

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

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

DATE: January 20, 2020
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

1.00 ADOPTION OF MINUTES

- 1 1. Adopt January 6th, 2020 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

(a) Development Services

- 7 1. Proposed Storefront Cannabis Retailer - 605/625 Cliffe Avenue
21 2. Development Variance Permit No. 1702 - 2310 - 20th Street
39 3. British Columbia Energy Step Code Adoption

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 45 1. Letter of Appreciation from Premier John Horgan Re: City of Courtenay
Delegation Meetings at 2019 Union of British Columbia Municipalities
(UBCM) Convention
47 2. Association of Vancouver Island and Coastal Communities (AVICC)
51 • 2020 AGM and Convention Call for Resolutions
• 2020 AGM and Convention Call for Nominations for Executive

Staff Note: The deadline for both resolutions and nominations is **Thursday,
February 6, 2020**

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 55 1. Briefing Note - Recreation Access Program - New Functionality

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

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

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held January 20th, 2020 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

- 59 1. Comox Valley Food Policy Council - Request to Adopt Food Charter
2. Vancouver Island Regional Library Board 2020 Appointments

Suggested Motion: That Councillor Theos be appointed to the Vancouver Island Regional Library Board for a one year term, January 1 to December 31, 2020, with Councillor McCollum appointed as alternate.

12.00 BYLAWS

For Third Reading

- 65 1. "Zoning Amendment Bylaw No. 2984, 2019"
(A bylaw to permit an increase from one to two accessory dwelling units on the property located at 1581 Dingwall Road)

For Final Adoption

- 65 1. “Zoning Amendment Bylaw No. 2984, 2019”
 (A bylaw to permit an increase from one to two accessory dwelling units on
 the property located at 1581 Dingwall Road)

13.00 ADJOURNMENT

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

Bylaw No. 2972 - Official Community Plan Amendment to change the land use designation
to mixed use - Lannan Road

Bylaw No. 2973 - Zoning Amendment to create a new CD1-J subsection of the CD-1 Zone
and rezone the area - Lannan Road

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, January 06, 2020 at 4:00 p.m.

Attending:

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

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
W. Sorichta, Manager of Legislative & Corporate Administrative Services
I. Buck, Director of Development Services
T. Kushner, Director of Public Works Services/Assistant CAO
J. Nelson, Director of Financial Services
A. Guillo, Manager of Communications
M. Fitzgerald, Manager of Development Planning

1.00 ADOPTION OF MINUTES

.01 Mined by Frisch and seconded by Cole-Hamilton that the
MINUTES December 16th, 2019 Regular Council meeting minutes be adopted as
amended.
Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

Richard Cook, Principal, Jorden Cook Associates, presented information to Council regarding Crown Isle Silverado Land Corp.'s application to amend the Official Community Plan and zoning amendment bylaws to facilitate the future development of their Lannan Road property to permit a 330-unit extension to the Crown Isle mixed use community with the addition of higher density housing such as townhomes, coach homes, smaller single detached units, duplexes and apartments.

4.00 STAFF REPORTS/PRESENTATIONS

.01 Mined by Hillian and seconded by Frisch that based on the
GREENWOOD TRUNK January 6th, 2020 staff report "Greenwood Trunk Alternative Approval
SEWER ALTERNATIVE Process" Council seek the approval of the electors for 2020 Greenwood
APPROVAL PROCESS Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No.
1760-02 2985, 2019 through the Alternative Approval Process (AAP);

That Council establish elector response forms as attached to this report;

R1/2020 - January 06, 2020

That Council determine 20,162 as the total number of electors to which the approval process applies; and,

That Council establish the deadline for receiving responses for this alternative approval process as February 17th, 2020 at 4:30 p.m.

Carried

.02

LICENCE TO OCCUPY -
685 CLIFFE AVENUE
2380-30

Moved by Hillian and seconded by Morin that based on the January 6th, 2020 staff report “Licence to Occupy - 685 Cliffe Avenue”, Council approve OPTION 1 and the attached Licence to Occupy between the Comox Valley Transition Society and the City of Courtenay for the north side of the property having a legal description of PID: 006-102-930, Lot 3, Section 61 Comox District Plan VIP3817; and,

That the Mayor and Director of Legislative and Corporate Services be authorized to execute all documentation relating to the Licence to Occupy subsequent to the publication of notice.

Carried

.03

OCP AMENDMENT
BYLAW NO. 2972
AND ZONING
AMENDMENT BYLAW
NO. 2973 -
LANNAN ROAD
6480-20-1902 /
3360-20-1911

Moved by Frisch and seconded by Theos that based on the January 6th, 2020 staff report “OCP Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road”, Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Reading of “OCP Amendment Bylaw No. 2972” to designate the subject property as “Mixed Use”;
2. That Council give First and Second Reading of “Zoning Amendment Bylaw No. 2973” to create a new CD1-J subsection of the CD-1 Zone and rezone the area shown on the attached bylaw to CD1-J;
3. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaws on January 20th, 2020 at 5:00 p.m. in City Hall Council Chambers; and,
4. That Final Reading of the bylaws be withheld pending the registration of a Section 219 covenant registering a Phased Development Agreement on the subject property.

Carried

The council meeting recessed at 4:58 p.m. for the Public Hearing regarding Bylaw No. 2984 and to consider an application to permit “Storefront Cannabis Retailer” at 605 and 625 Cliffe Avenue (no Bylaw No. - property already zoned).

The meeting reconvened at 5:13 p.m.

.04 Moved by Frisch and seconded by Morin that based on the
2020 AGE-FRIENDLY January 6th, 2020 staff report “2020 Age-friendly Communities Program
COMMUNITIES Grant Application (Stream 1)”, Council approve OPTION 1 and
PROGRAM GRANT authorize the application for grant funding through the 2020 Ministry of
APPLICATION Health’s Age-friendly Communities Program to include an age-friendly
(STREAM 1) lens to policies in the Official Community Plan (OCP).
6480-01 **Carried**

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

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

- Tour of new CVRD office building
- CVRD Board meeting
- Climate Change Theatre Action
- Comox Valley Sewage Commission meeting

COUNCILLOR Councillor Frisch reviewed his attendance at the following events:
FRISCH

- CVRD Board meeting
- Courtenay Airpark Association Board meeting (guest)
- Comox Valley Sewage Commission meeting

COUNCILLOR Councillor Hillian reviewed his attendance at the following events:
HILLIAN

- CVRD Board meeting
- Tour of new CVRD office building

COUNCILLOR Councillor Morin reviewed her attendance at the following events:
MORIN

- Tour of new CVRD office building
- CVRD Board meeting
- Climate Change Theatre Action
- Comox Valley Sewage Commission meeting

MAYOR Mayor Wells reviewed his attendance at the following events:
WELLS

- Tour of new CVRD office building
- Salvation Army Kettle Campaign fundraising volunteer
- Chanukah Menorah Lighting at Courtenay City Hall
- Telephone call with Shaw Cable Re: Challenges with Rural High Speed Internet Canadian Radio-television and Telecommunications Commission wholesale costs

8.00 RESOLUTIONS OF COUNCIL

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

.01
CORRESPONDENCE -
COURTENAY
AIRPARK
ASSOCIATION -
LETTER OF SUPPORT
FOR GRANT
APPLICATION TO
FUND
INFRASTRUCTURE
IMPROVEMENTS
0400-20

The correspondence dated December 3rd, 2019 from the Courtenay Airpark Association requesting a letter from the City of Courtenay in support of the Airpark Association's grant application to the British Columbia Air Access Program (BCAAP) Aviation Infrastructure Funding program (deadline January 13th, 2020) for proposed infrastructure improvements to the Airpark identified as: 1) replace float plane ramps/dock 2) Runway asphalt repairs 3) Upgrade fuel card lock system was received for information.

Moved by Frisch and seconded by Hillian that staff provide a letter to the Courtenay Airpark Association in support of their grant application to the British Columbia Air Access Program (BCAAP) Aviation Infrastructure Funding program for infrastructure improvements to the Airpark before the grant intake deadline of January 13th, 2020 as identified in their correspondence to the City dated December 3rd, 2019.

Carried

12.00 BYLAWS

.01
OFFICIAL
COMMUNITY PLAN
BYLAW NO. 2972,
2020 TO CHANGE THE
LAND USE
DESIGNATION TO
MIXED USE
(LANNAN ROAD)

Moved by Theos and seconded by Frisch that "Official Community Plan Amendment Bylaw No. 2972, 2020" pass first and second reading.

Carried

.02
ZONING AMENDMENT
BYLAW NO. 2973,
2020 TO CREATE A
NEW CD1-J
SUBSECTION OF THE
CD-1 ZONE AND
REZONE THE AREA
(LANNAN ROAD)

Moved by Frisch and seconded by Theos that "Zoning Amendment Bylaw No. 2973, 2020" pass first and second reading.

Carried

13.00 ADJOURNMENT

- .01 Moved by Cole-Hamilton and seconded by Frisch that the meeting now adjourn at 5:35 p.m.
Carried

CERTIFIED CORRECT

Director of Legislative and Corporate Services

Adopted this 20th day of January, 2020

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 0590-01

From: Chief Administrative Officer

Date: January 20, 2020

Subject: Proposed Storefront Cannabis Retailer– 605/625 Cliffe Avenue

PURPOSE:

The purpose of this report is to identify a response to a referral from the Liquor and Cannabis Regulation Branch (LCRB) regarding a proposal from 1217024 BC Ltd. to establish a Storefront Cannabis Retailer at 605/625 Cliffe Avenue.

CAO RECOMMENDATIONS:

THAT, based on the January 20th, 2020, staff report “Proposed Storefront Cannabis Retailer– 605/625 Cliffe Avenue,” Council approve OPTION 1 and forward the following to the LCRB:

- 1) The Council of the City of Courtenay has considered the referral to allow a Non-Medical Cannabis Retail Store Licence at the above referenced location;
- 2) The Council of the City of Courtenay conducted a public hearing on January 6, 2020th in the City Hall Council Chambers;
- 3) Two public notices were advertised in local newspaper prior to the Public Hearing and mailed to property owners within 100-meter radius from the subject property line;
- 4) The City received one letter opposed to the application and one letter supporting the proposal. Three persons (representing the applicant) attended the Public Hearing; and,
- 5) The Council of the City of Courtenay recommends the LCRB approve the application by 1217024 BC Ltd. for a Non-Medical Cannabis Retail Store Licence.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Pursuant to the *Cannabis Control and Licensing Act* 1217024 BC Ltd. (operating as Inspired Cannabis Company) has applied to establish a storefront cannabis retailer at 605/625 Cliffe Avenue.

The proposed location was rezoned by the City on May 6, 2019 in response to a previous application made by Terrapotta Holdings Ltd. In July 2019, shortly after the rezoning application was approved, the City was notified by the Liquor & Cannabis Regulation Branch (LCRB) that Terrapotta Holdings Ltd. withdrew their LCRB application at the subject retail location.

1217024 BC Ltd. subsequently applied to the LCRB to establish a Storefront Cannabis Retailer at the subject property. A referral from the LCRB was sent to the City on September 5, 2019 and 1217024 BC Ltd. applied to the City to complete the referral process on October 7, 2019.

DISCUSSION:

The subject property is located within the Courtenay Mall on the southwest corner of the intersection of 6th Street and Cliffe Avenue. The subject location is zoned Commercial One (C-1) and permits the intended use.

Pursuant to the *Cannabis Control and Licensing Act* the City is required to gather the views of residents when commenting on a provincial cannabis licence referral. Accordingly, the applicant conducted a neighbourhood public meeting on November 28, 2019. The results were communicated to City Council in a staff reported dated December 16, 2019. Council subsequently directed staff to advertise a public hearing with respect to the above application on January 6, 2020 at 5:00 p.m. in City Hall Council Chambers.

A public hearing for the referral was held on January 6, 2020. Three people attended the Public Hearing representing the applicant. Two letters were submitted regarding the application. One was in support and one was opposed (letters provided in **Attachment No. 1**)

FINANCIAL IMPLICATIONS:

The applicant has paid for the public hearing fee in the amount of \$2,000. The applicant will be required to obtain a building permit, sign permit and an annual business licence. The business licence fee is \$2,500.

ADMINISTRATIVE IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make

The November 2019 Strategic Priorities Update does not contain any references relevant to this application.

OFFICIAL COMMUNITY PLAN REFERENCE:

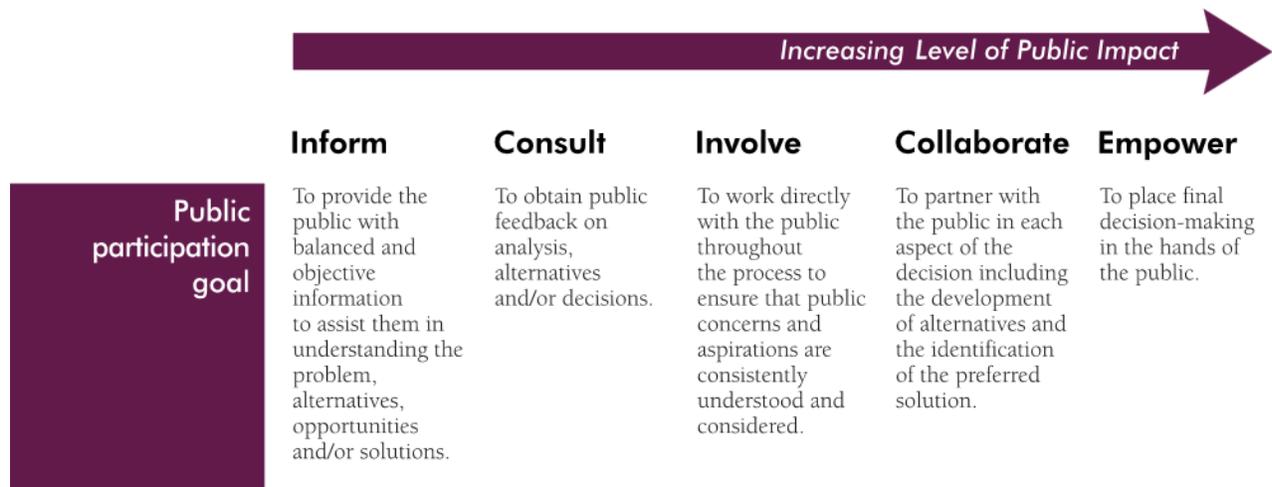
There are no direct references related to this application.

REGIONAL GROWTH STRATEGY REFERENCE:

There are no direct references related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

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



Prior to this application proceeding to Council, the applicant held a public information meeting on November 28, 2019 at 625 Cliffe Avenue from 3:00 p.m. to 5:00 p.m. Property owners and occupiers within 100 metres of the subject property were invited to attend the meeting. According to the applicant no one attended the meeting and no comment sheets were submitted during the meeting.

In support of the application, the applicant has provided a list of fifty-six signatures from neighbouring business owners and employees requesting that Mayor and Council approve the application. A summary of the meeting is included in **Attachment No. 2**.

A public hearing was held on January 6th, 2020 as detailed above.

OPTIONS:

- Option 1: THAT, based on the January 20th, 2020, staff report “Proposed Storefront Cannabis Retailer– 605/625 Cliffe Avenue,” Council approve OPTION 1 and forward the following to the LCRB:
- 1) The Council of the City of Courtenay has considered the referral to allow a Non-Medical Cannabis Retail Store Licence at the above referenced location;
 - 2) The Council of the City of Courtenay conducted a public hearing on January 6, 2020th in the City Hall Council Chambers;

- 3) Two public notices were advertised in local newspaper prior to the Public Hearing and mailed to property owners within 100-meter radius from the subject property line;
- 4) The City received one letter opposed to the application and one letter supporting the proposal. Three persons (representing the applicant) attended the Public Hearing; and,
- 5) The Council of the City of Courtenay recommends the LCRB approve the application by 1217024 BC Ltd. for a Non-Medical Cannabis Retail Store Licence (**Recommended**).

Option 2: That Council not recommend approval of the application.

Prepared by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services

ATTACHMENTS:

Attachment No. 1: Public Comments

Attachment No. 2: Public Information Meeting Summary

Attachment No. 1: Public Comments


3074 Kensington Crescent
Courtenay, BC
V9N 8Z8

RECEIVED
DEC 30 2019

CITY OF COURTENAY

December 30, 2019

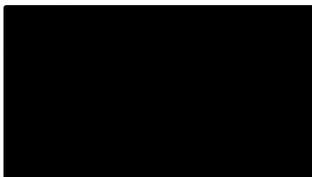
Re: Public Hearing File No. LL000011 605/625 Cliffe Avenue Cannabis retail

City of Courtenay
830 Cliffe Ave.
Courtenay, BC
V9N 2J7

To whom it may concern:

We are the owners of the building at 605/625 Cliffe Avenue. We have asked the current tenants of the building (Bisque Restaurant, Northrock Technologies, Success Weight Loss, Hairpins Boutique, and HMSC Alberni Project Museum) if they are in support of a licensed cannabis retail store opening in the building, and they are all in support. Please accept this letter as our full support in favour of issuing a license for a Cannabis retail store at 605/625 Cliffe Avenue.

Thank you,





TUE 12/31/2019 5:25 PM

To PlanningAlias

You forwarded this message on 1/6/2020 9:06 AM.

Regarding the application to allow a single storefront cannabis retailer as a permitted use at this location, corner of 6th Street and Cliffe Ave., Courtenay, I would ask the City to oppose it.

It is my belief that allowing this use at that intersection will cause pedestrian and traffic issues. The corner already has no right turns on a red light from 6th onto Cliffe from there, so traffic backs up on 6th and becomes congested quite frequently.

With a cannabis store at that location, and parking for it across the road, it seems that there is a greater probability that more pedestrians will be there to block the 6th Street right turns on the green light when crossing from the parking area to the cannabis corner. (People do have a tendency to cross even when the walk sign has finished). Traffic congestion subsequently could increase.

As well, the Alberni Museum, a family destination, is in that same complex. A cannabis store doesn't seem a good fit with the Museum.

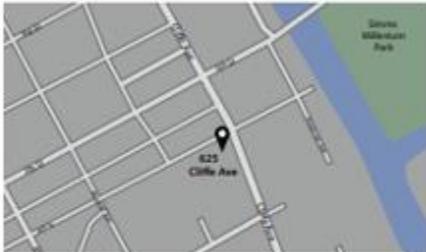
Thank you for considering the public's views on this matter.



Attachment No. 2: Public Information Meeting Summary

NOTICE

PUBLIC INFORMATION MEETING



**Thursday,
November 28th, 2019
3:00 to 5:00 pm
625 Cliffe Ave.
(Courtenay Mall)**

Inspired Cannabis Co. wishes to establish a boutique, high level of service, community style, cannabis retail store. We are requesting the existing C-1 zoned space at #8 and #11, 625 Cliffe Avenue maintain the current zoning that includes cannabis retail. 625 Cliffe Avenue, also known as Courtenay Mall, is squarely in the downtown area and currently houses a mix of businesses.

This Public Information Meeting is a great opportunity for the neighbouring residents and businesses to learn about our proposed cannabis retail store and to also submit written and oral feedback in regarding this proposal.

For more information, contact:
Mark.Elyas@KCDCONSULTING.CA

November 29th, 2019

Report: Inspired Cannabis Co. 605/625 Cliffe Ave., Public Meeting on November 28th, 2019 & Community Outreach

Public Meeting:

- Public Meeting was held on November 28, 2019 at 3:00 pm at 605/625 Cliffe Ave., the proposed location of Inspired Cannabis Co.
- Sign in sheets were available.
- Comment sheets were available.
- Zero people showed up for the Public Meeting.
- Zero comments were submitted at the Public Meeting.

Community Outreach:

- Due to low attendance at the majority of Public Meetings held by other Cannabis Retail Store applicants in the City of Courtenay, Inspired Cannabis Co. proactively reached out to the neighbouring Downtown business owners and employees to introduce ourselves and to address any community concerns regarding our application.
- Three people brought up the issue of homelessness in the Downtown.
- Two people brought up the issue of parking.
- As stated in our application, we informed the three people who brought up the homelessness issue that Inspired Cannabis Co. will be voluntarily donating \$10,000 to the City of Courtenay's Affordable Housing Fund upon Council approval.
- As stated in our application, we informed the two people who brought up the parking issues that we would be providing six parking spots for our customers at the adjacent parking lot next to the Courtenay Mall.
- Fifty-six neighbouring business owners and employees signed our petition requesting that Mayor and Council approve Inspired Cannabis Co.'s application to maintain zoning for a Cannabis Retail Store at 605/625 Cliffe Avenue.

PETITION TO THE CITY OF COURTENAY’S MAYOR AND COUNCILLORS

We, the undersigned neighbouring residents, business owners and employees of 605/625 Cliffe Avenue in the City of Courtenay, draw the attention of Courtenay City Council to the following:

- That more access to Legalized Cannabis will negatively affect the sales and revenues of Black Market Cannabis dealers.
- The less Black Market Cannabis is available, the less likely minors will have access to cannabis.
- That 605/625 Cliffe Ave is an appropriate location for a Legal Cannabis Retail Store due to, land use for a Cannabis Retail Store having been approved by this Council on May 6th, 2019.
- And, in addition to retail sales, the downtown area is the centre for bars and pubs, eateries and restaurants, micro-breweries, and coffee shops. A retail cannabis outlet would be consistent with the general commerce, function and flavour of the downtown area and is consistent with the City’s strategic goal of pursuing “vibrant economic growth”.

THEREFORE, your petitioners request and call upon the City of Courtenay’s Mayor and Council to approve the applicant’s Application to maintain zoning for a Cannabis Retail Store at 605/625 Cliffe Avenue.

SIGNATURE	NAME	ADDRESS	POSTAL CODE
[Redacted]	[Redacted]	5-625 CLIFFE AVE	V9N 2J6
[Redacted]	[Redacted]	117-625 Cliffe Ave	V9N 2J6
[Redacted]	[Redacted]	Success Usights #12-625 Cliffe	V9N 2J6
[Redacted]	[Redacted]	614 Substans	V9N 9M2
[Redacted]	[Redacted]	1010 5th St	V9N 1L4
[Redacted]	[Redacted]	Hairpins	V9N 1L4
[Redacted]	[Redacted]	430 5th St	V9N 1J3
[Redacted]	[Redacted]	Hairpins 4-224 6th	V9N 1M1
[Redacted]	[Redacted]	Hairpins 4-224 6th	V9N 1M1
[Redacted]	[Redacted]	250 6th St	V9N 1M1
[Redacted]	[Redacted]	Atlas-250 6th St	V9N 1M1
[Redacted]	[Redacted]	256 6th St	V9N 1M1
[Redacted]	[Redacted]	625 England Ave.	V9N 2N5
[Redacted]	[Redacted]	Edible Island 477 6th St	V9N 6V4
[Redacted]	[Redacted]	Edible Island 477 6th St	V9N 6V4

PETITION TO THE CITY OF COURTENAY’S MAYOR AND COUNCILLORS

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- That more access to Legalized Cannabis will negatively affect the sales and revenues of Black Market Cannabis dealers.
- The less Black Market Cannabis is available, the less likely minors will have access to cannabis.
- That 605/625 Cliffe Ave is an appropriate location for a Legal Cannabis Retail Store due to, land use for a Cannabis Retail Store having been approved by this Council on May 6th, 2019.
- And, In addition to retail sales, the downtown area is the centre for bars and pubs, eateries and restaurants, micro-breweries, and coffee shops. A retail cannabis outlet would be consistent with the general commerce, function and flavour of the downtown area and is consistent with the City’s strategic goal of pursuing “vibrant economic growth”.

THEREFORE, your petitioners request and call upon the City of Courtenay’s Mayor and Council to approve the applicant’s Application to maintain zoning for a Cannabis Retail Store at 605/625 Cliffe Avenue.

SIGNATURE	NAME	ADDRESS	POSTAL CODE
[Redacted]	[Redacted]	1101 17 th St.	V9N 1Z6
[Redacted]	ANNIE W TAILORING	339 6 th St	V9N 1M2
[Redacted]	[Redacted]	331 6 th Street.	V9N 1M2.
[Redacted]	[Redacted]	231 B 6 th St	V9N 1M2
[Redacted]	[Redacted]	267 6th street	V9N 1L9
[Redacted]	[Redacted]	Ski tek Hut 267 6th street	V9N 1L
[Redacted]	[Redacted]	Maple Records 21 Simon St Courtenay BC	V9N 5W
[Redacted]	[Redacted]	Qualifinancial 525 Cliffe Ave Courtenay BC	V9N 4S1
[Redacted]	[Redacted]	Mark & Gartside 525 Cliffe Ave	V9N 2Z
[Redacted]	[Redacted]	Cornerstone .	V9N 1J6 208 5th St
[Redacted]	[Redacted]	Cornerstone 208 5 th St	V9N 1J6
[Redacted]	[Redacted]	Cornerstone 208 5 th St	V9N 1
[Redacted]	[Redacted]	Cornerstone 208 5 th St.	V9N 1
[Redacted]	[Redacted]	214 5 th St. Courtenay Artifact	V9N 1J6.
[Redacted]	[Redacted]	214 5 th St Courtenay Cause Effect	V9N 1J6

PETITION TO THE CITY OF COURTENAY'S MAYOR AND COUNCILLORS

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- The less Black Market Cannabis is available, the less likely minors will have access to cannabis.
- That 605/625 Cliffe Ave is an appropriate location for a Legal Cannabis Retail Store due to, land use for a Cannabis Retail Store having been approved by this Council on May 6th, 2019.
- And, in addition to retail sales, the downtown area is the centre for bars and pubs, eateries and restaurants, micro-breweries, and coffee shops. A retail cannabis outlet would be consistent with the general commerce, function and flavour of the downtown area and is consistent with the City's strategic goal of pursuing "vibrant economic growth".

THEREFORE, your petitioners request and call upon the City of Courtenay's Mayor and Council to approve the applicant's Application to maintain zoning for a Cannabis Retail Store at 605/625 Cliffe Avenue.

SIGNATURE	NAME	ADDRESS	POSTAL CODE
[Redacted]	[Redacted]	565 England Ave	V9N 2L2
[Redacted]	[Redacted]	565 ENGLAND AVE	V9N 2L2
[Redacted]	[Redacted]	COURTNEY LA - 515 ENGLAND AVE	V9N 2L2
[Redacted]	[Redacted]	PO BOX 100 - SALON COURTNEY/ V9N	V9N 2L2
[Redacted]	[Redacted]	588 England Ave	V9N 2N3
[Redacted]	[Redacted]	" " " "	" "
[Redacted]	[Redacted]	Gamech & Grounds 576 England Ave	V9N 2N3
[Redacted]	[Redacted]	Ryfe (law) 305-576 England	V9N 2N
[Redacted]	[Redacted]	31200-576 England	V9N
[Redacted]	[Redacted]	KIVANIL 371 9th St	V9N 1M1
[Redacted]	[Redacted]	3076th	V9N 1M2
[Redacted]	[Redacted]	580 Duncan Ave	V9N 2M7
[Redacted]	[Redacted]	267 6th St	V9N 1L9
[Redacted]	[Redacted]	625 Cliffe	V9N 2J6
[Redacted]	[Redacted]	625 Cliffe	V9N 2J6

(Bisque Restaurant)

PETITION TO THE CITY OF COURTENAY’S MAYOR AND COUNCILLORS

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- The less Black Market Cannabis is available, the less likely minors will have access to cannabis.
- That 605/625 Cliffe Ave is an appropriate location for a Legal Cannabis Retail Store due to, land use for a Cannabis Retail Store having been approved by this Council on May 6th, 2019.
- And, in addition to retail sales, the downtown area is the centre for bars and pubs, eateries and restaurants, micro-breweries, and coffee shops. A retail cannabis outlet would be consistent with the general commerce, function and flavour of the downtown area and is consistent with the City’s strategic goal of pursuing “vibrant economic growth”.

THEREFORE, your petitioners request and call upon the City of Courtenay’s Mayor and Council to approve the applicant’s Application to maintain zoning for a Cannabis Retail Store at 605/625 Cliffe Avenue.

SIGNATURE	NAME	ADDRESS	POSTAL CODE
		232 5 th St. (Carderos)	V9N 1J6
		244 5 th St LCCU	V9N 1J6
		244 5 th St. LaCade	V9N 1J6
		248 5 th St. Peleh	V9N 1J6
		268A 5 th St ^{States} of Summer	V9N 1J6
		1340 MOUNTAIN VIEW CR	Comox V9M 1
		599 Pandora St	
		2615 Hebrides cr	VN93Z
		268 5 th St	V9N 1J6 High tide
		625 Cliffe Ave	V9N 2J6 Northrock Tech
		NORTH ROCK TECHNOLOGIES 7 625 Cliffe Ave	V9N 2J6 North rock Tech



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3090-20-1702

From: Chief Administrative Officer

Date: January 20, 2020

Subject: Development Variance Permit No. 1702 – 2310 - 20th Street

PURPOSE:

The purpose of this report is for Council to consider a Development Variance Permit to vary the Zoning Bylaw to permit a reduction of the required frontages for two proposed lots and the rear yard setback for the existing house on the property legally described as Lot A, District Lot 230, Comox District Plan VIP73473.

CAO RECOMMENDATIONS:

That based on the January 20, 2020 staff report “**Development Variance Permit No. 1702 – 2310 - 20th Street**”, Council approve OPTION 1 and proceed with issuing Development Variance Permit No. 1702.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is approximately 0.11 hectare (0.28 acre) and is located on the corner of 20th Street and Lambert Drive (**Figure 1**). The property was rezoned on August 19, 2019 from Residential Two A (R-2A) to Residential One D (R-1D) with the intent of subdividing the property. At time of rezoning, a design and access covenant and a housing agreement were registered on the property.

The purpose of the housing agreement was to ensure that the lot is used only for a Single Detached Residential Use and that only the owner of the property or a member of the owner’s family occupy the dwelling unit and it therefore cannot be rented out.

The design and access covenant was registered prior to adoption of the Zoning Amendment Bylaw to ensure that the exterior of the existing single family dwelling on the proposed Lot 2, which had originally been designed to face 20th Street would be redesigned and renovated to current standards, so that the dwelling is orientated to front Lambert Drive after subdivision. The main entrance will be relocated and a garage will replace the carport. The exterior of the building will also be re-cladded, in order to have the property align with the form and character of the neighbourhood.



DISCUSSION:

Zoning Bylaw Review:

The subject property is zoned Residential One D (R-1D). The proposed subdivision complies with the zoning regulations for the R-1D zone with the exception of the frontage for both proposed lots and a variance to the rear yard setback for the existing house on proposed Lot 2 as shown on **Figure No. 2**. Compliance with the R1-D zone and the proposed variances are summarized below in Table No. 1:

	Regulation	Lot #1 (corner lot) proposed	Lot #2 proposed
Minimum Lot Size	500m ² 550m ² (corner lot)	561m ²	558m ²
Minimum Frontage	16.0m 18.0m (corner lot)	15.796m (difference of 2.204m)	15.25m (difference of 0.75m)
Minimum Lot Depth	30.0m	36.6m	36.6m
Lot Coverage	Maximum 40%	To be determined once building permit is submitted	Approximately 26%
Front yard setback	7.5m		9.73m
Rear yard setback	9.0m		7.3m (difference of 1.7m)
Side yard setback	Total 4.5m 4.5m minimum (corner lot)		7.4m total
Parking	2 spaces per single family dwelling		2 spaces

Table 1. Zoning Compliance (R-1D zone and proposal)

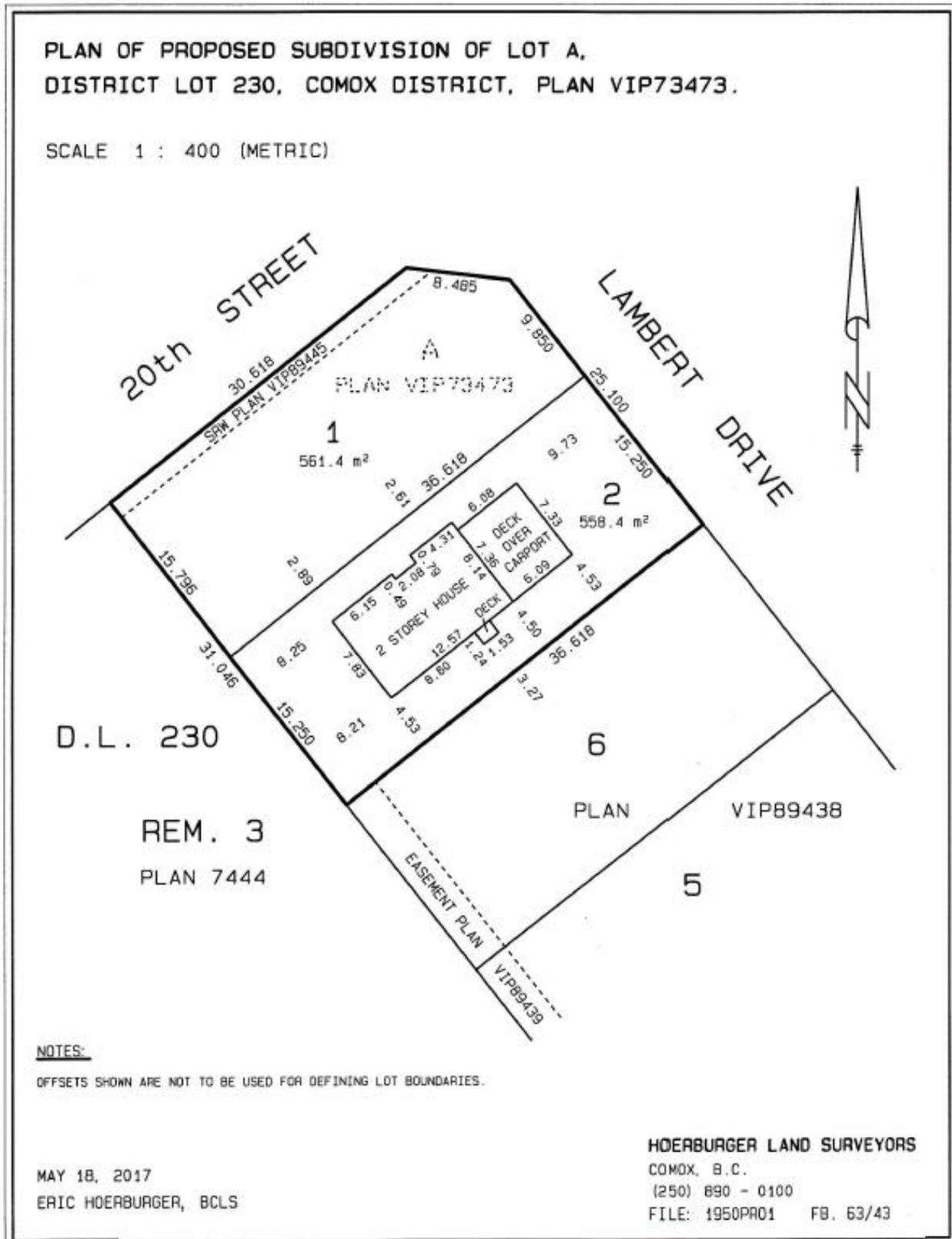


Figure 2. Proposed Subdivision

The requested variances allow for the implementation of the development proposed for the property at the time of the rezoning. The property could be subdivided in half with frontage along 20th Street and conform to all zoning requirements for the R-1D zone. However, as the applicant wishes to retain the existing home, the lot is being subdivided with frontages along Lambert Drive instead, as the home would have otherwise needed to be demolished at time of subdivision. The applicant was aware that these variances would be needed to accommodate the rezoning and subdivision and applied for this Development Variance Permit when applying for the rezoning.

Variance 1 and 2 (Frontage – Proposed Lot 1 and 2): The proposed lots both meet the required lot size requirements but have deficient frontage widths necessitating the variances. Despite the variance, proposed Lot 1 will be able accommodate a typical single family house without further variances. The existing house on proposed Lot 2 also meets setback requirements with the exception listed below. Without the variance subdivision is not permitted and there would be no further intensification of the property. As noted below, policy in the Arden Corridor Local Area Plan supports infill development in this area.

Staff note that in 2009 Council approved a similar Development Variance Permit reducing the minimum frontage requirement from 16m to 15.2m to facilitate the subdivision of 4 lots across Lambert Drive to the east, wherein 2 of the lots have frontages of 15.2m. To provide a small amount of flexibility in final lot layout staff are proposing the variance reference a minimum frontage of 15.2m for Lot 2 and 15.6m for Lot 1.

Variance 3 (Rear Yard – Lot 2): The proposed rear yard currently functions as a side yard for the existing house. The subdivision will result in this yard being reclassified as a rear yard. This variance request allows the existing dwelling to remain without needing significant renovation to the new rear of the building to comply with the rear yard setback. As the roof has an overhang, the City measures the variance from the furthest degree of encroachment. Therefore, the applicant is asking for a greater reduction in the rear yard than shown on the site plan.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of this development variance permit application. The fee for the Development Variance Permit was \$1,500.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff have spent approximately 35 hours processing this application to date.

Should the proposed Development Variance Permit be approved, an additional two hours of staff time will be required to prepare the notice of permit, have it registered on title, and close the file. Additional staff time will also be required for processing and issuing a Building Permit and related inspections.

ASSET MANAGEMENT IMPLICATIONS:

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

STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- ▲ Encourage and support housing diversity

OFFICIAL COMMUNITY PLAN REFERENCE:

The subject property is designated Urban Residential in the Official Community Plan and is within the Arden Corridor Local Area Plan. The following policies guide the proposal:

Urban Residential

4.4.2 Goals

- (6) Ensure new housing projects introduce innovative and creative design and streetscapes.*
- (7) Preserve the integrity and character of existing residential areas with any redevelopment proposal.*

4.4.3 Policies

- (1) Balance land uses to create vibrant and diverse neighbourhoods and community.*
- (2). Create neighbourhoods that will offer a variety of transportation choices.*
- (5) Lead in creating inclusive neighbourhoods for housing.*

4.4.3 Density

- (4) Urban residential designation is for single and duplex residential development with a broad range of fully serviced subdivisions and provision of a variety of lot sizes in a neighborhood. Lot sizes may range from 650 m2 to 2500 m2 with consideration of smaller lots only after review and approval of an overall design concept. In this regard, limited infill will be considered only in keeping with the character and scale of an existing neighbourhood*

c) New development will take into account:

- Neighbourhood interests*
- Pedestrian linkages*
- Urban standard municipal roads and services*
- Proximity to services, community facilities, schools, parks and shopping*
- Traffic pattern and overall site design*
- Form of housing*

Arden Corridor Local Area Plan

9.6.4.4 Housing

Policies:

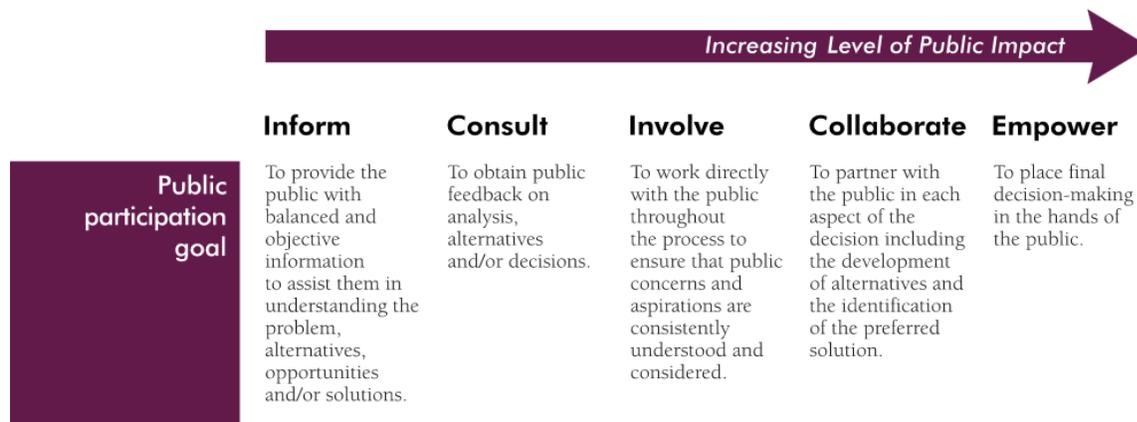
- (5b) Allow infill development on all lots.*
- (7) Appropriate lot sizes will be designated upon re-zoning application. The following general guidance is provided to inform the range of acceptable lot sizes within the Arden Corridor: Within the areas designated as Single Family Residential: 300-850 square metres.*

REGIONAL GROWTH STRATEGY REFERENCE:

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

CITIZEN/PUBLIC ENGAGEMENT:

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



The applicant held a public information meeting on April 16, 2018 during the rezoning process, which also addressed the proposal for Subdivision and a Development Variance Permit. The meeting was held at Best Western Westerly Hotel from 7:10pm to 7:55 pm. Property owners and occupants within 100m of the subject property were invited to attend the meeting. The applicant’s public information meeting summary is included as **Attachment No. 3**. Seven people attended the meeting. The primary concerns of the residents have been addressed as part of the covenants registered prior to rezoning.

OPTIONS:

OPTION 1: (Recommended): Approve Development Variance Permit No. 1702.

OPTION 2: Defer issuance of Development Variance Permit No. 1702 pending receipt of further information.

OPTION 3: Not approve Development Variances Permit No. 1702.

Prepared by:

Cassandra Marsh, B.A.
Planner I

Reviewed by:

Ian Buck, RPP, MCIP
Director of Development Services

Attachments:

1. Attachment No. 1: Draft Development Variance Permit No. 1702
2. Attachment No. 2: Rationale for variance request
3. Attachment No. 3: Public Information Meeting documentation

Attachment No. 1:
Development
Variance Permit

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-1702

DEVELOPMENT VARIANCE PERMIT

January 6, 2020

To issue a Development Variance Permit

To:

Name: Amandio Santos
Address: 1781 Thurber Road
Comox, B.C. V9N 8M8

Property to which permit refers:

Legal: LOT A DISTRICT LOT 230 COMOX DISTRICT PLAN VIP73473
Civic: 2310 20th Street

Conditions of Permit:

Permit issued to the property legally described as Lot A, District Lot 230, Comox District Plan, VIP73473 to permit the following variances for a two-lot subdivision:

- *Zoning Bylaw No. 2500, 2007*
 - *Section 8.1.39* – minimum frontage for Lot 1 from 18.0m (corner lot) to 15.6m
 - *Section 8.1.39* – minimum frontage for Lot 2 from 16.0m to 15.2m
 - *Section 8.1.42* – minimum rear yard setback for Lot 2 from 9.0m to 7.3m

Development Variance Permit No. 1702 is subject to the following conditions:

1. Development must substantially conform to plan of proposed subdivision by Hoerburger Land Surveyors dated May 18, 2017, contained in *Schedule No.1*;
2. A tree cutting permit is required prior to the removal of any tree over 20 cm diameter at breast height;
3. The development shall meet all other applicable requirements, standards and guidelines; and
4. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

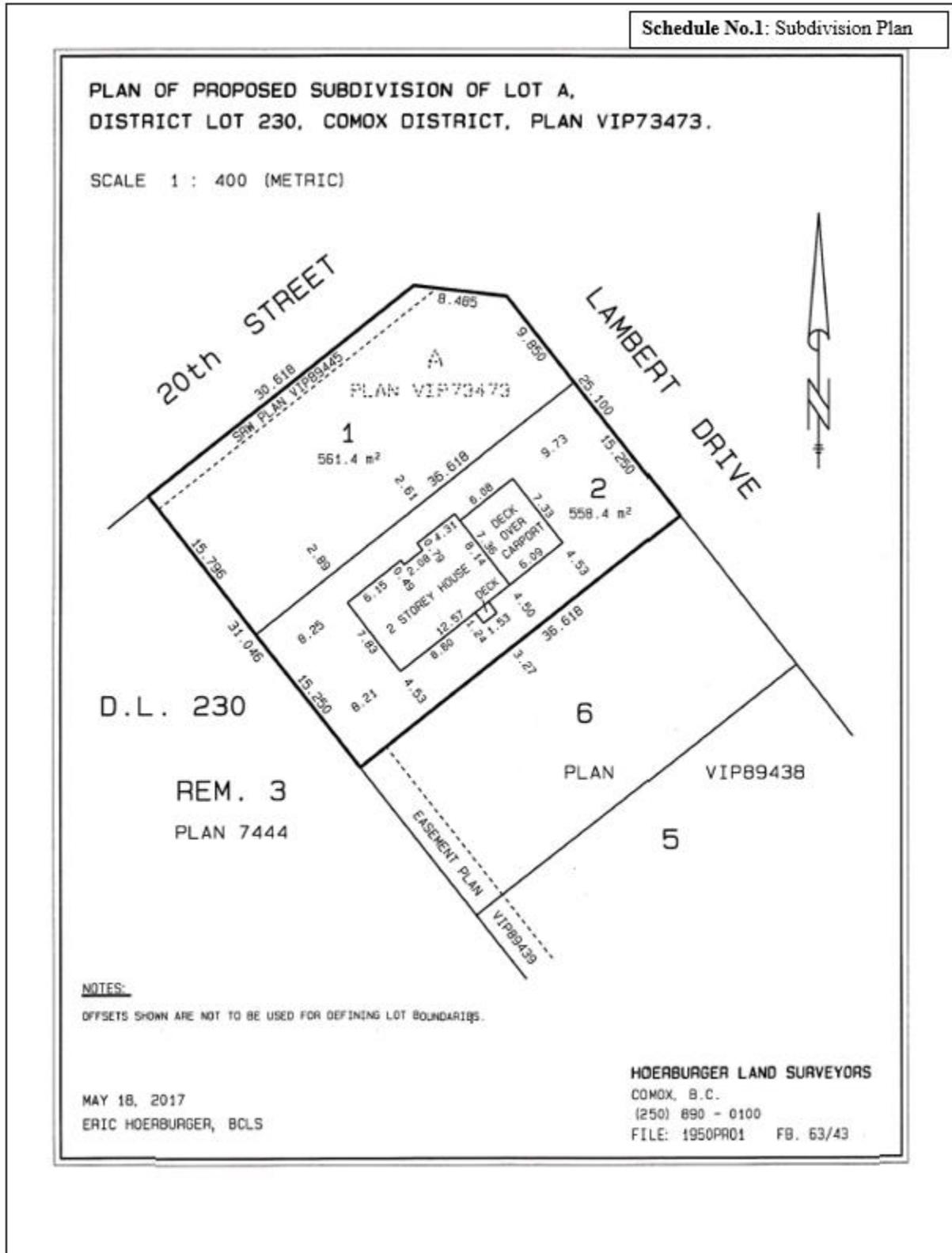
Time Schedule of Development and Lapse of Permit

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

Date

Director of Legislative Services

DRAFT



Attachment No. 2:
Rationale for
Variance Request

H. A. Martyn, P.Eng.
1080 Arrowsmith Ave.
Courtenay, BC V9N 8M8
Tel: 250-334-2338 / Cel: 250-898-7210

Amandio Santos
Proposed Zoning Amendment and Variance
2310 20th Street, Courtenay

Summary and Rationale - Revised

Proposed Zoning Amendment

Mr. Amandio Santos is the Owner of the property addressed as 2310 20th Street and legally described as Lot A, District Lot 230, Comox District, Plan VIP73473. This property is located at the southwest corner of 20th Street and Lambert Drive in West Courtenay. The property was subdivided from a larger parcel, the remainder of which was subsequently rezoned and developed for 6 single-family (SF) residential lots by another Developer. Mr. Santos purchased the subject property after the adjacent 6-lot subdivision was substantially completed.

The subject property is considerably larger than the surrounding newer SF residential lots, and is well situated to be subdivided for an additional SF residential lot, of a size and zone compatible with the other newer SF lots in the area, on Lambert Drive and Morello Place. Accordingly, a change in Zoning from R-2A to R-1D is requested to match the adjacent zoning.

Proposed Development Variances

Due to the configuration and dimensions of the existing lot, the proposed subdivision can comfortably meet all of the R-1D zoning requirements save for the lot frontage minima on Lambert Drive. A similar issue was encountered when the property opposite on Lambert Dr. was zoned R-1D and a variance of minimum frontage was granted for Lots 2 & 3, Plan VIP89438. The reduced minimum frontage for those lots is 15.25m. Accordingly, a variance of minimum frontage to 15.25m is requested for the proposed interior lot on the subject property.

Similarly, a frontage variance is required for the proposed corner lot. A reduction in minimum frontage from 18.0m to 15.8m is requested. While the reduction appears significant (12%), please note that the proposed lot depth is 36.618m, 22% more than the minimum. Even while maintaining the minimum yard setbacks, the proposed lot will have an available building envelope, which is more than 20% larger than a standard minimum-size R-1D corner lot (197 sq.m vs. 162 sq.m).

Additionally, with reference to the Existing House section following on Page 2, retention of the existing house on proposed Lot 2 will necessitate a variance of the rear yard setback on Lot 2 from 9.0m to 8.1m.

.....2

2310 20th Street, Courtenay
Proposed Zoning Amendment and Variance
Summary and Rationale - Revised (cont'd)

Existing House

As shown on the plans accompanying this application, there is an existing house on the property, which will be within the boundaries of proposed Lot 2, albeit within the rear yard setback. The City has expressed concern that the house in its current configuration on proposed Lot 2 would not present an acceptable street façade to the Lambert Drive frontage. Extensive reconfiguration and renovation is required.

After careful consideration, the Owner has decided to retain the existing house in its current location and to undertake the necessary renovations to reconfigure the house to present a suitable front façade to Lambert Drive. This would include reducing some window sizes on the north side of the house, relocating the main entry from the north side to the east side, removal of the former carport and replacement with a proper attached garage, establishment of a new façade fronting Lambert including a small addition, and a complete recladding of the house using more modern building materials. The concept is illustrated on a plan accompanying this application.

Consultation to date with the neighbourhood residents suggests that the main point of contention with this property and, by extension the development proposal, relates to the current use and tenancy of the existing house. There have been numerous police and bylaw enforcement calls to the house to address issues with problem tenants and behaviour. The Owner has taken steps to clean up the exterior of the property. He has also taken steps to evict at least one of the more troublesome tenants, although this is a very tedious and involved process when dealing through the provincial Residential Tenancy Branch with uncooperative tenants.

As has been stated to the neighbours, we believe the fastest way to full resolution of current tenancy issues is to expedite the Zoning Amendment and DVP approval, to facilitate the subdivision, and the renovation and sale of the existing house, all in a timely manner. In fact, Mr. Santos is prepared to commit to initiating termination of the current tenancies and preparation of a Building Permit Application for the renovations to the existing house as soon as the zoning is amended and the DVP is approved. We hope that this commitment will go some distance to alleviate the concerns of the neighbourhood.

Prepared By:

H.A. Martyn, P.Eng.
Consulting Engineer

Attachment No. 3:
Public Information
Meeting

H. A. Martyn, P.Eng.
1080 Arrowsmith Ave.
Courtenay, BC V9N 8M8
Tel: 250-334-2338 / Cel: 250-898-7210

Amandio Santos
Proposed Zoning Amendment and Variance
2310 20th Street, Courtenay

Neighbourhood Information Meeting #2
Summary Report to City

The meeting was held on Monday, 16 April/18, in a meeting room at the Best Western Westerly Hotel. The meeting convened at approximately 7:10 pm and lasted approximately 45 minutes.

The attendance sheet was signed by 7 local residents representing 5 property addresses. The property owner, Amandio Santos, and the Applicant/Owner's Agent, Hal Martyn, P.Eng., were also present.

The meeting was advertised by way of hand delivery where possible, as well as some mailing, of an information package to all residents/properties within a 100 m radius of the site, based on a list of names and addresses provided by the City of Courtenay. Sixty-seven information packages were mailed or hand delivered. The sign-in sheet, blank comment sheets and additional copies of the information package were available at the meeting.

Mr. Martyn noted that the broad intent of the applications, to rezone to R-1D with variances to facilitate a future subdivision to create one additional lot, was unchanged. The key changes in the proposal are:

1. Retain the existing house in current location and renovate extensively to create new entrance facade, including 1.5 car wide garage, fronting Lambert Drive
2. Seek a variance of the rear yard setback for proposed Lot 2 from 9.0m to 8.1m, to accommodate the location of the existing house on the property. Lot frontage variances are still required as per the original proposal.

Primary Discussion Points

1. Renovation of Existing House – Mr. Martyn outlined the proposed changes which include:
 - Removal of the existing carport
 - Remove and infill existing main entry on the north wall and reduce glazed opening sizes in the north wall, to meet spatial separation requirements for unprotected openings in the Building Code, in relation to a future house on Lot 1.
 - Addition to east side of house to create a new main front entrance
 - Construct new 1.5 car wide garage with partially hidden deck on roof
 - Completely re-side the house with Hardi-plank, Hardi-board and batten and decorative stone facing

.....2

Amandio Santos

Proposed Zoning Amendment and Development Variance

2310 20th Street, Courtenay

2. Current Use of Property – those present remain concerned about problems with noise and disturbances associated with the current tenants in the house, although there have been somewhat fewer issues since the last meeting in July, 2017. The Property Owner has, with great difficulty due to the Residential Tenancy Act requirements, managed to remove one of the more problematic tenants. It remains the opinion of the Proponents that the fastest way to eliminating all of the tenancy problems is to achieve the Zoning and DVP approvals, which will give the Owner confidence to start removal of the tenants and renovation of the house.
3. Tenure of New Lots – what is the intent of the Owner with respect to redevelopment of the subdivided lots? Mr. Santos stated that it was his intention to renovate the existing house as outlined at this meeting and to sell it as a single-family occupancy dwelling, i.e. no suite, no duplex. The vacant lot, when subdivided, would, if built by Mr. Santos, be another single-family home without suite, even though permitted by Zoning. If the vacant lot is sold to another Builder, it is possible that a secondary suite could be included, much like some other lots already existing in the neighbourhood, however the requirements for such suites are strictly regulated by the City. One attendee noted that Mr. Santos had said at the last meeting that he would provide a written commitment of intent to sell the lots for owner-occupancy, but no such written assurance has been provided. Mr. Santos reiterated his verbal intent to build/renovate for owner-occupancy without a rental component. Mr. Martyn noted that this intent would be recorded in the Summary Notes of the meeting, prepared for the City. He also noted that Mr. Santos cannot control what others may do in future when he no longer owns the property.
4. Timeline for Development – how quickly can the residents expect termination of the current occupancy/use? The expectation is, with the support of the neighbourhood, the Zoning and DVP processes could be completed in approximately 2 months from now. As soon as those approvals are granted, the Property Owner will prepare and submit a Subdivision Application. It is hoped that the subdivision process would be complete to lot registration in 6 to 9 months. In the interest of removing the neighbourhood irritants, Mr. Santos will commit to initiating termination of the current tenancies and commencing the process to renovate the existing house as soon as the zoning is amended and DVP approved. One resident took exception to the "veiled threat" implication that the existing house tenancy issues would not be addressed unless the neighbourhood supported the zoning change. The Proponents noted that the house would likely be renovated and improved, in any event, for resale, as the Owner wishes to divest the property moving forward. The resident wanted to know why the renovation process could not be commenced immediately regardless of the zoning disposition. It was pointed out that, while this might be logistically possible, the Owner needs to know whether the current applications will succeed to determine the direction and extent of the renovations on the existing house.

Amandio Santos
Proposed Zoning Amendment and Development Variance
2310 20th Street, Courtenay

.....3

Summary

- The Property Owner has no interest in being an on-going landlord and building/renovating for future rental tenure. The intent is to renovate and build for sale as owner-occupied homes.
- Primary neighbourhood concern is the termination of the current rental tenancy arrangement on the property. This is also the Owner's desire, through the City's Zoning and Subdivision processes.
- There was a majority consensus among those residents present that support of the Applications, through positive comment sheets and support at the Public Hearing, was the best route forward to achieving resolution of the current tenancy issues.

Mr. Martyn thanked those present for taking the time to attend this second meeting and requested that comment sheets, positive or negative, be returned to the City. Notice of the Public Hearing will likely be provided to the residents and will be advertised in the local paper in due course.

Prepared By:


H.A. Martyn, P.Eng.
Consulting Engineer

HM/hm

PUBLIC INFORMATION MEETING
APRIL 16th, 2018
SIGN IN SHEET
FOR
REZONING AND VARIANCE - 2310 20TH STREET

NAME (Please Print)	ADDRESS
	2086 Lambert Drive
	2039 Lambert Drive
	2014 Lambert
	2100 "
	2100 LAMBERT DR.
	2086 LAMBERT DR.
	2026 Lambert

PUBLIC INFORMATION MEETING

7:00 p.m., Monday, April 16th, 2018.

(Zoning Amendment and Variance - 2310 20th Street)

COMMENT SHEET

Name: _____

Address: 416-2310-20th St. Courtenay BC _____

Hal Martyn, P.Eng. (on behalf of Amandio Santos) has applied to the City of Courtenay for a Zoning Amendment/Development Variance Permit to permit a two lot subdivision with frontage variances and one rear yard variance for the property at 2310 20th St. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

see, the above support and agree to application of the above project.

We are of the opinion that the above project will be a benefit to our community.

April 11/18.

Please return your comments by April 20th, 2018

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

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

Beatson, Dana

From:
Sent:
To:
Subject:

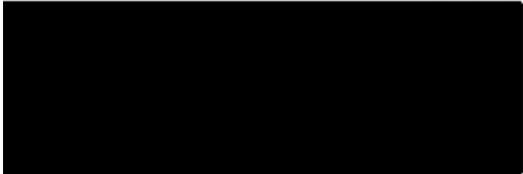


zoning 2310 20th Street

As a neighbour, I have concerns about the zoning amendment and variance at 2310 20th Street. My concern is if this amendment gets approved, are we opening ourselves up to two problem rental units instead of one that now exists?

If the lots will be put up for sale after the amendment so that people that want a family home can buy them and build or move into the existing home then you have my vote of approval.

However if in subdividing the existing lot into two lots, we are going to have two rental properties with possible problem tenants such as those that are in the existing property then I am strongly opposed to the amendment as I don't feel that the owners can guarantee that decent renters will occupy the homes.





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

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

File No.: 3800-00
Date: January 20th, 2020

PURPOSE:

The purpose of this report is to bring forward to Council information resulting from the BC Energy Step Code industry consultation process and seek direction regarding the adoption of the Energy Step Code for simple and complex buildings within the City of Courtenay.

CAO RECOMMENDATIONS:

That based on the January 20th Staff report “British Columbia Energy Step Code Adoption”, Council approve OPTION 1 and direct staff to include provisions in the forthcoming building bylaw that will require all newly constructed Part 9 (simple) and Part 3 (complex) buildings to be constructed to Step 2 of the BC Energy step Code upon adoption of the bylaw and subsequently require Step 3 for newly constructed simple buildings effective January 1st 2021.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At the November 4th Regular Council meeting, Council passed a resolution directing staff to consult with local industry stakeholders on the implementation of the Energy Step Code and to consider energy efficiency measures in the new building bylaw, currently under development.

On November 14th 2019 the City collaborated with the Community Energy Association and BCIT to provide a day of instruction for our local builders interested in learning how to construct to the BC Energy Step Code. The session was presented by one of the Comox Valley Certified Energy Advisor and was well attended and received.

Approximately two weeks after the training session, on November 27th the City hosted a drop in style open house, to gather feedback from the building community. The open house was very well attended with over 45 builders, developers and designers stopping in to provide feedback, as well as gain knowledge respecting moving forward with the implementation of the Energy Step Code. To complement the local designers and builders attending the open house, 4 Certified Energy Advisors, RDH Building Science Inc. (building envelope specialists) and a representative from Fortis BC were also in attendance to provide

support and information on best practices for building to the Step Code and rebate programs that are currently available.

Questionnaire feedback results from both sessions is available for review on the City's website (<https://www.courtenay.ca/EN/main/departments/development-services/building-division/bc-energy-step-code.html>).

DISCUSSION:

Staff at the Town of Comox and the City of Courtenay are proposing a coordinated approach that would see both municipalities implementing the Energy Step Code with similar schedules. The proposal for consideration would include the following bylaw provisions:

- Require compliance with Step 2 of the BC Energy Step Code for all building permit applications of newly constructed simple (single family and small multi-family dwellings) and complex (large multi-family and commercial) buildings, received immediately after adoption of the building bylaw. (anticipated March 2020);
- Require compliance with Step 3 of the BC Energy Step Code for all building permit applications for simple buildings received on or after January 1st 2021;
- Require mid construction blower door tests, for Part 9 (simple) building permits required to comply with the Energy Step Code;
- Include wording that would allow the City to rely on the Certified Energy Advisor modelling, reports, blower door tests etc. to ensure buildings comply with the relevant Step. This would be similar to how we currently rely on registered professionals such as engineers, for confirmation of Building Code compliance, in certain situations:
- For projects that fall short of the required Step, include wording that would permit a building to receive occupancy, provided every reasonable effort has been made, by the builder to bring the project into compliance but not issue a final inspection and register an encumbrance on title notifying any potential purchasers that the building does not fully comply with the Building Code.

Energy Step Code Step 2 is proposed for both simple and complex buildings, as an introductory level for approximately the first nine months of implementation. This is seen by staff as a level of construction that is being achieved by most simple buildings within the City today, and evidenced by the energy modelling results submitted for dwellings completed in a few current subdivisions. Initially implementing Step 2 for simple buildings also allows local builders unfamiliar with building performance testing, the time to adapt to new processes, without having to make dramatic changes to existing construction methods. Add to this the requirement for a mid-construction air leakage (blower door) test, will show how well a building is performing, at a time when corrections to the building envelope can still be rectified. These are anticipated as two key steps in facilitating a smooth transition towards performance construction.

Complex buildings are being proposed with Step 2 for the initial implementation and continued unchanged at this Step past January 2021. This is due to the Steps not being equal across building types. Step 3 for simple and Step 2 for complex buildings both require an increase of 20% in building performance over what is considered to be the current code minimum. Step 3 for a complex building equates to a 40% increase in performance, which is no longer considered a lower level step in the Energy Step Code, whereas Step 3 for simple buildings is a 20% increase in building performance. The Province recognizes this lack of parity between building types and is reflected in their Step Code adoption timeline. An initial requirement of Step 2 for Part 3 (complex) buildings is considered to be reasonable, as these builds are required by the building code to be overseen by Registered Professionals (Architects & Engineers) and these professionals should

have the knowledge to guide their clients in the construction techniques necessary to achieve the desired building performance.



Adoption of the Energy Step Code can provide many long term benefits for the Valley’s new building stock. Benefits include improved construction practices through building testing and lower energy consumption and healthier indoor living environments through reduced air leakage and controlled ventilation. While these benefits have the potential to add to increases in construction costs, the “Energy Step Code 2018 Metrics Research Report” indicates a positive net 20 year construction cost versus energy savings return between \$17-and\$27/m2 for the larger building types (multi-family, commercial, retail etc.) for Step 2 buildings. Whereas single family and row housing show negative returns between -\$7 and -\$34/m2 for Step 3 buildings. In other words depending on construction practices, the upfront costs will take more than 20 years, at the currently projected utility rates, to be paid for through energy savings alone on single family homes and row housing.

It should be noted however, that even with a negative 20 year return, constructing to any step of step code will improve energy efficiency in general. As industry progresses in construction techniques the upfront construction costs are anticipated to decrease for the smaller building types. In fact, in one example from Campbell River, the builder was able to construct to Step 3 with no increased cost. Additionally, the negative cost return may be further offset by currently available rebate programs from private utilities. Some of the presently available rebate programs builders can access are providing between \$1000- \$8000 for building performance, in addition to smaller rebates relating directly to the use of energy advisors or specific product installation.

Support of the local building community should be anticipated by providing education assistance for rebate programs, collaborating on future classroom and hands on training sessions and informal builders breakfast type sessions. By combining these direct support opportunities with the phased approach and

mid-construction testing should provide for a smooth transition and ready the Valley's builders for the day the building code makes the BC Energy Step Code mandatory.

FINANCIAL IMPLICATIONS:

Builder support through education is anticipated and could be expected to add costs of approximately \$3500 spread throughout the year. The need for these sessions will be assessed as the implementation of step code evolves. It is expected some support will be provided through educational partnerships with the private sector where costs are offset by registration fees. Examples of this include the November 14, 2019 workshop hosted by the City but organized by the Community Energy Association and the BC Institute of Technology and an upcoming seminar hosted by the CVRD and put on by the Canadian Home Builders Association and RDH Building Science scheduled for January 31, 2020.

ADMINISTRATIVE IMPLICATIONS:

No additional administrative requirements are anticipated.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

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

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

We continually invest in our key relationships:

- ▲■ Advocate and cooperate with local and senior governments on regional issues affecting our community

Updating the building bylaw is included as a “next” priority for the Development Services Department within Council's 2019 Strategic Priorities update.

OFFICIAL COMMUNITY PLAN REFERENCE:

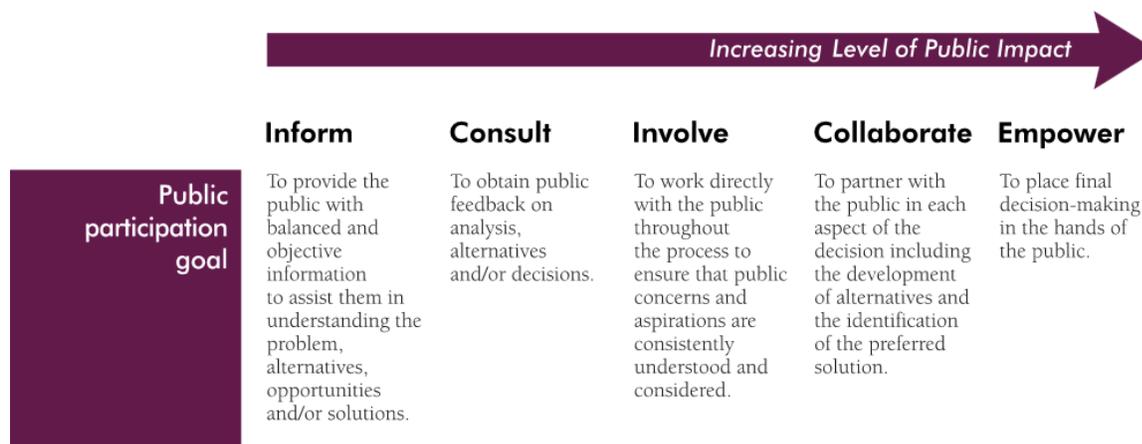
The adoption of the BC Energy Step Code is in keeping with Section 10 of the City's current OCP that identifies energy efficiency targets for buildings in addition to proposed general support for the BC Climate Action Charter.

REGIONAL GROWTH STRATEGY REFERENCE:

The adoption of the BC Energy Step Code is in keeping with the RGS Goal #8 to reduce Greenhouse gas emissions through the reduced energy consumption for new buildings.

CITIZEN/PUBLIC ENGAGEMENT:

Staff have **consulted** with the building sector based on the IAP2 Spectrum of Public Participation as noted in the Background section of this report:



OPTIONS:

Option 1: (Recommended) That based on the January 20th Staff report “British Columbia Energy Step Code Adoption”, Council approve OPTION 1 and direct staff to include provisions in the forthcoming building bylaw that will require all newly constructed Part 9 (simple) and Part 3 (complex) buildings to be constructed to Step 2 of the BC Energy step Code upon adoption of the bylaw and subsequently require Step 3 for newly constructed simple buildings effective January 1st 2021.

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

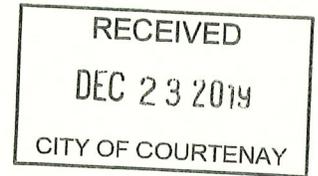
Option 3: That Council not consider implementing the British Columbia Energy Step Code at this time.

Prepared by:

Trevor Sweeney, RBO
Manager of Building and Administrative Services

Reviewed by:

Ian Buck, RPP, MCIP
Director of Development Services



December 17, 2019

His Worship Bob Wells
Mayor, City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

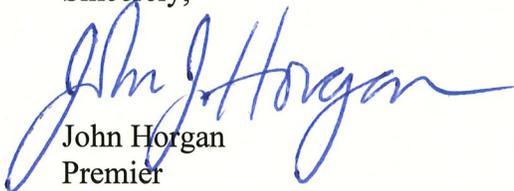
Dear Mayor Wells, Councillors, and staff:

Thank you for taking the time to meet with me during the UBCM Convention in September. Our government is committed to supporting all of the diverse communities in British Columbia, and these discussions are crucial in guiding policy and government decisions.

I appreciated hearing Courtenay's perspectives on municipal co-op housing. Our government is working to support existing housing co-ops so they remain affordable, while increasing the supply of new affordable co-op housing. We recognize the need to provide affordable housing to those with lower incomes as well as those at risk of housing insecurity, and we understand that a lack of land and funding hinders movement forward. I encourage you to continue working with BC Housing and the Ministry of Municipal Affairs and Housing on these important matters.

Thank you, again, for meeting and for your service to the city of Courtenay.

Sincerely,



John Horgan
Premier

cc. Honourable Selina Robinson, Minister of Municipal Affairs and Housing



2020 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **Thursday, February 6, 2020**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca; AND
2. One copy of the resolution by regular mail to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. Local government staff must check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 15th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

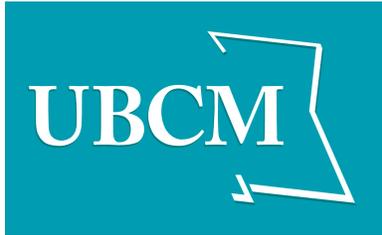
Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.



Sample Resolution

CURTAIL JUMPING OVER DOGS
[SHORT TITLE]

City of Green Forest
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

Semicolon precedes
"WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

Colon precedes
"THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

*Your resolution should follow the structure of this sample resolution.
Draft your resolution to be as readable as possible within these guidelines.*



AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2020 Nominating Committee is Past President Edwin Grieve.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by February 6, 2020**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

**Past President Edwin Grieve, Chair, 2020 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca**

NOMINATIONS FOR THE 2020-21 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **Thursday, February 6, 2020**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Edwin Grieve, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

“The Executive shall manage or supervise the management of the Society”

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: Recreation Access Program - New Functionality

File No.: 7710-03 Rec Access
Date: January 16, 2020

ISSUE:

The purpose of this briefing note is to provide information on how the Recreation Access Program will be administered within the new configuration requirements of the recreation software, Active Network.

BACKGROUND:

The Recreation Access Program provides fee reduction coupon books to eligible City of Courtenay residents on an annual basis whose gross family income is below the Statistics Canada low income cut-off (LICO). The Recreation Access coupon books are provided to the age demographic categories of “child”, “youth”, and “adult.” Each coupon book is comprised of a series of coupons offering discounts on registered programs and memberships, as well as various free drop-in opportunities to a variety of recreation services.

In March, 2020 the Recreation and Cultural Services Department will be moving to a new online recreation software system called Active Network. In order to ensure those who qualify for the Recreation Access Program also benefit from the improved online functionality of the software, to ensure adequate reporting of the program, and to reduce the use of paper, the Recreation Access Program will be administered electronically within Active Network. As the Recreation Access program serves an average of 640 eligible Courtenay residents annually, it is important to maintain the current service levels, application process, and eligibility requirements while also meeting the functionality and configuration requirements of the new recreation software.

KEY CONSIDERATIONS:

Within Active Network, Recreation Access Program will be managed through a module called “*Scholarships*”. Through this module, coupon books will no longer be needed, as the Recreation Access Program will now be administered electronically.

In order to transfer the Recreation Access coupons into Active Network, and meet the current service levels of the program, a statistical analysis was completed to determine the annual value of redeemed coupons over the past three years. Staff looked at the following three factors according to the specific age demographic of “adult”, “child”, and “Youth”: the total annual value of the coupons redeemed, the average coupon discount provided in the coupon books, and the total number and variety of offerings of drop-ins provided throughout the coupon books.

Through this analysis, staff have established annual Scholarship amounts that reflect the coupons redeemed by each age demographic. The values that will be credited are as follows:

Adults:	\$350
Youth:	\$400
Children:	\$450

The average discount offered in the Coupon books ranged from 50% - 75%, with 50% being the average for adults and 75% for children and youth. The new 'scholarship' can be accessed from the user's account and can be applied to any registered program or membership to reduce the cost by 50% - 75% as in the coupon books used in the past. In order to maintain continuity with the drop-in offerings, 52 free drop-ins will also be loaded onto the accounts of those who are eligible. These drop-ins can be used for the same services (LINC, swimming, fitness, wellness centre, etc.) as previously offered in the coupon books.

As an added benefit, eligible Courtenay residents will no longer be required to come in person to register for programs and present their coupon books. Starting March 2020 they will be able to register from the comfort of their homes. This further assists those with transportation issues on registration days. Finally, there is no longer any risk of losing coupon books, as the program will now be securely stored on their customer account within Active Network.

Program registration days are held quarterly (Summer, Fall, Winter and Spring). On March 2, 2020, spring registration will utilize Active Network for all participants. Those residents who applied for the 2020 Recreation Access Program before this date will be transferred over into the new system. They will be able to start using their electronic version of the Recreation Access Program effective March 2. Any new applicants will be set up in Active Network at the time of application.

As no coupon books will be required after March 2, 2020, staff will educate the public on the electronic administration of the Recreation Access Program to ensure a smooth transition to Active network.

Prepared by:



Kathy Collins
Manager of Recreation Programming



Dave Snider
Director of Recreation and Cultural Services

Attachments:

A – Recreation Access Program Policy

Section 15: Recreation and Cultural Services	Policy #	8000.00.01
Subject: Recreation Access Program	Revision #	

Policy Goal:

To ensure that all residents of the City of Courtenay have access to programs and services provided by Courtenay Recreation to assist in the development of healthy lifestyles.

Policy Statement:

All citizens of the City of Courtenay shall have access to programs and services provided by Courtenay Recreation regardless of ability to pay.

Policy Objectives:

1. To provide activities and services that allow all people to participate without charge. i.e. Halloween Party, free swims, free drop in activities.
2. To provide Recreation Access Coupon Books that provide economically disadvantaged citizens with a reduction in fees and charges.
3. To promote free or low cost recreation opportunities in the City and to encourage recreation oriented groups to develop ways to enable economically disadvantaged to be a part of their activities.

Rationale:

Recreational activity is important for an individual to achieve and maintain a healthy lifestyle. Previous reports have shown that a substantial number of Courtenay residents live below the poverty line and cannot afford to participate in recreational activities. Courtenay Recreation is committed to the ideal of providing recreational opportunities for all City of Courtenay residents based on the principles of dignity, choices, responsibility, accessibility and partnerships. Our goal is to provide a sustainable access program so that economically disadvantaged Courtenay residents, of all ages, may experience the positive benefits of recreational choices. We hope to influence attitudes and help individuals adopt healthy lifestyles.

AUTHORIZATION: R02/2001-3.07	DATE: February 5, 2001
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LUSH VALLEY

December 10, 2019

Dear Courtenay Mayor and Council:

In November 2019, the Comox Valley Food Policy Council reviewed the Island Food Charter and passed a motion asking local government representatives to bring the Island Food Charter to their respective Councils and Board for adoption.

The Island Food Charter background document, and the Vision document (for signing), attached separately, was drafted by Vancouver Island Health Authority [Island Food Hubs](#) and their communities, last updated in 2014. LUSH Valley Food Action Society is one of the eight recognized Island Food Hubs. The Charter takes a community food systems perspective. It is a document which, when adopted, shows general support for the many elements of community food security.

We recognize that Courtenay is in the process of reviewing its Official Community Plan with a Climate Change lens as well as an approach, which values reconciliation, and bolstering the local economy. We believe the Island Food Charter to be well aligned with the intention of the OCP review process. Other local governments have seen value in adopting the Island Food Charter and embedding the Charter into their OCP.

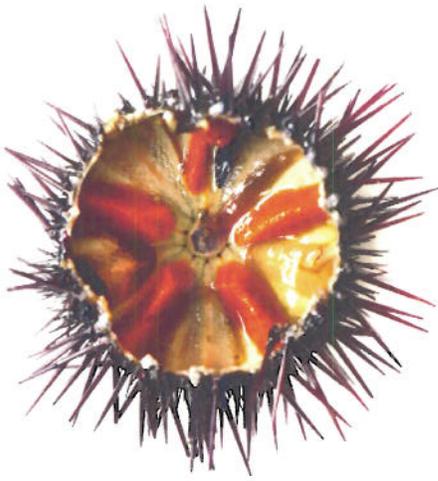
As the Coordinator of the Comox Valley Food Policy Council, I am writing on behalf of our members to formally request that Courtenay Mayor and Council adopt the Island Food Charter.

Please be in touch should you require further information.

*Be advised, while our Terms of Reference holds a spot on the Food Policy Council for a member of the K'ómoks First Nation we are still waiting for K'ómoks Chief and Council to recommend a representative.

Maurita Prato, Executive Director LUSH Valley Food Action Society and Coordinator Comox Valley Food Policy Council

LUSH Valley Food Action Society
T: 250-331-0152
E: admin@lushvalley.org
PO Box 20008, Courtenay, BC V9N 0A7
CRA # 866653637RR0001



Vancouver Island Region Food Charter: Vision

A just and sustainable food system in the geographic region of Vancouver Island and surrounding Islands is rooted in healthy communities, where no one is hungry and everyone has access to nutritious, culturally acceptable food. It requires economically viable, diverse, and ecologically sustainable systems to grow, harvest, process, transport, and distribute food while minimizing waste. A just and sustainable food system in our region means:

Health and well-being are generated for all, at all levels of the system: from food production, harvest, processing, acquisition, consumption, recovery and waste;

Community environments support healthy food choices, food literacy, diverse food practices, healthy relationships with food and equitable livelihoods;

Breastfeeding is promoted and protected in communities as an optimal local, sustainable and traditional first food;

We have accessible and accurate information about the nutritional quality, composition, origin and safety of our food;

We have skills and knowledge about the ways food is grown, harvested, preserved, processed, purchased and cooked, and how to minimize waste;

Farmers, fishers, harvesters, processors and distributors have the resources and knowledge they need for their trade and are able to generate livable incomes using sustainable practices;

Traditional hunting, fishing, trapping, gathering, and conservation practices of Indigenous peoples are respected and enabled;

Mechanisms are in place to protect and preserve lands and waters on which our food system depends;

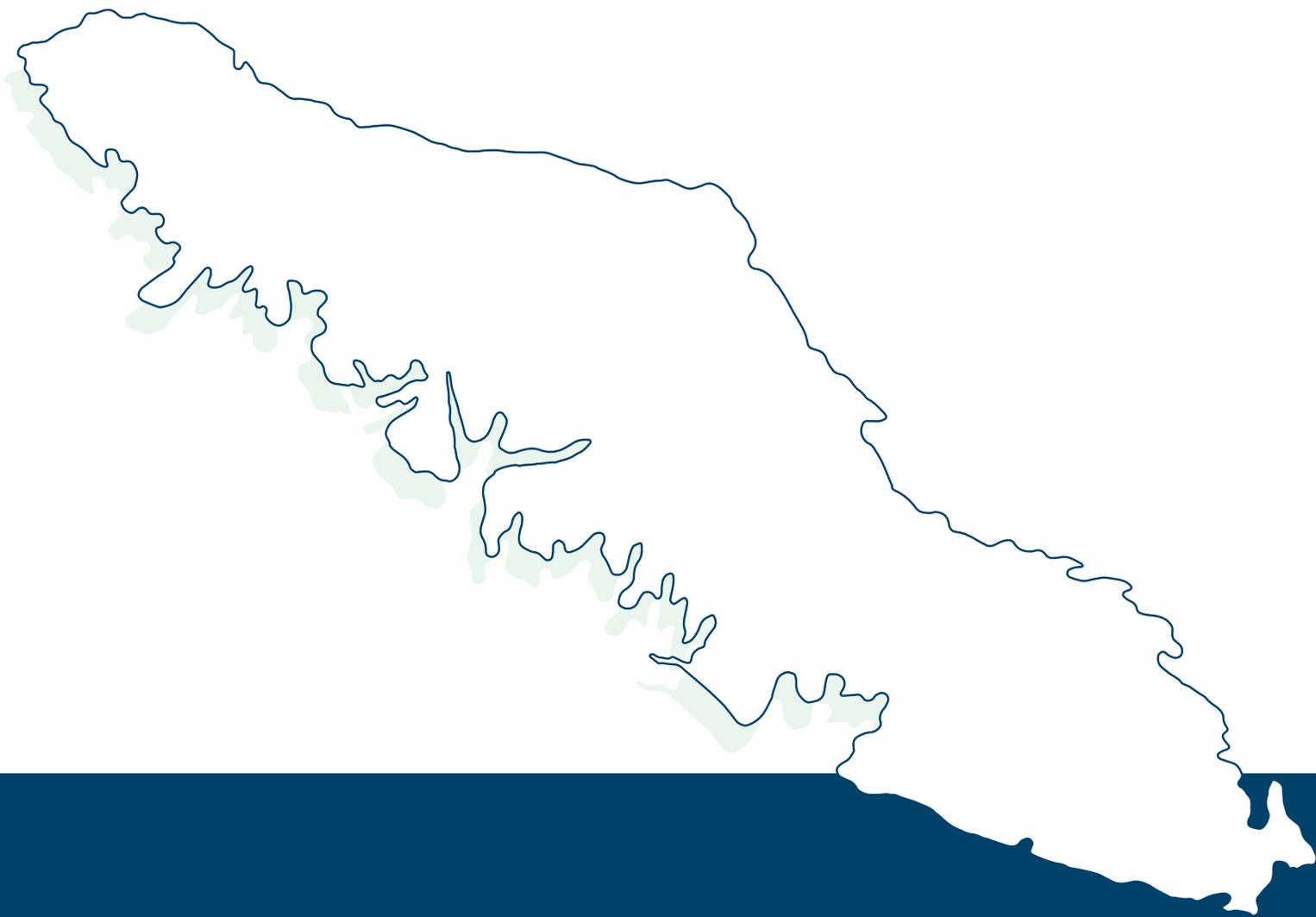
Mutually beneficial relationships between food purchasers, distributors, producers and consumers in urban, rural and isolated communities;

A sustainable balance exists between fair local and international trade, and diverse vibrant production for the local market;

WE THEREFORE DECLARE our commitment to work towards a just and sustainable food system. We recognize that this commitment has real implications for our policies, programs, practices and personal choices, Our willingness to make this commitment indicates our sense of collective and personal responsibility for the present and future ecological, economic and social wellbeing of the communities of this unique region.

Signature _____ Date _____

Name (printed) _____



Food Charter

A Project by Vancouver Island Food Hubs



BACKGROUND



The Island Region Food Charter emerged as a recommendation from the 2006 Social Determinants of Health Conference. The Charter provides vision & principles that will guide & inform all levels of government, businesses, non-profit organizations, communities, families & individuals in mutual effort toward increasing community food security. The Food Charter was developed through an inclusive process of broad public consultation within the geographic region of Vancouver Island and its surrounding coastal communities. It was updated in 2014.

CURRENT SITUATION



The current food system has both strengths & weaknesses. Our region has a significant & diverse agricultural & seafood sector. Our communities are rich in cultural & traditional foodways & many residents can access healthy food. However, communities are challenged by a multitude of food issues, which are exasperated due to vulnerability inherent for Island communities.

Some key issues include:

- Increased incidence of food related chronic disease;
- Increased reliance on fast & highly processed foods;
- Loss of food knowledge & skills;
- Limited access to safe, healthy, culturally acceptable foods in Indigenous communities and rural, isolated, low-income communities;
- Increased food insecurity for the most vulnerable community members;
- Reliance on food traveling over long distances;
- Challenges for future production due to a retiring farm community & prohibitive cost of farmland;
- Environmental threats to the food system including climate change & pollution

Although the nationally ratified Human Right to Adequate Food has not been fully realized, there is growing interest in & widespread concern about our local food system. Increased coordination & leadership on community food security issues is needed. This Food Charter is intended to express our willingness to collectively & constructively engage in moving forward to address some of these challenges.

VISION



A just and sustainable food system in the Island region is rooted in healthy communities, where no one is hungry and everyone has access to nutritious, culturally acceptable food. It requires viable, sustainable, and resilient systems to grow, harvest, process, transport, and distribute food while minimizing waste. A just and sustainable food system in the Vancouver Island Region means:

Share this with your friends, family, local businesses and local government leaders.



Health and well-being are generated for all, at all levels of the system: from food production, harvest, processing, acquisition, consumption, recovery and waste.



Farmers, fishers, harvesters, processors and distributors have the resources and knowledge needed for their trade and are able to generate livable incomes using sustainable practices.



Community environments support healthy food choices, food literacy, diverse food practices, healthy relationships with food and equitable livelihoods.



Traditional hunting, fishing, trapping, gathering, and conservation practices of Indigenous peoples are respected and enabled.



Breastfeeding is promoted and protected in communities as an optimal local, sustainable and traditional first food.



Mechanisms are in place to protect and preserve lands and waters on which our food system depends.



We have accessible and accurate information about the nutritional quality, composition, origin and safety of our food.



Mutually beneficial relationships exist between food purchasers, distributors, producers and consumers in urban, rural and isolated communities.



We have skills and knowledge about the ways food is grown, harvested, preserved, processed, purchased and cooked, and how to minimize waste.



A sustainable balance exists between international trade, and vibrant production for the local market.

To achieve a just and sustainable food system in the Island health region commitment to action across sectors is needed with real implications for our policies, programs, practices & personal choices. Our willingness to make this commitment indicates our sense of collective & personal responsibility for the present & future ecological, economic, & social well being of the communities of this unique region.

