that are the most cost effective, while

maintaining the required levels of performance. Of note a case study from Campbell River available on the energystepcode.ca website demonstrates it is possible to build a home to Step 3 with no increased cost of construction in that community.

FINANCIAL IMPLICATIONS:

As part of the adoption process, there would be the need for industry consultation, to survey the readiness and concerns of the local building community. Subsequently, there would be an expectation that the City will provide support and education opportunities, to aid local builders in gaining familiarity with the Energy Step Code. Expenses of approximately \$3500 should be anticipated and are available within the development services 2019 budget.

ADMINISTRATIVE IMPLICATIONS:

Staff has spent approximately 15 hours to date researching and preparing material for the Step Code. The initial industry consultation and education process is estimated to consume another 35 hours. No ongoing administrative requirements past the initial implementation are expected.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- Communicate appropriately with our community in all decisions we make

We proactively plan and invest in our natural and built environment

- Make progress on the objectives of the BC Climate Action Charter
- ▲ ■ Support actions to address Climate Change mitigation and adaptation

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

OFFICIAL COMMUNITY PLAN REFERENCE:

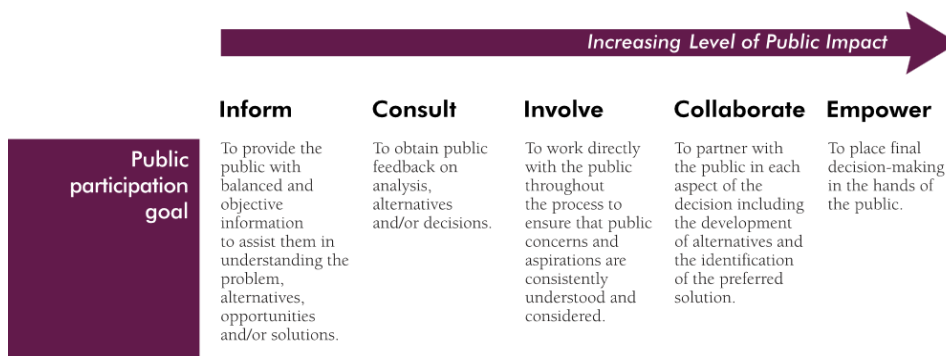
Establishing requirements for higher performance housing would be consistent with the OCP residential reference to encourage green building and infrastructure.

REGIONAL GROWTH STRATEGY REFERENCE:

The regional growth strategy identifies, Local governments should explore opportunities to establish green building incentives, to encourage developments to adopt green building practices.

CITIZEN/PUBLIC ENGAGEMENT:

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



OPTIONS:

Option 1: (Recommended) Council approve OPTION 1 and direct staff to proceed with the provincially recommended industry consultation process and;

That Council direct staff to include the BC Energy step Code requirements for simple and complex buildings in the upcoming revised building bylaw.

Option 2: Defer decision on the implementation of the British Columbia Energy Step Code, pending receipt of further information. That Council refer the “British Columbia Energy Step Code Implementation” report back to staff with a list of specific requirements

Option 3: That Council not consider implementing the British Columbia Energy Step Code at this time.

Prepared by:

Trevor Sweeney, RBO
Manager of Building and Administrative Services

Reviewed by:

Ian Buck, MCIP, RPP
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3060-20-1911

From: Chief Administrative Officer

Date: November 4, 2019

Subject: Development Permit with Variances No. 1911 – 1020 Cumberland Road

PURPOSE:

The purpose of this report is for Council to consider a Development Permit with Variances to allow the construction of a duplex at 1020 Cumberland Road with a variance to the maximum lane frontage to be used for off-street parking.

CAO RECOMMENDATIONS:

That based on the November 4th, 2019 staff report “Development Permit with Variances No. 1911 – 1020 Cumberland Road”, Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1911.

Respectfully submitted,

David Allen, BES, CLGM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is located at 1020 Cumberland Road, legally described as Lot 4, District Lot 104, Comox District, Plan 5659. The property is zoned R-2, is 670m² (0.17 acre) in size and is serviced by City water and sewer services. It is currently undeveloped.

The applicant intends to construct a front-back two-storey duplex building with four off-street parking spaces accessed from the rear lane. Each three bedroom two bathroom unit would be 140m² (1,511ft²). One bedroom and one bathroom would be located on the main floor and designed to facilitate wheelchair accessibility conversion.

Figure 1 shows the subject property location, between a single family home and an early learning centre and across from apartments. Industrial yards are also nearby. **Figure 2** shows a view of the subject property and its neighbours from Cumberland Rd. **Figure 3**

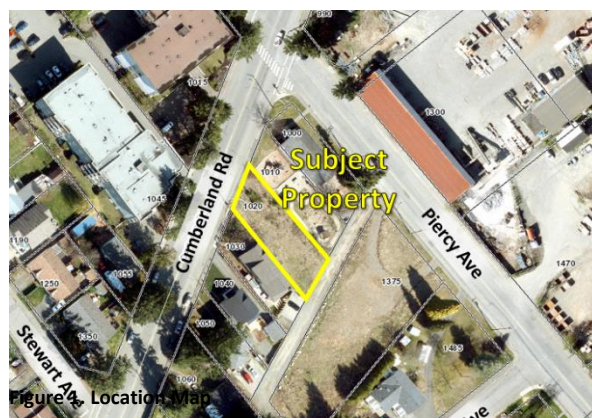


Figure 2. Subject Property and Neighbours from Cumberland Rd

shows the proposed façade and **Figure 4** the proposed site plan, with additional drawings attached to **Attachment No. 2 – Draft Permit**.

DISCUSSION:

OCP Duplex Development Permit Guidelines

Form and Character

The application meets Duplex development permit area form and character requirements, as detailed in **Attachment No. 2 – Summary and Compliance**. The structure's orientation, scale, form and height fit the neighbourhood and resemble a single family home.



Figure 3. Proposed Facade

Its exterior finish is high-quality, primarily fibre cement, with vinyl used sparingly as decorative gable shingles and painted wood trim, including around windows, adding contrast and cohesion. While side roof lines slope at 4:12, less than the preferred 6:12, the more prominent front roof line is 8:12 and there is significant articulation.

One principle entrance is at the front of the building facing Cumberland Road, the other facing the rear lane and parking, both via covered porches. Side windows limited to the ground floor preserve privacy for neighbours.

Landscaping and Parking

The existing cherry, lilac and plum trees are to be kept, and a spruce added to meet the Tree Density Target. Decorative boulders will help define a usable yard space between the building and parking.

Parking is provided in the rear, with 4 spaces angled at 60 degrees exceeding the 5.5m minimum aisle width for laneway access. Paths extend to the front door of the back unit and the side door of the front unit. Parking spaces will be dust-free, with either broom finish concrete or concrete pavers.

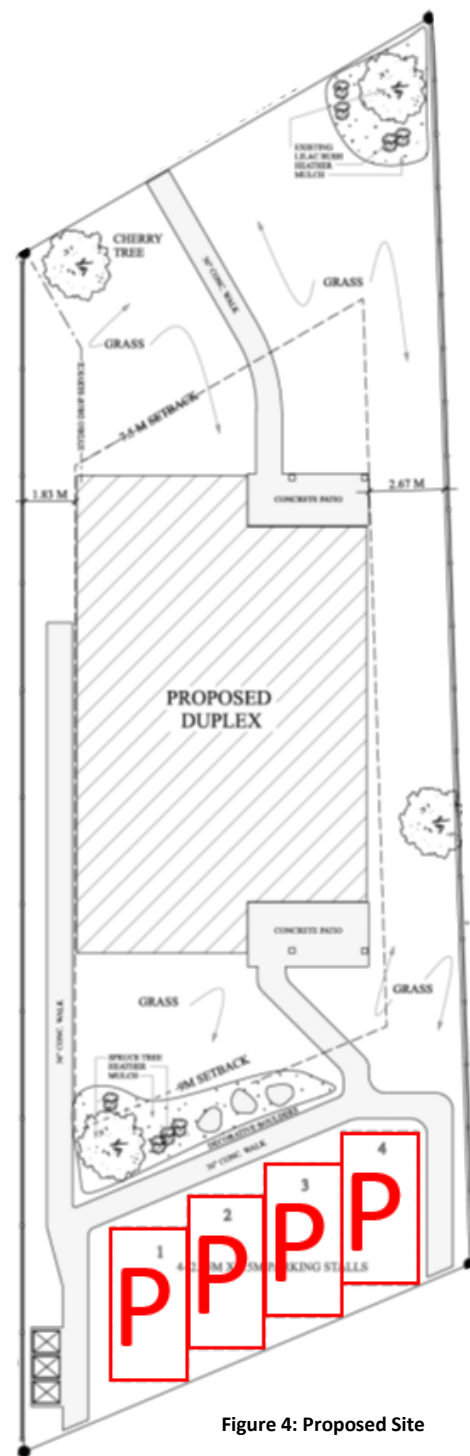


Figure 4: Proposed Site

Zoning Bylaw Review

The proposed development will meet the provisions of the Residential Two (R-2) zone with the exception of *Section 8.2.10* which states that “no more than 50% of any yard area or frontage on a street or lane shall be used for off-street parking”. The intent of this restriction is to reduce the impact of parking areas such as garages and driveways on the streetscape. The proposed duplex requires four off-street parking spaces which will be surface parking stalls located at the rear of the property and accessed from the adjacent lane, of which it would use close to three quarters of the frontage. The proposed parking area addresses development permit parking guidelines including encouraging access from the lane and parking in the rear yard. Additionally, the City’s Cycling Network Plan identifies Cumberland Road as a cycling route and keeping parking off the lane will reduce driveway conflicts with the bike lane on Cumberland. **Table 1** below shows zoning requirements and proposed development specifications. **Staff assess the requested variance as minor and supportable.**

Table 1. Zoning Requirements and Proposed Specifications

Bylaw 2500, 2007 Section	Attribute	Requirement	Proposed
8.2.1	Permitted Uses	Includes Duplex	Duplex
8.2.5	Max. Lot Coverage	40%	26.39%
8.2.7 (1)	Front Setback	7.5m	8.0m
8.2.7 (2)	Rear Setback	9.0m	12.79m
8.2.7 (3)	Side Setback	4.5m total / 1.5m min.	4.5m total / 1.83m min.
8.2.8	Max. Height	8.0m	6.5m
8.2.10	Off-Street Parking Max. Yard Area / Frontage	50% Area / 50% Frontage	<50% Area / >50% Frontage
Schedule 7A	Parking Spaces	4	4
Schedule 7B	Parking Min. Dimensions	5.5m X 2.75m	5.5m X 2.75m

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of development applications as the fees are designed to offset the administrative costs.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff have spent 20 hours reviewing the application, conducting review of the plans and coordinating with the applicant to request additional information.

If approved, there will be approximately one additional hour of staff time required to prepare the notice of permit, have it registered on title and close the file. Additional staff time will be required for processing and issuing a building permit and related inspections.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications associated with the proposed Development Permit with Variances.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

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

●▲ Encourage and support housing diversity

OFFICIAL COMMUNITY PLAN REFERENCE:

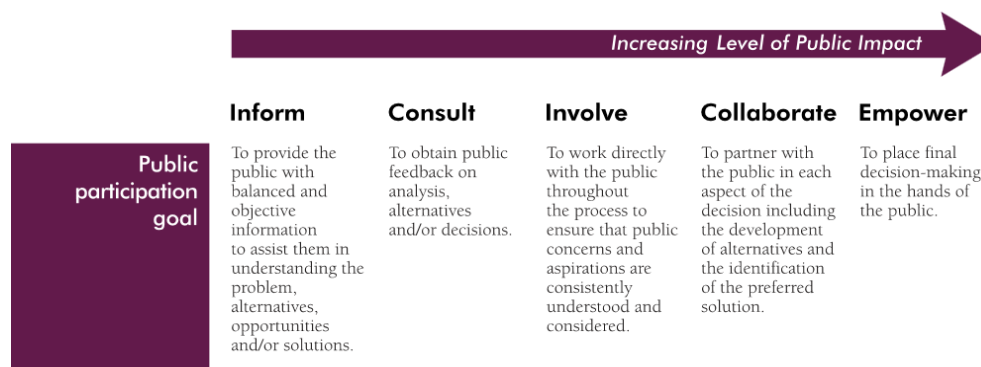
The proposed development is consistent with OCP policy to create compact, complete communities with multi-residential uses located near neighbourhood commercial areas and encouraging active transportation options. The proposed project is also consistent with OCP policy to maintain the character of existing neighbourhoods, and provide housing options for various life stages and incomes.

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development is consistent with the RGS goals and objectives to ensure a diversity of housing options to meet evolving demographics and needs, and to locate housing in core settlement areas close to existing services.

CITIZEN/PUBLIC ENGAGEMENT:

The level of public input that has been undertaken is “Consult”. In accordance with the *Local Government Act*, the City has notified property owners and occupants within 30m of the subject property with regard to the proposed amendment.



Public notice was sent out to property owners and occupants who reside within 30 meters of the property

OPTIONS:

OPTION 1: (Recommended): Approve Development Permit with Variances No. 1911

OPTION 2: Defer issuance of Development Permit with Variances No. 1911 pending receipt of further information.

OPTION 3: Not approve Development Permit with Variances No. 1911.

Prepared by:



Mike Grimsrud
Planner 2

Reviewed by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Attachment No. 1: Applicant's Description and Site Survey*
2. *Attachment No. 2: Draft Development Permit No. 1911*

Attachment No. 1: Applicant's Description and Site Survey

Attachment No. 1 1/3

25 June 2019

To: City of Courtenay Planning Department

Re: 1020 Cumberland Rd. Courtenay

Summary of Proposed Development

Proposed project is a two story duplex with four off street parking places accessed from the rear lane. Its form and character and scale are in keeping with the adjacent neighborhood properties. It is providing two new 3 bedroom residential units to the central Courtenay inventory. A downstairs bedroom and bathroom have been designed to facilitate conversion to wheel chair accessible units

DP Compliance check list replies

Form and Character

1. Building complies with duplex guidelines including a unit with an entrance to the front street and a unit with access from the laneway. Both units have covered porches, access from lane and off street parking.
2. Roof lines and building forms: covered porches and a mix of roof forms with cross gables designed to minimize overall building massing. Duplex is arranged front to back to minimize massing and provide a single family character to the lane and to Cumberland rd.
3. Front doors are accessed under a covered porch that helps define an entry .
4. A mix of gables, covered porches, cement fibre (hardy board) horizontal siding, shingled gables and wood trim define the character of the building.
5. Exterior finish is to be painted horizontal fibre cement siding and shingled gables with contrasting painted wood trim.
6. Windows are to be painted wood trim in keeping with detailing of the building corners, fascia boards, posts and gable belly band trims. This trim is consistent at all elevations.
7. Building is in keeping in scale and character with the adjacent duplex residential structures in the neighborhood. First floor elements and porches are utilized in such a way as to minimize building massing and create a human scale to the street and laneway.
8. Provide obscured glass and / or high windows at side facing windows where feasible.

Siting and Landscaping

- 1 Windows are primarily located on front and rear. The existing lilac and plum tree to be kept.
2. No carriage house

Parking

1. Four parking spaces are accessed from rear laneway
2. N/A see above.

Attachment No. 1
2/3

3. N/A
4. No driveway. Parking area to be gravel to match laneway.
5. N/A
6. N/A
7. Side yards adjacent to driveway are to be landscaped
8. No parking in the front yard or side yard is proposed

Natural Environment and Hazardous Conditions

1. N/A no sensitive areas on property
2. There are no significant existing plantings
3. N/A - Development lot slope is less than 30%
4. Landscaping provides natural erosion control.

Thank you

Mike Croonen

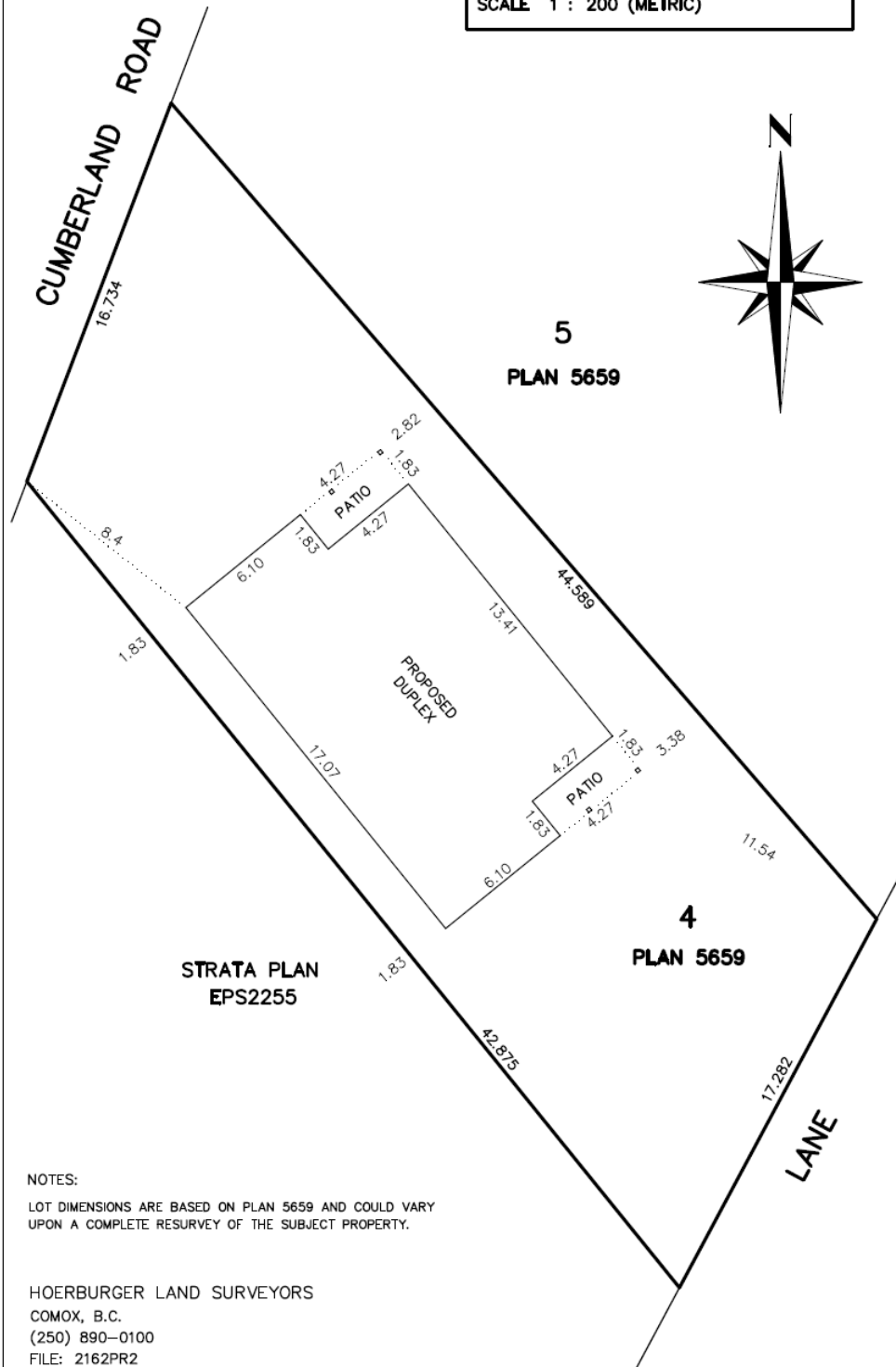
Croonen Construction Company

mcroonen@hotmail.com

1-250-897-8046

**PLAN OF PROPOSED DUPLEX ON LOT 4, DISTRICT
 LOT 104, COMOX DISTRICT, PLAN 5659.**

1020 CUMBERLAND ROAD, COURTENAY
 SCALE 1 : 200 (METRIC)



Attachment No. 2: Draft Development Permit No. 1911

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3060-20-1911

DEVELOPMENT PERMIT WITH VARIANCES

November 4, 2019

To issue a Development Permit

To: Name: Smith 'n' Gordon Drywall Corp., Inc. No. BC0598643
 884 Sand Pines Crescent
 Comox, B.C., V9M 3V2

Property to which permit refers:

Legal: LOT 4, DISTRICT LOT 104, COMOX DISTRICT, PLAN 5659

Civic: 1020 Cumberland Road

Conditions of Permit:

Permit issued to allow the construction of a duplex dwelling on the above noted property with the following variance to the City of Courtenay Zoning Bylaw No. 2500, 2007:

8.2.10 Off-Street Parking

Allow more than 50% of lane frontage to be used for off-street parking

Development Permit with Variances No. 1911 is subject to the following conditions:

1. Development must be in conformance with the site plan and elevations contained in *Schedule No. 1*.
2. Parking access angle shall be no greater than 60 degrees; otherwise a minimum aisle width of 7.2m (including laneway) is required by Zoning Bylaw 2500, 2007 Schedule 7B.
3. A minimum depth of topsoil or amended organic soils shall be present for planted vegetation: 450mm for shrubs; 300mm for groundcover & grass; and 300mm around and below the root ball for trees.
4. Erosion and sediment control measures shall be in place throughout the construction phases to ensure no sediments migrate offsite.
5. No alterations or amendments shall be made. If any amendments are required the applicant shall apply for either an amendment to the development permit or obtain a new development permit.

Time Schedule of Development and Lapse of Permit

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

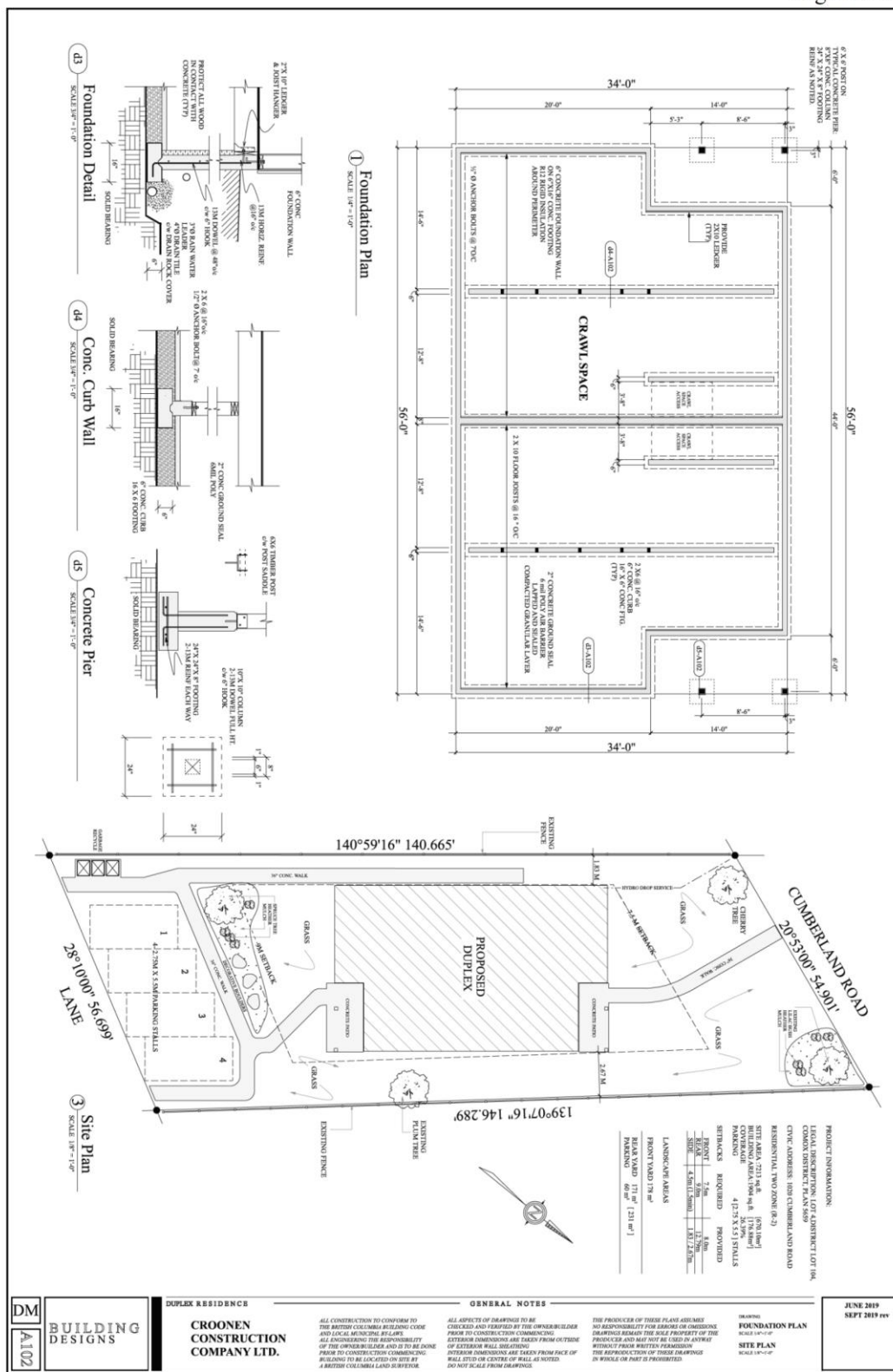
 Date

 Director of Legislative Services

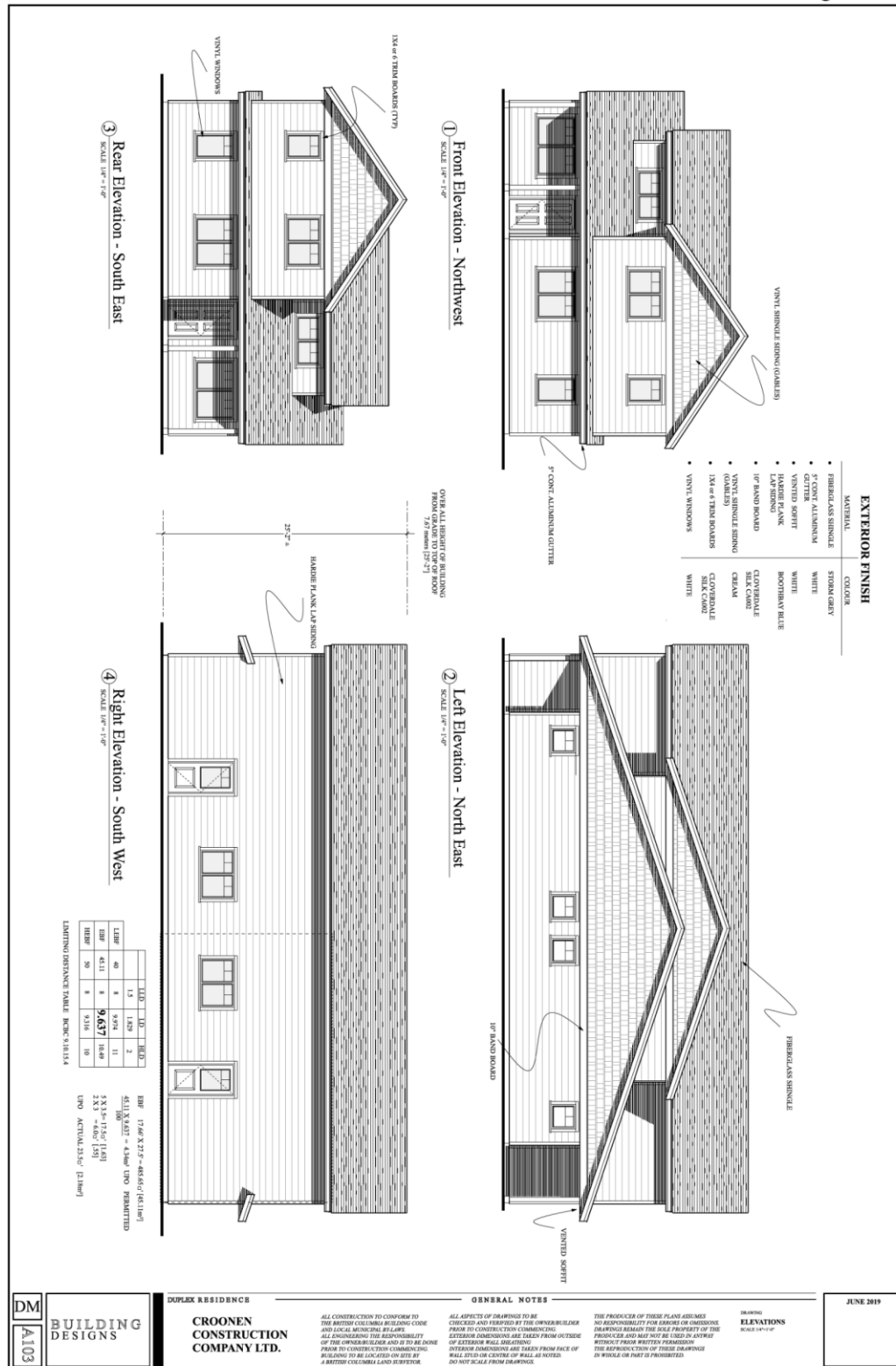
Schedule No. 1: Plans & Elevations
Page 1 of 3



Schedule No. 1: Plans & Elevations
Page 2 of 3



Schedule No. 1: Plans & Elevations
Page 3 of 3





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3060-20-1910

From: Chief Administrative Officer

Date: November 4, 2019

Subject: Zoning Amendment Bylaw No. 2971 to allow for a subdivision of 2940 Comox Logging Road

PURPOSE:

The purpose of this report is for Council to consider an application to rezone a portion of the property located at 2940 Comox Logging Road to Rural Residential Five Zone (RR-5) to facilitate subdivision with a text amendment to allow a secondary suite or secondary residence or carriage house.

CAO RECOMMENDATIONS:

THAT based on the November 4th, 2019 Staff report, "Zoning Amendment Bylaw No. 2971 to allow for a subdivision of 2940 Comox Logging Road" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Bylaw No. 2971, 2019; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2971, 2019 on November 18th, 2019 at 5:00 p.m. in the City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is a 2.29 hectare (5.67 acre) rural residential lot located at the intersection of Comox Logging Road and the Comox Valley Parkway, legally described as Lot 6, District Lot 179, Comox District, Plan 1962, Except Part in VIP69550. Although it is a single real estate entity, the property is bisected by the Comox Valley Parkway and the southern part of the lot was annexed by the City of Courtenay in 2007 (**Figure 1**). The 1.87 ha (4.62 acre) larger portion is in the CVRD and has a house, well and septic system. The 4,250 square metre (1.05 acre) smaller portion is in the City

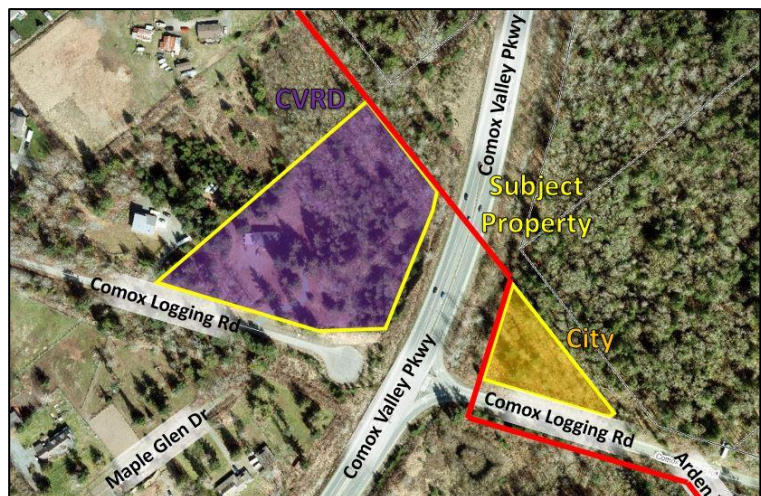


Figure 1: Location Map.

and presently has no structures, water or waste systems. Both are zoned Country Residential One (CR-1), a Comox Valley Regional District zoning designation.

In May 2019, the applicant was granted a variance to the Subdivision and Development Servicing Bylaw No. 2919, 2018 to allow subdivision of the property, to legally separate the two aforementioned portions, without connecting the resulting new City lot to City water and sanitary services.

Before subdivision can occur, the City portion of the lot must be rezoned to a City zone that permits a minimum lot size consistent with the proposed subdivision. The applicant additionally would like to be allowed a secondary residential unit, preferably including one detached from a primary residence.

DISCUSSION:

Currently the smaller (City) portion of the property has limited development potential as it is legally part of a lot already containing a single family house. The City of Courtenay has already approved the variance to Subdivision and Development Servicing Bylaw No. 2919, 2018 to facilitate subdivision and rectify the situation of a single residential property bisected by a major thoroughfare and straddling two jurisdictions.

The proposed Rural Residential Five Zone (RR-5) zone has a minimum size of 4,000m², which prevents further subdivision beyond that which is being contemplated. It does not, however, allow the secondary residential units that the property's current CVRD zone does, so the applicant wishes to include a text amendment to allow a secondary suite or secondary residence or carriage house which can add to the City's rental housing stock.

OCP Review

The proposed RR-5 zone would facilitate residential development consistent with nearby land uses which are Rural, Agricultural, or Suburban, with some Urban and Multi Residential on Arden Road..

Affordable Housing Policy

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

Zoning Review

The applicant has not proposed a building or buildings at this time. Such a proposal would need to comply with uses, siting, and all other specifications of the Rural Residential Five Zone (RR-5), except as amended by Bylaw No. 2971 to additionally allow a secondary suite or secondary residence or carriage house.

FINANCIAL IMPLICATIONS:

Application fees in the amount of \$3,000 have been collected in order to process the rezoning application. Should the proposed rezoning be approved, a subdivision application will proceed and associated fees will apply.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff have spent approximately 30 hours meeting with the applicant, reviewing the application,

communicating between departments and with external organizations, coordinating with the applicant to request additional information and writing the report.

Should the proposed zoning amendment proceed to public hearing, an additional two hours of staff time will be required to prepare notification for public hearing and to process the bylaw. Additional staff time will also be required for subdivision application processing, as well as time for processing and issuing a building permit and related inspections.

ASSET MANAGEMENT IMPLICATIONS:

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

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

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

OFFICIAL COMMUNITY PLAN REFERENCE:

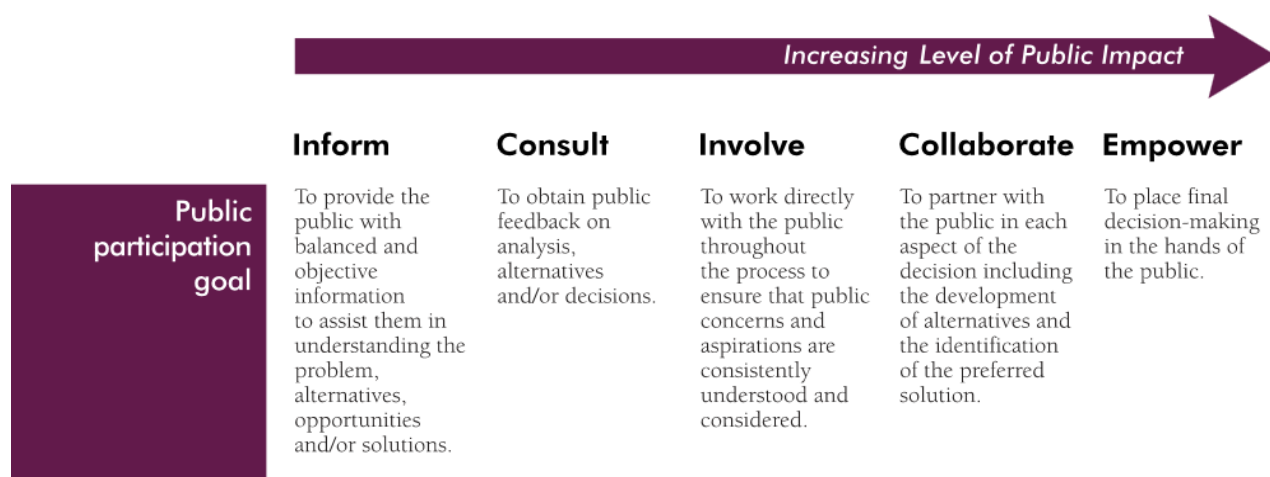
The proposed zoning amendment is broadly consistent with the “Rural” land use category, in being removed from municipal services and relatively large in size. It does not meet the Rural land use designation 2-8 hectare lot size range noted in Section 4.4.3 Densities (2), but is well in excess of the 2500 sq.m. minimum stipulated in the “Suburban” land use designation policy and importantly lacks the full urban services that characterize the “Suburban” designation, making the existing “Rural” land use designation the most appropriate.

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed rezoning is consistent with the following Regional Growth Strategy policies: directing new residential development to Core Settlement Areas and increasing housing opportunities within existing residential areas in Core Settlement Areas.

CITIZEN/PUBLIC ENGAGEMENT:

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



Should Zoning Amendment Bylaw No. 2969, 2019 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting from 6:00pm to 8:00pm Wednesday July 24th, 2019 at the subject property which no one attended, as summarized in **Attachment No. 2**.

OPTIONS:

OPTION 1: (Recommended)

THAT Council approve OPTION 1 and proceed to First and Second Readings of Zoning Bylaw No. 2971, 2019; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2971, 2019 on November 18th, 2019 at 5:00 p.m. in the City Hall Council Chambers.

OPTION 2: Defer issuance of Bylaw No. 2971 pending receipt of further information.

OPTION 3: Defeat Bylaw No. 2971.

Prepared by:



Mike Grimsrud
Planner 2

Reviewed by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Attachment No. 1: Rationale*
2. *Attachment No. 2: Public Information Meeting Summary*

Attachment No. 1: Rationale

Schedule A

RE: Rezoning Application 2940 Comox Logging Road, Courtenay B.C.

I am applying to subdivide my property located at 2940 Comox Logging Road (the "Property"). I am also applying to rezone the portion of the Property that is located within the City of Courtenay (the "City") to RR-2S from its current zoning of CR-1. I have recently obtained a variance allowing the portion of the Property located within the City to be serviced by way of well and septic field.



Figure One: The Property

The Property is divided by the Comox Valley Parkway. A portion of the Property was annexed into the City and hooked by the Comox Valley Parkway when the Parkway was constructed. Figure One shows the annexed section of the Property highlighted in green (the "Annexed Property"). The other portion of the Property remains in the Comox Valley Regional District (the "CRVD") which is highlighted in grey.

Schedule A



Figure Two

Of note, the annexation of the Property has resulted in two separate property taxes; CVRD property taxes and the City of Courtenay property taxes. As a consequence, there is an increased financial burden.

I am applying for a rezoning of the Annexed Property to a **RR-2S** designation as I believe this coincides with the City's Official Community Plan and Housing. Allowing for a home with a secondary suite will allow for an increase in population density while preserving the "rural aesthetic" of the area. The Annexed Property is over 1 acre in size so the increased density of a suite would have very little impact on neighbours. Moreover, given the rural setting, it would be more appealing to prospective tenants if the secondary suite was detached such as a carriage house, as it allows for separation and privacy from the primary residence.

Thank you for your time and consideration.

Sincerely,

Steve Allardice

Staff and applicant agreed RR-5, with a text amendment to additionally allow a secondary suite or secondary residence or carriage house, would be more appropriate than RR-2S, as discussed above.

Attachment No. 1: Public Information Meeting Summary

Grimsrud, Michael

From: Steve A <swallardice@gmail.com>
Sent: July 25, 2019 9:47 PM
To: Grimsrud, Michael
Subject: Public Notice Sign & Notification Labels

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Mike,

The notification was delivered on July 16th to all persons named in the notification labels and the public information meeting was held today- July 24th at 6:00 pm.

The notifications contained the time, date and location of the public information meeting which was 6pm, Wednesday July 24th. The notification included my address and map of the proposed development site as well as description of my proposal. I advised in writing the opportunity to provide written feedback and provided my contact information.

The public information meeting was scheduled to begin [at 6:00 pm](#). I had prepared an overview of my development proposal however no one attended the meeting. As such, no one completed the sign-in sheet or the comment sheet. I kept the meeting open [from 6-8 pm](#).

Please let me know if you require further information.

Sincerely,

Steve Allardice



STAFF REPORT

To: Council

File No.: 6480-01

From: Chief Administrative Officer

Date: November 4, 2019

Subject: Global Covenant of Mayors for Climate and Energy

PURPOSE:

The purpose of this report is to obtain Council approval for the City to participate in the Global Covenant of Mayors (GCoM) Showcase Pilot.

CAO RECOMMENDATION:

THAT based on the November 4, 2019 staff report “Global Covenant of Mayors for Climate and Energy”, Council authorize the Mayor to sign the Global Covenant of Mayors for Climate and Energy Commitment Letter to participate in the Showcase Pilot project.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City applied and was selected as one of the 25 Canadian municipalities who are qualified to participate in the Global Covenant of Mayors (GCoM) Showcase Pilot project. The project is a collaboration between the Federation of Canadian Municipalities (FCM), ICLEI Canada, the Global Covenant of Mayors Secretariat and the International Urban Cooperation Project, supported by funding from the European Union. The purpose of the project is to assist qualified participating municipalities in their effort of advancing low carbon emission by providing technical supports and tailored training from the GCoM Canada. In order for the City to officially participate in this program, the organizer has requested a Council resolution expressing the City's commitment. The commitment letter is attached to this report (**Attachment No. 1**).

DISCUSSION:

Staff applied for the Global Covenant of Mayors Canada Showcase Cities Pilot in late summer of 2019 as it was identified as an excellent parallel opportunity in support of the City's Official Community Plan project that aims to develop climate change mitigation and adaptation goals. By joining the pilot program the City will be part of a best practice peer support community that will assist us in gaining knowledge and building internal capacity as it relates to the climate crisis.

The GCoM is an international alliance of cities and local governments with a shared long-term vision of promoting and supporting voluntary action to combat climate change. At present, over 9,000 cities, representing more than 800 million people worldwide and over 10 percent of the total global population have committed to the GCoM.

The Showcase pilot project is designed to complement two leading domestic climate programs, the Partners for Climate Protection (PCP) program and Building Adaptive and Resilient Communities (BARC) to assist the selected Canadian municipalities to advance the transition to a low emission and climate-resilient economy. Joining the Showcase pilot is on an entirely voluntary basis, thus there are no legal implications to signing the commitment during the Showcase period and the subsequent two years.

The Partners for Climate Protection (PCP) is a program initiated by Local Governments for Sustainability (ICLEI Canada) and (FCM) to help local municipalities “do their part”. It consists of a five-step Milestone Framework that guides member municipalities as they take action against climate change by reducing emissions. PCP members are able to access to tools, case studies, and other informational resources, as well as support from the PCP Secretariat and our Regional Climate Advisors. Currently over 350 municipalities are participating.

BARC is a national program tool focused on resilience and adaptation. It offers a comprehensive way to respond to the impacts of climate change, develop and implement an adaptation plan, and protect the people, property, and prosperity of your community.

As qualified participants, the City will receive tailored workshops on themes including GHG inventories; risk and vulnerability assessments and climate change adaptation and mitigation planning; One-on-one support for municipal staff working through local climate planning processes; Assistance with reporting to the GCoM, Partners for Climate Protection (PCP) program and Building Adaptive and Resilient Communities (BARC) program; and Access to exclusive networking opportunities and showcasing of municipal actions nationally and internationally.

The City currently is not a member or subscriber of these programs. By participating in the Showcase Pilot, the City will obtain free access to the PCP’s HUB network (database) for 18 months. The City will also obtain free access to the ICLEI’s BARC program online tool, which is exclusive to its member municipalities, a \$20,000 value. Aligning with these two leading climate programs will add tremendous value to the new OCP development and policy implementation.

In return for access to the above opportunities, participating in the GCoM Showcase Pilot requires the City to achieve at least one of the following “badge levels” by June 2020:

1. Commitment

Formal commitment to undertake measures to (i) reduce / avoid greenhouse gas (GHG) emissions, (ii) prepare for the impacts of climate change, (iii) increase access to sustainable energy, and (iv) track progress toward these objectives.

*All Showcase Cities will complete the Commitment badge by signing on to the Global Covenant of Mayors.

2. Mitigation

- Inventory: GHG emissions inventory submitted and validated
- Target: GHG emissions reduction/low emission development target set and validated
- Plan: Separate or integrated climate action plan covering climate change mitigation submitted and validated

3. Adaptation

- Assessment: Climate risk & vulnerability assessment submitted and validated
- Goal: Climate change adaptation goal(s) set and validated
- Plan: Separate or integrated climate action plan covering climate change adaptation submitted and validated

The City will begin with badge level 1 and work toward badge level 2. Based on the current work plan, achieving badge level 2 is feasible. A GHG emissions inventory will be identified as part of phase 2 of the OCP project. Emission reduction targets are anticipated to be established as part of Phase 2 and through public consultation in early part of phase 3. Additionally, creation of an integrated climate action plan is one of the OCP project deliverables. While details of this task still require a further coordination between the consultant and City, staff are confident we can achieve a higher badge level through tailored technical support and training by GCoM Canada.

ADMINISTRATIVE IMPLICATIONS:

Development Services department staff are expected to attend an in-person training workshop in January 2020 and attend regular monthly online meetings throughout 2020. The time commitment is estimated to be no less than 15 person days over the course of the program.

FINANCIAL IMPLICATIONS:

All training provided through the GCoM Showcase Pilot is free of charge until the Showcase discontinues. However, if staff attend and present the project outcomes at the FCM's Sustainable Community Conference in 2020, though it is not a mandatory requirement, costs for traveling and accommodation will be required.

Budget for staff professional development is included in the annual departmental operation budget. Anticipated cost for attending the conference has been included in the draft 2020 operation budget.

Staff will review the program after the 12 month pilot period to assess its ongoing benefit to the City. This assessment will inform future budget and resource implications (2021 and beyond). According to the GCoM staff, all municipalities that are currently part of the program approach their level of commitment differently. Some have dedicated ongoing resources, while some meet the minimum reporting requirement which consumes less than 15 person days in the subsequent years.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications to participating in this program.

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

Strategic Priorities 2019 - 2022

We proactively plan & invest in our natural & built environment

- ▲■ Support actions to address Climate Change mitigation and adaptation
- ▲ Support social, economic and environmental sustainability solutions

We support diversity in housing & reasoned land use planning

- Complete an update of the City's OCP and Zoning Bylaw

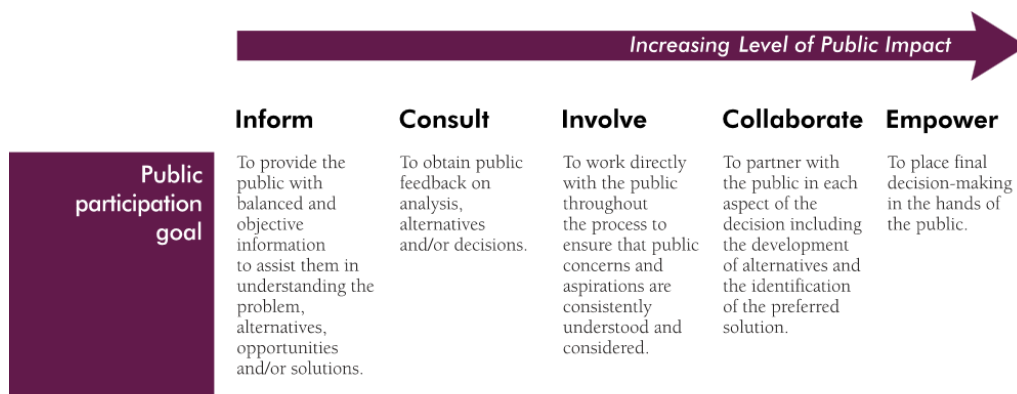
OFFICIAL COMMUNITY PLAN REFERENCE:

Not specifically referenced but the project aligns with the current work on updating the OCP.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:



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

OPTIONS:

OPTION 1: Council authorize the Mayor to sign the Global Covenant of Mayors for Climate and Energy Commitment Letter to participate in the Showcase Pilot project.
(Recommended)

OPTION 2: Council not support participation in the GCoM Showcase Pilot.

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 - Draft New Global Committed Letter
Attachment No. 2 – GCoM Presentation



Global Covenant of Mayors for Climate & Energy Commitment of The City of Courtenay British Columbia, CANADA



I, Bob Wells, the Mayor of the City of Courtenay commit to the Global Covenant of Mayors for Climate & Energy (GCoM), joining thousands of other cities and local governments around the world currently engaged in climate leadership.

GCoM envisions a world where committed mayors and local governments – in alliance with partners – accelerate ambitious, measurable climate and energy initiatives that lead to an inclusive, just, low-emission and climate resilient future, helping to meet and exceed the Paris Agreement objectives.

Whatever the size or location, the mayors and local leaders committed to GCoM stand ready to take concrete measures with long-term impact to tackle the interconnected challenges of climate change mitigation and adaptation, as well as access to sustainable energy.

To implement this vision, we pledge to implement policies and undertake measures to (i) reduce / avoidⁱ greenhouse gas (GHG) emissions, (ii) prepare for the impacts of climate change, (iii) increase access to sustainable energy, and (iv) track progress toward these objectives.

Specifically, within three years of this commitmentⁱⁱ, we pledge to develop, adoptⁱⁱⁱ, use and regularly report on the following:

- A community-scale GHG emission inventory, following the recommended guidance;
- An assessment of climate risks and vulnerabilities;
- Ambitious, measurable and time-bound target(s) to reduce/avoid GHG emissions;
- Ambitious climate change adaptation vision and goals, based on quantified scientific evidence when possible, to increase local resilience to climate change;
- An ambitious and just goal to improve access to secure, sustainable and affordable energy; and
- A formally adopted plan(s) addressing climate change mitigation / low emission development, climate resilience and adaptation, and access to sustainable energy.

The targets and action plans for mitigation / low emission development must be quantified and consistent with or exceed relevant national unconditional^{iv} commitments defined through the UNFCCC (Intended) Nationally Determined Contribution (NDC). The targets and action plans should be in line with National Adaptation Plans, where these exist; and should be consistent with the

principles around energy access and urban sustainability embodied in the Sustainable Development Goals (SDGs).

We will explore the allocation of adequate staff resources and institutional arrangements. This includes governance processes, municipal structures and budget allocations to deliver on this commitment and secure continuity.

We acknowledge that there may be additional regional- or country-specific commitments or requirements that we commit to follow, and that may be agreed through our city networks or through our direct engagement with local partners of GCoM.

The City of Courtenay acknowledges that continued engagement in GCoM and associated Regional or National Covenants, as established, is contingent on complying with the above requirements within established timeframes.

The City of Courtenay
830 Cliffe Avenue
Courtenay, British Columbia
V9N 2J7

Bob Wells, the Mayor

Contact
Development Services Department - Community and Sustainability Planning Branch
+1-250-334-4441; planning@courtenay.ca

25,599 Inhabitants, 790 sq. kilometres

Canada, www.courtenay.ca

Mandated by the City of Courtenay Council on November 4, 2019

Signature

ⁱ "Avoid emission" via low emission development

ⁱⁱ Flexibility is allowed to suit differentiated local circumstances and needs.

ⁱⁱⁱ According to the city and local government's procedures

^{iv} Many countries have submitted two sets of NDC targets: unconditional targets, to be implemented without any explicit external support; and conditional targets. The latter are more ambitious than unconditional targets and require external support for their fulfilment. The cities and local governments committing to the GCoM are required to commit at least to the equivalent of their country's unconditional targets, but are encouraged to be more ambitious where possible.



Global Covenant of Mayors Canada Showcase Cities Pilot



What is the Global Covenant of Mayors for Climate and Energy?

A first-of-its-kind and largest global alliance of cities leading the fight against climate change, with support from city networks and other partners

- More than 9,200 municipalities worldwide
- Vertical alignment and collaboration across all levels of government to support local-level action
- Makes all city-level data on local climate actions publicly available on one consistent online platform – for the first time ever
- Creates an evidence base for increased investment in low-carbon urban infrastructure





What is the Showcase Cities Pilot Project?

- Tailored **workshops** for municipal staff on themes including GHG inventories, risk and vulnerability assessments and climate change adaptation and mitigation planning
- **One-on-one support** for municipal staff working through local climate planning processes
- Assistance with reporting to the **GCoM**, **Partners for Climate Protection (PCP)** program and **Building Adaptive and Resilient Communities (BARC)** program
- Access to exclusive **networking opportunities** and showcasing of municipal actions nationally and internationally
- **Free of cost** for Canadian municipalities





Technical support

GHG inventories, risk and vulnerability assessments, climate mitigation and adaptation planning

Capacity Building

Travel funds to attend workshops, Knowledge-sharing among participants

Reporting Assistance

Assistance reporting to GCoM through BARC & PCP tools

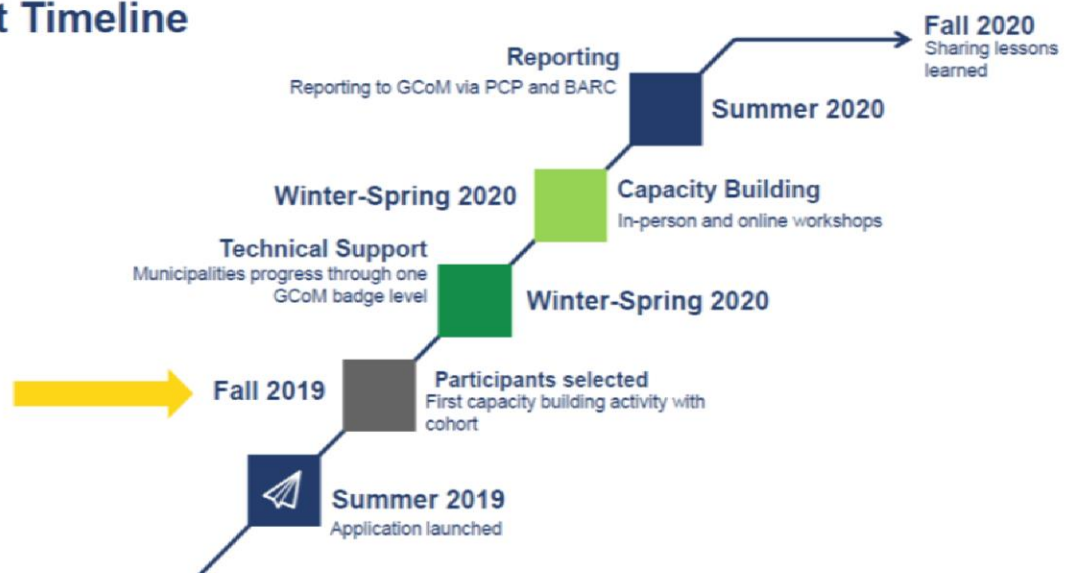
Networking Opportunities

- Facilitated networking with peers in GCoM, PCP and BARC
- Opportunity to share your experience and lessons learned in your municipality with a national and international audience
- International visibility and recognition of efforts
- Invitation-only networking opportunities at select events

5



Pilot Timeline





Showcase Cities Pilot Project

**What is the
commitment?**



Sign on to GCoM

Be an existing
member or be willing
to become a
signatory to GCoM



Actively participate in 1 full-day
training workshop
(Montreal, Jan 8-10, 2020)

Commit Time

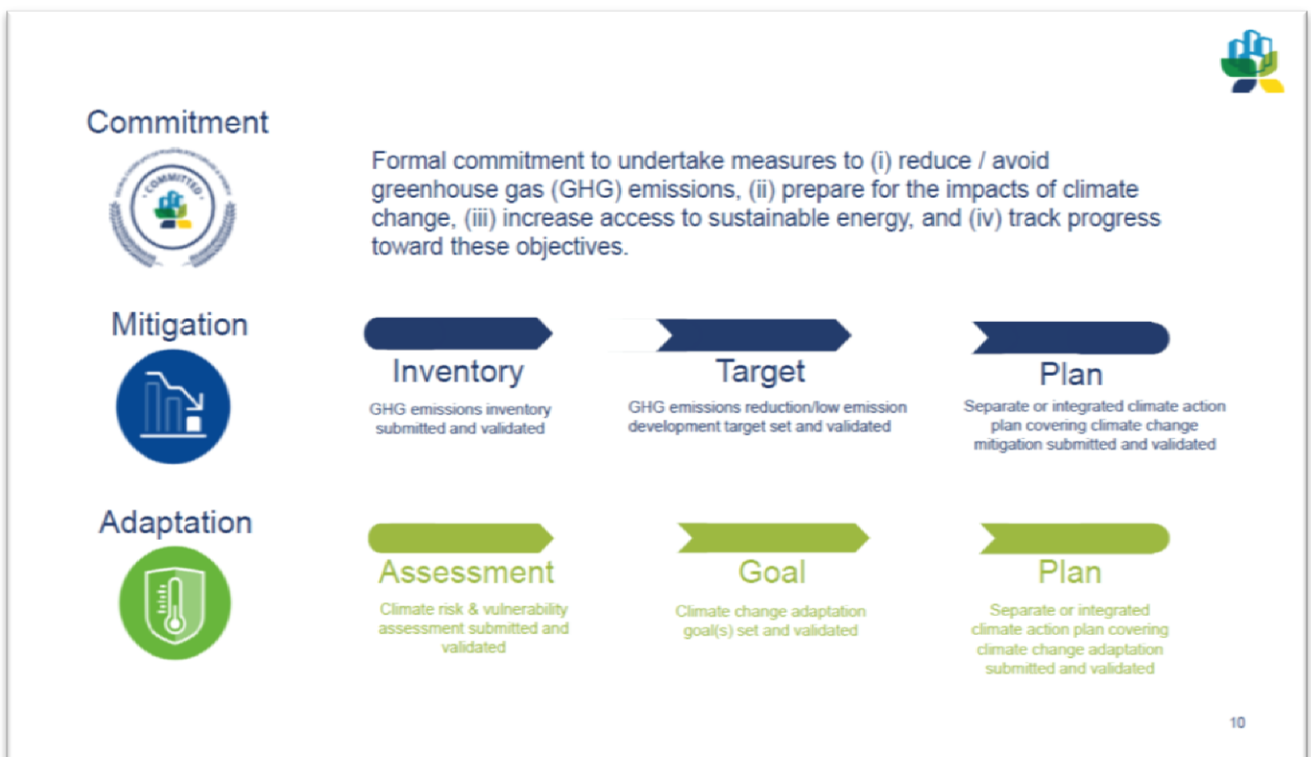
Take Action

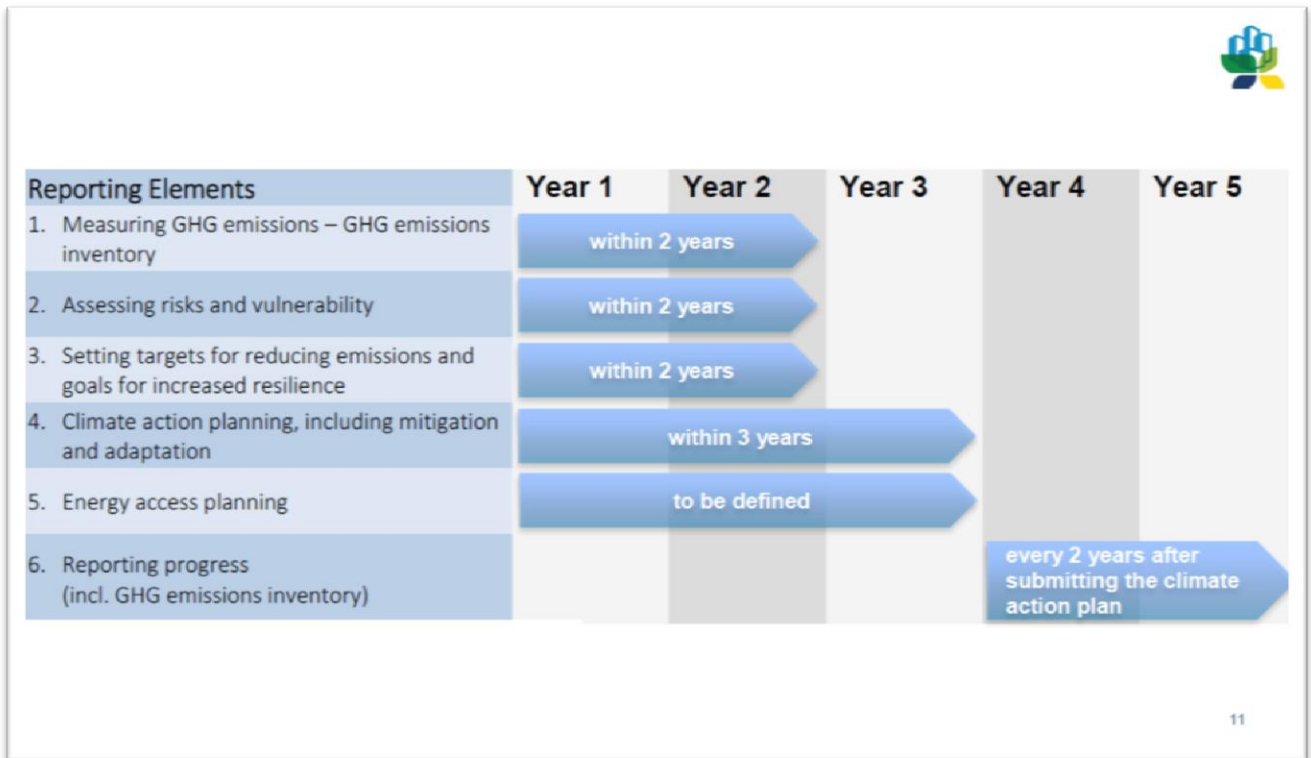
Share Data

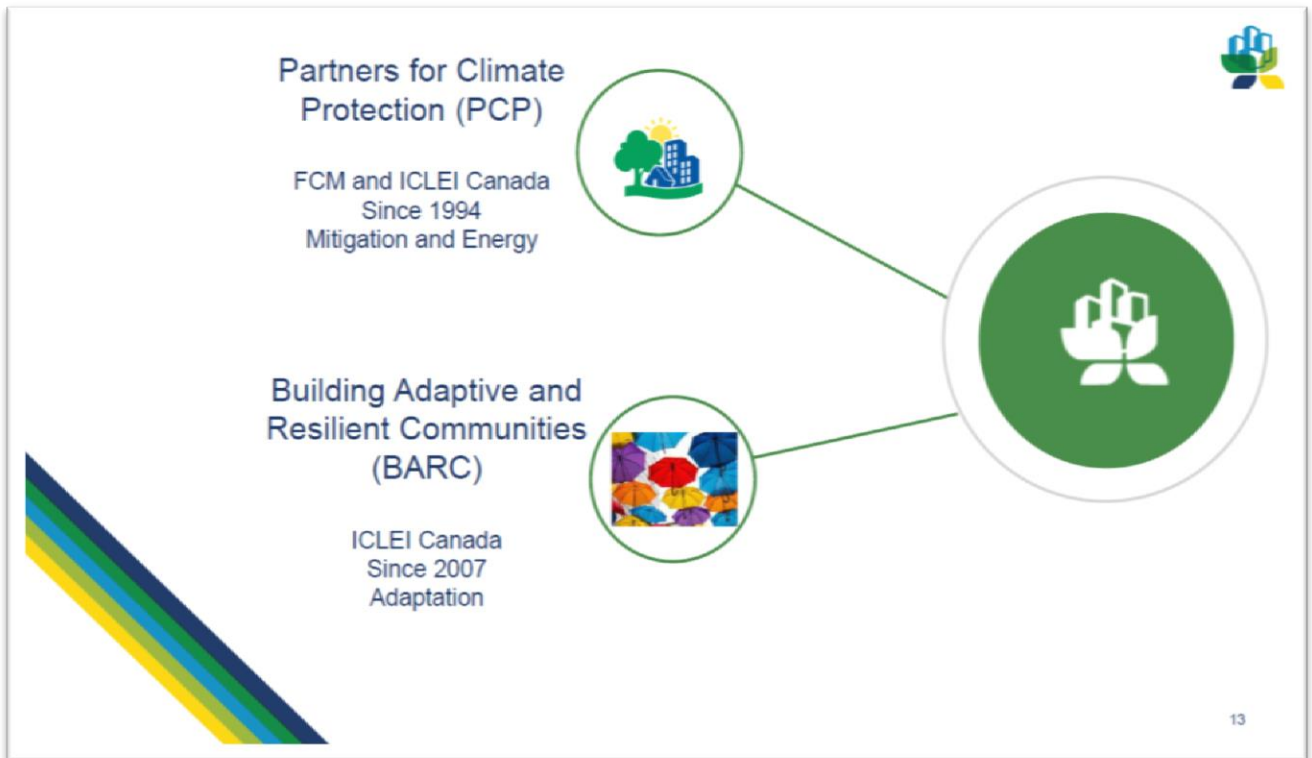
Commit at least 1 staff to
actively participate in
activities over the course
of the pilot

Advance through at
least one badge
level over the course
of the pilot

Share data generated through
this initiative (through PCP
and BARC platforms) with the
GCoM and national or
international audience









THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1760-02

From: Chief Administrative Officer

Date: November 4, 2019

Subject: 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw

PURPOSE:

The purpose of this report is to begin the process of borrowing funds to complete the construction of the Greenwood Trunk Connection to the sanitary sewer system identified in the 2019-2023 Financial Plan.

POLICY ANALYSIS:

Council adopted the 2019-2023 Consolidated Financial Plan Bylaw No. 2967, 2019 on May 6, 2019. The Greenwood Trunk Connection is a sanitary sewer project identified in the consolidated financial plan bylaw and is primarily funded by new debt. Section 179 of the *Community Charter* provides Council with the authority to incur a liability by borrowing funds for any capital nature. Section 180 of the *Community Charter* requires elector approval of a loan authorization bylaw before it can be adopted.

EXECUTIVE SUMMARY:

The Greenwood Sewer Trunk Connection is an important project required to support growth in East Courtenay, and to enhance capacity and support continued development. This project has been vetted through the Asset Management Working Group, approved by the CAO, and identified as a high priority project. Council was presented with and approved the Greenwood Trunk Connection project through the regular budget process in early 2019. This project is slated for construction in 2020 and requires new borrowing to proceed. The statutory borrowing process is estimated to take upwards of eight months, therefore starting early to ensure all approvals are in place for the spring of 2020 before the construction season is recommended.

CAO RECOMMENDATIONS:

That based on the November 4, 2019 staff report "2020 Greenwood Trunk Connection Sanitary Sewer Capital Borrowing", Council approve OPTION 1 and endorse the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019; that Bylaw No. 2985 proceed to 1st, 2nd, and 3rd reading; and,

That Council approve the Alternative Approval Process (AAP) to gain approval of the electors.
[Recommended]

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On February 25, 2019 Council was presented with and approved the 2019-2023 Sewer Fund Financial Plan which was later consolidated and included in the 2019-2023 Consolidated Financial Plan adopted on May 6, 2019. Table 1 identifies the Greenwood Trunk Connection project included in the financial plan and requires completion of the statutory borrowing process to commence construction:

Table 1: 2020 Greenwood Trunk Connection Capital Project Funded with Debt

Project description	2020 Proposed Budget	2020 Debt	2020 New Works Reserve	2020 General Revenues	2020 DCC Reserve
Greenwood Trunk Connection	4,100,000	3,000,000	600,000	50,000	450,000

The borrowing process can take up to eight months to complete, therefore starting the process as soon as possible will ensure the funds are approved and secured to allow for construction in the spring of 2020 without delay.

DISCUSSION:

Greenwood Trunk Connection:

The City is embarking on the extension of the Greenwood Trunk sewer through the construction of gravity sewers, two pump stations and parallel force mains to convey flows to the newly constructed Comox Valley Regional District (CVRD) Greenwood Trunk. The installation of these works will allow the City to decommission three existing temporary sanitary sewer pump stations and create the ability to service existing and future development within the northeast area of the City.

Detailed design was an approved project for 2019 and is complete and tender ready. The Comox Valley Regional District has completed their section of the main and the only remaining part of the project is for the City to complete their portion.

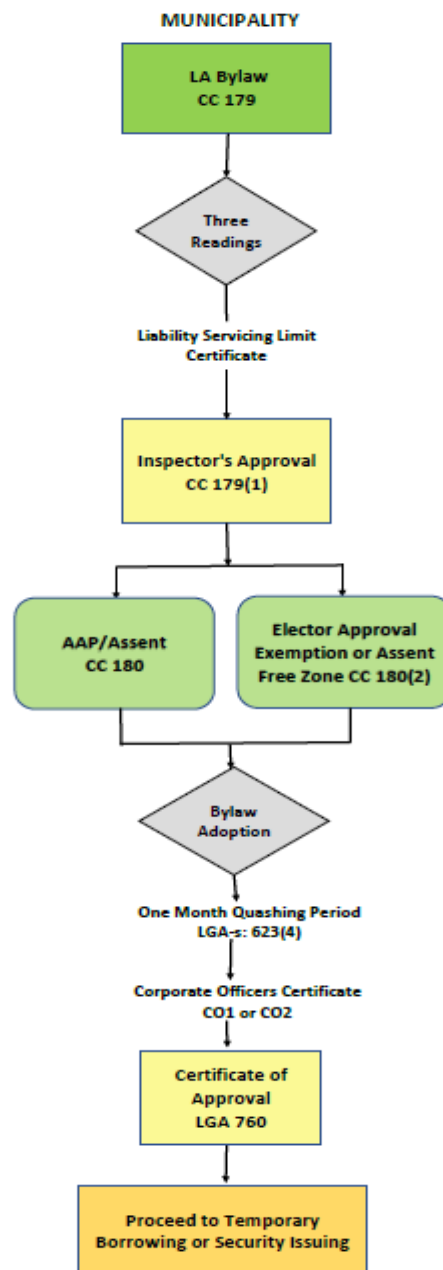
Borrowing Process:

Section 179 of the *Community Charter* provides Council with the authority to incur a liability by borrowing funds for any purpose of a capital nature. The local government borrowing process is highly regulated and closely monitored by the Province. All loan authorization bylaws must be approved by the Inspector of Municipalities and approval of the electors is required before adoption of the bylaw. In addition, Sections 623 and 760 of the *Local Government Act* require a one month quashing period after approval of the electors has been received, where an application can be made to the Supreme Court to set aside the loan authorization bylaw before final approval will be provided by the Inspector of Municipalities.

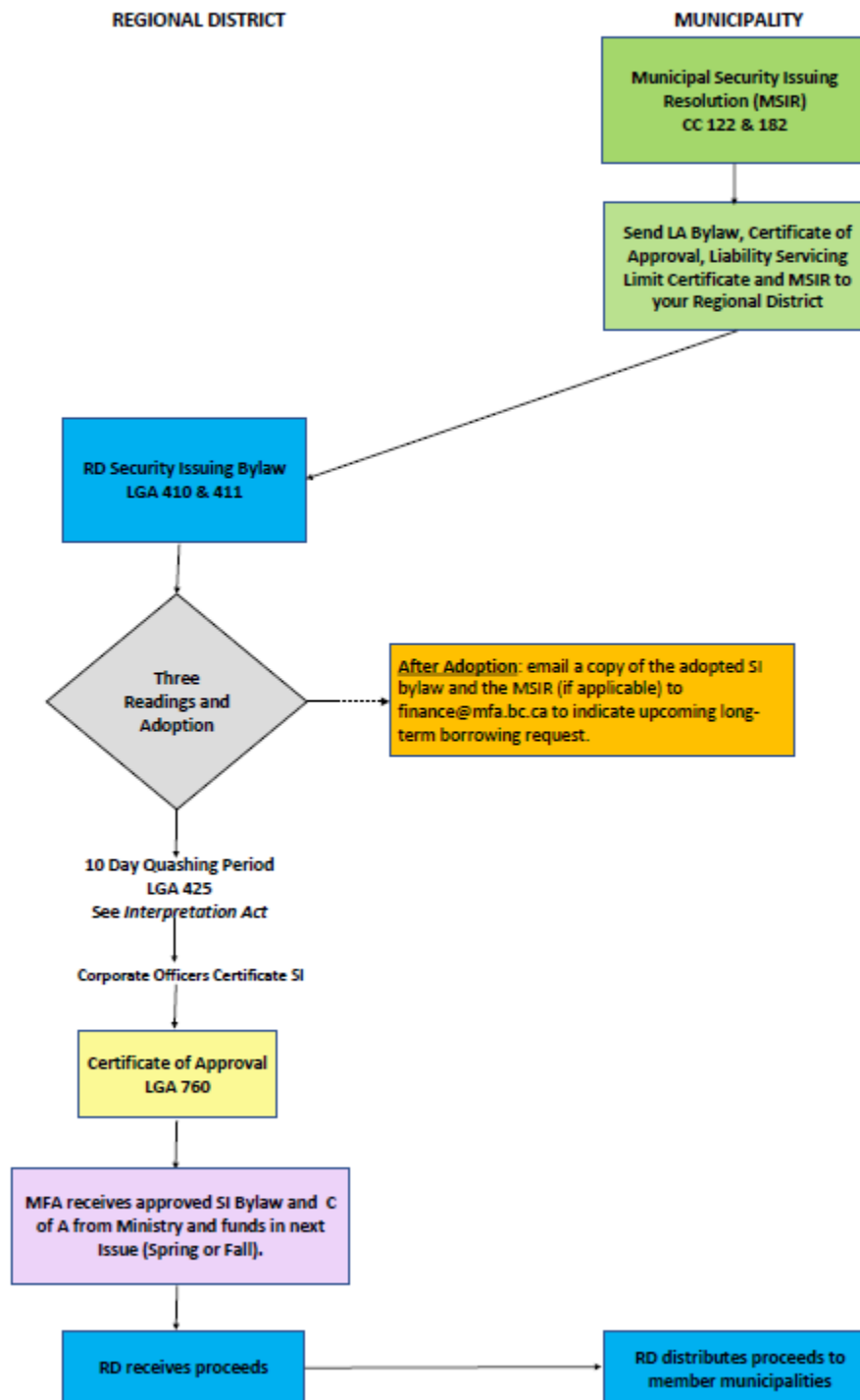
Finally, Section 182 of the *Community Charter* restricts local governments to financing long term debt with their local regional district through the Municipal Finance Authority of British Columbia (MFA). Once a certificate of approval has been received by the Inspector of Municipalities, Council must then pass a Municipal Security Issuing Resolution and forward it to the Comox Valley Regional District to be included in the next Regional District Security Issuing Bylaw that will go through further adoption at the regional level.

The borrowing process can take several months to complete, therefore it is recommended to begin the process as early as possible to ensure all the appropriate approvals are in place before projects are ready for construction. The following flowcharts provided by the Municipal Finance Authority outlines the steps involved for a loan authorization bylaw:

Loan Authorization Bylaw Procedures



Security Issuing Procedures



Elector Approval:

Section 180 of the *Community Charter* requires elector approval of a loan authorization bylaw before it can be adopted. There are two options available to gain elector approval as follows:

Alternative Approval Process (AAP)

An AAP requires that ten percent or more of the eligible electors must sign and submit response forms in opposition to the proposed loan authorization bylaw to the local government to obtain assent of the electors in order to proceed. If ten percent of the electors sign forms in opposition to the AAP, there are two choices; proceed to referendum within eighty days, or the loan authorization bylaw could be put on hold and consider alternatives.

Referendum

A referendum involves asking electors to cast their vote in relation to the loan authorization bylaw. Assent of the electors is achieved if a majority of votes counted are in favour of proceeding with the bylaw. If elector assent is not granted the loan authorization bylaw could not be adopted and Council would need to consider alternatives.

A referendum is a much more costly and time consuming than the Alternative Approval Process, therefore staff recommend gaining elector approval through the AAP process for this loan authorization bylaw.

Timelines:

Table 2 outlines the estimated schedule that would be followed in order to adopt the loan authorization bylaw and secure funding for the Greenwood Trunk Connection for spring 2020 construction. This schedule is subject to change depending on how long it takes to receive approvals from the Province. The schedule will be updated throughout the process and Council will be updated during each phase of the process as necessary.

Table 2: 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw Schedule:

Date	Charter Section	Action
November 4, 2019	179	Three readings by Council
November 7, 2019	180	Send to Inspector of Municipalities
December 16, 2019	86, 135, 180	Establish elector response forms Determine total number of electors Establish deadline for responses as February 17, 2020
January 9, 2020	94	First of two notices published Make response forms available to public at City Hall
January 16, 2020	94	Second and last notice published (must be at least 30 days prior to the deadline of February 17, 2020)
February 17, 2020	86	Deadline for elector responses
March 2, 2020	86	Council Meeting - Report to Council regarding elector responses If 10% threshold not reached, final adoption of bylaw
April 3, 2020	623,760 <i>LGA</i>	Send to Inspector for certificate of approval after quashing period
May 18, 2020	CC S.122&182	Council passes Security Issuing Resolution
May 25, 2020		Forward to Regional District and the MFA

FINANCIAL IMPLICATIONS:

Construction of the Greenwood Trunk Connection is estimated to cost \$4,100,000 and is funded in the 2019-2023 Financial Plan using \$450,000 of DCC reserves, \$50,000 of general revenue, \$600,000 from the New Works Reserve, and \$3,000,000 using new debt. Debt servicing costs for this project have been calculated using the latest Municipal Finance Authority annual interest rate of 2.79% with a 25 year amortization. Annual debt servicing costs are estimated to be \$165,984 and will commence in 2021.

Annual debt servicing costs remain within the Sewer fund and do not affect the general taxation debt levy. These costs would be fully recovered through the sewer user fees and frontage taxes and have already been incorporated in the 2019-2023 Financial plan and proposed fees for 2021.

ADMINISTRATIVE IMPLICATIONS:

After three readings of the loan authorization bylaw staff will send it along with all supporting documentation to the Inspector of Municipalities for the first review. Once the first review is complete, staff will report back to Council on the next steps to begin the Alternative Approval Process (AAP). The borrowing process involves several departments and is estimated to take approximately eighty hours of staff time from start to finish.

ASSET MANAGEMENT IMPLICATIONS:

The Greenwood Sewer Trunk Connection is an important project required to support growth in East Courtenay, and to enhance capacity and support continued development. This project has been vetted through the Asset Management Working Group, approved by the CAO, and identified as a high priority project.

The City's Sewer Master Plan identifies the Greenwood Trunk as the number 1 priority project. The construction of this trunk main has a number of significant positive impacts to the City's wastewater collection system, but also to the Sewage Commission infrastructure and the environment.

1. When constructed the Greenwood trunk will allow the City to decommission three (3) smaller temporary lift stations and redirect those flows by gravity into the CVRD trunk main on Anderton Road. The CVRD (approved Sewage Commission project in 2019) completed their section in anticipation of the City's project. The two (2) new lift stations along the Greenwood trunk will be designed with improved technology and monitoring (SCADA) and will be much more efficient than the older three (3) temporary lift stations.
2. When constructed the Greenwood trunk will allow the City to re-direct substantial flows away from the Regional Courtenay lift station, alleviating capacity concerns and deferring future Sewage Commission capital upgrades that are contemplated for the Courtenay Lift Station.

3. By diverting flows to the Greenwood Trunk and thereby increasing capacity at the Courtenay lift station, the potential for impact on the Environment (overflow during peak storm events) in the estuary will be greatly reduced.

STRATEGIC PRIORITIES REFERENCE:

The following 2019-2022 Council strategic priorities relate to the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw:

We focus on organizational and governance excellence

- Responsibly provide services at levels which the people we serve are willing to pay

We proactively plan and invest in our natural and built environment

- Focus on asset management for sustainable service delivery

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

OFFICIAL COMMUNITY PLAN REFERENCE:

Section 6.3 Sanitary Sewer Treatment to follow policies to reduce infiltration, consider downstream capacity of existing sewer mains, and to provide an effluent network that is limited to areas within the City's municipal boundaries.

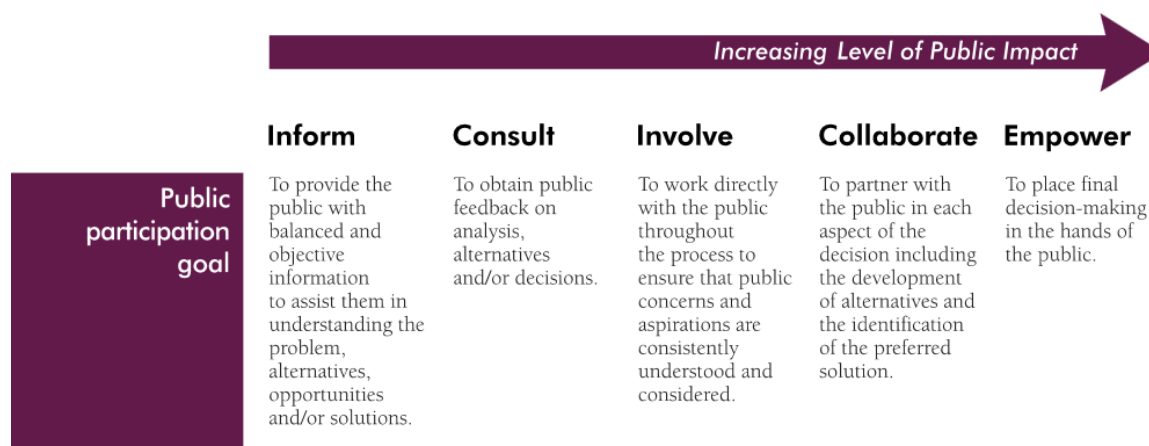
REGIONAL GROWTH STRATEGY REFERENCE:

These sewer projects provide the public with infrastructure that addresses public health needs and concerns and provides equal service to all residents within the municipality and region (per Comox Valley Regional Growth Strategy Bylaw No. 120, 2010, Part 3.2.5, Objective 5-D Page 56).

CITIZEN/PUBLIC ENGAGEMENT:

Section 180 of the *Community Charter* requires that a council gain approval of the electors before a loan authorization bylaw can be adopted. The City will **empower** the public based on the IAP2 Spectrum of Public Participation:

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

**OPTIONS:**

OPTION 1: That Council endorse the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019;

That Council proceed to 1st, 2nd, and 3rd reading of the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019; and

That Council approve the Alternative Approval Process (AAP) to gain approval of the electors for the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019. [Recommended]

OPTION 2: That Council defer endorsing the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019 to allow for further discussion.

OPTION 3: That Council not endorse the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019.

Prepared by:

Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence:

Ryan O'Grady, P. Ag, P. Eng.
Director of Engineering Services

Attachments: #1: Sewer Capital Projects 2019-2023 (excerpt from 2019-2023 Financial Plan)
#2: Greenwood Trunk Connection – Capital Asset Dashboard Project ID 2019-SAN-02
#3: 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw
No. 2985, 2019

Attachment #1

Sewer Capital Projects 2019-2020

Sewer Capital Projects 2019-2020			2019 Funding				2020 Funding				
		Values									
		2019 Budget	2019 General Revenues	2019 New Works Reserve	2019 Reserve for Future Expenditures	2019 DCC Reserve	2020 Proposed Budget	2020 Debt	2020 New Works Reserve	2020 General Revenues	2020 DCC Reserve
Category	Project description										
New	20 St & Riverside Lane - Chamber	300,000	120,700		179,300						
	Greenwood Trunk Connection	151,800	3,300		35,800	112,700	4,100,000	3,000,000	600,000	50,000	450,000
	North Sandwick sewer						50,000			50,000	
	South Courtenay Sewer						200,000			200,000	
New Total		451,800	124,000		215,100	112,700	4,350,000	3,000,000	600,000	300,000	450,000
Renewal	Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade	1,500,000	170,100	1,200,000	129,900						
	1 St Lift Station Replacement	350,000	217,500		132,500		2,300,000	2,300,000			
	Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement	200,000	102,100		97,900		1,400,000		1,300,000	100,000	
	Braidwood Rd - Road & Utility Reconstruction - Sanitary	36,300			36,300		500,000			500,000	
	Cliffe Ave - Mansfield to Anfield ph 1 - Design 2019						50,000			50,000	
Renewal Total		2,086,300	489,700	1,200,000	396,600		4,250,000	2,300,000	1,300,000	650,000	
Grand Total		2,538,100	613,700	1,200,000	611,700	112,700	8,600,000	5,300,000	1,900,000	950,000	450,000

Sewer Capital Projects 2021-2023

Sewer Capital Projects 2021-2023			2021 Funding		2022 Funding			2023 Funding		
		Values								
Category	Project description	2021 Proposed Budget	2021 General Revenues	2022 Proposed Budget	2022 General Revenues	2022 New Works Reserve	2023 Proposed Budget	2023 General Revenues	2023 New Works Reserve	2023 Debt
Renewal	Sewer - Projects identified through Asset Management Strategy	500,000	500,000							
	Cliffe Ave - Mansfield to Anfield ph 1 - Design 2019	404,300	404,300							
	Cliffe Ave - Mansfield to Anfield ph 2	150,000	150,000	750,000	250,000	500,000	750,000	250,000	500,000	
	Anderton Ave Lift Station			250,000	250,000		2,200,000			2,200,000
	Arden Central Trunk Main			200,000	200,000		2,000,000			2,000,000
	Mansfield Lift Station Upgrade						50,000	50,000		
	Courtenay Riverway - 21st to Mansfield						50,000	50,000		
Renewal Total		1,054,300	1,054,300	1,200,000	700,000	500,000	5,050,000	350,000	500,000	4,200,000
Grand Total		1,054,300	1,054,300	1,200,000	700,000	500,000	5,050,000	350,000	500,000	4,200,000

Sewer Debt Servicing Costs

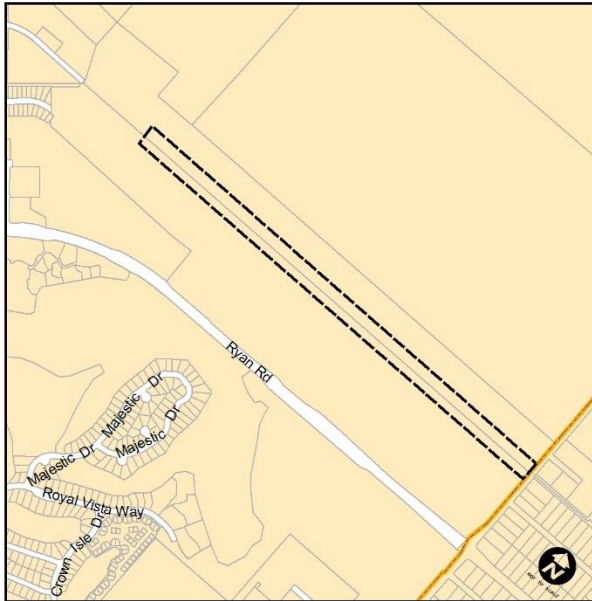
		Values				
Account	Department	2019 Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget
Interest	Existing Debt Interest	56,600	56,600	56,600	56,600	56,600
	New Debt Interest		186,600	186,600	186,600	334,400
Interest Total		56,600	243,200	243,200	243,200	391,000
Principal	Existing Debt Principal	75,200	75,200	75,200	75,200	75,200
	New Debt Principal		197,200	197,200	197,200	353,500
Principal Total		75,200	272,400	272,400	272,400	428,700
Grand Total		131,800	515,600	515,600	515,600	819,700

Project ID: 2019-SAN-02

Project Lead: Engineering

SANITARY – GREENWOOD TRUNK CONNECTION

TRUNK MAIN CONNECTION - DESIGN



Project Description:

- 2018 APPROVED PROJECT – DESIGN ONLY
- DESIGN OF GRAVITY SANITARY SEWER TRUNK MAIN TO CONNECT EAST COURTENAY TO ANDERTON RD.
- 2019 PROJECT – COMPLETE DESIGN AND INFORM ANTICIPATED 2020 CONSTRUCTION COSTS

Project Budget

Year	Approved Budget	Total Spent	Carry Forward	Requested Budget	Total Budget
2018	\$341,250	\$189,422	\$151,800		
2019				\$0	
					\$151,800

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2985

A bylaw to authorize the borrowing of the estimated cost of constructing the Greenwood Trunk Connection to the sanitary sewer system.

WHEREAS it is deemed desirable and expedient to construct the Greenwood Trunk Connection to the sanitary sewer system servicing East Courtenay.

AND WHEREAS the estimated cost of constructing the Greenwood Trunk Connection to the sanitary sewer system including expenses incidental thereto is the sum of \$4,100,000 of which the sum of \$3,000,000 is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Greenwood Trunk Connection to the sanitary sewer system generally in accordance with the general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$3,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said Greenwood Trunk Connection to the sanitary sewer system.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty five years.
3. This bylaw may be cited as **“2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019”**.

Read a first time this day of , 2019

Read a second time this day of , 2019

Read a third time this day of , 2019

Received the approval of the Inspector of Municipalities this day of , 20

Received the approval of the electors of City of Courtenay on the _____ day of _____, 20

Reconsidered and finally passed and adopted this _____ day of _____, 20

Mayor

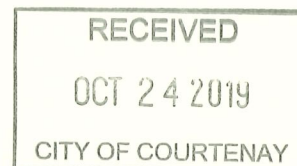
Corporate Officer

Certified a true copy of Bylaw No. 2985 as at third reading.

Corporate Officer

Certified a true copy of Bylaw No. 2985 as adopted.

Corporate Officer



October 21, 2019

Ref: 250042

His Worship Mayor Bob Wells
and Members of Council
City of Courtenay
830 Cliffe Ave
Courtenay BC V9N 2J7

Dear Mayor Wells and Councillors:

As Minister of Municipal Affairs and Housing I would like to thank you and your community's delegation for meeting with me and my staff at the 2019 UBCM Annual Convention. I enjoyed our conversations and appreciated hearing about the successes and challenges in your community. I know this sentiment is shared by my colleagues, with whom you also may have met.

Information from the many and varied conversations at the Convention helps me better understand the needs facing communities and people throughout British Columbia. I will take the time to carefully consider the content of our specific meeting and ensure that any action items we may have discussed are documented in a more fulsome follow-up letter to you.

Thank you again for taking the time to attend the Convention and to meet with me. I will be in touch again in early November.

Sincerely,

Selina Robinson
Minister

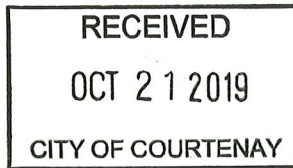
Attachment



LEGISLATIVE ASSEMBLY

of BRITISH COLUMBIA

Courtenay Mayor and Council
830 Cliffe Avenue
Courtenay, B.C. V9N 2J7



Ronna-Rae Leonard, MLA
Courtenay - Comox

October 18, 2019

Dear Mayor and Council,

I wanted to reach out today to discuss an initiative recently announced by Minister Conroy and Minister Chen regarding a second intake of both planning grants and space creation grants for Child Care.

As you may be aware our government has been working hard to implement a universal child-care plan that provides affordable, accessible and high-quality care and early learning to every child whose family wants or needs it. This includes the creation of new child-care spaces in communities across the province as part of building a Better BC.

The second intake for the Community Child Care Space Creation Program and Community Child Care Planning Grant Program is now open. The Space Creation Program is accepting applications until November 22, 2019, and the Planning Grant Program until January 31, 2020.

Local governments applying for funding through the Child Care Space Creation Program are now eligible for up to \$4 million to help them create new licensed child care spaces - \$1 million through the space creation program to build spaces from zero to Kindergarten, and \$3 million through the Childcare BC New Spaces Fund to create additional zero to Kindergarten spaces and/or license types, such as school-age spaces. In addition, through the space creation program, local governments are now eligible to purchase land in order to create child care spaces.

I would encourage Mayor and Council to work with the Provincial government to bring the available childcare funds to Courtenay. Please reach out to my staff at my constituency office if you require additional information regarding this program.

Sincerely,

Ronna-Rae Leonard, MLA (Courtenay-Comox)

Courtenay - Comox Constituency Office

437 5th Street
Courtenay BC V9N 1J7
T 250-703-2410 F 250-703-2425
Ronna-Rae.Leonard.MLA@leg.bc.ca

Legislative Office

East Annex Parliament Buildings
Victoria BC V8V 1X4
T 250-387-3655 F 250-387-9100

From: Inner Smile <innersmilemontessori@gmail.com>

Date: October 28, 2019 at 10:10:20 AM PDT

To: David Frisch

Subject: Letter of support for childcare?

Hi Dave,

I'm making an application for provincial funding in order to open more childcare spaces in a building a friend and I have leased (343-3rd Street, the former Birth Tides clinic).

The application requires a, *"Reference of community support* (i.e. letter from local government or school board) *to ensure that the project is supported by the community it will serve"*.

We're working towards opening a larger childcare center (about 22 new spaces) for 2.5-6 year olds. We've found an experienced Montessori teacher and the building and yard are absolutely fantastic and super central (take a ride by sometime, if you haven't been there already to see the midwives).

You we're the first person to come to mind who's involved in the local government and I thought you might be willing to write us a letter of support for our application.

Let me know if there's any other info you need, it would be a great help to us!

Thanks, hope you and the family are all well.

--

Seva Ganga

Director - Inner Smile Montessori

5 days a week, 12 Months a year

Small group, high-quality care

(250) 898-1035

innersmilemontessori.com

571-16th Street & 2710 Comox Road

Courtenay, BC

CITY OF COURTENAY HERITAGE ADVISORY COMMISSION MINUTES

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on September 25, 2019 at 10:00 a.m. in the Council Chamber of City Hall.

Present:

L. Burns	R. Dingwall	J. Fortin	L. Grant
J. Hagen Chair)	C. Piercy	T. Setta (staff)	

Absent:

G. Greenhill	D. Griffiths	W. Cole-Hamilton (Councillor)
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1. Introduction and Opening Remarks

2. Addition to Agenda

R. Dingwall suggested an item to be added under new business (one of the 40 houses)

3. Review and Adoption of Minutes of the June 22, 2019 Meeting

Moved by L. Burns, seconded by R. Dingwall **Carried**

4. Old Business

- | | |
|---------------------------|---|
| OLD CITY
CLOCKS | <ul style="list-style-type: none">• The design was finalized during summer and the order was made• Completion date is expected to delay due to Mr. Saunders serious injury |
| PIONEER
GRAVES | <ul style="list-style-type: none">• R. Dingwall reported the work is in progress |
| MUSEUM
REPORT | <ul style="list-style-type: none">• AGM is scheduled this evening• J. Fortin suggested the Museum report to be submitted along with the Commission meeting |
| HERITAGE FAIR
PANELS | <ul style="list-style-type: none">• This year's Heritage Fair panels to be replaced at City Hall• J. Fortin suggested the panels to be digitized and displayed in the City's website |
| BC HEIRTAGE
CONFERENCE | <ul style="list-style-type: none">• Conference theme has not been determined by the organizer• The Commission to advance own work regardless |
| IN-KIND HOURS | <ul style="list-style-type: none">• A total of 25 hours are spent:<ul style="list-style-type: none">– J. Hagen provided 10 hours– Hours provided by members during summer total 15 hours |

5. New Business

- J. Hagen reminded the members to complete an annual report
- Staff suggested that submission to be made by the end of November for one of the Council meetings in December.
- Projects for coming year to be listed and evaluated (e.g. 40 Houses preservation)

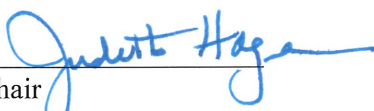
6. Correspondence

- Courtenay Station

- L. Burns attended the workshop at the Courtenay Station. Many ideas were presented. However, plan has not been finalized
- L. Burns to contact Community and Recreation Service (D. Snider) for further information
- R. Dingwall suggested writing a letter to ICF to show Commission's willingness to work collaboratively. J. Hagen to draft a letter
- 40 Houses
 - R. Dingwall proposed that heritage value of this neighbourhood to be protected through stricter planning rules. The Heritage Registry has limitations in terms of preservation and the current land use bylaw does not secure
 - Staff responded there are a few planning tools to be considered. Establishing development permit area in the Official Community Plan is one of them. OCP review project is underway. It is suggested that the Commission to formally consider this as a project for the next year
- L. Burns presented the naming history of Grant Avenue, which was originally named after one of the Grant family members (Bob Grant in Courtenay)
- The Native Sons Hall renovation
 - The Commission appreciates for staff hard work and care of the renovation project that recently completed.
 - R. Dingwall suggested writing a letter to the Public Works department staff through Council. J. Hagen to draft a letter.
- Time capsule
 - Events and history occurred in the Valley was introduced by J. Hagen
 - In 1997, the Commission had assisted in the opening of a time capsule put in by students of Courtenay High School
 - There is a time capsule at Marsland House place by Girl Guides
 - There may be a time capsule in the Sandwick Memorial Cairn

7. **Next meeting** October 23, 2019

8. **Meeting Adjournment** Moved by J. Fortin at 11:20 a.m.


 Chair

THE CORPORATION OF THE CITY OF COURTENAY

Heritage Advisory Commission
830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7

Email: planning@courtenay.ca
Phone (250) 703-4839
Fax (250) 334-4241



City File No.: 6800-01

September 27, 2019

City of Courtenay

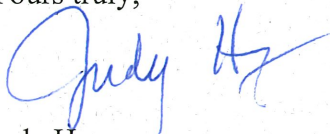
Attention: Mayor & Council,

The Heritage Commission commends the work done by the City Public Works crew led by Eric Jernslet with the replacement of the shingles on the crown of the Native Sons Hall building.

We were concerned that the new shingles reflect the heritage of the building. The City staff, by not staining the shingles and letting them weather, have made the perfect decision.

The new shingles have returned the crown to the original design. On behalf of the Commission, I would like to express our sincere appreciation to the crew and work that has been done.

Yours truly,



Judy Hagen
Chair, Heritage Advisory Commission

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2963

A bylaw to amend Official Community Plan Bylaw No. 2387, 2005

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

1. This bylaw may be cited for all purposes as **“Official Community Plan Amendment Bylaw No. 2963, 2019”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by changing the land use designation of Lot A, District Lot 236, Comox District, Plan VIP52110 (2600 Mission Road) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Commercial to Multi Residential; and
 - (b) That Map #2, Land Use Plan be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this _____ day of _____, 2019

Read a second time this _____ day of _____, 2019

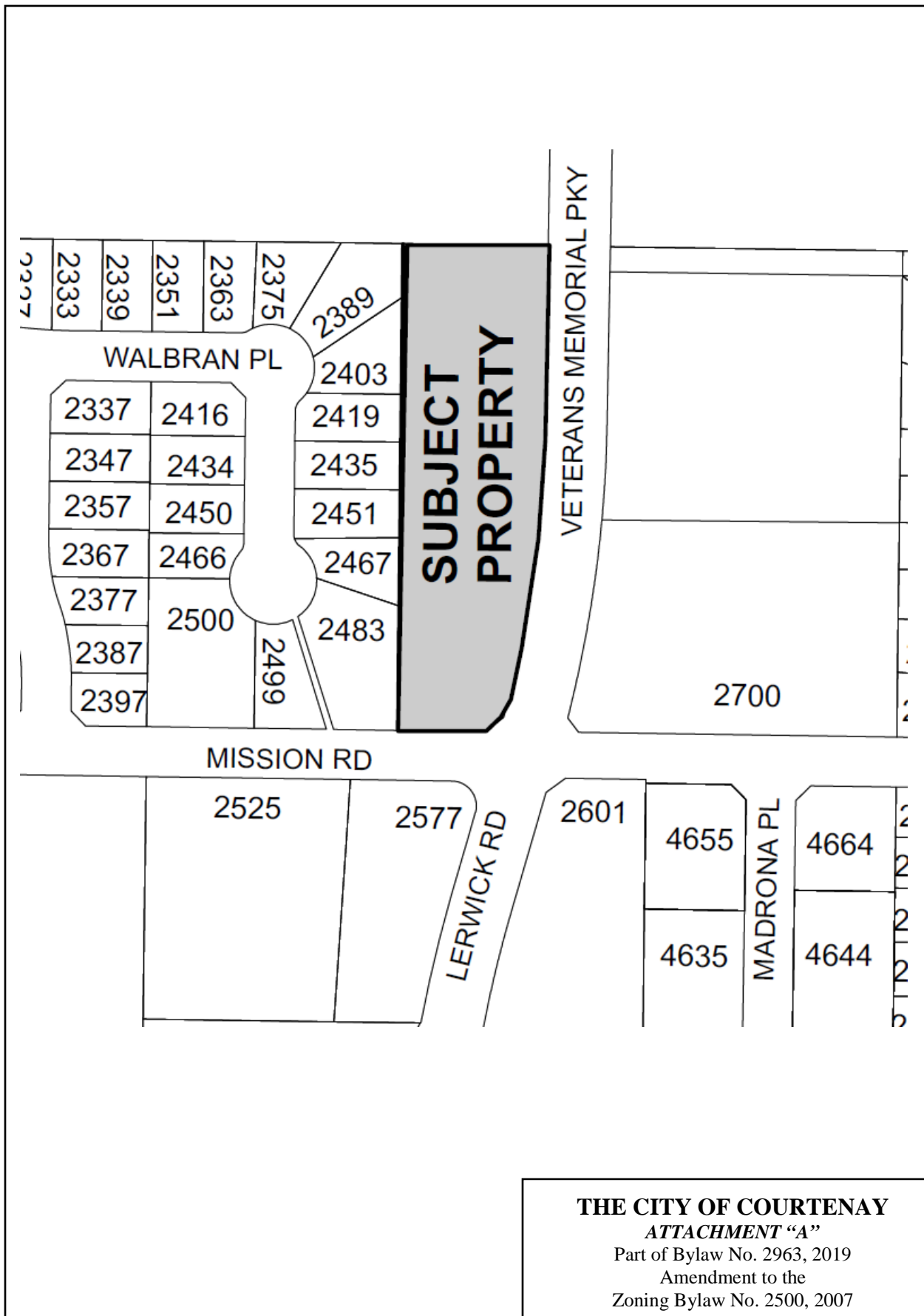
Considered at a Public Hearing this day of , 2019

Read a third time this _____ day of _____, 2019

Finally passed and adopted this day of , 2019

Mayor

Corporate Officer



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2964

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2964, 2019**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot A, District Lot 236, Comox District, Plan VIP52110 (2600 Mission Road) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Multi Use Four Zone (MU-4) to Residential Four A Zone (R-4A); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this _____ day of _____, 2019

Read a second time this _____ day of _____, 2019

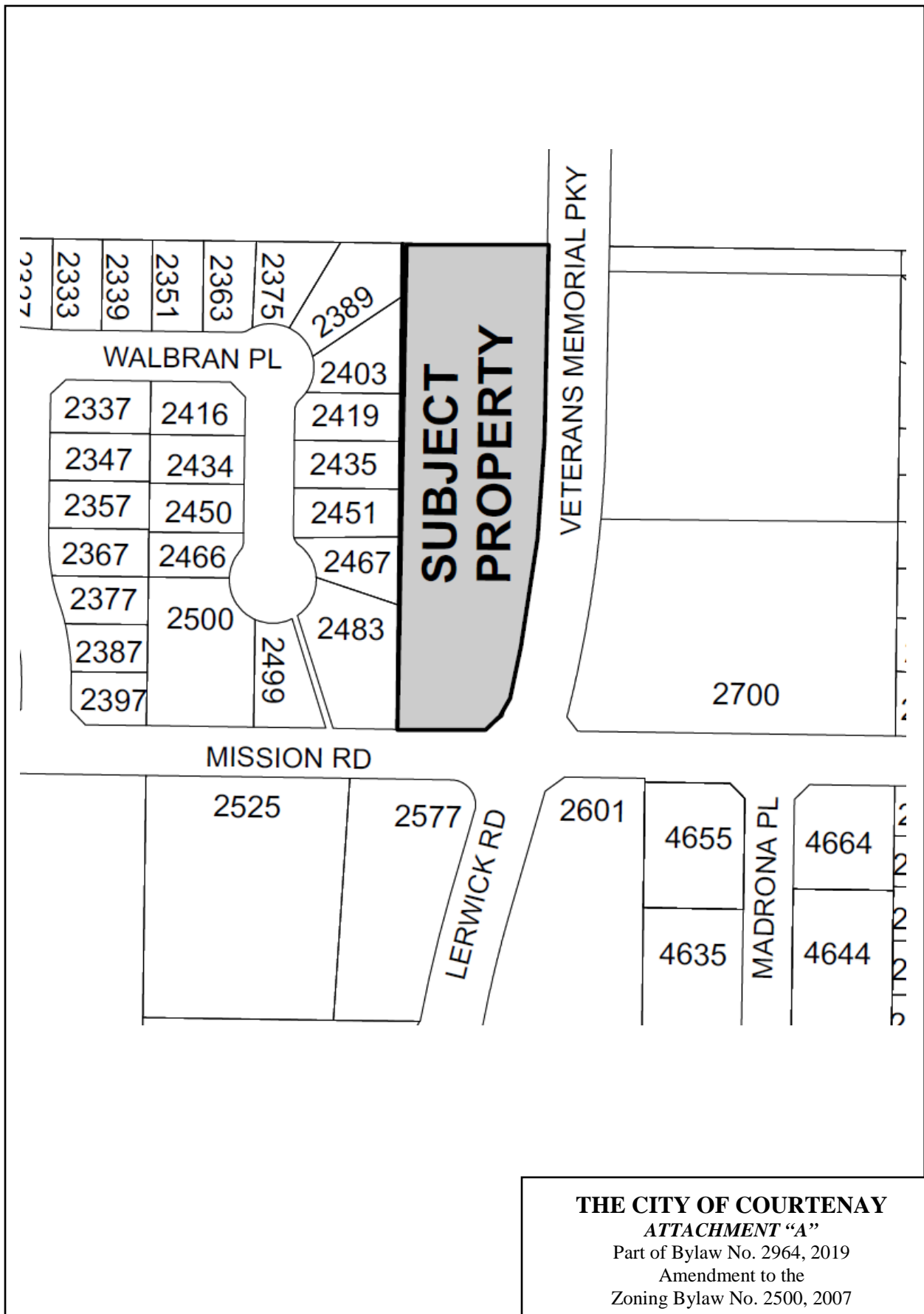
Considered at a Public Hearing this day of , 2019

Read a third time this _____ day of _____, 2019

Finally passed and adopted this day of , 2019

Mayor

Corporate Officer



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2971

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

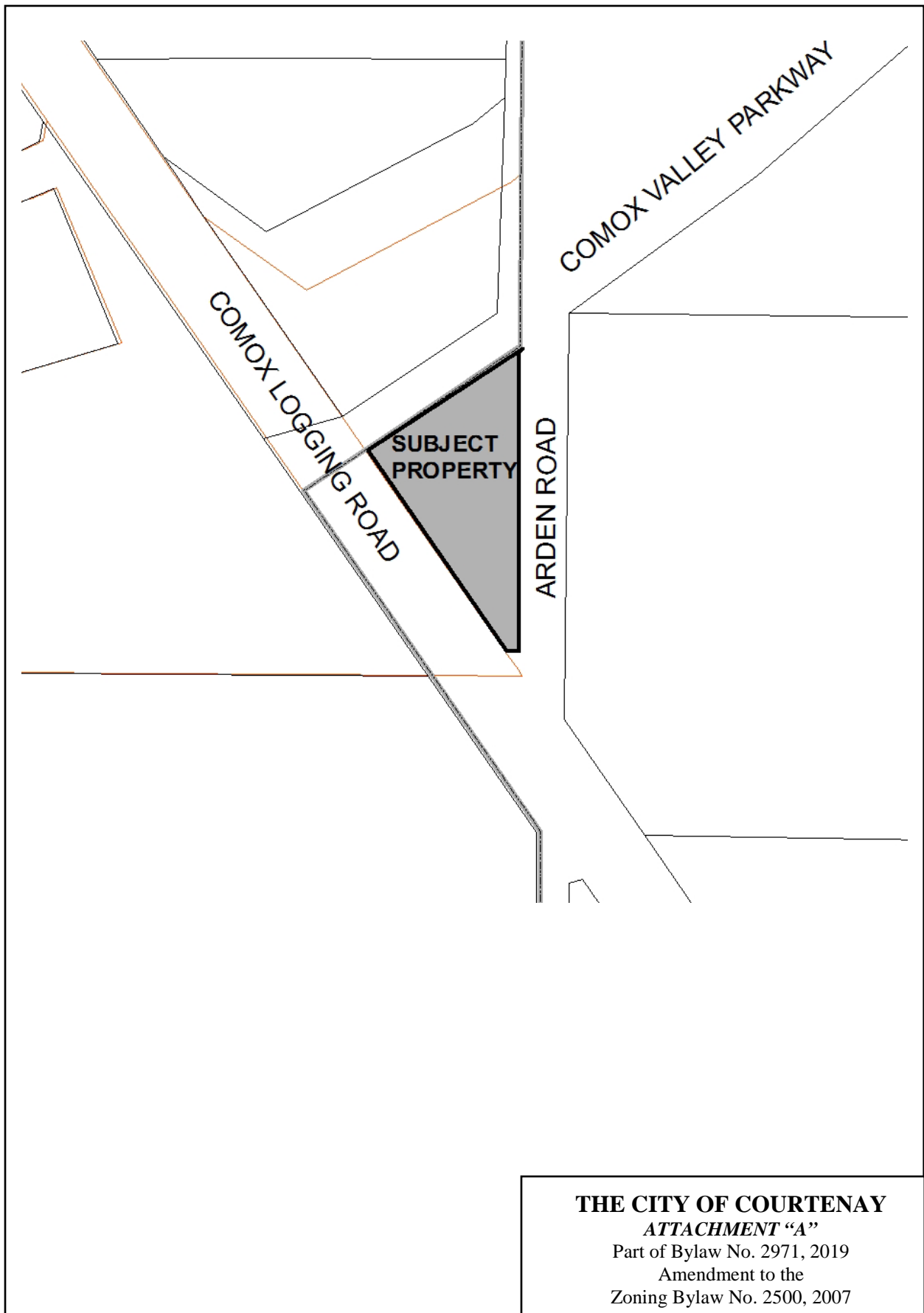
1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2971, 2019**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) Rezoning Lot 6, District Lot 179, Comox Plan VIP1962, Except Part in VIP69550, (Arden Road), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Country Residential One Zone (CR-1) to Rural Residential Five Zone (RR-5);
 - (b) Amending Division 8 – Classification of Zones Section 8.10.1 by adding:

“(6) notwithstanding any provision of this bylaw, a *secondary suite* or *secondary residence* or *carriage house* is a permitted use on Lot 6, District Lot 179, Comox Plan VIP1962, Except Part in VIP69550 (Arden Road).”
 - (c) Amending Division 8 – Classification of Zones Section 8.10.6 by adding:

“(c) Carriage House

(1) <i>Front yard</i> :	7.5 m
(2) <i>Rear yard</i> :	10.0 m
(3) <i>Side yard</i> :	3.5 m except where a side yard flanks a street, in which case, the minimum shall be 4.5 m.”
 - (d) Amending Division 8 – Classification of Zones Section 8.10.7 by adding:

“(3) The *height* of a *carriage house* shall not exceed 6.5 m.”
 - (e) That Schedule No. 8, Zoning Map be amended accordingly.



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2985

A bylaw to authorize the borrowing of the estimated cost of constructing the Greenwood Trunk Connection to the sanitary sewer system.

WHEREAS it is deemed desirable and expedient to construct the Greenwood Trunk Connection to the sanitary sewer system servicing East Courtenay.

AND WHEREAS the estimated cost of constructing the Greenwood Trunk Connection to the sanitary sewer system including expenses incidental thereto is the sum of \$4,100,000 of which the sum of \$3,000,000 is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Greenwood Trunk Connection to the sanitary sewer system generally in accordance with the general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$3,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said Greenwood Trunk Connection to the sanitary sewer system.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty five years.
3. This bylaw may be cited as **“2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019”**.

Read a first time this day of , 2019

Read a second time this day of , 2019

Read a third time this day of , 2019

Received the approval of the Inspector of Municipalities this day of , 20

Received the approval of the electors of City of Courtenay on the _____ day of _____, 20

Reconsidered and finally passed and adopted this _____ day of _____, 20

Mayor

Corporate Officer

Certified a true copy of Bylaw No. 2985 as at third reading.

Corporate Officer

Certified a true copy of Bylaw No. 2985 as adopted.

Corporate Officer