

**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*

**Changes to Council Meetings Due to Coronavirus COVID-19 Pandemic**

**Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. MO83 *Local Government Meetings & Bylaw Process COVID-19*; has implemented changes to its open Council meetings.**

**In the interest of public health and safety, public in-person attendance at Council meetings will be prohibited until further notice. Council meetings will be presided in-person by the Mayor or Acting Mayor with electronic participation by members of Council and staff. Meetings are available for viewing via live web streaming or video recording on the City of Courtenay website and will start at 1:00 p.m. during this period.**

**DATE: April 20, 2020  
PLACE: City Hall Council Chambers  
TIME: 1:00 p.m.**

---

**K'OMOKS FIRST NATION ACKNOWLEDGEMENT**

**1.00 ADOPTION OF MINUTES**

- 1 1. Adopt April 6<sup>th</sup>, 2020 Regular Council meeting minutes
- 9 2. Adopt April 14<sup>th</sup>, 2020 Regular Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**4.00 STAFF REPORTS/PRESENTATIONS**

**(a) Development Services**

- 13 1. Official Community Plan (OCP) Update and Presentation facilitated by Jeremy Murphy, Sustainability Solutions Group (SGS), Re: OCP Greenhouse Gas (GHG) Emissions Reduction Target
- 99 2. Development Variance Permit No. 1906 - 2380 - 20<sup>th</sup> Street

**(b) Financial Services**

- 117 3. 5<sup>th</sup> Street Bridge Loan Authorization Bylaw 2978

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 183 1. Briefing Note - Mile of Flowers 2020 - Cancellation
- 185 2. Briefing Note - Provincial Government Survey - Civic Facilities Supporting COVID-19 Response
- 187 3. Briefing Note - Emergency Resources Request Process - COVID-19 Response
- 193 4. Briefing Note - Council Update - BC Open Burning Smoke Control Regulation
- 199 5. Heritage Advisory Commission Meeting Minutes:  
201 • October 23, 2019  
• November 27, 2019
- 203 6. Letter of Response - Comox Valley Regional District (CVRD) - City Staff Appointment to Leadership Group (Airshed Roundtable) Re: Comox Valley Air Quality Initiatives

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

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

**8.00 RESOLUTIONS OF COUNCIL**

**1. Councillor Cole-Hamilton - Leading by Example: Implementing the Sustainable Development Goals (SDGs) in Canada Conference**

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

**Suggested motion:** that Council support Councillor Cole-Hamilton's attendance at the *Leading by Example: Implementing the Sustainable Development Goals (SDGs) in Canada* conference March 10<sup>th</sup> and 11<sup>th</sup>, 2020, hosted in Victoria, BC; and,

That the conference registration and travel expenses for Councillor Cole-Hamilton's attendance at the *Leading by Example: Implementing the Sustainable Development Goals (SDGs) in Canada* conference be funded from the 2020 regular Council travel expense budget.

## **2. In Camera Meeting**

That notice is hereby given that a Special In-Camera meeting closed to the public will be held April 20<sup>th</sup>, 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.

### **9.00 UNFINISHED BUSINESS**

### **10.00 NOTICE OF MOTION**

### **11.00 NEW BUSINESS**

### **12.00 BYLAWS**

#### **For First, Second and Third Reading**

- 207      1. “5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020”  
(A bylaw to authorize the borrowing of the estimated cost of rehabilitation of the 5<sup>th</sup> Street Bridge)

### **13.00 ADJOURNMENT**





**R6/2020 - April 06, 2020**

**Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, April 06, 2020 at 1:00 p.m.**

**Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. MO83 *Local Government Meetings & Bylaw Process COVID-19*; implemented changes to its open Council meetings.**

**In the interest of public health and safety, public in-person attendance at Council meetings is prohibited until further notice. Council meetings are presided in-person by the Mayor or Acting Mayor with electronic participation by members of Council and staff via live web streaming and start at 1:00 p.m. during this period.**

**Attending:**

**Mayor: B. Wells**

**Councillors: W. Cole-Hamilton via video/audio conference  
D. Frisch via video/audio conference  
D. Hillian via video/audio conference  
M. McCollum via video/audio conference  
W. Morin via video/audio conference  
M. Theos via video/audio conference**

**Staff:**

**D. Allen, CAO  
J. Ward, Director of Legislative and Corporate Services/Deputy CAO via video/audio conference  
W. Sorchta, Manager of Legislative & Corporate Administrative Services  
T. Kushner, Deputy CAO  
I. Buck, Director of Development Services via video/audio conference  
J. Nelson, Director of Financial Services  
D. Snider, Director of Recreation and Cultural Services via video/audio conference  
A. Berard, Manager of Financial Planning, Payroll & Business Performance  
M. Fitzgerald, Manager of Development Planning  
E. Gavelin, Network Technician via video/audio conference  
N. Borecky, Manager of IT**

**1.00 ADOPTION OF MINUTES**

**.01**

**MINUTES  
0570-03**

Moved by Theos and seconded by Cole-Hamilton that the March 2<sup>nd</sup>, 2020 Regular Council meeting minutes be adopted.  
**Carried**

Moved by Theos and seconded by Cole-Hamilton that the March 30<sup>th</sup>, 2020 Committee of the Whole meeting minutes be adopted.  
**Carried**

## **2.00 ADOPTION OF LATE ITEMS**

## **3.00 DELEGATIONS**

## **4.00 STAFF REPORTS/PRESENTATIONS**

### **.01**

FOLLOW UP REPORT -  
OCP AMENDMENT  
BYLAW NO. 2972  
AND ZONING  
AMENDMENT BYLAW  
NO. 2973 - LANNAN  
ROAD  
6480-20-1902 &  
3360-20-1911

Moved by Hillian and seconded by Cole-Hamilton that based on the April 6<sup>th</sup>, 2020 staff report "Follow Up Report - OCP Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road" Council approve OPTION 1 and require the applicant to make revisions to the proposal and supply the information listed below prior to proceeding with the bylaw amendments:

1. All remaining trees within the area identified generally on Schedule No. 1 are to be protected with the exception of tree removal necessary to allow for the extension of the Britannia Place strata as well as the extension of Britannia Way.
2. Require that the location of any proposed stormwater management facility is identified to the satisfaction of all relevant authorities but in no case can the facility be located within the area identified on Schedule No. 2.
3. The development's stormwater management design must be completed to the satisfaction of the City and any other agencies which may be affected depending on the facilities' location.
4. An appraisal is to be provided to the City determining the current property value and the value realized once the subject property is rezoned to help inform Council's decision on amenities.
5. Additional consideration of transportation modes must be provided and integrated into the proposal to reduce the dependence on automobile trips.

**Carried with Councillor Theos Opposed**

### **.02**

STRUCTURAL  
CHANGE TO LIQUOR  
LICENCE  
APPLICATION - ACE  
BREWING COMPANY  
LIMITED  
(150 MANSFIELD  
DRIVE)  
4320-20

Moved by Frisch and seconded by Morin that based on the April 6<sup>th</sup>, 2020 staff report, "Structural Change to Liquor Licence Application (Ace Brewing Company Limited) - 150 Mansfield Drive", Council approve OPTION 1 and direct staff to post notice on the City's website requesting public input on Ace Brewing Company Limited's Club's proposed structural change application.

**Carried**

**.03**

ZONING AMENDMENT  
BYLAW NO. 2993  
TO ALLOW FOR A  
SECONDARY SUITE  
(1028 ARROWSMITH  
AVENUE)  
3360-20-2001

Moved by McCollum and seconded by Theos that based on the April 6<sup>th</sup>, 2020 staff report, “Zoning Amendment Bylaw No. 2993 to Allow for a Secondary Suite at 1028 Arrowsmith Avenue” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2993, 2020; and,

That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw following the resumption of regular Council meetings.

**Carried**

**.04**

2020-2024  
CONSOLIDATED  
FINANCIAL PLAN  
BYLAW 2983, 2020  
1705-20

Moved by McCollum and seconded by Cole-Hamilton that based on the April 6<sup>th</sup>, 2020 staff report “2020-2024 Consolidated Financial Plan Bylaw 2983” Council endorse OPTION 1 and approve the 2020-2024 Consolidated Financial Plan; and

That Council proceed to first, second, third reading and final adoption of the 2020-2024 Consolidated Financial Plan Bylaw No. 2983, 2020.

**Carried**

**.05**

2020 TAX RATES  
REPORT  
1970-02

Moved by Frisch and seconded by McCollum that based on the April 6<sup>th</sup>, 2020 staff report “2020 Tax Rates” Council approve a Residential Tax Class rate of 3.0241 and a Commercial tax rate multiplier of 3.25 in order to generate property tax revenues to cover the budgeted expenditures identified in the 2020-2024 Consolidated Financial Plan.

**Carried**

**.06**

DOWNTOWN  
COURTENAY BUSINESS  
IMPROVEMENT  
ASSOCIATION (DCBIA)  
2020 BUDGET & TAX  
LEVY REQUEST  
1971-20

Moved by Cole-Hamilton and seconded by McCollum that based on the April 6<sup>th</sup>, 2020 staff report “Downtown Courtenay Business Improvement Association (DCBIA) - 2020 Budget and Tax Levy Request” Council approve OPTION 1 to approve the DCBIA 2020 Budget and Tax Levy request in the amount of \$60,000.

**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**

**.01**  
REPORTS/UPDATES  
FROM COUNCIL  
MEMBERS  
0530-01

Council agreed to skip discussion related to Item 7 *Reports/Updates from Council Members Including Reports from Committees* at the April 6<sup>th</sup>, 2020 Council agenda in the interest of time; and agreed that each Council member may submit a summary of their events in writing to staff for inclusion in the meeting minutes.

COUNCILLOR  
COLE-HAMILTON

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

- NewCities *Leading by Example: Implementing the Sustainable Development Goals (SDGs) in Canada* Conference, Victoria
- Comox Valley Drug Strategy Committee
- Recreation and Cultural Services - Community Events - Volunteer Appreciation & Canada Day Lunch and Learn Session with staff and Council
- CVRD Director briefings hosted daily to provide COVID-19 information updates
- Comox Valley Overdose Prevention Community Action Team meetings (3 total)
- Downtown Courtenay Business Improvement Association Board meetings (2 total)
- CVRD Board meetings (2 total)
- Comox Strathcona Waste Management Board meeting

## **8.00 RESOLUTIONS OF COUNCIL**

**.01**  
2020 ANNUAL  
COMMERCIAL FLAT  
UTILITY BILLING -  
SOLID WASTE AND  
SEWER  
1830-04/1830-05

Moved by Frisch and seconded by Hillian that whereas physical distancing measures, quarantines and restrictions related to travel and gatherings of people has been ordered by the provincial health officer to protect the public and reduce the spread of COVID-19 (Novel Coronavirus); and,

Whereas COVID-19 exposure prevention measures have impacted consumer and business spending and earnings;

Therefore be it resolved that in support of potential revenue loss implications for local merchants during the COVID-19 pandemic; and,

That Council approve an extension to the payment deadline for the annual commercial flat utility billing (solid waste and sewer fees) to September 30<sup>th</sup>, 2020.

**Carried**

**.02**  
2020 1<sup>ST</sup> QUARTER  
METERED WATER  
UTILITY BILLING  
1830-03

Moved by Hillian and seconded by Morin that whereas physical distancing measures, quarantines and restrictions related to travel and gatherings of people has been ordered by the provincial health officer to protect the public and reduce the spread of COVID-19 (Novel Coronavirus); and,

Whereas COVID-19 exposure prevention measures have impacted consumer and business spending and earnings;

Therefore be it resolved that in support of potential revenue loss implications for local merchants during the COVID-19 pandemic; and,

That Council approve and extension to the payment deadline for 1<sup>st</sup> quarter metered water utility billing to September 30<sup>th</sup>, 2020.

**Carried**

**.03**  
DOWNTOWN  
BUSINESS MONTHLY  
PARKING RENTAL  
FEES  
1810-01/5455-02

Moved by Cole-Hamilton and seconded by Frisch that whereas physical distancing measures, quarantines and restrictions related to travel and gatherings of people has been ordered by the provincial health officer to protect the public and reduce the spread of COVID-19 (Novel Coronavirus); and,

Whereas COVID-19 exposure prevention measures have impacted consumer and business spending and earnings;

Therefore be it resolved that in support of potential revenue loss implications for local merchants during the COVID-19 pandemic;

That Council approve waiving the monthly parking rental fees paid by downtown merchants for ~~the months of March, April and May 2020~~ **(Amending motion)**.

**Amending motion:**

Moved by McCollum and seconded by Cole-Hamilton that the main motion be amended to adjust the timeline for waiving the monthly parking rental fees paid by downtown merchants for *the months of March, April and May 2020* to read for ***the 6 month period of March to August 2020.***

**Carried**

**The main motion was Carried as amended**

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**.01**

ZONING AMENDMENT  
BYLAW NO. 2993,  
2020 - TO REZONE  
PROPERTY FROM  
RESIDENTIAL ONE  
ZONE (R-1) TO  
RESIDENTIAL ONE-S  
ZONE (R-1S) TO  
ALLOW FOR A  
SECONDARY SUITE -  
(1028 ARROWSMITH  
AVENUE)

Moved by Frisch and seconded by Hillian that “Zoning  
Amendment Bylaw No. 2993, 2020” pass first and second reading.  
**Carried**

**.02**

2020-2024  
CONSOLIDATED  
FINANCIAL PLAN  
BYLAW NO. 2983,  
2020 (TO ADOPT THE  
CONSOLIDATED FIVE  
YEAR FINANCIAL  
PLAN)

Moved by Frisch and seconded by McCollum that “2020-2024  
Consolidated Financial Plan Bylaw No. 2983, 2020” pass first, second  
and third reading.  
**Carried**

**.03**

2020-2024  
CONSOLIDATED  
FINANCIAL PLAN  
BYLAW NO. 2983,  
2020 (TO ADOPT THE  
CONSOLIDATED FIVE  
YEAR FINANCIAL  
PLAN)

Moved by Hillian and seconded by Morin that “2020-2024  
Consolidated Financial Plan Bylaw No. 2983, 2020” be finally adopted.  
**Carried**

**.04**

BUILDING BYLAW  
NO. 3001, 2020 -  
(ADMINISTRATION OF  
THE BUILDING CODE  
& REGULATION OF  
CONSTRUCTION)

Moved by Theos and seconded by Cole-Hamilton that “Building  
Bylaw No. 3001, 2020” be finally adopted.  
**Carried**

**13.00 ADJOURNMENT**

**.01** Moved by Hillian and seconded by Cole-Hamilton that the  
**ADJOURNMENT** meeting now adjourn at 2:34 p.m.  
**Carried**

**CERTIFIED CORRECT**

\_\_\_\_\_  
**Corporate Officer**

**Adopted this 20<sup>th</sup> day of April, 2020**

\_\_\_\_\_  
**Mayor**





**R7/2020 - April 14, 2020**

**Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Tuesday, April 14, 2020 at 1:00 p.m.**

**Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. MO83 *Local Government Meetings & Bylaw Process COVID-19*; implemented changes to its open Council meetings.**

**In the interest of public health and safety, public in-person attendance at Council meetings is prohibited until further notice. Council meetings are presided in-person by the Mayor or Acting Mayor with electronic participation by members of Council and staff via live web streaming and start at 1:00 p.m. during this period.**

**Attending:**

**Mayor: B. Wells**

**Councillors: W. Cole-Hamilton via video/audio conference  
D. Frisch via video/audio conference joined at 1:05 p.m.  
D. Hillian via video/audio conference  
M. McCollum via video/audio conference  
W. Morin via video/audio conference  
M. Theos via video/audio conference**

**Staff:**

**D. Allen, CAO  
J. Ward, Director of Legislative and Corporate Services/Deputy CAO via video/audio conference  
W. Sorchta, Manager of Legislative & Corporate Administrative Services  
T. Kushner, Deputy CAO  
J. Nelson, Director of Financial Services  
I. Buck, Director of Development Services via video/audio conference  
D. Snider, Director of Recreation and Cultural Services via video/audio conference  
N. Borecky, Manager of IT  
M. Fitzgerald, Manager of Development Planning  
E. Gavelin, Network Technician via video/audio conference**

**1.00 ADOPTION OF MINUTES**

**2.00 ADOPTION OF LATE ITEMS**

**.01** Council agreed that a verbal update from staff regarding the COVID-19  
LATE ITEM pandemic and the City's adopted 2020 financial plan be added to the  
VERBAL UPDATE April 14<sup>th</sup>, 2020 Council agenda under section *11.00 New Business*.  
COVID-19 PANDEMIC  
AND 2020 FINANCIAL  
PLAN

**3.00 DELEGATIONS**

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

- .01** Moved by Cole-Hamilton and seconded by McCollum that the April 14<sup>th</sup>, 2020 staff report “Development Application Procedures Bylaw Amendment No. 3003 - Alternative Process for Public Information Meetings”, be received for information.  
DEVELOPMENT  
APPLICATION  
PROCEDURES BYLAW  
AMENDMENT NO. 3003  
**Carried**
- Moved by Morin and seconded by Frisch that based on the April 14<sup>th</sup>, 2020 staff report “Development Application Procedures Bylaw Amendment No. 3003 - Alternative Process for Public Information Meetings”, Council approve OPTION 1 and proceed to First, Second and Third Readings of “Development Application Procedures Bylaw Amendment No. 3003 - Alternative Process for Public Information Meetings”.  
ALTERNATIVE  
PROCESS FOR PUBLIC  
INFORMATION  
MEETINGS  
6410-00  
**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**

- .01** Reports/Updates from Council Members Including Reports from Committees were deferred to April 20<sup>th</sup>, 2020 Council meeting.  
REPORTS/UPDATES  
FROM COUNCIL  
MEMBERS  
0530-01

#### **8.00 RESOLUTIONS OF COUNCIL**

- .01** Moved by Cole-Hamilton and seconded by Theo that notice is hereby given that a Special In-Camera meeting closed to the public will be held April 14<sup>th</sup>, 2020 at the conclusion of the Regular Council Meeting pursuant to the following sub-section of the *Community Charter*:  
IN CAMERA  
MEETING
- 90(1) (c) labour relations or other employee relations.;
  - 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
  - 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.
- Carried**

## **9.00 UNFINISHED BUSINESS**

## **10.00 NOTICE OF MOTION**

## **11.00 NEW BUSINESS**

**.01**

L'ARCHE COMOX  
VALLEY - REQUEST  
FOR SUPPORT -  
AFFORDABLE  
HOUSING &  
SUPPORTIVE  
HOUSING INITIATIVES

Moved by Hillian and seconded by Cole-Hamilton that the correspondence received April 8<sup>th</sup>, 2020 from L'Arche Comox Valley requesting the City of Courtenay's support of their affordable and supportive housing initiatives, be received for information; and,

That staff provide a letter to L'Arche Comox Valley in support of their application for funding to Canada Mortgage and Housing Corporation (CMHC) to build a housing complex that will provide affordable residential suites for adults with developmental disabilities and for low-income seniors.

**Carried**

**.02**

VERBAL UPDATE  
COVID-19  
PANDEMIC  
AND 2020  
FINANCIAL PLAN

David Allen, Chief Administrative Officer, provided a verbal update to Council regarding actions taken by staff to provide business continuity, essential service delivery and critical staffing levels during COVID-19.

In anticipation of potential impacts to the City's 2020 financial plan, Mr. Allen reported that the City has a lean budget with a capital plan that relies very little on general taxation revenue. The organization is currently operating at critical staffing levels that do not allow for much leeway to make changes to the adopted financial plan without significant challenges and implications to the City.

Mr. Allen advised that staff would update Council again if new information becomes available or pending new instructions from the provincial and federal governments.

## **12.00 BYLAWS**

**.01**

DEVELOPMENT  
APPLICATION  
PROCEDURES  
AMENDMENT BYLAW  
NO. 3003, 2020  
(TO PERMIT THE USE  
OF AN ALTERNATIVE  
PUBLIC  
INFORMATION  
MEETING PROCESS IN  
EXTENUATING  
CIRCUMSTANCES)

Moved by Frisch and seconded by Morin that "Development Application Procedures Amendment Bylaw No. 3003, 2020" pass first, second and third reading.

**Carried**

**.02**

DEVELOPMENT  
APPLICATION  
PROCEDURES  
AMENDMENT BYLAW  
NO. 3003, 2020  
(TO PERMIT THE USE  
OF AN ALTERNATIVE  
PUBLIC  
INFORMATION  
MEETING PROCESS IN  
EXTENUATING  
CIRCUMSTANCES)

Moved by Hillian and seconded by Morin that “Development Application Procedures Amendment Bylaw No. 3003, 2020” be finally adopted.

**Carried**

**13.00 ADJOURNMENT**

**.01**

Moved by Cole-Hamilton and seconded by Hillian that the meeting now adjourn at 1:24 p.m.

**Carried**

**CERTIFIED CORRECT**

---

**Corporate Officer**

**Adopted this 20<sup>th</sup> day of April, 2020**

---

**Mayor**



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Official Community Plan (OCP) update

**File No.:** 6480-00  
**Date:** April 20, 2020

### PURPOSE:

The purpose of this report is to inform Council of the Official Community Plan (OCP) project status; obtain Council direction on desired greenhouse gas (GHG) emission reduction target in the OCP; and receive directions on future public consultation.

### CAO RECOMMENDATION:

THAT based on the April 20, 2020 staff report "Official Community Plan (OCP) update", Council support OPTION 1 as follows:

- (1) That Council direct staff to develop the OCP with a community-wide greenhouse gas (GHG) emission target that achieves net-zero emissions by 2050;
- (2) That Council direct staff not to proceed with the Phase 1 follow up survey to the *Ideas Fair*;
- (3) That Council direct staff to conduct an online survey of proposed growth scenarios in the summer of 2020;
- (4) That Council direct staff to reschedule the neighbourhood consultation to the fall of 2020, pending a relaxation of the Provincial Health Officer's restrictions on public gatherings; and
- (5) That Council direct staff to provide regular updates on the OCP project status and revise the consultation framework as the COVID 19 situation evolves.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The Official Community Plan (OCP) review process was initiated in the Fall of 2019. The first public event, the "*Ideas Fair*", was held on February 19, 2020 with great success and was attended by approximately 350

people throughout the day. To date, all tasks in the first phase of the OCP have been completed with the exception of an online survey, intended to provide a supplemental public engagement opportunity to capture input from those who were unable to attend the “*Ideas Fair*”. The survey was scheduled to be launched in the middle of March just as the global COVID-19 pandemic was declared. The decision was made at that time not to proceed with survey given the City’s priority communication focus was on the pandemic. Additionally there was some concern about the potential for negative optics and backlash with conducting engagement at that time. As two months have now passed since the event, staff believe the value is somewhat reduced in conducting the survey and there is a need to continue with other project phases.

As noted there was excellent attendance at the event itself and the inputs received give a wealth of information to consider. A summary of the feedback is attached as **Appendix 1**. Additionally, there will be many more opportunities for public feedback in future phases.

All government organizations are struggling to find the best approaches toward future public consultation. As far as the OCP project is concerned, public consultation plays a major role with events planned in each milestone of the project. The inability to conduct public consultation (or delay it) is expected to negatively impact the project schedule. It is anticipated that the final product delivery date could be delayed for several months. It is also anticipated that public engagement methods may need to shift more toward an online platform in the coming months. A discussion of project options is outlined below. Going forward Staff will continue to inform Council of the project status at each important milestone.

#### DISCUSSION:

The project team, consisting of staff from various City departments and the consultant group, have started to undertake tasks planned in Phase Two to limit potential delay. This includes developing growth scenarios (where land use and density should be located) and finalizing low carbon growth modeling based on information collected in Phase One. Staff are also beginning to establish the OCP framework and creating rough outlines of development permit guidelines.



In an effort to have the subsequent Zoning Bylaw re-write complete in 2022, staff have also begun an early review of a framework to draft a new bylaw based on current areas requiring reconsideration or clarity. The intent is to work concurrently on this new zoning bylaw to speed up the process following adoption of

the OCP. This work is somewhat dependant on the volume of development planning applications being processed, which still remains high.

### GHG emission target in 2050

Establishing a GHG emission reduction target is one of the most critical tasks for the development of the OCP. The *Local Government Act* states that: “An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets”. Accordingly a decision on the target is required to allow the project team to proceed confidently with the growth scenario modelling exercise in Phase Two. Additionally this GHG emission reduction target will help develop ideal land use plans and formulate policies through a clear climate lens. A clear GHG emission reduction target will also assist in producing tangible indicators and evaluating outcomes of future planning activities such as the economic and financial analysis based on the model. Strong political leadership in response to the “*climate crisis*” enables all members of the community to work together to build a stronger and more resilient community.

The Phase One Background Research Report and initial GHG emission profile suggests that the City is well positioned to achieve “net-zero” GHG emission by 2050. The base year for this profile is 2016 and the data is summarized in the attached presentation (**Attachment No. 2**). The business as usual modelling shows our GHG emission and energy consumption declining over the next three decades, even without policy changes. This is due to continuous technology innovations and improvements. This is a good news for our community and provides a good start in aligning with the Intergovernmental Panel on Climate Change (IPCC) target, the Federal government commitment, and meeting the provincial legislation requirement (BC Bill 27).

Establishing a target will also assist the City of Courtenay to pursue higher badge levels in the mitigation category for the Global Covenant of Mayors (GCoM) of which we are a participant. Without a target the City will not be able to achieve any of the international goals. Thus, the new OCP is an opportunity to set out forward-thinking policies for strategic land use planning, sustainable transportation infrastructure, efficient water, wastewater, and solid waste management by setting an aggressive target in response to the “climate crisis”. **Staff recommend that Council support setting a target that achieves “net-zero” GHG emissions by 2050.**

As the implementation of the OCP requires effort from both the City and community, members of the community will be informed of the target set by Council and given opportunities to explore implementation strategies during future public consultation as the policy framework evolves and staff work through the various phases of the OCP project.

### Citizen/Public Engagement & Communication

As noted in the “Background” section, many local governments have halted public engagement in response to the COVID-19 issue. **Staff are recommending that the planned follow up survey to the *Ideas Fair* be cancelled.** As seen in Attachment No.1 there is a significant amount of feedback synthesised from the approximately 350 attendees from which to draw initial public direction.

Going forward, and following Council direction on the desired GHG reduction target noted above, staff will work on the second phase of the OCP project and develop growth scenarios over the coming months. This will be done utilizing feedback received at the *Ideas Fair*, best planning practice, and existing service capacity and master plans, among other things. Following this, **staff recommend that an online engagement platform**

**be rolled out in the summer to obtain feedback on the proposed scenarios.** Further refinement of the scenarios will then occur at the staff level to be presented at the neighbourhood engagement meetings.

**The neighbourhood engagement that was planned to begin this spring is recommended to be moved to the fall.** It is intended that there will be some relaxation of current public gathering restrictions by then. Consultation in this phase will include obtaining feedback on and input into: land use scenarios; draft OCP content as it relates to the neighbourhood; and how the neighbourhood connects to the overall community vision. Given the adjustment in schedule, this stage will focus more on confirmation of land use options and policy refinement.

Staff have contacted the OCP-Advisory Committee members to obtain feedback on undertaking public consultation at this time. There was no definitive consensus among committee members, some indicated a full stop to consultation was necessary while others felt continuing with modified work plans was preferred. It was clear however, that most feel messaging to the public requires a great degree of sensitivity at this time. Staff and the consultants will ensure all messaging through the process will be done in concert with the City's communication staff.

#### **ADMINISTRATIVE IMPLICATIONS:**

Staff allocation and hours required will remain the same, though the original work plan is being adjusted.

#### **FINANCIAL IMPLICATIONS:**

The cost of developing the OCP is included in the 2020 budget. There are no financial implications associated with the recommendations in this report.

The referenced zoning bylaw work will be undertaken internally by City staff within existing resources.

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

There are no direct implications. The GHG emission reduction target established in the OCP will provide clear directions toward municipal asset management and operation.

#### **November 2019 Strategic Priority Chart (NOW)**

- OCP – Consultation Process (public input/consult report)

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

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

##### **We proactively plan & invest in our natural & built environment**

- ▲■ Support actions to address Climate Change mitigation & adaptation
- Make progress on the objectives of the BC Climate Action Charter
- ▲ Support social, economic and environmental sustainability solutions

##### **We support diversity in housing & reasoned land use planning**

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

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



- ■ Consider effective ways to engage with and partner for the health and safety of the community
- ▲ Support improving accessibility to all City services

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Chapter 10: Planning for Climate Change.

*Goal: Reduce the City's annual community-wide GHG emissions 20% below 2007 level by 2020.*

**REGIONAL GROWTH STRATEGY REFERENCE:**

GOAL 8: CLIMATE CHANGE: *Minimize regional greenhouse gas (GHG) emissions and plan for adaptation.*

**OPTIONS:**

OPTION 1: THAT based on the April 20, 2020 staff report "Official Community Plan (OCP) update", Council support OPTION 1 as follows:

- (1) That Council direct staff to develop the OCP with a community-wide greenhouse gas (GHG) emission target that achieves net-zero emissions by 2050;
- (2) That Council direct staff not to proceed with the Phase 1 follow up survey to the *Ideas Fair*;
- (3) That Council direct staff to conduct an online survey of proposed growth scenarios in the summer of 2020;
- (4) That Council direct staff to reschedule the neighbourhood consultation to the fall of 2020, pending a relaxation of the Provincial Health Officer's restrictions on public gatherings; and
- (5) That Council direct staff to provide regular updates on the OCP project status and revise the consultation framework as the COVID 19 situation evolves. **(Recommended)**

OPTION 2: That Council request further information prior to making decisions.

OPTION 3: That Council provide alternative direction on the above recommendations.

Prepared by:



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

Reviewed by:



Ian Buck, MCIP, RPP  
Director of Development Services

Attachments:

**Attachment No. 1:** Ideas Fair Summary Report (draft)

**Attachment No. 2:** Courtenay OCP GHG Emission Reduction Target Presentation

**Attachment No.1**



# City of Courtenay

## OFFICIAL COMMUNITY PLAN PHASE 1 ENGAGEMENT SUMMARY (V1. DRAFT)

APRIL 2020



DRAFT



# TABLE OF CONTENTS

Phase 1 Engagement Overview	6
Part 1: Ideas Fair Activities Summary	8
Map It!	10
In Their Shoes	18
Game Changing Ideas	28
Mayor for the Day	32
Design Courtenay!	34
Interactive Panels	40
Letters to or From the Future	50
Part 2: Online Engagement Summary	52
Appendix	56



# At a Glance

## EMERGING THEMES

Emerging themes will be summarized once input from the online survey is collected.



-10-

# Map It!

## OVERVIEW

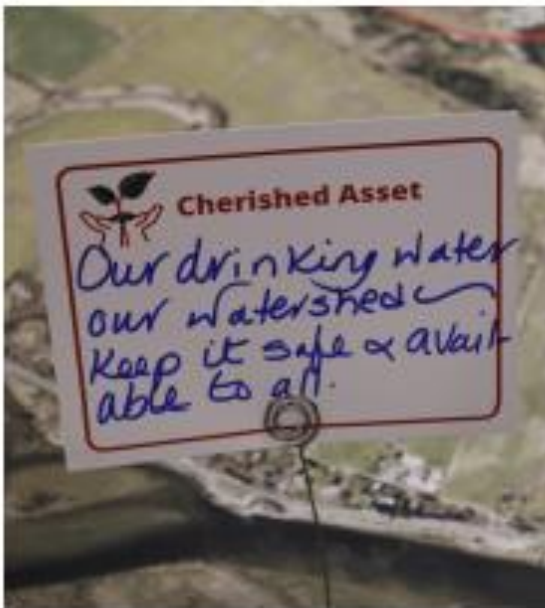
A large aerial map of Courtenay was used to facilitate conversations with residents to better understand what matters most to them in their community. This exercise focused on five categories:

- Cherished Assets
- Opportunities for Climate Action
- Ideas and Aspirations
- Community Hearts
- Issue or Problem Areas

Each category was colour coded and participant input was placed on the map in a location associated with their feedback, where relevant.



-11-



-14-

### Improvements to Active Transit Infrastructure

- 50. Safe + convenient bike + pedestrian river crossing
- 57. Protected walk/bike infrastructure – old – HWY & Ryan Rd. area
- 63. I would like to see paths cut through new neighbourhoods to shorten my walk to amenities like "paseos"
- 97. Extend the Airpark walk to include Comox or all the way to union bay—make it accessible to walker, cyclists
- 99. More bike lanes needed
- 141. Better connection of walking trails into/ through the downtown core. Continue the riverway trail through to Simms/Lewis park. 6th street pedestrian/bike bridge!!!
- 159. Make a walking corridor along the Puntledge River. Make masters greenway, Morrison Creek + Puntledge Park continuous with estuary pathways

### New or Additional Community Amenities

- 2. Community garden
- 30. Dog park
- 31. Community Co-op
- 123. Residential/commercial recreational facility
- 129. Public accessible bathrooms in Downtown
- 140. Community Orchard/food park
- 154. Create a home for all the volunteer performing arts organizations! – Old Canadian tire building?
- 155. Permanent place for all year farmers market downtown
- 157. Buy the triangular (for sale) lot at the corner beside the condensory bridge use it for parking, wash/ change rooms, trail links. To support the wonder that is condensory tubers, swimmers, SU paddle boards, kayakers & fishermen use this area

### Neighbourhood Characteristics

- 139. 5th St.
- 147. Develop neighbourhood identities/character/ personality
- 171. Land close to the City. High density. More people walking close to parks stores. Public wheelchair charging stations. Social evergreen seniors. Shopping, air park, pubs. Green space – public gardens. Close to Dr. Drug stores
- 180. Downtown core

## ISSUE OR PROBLEM AREAS

### Community Safety

- 9. Speed on 1st street – few honour the 30 km/hr
- 43. Courtenay core – so many residents struggling with addiction, mental health + homelessness. Not a safe situation for anyone!
- 71. Walking access to college must improve
- 122. Walking over railway line from 8th st to McPhee – Rubbish, clothes, etc – constant railway line a hazard to physically disadvantaged
- 137. Feeling safe downtown core – urgent issue!
- 173. Dangerous – no sidewalk/bike lane for pedestrian/cyclists down vanier – accessing sports center/G.P. Vanier

### Affordable Housing

- 61. Affordable housing & variety – decades of denying social issues like poverty, addictions – low paying jobs replacing higher wage resource sector
- 80. Too many executive homes / Lower income housing on Crown Isle is a joke!
- 92. Homelessness or under housed – social isolation – addiction issues – elder isolation

## COMMUNITY HEARTS

### Natural Areas

- 18. Komox Estuary
- 83. Here is a place that is breathing life in the community. I come here to breath
- 113. This is where I listen to owls
- 114. Streamsides: Roy Morrison Park!
- 121. Share the harvest community garden
- 138. This is where I come to swim in the beautiful Puntledge
- 146 – the Puntledge, Tsolum Courtenay Rivers access

-15-

A collection of representative, verbatim comments have also been grouped based on geographically and thematically concentrated input:

## Roy Stewart Morrison Nature Park

- 110. Lake trail community school if (lots happening)
- 113. This is where I listen to owls
- 114. Streamside Roy Morrison Park
- 115. Roy Stewart Morrison/Puntledge & Stotan falls
- 116. Morrison creek
- 118. More innovative approval to the uses and design of our process and greenspaces – more natural, identify and enhance (the “messy edges”)



## Puntledge River/Puntledge Park

- 10. Access to water in the downtown
- 138. This is where I come to swim in the beautiful Puntledge
- 142. Biodiversity, salmon, forest, river, animals, people
- 143. Vacant land next to river to service river activities
- 148. Puntledge River Puntledge Park
- 149. This is where families gather. Good age range
- 158. Let's get city to buy the condorsory triangle lot (currently for sale) and make a park for people on the river
- 159. Make a walking corridor along the Puntledge River. Make masters greenway, Morrison Creek + Puntledge Park continuous with estuary pathways





-16-

## Downtown Core

- 49. Linden tree @ mudsharks corner
- 50. Safe + convenient bike + pedestrian river crossing
- 54. Re-open 4th pedestrian crossing at 5th & cliffe
- 121. Share the harvest community garden
- 129. Public accessible bathrooms in Downtown
- 133. In our home, we love, love, love swimming in the Courtenay River at Lewis Park
- 136. Traffic on 5th street close to vehicle traffic – create a walking boulevard
- 137. Feeling safe downtown core – urgent issue!
- 141. Better connection of walking trails into/ through the downtown core. Continue the riverway trail through to simms/lewis park. 6th street pedestrian/bike bridge!!!
- 169. The new "zero waste" store the local refillery



## K'omoks Estuary/ Courtenay Airpark

- 27. Airpark walk
- 34. Reclaiming the natural streams – rebuild habitat, allow natural flood and control through smart design + natural river banks
- 35/40. Our recreational access to water is great
- 44. Comox Estuary Kus-Kus-Sum
- 48. Solar powered municipal assets
- 97. Extend the Airpark walk to include Comox or all the way to union bay—make it accessible to walker, cyclists
- 102. Restore
- 103. Kuskusum



-17-

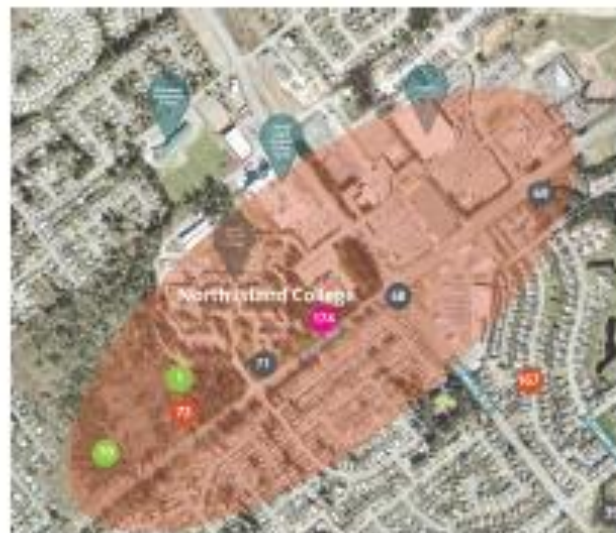
## Ryan Road Cycling Infrastructure

- 56. More mixed used development – to create a walkable community + decrease car use
- 57. Protected walk/bike infrastructure – old – HWY & Ryan Rd. area
- 58. Need for safer pedestrian infrastructure along old island hwy!
- 134. Needs safe bike route
- 154. Create a home for all the volunteer performing arts organizations! – Old Canadian tire building?
- 160. Need safe biking route to connect E+W Courtenay



## North Island College

- 1. Save these trees please!!
- 68. This intersection is problematic for drivers. There is significant delay at the lights
- 69. Park not used – save maintenance cost – sell it
- 70. Protect this natural area – no more car lots if (trails, etc)
- 71. Walking access to college must improve



-18-

# In Their Shoes

## OVERVIEW

Participants were randomly provided a character card that described a fictional Courtenay resident. They were asked to imagine that if they were in "their shoes", how an update to the Official Community Plan could help meet that particular person's needs.

## WHAT WE HEARD

Suggestions from this activity were too rich and diverse to effectively summarize, so they've been transcribed and provided in their entirety on the following pages.

-19-



City of Courtenay OCP Phase 1 Engagement Report



-20-

## Jim Byskal

*Jim Byskal commutes every day for work by car, to downtown from a suburban neighbourhood in Courtenay. He is concerned about his carbon footprint and health, and wants to explore other modes of travel. How can the Official Community Plan update help Jim access more options for daily travel?*

### WHAT WE HEARD

- More bike lanes, more pedestrian walkways
- Secure bike stations with charging capabilities
- Incentives for low-impact cars – ie. Preferential parking lots downtown
- Hopefully traffic noise can be reduced so we can lower walls (like along Lenwick) so that cyclists/ walkers feel more integrated with the communities they are passing through!
- A connected cycling system throughout the City
- Support for folks who want to bike
- Transit info easily accessible
- Look to develop a more robust dedicated cycle network. Trails on urban + rural areas that offer traffic protected routes
- Expanded public transit to make it “the easier option”
- “Community nodes” in each neighbourhood that include local options for coffee, small groceries, etc. – cut down on car-based shopping trips
- Increase bus services – electrify our buses
- Jim should pull out his bicycle!
- Jim could organize a car-pooling group
- Jim could purchase an E-bike!
- Hopefully Jim likes to cycle, or is open to exploring this mode of transport to get to work - OCP has provisions for a much extended & upgraded cycling path network through the CV
- OCP has provisions for an extensive charging station network for EVs. With increased government incentives (federal, provincial, even municipal?). Jim could afford an EV - still can dependent, but no GHG emissions
- Expanded public transit using electric buses
- More futuristic perhaps, but when autonomous vehicles become ubiquitous, Jim could call up one of a community owned fleet which would pick him up & take him to work – no more need of use of privately-owned vehicles by everyone
- Frequency of buses in/out of Courtenay! Make biking safer + easier and plant more trees in the urban realm + make architecture + site planning visually interesting + pedestrian friendly so that Jim will want to walk!
- Nothing works better to save on carbon footprint whilst maintaining good health is commuting by bicycle. Therefore, safe and hopefully scenic trails for bike traffic (refer to Edmonton River Valley bike trails) The more away from traffic, the better
- The dream.... Riverside trails for walkers and cyclists
- Build a femicular up the hill between North Island Highway and Lenwick Rd



-21-

## The Chans

*The Chans are a young family with one child and another on the way. They currently live in a one bedroom apartment, but would like a little more space for when the new baby comes. How can the Official Community Plan update help to ensure that there are diverse and affordable options for the Chans?*

### WHAT WE HEARD

- Change zoning to allow/encourage the plans for the "living City" plan – have high density along transit loop (as single family residences get replaced with smaller units in apartment buildings or condos - prices for homes (smaller homes) become more affordable for the chans (+for young people, for young families; + disabled people can have easier accessibility for socializing + services)
- Increase housing density in city. Combine retail with housing above. Mandate each housing development have a certain percentage of apt/suites that are affordable/locked in rental for low income individuals/families. Apartment complexes with on site daycare.
- Make it easier for property owners to densify their property
- Ensure future development require contribution to the pool of affordable + supportable housing
- Allow for more diversity of building & residential choices
- Allow for rapid development of co-op housing and other communal solutions
- Incentivize "green" developers to create market and income-driven rental units
- Avoid "ghetto-izing" affordable development – affordable +supportive housing need sto be among market housing + easily connected to amenities
- Replace old low-storey buildings with taller, better planned, multi-use buildings (commercial below, housing above)
- Infill + subdivide, eliminate minimum lot sizes cap mac lots + require multi-family units in alt developments
- Support tiny home + container home building on private property
- Encourage developers to create communal space to improve connection with neighbours
- Allow increased density in transit accessible zones
- Limit urban sprawl
- Encourage neighbourhood associations to reduce stress and increase social contact
- Ensure there are a variety of affordable housing options available
- Intergenerational
- Community gardens
- Walkable to park access
- Plan more townhouses – especially close to parks, schools, childcare and grocery transit
- Plan for more walking/mixed-use trails so the Chans can play outside
- Refresh the outdoor pool
- Plan a nature playground + other forest/nature spaces
- Introduce an indoor play/activity space for kids to use in the 7th months of rain !!
- Greater density in downtown core
- Create communities of modest 2 or 3 bedroom rental homes/townhouses/apartments close to amenities and schools to offer more options for walking and sense of community (or rent to own)

-22-

## Maria Erikson

*Maria Erickson has limited mobility, but aspires to maintain as much independence as possible. With the help of her cane, she would like to take daily walks to meet friends, go grocery shopping or access green spaces. How could the Official Community Plan update help meet Maria's needs?*

### WHAT WE HEARD

- Any areas that have foot traffic and no sidewalks, put sidewalks in. Public transit bring faster and go more places. Downs that aren't very good on downtown sidewalks or other high-density foot traffic areas be fixed if need to be.
- Mixed housing in residential areas, low level apartment blocks 3-4 storey with elevators in amongst single family areas. Allow suites in some houses. Ensure some parks are walkable for walkers, canes, scooters. Bus shelters so bus can be taken to grocery stores
- Increased multimodal paths... connected... accessible for all + mobility scooters... and bicycles – increased public transit... accessible to all ... electric buses... – increased number of smaller area spaces
- Provide benches occasionally along pathways & in parks to allow 'rest stops'. Choose easily maintained materials that would minimize vandalism (eg. Wire mesh). Have wifi access in case Maria needs emergency services or can call a friend/family member to pick her up
- Develop density hubs & Mixed-use residential/commercial areas. Incorporate all transportation modes in transportation planning. Include pocket parks & small green spaces in all developments
- Low rise densification in the downtown area would provide a base for mixed size/cost housing – both owned and rented that would allow Maria to live in proximity to friends and amenities. Also living in the city centre allows for better transit options
- More micro-parks. Much better public transit. Smaller buses that run much more frequently. More sidewalks
- Clear signage indicating mobility friendly access
- Drop off/pick up spots near entrances
- Lighting + clearly marked obstacles
- Make transit free and readily available. I don't take the bus because the service is so sparse. It would take me hours to complete a 15 min drive. And the bus depot for inter-city transport was just closed. Clear message = public transport is not important

-23-

## Ben Mongeau

*Ben Mongeau is in grade three and wants to cycle to school. However, Ben and his parents find that vehicular traffic can feel intimidating or downright unsafe. How can the Official Community Plan update improve safety and comfort for Ben while he is cycling?*

### WHAT WE HEARD

- The cycling coalition offers Bike Rodeos to the elementary schools. Take part and learn the rules of the road. Don't be afraid to ride on the sidewalks if there are no bike lanes and the auto traffic is heavy
- Have "bike club" in school to include primary (K-3) grades instead of just intermediate (4-7) grades. Focus riding in town, streets, city, not just trails and parks the more it is seen and done, the more awareness and common it is and becomes
- Designated bike routes clearly marked. On routes with less traffic when possible. With intermediate posted signs to remind drivers they are on a bike route
- Increase the number of bike lanes. Increase education for safe cycling (obey traffic signals/stop signs)
- Ben's parents should not be so concerned about their son. Vehicular traffic is part of city life whether that city is Courtenay or Vancouver. Ben will figure it out for himself with proper safety guidance from his parents. That said, Courtenay is growing and get has the same two bridge crossings that it did 50 years ago. There is advice need for a third crossing for cars. Once that occurs there will be less congestion for Ben
- Allow slow cycling on sidewalks for kids. Also ensure cycle lanes near schools. Put up signs - "children cycling" in hot spots. If it's really still unsafe in the area walk or run instead.
- Protected bike lanes; more traffic calming - such as lit speeding signs - bike signs. Opportunities for bike riding safety classes and trips
- More educational for drivers - can we normalize cycling and get drivers to be more aware - share the road ad & education campaign
- 1. Take an instructional course (free) on urban cycling and safety (Nancy/Dylan) to build confidence. 2. More dedicated bike lanes. 3. Move in groups, look big, demand space. 4. lights, high vis, flags, horn

-24-

## Azra & Ahmet Khan

*Azra and Ahmet Khan are empty-nesters, and they live in a new neighbourhood comprised solely of single-detached homes. They are starting to feel as though their home is too large to suit their purposes. They would like to downsize, and also stay in their neighbourhood. How can the Official Community Plan update help Azra and Ahmet?*

### WHAT WE HEARD

- Municipalities/chamber of commerce/CMHC, BC housing, etc – collaborate to fund & a local housing funding body to facilitate & offer mortgage financing specifically for in fill & secondary suites & coach housing & conversion of rest of homes like the Khans to multi- or mini home
- New condos with more emphasis on mixed-density: SF homes, low rise townhouse, mid-rise towers (carefully done!) – not like Kelowna!
- Where possible, carriage house development
- Developments with smaller lot size! Set up for small homes (<1200 SF)
- Change zoning – # of unrelated people sharing a home co-housing that includes all ages. Zoning for including “tiny houses”
- 1. Get rid of R1 zones. 2. Allow suites, carriage homes & 2 unit houses on all sites – why provide better use of resources, increases population on older areas, provides a wider range of housing options, may make housing more affordable for entry level, increases housing units
- Not Airbnb – the “ghost hotels”
- Allow secondary suite of some description. Work @ N.I.C. to provide accommodation for a student
- Increase the access and opportunity for carriage house zoning – or multi-family create and open up front & back (alleys) to allow double frontage
- Transit & car pool options increases + smaller move walkable travel zones
- Incorporate mixed-density housing into our neighbourhood (adjust zoning) – (eg carriage homes) – secondary suites
- “Change zoning” Allow for rentals and Airbnb
- If they could afford to create an apartment from example the upstairs land, with private outside access, they could make the ground floor into their own apartment. In this way the neighbourhood they enjoy could accommodate them in a smaller space, and also welcome new renters who like the neighbourhood, or new owners

-25-

## Pamela Elisone

*Pamela Elisone is a small business owner who is looking for an affordable commercial space where she can expand her business. How can the Official Community Plan update help Pamela?*

### WHAT WE HEARD

- Look for densification in areas that would support her business
- Ensure that downtown stays free of "big boxes" and focuses on space for smaller enterprises. Perhaps some incentives for landlords some of the older buildings downtown to fix the aging infrastructure and make it more amenable for smaller businesses. Close 5th street one day a month to all traffic to allow people to get up close to the local shop in the area
- Allowing for easier transit through downtown core to provide Pamela with customers. Likewise, lowering rent costs for someone starting out would only benefit in the long run.
- Perhaps be able to share space with another business. Depending on the business – access to neighbourhoods. Eg – there is a business in my neighbourhood that is run out of the house – log house construction not just a B+B or yoga studio
- Cooperative community commercial space
- Develop old thrifties store to provide small spaces for "comarket" area & small businesses
- Depends on what sort of "small business" she owns. If retail, the OCP can encourage better use of downtown parking lots, with room for store space. (eg – build storefronts along Cliffe between 6th & 8th, while retaining parking space in the back) – also at 4th & Duncan

-38-

## Tessa Harry

*Tessa Harry is a North Island College student who is close to graduation. She is hoping to find local housing and a great job in her field after graduation. How can the Official Community Plan Update help Tessa?*

### WHAT WE HEARD

- Need for affordable housing and well paying jobs (a range of opportunities)
- Housing – official community plan to monitor occupancy/vacancy rate as well as affordability of housing. Encourage density in areas where public transportation is available and in communities where it is easy to walk/ride bicycles
- Work – I think work and affordable housing are connected. I think employers will seek coming to the community if they can find a work force who can afford to be here
- Conduct a local area plan for the region around NIC & the hospital
- Zone the land around the college for higher density housing, including specialized “staff” & “student housing”. Allow secondary suites & coach houses to all existing single family dwellings. What is her “field”? Encourage mixed-use development, including ground floor commercial, 2nd floor office, upper floors mix of market & non-market housing. Encourage the city to develop its own “public” non-market housing!
- More rental spaces. More zoning for rental. Building apartment buildings but not devoting much space for cars.
- Stop requiring parking spaces in new builds. More bike lanes for easy safe transportation (cheap)
- Tessa's age is a consideration
  - If young – NS – NIC – she needs breadth of experience – she should look outside CV for similar (small size city) or different (not on Vancouver Island or even BC but where career opportunities are greatest). If her long-term plan is to return to CV – she should check on emerging job opportunities.
  - If recently student, she might have other responsibilities (ie children, aging parents, spouse, mortgage). She needs to climb laterally – self employment experience + volunteer in career area she hopes to evolve
- If a good match between study-diploma – career – welcome her as a tax payer
- ALL OF THE ABOVE OCP – could coordinate C/ Com/NIC to advise on above. How effect is the career fair with respect to transition options:
  - Promote affordable housing
  - The OCP will have a range of affordable housing options. A range of businesses, small to large, will be (accommodated attracted) in suitable areas around the Valley...
  - Ensure that there is affordable housing – finding room-mates (right now there is not enough affordable housing)
  - Jobs that cater to the “young” population
  - A good transit system would make her costs less
  - Location is key ... walkability
  - It is critical to keep her in the community. Small towns don't grow because young people move away. Courtenay needs more \$20-35 per hour jobs. What about room + board opportunities??
  - Where is the job – say a nurse
  - Needs low cost housing to start
  - CO-op housing near bus routes
  - And the buses need to go near parks + trails so nature is accessible to everyone
  - Provide more affordable housing of course with eye toward housing constituting only 25% - 30% of a persons net income. I'm not sure how the OCP can help with her “great job in her field”. I will say that, if she wants to remain in CV, then her field needs to be health care, especially geriatric (sp.). The OCP can provide opportunities in the arts, especially street art and festival art opportunities.
  - Need attainable housing
  - Job? – NIC needs to have list of businesses and trades that need her!

-27-

## Darsh Singh

*Darsh Singh is an arts and culture enthusiast and would love to see more cultural opportunities within Courtenay. How can the Official Community Plan help Darsh?*

### WHAT WE HEARD

- Develop an A + C criteria set through which to assess new developments. Create aesthetic + AC identities for each neighbourhood. Host biennial events to host temporary art installations from visiting artists. Work with businesses + institutions to develop a public art program – pair with local artists for new installations. Establish parks + AC program to develop aesthetic + art themes for each park
- Courtenay is “Rich” in the arts so lots of opportunities (but not much money). He should use this heritage to develop his skills
- Elevate arts to of equal importance as health + safety. Fund public art (ie the bridge could be used for a mural). Encourage private + business support of arts + donor
- Culture initiatives
- Profile, promote + build on the many cool projects that occur at present. CV as cultural destination
- City funded exhibits: banners, statues, interactive displays. More funding for groups to facilitate art events, projects, etc
- There are lots of opportunities in the community, but not a lot of opportunities to get together. An ARIS centre with a wide mandate could help, but I would be worried of undermining existing groups. This stuff can be political. Arts education and community arts are important to me. Integrate with schools and college – build on existing resources
- IMO there are quite a few arts + cultural (from what I here) ops. In Courtenay the ones I know about: Cyonic, lots of choirs, music fest, the museum, Canada Day, Elevate, Regular music ops and open mike events in various public houses (bars). The art gallery, watch the activities around the fibre shed, community schools + garden at Lake ---- I suggest: and info exchange & many more community/public post your event/business/ideas boards; and fostering places where people can gather; also help fund the things we have now ie music fest which provides volunteer opportunities for hundreds environment; step up inter agency exchange ie – between immigrant welcome centre with Arts Community (should Darsh be a new comer/ESL learner)

-28-

# Game Changing Ideas

## OVERVIEW

Participants were asked to share what their game changing idea for the climate is.

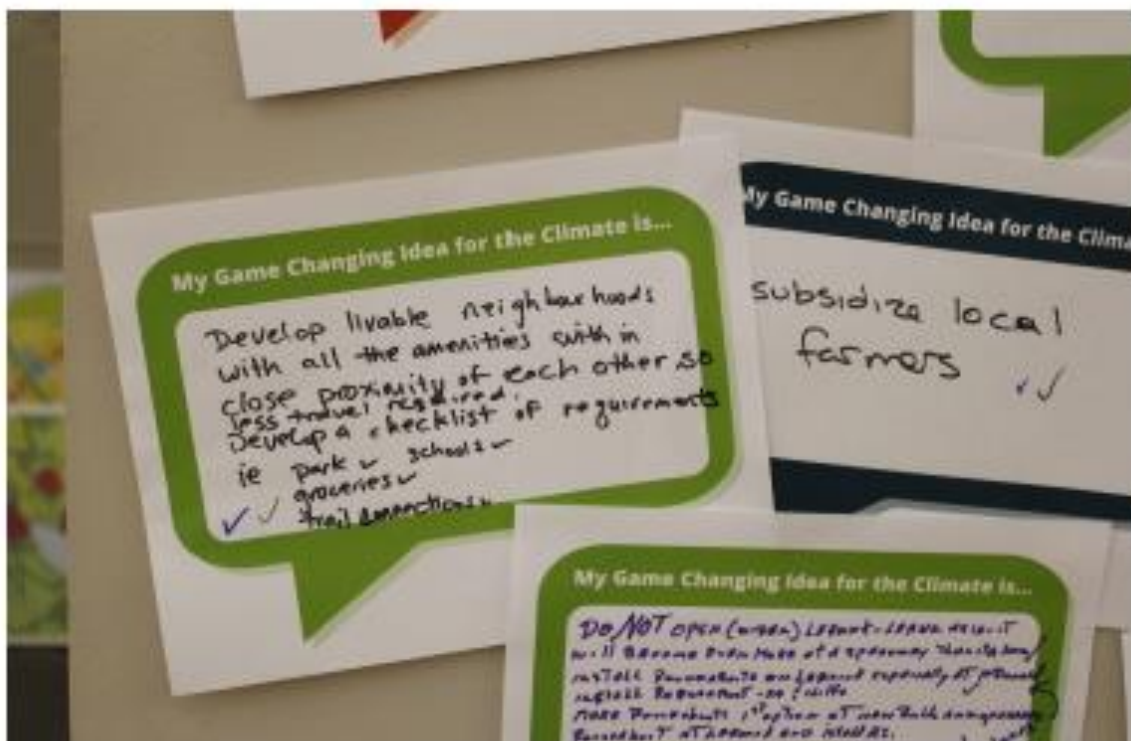
## WHAT WE HEARD

159 participants shared their ideas. The 'wordcloud' on the following page summarizes the most frequently used words - the larger the word, the more often it was identified in participant ideas. For reference, all verbatim comments are listed in *italic* and a full list can be found in the Appendix.

Although unsolicited, several ideas were given a star or check mark by other participants. Below is a list of those that were most 'liked':

- *Improve and add 18 walking trails so that we can depend less on our cars. And safe bike routes too*
- *Stop burning!!!! (anything)*
- *Less lawn*
- *Social procurement of food + supplies. Eliminate homelessness live light/minimalist more urban forests*
- *Rely on + build up local food systems*
- *Promote local small businesses to decrease transportation of good*
- *Subsidize local farmers*
- *Public washrooms + access to water all year*
- *Develop livable neighbourhoods with all the amenities with in close proximity of each other, so develop a checklist of requirements (i.e. park, schools, groceries, trail connections)*
- *Neighbourhood walkability and vibrant centres and more trees along sidewalks (connected centres)*
- *Better bus, hiking, walking routes. More solar lights on trails and walkways*
- *Keep development out of low lands, & repair damaged marsh lands*
- *Permeable "pavement" in all new commercial parking lots*
- *Make Courtenay more walkable/cycle friendly by increasing connectivity!*
- *Restoring historic streams and water ways --- removing rip- rap*
- *Move central builders. Make it a green space*
- *Waterfront acquisition plan (sea level rise/climate adaptation)*
- *Withdraw from the foreshore & turn it into a greenway*
- *Reducing motorized vehicles in the parades due to health risks for the children who are sitting to close to the exhaust systems*
- *Ban single-use plastics*
- *Monetary incentives for installing solar panels on your house*
- *Composting would reduce our waste substantially*
- *Green building codes that incorporate clever energy + standards*
- *Keep the trees only allow redevelopment of existing sites*
- *Community gardens*
- *Subsidize local farmers*





City of Courtenay OCP Phase 1 Engagement Report

-30-

A word cloud featuring various terms in different colors and sizes. The words are arranged in a roughly triangular shape, pointing downwards. The colors include shades of blue, green, orange, red, and pink. The words are: neighbour, downtown, incentives, comm, infrastructure, en, schools, children, climate, education, housing, electric, business, local, commercial, plant, decrease, natural, grow, create, clean, so, change, limit, less, sa, improve, reduce, bet, live, build, promote, pu, educate, encourage, protect.

-31-

A word cloud featuring various sustainability and community-related terms. The words are arranged in a dense, overlapping manner. The most prominent words, shown in larger fonts, include 'Water', 'forests', 'gardens', 'walking', 'trees', 'food', 'sustainable', 'cycling', 'EV', 'transit', 'bike', 'solar', 'energy', 'unity', 'rhoods', 'green', 'agriculture', 'farmers', 'chickens', 'composting', 'urban', 'now', 'compact', 'walkability', 'charging', 'ride', 'buses', 'transit', 'bike', 'walking', 'EV', 'transit', 'bike'. Other visible words include 'flood', 'streams', 'wetlands', 'permeable', 'trails', 'parks', 'sustainable', 'agriculture', 'farmers', 'chickens', 'composting', 'urban', 'now', 'compact', 'walkability', 'charging', 'ride', 'buses', 'transit', 'bike'. The colors used for the text include shades of blue, green, orange, pink, and grey.

-32-

# Mayor for the Day

## OVERVIEW

In this activity, participants were given 16 tokens and asked to place them in the 'buckets' that aligned with their top climate friendly priorities.

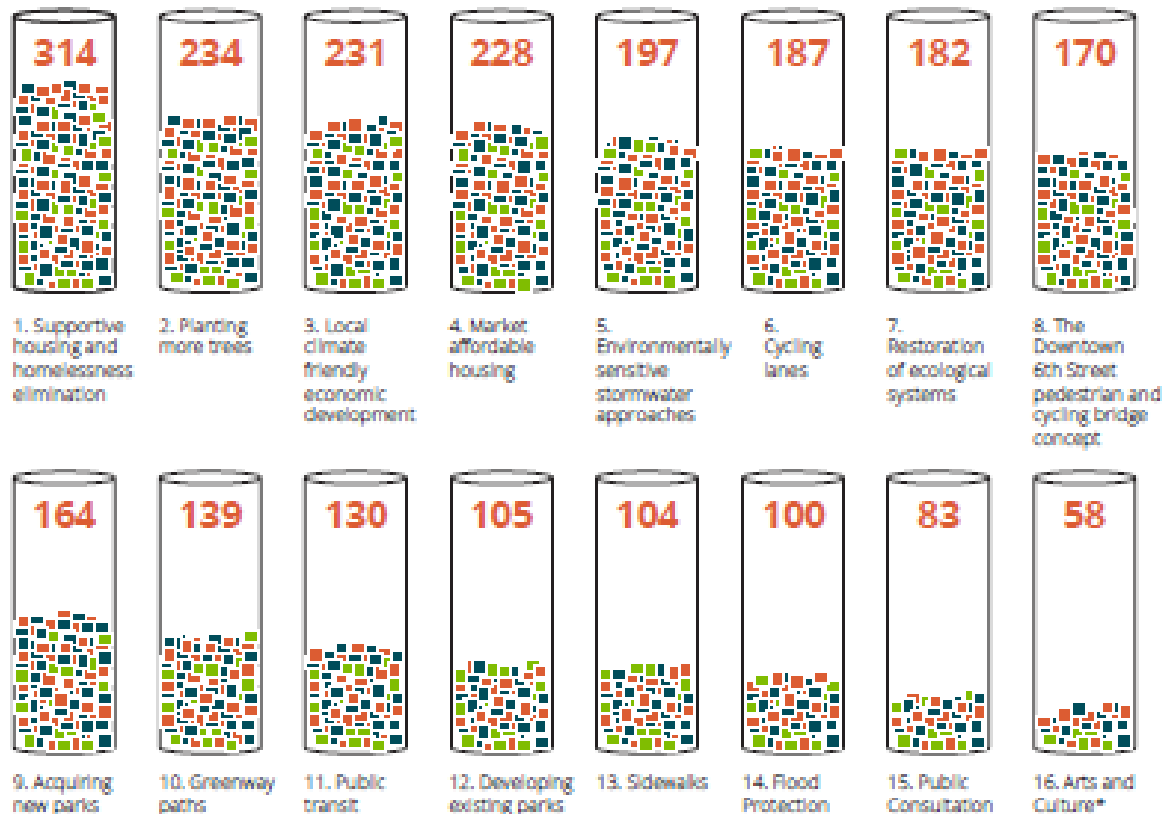
It was mentioned that priorities determined by City Council are 'spent' in both dollars, in-kind support (e.g. land or equipment) and in human resource time of staff to work on their priorities. Tokens could therefore represent both time and/or money.



-33-

## WHAT WE HEARD

Below is a summary of how participants prioritized their budgets. \*Please note that the Arts and Culture value is relatively lower than would be expected and is likely due to an accounting error.



## ADDITIONAL SUGGESTIONS

Other categories beyond those provided were also suggested, such as:

- Investing in solar initiatives/green energy
- Public washrooms and drinking water downtown (available to public)
- Amalgamation of Courtenay, Comox, and Cumberland
- Use of electric vehicles in public transport (dart, school bus, etc)
- Revitalizing existing neighbourhoods (ie. Fitzgerald & England area) – close to downtown that are already close to amenities (ie. schools & transit)
- Protecting wildlife corridor

-34-

# Design Courtenay!

## OVERVIEW

This activity offered the opportunity for residents to collaborate with a graphic facilitator in visually representing their ideas for the future of Courtenay.

## WHAT WE HEARD

Numerous themes emerged through this process:

### Strategic Redevelopment Opportunities

- Focus on core downtown
- Transit connections to outlying areas
- Redevelop Thrifty's and Courthouse into "Urban Village" including
  - Services
  - Housing
  - Farmer's Market
- Move Courthouse, RCMP, City Hall to Central Buildings Site to Westerly

### New or Preferred Forms of Development

- Mondo Housing - scheme for shared ownership of housing lots as a modular fourplex arrangement - targeted at people downsizing or first time owners
- More 'Creekside Style' medium density that is community-oriented and kid friendly
- Allowing up to 6 storeys in specific zones
- Mixed use; wood frame; underground parking
- Social and affordable housing

### Interconnected Greenways and Waterways

- Integrated walking pathways and wildlife corridors; connecting community and recreation
- Cycling infrastructure including separated lanes on main roads, designated bike roads through neighbourhoods, and bike trails for inter-community travel
- Layered waterways that balance watershed health with amenities, business, and residential development - including a gradient of 'social edges' between businesses setback from waterways

### Layered Approach to Planning for Growth

- Community hubs/neighbourhoods - basic needs met within walking/biking distance
- Supported by larger gathering areas for events, culture, etc. and public transport
- Regional transportation for in and out of community

### Amenity Focus

- Connectivity between waterways and estuary - for kayaking, walking, cycling
- Buffer zones between urbanization and wildlife corridors

### Strategic Withdrawal from the Floodplain

- Retreat and revegetate
- No new infrastructure or development in the floodplain
- Remove buildings and infrastructure
- Change wording from "Flood Protection" to "Floodplain Restoration"
- New uses in the growing setbacks, including tourism, boutique commercial that is removable

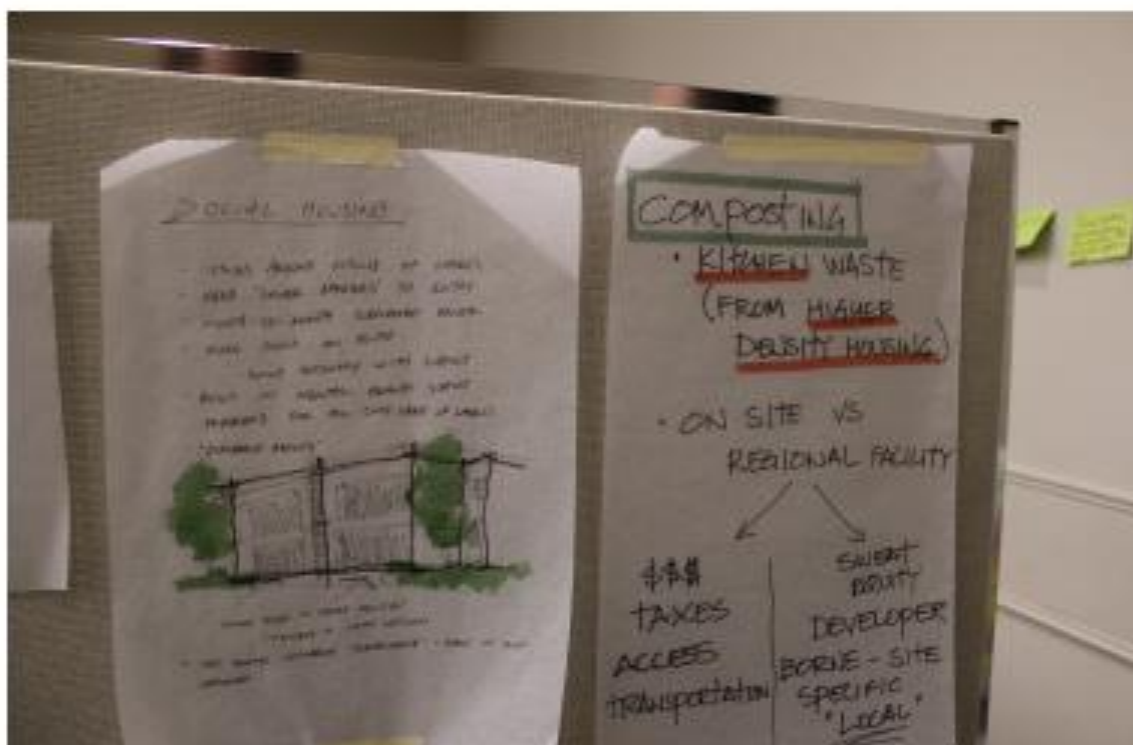
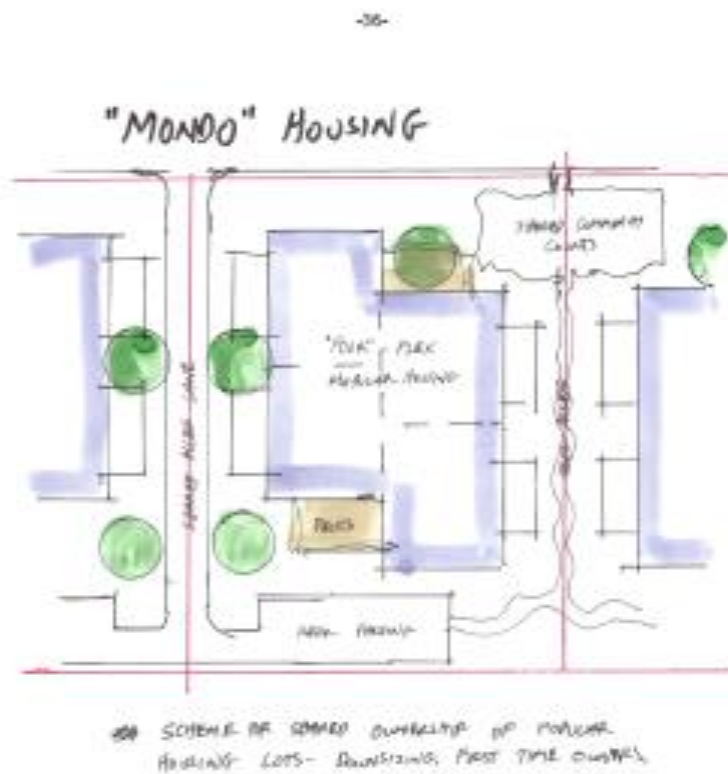
### Urban Agriculture and Composting

- Connecting higher density housing with local composting facilities
- Allowing chickens within urban areas





City of Courtenay OCP Phase 1 Engagement Report





[illegible]

49

-38-



-39-



City of Courtenay OCP Phase 1 Engagement Report

-40-

# Interactive Panels

## OVERVIEW

Several interactive panels invited participants to provide their input relating to their vision for the future, hopes and fears, perspectives on change, and insights relating to climate action and adaptation. The emergent themes are outlined in this section.

## WHAT WE HEARD

Cast your mind forward 10-20 years into the future. Imagine a Courtenay that is beautiful, prosperous, healthy, equitable, and carbon neutral. What does your life look like there?

Participants provided approximately 180 individual comments in response to this question. Emerging themes are listed below, along with representative examples of comments that are captured directly in the words of participants. The themes with the most comments are listed near the top.

### Fewer cars and less car infrastructure

- *Don't own a car anymore - relying on frequent bus service*

### More spaces/infrastructure for walking and cycling

- *More enticing walking and biking routes*

### Plenty of green spaces and street trees

- *More green outdoor space with shade trees and public art and connected walkways*

### Access to natural areas and trails

- *More focus on and visibility and use of the Courtenay River*

### Protected natural areas (e.g. shorelines, rivers, wildlife, forests)

- *All rivers are kept natural*

### Improved transit (e.g. greater frequency, better schedule)

- *More efficient public transit; fewer cars*

### Green infrastructure (e.g. raingardens, green roofs, trees, urban food gardens, electrified transportation)

- *Parking lots are porous not paved*

### Green energy (e.g. use of local power, solar panels, no natural gas)

- *Green energy in all new development*



-41-



City of Courtenay OCP Phase 1 Engagement Report

-42-

#### **Green buildings and healthy homes**

- *Live in smaller footprint house (less than 1100 square feet)*

#### **More supportive housing (e.g. seniors' housing, social housing, affordable housing, accessible housing, addressing homelessness)**

- *More social housing in all areas of City*

#### **Vibrant, walkable, prosperous, safe downtown**

- *A vibrant and "cute" downtown with walking connectivity to residential areas*

#### **Compact development/growth**

- *Compact, walkable, and accessible. Building up instead of out. Reclaiming green space. Connecting people with amenities.*

#### **Clean environment (e.g. clean air, no pollution)**

- *Ban on plastic*

#### **More public art and arts amenities/facilities**

- *Public art with a map to follow it throughout the city*

#### **More / better jobs (e.g. larger number of smaller businesses, green tech jobs)**

- *Well paying jobs available*

#### **Amalgamation with Comox and/or the region**

- *Amalgamation of the whole region*

#### **More community spaces**

- *Plan for more community gardens – community gathering spots*

#### **More inclusivity and stronger sense of community**

- *Friendly to seniors, youth, and children*



-43-

### What are your greatest hopes about how Courtenay could change over time?

### What are your greatest fears about how Courtenay could change over time?

Participants provided approximately 110 individual comments relating to their fears and approximately 120 relating to their hopes. Emerging themes are listed below, along with representative examples of comments that are captured directly in the words of participants.

Themes most commonly referenced are included here, with the most commonly referenced listed near the top.

## HOPES

### Transportation focuses on walking, cycling, and transit

- *Become an example community for non-vehicular transport*

### Lots of green spaces and protected natural areas

- *Become a living city with urban forest and green space*
- *Protected wildlife corridors*

### Compact planning

- *Apply smart growth, densify and good transit*

### Green infrastructure

- *New innovative building and infrastructure design! More raingardens and re-greening streets like upper 5th Street*

### A focus on sustainability

- *Become a community that "lives" sustainability at all levels*
- *Courtenay will become a leader in progressive climate action*

### Strong community

- *Building a community of hope, action, and positive support*
- *Increased opportunities for connectivity and community building*

### Attainable, affordable, and social housing

- *More lower cost housing so more young people can afford to live here, as well as those on fixed incomes*
- *No homelessness*

### Spaces for community gathering, including for arts and culture

- *Community gathering spaces that are covered and can sit*
- *Become a cultural nexus – need a visual arts presence*

## FEARS

### Too much traffic / cars / car-dependency

- *Too car reliant – planning all around cars*

### Sprawl / poor growth

- *Big house and big box stores and big roads, versus community (and) people living closer to services [with] increased density*
- *Cheap, inefficient mono-type residential growth*
- *Excessive suburban car-oriented forest destroying development*

### Loss of green space

- *Green space torn up for mansions*

### Loss of nature

- *Destruction of its forests, green spaces – too much black top and too many parking lots*

### Environmental damage

- *Not enough environmental protection*

### Inadequate planning

- *No change – great plan with community input [but] no action*
- *Poorly planned densification*

### Housing inaffordability and inequality

- *Rich people price regular people out of housing*

### Too much population / overcrowding

- *Less room to grow food*

-44-

**As we think about how we manage growth and change... What aspects of Courtenay should remain the same? What do you cherish that must be protected?**

Participants provided approximately 100 individual comments relating to "aspects they would like to keep the same" and approximately 140 relating to "aspects they would like to see change". Emerging themes are listed below, along with representative examples of comments that are captured directly in the words of participants.

Themes most commonly referenced are included here. There are fewer listed themes for this question compared with some of the others, because the input was overwhelmingly focused on wild/natural spaces and parks and trails.

## ASPECTS TO KEEP THE SAME

**Wild / natural spaces, including their health/cleanliness and public access to them (e.g. forest, estuary and waterways, beaches, wildlife corridors)**

- *Access to natural areas, beaches, river sides*
- *I cherish swimming at Lewis Park at last high-tide of the day, recognize how world class this is and protect it*
- *The river and salmon habitat*

**Parks and trails**

- *Love the walkable and bikeable trails through green space and along waterways and beach*
- *Public space parks, trees, benches, gathering spaces*
- *All the parks and trees as much as possible*

**Downtown**

- *I love our downtown shops, stores, etc - want to keep them!*
- *Charm of downtown*
- *Downtown walkability*

## ASPECTS TO IMPROVE UPON

**Natural area protection and access**

- *Protection of green spaces and urban streams*
- *No private land within 30 meters of rivers*
- *More trails*

**Resource management**

- *Run off management and filtration*
- *Curbside composting*
- *Water conservation and local food production*

**Transportation choices for walking and cycling**

- *Greater connectivity for walking and biking*
- *More safe bicycle and walking paths*
- *Safe bicycle path, separate from the road system*

**Transit**

- *Incentives to stop relying on cars and start relying on buses*
- *Make buses free and more frequent*
- *Bus routes that make more sense*

**Traffic and congestion**

- *Stop vehicle priority planning*
- *Too many cars downtown - houses with double garage*
- *Continued traffic calming - love the new upper 5th Street*
- *Reduction in traffic*

**Sprawl and density**

- *Increase density in the downtown area and neighbourhoods surrounding*
- *Prevent additional urban sprawl*
- *Suburban subdivisions -> monster single family development*

**Housing affordability and choices**

- *More low income housing*
- *Really robust affordable housing needed*
- *Affordable housing co-ops*
- *Where am I going to live and age? Very few independent living residences for seniors*

**Homelessness and social supports**

- *More community resources for those who are facing homeless and/or addiction*
- *More services for children and youth in need*
- *More funding towards safety*

**Wood stoves**

- *Stop wood burning*
- *Decrease wood smoke from residences*



-45-

## CLIMATE CHANGE

Participants provided approximately 330 individual comments relating to "mitigating climate crisis" and "adapting to climate change". Emerging themes are listed below, along with representative examples of comments that are captured directly in the words of participants. Themes most commonly referenced are included here.

### CLIMATE CHANGE MITIGATION

**What are the barriers to reducing our GHG emissions?**

- **Reliance on cars and poor transportation options**
  - *Low population density -> poor public transit -> continued car dependency*
  - *Poor public transit and bike infrastructure*
  - *Do what is in the City's power to impact - design transportation in a way that gets people out of cars*
- **Sprawl / poorly managed growth**
  - *City sprawling out instead of revitalizing existing areas where schools, transit, restaurants, shops, jobs are*
- **Lack of leadership**
  - *Lack of leadership and policies*
  - *Clear direction and role modeling by local governments*
- **Wrong mindset or lack of knowledge**
  - *The mindset that life is only livable if you drive a car*
  - *People refuse to use cars less - need "encouragement" and "incentives"*
  - *People fears of increased taxes*

**What are the actions to reducing our GHG emissions?**

- **Green transportation options**
  - *EV charging infrastructure*
  - *Density and public transit*
  - *Make walking and biking much more attractive. Not just a painted shoulder on the road.*
- **Green energy / energy conservation**
  - *A program to distribute affordable solar panels to all*
  - *Community owned electrical grid run off solar and other renewable sources*
  - *Get rid of wood stoves*
- **Protect and plant trees**
  - *Plant 2000 seedlings every year - get the school children involved*
  - *Stop cutting down trees*
  - *More trees - planting program and promotion*
- **Green housing and development**
  - *Adopt Step Code*
  - *Rooftop gardens, rain catchers, solar panels, etc*
  - *Only build energy efficient houses/apartments/stores*
  - *Housing retrofits*
- **Natural resource protection/support**
  - *Curbside composting*
  - *Encourage local grocery stores to step up "no food waste" initiatives... giving away almost expired food to local non-profits. Also incentives to buy local produce*
  - *All residents of the valley should be on water meters*
  - *Teaching people to prune and helping harvest excess produce*

-46-

## CLIMATE CHANGE ADAPTATION

Note: Many of the comments provided on the "climate adaptation" panel seemingly relate more to climate mitigation. Those comments have been captured above in the "climate mitigation" summary. The comments that follow are those relating specifically to climate adaptation.

### What are the barriers to adapting to a changing climate?

- **Wrong mindset or lack of knowledge and education**
  - *Change in behavior of comfort zones for people*
  - *Old ways of thinking and viewing growth and change*
  - *Deniers*
  - *General complacency*
  - *Education -> lack thereof*
- **Political and administrative challenges**
  - *Government inaction, mostly federal and provincial*
  - *Need to increase collaboration in planning between municipalities and regional district*
  - *Political polarization*
- **Developer actions and development patterns**
  - *Allowing real estate development to take the money and run*
  - *Greed of developers*
  - *Less pavement! Green subdivision*

### What are the actions to adapting to a changing climate?

- **Landscape and flood management**
  - *Protect remaining watershed/urban (30 m setbacks)*
  - *Site adaptive design*
  - *Plan for more parks, green corridors, wildlife corridors, protect riparian areas, protect floor plain, protect agricultural areas*

- **Manage water resources and prepare for drought**

- *Look ahead for water resources. Prepare for drought.*
- *Rainwater storage in winter for summer months*
- *Requiring landscaping to be draught tolerant - focus efforts on preserving biodiversity and ecosystem resilience*
- *Protecting waterways*

- **Local food**

- *Food security locally*
- *Urban agriculture, green roofs -> local food procurement for Courtenay institutions/org*
- *Encourage local farming - get a centralized plan to keep centralize*
- *Food security - increasing ways to feed ourselves in cities*

-48-

## NEIGHBOURHOOD HEARTS

Participants identified where their neighbourhood's 'heart' is located on an aerial map (see page 49). These responses will be used to help inform planning at the neighbourhood level.

Residents also offered input for the following question:

**How do you know when you've left your neighbourhood and entered another?**

### Experiential qualities

- *People stop waving when they drive by less smiling*
- *The "country" feel & charm + natural walking paths change to front drive single family homes*
- *When I cross the 1st bridge going north on cliffs from the old highway south and arrive by a farm field, river, + flood plain*
- *Slow speed limits in neighbourhoods*

### Roads or trail networks as thresholds

- *When I cross Menzies = 5th*
- *When I cross Huband going South on HWY 19*
- *When I leave Dyke Rd*
- *Pathways along estuary + downtown*
- *Bicycle connectivity from Andara to one spot trail. Only about 1km*

### Physical or perceived barriers

- *You cross the river*
- *Interrupted connectivity when walking/biking/kayaking activities do not connect make them do so*
- *When crossing a street with vehicles going over 40 km/hr*

### Land use changes

- *I start to see business -> my area is primarily residential*

-49-



-50-

# Letters to or From the Future

## OVERVIEW

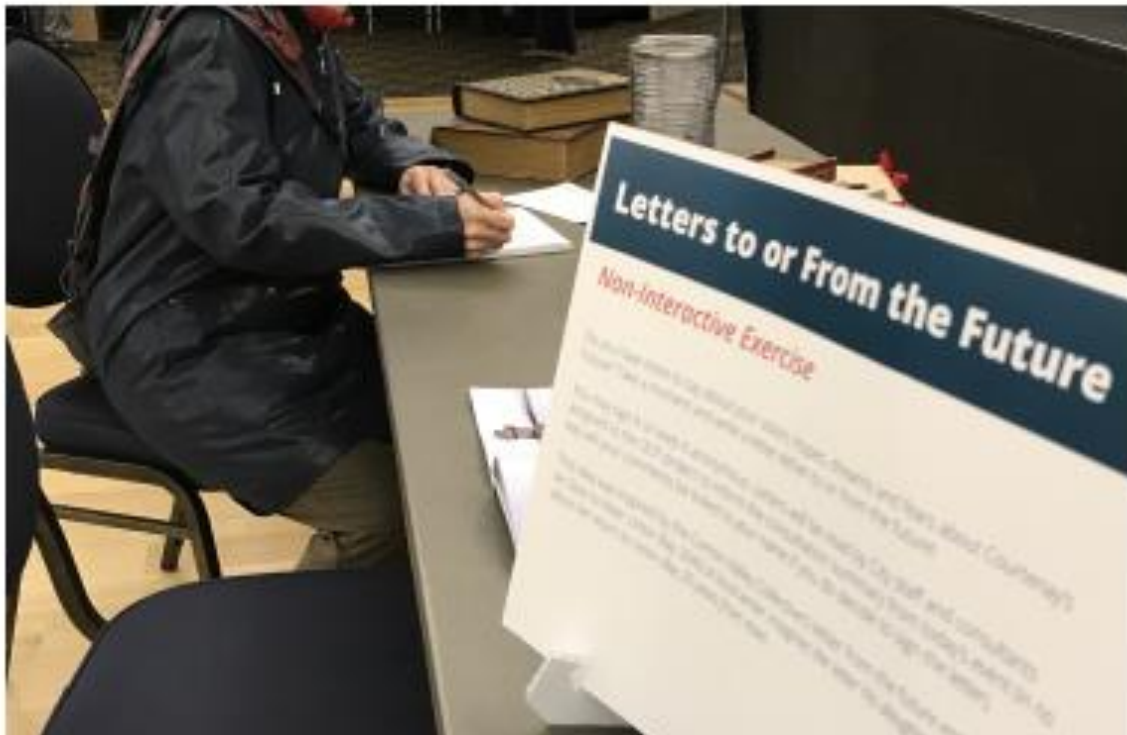
This activity was inspired and adapted from the Comox Valley Collective's letter from the future entitled: You'll be Glad to Hear: Union Bay 2040 (A local writer imagines the letter his daughter will write him about her return to Union Bay 20 years from now).

Residents were asked to write letters to or from the future of Courtenay, outlining any visions, hopes, dreams, or fears they may have about Courtenay's future.

## WHAT WE HEARD

A full compilation of letters can be found in the Appendix.

-51-



Dearest Citizen of the Comox Valley,  
What kind of ancestor  
do you want to be?

With love,  
a neighbour  
a friend  
a human being.











-58-

# Map It!

## VERBATIM COMMENTS

### CHERISHED ASSETS

7. Extend the riverway – restore stotan falls to public commons  
8. Ruth Masters Greenways! – we need more of this greenery connectivity  
11. Retain all side – walks in old city (one-side sidewalk in new area only)  
17. Courtenay River Estuary  
22. Wachiyay friendship centre  
24. The gorgeous old cherry blossom trees  
27. Airpark walk  
29. Protect glacier view greenspace  
35. Our recreational access to water is great!  
40. Our recreational access to water is great  
41. Our estuary – class A  
44. Comox Estuary Kus-Kus-Sum  
45. Flood plains/wetland habitat  
46. Growing 'human' food on Farquartson farm  
47. Library – please tend to the litter surrounding this beautiful building  
49. Linden tree @ mudsharks corner  
59. Protect food chain from predators to prey – especially owls and rats  
60. Tsolum River  
72. Forests, streams, green areas, more protections  
81. Our own back (or front) yard gardens! Grow your own veggies  
84. Our drinking water our watershed – keep it safe and available to all  
88. Make this a public trail  
98. Trail systems rotary + airparks (connect the two?)  
106. Strong centre launching in spring ellen strong klassen  
107. Lake trail community school garden  
110. Lake trail community school !! (lots happening!)  
112. Green space in the heart of "downtown" opportunity!  
115. Roy Stewart Morrison/Puntledge & Stotan falls  
116. Morrison creek!

117. Morrison Creek  
131. Protect the down stream view from the 5th st bridge. From the proposal 6th St bridge. Make it as intrusive as possible  
133. In our home, we love, love, love swimming in the Courtenay River at Lewis Park  
142. Biodiversity, salmon, forest, river, animals, people  
143. Vacant land next to river to service river activities  
148. Puntledge River Puntledge Park  
153. Lewis centre. Outdoor classrooms. Community schools  
164. Trails and forests  
167. Beautiful houses!  
175. Preserve agricultural assets  
176. Stotan falls area – trails, swimming  
177. Puntledge Park  
182. Keep big trees! Carbon Capture!  
183. Bike paths. Forest trails. Beach access & fire rings. Walking paths in urban areas  
184. Leave the trees & forests standing – they are a natural solution to climate change

## OPPORTUNITIES FOR CLIMATE ACTION

1. Save these trees please!!!  
3. Regulate toxic emissions from autobody + car painting  
6. Waterfront acquisition strategy (parkland) – sea level rise  
13. No sprawling houses to be built anymore along Arden Road – Keep it green!  
28. Ban single-use plastics in stores  
32. Link cycling infra structure – no idling bylaw – protect green space – more trees  
33. Higher density in core instead of suburban sprawl  
34. Reclaiming the natural streams – rebuild habitat, allow natural flood and control through smart design + natural river banks  
36. Less dependency on fossil fuels  
38. Natural Asset management plan  
42. More housing in the core!  
43. City hall/properties – transportation, schools, inform public

-59-

- 48. Solar powered municipal assets
- 66. Protect the Brooklyn Creek watershed (especially Crowne Isle)
- 70. Protect this natural area – no more car lots !! (trails, etc)
- 73. Parkland
- 74. Focus on re-development – preserve forest land
- 76. End logging in watersheds
- 85. Multi-use trail on rail bed (rotary trail extended)
- 86. Extend the rotary trail to meet up with trails in Millard's creek park
- 87. Strict agricultural land reserve! Some what we have left
- 90. More street trees and swales needed here!
- 91. More trees, and less plastic!
- 102. Restore
- 103. Kuskusum
- 119. Broad riparian areas with dense vegetation
- 169. The new "zero waste" store the local refillery
- 178. Pedestrian Greenway

## IDEAS OR ASPIRATIONS

- 2. Community garden
- 12. More open community park spaces (ie. Ways to promote this attitude)—small outdoor events – soccer days! — infrastructure that facilitates (ie benches, tables, platforms)
- 14. I would like to see more low-rise (4-storey) development
- 15. Our family lives greenway path through Courtenay along the railway. Now that we're in Royston, we'd love it to be extended to Royston Road to cycle + jog + avoid the highway
- 19. More compact homes & subdivisions
- 23. Old thrifty's developed for mixed use including housing
- 26. Consider separation on trail between pedestrians and cyclists to reduce conflicts
- 30. Dog park
- 31. Community Co-op
- 50. Safe + convenient bike + pedestrian river crossing
- 56. More mixed used development – to create a

- walkable community + decrease car use
- 57. Protected walk/bike infrastructure – old – HWY & Ryan Rd. area
- 58. Need for safer pedestrian infrastructure along old island hwy!
- 62. More social housing (for all who desire) – Scattered housing model
- 63. I would like to see paths cut through new neighbourhoods to shorten my walk to amenities like "paseos"
- 77. More patio homes + higher density housing
- 78. Need more patio homes and fantastic retirement living this area. There is a definite shortage and demand
- 79. More walkways and cycle paths put in this Crown plan
- 95. Sewer line out of the ocean!
- 97. Extend the Airpark walk to include Comox or all the way to union bay—make it accessible to walker, cyclists
- 99. More bike lanes needed
- 100. Roundabout @ piercy & 17th
- 101. Heading west bound on 17th st bridge there are 2 access lanes but the left one is underused as you can't access it until you are almost at bridge
- 108. Space for community garden if current location at Harmston developed. Please no dog park here
- 109. On demand, all-electric door-to-door public transit
- 118. More innovative approval to the uses and design of our process and greenspaces – more natural, identify and enhance (the "messy edges")
- 123. Residential/commercial recreational facility
- 125. Dedicated right turn lane to Comox – coming over 17th St. Bridge from 17th + Cliffe. – Cif more than 2 cars are turning left to Courtenay it holds up traffic to Comox
- 127. Zoning that supports meditation hall with accommodation, public gatherings...
- 129. Public accessible bathrooms in Downtown
- 130. Pedestrian bike overpass over bypass
- 140. Community Orchard/food park
- 141. Better connection of walking trails into/ through the downtown core. Continue the riverway trail through to simms/lewis park. 6th street pedestrian/bike bridge!!!
- 144. This lot tunnel into a river service area

-60-

with parking, picnic, washrooms, change rooms accessibly & loading for tubes, fishers, swimmers

154. Create a home for all the volunteer performing arts organizations! – Old Canadian tire building?

155. Permanent place for all year farmers market downtown

156. More bike racks. Bike racks within view of storefront. No smoking. Clean water drinking fountain available. Plastic Ban

157. Buy the triangular (for sale) lot at the corner be side the condensory bridge use it for parking, wash/change rooms, trail links. To support the wonder that is condensory tubers, swimmers, SU paddle boards, kayakers & fishermen use this area

158. Let's get city to buy the condensory triangle lot (currently for sale) and make a park for people on the river

159. Make a walking corridor along the Puntledge River. Make masters greenway, Morrison Creek + Puntledge Park continuous with estuary pathways

161. Everywhere in Courtenay – build small lots ability to have secondary suites in all new developments

162. Lodge lowlands (drainage detention) area for affordable housing on a low infrastructure RV park format with social service facilities

163. Culls care as a possible/desirable use in/ adjacent to neighbourhood parks – animating as neighbourhood designations and providing high "pualloos" space indoors or out

165. More play parks

166. More tree canopy as part of new development incentives for more tree canopy in older areas. Think older Vancouver, Victoria neighbourhoods – tree – lines at feet

170. Densify this land it has all the requirements listed on the charts. Go up, not so much sprawling – trails, electric car chargers, community gardens – load it up! 10 acres of casaloma

174. Charge a user fee for people who don't have a Courtenay address (using City Recreation facilities)

179. Identified neighbourhood groups + city liason

185. Perfect for an outdoor recreation site such as paintball or ariel obstacle course maintains the trees and expands recreation in the valley

## COMMUNITY HEARTS

5. Wachlay Friendship Centre

10. Access to water in the downtown

16. Close 5th Street – One-way loop up 4th + down 6th – cross streets open angle parking – add greenspace

18. Komox Estuary

20. Komox First nation

21. Komox Estuary

25. Public washroom

52. Think about closing off 5th street to traffic (create a pedestrian mall). Also, create a one-way traffic scheme to facilitate it

53. Access to public electrical outlets

67. Enough with the mansions!

83. Here is a place that is breathing life in the community. I come here to breath

89. Rotary trail

93. Morrison Creek eels tubing on the Puntledge Mt Washington. Mountain biking. Comox Valley Glacier Grannies

- Music: Simms Pk, Music fest

113. This is where I listen to owls

114. Streamsides Roy Morrison Park

120. Encourage open subdivision developments not locked gates and 'private' signage

121. Share the harvest community garden

126. Community ARB centre needed

138. This is where I come to swim in the beautiful Puntledge

139. 5th St.

146 – the Puntledge, Tsolum Courtenay Rivers access

147. Develop neighbourhood identities/character/ personality

149. This is where families gather. Good age range

151. Access to water in the downtown

152. Allows me to have easy access to fun (rec center)

171. Land close to the City. High density. More people walking close to parks stores. Public wheelchair charging stations. Social evergreen seniors. Shopping, air park, pubs. Green space – public gardens. Close to Dr. Drug stores

180. Downtown core

-61-

## ISSUE OR PROBLEM AREAS

4. 17th St. – Poor cycling connections – need for bike infrastructure  
9. Speed on 1st street – few honour the 30 km/hr  
37. Council needs to think about the height  
39. Park not being used – looks scruffy . How about a pickle ball park  
43. Courtenay core – so many residents struggling with addiction, mental health + homelessness. Not a safe situation for anyone!  
51. Old Jigger's building is a mess & eye sore well as hostel on A Ave  
54. Re-open 4th pedestrian crossing at 5th & cliffs  
55. Expropriate – put road in from 18th St Bridge too 10th – make off leash dog park!  
• 61. Affordable housing & variety --- decades of denying social issues like poverty, addictions --- low paying jobs replacing higher wage resource sector  
64. Need a pedestrian crossing here to connect greenways with cut from Hahuk currently have to run fast across a busy road  
65. Lack of electric vehicle charging station. Developers must be required to install EV stations  
68. This intersection is problematic for drivers. There is significant delay at the lights  
69. Park not used – save maintenance cost – sell it  
71. Walking access to college must improve  
75. Airbnb everywhere – easy approval. Major barriers on approval of carriage homes & suites – a policy imbalance that will kill commercial hotel  
80. Too many executive homes! Lower income housing on Crown Isle is a joke!  
82. Lannan development used to be a beautiful crown land forest  
92. Homelessness or under housed --- social isolation – addiction issues --- elder isolation  
94. Wood smoke – need to reduce/remove woodstoves + fireplaces  
96. Dollar store junk! Grocery stores charge less for produce in plastic bags which doesn't give incentive for people to buy single items like fruit + veggies to put in their own bag  
104. How inconceivable is it that we have to raise funds  
105. Very poor lighting along this stretch of road  
111. Property theft, break in  
122. Walking over railway line from 8th st to McPhee – Rubbish, clothes, etc – constant railway

line a hazard to physically disadvantaged  
124. Rehab/detox/facility needed downtown!  
128. 4 way stop out  
132. Let's get serious about finding, developing creative solutions downtown: graffiti, vandalism, theft, addiction, and safe  
134. Needs safe bike route  
135. Have all the communities in Comox Valley share the costs for maintaining 5th street bridge + sports/rec facilities  
136. Traffic on 5th street close to vehicle traffic – create a walking boulevard  
137. Feeling safe downtown core – urgent issue!  
145. Parking, tubers, fishers, heavy traffic 1st waters development – congestion – possible loss of this resources  
150. Oil runoff from streets use oil/grit separator for storm drain  
160. Need safe biking route to connect E+W Courtenay  
168. Don't let developers destroy watersheds!  
172. Bike lanes going to Vanier and Farmer's Market and music festival  
173. Dangerous – no sidewalk/bike lane for pedestrian/cyclists down vanier – accessing sports center/G.P. Vanier  
181. Increased density requires playgrounds

# Game Changing Ideas

## VERBATIM COMMENTS

1. Connectivity by walking and biking
2. Composting services
3. More solar panels as a source of energy and incentives to install these
4. Urban Agriculture (allow for chickens)
5. More frequent buses
6. Ban wood burning
7. Improve and add 18 walking trails so that we can depend less on our cars. And safe bike routes too \*\*\*
8. Increase density in older areas – infill, suites, 2 units on all lots, carriage homes
9. Stop burning!!! (anything) \*\*\*
10. Be proactive not reactive. Get ahead of the game by doing it now... then you can talk about it at your leisure. And improve it. Lots of things to be done now. Small things but it gets it started
11. Less lawn \*\*
12. Promote green roofs \*
13. Burn garbage to create energy
14. Keep Comox lake clean – No lugging around it, no boats?? – don't know \*\*
15. Funding for the arts – a restaurant in CVAG
16. Social procurement of food + supplies. Eliminate homelessness live light/minimalist more urban forests \*\*\*
17. Rely on + build up local food systems \*\*\*. Promote local small businesses to decrease transportation of good \*\*\*
18. Transit. Can't get to Campbell river, Powell riv. Ferry or airport on a Sunday. Can't get anywhere on a stat holiday! \*
19. Build dykes or beams – preserve wetlands, don't develop floodplains electrify transit & city vehicles \*\*
20. A small step to decrease population & air quality - adjust traffic lights to accommodate moving traffic. Add left turn signals at particular intersection to decrease car idling - no wood burning
21. Investigate use of permeable parking lots + driveways to mitigate flash flooding of storm drains\*
22. Subsidize local farmers \*\*\*
23. Public washrooms + access to water all year \*\*\*\*
24. Ensure cycling infrastructure is improved every year. The number of e-bikes sold each year is impressive!
25. Educate people. Have a recycle competition. Make a useful, sellable item from waste. 1st prize – professional help developing a business plan
26. Develop livable neighbourhoods with all the amenities with in close proximity of each other, so develop a checklist of requirements (i.e. park, schools, groceries, trail connections) \*\*\*\*\*
27. Greenfield development should be made to plant and maintain street trees in parts pf town that are lacking green
28. Do not open (widen) Lerwick – leave as is – it will become vent more of us speedway than it is now! Install round about on Lerwick especially at McDonald install roundabout – 2 & elfe – and bike lanes \*\*\*
29. Make roundabout 1st option at new builds [.....?] \*\*
30. Ensure compact downtown. High taxes on properties that are not sold or tented out. Use the downtown land for elder housing
31. • Continue with increased connectivity for bicyclists and pedestrians ... 6th street bridge ... yes!
32. Dyke route
33. Lake trail to Arden
34. Behind superstore ... \*
35. Neighbourhood walkability and vibrant centres and more trees along sidewalks \*\*\* (connected centres)
36. De-centralized water infiltration galleries!
37. Educate folks about how to live "small" and "slow" – listen to our youth + the wisdom of our indigenous neighbours ...
38. Increased safety for major traffic thorough fares. Cycling lanes on Ryan + dyke roads & on Cumberland Road up to connector
39. A lot more communication, education, & getting involved ("doing not telling"). Like this forum! Food job Courtenay city; keep it up!!!
40. Plant more trees to replace those lost thru development
41. Better upearned rises – hybrid \*
42. Better bus, hiking, walking routes. More solar lights on trails and walkways \*\*\*\*\*

43. Neighbourhood based climate action projects
44. Every development needs green space around it. Businesses – housing – places for seniors, children, employees to sit under a tree, smell flower business, walk a path – it will be beautiful \*\*
45. Implement the "living City" Plan
46. Encourage/subsidize EV charging stations – big box stores with large parking lots to add EV stations. Plan for Gas stations to add EV
47. Make Courtenay a salmon safe city
48. Build a protected bike route between Courtenay + Comox. Build one between Courtenay + Cumberland too – then – you'll get more people on bikes!
49. Less dependency on fossil fuels
50. Undeveloped flood plane – parks + green space / temporary use
51. Urban agriculture, green roofs; community gardens/ orchards, local food procurement policy for Courtenay institutions & organization with targets \*\*
52. Electric buses ! Bring "pace" to BC, to CV – pace properly assessed clean energy smaller buses
53. Locally owned alternative energy grid \*
54. Investment in an active transportation network – safe separated bike lanes, pedestrian/bike bridge (6th)
55. Greening old buildings, community gardens, cycling facilities (storage/lock-up, showers, etc.) \*
56. The municipalities need to exert pressure on private managed forest lands (PMFL) to closely monitor & strongly fine timber west when it dispoys forest around our drinking water and its source streams. The residue left after timber harvesting floats into our drinking water & sources. TW must be held accountable. On fact, TW should pay for that new water filtration system.
57. Watersheds must be in municipal control. Timber leases in the private managed forest lands (PMFL) program should not be renewed. Clear cutting in watersheds must end. Clean water will become more scarce as climate change accelerates
58. Protect streams and wetlands and other natural areas/assets including browns/pintle dogs/ Tsolum/Farquassen farm, marshes headwaters, these places render priceless services in filtration, water cycle, groundwater processes \*\*
59. The city should require 1 tree per house in new developments to create the tree canopy % that they are striving for
60. Install water meters, encourage use of cisterns to collect water buses – buses become electric – increase charging stations for electric cars/bikes/ scooters – change building codes for energy efficiency
61. Involve those who will inherit this district into the conversation \*
62. Provide charging stations for electric vehicles
63. Cycling lanes, don't fly, don't drive, chicken!!!, urban farms, refuse plastic + packaging
64. Keep development out of low lands, & repair damaged marsh lands \*\*\*\*\*
65. Develop incentives for citizens to become stewards of their local environment we pay for trash pickups \ expand ride of flowers to local park areas \ art in park grant – maybe deeds for bikes, vehicles + jackets that acknowledge such volunteer commitments
66. Limit population increase \*
67. Compost by individual houses not centralized \*
68. live by example – consume less/minimalism – compact home – more single-family homes turn into duplexes \*
69. A stronger tree bylaw, promote tree planting + citizen engagement
70. Permeable "pavement" in all new commercial parking lots \*\*\*\*\*
71. Public transit uses electric vehicle encourage next car to be EV \*
72. ALR land should be required to be producing local food unless it is forested. Farmers need to be encouraged to grow food, not hay of hemp. Also encourage community gardens
73. Make Courtenay more walkable/cycle friendly by increasing connectivity! \*\*\*\*\*
74. Collect more money for local government to better do its job! (the current money in taxes goes to provincial and federal governments for their agencies – local governments come last...)
75. Leave forests alone! plant more trees! New development needs to consider many things – tree removal, walkability, etc.

76. Restoring historic streams and water ways --- removing rip- rap \*\*\*\*
77. Natural ecosystem should be valued. Flood plain should stay flood plane + not developed \*
78. Move central builders. Make it a green space \*\*\*
79. 59% - single rider decrease - car emissions - we need to reduce this
  - Charge for parking within walking distance of downtown
  - Increase bus frequency and reduce sized busses
  - Offer incentives for ride sharing ... UK with large employers
  - Attract rideshare business (EVO etc.)
80. We all need to refuse first \*\*
  - Less energy used
  - Less room in houses
  - Less stuff
  - THEN reduce, reuse, upcycle
81. Solar & renewable energy on public infrastructure \*
82. Waterfront acquisition plan (sea level rise/climate adaptation) \*\*\*\*\*
83. Incorporate/value natural assets for system functions vs traditional engineered technology
84. Community renewable energy projects that support electrification + EV infrastructure to reduce fossil fuel dependency \*\*
85. Reducing motorized vehicles in the parades due to health risks for the children who are sitting to close to the exhaust systems \*\*\*\*
86. Make the 5th street shopping area free of diesel trucks (and of all cars) \*
87. Less lawn, grow more food, zero waste (ban plastics), smaller buses
88. Get out of your car -
  - Walk
  - Cycle
  - Use transit
89. Limit population for sustainability!
90. Use property that is in the city core make it high density
  - Connect the development to walkways + bike lanes
91. Electric car + wheel chair changing stations
  - Use of solar panels
  - Use of vegetable gardens - encourage a sense of community
  - Use of retail stores to encourage less travel
92. Zoo
93. Ban single-use plastics \*\*\*
94. Pedestrian greenways to connect neighbourhoods to neighbourhoods and neighbourhoods to schools and the downtown core
95. All new flowers + shrubs & trees planted should be native! \*\*
96. More cycling lines please
97. Utilize the flat roofs downtown to build roof top gardens. Give incentives to re-enforce the structures and get soil/aquaponics/plants... Create beauty - food +interest. Graft fruiting branches onto existing ornamental trees
98. Be brave to be leaders and be part of the solution! Sustainable building - go above and beyond not just the basic standard (residential, commercial, schools)
99. Monetary incentives for installing solar panels on your house \*\*\*\*\*
100. Desire less ... be grateful for what you have ...
101. Use land-banking to manage growth and density as well as controlling sprawl
102. Expand lush valley program more (mostly) parks and greenways
103. Smaller homes
104. Stop cutting trees and clearing, no smoking in parks + on beaches
105. Encourage walkability for people when shopping. Less 'strip mall/box store' more easy walking between shops, smaller shops. Or use 'uptown' in Victoria as a model. Combine box stores with housing, green infrastructure, restaurants, etc. Achieve multiple goals: social, errand running, physical activity
106. Shut down the dollar store □ shop local & quality
107. No single use plastics without special tax \*\*\*
108. Composting would reduce our waste substantially \*\*\*\*\*
109. Tax breaks or subsidies for the installation of solars on apt. townhouse, condos+business buildings \*\*\*
110. Bringing back car free days - (x) months? trail networks that are wide + fun : "chat benches" + sculpture par in Lewis park
111. Leave the trees - your yard is a universe for all creatives. Plant native leave the leaves!
112. The make new neighbourhoods functional (e.g. Store, entertainment, rideable)
113. Harden infrastructure - protect water supply
114. Encourage natural/native plantings vs. lawns/ invasive/non-pollinator friendly plants City + private
115. Solar panels everywhere \*
116. Keep forests!
117. Incentives to get ride of cars + get taking the bus!
118. Make streets safe for children to walk to school



119. Wind energy
120. Re-train workers to get them out of "dirty" trades and into clean energy trades
121. Rain water captures
122. Encourage people to shop locally and sustainably and to buy less. Educate people change consumer culture
123. Reduce material going to landfill – especially building/construction waste
124. No more building in flood plains ... \*\*\*\*
125. Adopt the united nation's sustainable development goals (SDGs) as the back bone of the new community plan. The SDG's could be the guiding light for sustainable development in the region
126. Compost ... chickens ... smaller? More frequent buses
127. Limit tree height & solar power – subsidizing solar – ban wood burning!
128. Withdraw from the foreshore & turn it into a greenway \*\*\*
129. Off leash dog park \*\*
130. Invest in partnerships with ENGO's, citizens who want to invest time + \$ into solar energy
131. Stop expansion of oil & gas tech, mine
132. Grow your own veggies
133. Protect our forests
134. Develop our own community-owned utility, generating electricity, locally from renewables
135. Ban all wood burning stoves in residential homes! No more particulate in air \*
136. Mandate "water balance" model for all new development and work toward retro-fitting existing areas to rainwater managements a resource!
137. Green building codes that incorporate cleaver energy + standards \*\*\*\*
138. Keep the trees only allow redevelopment of existing sites \*\*\*
139. Zip line from Isfeld school to superstore
140. Community gardens \*\*\*\*\*
141. More community gardens + more garden education
142. Investing in green energy (solar) \*\*
143. City gardens with food bearing plants
144. Replace hard surfaces in driveways/parking lots with permeable surfaces – like UK
145. This is a green license plate frame
  - Electric vehicles area cheaper to make than gas – give it ten years
146. Electric planes
147. Plant more trees
148. Watershed management
149. Reduce 100% tree removal for new construction
150. Reduce speed limit in central core (old city)
151. Stop facilitating traffic – stop widening streets \*
152. Local food feeding the Comox valley \*\*
153. Incentives regenerative agriculture by \$, policy etc. Oregon state
154. Imbedded eco-education programs K-12 California
155. Food forests over community gardens
156. Strong dis-incentives for commercial waste especially food waste (e.g. Paris actions)
157. Small electric buses in use especially for seniors (free fare)
158. Help our citizens to be in a position to care ...
  - Housing – food – poverty reduction
  - Health (mental, physical, social, emotion)
159. Build housing or solar panels on top of Driftwood malls and all malls.

# Letters to or from the Future

## A Letter to the City of Courtenay

Hello from a 50 year resident of Courtenay. Over the decades I have watched our jewel in the crown of Vancouver Island, grow and grow and grow. Of course with growth comes challenges on how to retain our natural beauty and resources. With growth comes the necessity of new infrastructure to accommodate the growth of new residents while maintaining and upgrading the existing.

This causes stresses between the new and the old. The City has expropriated or "brought in" regions from the Arden Rd. area to Mission Hill and many others. All have had their taxes increase and not yet have they full services as if they lived in Crown Isle or The Ridge developments.

There are massive new developments planned and therefore new costs for infrastructure. How can we maintain this growth and the costs it incurs and yet still provide service to those who have lived here for decades? This is the big challenge. Sewer and water will be the biggest challenges as we continue to grow exponentially....I mean, who doesn't want to live here? We have all heard of businesses that grow so fast they go broke.

For me the biggest challenges are traffic, jobs, and affordable housing.

Some suggestions are as follows:

- A) I know we don't want to talk about it but the 3<sup>rd</sup> crossing must be discussed. We must have vision and planning and a goal for the future. To simply keep approving large developments and not planning how people will move around is a recipe for disaster. Yes there will be environmentalists screaming but they screamed over the 17<sup>th</sup> St. Bridge and every one of them uses it every day. They screamed about development at the Qwan Chow property which is now townhouses near Condensory Bridge. Some of them now live there. This is a huge political football but delaying it to the future or putting our heads in the sand is not going to change the fact we have to do something. I personally will attend every public transportation hearing or future candidates meeting to ask... "What is your position on a 3<sup>rd</sup> crossing?" The answer will determine my vote. Everyone I talk to is talking about traffic and how slow it has become. Backed up from the Ryan Rd. Superstore Intersection to the top of Ryan Rd Hill near Home Depot (quite regularly at about 3pm or so). Some suggestions on moving people are: 1) Put in alternatives to get to Courtenay East so we are not all stuck idling (Courtenay has a no idling policy). Put in the proposed road to get to the Back Rd from the 17<sup>th</sup> St. Intersection. This will provide an alternative to Idle, Idle, Idle. Or, put in a road that skirts the back of Superstore up to the Back Road. The residents there will protest but we always do things to benefit the 99% at the sake of the 1%.
- B) Finish the 4<sup>th</sup> lane on Lenwick in front of Mark Isfeld School. This creates a big jam every day around 3pm when the Base gets out, school gets out and the hospital changes shift. This 4<sup>th</sup> lane must be completed and we know it. As Nike says..."Just do it".
- C) A road could go through from Scott Rd. on Comox Road, up to the Back Road. I know this is out of the City's boundaries but maybe in discussions with Comox and MOTH this could be presented.

*17th St Bridge Xtra lane right*

- D) What is the future for Ryan Rd? Will we ever have the second lane coming down the hill? Yes, it will be very expensive...but once again we know it will have to be done. I understand this too is not the City's responsibility (MOTH?) but talks should take place.
- E) JOBS: I suggest the City bring in a large parcel of land for a "Tin Town" development where small business can live above their businesses. Tin Town has been very, very, successful in spite of the huge fight it took to get it done 30 or so years ago. To spur this development I suggest the City offer a 2 year or more reduction (or elimination) of taxes as long as the business employs 2 or more people with family excluded. Small business is the backbone of our community and we need more employment opportunities.
- F) Affordable housing includes low income and homeless housing as well. I suggest a joint project whereby the City donates a parcel of land for homeless accommodations and working closely with a charitable organization, uses old rail cars or construction trailers to be retrofitted to living quarters. The City could approach the NIC to have trade students do the retrofits as part of their instruction. Also, CFB Comox trades could be approached. We obviously have a problem downtown at the library because most of these people are just looking to stay warm.
- G) These are just my ramblings that I have been stewing over for some time. Thank you for the opportunity to share them for your consideration.

FEB 2020

#### New parade

Many parents attending the Christmas and Canada parade events have noticed a health risk to the children watching from the curbside. Children are sitting on the curb from the Apple Tree store to Lewis park, hundreds of them, their young smiling faces less than a meter from the pavement. The troubling part is, that is the approximate elevation of the exhaust system on the sixty or seventy motorized vehicles in the parade. Now that we see the elevation is similar, let's dare to guess the average lateral distance between these developing young lungs and the exact point noxious carbon monoxide is expressed voluminously in their direction. Well having observed this in disbelief for several years , my calculations put the range depending on the vehicle and road width, from their faces at within 1.5 meters to 2.5 meters. Now let's take into account the procession lasts approximately 1.5 to 2 hrs. In conclusion what we have is hundreds of children inhaling noxious carbon monoxide from sixty slow moving internal combustion engines , a small troupe of direct exhaust go carts and for an hour and a half. A great big huge Giant RED FLAG !

I am sure all participants are well meaning, how ever once this extreme hazard is discovered it cannot be disregarded.

Courtenay declared a climate emergency may last year

#### Practical Resolutions

alternatives to reduce the risks

the benefits to a less motorized parade

health professional testimonials regarding the risks

New parade cont

Reasonable solutions;

The fire department, search and rescue , ambulance services and the military are all a big attraction on parade day. However, rather than operating their equipment and machinery threw the crowd they could be parked at lewis park where the public and especially the kids could see the trucks up close. The kids could get lifted or climb into the impressive cab of a firetruck to unleash their imaginations. They could also have a tour of an ambulance, which would generate a personal sense of how critical these vehicles are when used by the brave medics and firefighters to save lives. This certainly would an inspirational, career motivating experience.

We would like to see the parade portion on the ground, first responders in uniform from all departments. We would also love to see firefighters marching with pump sprayers, gurneys, stretchers, and perhaps an old hand crank siren for a few excited kids to rev up. Could you imagine the pride, delight, and laughter on the faces of kids sitting up on a stretcher or gurney in the careful hands of firefighters, virtually becoming part of the parade. The fireman could also spray some kids with the hand sprayers creating screeches of excitement like we hear at the water parks. The interaction would be wonderful. The kids would be right up close having fun with the crews, getting a sense of connection and realizing the firefighters are like their dads, sisters, brothers and would probably encourage many to think about emergency service careers.

The plot of land that sat empty for 50 years has finally been put to use in a way that supports the health of the community!

I'm ecstatic to let you know that the changes to zoning restrictions have resulted in local families being encouraged to reduce their ecological footprint by living and raising their families in small, efficient dwellings that actually feed energy to the grid.

The support of local governments by incentivizing this important shift to encourage homes that are appropriate to our actual needs. The days of flagrant excess and irresponsible consumption are gratefully, long gone.

The generation of new visionary leaders who are all but free of the old dogmatic methods of existing society, have forged forward and are fearlessly creating the world that supports all people sustainably, ethically and compassionately.

The great cities of the world are great because visionaries saw value in investing in public art, parks, green spaces, transit and an urban space that is lively and walkable.

The Comox Valley is naturally endowed with assets that some people would dream of having access to.

We're not Paris or Barcelona, but let's create a city of the future that people will envy.

February 2020

Dear future Comox Courtenay, and  
Cumberland,

I just hope (to hell?) that you don't  
look like Vancouver by now: crowded,  
huge tall buildings, impossible traffic,  
overpopulation -

PLEASE DON'T TURN INTO VANCOUVER!

My heart aches at the mere thought.

Keep it natural, keep it beautiful.

Don't ruin the goose that laid the golden  
egg!

A concerned resident .



## RE BRIDGE / TRANSPORTATION

HAVE YOU CONSIDERED BUILDING  
A NEW BRIDGE USING  
CUMBERLAND ROAD AS THE  
CONNECTOR TO A BRIDGE GOING  
OVER HOME HARDWARE THROUGH  
SIMS PARK TO THE MAIN HIGHWAY

- THEN BLOCK OFF LOWER 5<sup>TH</sup> ST  
TO CARS AND USE THE OLD  
BRIDGE FOR PEDESTRIANS AND  
BICYCLES.

W WOULD DOWNTOWN BUSINESS  
SUPPORT THIS?

IT IS VERY SLOW CONNECTING  
TO THE 5<sup>TH</sup> ST BRIDGE FROM WEST  
COWATMAN AND DANGEROUS FOR  
PEDESTRIANS ON 5<sup>TH</sup> ST.

- 5<sup>TH</sup> ST COULD BE REVITALIZED IF  
NOT A THROUGH FARE

To my grandson

Feb 19 2030

I didn't think it would happen in my lifetime, but it did.

Courtenay's OCP review in 2020 led to an exciting plan that reduced urban sprawl, slowed the spread of roads, ensured that all areas of Courtenay were made more accessible and affordable.

We as citizens, admitted that in order to provide housing for all we needed to subsidize it, i.e. all of us ~~we~~ were paying into funds (with our taxes) that would build multi-family housing for those less fortunate.

BC Transit was encouraged by our plans and provided smaller, more frequent electric buses.

The Kuskusum project I received major funding from the feds and is now a dazzling green space in the city.

There is still lots to do and the citizens are really working together to keep Courtenay the best place on Vancouver Island.

As a young person living in the Comox Valley, something that I would like to see improved, is that currently I find that there is a lack of ~~an~~ shared community spaces. I would like to see stronger encouragement to utilize parks, for example. Offering a space to facilitate more ~~inter-generational~~ inter-generational + multi-demographic involvement. Spaces that get people out. Bike park, dog park, etc. Right now I see a lot of this <sup>outdoor</sup> community space being utilized ~~by~~ mostly by homeless people (obviously the housing crisis is a whole nother thing) and I don't have any problem with homeless people occupying these spaces - in fact I think it should more widely accepted if anything. I would like to see these spaces promoted in ways that welcome + normalize all people to take part in them. More community events, etc.

Then, I would also like to see more co-op spaces. Open spaces with access to supplies, as well as skill sharing. Bike co-op, art co-op, etc.

Thanks ♡

Dear Councillor,

My hope is for a community  
that reflects the changes in the world  
around us and looks for solutions  
to better the health + wellness of  
our people + environment.





Why are there so many  
subdivisions crammed  
together, housing is large  
people still isolated or own 2  
trees <sup>homes</sup> still being cut  
Limit resources & large homes  
make the homes attached  
beautiful —

February 2020

Dear Courtney

I love you for all the lovely features there and in this area - beaches, mountains, farms & fields and kind, generous people.

I have been recently widowed very unexpectedly and am faced with my future - here or somewhere else? I feel so settled here and would love to stay even though family/grandchildren are across the water.

The big house & property will be too much for me. Can you find me a nice small home, close to everything - near the beach would be lovely. No strata - they seem to have more problems than benefits

"Age in place" - a great concept.

More opportunities for housing for those of us active seniors -  
sadly too many of us alone



Develops high density areas with frequent public transit between & within them. Stop urban sprawl. Include commercial centers & businesses in each of the high density areas to provide easy local access, preferably by walking or cycling.

Feb. 19/20

Dear City of Courtenay:

My letter to the Future

Climate emergency (disaster) is now coming down on us. If there is to be a liveable future for this community we must examine all possibilities, make the hard choices and implement every possibility we can for mitigation of this crisis.

Yes, community building and economic development are important, but if we don't put <sup>managing</sup> the changing climate as best we can first, no amount of these other efforts will last long.

Dealing with climate change must be the baseline for any start on other community projects.

Thank you for this opportunity to express this conviction.

Sincerely,



Dearest Citizen of the Comox Valley,  
What kind of ancestor  
do you want to be?

With love,  
a neighbour  
a friend  
a human being.



**Attachment No. 2**

## Courtenay OCP Emissions Reduction Target Discussion

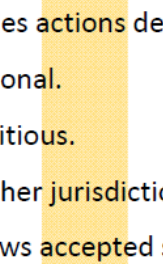


## FCM PCP Milestones

- |                                     |   |
|-------------------------------------|---|
| 1. Emissions inventory and forecast | Complete                                      |
| 2. Emissions reduction target       | Council resolution required                   |
| 3. Local action plan                | Low-carbon scenario actions by end of Phase 2 |
| 4. Implementation                   | OCP implementation                            |
| 5. Monitor and report               | OCP reporting                                 |

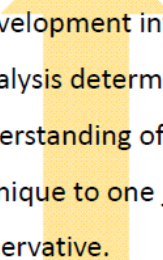
## Target Setting Approaches

### Top-down



Target precedes actions development.  
Often aspirational.  
Typically ambitious.  
Aligns with other jurisdictions.  
Typically follows accepted scientific wisdom.

### Bottom-up

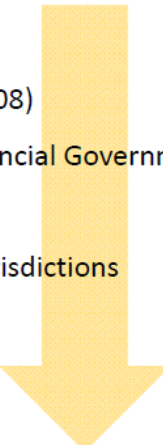


Actions development informs target.  
Actions analysis determines ambition.  
Better understanding of ambition required.  
Typically unique to one jurisdiction.  
Often conservative.

## Target Setting Approaches

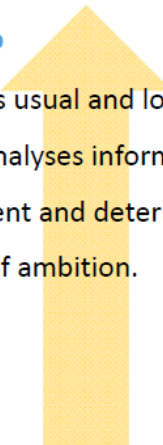
Courtenay OCP Review

### Top-down



BC Bill 27 (2008)  
Federal/Provincial Government  
IPCC  
From peer jurisdictions

### Bottom-up



Business as usual and low-carbon  
scenario analyses inform action  
development and determine targets  
and level of ambition.

## Target Setting Considerations



## Community vs Corporate

### Municipal Corporate Emissions

Buildings and Facilities  
Operations  
Fleet  
Waste and wastewater  
Energy generation

### Community Emissions

Buildings  
Industry  
Transportation  
Waste and wastewater  
Energy generation  
Agriculture, forestry, and land use

## Target Format

**Statement format:** Percent reduction from base year by target year.  
e.g. Bill 27: 80% reduction from 2007 levels by 2050.

**Exception:** Net-zero emissions target.  
e.g. Will achieve net-zero emissions by 2050.

## Municipality Comparison

Municipality	Target	Target Year	Base Year	Emergency?
CleanBC	-40%	2030	2007	Yes
Federal	-30%	2030	2005	Yes
UN IPCC	-45%, net-zero	2030, 2050	2010	Yes
Courtenay (current)	-80%	2050	2007	Yes
CVRD	-80%	2050	2007	Yes
Vancouver	-50%, -80%	2030, 2050	2007	Yes
Victoria	-80%	2050	2007	Yes
North Cowichan	-80%	2050	2007	Yes
Kelowna	-80%	2050	2007	No
Campbell River	-85%	2050	2008	No

## Climate Emergency Declaration

"Climate Emergency" =

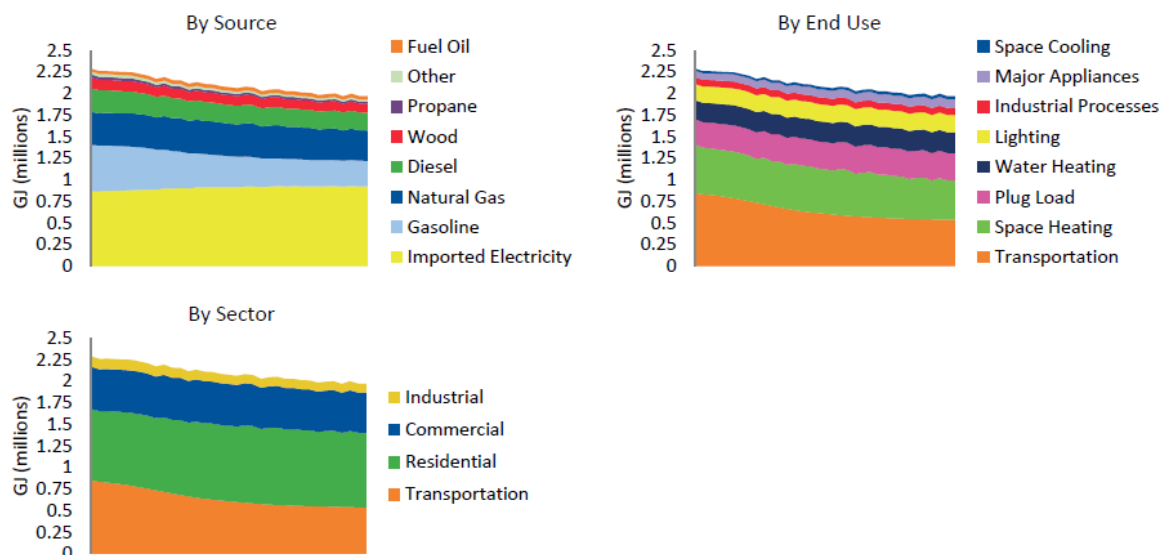
Recognition that climate change poses a clear threat to human life and ecosystems.

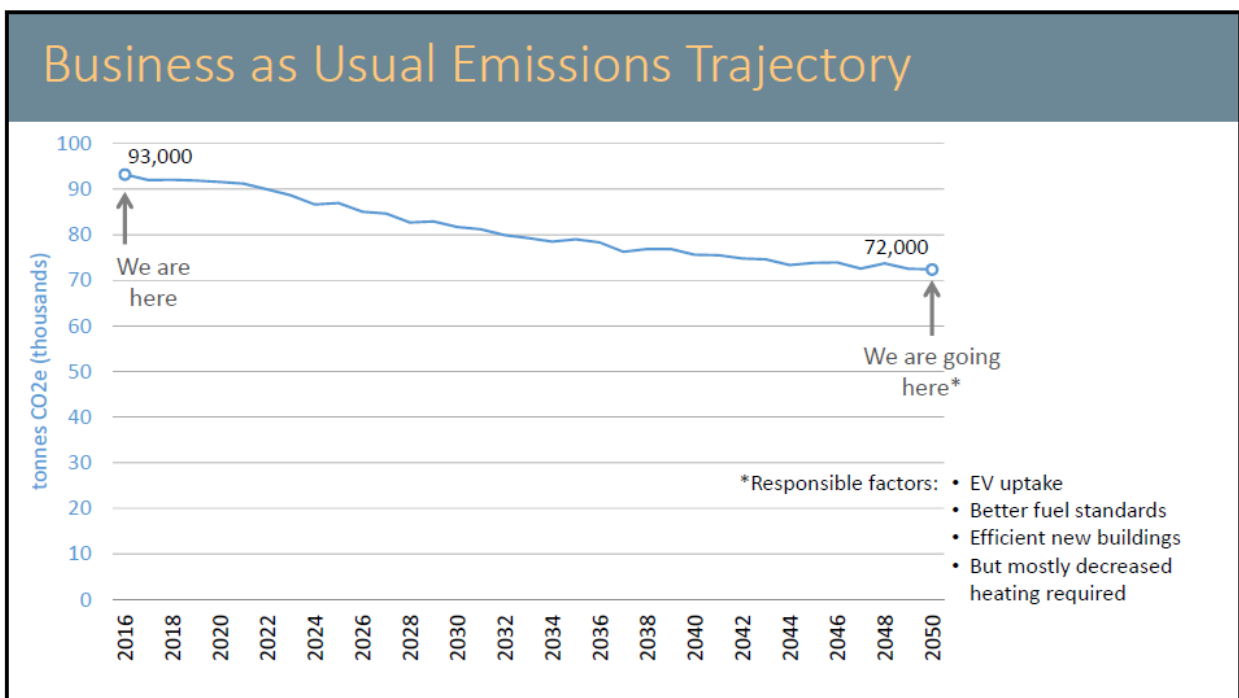
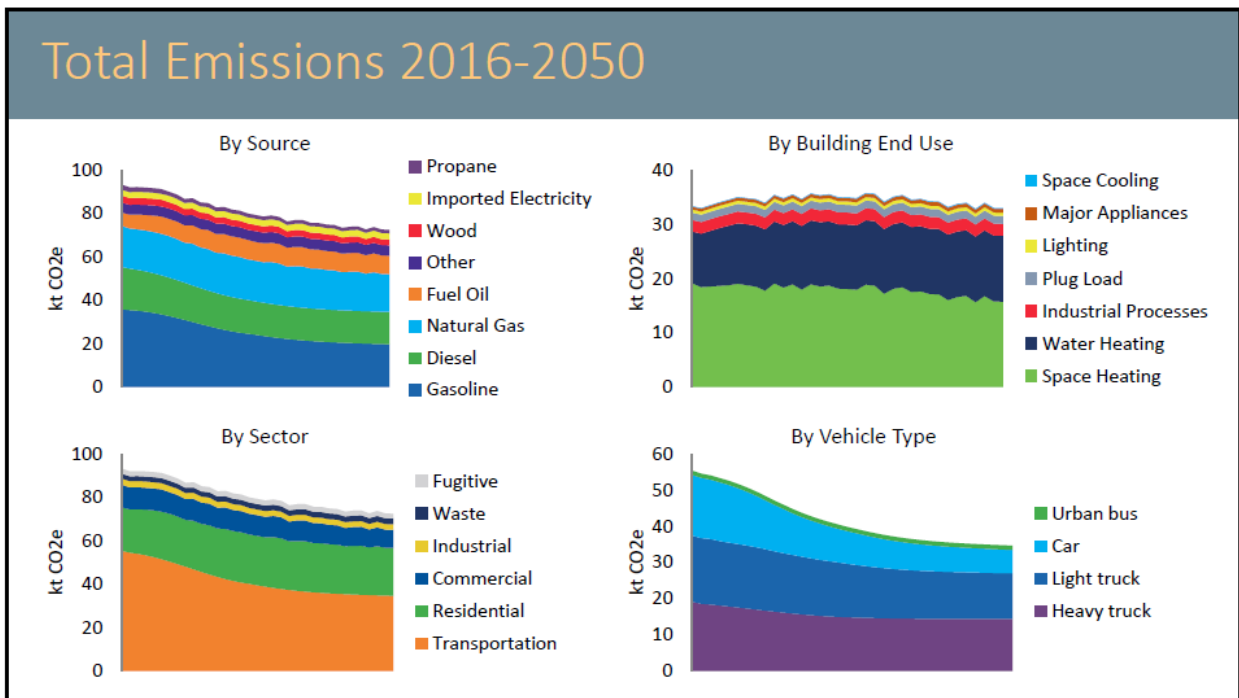
Recognition that climate change is human-caused.

Adherence to Paris Agreement requirement to limit global heating to 1.5°C by 2050.

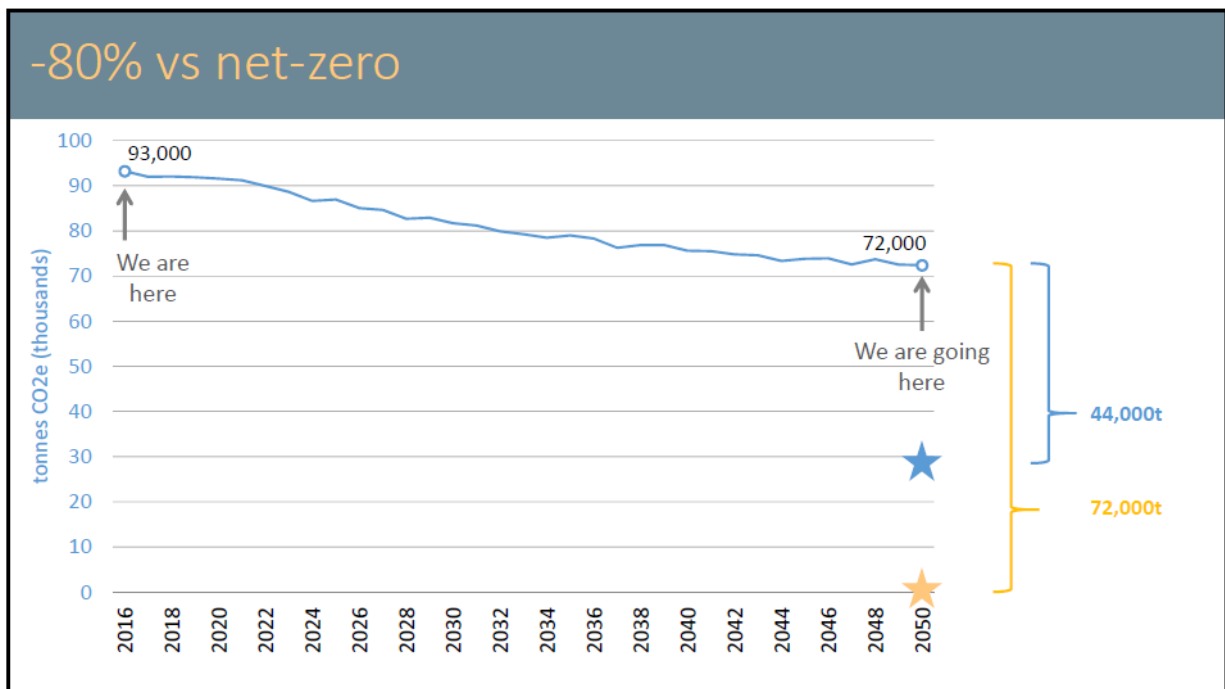
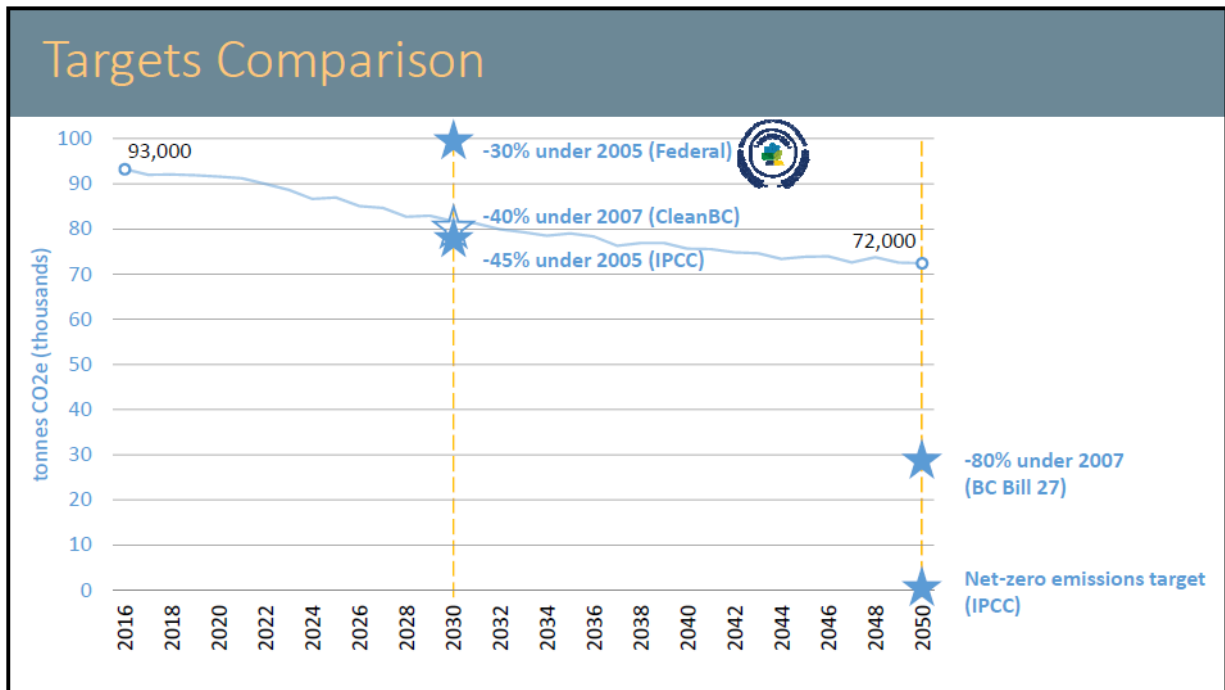
Recognition that to limit global heating to 1.5°C by 2050, net-zero global emissions are required by 2050.

## Energy Use 2016-2050









## Emissions Reduction Mechanisms



Compact, complete communities



Industrial efficiency



Efficient buildings



Local clean energy generation



Water, Wastewater,  
and Solid Waste



Low-carbon energy procurement



Low-carbon transportation



Carbon sequestration



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3090-20-1906

**From:** Chief Administrative Officer

**Date:** April 20, 2020

**Subject:** Development Variance Permit No. 1906 – 2380 – 20<sup>th</sup> Street

### PURPOSE:

The purpose of this report is for Council to consider a Development Variance Permit to vary the Zoning Bylaw to permit reductions in the required front and rear yard setbacks, and minimum lot depth for the property legally described as *That Part Of Lot 3, District Lot 230, Comox District, Plan 7444, Lying To The South West Of A Boundary Parallel To And Perpendicularly Distant 308 Feet From The North East Boundary Of Said Lot*, in order to accommodate a six lot subdivision.

### CAO RECOMMENDATIONS:

That based on the April 20, 2020 staff report “Development Variance Permit No. 1906 – 2380 – 20<sup>th</sup> Street”, Council approve OPTION 1 and proceed with issuing Development Variance Permit No. 1906.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is approximately 6,070m<sup>2</sup> (1.5 acres) and is adjacent to the intersection of 20<sup>th</sup> Street, Cumberland Road and Arden Road. Morello Place ends on the southeast side of the property (see Figure No. 1). The applicant is proposing a six-lot subdivision accessed through an extension of Morello Place. The proposed subdivision also contains a pedestrian pathway connecting the cul-de-sac with Arden Road. This will link with sidewalk improvements along Cumberland and Arden Roads required as part of the subdivision process. As detailed below, there are a total of five variances being requested. The variances are necessary to allow for the proposed subdivision.

The variances are rationalized based on the following:

- Extending the Morello Place cul-de-sac avoids causing additional conflicts with the current intersection of 20<sup>th</sup> Street, Arden Road and Cumberland Road, which have high traffic volumes.
- The shape of the lot works best with a cul-de-sac design, however this will impact the yard length and depth of some lots due to the required size of the cul-de-sac radius.
- The applicant wishes to retain and rehabilitate the existing home on the property.

The applicant’s rationale can be found in **Attachment No. 2**.

[illegible]

Figure 1. Subject Property

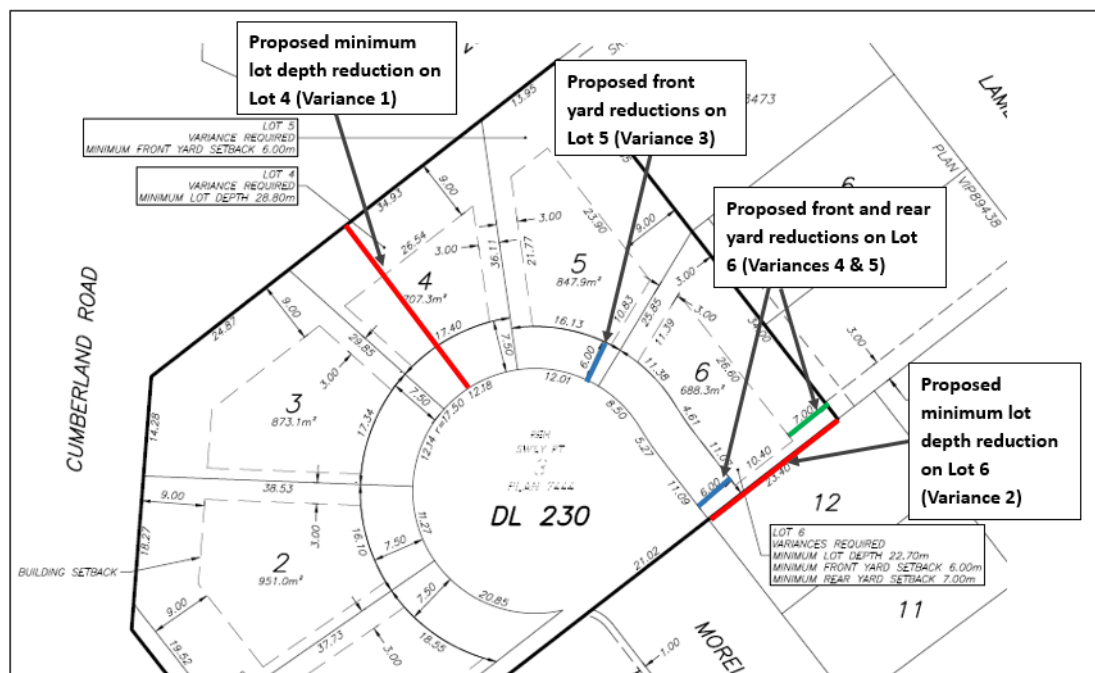


Figure 2. Proposed subdivision plan with lot depth variances shown in red, front yard variances shown in blue and rear yard variance shown in green.

## DISCUSSION:

### Zoning Bylaw Review:

The subject property is zoned Residential One D (R-1D). Single family homes, with or without a suite, are permitted in this zone. The plans are shown in Figure No. 3. Compliance with the R-1D zone and the proposed lots are summarized below in Table No. 1 with variances shown in red.

Building height, and parking will be assessed at building permit stage. The maximum height for a building in the R-1D zone is 8.0m. Off-street parking requirements would be two spaces for single family dwellings, and three for a single family dwelling with a suite.

	Regulation	Proposed
Land Use	-Single residential dwelling -Secondary Suite	-Single residential dwellings, which could contain a suite (unknown at subdivision stage)
Minimum Lot Size	500m <sup>2</sup>	Lot 1: 715.5 m <sup>2</sup> Lot 2: 951.0 m <sup>2</sup> Lot 3: 873.1 m <sup>2</sup> Lot 4: 707.3 m <sup>2</sup> Lot 5: 847.9 m <sup>2</sup> Lot 6: 688.3 m <sup>2</sup>
Minimum Lot Depth	30.0m (taken from shorter side)	Lot 1: 37.73m Lot 2: 37.73m Lot 3: 34.19m (average) <b>Lot 4: 29.10m (Variance 1)</b> Lot 5: 30.98m (average) <b>Lot 6: 22.70m (Variance 2)</b>
Lot Coverage	Maximum 40%	Lots show proposed building footprints that do not exceed 40% lot coverage
Front yard setback	7.5m	Lot 1: 7.5m Lot 2: 7.5m Lot 3: 7.5m Lot 4: 7.5m <b>Lot 5: 6.0m (Variance 3)</b> <b>Lot 6: 6.0m (Variance 4)</b>

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

	Regulation	Proposed
Rear yard setback	9.0m	Lot 1: 9.0m Lot 2: 9.0m Lot 3: 9.0m Lot 4: 9.0m Lot 5: 9.0m <b>Lot 6: 7.0m (Variance 5)</b>
Side yard setbacks	4.5m total Minimum 1.5m	3.0m and 1.5m side yards proposed for each lot.

**Variance 1 (Lot 4 - minimum lot depth):** As per section 8.1.40 of *Zoning Bylaw 2500*, the minimum lot depth for the R-1D zone is 30.0m. The shortest lot depth on proposed Lot 4 is 29.10m. Therefore, a reduction in the minimum lot depth is requested from 30.0m to 29.10m (a difference of 0.9m or 3.0%).

**Variance 2 (Lot 6 – minimum lot depth):** The requested lot depth is 23.40m. The required lot depth is 30.0m, and therefore, the variance is for a difference of 6.6m or 23.4%.

To provide a small amount of flexibility for construction tolerances, staff are proposing the variance reference a minimum lot depth of 28.80m for Lot 4 (Variance 1) and 22.70m for Lot 6 (Variance 2).

**Variance 3 (Lot 5 - minimum front yard setback):** The required front yard setback for the R-1D zone is 7.5m per *section 8.1.42 (1)*. The applicant is requesting a reduction from 7.5m to 6.0m (a difference of 1.5m or 20%).

**Variance 4 (Lot 6 – minimum front yard setback):** The requested variance is to *section 8.1.42 (1)* where the minimum front yard setback is 7.5. The proposed front yard is 6.0m (a difference of 1.5 or 20%).

Staff are proposing the variance reference a minimum front yard setback of 5.7m for Lot 5 (Variance 3) and 6 (Variance 4) in order to provide flexibility in final lot lay out.

**Variance 5 (Lot 6 - minimum rear yard setback):** Rather than only shortening one yard, a reduction in both the front and rear yards has been requested so as to maintain adequate yard space on each end of the building envelope. The requested variance is to *s. 8.1.42 (2)* and is a reduction from 9.0m to 7.0m (a difference of 2m or 23%).

Staff also propose a minimum rear yard of 6.7m for Lot 6 (Variance 5) be referenced in the variance to allow flexibility for final lot layout.

Staff assess the requested variances as supportable given the reasons provided for the reductions is the size and shape of the proposed cul-de-sac (which meets the City's size requirements). The cul-de-sac is proposed rather than access to the parcels off of 20th Street, Cumberland Road, or Arden Road. If this were the case, the six lot subdivision would unlikely require any variances. However, the intersection is



**busy and therefore a better, safer alternative for access to the subdivided parcels is through Morello Place.**

**The impact of the requested variances is low, as they will only impact the size and placement of the building envelopes. The buildings will still comply with the 40% lot coverage requirement.**

**Further, a condition of the permit would be that the applicant provide a pedestrian walkway from the cul-de-sac to Arden Road. This increases walkability and transit options, with the #7 bus stopping a less than five minute walk away.**



*Figure 3. View of subject property from the end of Morello Place, looking north towards 20th Street. Existing home to be retained, shown on the left.*

#### **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 30 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. However, as part of the subdivision process the City will require upgrades to 20<sup>th</sup> Street, Cumberland Road and Arden Road to current city standards.

#### **STRATEGIC PRIORITIES REFERENCE:**

The November 2019 Strategic Priorities Check-in does not include any additional relevant references.

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

- 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 (OCP). The Urban Residential land use designation promotes infill, housing variety and building designs that are aligned with neighbourhood character. The property is also located within the Arden Corridor Local Area Plan. The following OCP 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 m<sup>2</sup> to 2500 m<sup>2</sup> 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.*

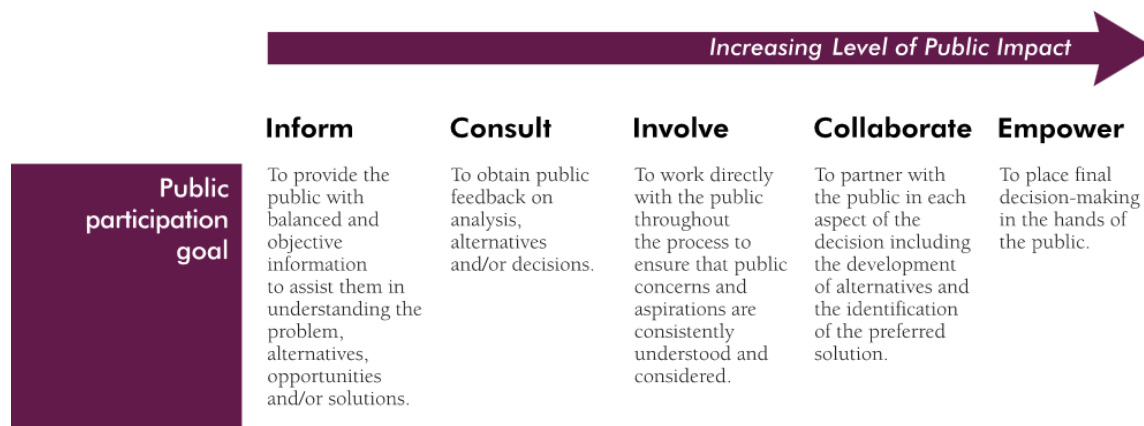


## REGIONAL GROWTH STRATEGY REFERENCE:

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:



A Public Information package was distributed to property owners and occupiers within 30m of the property. The applicant held a public information meeting on December 4, 2019. According to the applicant seven people attended. The meeting was held at the Native Sons Hall in Courtenay. The discussion included the confirming that the lots would be single family residential, drainage and City storm infrastructure, and neighbourhood changes. The applicant's public information meeting summary is included as **Attachment No. 3**.

## OPTIONS:

**OPTION 1:** (Recommended): Approve Development Variance Permit No. 1906.

**OPTION 2:** Defer issuance of Development Variance Permit No. 1906 pending receipt of further information.

**OPTION 3:** Not approve Development Variances Permit No. 1906.

Prepared by:

Cassandra Marsh, B.A.  
Planner I  
*Attachments:*

Reviewed by:

Ian Buck, RPP, MCIP  
Director of Development Services

1. *Attachment No. 1: Draft Development Variance Permit No. 1906*
2. *Attachment No. 2: Rationale for variance request*
3. *Attachment No. Public Information Meeting documentation*

**Attachment No. 1:**  
Draft Development  
Permit

**THE CORPORATION OF THE CITY OF COURTENAY**

**Permit No. 3090-20-1906**

**DEVELOPMENT VARIANCE PERMIT**

March 16, 2020

**To issue a Development Variance Permit**

**To:**

Name: Gilles Beaudoin  
Address: 3403 Royston Road  
Courtenay, B.C. V9N 9P8  
  
Name: Christopher Kane-White  
Address: 1355 Comox Road  
Courtenay, B.C. V9N 3P7

**Property to which permit refers:**

Legal: THAT PART OF LOT 3, DISTRICT LOT 230, COMOX DISTRICT, PLAN 7444, LYING TO THE SOUTH WEST OF A BOUNDARY PARALLEL TO AND PERPENDICULARLY DISTANT 308 FEET FROM THE NORTH EAST BOUNDARY OF SAID LOT  
  
Civic: 2380 20<sup>th</sup> Street

**Conditions of Permit:**

Permit issued to the property legally described as That Part Of Lot 3, District Lot 230, Comox District, Plan 7444, Lying To The South West Of A Boundary Parallel To And Perpendicularly Distant 308 Feet From The North East Boundary Of Said Lot to permit the following variances for a six lot subdivision:

- *Zoning Bylaw No. 2500, 2007*
  - *Section 8.1.40* – minimum lot depth on Lot 4 reduced from 30.0m to 28.80m.
  - *Section 8.1.40* – minimum lot depth on Lot 6 from 30.0m to 22.70m.
  - *Section 8.1.42 (1)* – minimum front yard setback on Lot 5 from 7.5m to 6.0m
  - *Section 8.1.42 (1)* – minimum front yard setback on Lot 6 from 7.5m to 6.0m
  - *Section 8.1.42 (2)* – minimum rear yard setback on Lot 6 from 9.0m to 7.0m

Development Variance Permit No. 1906 is subject to the following conditions:

1. Development must substantially conform to the subdivision plan by McElhanney dated February 18, 2020, contained in *Schedule No.1*;
2. A dedicated Right of Way is to be provided by the applicant to act as a pedestrian access

from the end of the cul-de-sac to sidewalk along either Arden Road, Cumberland Road or 20<sup>th</sup> Street;

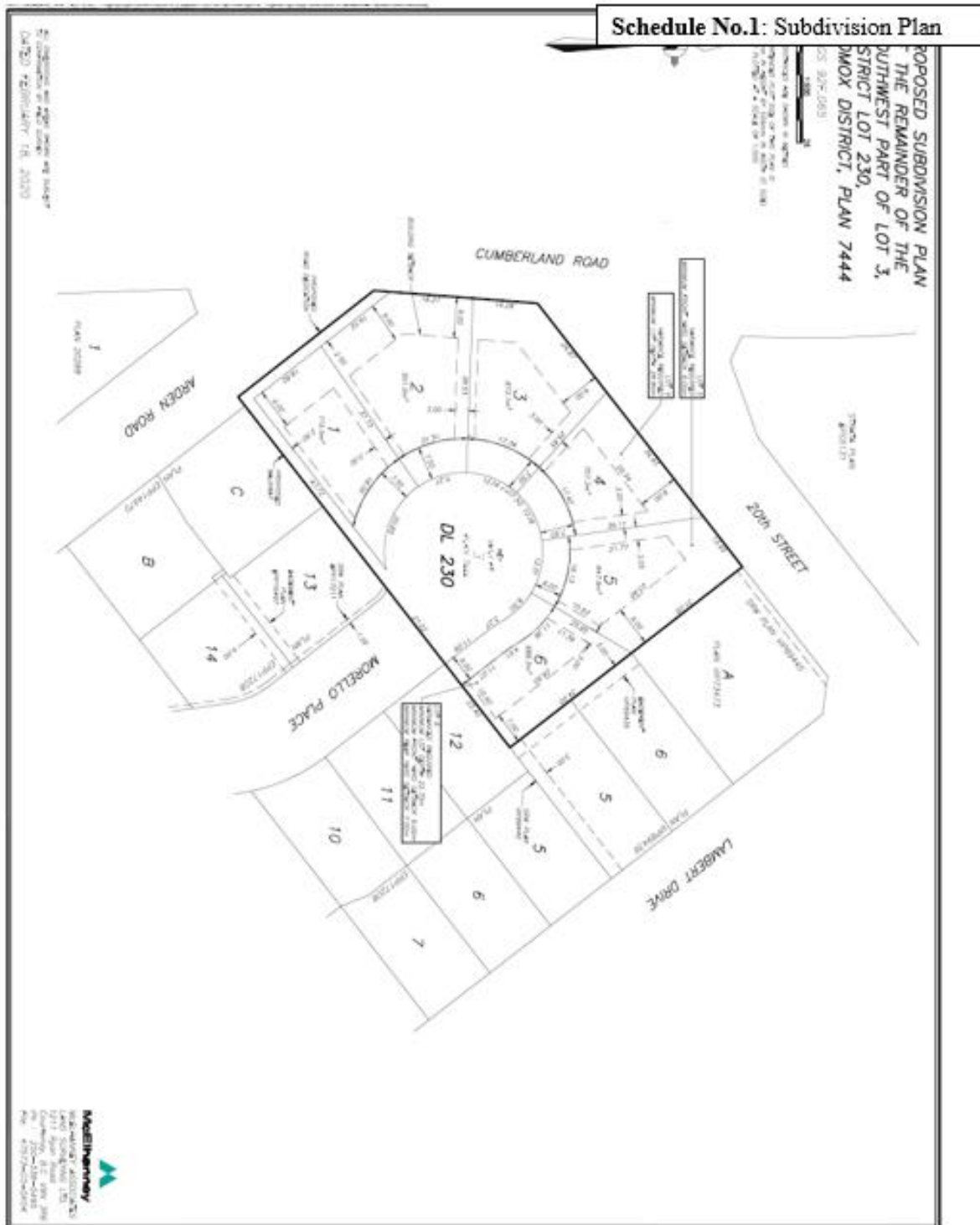
3. A tree cutting permit is required prior to the removal of any tree over 20cm diameter at breast height.
4. The development shall meet all other applicable requirements, standards and guidelines; and
5. No alterations or amendments shall be made without the City's permission. A formal amendment application 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



## DEVELOPMENT PERMIT RATIONALE



McElhanney

### Attachment No. 2: Rationale for Variance Request

<b>To</b> Matthew Fitzgerald, Manager of Development Planning	<b>From</b> Neil Penner, PEng
<b>Company</b> City of Courtenay	<b>Branch</b> 2211 - Courtenay
<b>Re</b> Development Permit Rationale for 2380 20 <sup>th</sup> Street, Courtenay, BC	<b>Date</b> October 17, 2019 <b>File Number</b> 2211-47573-00

The following development permit rationale has been prepared on behalf of Gilles Beaudoin in support of a development variance application.

### 1. GENERAL

The subject property is legally identified as That Part of Lot 3, District Lot 230, Comox District, Plan 7444, Lying to the South West of a Boundary Parallel to and Perpendicularly Distant 308 Feet from the North East Boundary of Said Lot. The civic address is 2380 20<sup>th</sup> Street.

The development proposes to subdivide the subject property into six (6) single-family residential lots in accordance with R-1D zoning. The existing home will be retained on one of the new lots and the existing carport will be removed. See **Appendix A – SK04 – Proposed Subdivision Plan** for proposed development details.

The development will be accessed from a cul-de-sac extension of Morello Place as per the City of Courtenay Standard Drawing CSSD R3 in accordance with The City of Courtenay Official Community Plan Road Network Plan.

The subject property is currently zoned R1-D (Residential One D) and has an OCP land use designation of Urban Residential.

This development proposal reflects the City's land use policy values and priorities as follows:

- The proposed development is of similar character and scale as the existing neighbourhood.
- Expands on the existing single-family housing diversity within the local area, providing options for various social and economic needs while keeping a similar form as the existing neighbourhood.
- The development increases density at the intersection of Cumberland Road and Arden Road, which is identified in the Arden Road Local Area Plan as a preferred location for increased density.
- The site location is proximal to parks, pedestrian trails and BC Transit route #7 (20th Street).
- As an infill development, the subject property will utilize existing municipal and third-party utility infrastructure capacity.
- The proposed development does not impact any environmentally sensitive areas.

1211 Ryan Road  
Courtenay, BC  
V9N 3R6

Tel 250 338 5495  
[www.McElhanney.com](http://www.McElhanney.com)

DEVELOPMENT PERMIT RATIONALE



## 2. DEVELOPMENT VARIANCE PERMIT RATIONALE

As described above, Morello Place cul-de-sac termination has been planned for several years and will avoid an undesirable 20<sup>th</sup> Street connection (complex intersection of 20<sup>th</sup> Street/Cumberland Road and Arden Road). Based on the constraints of the existing property and its relationship with the existing Morello Place alignment, the following development variances are required:

- Bylaw 2500 Section 8.1.40: reduce the minimum required lot depth for proposed lot 4 from 30.0m to 28.8m.
  - A 30m deep lot is not achievable along the property's northwestern boundary when the City's 17.5m radius cul-de-sac right of way (per CSSD R3) is used.
- Bylaw 2500 Section 8.1.40: reduce the minimum required lot depth for proposed lot 6 from 30.0m to 22.7m.
  - The Morello Place road right of way is located 23.40m from the northeastern boundary of the subject property, making a 30m deep lot unachievable. Also, due to the location of the cul-de-sac bulb, the narrowest distance across the lot is less than 23m, resulting in a need for a variance to 22.7m.
- Bylaw 2500 Section 8.1.42: reduce the minimum required front yard setback for proposed lot 5 from 7.5m to 6.0m.
  - Due to the configuration of the road right-of-way and rear lot line, a reduction in front yard setback is required in order to provide a suitable building envelope.
- Bylaw 2500 Section 8.1.42: reduce the minimum required front yard setback for proposed lot 6 from 7.5m to 6.0m and the rear yard setback from 9.0m to 7.0m.
  - Subsequent to the reduced lot depth, a reduction in front and rear yard setbacks is required in order to provide a suitable building envelope.

Please see **Appendix A** for the **Proposed Subdivision Plan** which illustrates the above variance locations.

## 3. SUSTAINABILITY

The development proposal is compliant with the City's sustainability objectives as follows:

- The application complies with the City's land use policies and priorities as demonstrated in Section 2 Land Use above.
- The subject property is located within walking distance to recreational opportunities.
- The site is adjacent to the 20th Street transit route.

DEVELOPMENT PERMIT RATIONALE



- The proposed development does not impact the communities existing environmentally sensitive areas inventory.
- The development will retain an existing Garry Oak tree onsite and will retain healthy existing trees where possible. Please see Strategic Natural Resources Tree Inventory report within **Appendix B**.
- Development runoff will be mitigated to pre-development peak levels up to and including the 1 in 25-year return period storm as per City of Courtenay Bylaw 2919.
- The existing home on the lot will be retained, reducing the amount of construction waste directed towards the landfill.
- The existing zoning allows for secondary suites to be constructed on the lots.
- See the City's Sustainability Checklist, located within **Appendix C**.

#### 4. CLOSURE

We trust the information provided herein is sufficient to process the development variance permit application. This said, we would be pleased to meet at the City's convenience, to discuss the contents and findings of this document as necessary.

Yours truly,

MCELHANNEY LTD.

Neil Penner, P.Eng.  
Civil Engineer

Reviewed By:

Adam Cooper, Eng. L.

#### REVISION HISTORY

Date	Status	Revision	Author
Oct. 21, 2019	Final	0	Neil Penner, P.Eng.

#### LIMITATION

This report has been prepared for the exclusive use of Gilles Beaudoin. The material in it reflects the best judgement of the Consultant in light of the information available to the Consultant at the time of preparation. As such, McElhanney, its employees, sub-consultants and agents will not be liable for any losses or other consequences resulting from the use or reliance on the report by any third party.



**Attachment No. 3:**  
Public Information  
Meeting



December 4, 2019

Our File: 2211-47573-00  
City File: 3090-20-1906

Matthew Fitzgerald, Manager of Development Planning  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear Matthew,

**NEIGHBOURHOOD MEETING SUMMARY**  
**2380 20<sup>TH</sup> STREET, COURTENAY – DEVELOPMENT VARIANCE PERMIT**

A neighbourhood meeting regarding the above application was hosted by McElhanney Ltd. on Wednesday, November 27, 2019. We provide the following meeting summary:

- a) The meeting was located at the Native Sons Hall, beginning at 5:00pm and finishing at 6:30pm.
- b) We have a record of seven residents in attendance (attached).
- c) Meeting notification details were mailed on November 15, 2019 to all properties and hand delivered to the adjoining properties, per the list provided by the City of Courtenay.
- d) Information provided during the meeting:
  - McElhanney – Proposed Subdivision Plan outlining variances
  - Development Variance Permit Application
- e) Generally, topics of discussion included:
  - Interest in the development proposal – confirming the application pertains to single family residential lots.
  - Existing site drainage and the proposed stormwater management plans.
  - Support for progress in completing the development of the neighbourhood.
- f) Comment sheets (2) attached.

We trust you find the above information in order. Please don't hesitate to contact the undersigned should any additional information or clarification be required.

Yours truly,

McELHANNEY LTD.

A handwritten signature in blue ink, appearing to read 'Adam Cooper'.

Adam Cooper, Eng L  
Project Manager

Enclosures

cc: Gilles Beaudoin

Reviewed by:

A handwritten signature in blue ink, appearing to read 'Derek Jensen'.

Derek Jensen, AScT

PUBLIC INFORMATION MEETING  
Nov 27, 2019  
**SIGN IN SHEET**  
FOR  
2380 20th Street, Courtenay

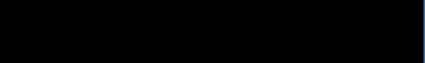
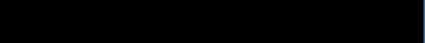
NAME (Please Print)	ADDRESS
Treva S.anson	-
GRANT HUDSON	2050 ARDEN Rd
Tracy Hudson	5050 Arden Rd
Arne J. Remko	2077 20th St.
M. Pugachyova	" " "
Clare Perry	2060 Morello Pl.
Kristi Meier	2039 Lambert Drive

## PUBLIC INFORMATION MEETING

November 27, 2019

DVP Application - 2380 20th Street, Courtenay

### COMMENT SHEET

Name: Grant Hudson Email:   
Address: 2752 Arden Road Phone: 

McElhanney on behalf of property owner Gilles Beaudoin has applied to the City of Courtenay for a Development Variance Permit to vary minimum depth, front, rear and sideyard setbacks, to allow for the development of 6 single family properties. 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?

In support of the change

**Please return your comments by Friday, Dec 13, 2019**

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

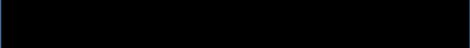

1. Drop off or mail your comments to: Development Services Dept. City of Courtenay, 830 Cliffe Ave, Courtenay, BC V9N 2J7
2. Email your comments to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comments to: 250-334-4241

## PUBLIC INFORMATION MEETING

November 27, 2019

DVP Application - 2380 20th Street, Courtenay

### COMMENT SHEET

Name: Tracy Hudson Email:   
Address: 2050 Arden Road Phone: 

McElhanney on behalf of property owner Gilles Beaudoin has applied to the City of Courtenay for a Development Variance Permit to vary minimum depth, front, rear and sideyard setbacks, to allow for the development of 6 single family properties. 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?

In support of the change

**Please return your comments by Friday, Dec 13, 2019**

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](mailto:planning@courtenay.ca)
3. Fax your comments to: 250-334-4241



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 5<sup>th</sup> Street Bridge Loan Authorization Bylaw 2978

**File No.:** 1760-02  
**Date:** April 20, 2020

---

### PURPOSE:

The purpose of this report is to begin the process of borrowing funds to complete the rehabilitation of the 5th Street Bridge.

### POLICY ANALYSIS:

Council adopted the Consolidated Financial Plan Bylaw No. 2967, 2019 on May 6, 2019 and recently approved the 2020-2024 General Capital Financial Plan on March 2, 2020. The 5th Street Bridge Rehabilitation project is identified in both documents and is partially funded by new debt. Section 179 of the *Community Charter* provides Council with the authority to incur a liability by borrowing funds for any capital nature. Section 180 of the *Community Charter* requires elector approval of a loan authorization bylaw before it can be adopted.

### EXECUTIVE SUMMARY:

The 5<sup>th</sup> Street Bridge Rehabilitation Project is one of the City of Courtenay's top Strategic Priorities, and was identified in November 2019 as one of Council's five "NOW" Priorities and forms a part of several staff Operational Strategies. This project's scope has been reviewed in detail with Council on several occasions throughout 2019 and early 2020. On February 3, 2020 Council provided staff with direction to proceed with the project excluding the construction of cantilevers and to use the Alternate Approval Process to obtain elector approval for the loan authorization bylaw required to proceed. This project is slated to begin in the spring of 2021 and the statutory borrowing process is estimated to take upwards of eight months, therefore starting early to ensure all approvals are in place in 2020 is recommended.

### CAO RECOMMENDATIONS:

That based on the April 20, 2020 staff report "5<sup>th</sup> Street Bridge Loan Authorization Bylaw 2978", Council approve OPTION 1 and endorse the 5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978; that Bylaw No. 2978 proceed to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading; and,

That Council direct staff to proceed with the Alternative Approval Process (AAP) to gain approval of the electors.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

On January 27, 2020 Council was presented with updated scope and financial implication information regarding the 5<sup>th</sup> Street Bridge rehabilitation project and passed a resolution on February 3, 2020 to direct staff not to include cantilevers in the final design of the project.

In addition, Council was presented and approved the proposed 2020-2024 General Capital Financial Plan on March 2, 2020. Table 1 identifies the 5<sup>th</sup> Street rehabilitation project included in the financial plan and requires completion of the statutory borrowing process to commence construction:

**Table 1: 5<sup>th</sup> Street Bridge Rehabilitation Project Funded with Debt**

Project description	2021 Proposed Budget	2021 Reserves	2021 Unexpended Funds	2021 DCC Reserve	2021 Fed / Prov Funding	2021 Debt
MAJOR ROAD CONS - 5th St Bridge Rehabilitation	6,300,000	268,300	404,100	262,700	1,964,900	3,400,000

The borrowing process can take up to eight months to complete, therefore starting the process as soon as possible will ensure the funds are approved and secured to allow for timely tendering and construction in the spring of 2021 without delay. This project must be complete by March 31, 2022 in order to meet Federal grant requirements.

#### **DISCUSSION:**

On February 3, 2020 Council passed the following resolution:

Moved by Frisch and seconded by McCollum that based on the January 27<sup>th</sup>, 2020 staff report “5<sup>th</sup> Street Bridge Rehabilitation” that Council direct staff to obtain elector approval for a loan authorization bylaw for the 5<sup>th</sup> Street Bridge Rehabilitation Project through the Alternate Approval Process.

**Carried**

#### **Borrowing Process:**

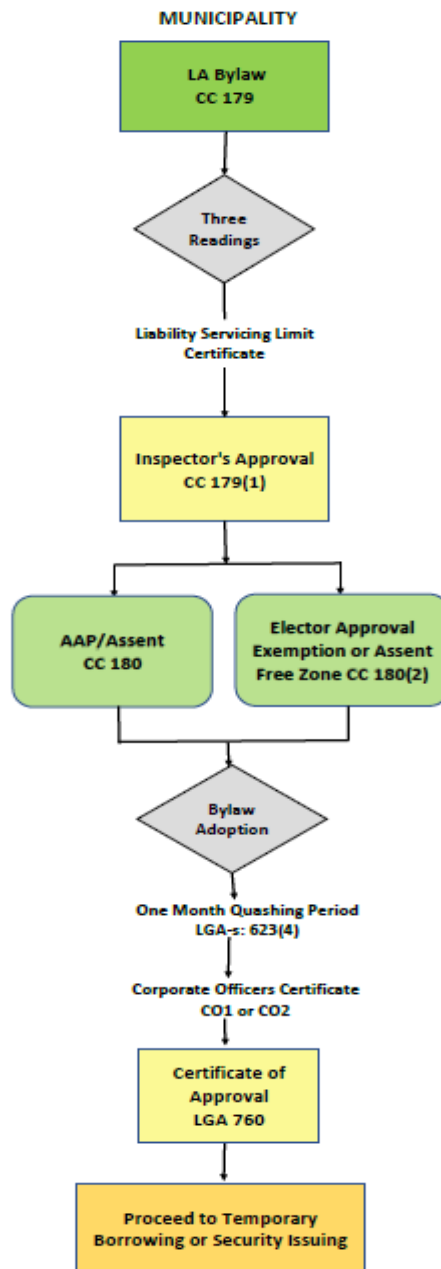
Section 179 of the *Community Charter* provides Council with the authority to incur a liability by borrowing funds for any purpose of a capital nature. The local government borrowing process is highly regulated and closely monitored by the Province. All loan authorization bylaws must be approved by the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

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

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

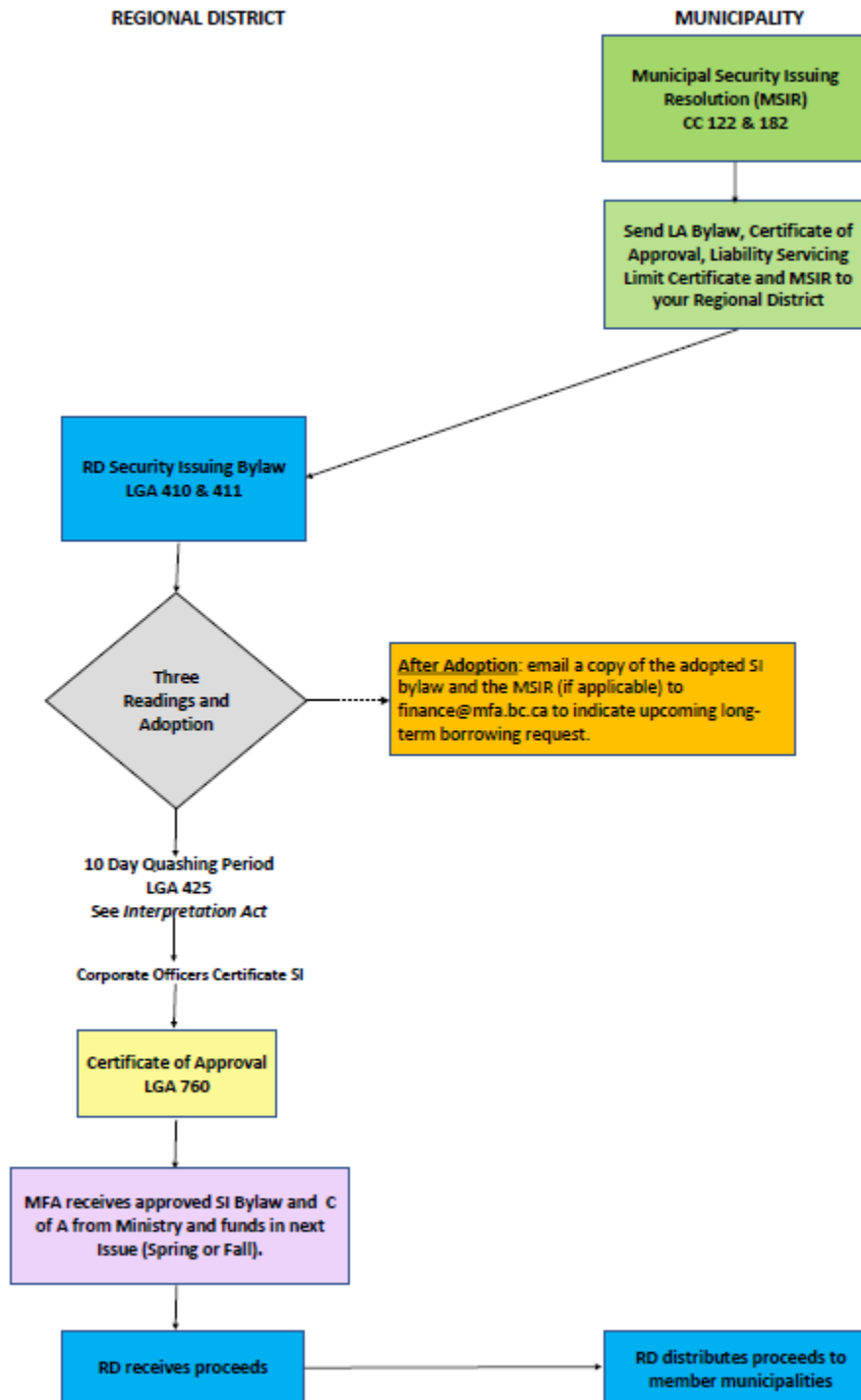


# Loan Authorization Bylaw Procedures





# Security Issuing Procedures



## **Elector Approval:**

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

### **Alternative Approval Process (AAP) – (Approved by Council on February 3, 2020)**

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

### **Referendum**

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

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

## **Timelines:**

Table 2 outlines the estimated schedule that would be followed in order to adopt the loan authorization bylaw and secure funding for the Fifth Street Bridge for spring 2021 construction. This schedule is subject to change depending on how long it takes to receive approvals from the Province. The schedule will be updated throughout the process and Council will be updated during each phase of the process as necessary.

**Table 2: 5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw Schedule:**

<b>Date</b>	<b>Charter Section</b>	<b>Action</b>	<b>Date Completed</b>
April 20, 2020	179	Three readings by Council	
April 30, 2020	180	Send to Inspector of Municipalities	
August 4, 2020	86, 135, 180	Establish elector response forms  Determine total number of electors  Establish deadline for responses as September 28, 2020	
August 19, 2020	94	First of two notices published  Make response forms available to public at City Hall	
August 26, 2020	94	Second and last notice published (must be at least 30 days prior to the deadline of September 28, 2020)	
September 28, 2020	86	Deadline for elector responses	
October 5, 2020	86	Council Meeting - Report to Council regarding elector responses  If 10% threshold not reached, final adoption of bylaw	
November 6, 2020	623,760 <i>LGA</i>	Send to Inspector for certificate of approval after quashing period	
December 7, 2020	CC S.122&182	Council passes Security Issuing Resolution	
December 18, 2020		Forward to Regional District and the MFA	

**FINANCIAL IMPLICATIONS:**

Rehabilitation of the Fifth Street Bridge is estimated to cost \$6,300,000 and will be funded using \$1,964,900 of grant funding from the New Build Canada – Small Communities Fund, \$262,700 of DCC reserves, \$404,100 of unexpended debt reserve funds, 268,300 of infrastructure reserve funds, and \$3,400,000 from new borrowing. Debt servicing costs for this project were calculated using the Municipal

Finance Authority annual interest rates with a 20 year amortization. Annual debt servicing costs are estimated to be \$233,293 per year. This would result in an impact of an approximately 1% increase to the debt levy for property taxation purposes beginning in 2022 when the first payments would be due. The impact to the average residential property based on 2019 assessments and tax rates would be approximately \$13 per year.

The Province regulates how much debt a municipality can carry. The total annual debt servicing costs cannot exceed 25% of the previous year's revenue and is known as the Liability Servicing Limit. The City's current liability servicing limit is calculated at \$12,259,513 per year of which only \$1,555,910 or 13% of the available borrowing is actually being utilized. Borrowing an additional \$3,400,000 would bring the total annual servicing costs up to \$1,955,187 or 16% of the available borrowing room for the City.

#### **ADMINISTRATIVE IMPLICATIONS:**

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

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

The 5<sup>th</sup> Street Bridge is one of the City's most important assets, providing a critical connection between the east and west parts of the community, and it is an emergency route for fire, police and ambulance services. It remains an essential means to cross the Courtenay River for the many residents and businesses from adjacent communities as well as other out of area travelers using BC Ferries, the regional airport, regional hospital, 19 Wing Comox and BC Highway 19A to other destinations.

On-going maintenance is periodically required to maintain the asset at its intended level of service thereby reducing the risk of catastrophic failure, severe transportation disruptions and increased costs resulting from reactive rather than planned maintenance. The bridge is inspected annually under contract and routine maintenance and repairs are undertaken at approximately \$20,000 a year in the Public Works Services operation budget.

In Asset Management practice, the rehabilitation of this asset is actually maintenance that is periodically necessary to return the asset to its intended level of service. While the rehabilitation project cost surpasses the financial threshold from operating to capital, this is indeed maintenance of an existing asset providing an existing level of service. Therefore, the rehabilitation and its associated funding source is a practice and cost of doing business.

#### **STRATEGIC PRIORITIES REFERENCE:**

The following 2019-2022 Council strategic priorities relate to the 5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw:

## **We focus on organizational and governance excellence**

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

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

- Focus on asset management for sustainable service delivery

● **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act

▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party

■ **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

### Operational Strategies:

#### **DIRECTOR LEGISLATIVE & CORPORATE SERVICES**

3. Borrowing Bylaw: Approval Process Jan'20

#### **DIRECTOR FINANCIAL SERVICES**

2. Draft Borrowing Bylaws: Prepare Jan'20

#### **DIRECTOR ENGINEERING SERVICES**

2. 5<sup>th</sup> St. Bridge/6<sup>th</sup> St. Bridge: Open House Nov'19

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

Regarding the Official Community Plan for Courtenay, the following goals of Section 5.0 Transportation are relevant:

##### **5.2 Goals**

1. Integrate land use changes with transportation planning to coordinate changes and increases to traffic patterns.
2. Development of a transportation system that provides choices for different modes of travel including vehicle, transit, pedestrian, cycling and people with mobility impairments.
3. Protect the integrity of the road classification system to facilitate the purpose and function of the specific road types.
4. Support an integrated transportation system that works towards reducing travel distances and congestion.
5. Support a transportation system that recognizes the importance of the character and overall appearance of the City.
6. Provide an effective transportation system that facilitates the movement of vehicles throughout the community and the Comox Valley to major regional services such as the Little River Ferry System and the Comox Valley Airport.

## REGIONAL GROWTH STRATEGY REFERENCE:

The Fifth Street Bridge Rehabilitation Project is aligned with the transportation network goal from the Regional Growth Strategy:

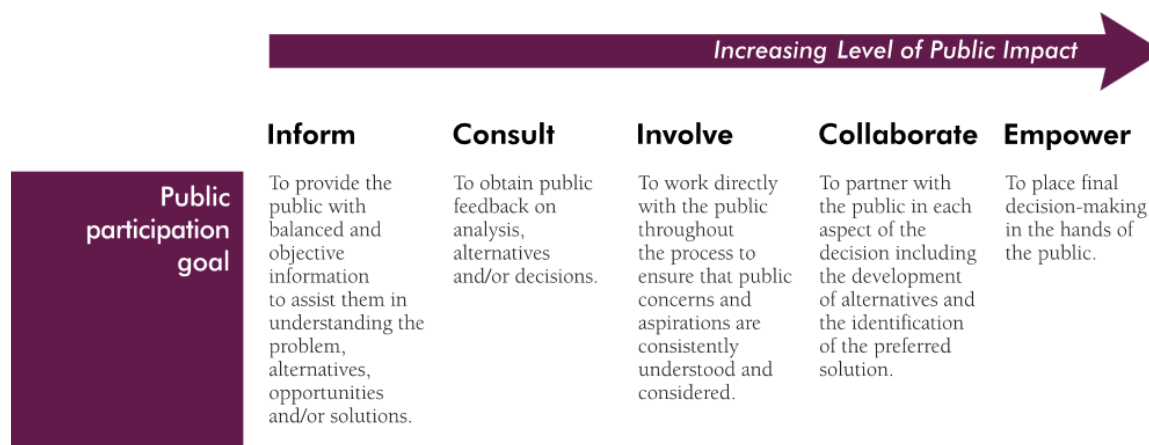
### Goal 4 - Transportation:

Develop an accessible, efficient and affordable multi-modal transportation network that connects Core Settlement Areas and designated Town Centres and links the Comox Valley to neighbouring communities and regions.

## CITIZEN/PUBLIC ENGAGEMENT:

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

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



## OPTIONS:

OPTION 1: That Council endorse the Fifth Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020;

That Council proceed to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading of the Fifth Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020; and

That Council direct staff to proceed with the Alternative Approval Process (AAP) to gain approval of the electors for the Fifth Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020. **[Recommended]**

OPTION 2: That Council defer endorsing the Fifth Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020 to allow for further discussion.

OPTION 3: That Council not endorse the Fifth Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020.

Prepared by:



Jennifer Nelson, CPA, CGA  
Director of Financial Services

Concurrence:



Chris Davidson, P. Eng  
Manager of Engineering Projects

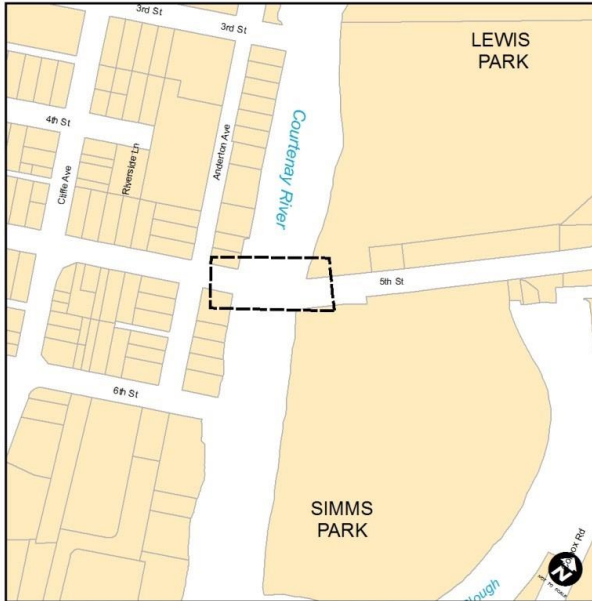
Attachments: #1: Engineering Capital Projects 2021 (excerpt from 2020-2024 Financial Plan)  
#2: 5th Street Bridge Rehabilitation – Capital Asset Dashboard (excerpt 2020 Budget)  
#3: January 27, 2020 5<sup>th</sup> St Bridge Rehabilitation Report to Council  
#4: 5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020

EXCERPT FROM 2020-2024 FIVE-YEAR FINANCIAL PLAN  
ENGINEERING PROJECTS - 2021

Department	Project description	2021 Proposed Budget	2021 Reserves	2021 Unexpended Funds	2021 DCC Reserve	2021 Fed / Prov Funding	2021 Debt
Engineering	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	6,300,000	268,300	404,100	262,700	1,964,900	3,400,000
	STORM DRAINAGE - Willemar Culvert	180,000	-	180,000	-	-	-
	TRAFFIC PROJECTS - Signal Controller Renewal - 8th St and Cliffe Ave	160,000	160,000	-	-	-	-
	TRAFFIC PROJECTS - Signal Controller Renewal - 5th St and Cliffe Ave	20,000	20,000	-	-	-	-
	TRAFFIC PROJECTS - Signal Controller Renewal - Old Island Highway at Comox Road	20,000	20,000	-	-	-	-
	TRAFFIC PROJECTS - Signal Controller Renewal - 8th and Fitzgerald	180,000	180,000	-	-	-	-
<b>Engineering Total</b>	<b>Infrastructure</b>	<b>6,860,000</b>	<b>648,300</b>	<b>584,100</b>	<b>262,700</b>	<b>1,964,900</b>	<b>3,400,000</b>



# ENGINEERING – INFRASTRUCTURE – MAJOR ROAD CONSTRUCTION



- 5<sup>TH</sup> STREET BRIDGE DECK RENEWAL AND PAINTING
- FULL REMOVAL / RECOAT OF ALL STRUCTURAL STEEL COATING
- INSTALL CATHODIC PROTECTION SYSTEM
- FULL REPLACEMENT OF DECK OVERLAY
- STRUCTURAL REPAIRS TO ENDS OF DECK BEAMS
- DESIGN COMPLETION 2020, CONSTRUCTION 2021
- COMBINATION OF FUNDING: BUILDING CANADA GRANT, NEW DEBT, RESERVE AND DCC



## Project Budget

Year	Approved Budget	Total Spent	Carry Forward	Requested Budget	Total Budget
2019	\$423,000	\$320,649	\$102,351		
2020				\$375,000	
					\$375,000



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 5th St Bridge Rehabilitation

**File No.:** 5335-20; 5400-02  
**Date:** January 27, 2020

### PURPOSE

The purpose of this report is to move forward with the 5<sup>th</sup> Street Bridge Rehabilitation Project to ensure completion of the project by the March 31, 2022 funding deadline through the following steps:

1. Update on the actions taken since September 2019, including: the public engagement process (Attachment 1); construction staging and scheduling future options (Attachment 2); and information regarding cycling and walking connectivity (Attachment 3).
2. Confirm the final design for the 5th St Bridge Rehabilitation Project, which currently includes the addition of cantilevers to provide two 3 metre wide multi-use pathways; or

Alternatively, direct staff to proceed with a final design that does not include cantilevers.

3. Confirm whether to obtain approval for a loan authorization bylaw for the 5th St Bridge Rehabilitation Project by assent of the electors (i.e. referendum), or by the Alternate Approval Process, as required by sections 85 and 86 of the *Community Charter*.

### EXECUTIVE SUMMARY

The 5th St Bridge plays an important role in the entire Comox Valley transportation network serving 20,000 vehicles, 650 pedestrians and 500 cyclists each day. Completed in 1960, the 72-metre steel truss bridge has two vehicle lanes and 1.5 metre sidewalks on both sides of the bridge. The bridge requires rehabilitation of various elements to maximize its service life for all users.

At the June 24<sup>th</sup> Council meeting, staff were directed "...to proceed with the associated next steps to rehabilitate the 5<sup>th</sup> Street Bridge, including the upgrade of adding cantilevered multi-use pathways...". Recall that rehabilitation of the bridge is estimated to take approximately 6 months, with an estimated cost of \$6.3 million dollars. Including the upgrade of adding cantilevered multi-use pathways will add approx. 2 months to project duration, and an additional \$2 million dollars the estimated cost of the project.

The 5<sup>th</sup> Street Bridge Rehabilitation Project is one of City of Courtenay's top Strategic Priorities, was identified in November 2019 as one of Council's five "NOW" Priorities and forms a part of several staff Operational Strategies in the near term.

Since September, the City has undertaken a public consultation process for the 5<sup>th</sup> Street Bridge that included in-person meetings with several local stakeholder groups, an open house with 97 attendees and an online survey that resulted in 671 respondents, of which 67% were Courtenay residents. The public engagement process resulted in extensive awareness of the need to rehabilitate the 5th St Bridge and

solicited extensive input to help inform construction planning, connectivity and communications preferences.

Additional technical work has also been completed since September to understand potential traffic implications during different stages of the project, confirm the environmental/regulatory requirements, utility considerations, and how to best manage traffic and emergency response during construction.

In September 2019 a report titled “Project Scope for Bridge Rehabilitation, and New Cantilevered Pathways” was included in the staff report presented to Council on September 16<sup>th</sup>. The previous report highlighted a number of considerations for the project including; Bridge Upgrade Scope, Expected Bridge Closure Geometry, Rehabilitation and Staging Considerations; and Sample Bridge Cross Sections.

This report provides supplemental details to the information provided in September, including further details about what to expect during construction, and reviews of the various construction staging scenarios that may be contemplated with respect to the construction sequencing. This report also provides supplemental information on the following four critical considerations comparison:

- Accommodation of vehicle traffic,
- Accommodation of active transportation,
- Cost Implications; and
- Schedule Implications.

In terms of improving multi-modal amenities and connections across the Courtenay River, the project team has developed options for 5<sup>th</sup> Street Multi-use pathway connections, outlining potential multi-modal amenities and connectivity, as well as associated costs and construction considerations for connecting the multi-use pathways to existing pedestrian and cycling networks on both sides of the bridge.

Connection improvements include three metre pathways connecting to adjacent bike lanes and sidewalks on the west and east approaches, new let downs, wayfinding and regulatory signage, and a bike wheel channel on the south-west approach stairway. The recommended connection improvements are included in the existing project budget.

After factoring in grant contributions and infrastructure reserves, the City will need to borrow funds over the long term to rehabilitate the bridge, as well as any multi-modal upgrades. **Once the project scope is given final approval, a loan authorization bylaw process must be commenced this spring to meet the construction schedule, and the federal grant requirement that the bridge must be completed by March 31, 2022.** A draft bylaw has been prepared that outlines the specific scope and borrowing amount as per section 179(2) of the *Community Charter*. An associated communications plan will also be prepared in early 2020 once final decisions have been made on scope, borrowing and other factors.

#### **CAO RECOMMENDATIONS:**

##### Rationale Regarding Cantilevers

**RECOMMENDATION ONE** is presented as a choice between two options for the 5th St Bridge Rehabilitation Project (add cantilevers, or do not add cantilevers) rather than as a recommendation from the CAO.

The original CAO recommendation, which was included in a June 24, 2019 staff report, was to not include cantilevers. A copy of this report is provided for reference as Attachment 4.

At Council's direction, in the last several months the project team has undertaken additional work that is intended to assist Council in making a final decision on project design (yes or no to cantilevers). This is essential in order for construction to complete prior to the March 31<sup>st</sup> 2022 grant completion date in order to receive the \$1.96 million grant. Therefore, the following is provided for Council's consideration:

#### **RECOMMENDATION ONE**

**OPTION 1:**

That Council reaffirm its decision to include cantilevers in the final design of the 5th St Bridge Rehabilitation Project.

**OPTION 2:**

That Council direct staff not to include cantilevers in the final design of the 5th St Bridge Rehabilitation Project.

#### Rationale Regarding Elector Assent Process

**RECOMMENDATION TWO** is presented as choice on how to proceed with obtaining Elector Assent for long term borrowing for the 5th St Bridge Rehabilitation Project, through either the Alternate Approval Process or by Referendum.

A loan authorization bylaw process must be commenced this spring to meet the construction schedule, and the federal grant requirement that the 5th St Bridge project must be completed by March 31, 2022. This requires Elector Assent which can be obtained through either the Alternate Approval Process (AAP) or by Referendum. **Staff are recommending the Alternate Approval Process as it is the least costly and time consuming, and if successful will have less impact on the project schedule.**

#### **RECOMMENDATION TWO**

**OPTION 1 (Recommended):**

That Council direct staff to obtain elector approval for a loan authorization bylaw for the Fifth Street Bridge Rehabilitation Project through the Alternate Approval Process.

**OPTION 2:**

That Council direct staff to obtain elector approval for a loan authorization bylaw for the Fifth Street Bridge Rehabilitation Project through the Referendum Process.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

## **BACKGROUND**

The following council resolutions respecting the 5<sup>th</sup> Street Bridge Project, have provided direction to staff and informed the information outlined in this staff report.

### June 24<sup>th</sup>, 2019

That based on the June 24<sup>th</sup>, 2019 staff report “5<sup>th</sup> Street Bridge Rehabilitation Project” Council approve OPTION 2 that Council direct staff to proceed with the associated next steps to rehabilitate the 5<sup>th</sup> Street Bridge, including the upgrade of adding cantilevered multi-use pathways plus development of detailed traffic management and public engagement plans, and report back to Council no later than September 16, 2019; and

That staff simultaneously prepare a supporting draft Borrowing Bylaw for Council consideration.

### **Subsequent Motion:**

That staff bring forward a report providing options for exploring a 6<sup>th</sup> Street multi-use pedestrian-bike bridge at a future Council meeting.

### September 16<sup>th</sup>, 2019

That Council direct staff to expedite delivery of a range of options and stakeholder engagement for the 6<sup>th</sup> Street multi-use pedestrian-bike bridge concept to provide greater information related to the design cost, public safety features and funding source options simultaneously with the 5<sup>th</sup> Street Bridge rehabilitation project update, and bring forward for consideration at a future Council meeting in January 2020.

## **DISCUSSION**

The 5th St Bridge plays an important role in the entire Comox Valley transportation network serving 20,000 vehicles, 650 pedestrians and 500 cyclists each day. Completed in 1957, the 72-metre steel truss bridge has two vehicle lanes and 1.5 metre sidewalks on both sides of the bridge. Four important utilities are suspended beneath the bridge and are discussed below.

The City was successful in receiving \$1.96 million in funding from the New Building Canada – Small Communities Fund, which requires rehabilitation of the bridge to occur by March 31, 2022. Construction is planned for 2021.

To address the structural condition and safety of the current bridge, the original scope of the 5<sup>th</sup> St Bridge Rehabilitation Project includes:

- Bridge deck replacement and cathodic protection systems,
- Structural repairs to the steel bridge structure,
- New handrails
- Removal of rust and existing lead-based coating
- Recoating of all steel to prevent corrosion

Recognizing the important role the bridge plays in the City's transportation network, there are several elements to consider when planning how best to safely rehabilitate the bridge in a timely manner while maintaining access for all modes of traffic.

The bridge rehabilitation project also presented the opportunity to consider improved multi-modal amenities across the Courtenay River. The current project scope includes cantilevering new three-metre-wide multi-use pathways on both sides of the bridge. The current bridge provides narrow sidewalks on either side of the bridge and does not provide a safe connection for cyclists as they are expected to merge with traffic in a single file manner across the bridge. The cantilevered walkways will improve the user experience while on the bridge however users will revert to bike lanes and sidewalks as they move away from the bridge. Cost estimates for new three-metre-wide multi-use pathways on both sides of the bridge are provided in FINANCIAL IMPLICATIONS below.

### **Public Input Process**

Public and stakeholder consultation occurred in November and December 2019, engaging with a variety of organizations across the Comox Valley and hundreds of residents in conversation about the bridge rehabilitation project. A detailed *What We Heard* report outlining the public engagement process undertaken and input received is provided as Attachment 1. Some highlights are listed here:

- The most important considerations related to mitigating construction are reducing congestion, maintaining access for all modes during construction and duration of construction. There is a high interest in improving pedestrian and cycling connections, however there is much debate about how or where to best improve amenities.
- The majority of respondents indicated they would take an alternate route during construction, followed by planning for more time and driving outside of peak travel periods
- If priority for connections must be considered, the west side is seen as a higher priority with connection to downtown, Cliffe Avenue, existing bike lanes and sidewalks receiving highest mentions. The highest mention on the east side was Lewis Park Recreation Centre.
- Overall, there was low interest in a colour change, however, should the colour change, respondents expressed stronger thoughts about what should guide the colour choice.
- The interests of downtown businesses were mentioned often, as were ensuring emergency services had priority access.
- The need to rehabilitate the bridge was widely understood, however many respondents would like an investment made into increasing the capacity for vehicles crossing the river.
- Several expressed relief that the bridge would remain open to traffic and accommodate all modes during construction.
- Residents expressed interest in staying informed about the project through signage, local newspaper and radio, City of Courtenay Facebook, and project emails. Those who attended the open house also preferred open houses.

### **Utilities**

Four utilities are suspended beneath the 5th St Bridge:

- 1) City of Courtenay water main
- 2) Comox Valley Regional District (CVRD) water main
- 3) Fortis gas line
- 4) Telus telecommunications line

Preliminary consultation has occurred with the Comox Valley Regional District, Fortis and Telus to ensure awareness of the planned construction, and to identify considerations for safeguarding all utilities during construction. On-going discussions with all stakeholders will be required throughout design and construction phases.

### **Environmental and Regulatory Permitting**

As the construction work will be conducted above the Courtenay River, there are a number of important environmental considerations including permits and plans that will be required. The two main components will be:

- An application will need to be submitted to the BC Ministry of Forests, Lands and Natural Resource Operations (FLNRO) under Section 11 of the Water Sustainability Act for works in and about a stream. In addition, a Request for Review will need to be prepared and submitted to Fisheries and Oceans Canada (DFO).
- The Courtenay River is important habitat for all species of Pacific salmon, steelhead and resident fish species such as rainbow trout, Dolly Varden and cutthroat trout. As such, an Environmental Management Plan (EMP) will be prepared to support the BC Water Sustainability Act and DFO applications. The EMP will provide recommendations and best management practices to minimize the potential for adverse impacts to the Courtenay River as a result of the bridge works.

The regulatory and EMP applications should be completed and submitted once the final scope of work is confirmed. It will be important to ensure any timing windows are understood and the permits can be incorporated into any tender packages. Permit windows can range from two to six months depending on the perceived impact of the project.

Other additional permits that may be required depending on the scope are:

FortisBC Gas – Depending on the pressure class of the existing FortisBC gas main suspended beneath the bridge, a permit issued by Fortis will be required to work around the main or make any adjustments to it for project purposes. Preliminary consultation has occurred with FortisBC and they will need to be consulted once the final scope of the work is confirmed.

BC Heritage Conservation Act – Due to the proximity to the river and known registered archeological sites in the area, a ground disturbance (site alteration) permit from the Province may be required for any excavation work required in and around the bridge. This could include work on the approaches for the new cantilevers. The permit review and approval period can take from three to six months. An application for a ground disturbance permit should be submitted as soon as the final scope is confirmed, and any potential ground excavation locations are definitively identified.

### **Traffic Management**

In order to protect the Courtenay River from exposure to the lead paint being removed, the bridge must be scaffolded and wrapped in plastic for an extended duration of construction. The scaffolding reduces the geometry (clearances) of the bridge, narrowing the height and width available for all modes of travel. Construction can be completed while maintaining access for vehicles, BC Transit and SD71 buses, cyclists and pedestrians. However, there is a vertical height limitation of 3.6 metres that will limit some large vehicles, including the City's fire department ladder truck.

The project team has had discussions with local emergency services, BC Transit, 19 Wing, and School District 71 to evaluate height limitations, service impacts, and potential alternatives. Outreach to the local contractors and construction community will be required to communicate the temporary height restrictions during construction. Maintaining emergency access for police, fire and ambulance services, including volunteer firefighters living and/or working in west Courtenay, reporting to the station will be a priority during construction. Options for maintaining access may also include alternate routes (for example Condensory/Dove Creek Bridges, and the 17<sup>th</sup> St Bridge).

Courtenay Fire/Rescue Services, the Comox Valley Emergency Program, Engineering Services and Public Works Services will work together to explore opportunities to identify volunteers and staff crossing the bridge for a response and various means to accommodate this need.

Since September, work has advanced on understanding the current travel patterns associated with the bridges in Courtenay, estimating bridge capacity and demand, and projecting the traffic impact due to the bridge work. The findings are guiding the detailed options for traffic management to minimize negative impacts to the network, where feasible.

### **Staging of Work**

The scope of the bridge improvements includes varying requirements for bridge closures and staging. While it is expected that all these will be undertaken under a single contract, it may be possible in future to entertain various options of bridge closures by trading increased public convenience against increased cost.

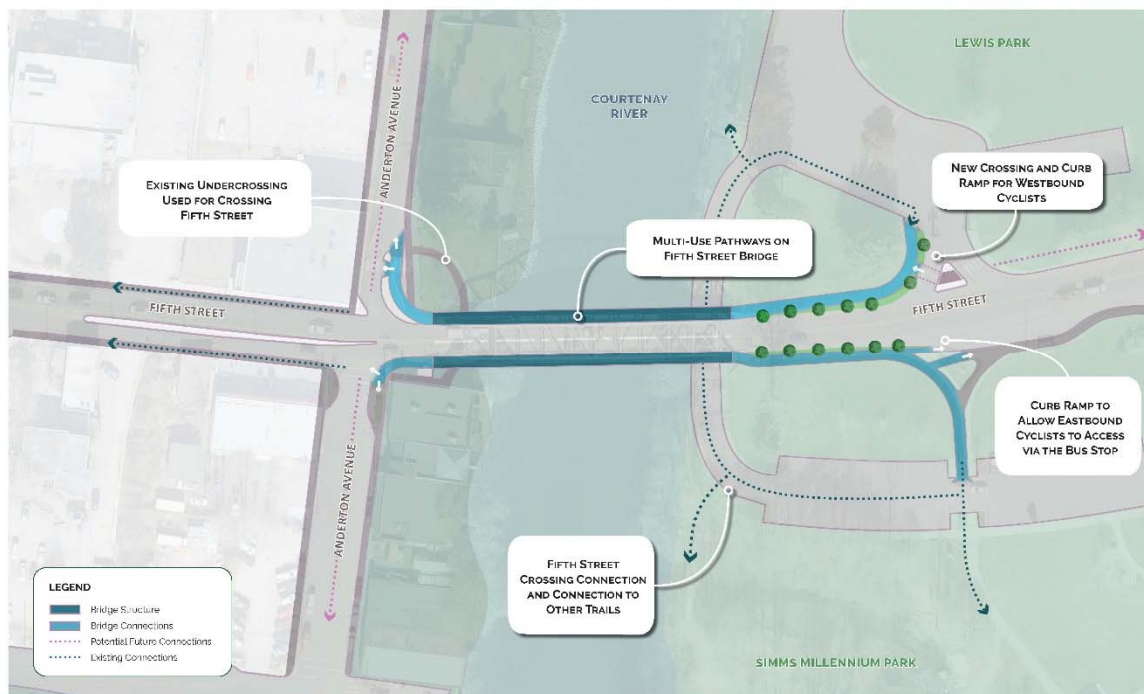
The various staging options are provided in Attachment 2 to this report: *Construction Sequencing and Bridge Closure Considerations* memo. The prospective options will only become relevant once the decision has been made regarding the inclusion of cantilevers in the Project Scope and then may serve to inform and refine the information provided the public during the Alternative Approval Process.

The financial information contained in Attachment 2 is to be considered supplemental and subordinate to the information provided in the table provided in the FINANCIAL IMPLICATIONS section below.

### **Multi-modal connections to the 5th St Bridge multi-use pathways**

The current project scope includes cantilevering three metre wide multi-use pathways on both sides of the bridge. The proposed cantilevers inherently provide a better experience and improved safety for non-motorized, multi-use travellers than the current 1.5 metre wide pathways because they are further separated from cars. They will also allow cyclists to avoid having to share the roadway with vehicles and provide more space for all active users. The current scope of work for connectivity includes immediate tie-in to the pre-existing network as presented in Figure 1 below.





**Figure 1 – 5th St Bridge Multi-Use Pathway Connectivity**

Opportunities to increase the safety, comfort and experience for pedestrians and cyclists connecting have been considered using the following criteria.

- Pedestrian Safety
- Cyclist Safety
- Pedestrian Connectivity to existing networks
- Cyclist Connectivity to existing networks
- Pedestrian Comfort/Experience
- Cyclist Comfort/Experience
- Vehicle Impact
- Integration into existing and future park infrastructure
- Value for money

A concept design has been developed identifying the preferred option for connecting the proposed cantilever facilities on both sides of the bridge.

The Class D estimate for the recommended multi-modal connections is \$400,000 and is included within the current project budget for the cantilever option. The 5th St Bridge Connectivity memo is provided as Attachment 3 to this report.

### PROJECT TIMELINE (including cantilever option)

The milestone project schedule remains the same with borrowing, design and planning occurring in 2020. Construction will commence in spring 2021 and is planned to be completed by the end of 2021. For grant compliance, all works must be completed prior to March 31, 2022.

City of Courtenay Fifth Street Bridge - Summary Schedule										
	2019	2020				2021				2022
	Sep-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar
Communications and Public Consultation										
Complete Design										
Borrowing Bylaw										
Contract Tender										
Construction										
Project Close-out										

### FINANCIAL IMPLICATIONS:

After factoring in grant contributions and infrastructure reserves, the City will need to borrow funds over the long term to rehabilitate the bridge, as well as any multi-modal upgrades. Once the project scope is given final approval, a loan authorization bylaw process must be commenced this spring to meet the construction schedule, and to meet the federal grant requirement that the bridge must be completed by March 31, 2022.

Project Element	1) Original Scope - Rehabilitation	2) Rehabilitation + Cantilever Upgrade
<b>Outcome</b>	Rehabilitated crossing with 20-year updated useful service life with full utilization of the grant and cathodic protection versus deck replacement.	A rehabilitated crossing with extended service life that provides improved cycling and walking amenities, with full utilization of the grant.
<b>Bridge Recoating &amp; Deck Renewal</b>	\$4.1 million	\$4.1 million
<b>Structural and Traffic</b>	\$2.2 million	\$2.2 million
<b>Cantilever Pathway</b>	n/a	\$2 million
<b>Total</b>	\$6.3 million	\$8.3 million
<b>Fed/Provincial Grant</b>	\$1.96 million	\$1.96 million
<b>Reserves</b>	\$0.94 million	\$0.94 million
<b>City Borrowing Amount</b>	<b>\$3.4 million</b>	<b>\$5.4 million</b>
<b>Tax Implications (based on 2019 assessments and tax rates)</b>	Average residential property \$13 per year  Average commercial property \$82* per year	Average residential property \$20 per year  Average commercial property \$130* per year

*\*Note: Commercial Class 6 encompasses a wide range of businesses and assessment valuations.*

### **Borrowing Bylaw Process**

The statutory borrowing process is estimated to take upwards of eight months, therefore starting early to ensure all approvals are in place for the fall of 2020, is recommended to facilitate tendering. Once a certificate of approval has been received by the Inspector of Municipalities, Council must then pass a Municipal Security Issuing Resolution and forward it to the Comox Valley Regional District to be included in the next Regional District Security Issuing Bylaw that will go through further adoption at the regional level.

### **Elector Approval:**

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

#### **1. Alternative Approval Process (AAP)**

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

#### **2. Referendum**

A referendum involves asking electors to cast their vote in relation to the loan authorization bylaw. Assent of the electors is achieved if a majority of votes counted are in favour of proceeding with the bylaw. If elector assent is not granted the loan authorization bylaw could not be adopted and Council would need to consider alternatives. It should be noted that if a bylaw that requires the assent of the electors does not receive that assent, a bylaw for the same purpose may not be submitted to the electors within a period of 6 months.

A referendum is a much more costly and time consuming activity than the Alternative Approval Process, therefore staff recommend gaining elector approval through the AAP process for this loan authorization bylaw. It is estimated that an AAP process would cost \$1,200 whereas a referendum would cost at least \$40,000 to perform. An AAP process takes approximately 8 months, whereas a referendum would take approximately 10 months.

### **ADMINISTRATIVE IMPLICATIONS:**

The 5th St Bridge Rehabilitation Project will be led by Engineering Services, with support from most other City Departments. Consultants with technical knowledge specific to this work will be utilized to develop and implement detailed designs and processes. Estimated costs associated with external consultants are included in the project capital budget.

### **ASSET MANAGEMENT IMPLICATIONS:**

The 5th St Bridge is one of the City's most valuable assets providing a critical service of connecting the east and west parts of the community and it is an emergency route for fire, police and ambulance services. In addition, it remains an essential means to cross the Courtenay River for the many residents and businesses from adjacent communities as well as other out of area travellers using BC Ferries, the regional airport, regional hospital, 19 Wing Comox and BC Highway 19A to other destinations.

On-going maintenance is periodically required to maintain the asset at its intended level of service thereby avoiding catastrophic failure, severe transportation disruptions and increased costs resulting from reactive rather than planned maintenance. The bridge is inspected annually under contract and routine maintenance and repairs are undertaken at approximately 20,000 a year in PWS operational budget

In Asset Management practice and parlance, the rehabilitation of this asset is actually maintenance that is periodically necessary to return the asset to its intended level of service. While the rehabilitation project cost surpasses the financial threshold from operating to capital, this is indeed maintenance of an existing asset providing an existing level of service. Therefore, the rehabilitation and its associated funding source is a practice and cost of doing business.

Also in Asset Management practice and parlance, adding cantilevers to the existing asset is outside the bounds of present capital asset renewal and maintenance planning. It is therefore, a Council discretionary service upgrade for which new capital funding and other unanticipated lifecycle expenses must be found.

## **STRATEGIC PRIORITIES REFERENCE:**

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

In addition to being identified one of Council's five "NOW" Priorities, the following Themes and Operational Strategies are relevant to the 5th St Bridge Rehabilitation Project:

#### Strategic Priorities:

#### **We focus on organizational and governance excellence**

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

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

- Focus on asset management for sustainable service delivery

#### Operational Strategies:

### **DIRECTOR LEGISLATIVE & CORPORATE SERVICES**

2. Borrowing Bylaw: Approval Process Jan '20

### **DIRECTOR FINANCIAL SERVICES**

2. Draft Borrowing Bylaws: Prepare Jan '20

### **DIRECTOR ENGINEERING SERVICES**

1. 5<sup>th</sup> St. Bridge/6<sup>th</sup> St. Bridge: Open House Nov '19

#### OFFICIAL COMMUNITY PLAN REFERENCE:

The OCP sets out the following policies in Part 4 Land Use Designations and Part 5 Transportation:

##### 4.6.6.3 Policies

1. Wherever possible, the walkway portion of the Riverway system will be adjacent to the foreshore of the Courtenay River, slough and estuary. Where necessary or desirable, land acquisitions or easements will be sought to accomplish this objective while considering the integrity of these areas.
2. Council will investigate the feasibility of a pedestrian/bicycle bridge crossing of the Courtenay River, to link the west bank downtown with Lewis Park and/or Simms Millennium Park (for example, a suggested pedestrian/bicycle bridge from 6th Street to the east bank).

##### 5.3 Policies

7. The City will continue to pursue the development of a continuous, integrated bicycle network in order to promote and encourage cycling as a commuting alternative to the automobile and as a means of active recreation. The Bicycle Planning Strategy adopted in 1995 will be reviewed and updated.

#### REGIONAL GROWTH STRATEGY REFERENCE:

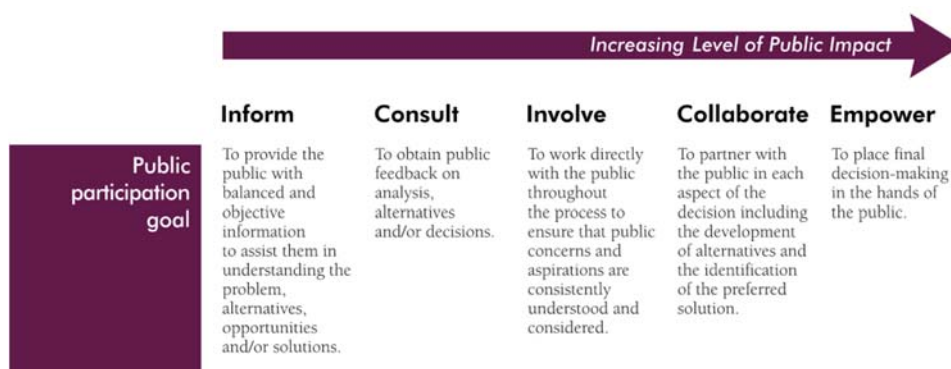
The 5th St Bridge Rehabilitation Project is aligned with “Goal 4: TRANSPORTATION” of the RGS:

#### Supporting Policies:

- 4B-1 Promote and encourage cycling plans and programs through ongoing local and regional initiatives and actions.
- 4B-4 OCPs should identify regionally important, priority street connections for pedestrian and cycling improvements and require that connections be established as a condition of redevelopment.

#### CITIZEN/PUBLIC ENGAGEMENT:

In addition to the legislative requirements for advertising a borrowing bylaw, a proactive communications strategy including media, social media, and online and print advertising will be undertaken to support the Borrowing Bylaw process. Staff would Inform the public based on the IAP2 Spectrum of Public Participation as the project progresses, but will Empower the public regarding the borrowing bylaw process:



**OPTIONS:**

**RECOMMENDATION ONE**

OPTION 1:

That Council reaffirm its decision to include cantilevers in the final design of the 5th St Bridge Rehabilitation Project.

OPTION 2:

That Council direct staff not to include cantilevers in the final design of the 5th St Bridge Rehabilitation Project.

**RECOMMENDATION TWO**

OPTION 1 (Recommended):

That Council direct staff to obtain elector approval for a loan authorization bylaw for the Fifth Street Bridge Rehabilitation Project through the Alternate Approval Process.

OPTION 2:

That Council direct staff to obtain elector approval for a loan authorization bylaw for the Fifth Street Bridge Rehabilitation Project through the Referendum Process.



**Prepared by:**

Chris Davidson, P.Eng  
Manager of Engineering Projects

**ATTACHMENTS (5):**

Attachment 1 – *What We Heard* Public Engagement Summary

Attachment 2 – *Construction Sequencing and Bridge Closure Considerations* memo

Attachment 3 – 5th St Bridge Connectivity Memo

Attachment 4 – Staff Report “5<sup>th</sup> Street Bridge Rehabilitation Project” dated June 24, 2019.



# What We Heard

## Fifth Street Bridge Rehabilitation Project Phase 1 Public Engagement Summary



CITY OF  
**COURTENAY**  
Engineering Services

December 2019


Prepared by



## About The Project

The City is planning for the rehabilitation of the Fifth Street Bridge, including improving cycling and pedestrian accessibility across the Courtenay River. New widened pathways will improve pedestrian and cycling connectivity across the river, access to downtown, and help accommodate continued growth in the number of people who walk, cycle and use mobility aids.

Originally constructed in 1960, the Fifth Street Bridge is an important piece of transportation infrastructure spanning the Courtenay River. The bridge requires structural improvements, new coating and paint to repair and prevent corrosion and deck repairs. The last significant investment in the bridge, including seismic upgrading, was completed in 2012.



*On-going public engagement is an important project objective with opportunities for people to learn more and provide feedback throughout the various phases of the project.*

## Overview

In November and December 2019, the City reached out to the community for input and offered a variety of ways for residents to review project plans, speak with project staff, and provide feedback about what is important to consider as the City plans for ways to mitigate impacts wherever possible during construction. A survey (online and print), stakeholder meetings, and a public open house took place.



- 1) Overview of Fifth Street Bridge
- 2) Description of the Fifth Street Bridge Rehabilitation Project
- 3) Connecting Courtenay: Transportation Master Plan
- 4) Sixth Street Multi-Use Bridge
- 5) Where we are in the process
- 6) Project budget and funding impacts
- 7) What to expect during construction
- 8) What else to expect during construction
- 9) Traffic Mitigation

A drop-in style open house provided opportunity for the community to learn more and provide feedback about the project on Thursday, November 21, 2019 from 5 p.m. – 7 p.m. at the Florence Filberg Centre. 98 people attended. Print surveys, Informational display boards and a series of interactive boards to solicit input from the public were present. A multi-disciplinary team of staff and consultants was on-hand to answer questions.



## SURVEY:

Available from Tuesday, November 12 – Friday, December 6, 2019, through SurveyMonkey.com online and print, 643 responded to the survey.

## STAKEHOLDER MEETINGS:

Letters were sent out to over 20 stakeholders in the region inviting them to a one-on-one meeting with City staff and project consultants. To date, meetings with the following stakeholder groups has occurred and outreach to others continues.

- |   |   |
|---|---|
| 1) CFB 19 Wing Comox  | 6) BC Transit   |
| 2) Cycling Coalition  | 7) Comox Valley Regional District                             |
| 3) BC Ambulance   | 8) Province of British Columbia<br>Ministry of Transportation |
| 4) Comox Valley Chamber of<br>Commerce                                | 9) Courtenay Fire Department                                  |
| 5) The Downtown Courtenay Business<br>Improvement Association (DCBIA) |   |

# Promotion and Awareness-Raising

- Letters were sent via mail and email to key stakeholder groups
- Media release was distributed to local media
- Social media posts were shared by City of Courtenay via Twitter and Facebook and promoted throughout the awareness campaign
- Print ads appeared in the Comox Valley Record and the CV Collective
- Emails sent via project e-newsletter

Promotional print ad >

Learn More About Plans to Rehabilitate and Upgrade the Fifth Street Bridge



The City of Courtenay is planning for the rehabilitation of the 60-year-old Fifth Street Bridge, including upgrading cycling and pedestrian connections across the Courtenay River.

Learn more, ask questions of the project team, and provide feedback at an upcoming open house. If you can't make the open house, the same information and opportunities to provide input are available online.

**OPEN HOUSE:**  
Thursday, November 21, 2019  
5 p.m. – 7 p.m.  
Florence Filberg Centre, Rotary Hall (downstairs)

Other ways to share your feedback: Complete the online survey by Friday, December 6, 2019 - [www.courtenay.ca/fifthstreetbridge](http://www.courtenay.ca/fifthstreetbridge)

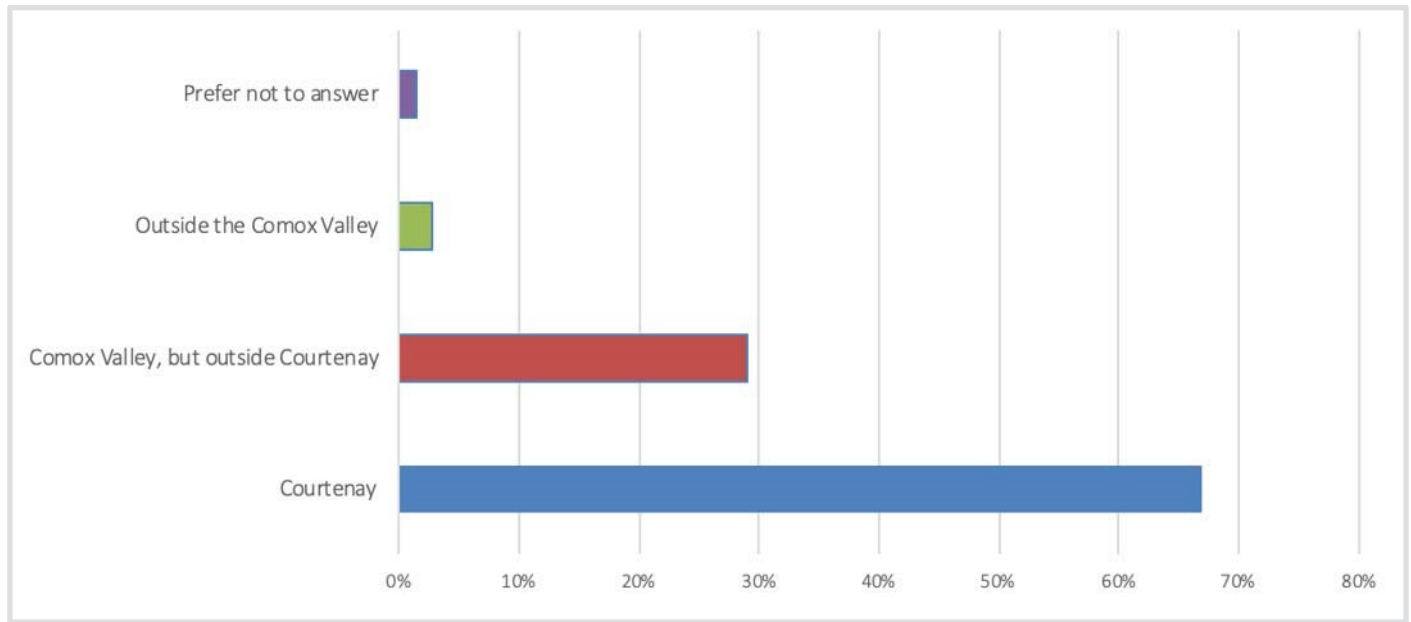


CITY OF  
**COURTENAY**  
Engineering Services

Email: [fifthstreetbridge@courtenay.ca](mailto:fifthstreetbridge@courtenay.ca)  
Phone: 250.703.4838

## Who Participated

2/3 of the respondents to the online survey lived in the City of Courtenay.



## What We Heard

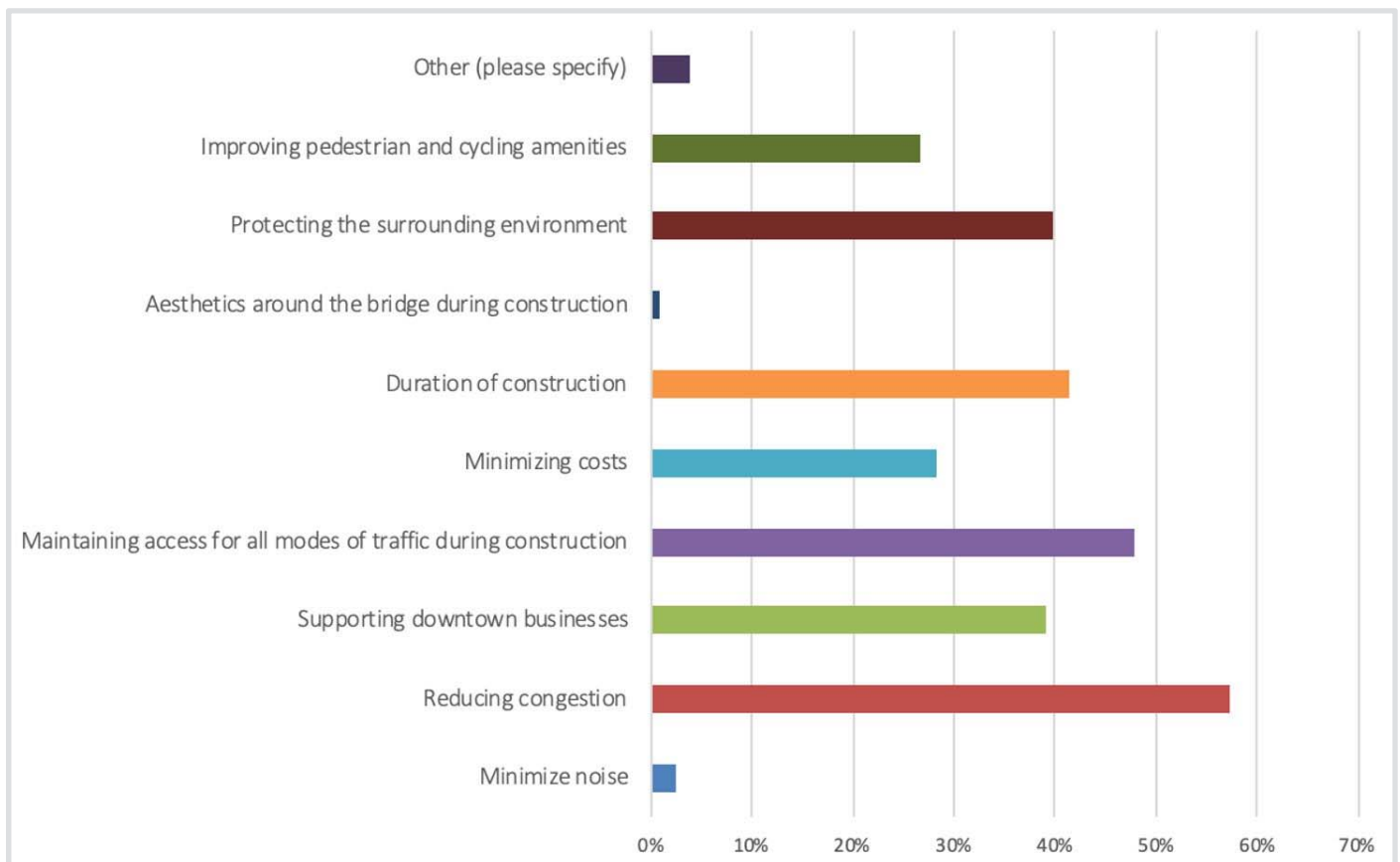
A number of themes emerged from the stakeholder meetings, 631 completed surveys, and the comments received at the open house.

- During construction, respondents are most interested in seeing congestion reduced, maintaining access for all modes, and minimizing the duration of construction. Respondents are concerned about how congested the area will be during construction and about potential construction delays.
- When asked about travel behaviours, respondents are most likely to take an alternate route, plan for additional time, or travel outside of peak periods. 20% indicated they may not change their travel behaviour.
- When asked about the importance of improving connections to and from the bridge, there were strong polar views about whether connections to the bridge were needed. Those who cycle and those who attended the open house ranked the need for improving connections higher.

- When asked about placing priority on connections on the west or east side of the river, the west was preferred.
- The majority of respondents did not feel strongly about changing the colour of the bridge. However, if it is decided that the colour will change, there are stronger feelings about what colour it should be or what should guide that decision.
- In terms of communications preferences, construction signage, newspaper and radio and City of Courtenay Facebook were preferred. Several respondents indicated interest in an app or text service that would deliver updates to a mobile device. Of those who attended the open house, there was higher interest in open houses and a project e-newsletter.
- The importance of priority access for emergency vehicles was mentioned several times. Discussions with Courtenay Fire Department also highlighted the importance of priority access for fire department volunteers responding to the station in an emergency.
- Stakeholder meetings with BC Transit, School District and emergency services, highlighted the need for ongoing dialogue in relation to impacts to tall vehicles and scheduled routing.
- When the public was asked what they like most about the rehabilitation project, respondents indicated the improved amenities and access for cycling and walking and mobility aids, improved aesthetic of the bridge and that the work is overdue. Several noted the iconic or landmark role of the bridge within the community.
- A common concern expressed is that the investment doesn't address the current vehicle congestion and several questioned whether vehicles lanes could be expanded or whether money is better spent building a new vehicle bridge at Fifth Street or at a different crossing. Several questioned whether the multi-use pathways are needed and whether the additional construction time was worth the impact to the community and downtown businesses.

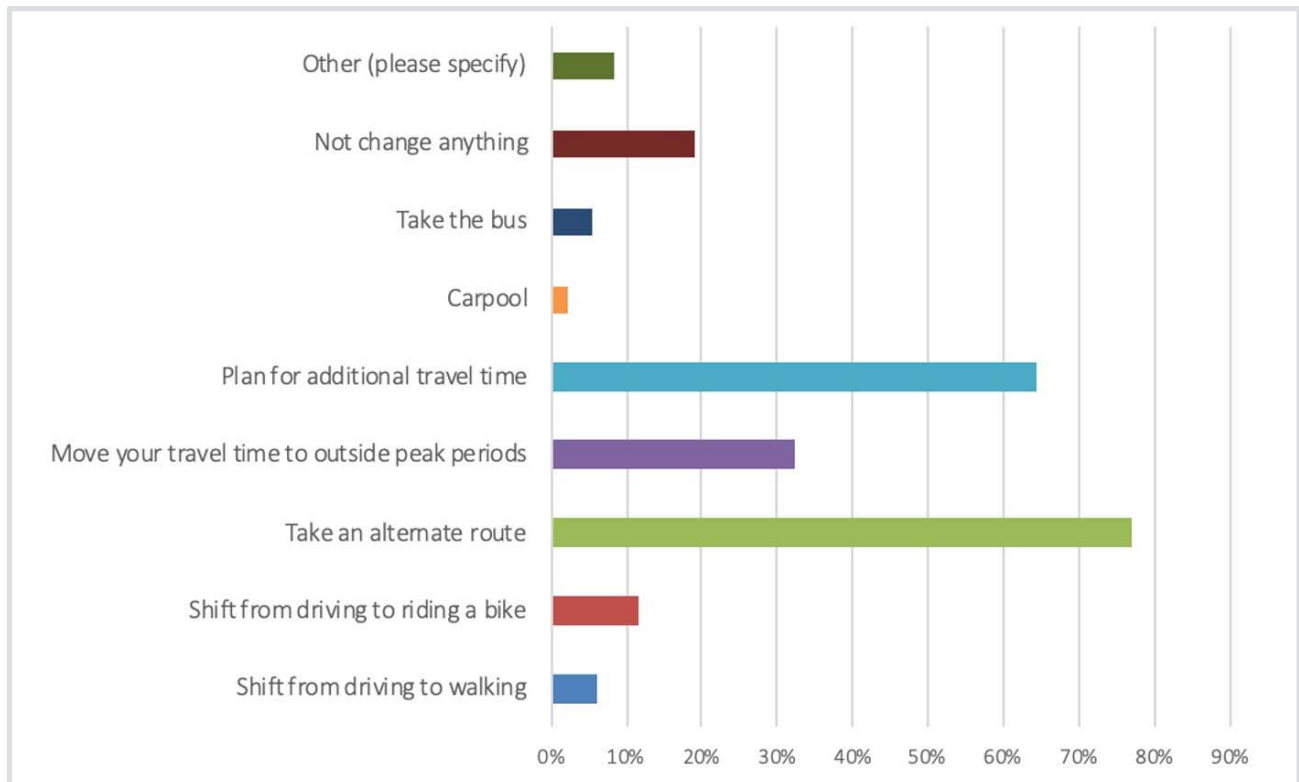
## What Was Heard By Question:

1) *Rehabilitating and upgrading a bridge while remaining open to traffic requires a number of considerations. The safety of both work crews and public will always be top priority. Of the following considered, please select three that the most important to you:*

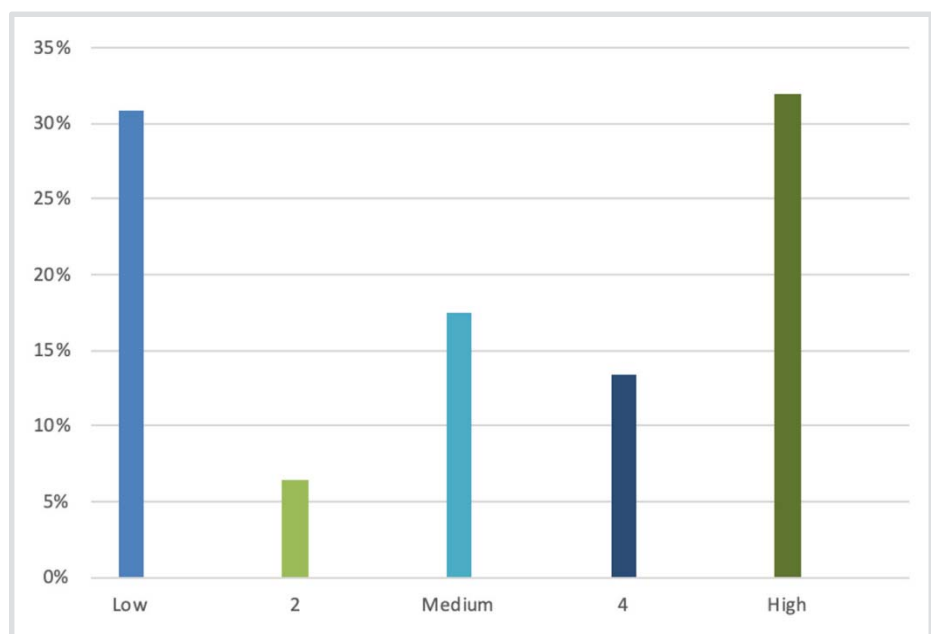


Note: of those who attended the open house the most important considerations during construction were protecting the surrounding environment and improving pedestrian and cycling amenities.

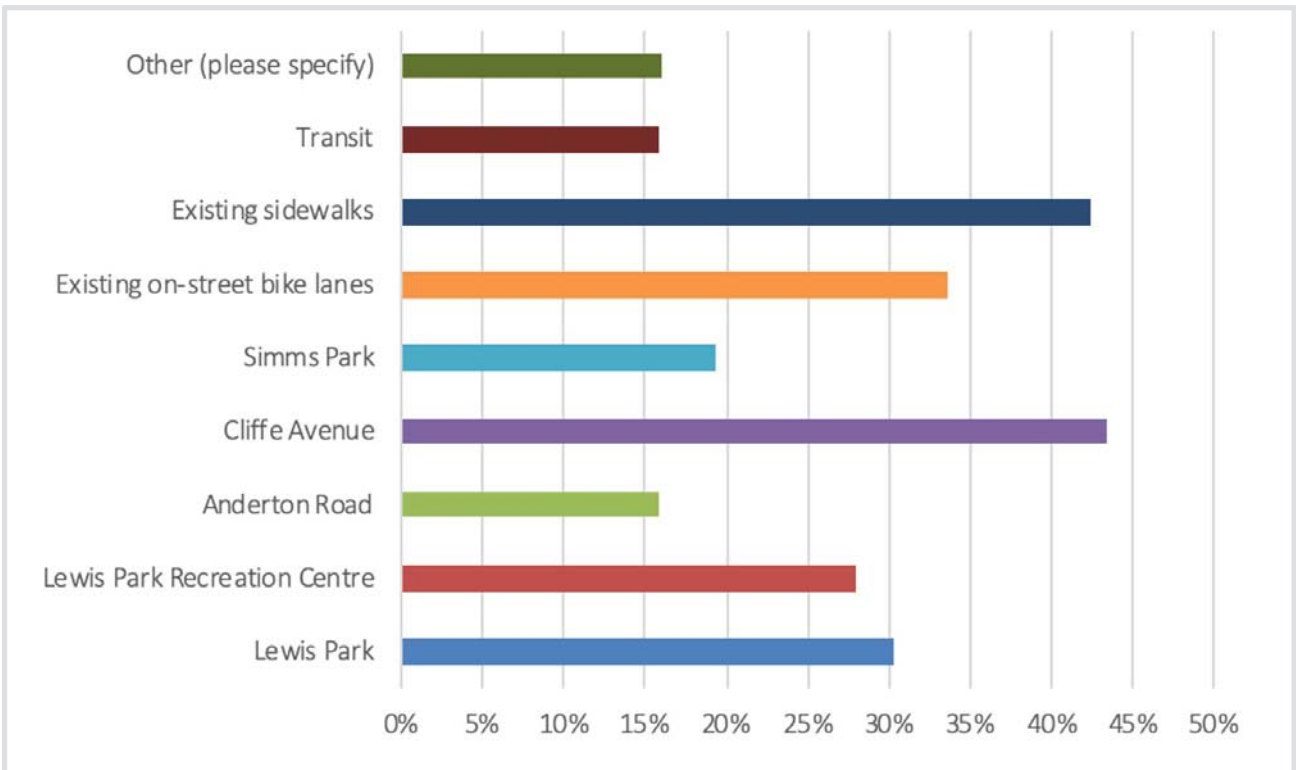
2) *The construction required to safely rehabilitate the Fifth Street Bridge will causes traffic disruption in adjacent areas for several months. In terms of your own travel behaviours, during construction are you most likely to:*



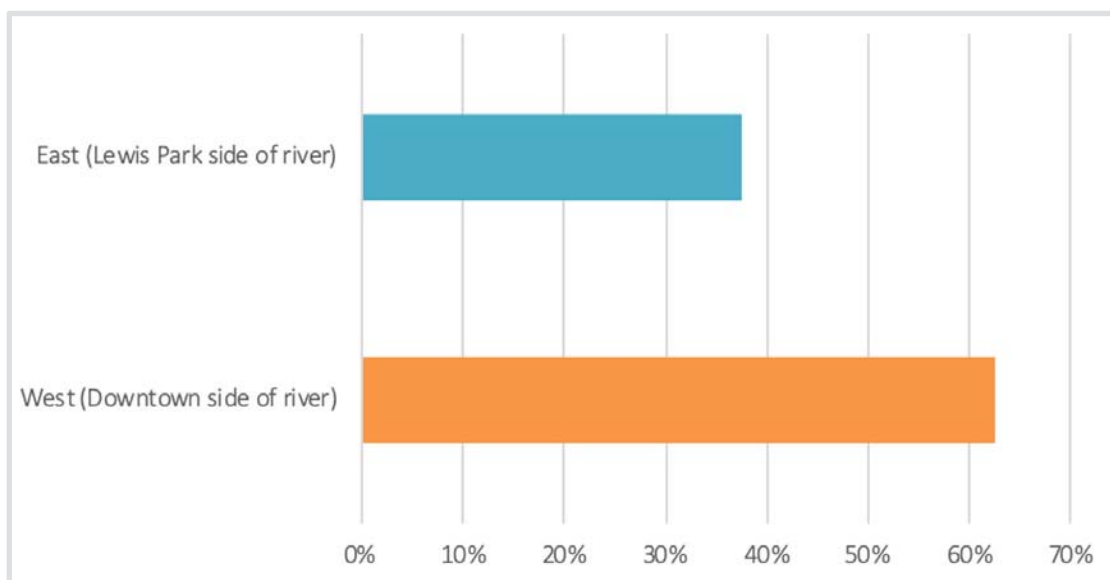
3) *How important is improving the connections to and from the Fifth Street Bridge for people who walk, cycle, and use strollers or mobility aids?*



4) Which walking and cycling destinations are most important to connect to, from the Fifth Street Bridge?

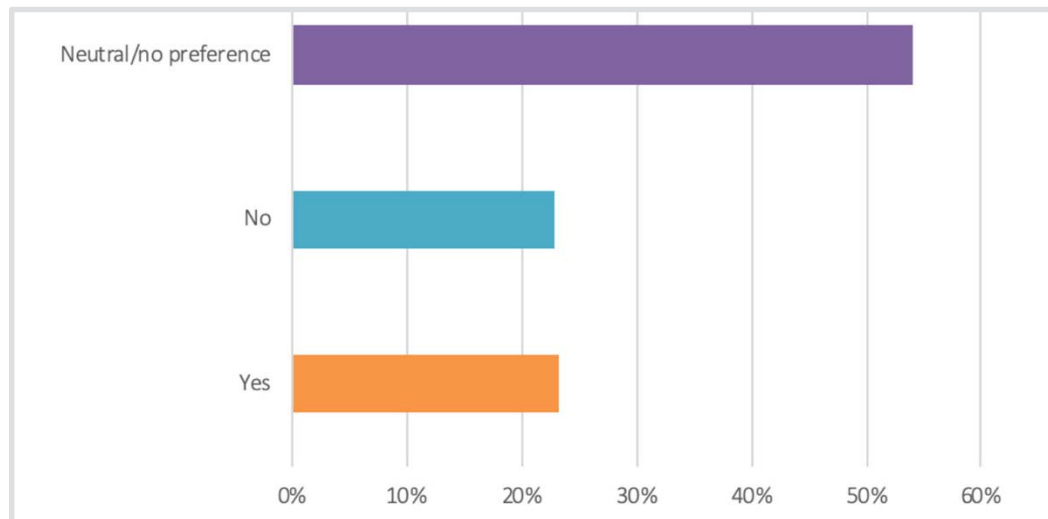


5) If priority needed to be placed on improving connectivity for pedestrians and cyclists on either side of the bridge, which would you prioritize higher?

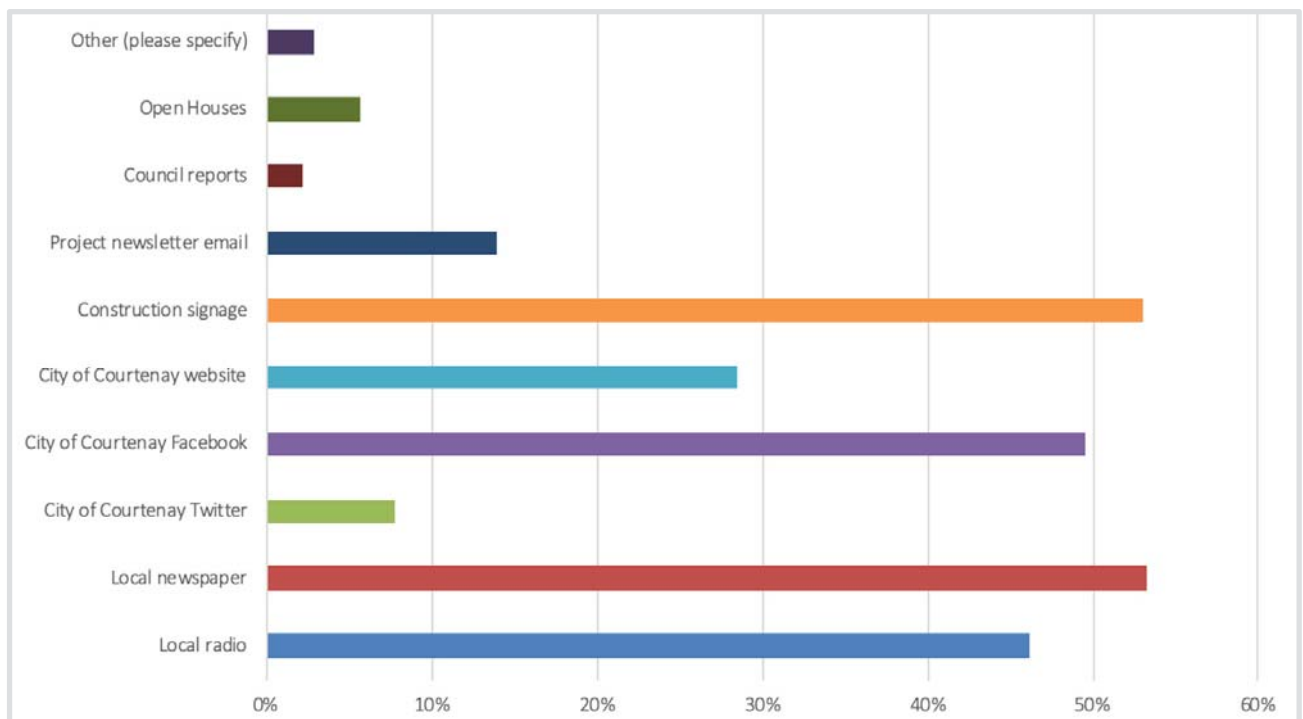




- 6) *The Fifth Street Bridge Rehabilitation project includes moving all of the existing lead paint and recoating the bridge to protect the steel from corrosion. They are may be an opportunity to change the colour of the bridge. Do you feel the Fifth Street Bridge should be recoated a different colour?*



- 7) *We recognize that regular and proactive communications during construction are important to mitigating impacts to the public. What is the best way to keep you informed?*



Note: open house respondents rated the project email and open houses higher.



## Next Steps

All input collected within Phase 1 of the public engagement process will be considered in detail and will further inform overall project and traffic management planning. The results of the public engagement process will be presented to Courtenay City Council in early 2020 and will be shared on the City of Courtenay website.

# MEMORANDUM

Date: January 21, 2020  
To: Chris Davidson, Manager of Engineering Projects  
From: Eric Sears  
File: 3222.0045.02  
Subject: Fifth Street Bridge – Construction Sequencing and Bridge Closure Considerations

## BACKGROUND

As a result of the expected upgrades that will be undertaken on the Fifth Street Bridge, during the construction phases there will be the need to limit traffic across the bridge resulting in the travelling public experiencing traffic delays and loss of parking in adjacent areas. While these traffic limitations are necessary to the project there are considerations that would either reduce the overall time of the disruptions or accommodate longer periods during construction where these disruptions would be minimized. Based on stakeholder and public feedback we understand that the potential for traffic delays and the length of the delays are major concerns to the public perceptions of the project.

As such, over the past number of months the project team has explored the various impacts associated with construction sequencing in order to start to understand the impacts and plan for mitigation. This assessment has been led by the two following criteria:

- One lane on the bridge will be required to be maintained open for alternating single lane vehicular traffic (SLAT) during the construction; and
- Cycling and pedestrian access must be accommodated in some form over the bridge during the construction.

In September 2019 a report titled “Project Scope for Bridge Rehabilitation, and New Cantilevered Pathways” was prepared by Hatch and was provided to council as part of a staff report that that was then presented to council on September 16<sup>th</sup>. The report highlighted several considerations for the project including:

- Bridge Upgrade Scope,
- Expected Bridge Closure Geometry,
- Rehabilitation and Staging Considerations; and
- Sample Bridge Cross Sections.

This memo provides supplemental details to the information provided in that memo that aims to provide addition details on what to expect during construction, and a review of the various scenarios that may be contemplated with respect to the construction sequencing. This report also provides supplemental information on the 4 critical considerations comparison:

- Accommodation of vehicle traffic during construction,
- Accommodation of active transportation users during construction,
- Cost Implications; and
- Schedule Implications.

## MEMORANDUM

Date: January 21, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge – Construction Sequencing and Bridge Closure Considerations  
Page: 2 of 10

In addition, this memo provides further details on what to expect during construction with respect to existing infrastructure on the bridge.

## BRIDGE RESTRICTIONS AND LANE CLOSURE EXPECTATIONS

The scope of work for the bridge improvements includes 3 specific elements that all come with varying requirements for bridge closures and staging. While it is expected that all these elements will be undertaken under one contract, based on the needs, it is possible to undertake some of these elements concurrently or under dictated individual timeframes. This sequencing of the repair elements will have varying implications on traffic disruptions, overall project timing and cost implications.

The three main repair elements are:

- The addition of multi-use paths – The removal of existing cantilevered paths and replacement with 3.0 m paths.
- Structural and coating repairs – Structural repairs to the underside of the bridge and a complete re-coating of the steel structure
- Deck replacement – Removal and replacement of the concrete bridge deck.

There are other minor elements that fall between or slightly outside the above three elements however these are considered the elements that will dictate the project schedule and traffic disruptions.

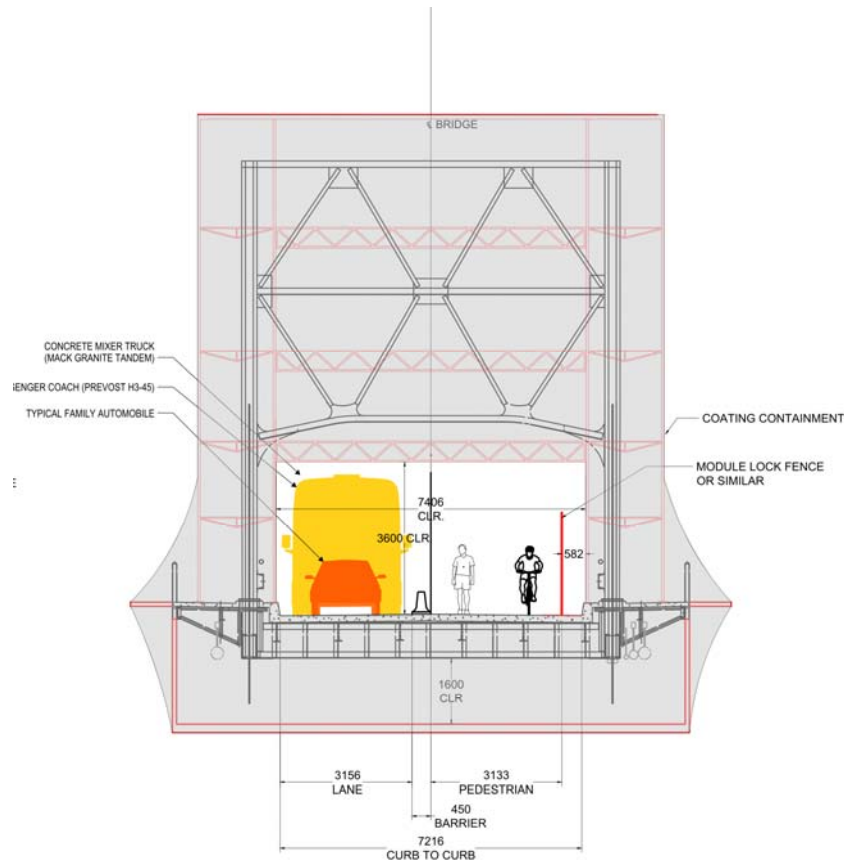
With the above in mind we have reviewed possible sequencing scenarios that could be expected, and that the City would have an opportunity to dictate to a certain degree during construction. The scenarios have been prepared based on the following overall assumptions:

- 1) The existing bridge vertical clearance is in the order of 4.6 m. During construction the scaffolding required to facilitate the recoating could potentially reduce the clearance to 3.6 m.
- 2) The Existing lane widths are approximately 3.6 m. During construction the minimum lane width may be reduced at times to 3.1 m.
- 3) Pedestrian traffic during construction would need to be accommodated either on new wider multi use paths or within the bridge roadway itself as per **Figure 1** below. It is not expected that the scaffolding required to facilitate the recoating would allow for pedestrians to use the existing cantilevered paths during the recoating phase of the project.
- 4) During the deck repairs, if the scaffolding were removed pedestrians could use the new or existing cantilevered pathways. A single lane closure would however still be necessary to facilitate the deck replacement work.

# MEMORANDUM

Date: January 21, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge – Construction Sequencing and Bridge Closure Considerations  
Page: 3 of 10

**Figure 1 - Sample Concept of Bridge Cross-Section Durign Rehabilitation with Cyclists and Pedestrians Using Travel Lane**



Based on the above, we are presenting the below 4 possible scenarios that may be considered with respect to construction sequencing. The timeframes represented are estimated based on the overall expected length of the project but may require adjustments based on the eventual mobilization and construction needs and the schedules brought forward by the contractor.

## **Scenario 1 – Full Bridge and Decking Repairs and Addition of Multi Use Paths Completed Concurrently**

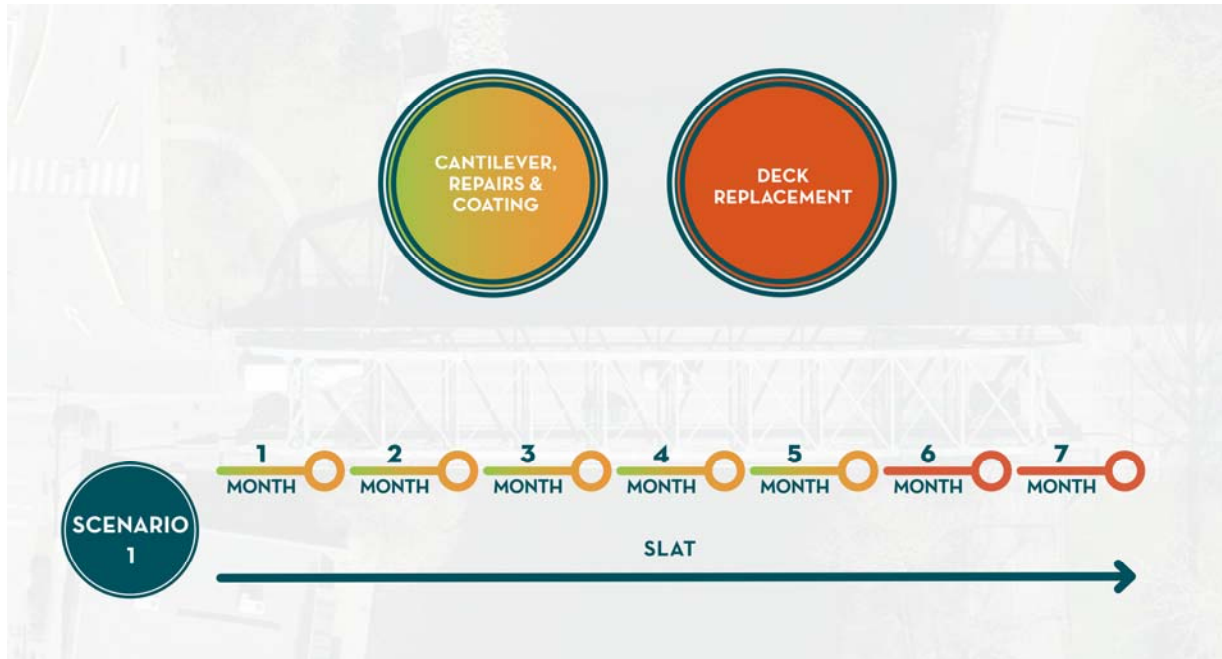
This scenario would see the full scope of the project being undertaken concurrently. The overall project timeline for this scenario is expected to be 6 to 7 months. In this scenario the contractor would be able to dictate and adjust their own schedule and sequence of the elements based on the needs of the project.

During construction we would expect the bridge closures to generally follow the sequence shown in **Figure 2**, however, the contractor would be able to adjust this based on what they feel would be the most efficient sequence.

## MEMORANDUM

Date: January 21, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge – Construction Sequencing and Bridge Closure Considerations  
Page: 4 of 10

**Figure 2 – Scenario 1 Construction Timeline**



It would be expected that bridge shutdowns for this scenario would primarily include single lane alternating traffic (SLAT) for most of the project, with possible periods of two-way traffic.

### Advantages:

- Accommodates full scope of the project with the shortest length of overall construction.
- Would provide the most cost-effective scenario as the contractor would be free to dictate schedule.

### Disadvantages:

- SLAT during much of the project timeframe.

## **Scenario 2 – Installation of Multi Use Paths Followed by Full Bridge Coating and Decking Repairs**

Installing the multi-use paths first, without any other works, would result in a slightly longer construction period but would allow for a longer period where traffic disruptions could be minimized. This is something that the City could dictate as part of the construction phasing. With the new paths added, pedestrians and cyclist would be able to use them during the coating phase of the project allowing the bridge lanes to be utilized for two-way traffic for large portions of the schedule. This concept is shown in **Figure 3** below. During the deck replacement the traffic would need to revert to SLAT to accommodate the work. During construction we would expect the bridge closures to generally follow the sequence shown in **Figure 4**. It should be noted that during the timeframe that is shown as two-lane traffic there may still be periods where SLAT would need to be used.

# MEMORANDUM

Date: January 21, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge – Construction Sequencing and Bridge Closure Considerations  
Page: 5 of 10

The above scenario would be expected to come at a slight cost premium to Scenario 1 due to the longer construction length. This premium would be expected to be in the 5 to 10% range.

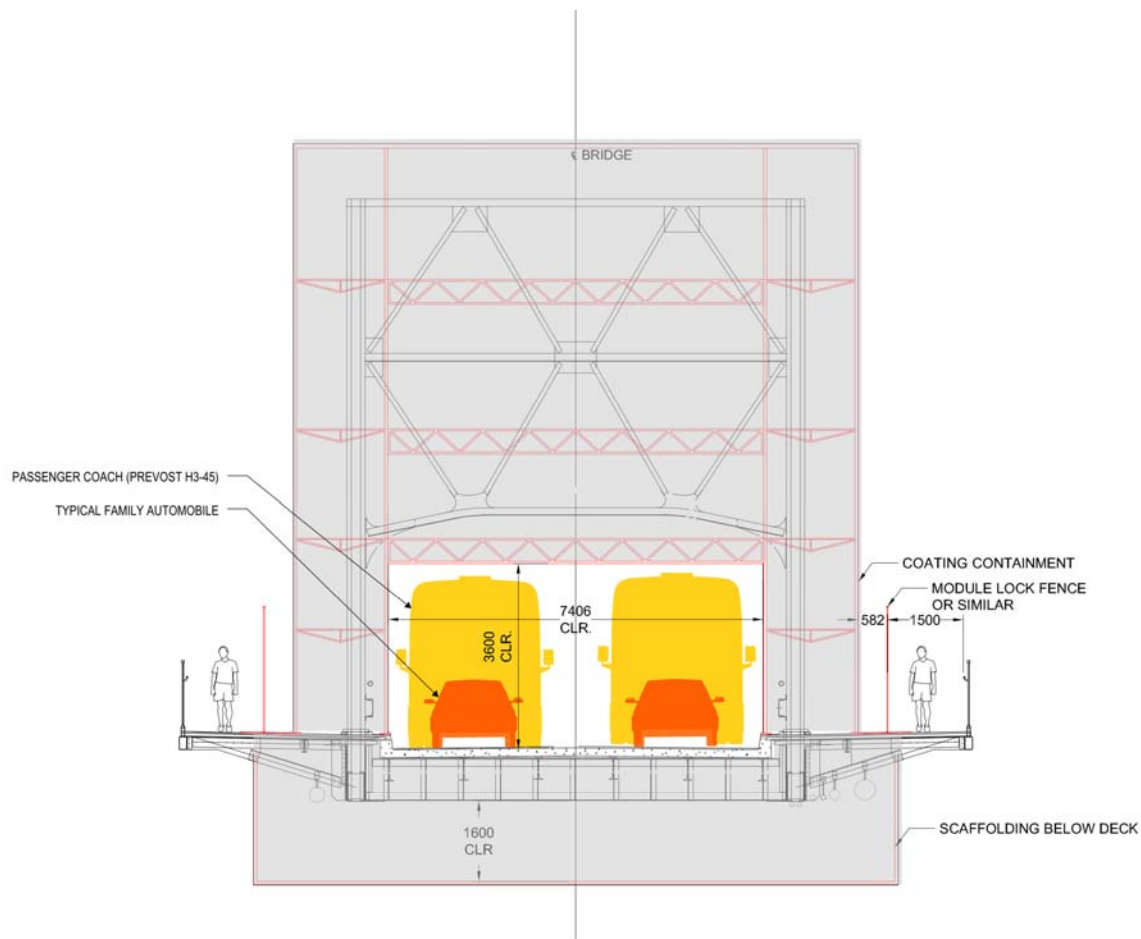
## Advantages:

- Accommodates the full scope of the project.
- Allows for two-way traffic during most of the bridge coating work.

## Disadvantages:

- Longer construction timeframe
- Would result in a cost premium to Scenario 1

**Figure 3 - Sample Concept of Bridge Cross-Section Durign Rehabilitation with Cyclists and Pedestrians Using New Multi Use Paths**



MEMORANDUM

Date: January 21, 2020  
 File: 3222.0045.02  
 Subject: Fifth Street Bridge – Construction Sequencing and Bridge Closure Considerations  
 Page: 6 of 10

**Figure 4 – Scenario 2 Construction Timeline**



**Scenario 3 – Full Bridge and Decking Repairs with No Multi-Use Pathway Addition**

Scenario 3 is similar to Scenario 1 but without the addition of the multi-use paths. With the paths removed from the project the overall construction length is reduced from other scenarios to approximately 6 months. This scenario would generally require the bridge to operate under SLAT conditions for the entire length of the project. This concept is shown in **Figure 5**.

**Figure 5 - Scenario 3 Construction Timeline**





## MEMORANDUM

Date: January 21, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge – Construction Sequencing and Bridge Closure Considerations  
Page: 7 of 10

During the coating and structural works, while the bridge is contained, pedestrians would be using the inside lanes to cross the bridge.

### Advantages:

- Provides the shortest overall construction length and lowest capital cost.

### Disadvantages:

- Would require SLAT traffic for the duration of the project.
- Does not include the addition of multi-use paths.

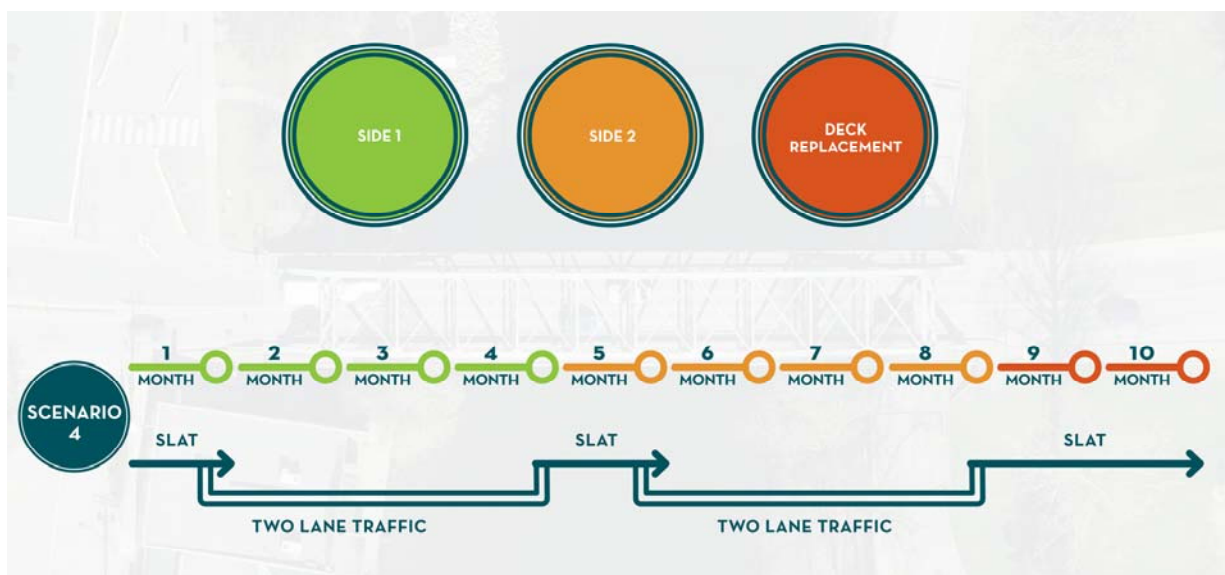
### Scenario 4 – Installation or work split up between north and south sides.

This option was discussed in a previous report to council. In this option the contractor would be required to upgrade the bridge work in two phases, the north side and then the south side (or vice versa). Scaffolding and containment would be erected on half the bridge at a time so that pedestrians and cyclists would be able to use the existing walkways on the side of the bridge that wasn't being improved.

It would require two separate scaffolding and containment set ups and could include or not include new multi-use paths. This scenario would result in the ability to have 2-way traffic through the bridge for a large portion of the project. This concept is shown in **Figure 6**.

The complication of this scenario would however increase the overall project timing of the work to up to 10 months. The extended timing and addition efforts would also be expected to result in a costs premium of up to 20% to the base costs.

**Figure 6 - Scenario 4 Construction Timeline**





## MEMORANDUM

Date: January 21, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge – Construction Sequencing and Bridge Closure Considerations  
Page: 8 of 10

### Advantages:

- Accommodation of 2-way traffic during large portions of the project. This advantage is most beneficial to a scenario where the pathways are not included in the project.

### Disadvantages:

- We would expect a cost premium of approximately 20% for the additional efforts for staging this scenario
- Would significantly increase the overall timing of the project
- Dictation of the construction sequencing in this way may detract contractors from bidding on the project.

## Comparison

The following table provides a comparison of the four options:

	Scenario	Advantages	Disadvantages	Estimated Capital Cost
1.	Full bridge and decking repairs and addition of multi-use paths completed concurrently	<ul style="list-style-type: none"><li>• Accommodates full scope of the project with the shortest length of overall construction.</li><li>• Provides the most cost-effective scenario as the contractor would be free to dictate schedule.</li></ul>	<ul style="list-style-type: none"><li>• SLAT traffic during much of the project timeframe.</li></ul>	<ul style="list-style-type: none"><li>• \$8.3 Million</li></ul>
2.	Installation of multi-use pathways followed by bridge coating and decking repairs	<ul style="list-style-type: none"><li>• Accommodates the full scope of the project.</li><li>• Allows for two-way traffic during much of the bridge coating work.</li></ul>	<ul style="list-style-type: none"><li>• Longer construction timeframe</li><li>• Would result in a cost premium to Scenario 1.</li></ul>	<ul style="list-style-type: none"><li>• \$8.7 to 9.1 Million</li></ul>
3.	Full bridge and decking repairs with no multi-use pathways	<ul style="list-style-type: none"><li>• Provides the shortest overall construction length and lowest capital cost.</li></ul>	<ul style="list-style-type: none"><li>• Would require SLAT traffic for the duration of the project.</li><li>• Does not include the addition of pathways.</li></ul>	<ul style="list-style-type: none"><li>• \$6.3 Million</li></ul>

## MEMORANDUM

Date: January 21, 2020  
 File: 3222.0045.02  
 Subject: Fifth Street Bridge – Construction Sequencing and Bridge Closure Considerations  
 Page: 9 of 10

	Scenario	Advantages	Disadvantages	Estimated Capital Cost
4.	Installation or work split up between north and south sides	<ul style="list-style-type: none"> <li>Accommodation of 2-way traffic during large portions of the project. This advantage is most beneficial to a scenario where the pathways are not included.</li> </ul>	<ul style="list-style-type: none"> <li>We would expect a cost premium of approximately 20% for the additional efforts for staging this scenario</li> <li>Would significantly increase the overall timing of the project</li> <li>Dictation of the construction sequencing in this way may detract contractors from bidding on the project.</li> </ul>	<ul style="list-style-type: none"> <li>\$7.6 to \$10 Million (no Paths / including Paths)</li> </ul>

## BRIDGE INFRASTRUCTURE CONSIDERATIONS

Four utilities are housed underneath the Fifth Street Bridge:

- 1) City of Courtenay water main,
- 2) Comox Valley Regional District (CVRD) water main,
- 3) Fortis gas line; and
- 4) Telus telecommunications lines

Some of these utilities are located under the current cantilevered sidewalks which may need to be adjusted or supported as part of the new multi-use paths.

Preliminary consultation has occurred with the Comox Valley Regional District, Fortis and Telus to ensure awareness of the planned construction, and to identify considerations for safeguarding all utilities during construction. Regarding Fortis and CVRD, respective opportunities to piggyback coating of the gas line and adding pipe protection to the water main are being explored. On-going discussions will be required throughout design and construction phases.

Based on the above we feel that the proposed scenarios provide several different options for the City in being able to manage and minimize traffic impacts due to the required works on the bridge. Once a direction has been confirmed the above scenarios can be advanced to technical stages for implementation during construction.

MEMORANDUM

Date: January 21, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge – Construction Sequencing and Bridge Closure  
Considerations  
Page: 10 of 10



Sincerely,

**URBAN SYSTEMS LTD.**

Eric Sears, P.Eng  
Project Manager

# MEMORANDUM

Date: January 20, 2020  
 To: Chris Davidson, Manager of Engineering Projects  
 From: Eric Sears  
 File: 3222.0045.02  
 Subject: Fifth Street Bridge Active Transportation Connection | Concept Design

As part of the Transportation Master Plan (TMP) that was recently adopted by Council, it was identified that widening the cantilevered sidewalks on both the north and south side of the Fifth Street Bridge would have significant connectivity and safety impacts across the Courtenay River for all active modes of transportation. This lack of connectivity was a key constraint brought forward in the TMP.

The City of Courtenay is considering the replacement of existing cantilever pedestrian sidewalks on the bridge as part of the maintenance work in order to utilize the expected closures during the construction period. The current bridge provides narrow sidewalks on either side of the bridge and does not provide a safe connection for cyclists as they are expected to merge with traffic in a single file manner across the bridge. The City hopes that the wider cantilevers would improve the walking and cycling conditions across the bridge from a safety, connectivity, and comfort standpoint and would tie into the proposed networks on either side of the bridge as developed as part of the TMP and the Parks and Recreation Master Plan.

The following memorandum identifies opportunities to transition the proposed cantilever facilities to surrounding pedestrian and cycling facilities. This document is a continuation of the September 09, 2019 memorandum that describes the high-level approach to connectivity.

## 1. Concept Design

Connectivity options have been developed and reviewed against various criteria to analyze which option would be the best for the City to pursue. The criteria set out is primarily focused on active transportation users while also considering other impacts. The criteria are as follows:

- Pedestrian Safety
- Cyclist Safety
- Pedestrian Connectivity to existing networks
- Cyclist Connectivity to existing networks
- Pedestrian Comfort/Experience
- Cyclist Comfort/Experience
- Vehicle Impact
- Integration into existing and future park infrastructure
- Value

The goal of the connections is to increase the safety, comfort and experience for pedestrians and cyclists. The proposed cantilevers inherently provide a better experience than the current condition because they provide a wider pathway and are further separated from cars. They also allow for cyclists to avoid having

## MEMORANDUM

Date: January 20, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge Active Transportation Connection | Concept Design  
Page: 2 of 6

to share the roadway with vehicles and provide more space for all active users. Beyond the bridge it will be important that this comfort is extended to the various connections to existing and future networks.

A concept design has been developed identifying the preferred option for connecting the proposed cantilever facilities on both sides of the bridge. The concept design noted in **Figure 1** and key features are summarized below.

### Overall

- Multi-use pathways are provided at each end of the bridge with appropriate transitions to nearby walking and cycling facilities.
- All pathways are 3.0m wide, which is consistent with the proposed cantilever facility width and is sufficiently wide to accommodate both pedestrian and cyclist activities.
- Multi-use pavement markings are provided on all pathway segments. Appropriate regulatory, warning, and wayfinding signage should also be included.

### West Side of Bridge

#### Southwest Corner:

- The southwest corner pathway will connect to Fifth Street and Anderton Avenue via a letdown at the intersection of Anderton Avenue and Fifth Street.
- The existing stairs to the path under the bridge will remain to provide pedestrian connectivity to the north side of the bridge. It is recommended that a bike wheel channel (i.e., a groove adjacent the staircase to facilitate rolling bikes up/down the staircase) along the stairs to allow cyclists access to the stairs.
- The existing CVRD water valve kiosk will need to be relocated out of the pathway and a retaining wall will need to be constructed to support this extension and relocation.

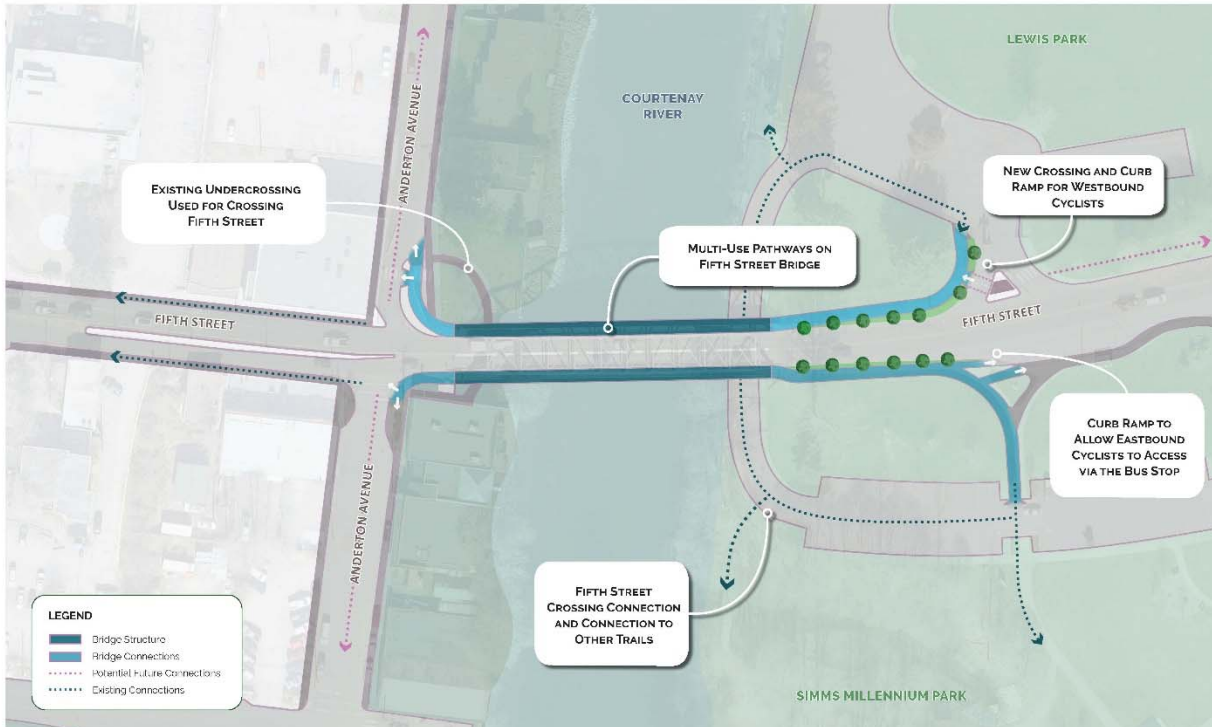
#### Northwest Corner:

- The northwest corner pathway will turn to the north and connect to Anderton Avenue via the existing crosswalk and a new letdown at the curb extension. These letdowns will allow cyclists to continue north along Anderton Avenue.
- The pathway will connect to the existing sidewalk and pathway under the bridge to provide connectivity for pedestrians and cyclists looking to cross 5<sup>th</sup> Street.

The existing underpass could be used by pedestrians and cyclists to connect under Fifth Street, but cyclists would be required to dismount and walk under the bridge. The underpass is also susceptible to localized flooding during high-tide or heavy rainfall events, which would impact walking / cycling during peak events.

## MEMORANDUM

Date: January 20, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge Active Transportation Connection | Concept Design  
Page: 3 of 6



An alternative for cyclists seeking to cross Fifth Street on the west side of the bridge would be to utilize the existing underpass on the east side of the bridge. Wayfinding signage and education would be necessary to direct users that are approaching from the east on which side of the bridge will be most effective to get them to their desired locations.

### East Side of Bridge

#### Southeast Corner:

- The southeast corner pathway runs along Fifth Street and connect to the parking lot in Simms Millennium Park. A boulevard space is provided between the pathway and roadway to increase comfort on the pathway and provide opportunities for new street trees.
- An eastbound cycling access ramp to Fifth Street is provided to allow cyclists to enter the bus stop and then merge with vehicular traffic in a safe manner.

## MEMORANDUM

Date: January 20, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge Active Transportation Connection | Concept Design  
Page: 4 of 6

### Northeast Corner:

- The northeast corner pathway runs along Fifth Street and terminates at the access point to Lewis Park. A letdown is provided at the existing crosswalk and median island to allow westbound cyclists to merge onto the pathway.
- Another letdown is provided to the Lewis Park parking lot to provide connectivity to the park.

On the east side of the bridge connectivity between the north and south cantilevers will be achieved via the current roadway underpass. Cyclists and pedestrians would utilize this underpass in both directions to connect between the north and south sides of Fifth Street. Wayfinding signs and education would be needed to illustrate this connection as it is not intuitive. Utilizing the underpass is susceptible to localized flooding during high-tide or heavy rainfall events, which would impact connectivity during these events.

An alternative option is to extend the pathway on the north side of Fifth Street east to the Fifth Street and Comox Road intersection. This would allow for an at-grade crossing for pedestrians and cyclists at this intersection. This option would enhance crossing opportunities, particularly for longer distance cycling trips along this corridor, but would add an additional cost of \$150,000 to \$200,000.

## 2. Long-Term Considerations

The Transportation Master Plan (TMP) outlines the proposed cycling and pedestrian networks for the City. On the west side of the bridge, Anderton Avenue and Sixth Street are identified as the preferred cycling connections on the west side of the bridge. The Sixth Street crossing is also discussed as a desired option in the City of Courtenay Downtown Playbook that was created in 2016, and the Parks and Recreation Master Plan that was adopted in 2019. For the east side of the bridge, the TMP calls for a multi-use path along the north side of Fifth Street/Old Island Highway connecting to the Lewis Centre and east Courtenay. The TMP also designates bike paths through Lewis Park and Simms Millennium Park. Figure 2 indicates the Medium Term (10 Year) Cycling Improvement Priorities map that is included in the TMP and includes the above noted network connections.

These future connections have been reviewed and considered during the development of the connectivity options to the new cantilevers on the Fifth Street Bridge.

MEMORANDUM

Date: January 20, 2020  
 File: 3222.0045.02  
 Subject: Fifth Street Bridge Active Transportation Connection | Concept Design  
 Page: 5 of 6

**Figure 2 - Medium Term (10 Year) Cycling Improvement Priorities**





## MEMORANDUM

Date: January 20, 2020  
File: 3222.0045.02  
Subject: Fifth Street Bridge Active Transportation Connection | Concept Design  
Page: 6 of 6



### Cost Estimates

Order-of-magnitude cost estimates were prepared for the proposed concept design. The estimated cost is approximately **\$400,000**, distributed as follows:

Southwest corner	\$110,000
Northwest corner	\$70,000
Northeast corner	\$110,000
Southeast corner	\$110,000

The above costs include all works required for the connections discussed in this report including, concrete works, abutments modifications, signage and surface markings. The estimates include a 40% allowance for Contingency and Engineering and are presented in costs that would be expected based on construction in 2021.

These costs are consistent with costs previously associated with the cantilevers in the overall project costs estimates.

### Next Steps

Based on the above we feel that the proposed connectivity concepts will begin to provide pedestrian and cycling links to existing and future networks on both sides of the bridge. Once a direction has been confirmed the above connectivity concepts should be advanced to detailed design technical stages.

Sincerely,

**URBAN SYSTEMS LTD.**

Eric Sears, P.Eng  
Project Manager

/eds

U:\Projects\_VIC\3222\0045\02\IR-Reports-Studies-Documents\R1-Reports\January 2020 Council Information\100%\2020-01-20 Fifth St Bridge AT Connectivity\_Concept Design- Final.docx



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT TO COUNCIL

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 5<sup>th</sup> Street Bridge Rehabilitation Project

**File No.:** 5335-20 / 5400-02  
**Date:** June 24, 2019

### PURPOSE:

This report is intended to describe for Council the scope and costs of near-term rehabilitation of the 5<sup>th</sup> Street Bridge so as to restore it to its intended functional condition and achieve an updated useful life lasting until at least the year 2040.

This report also contains supplementary information on a potential level of service increase and capital upgrade to the 5<sup>th</sup> Street Bridge as an alternative to constructing a new Pedestrian Bridge at a 6th St location, should Council choose to consider such an unfunded capital upgrade or new capital construction.

### BACKGROUND:

Built in 1960, the 5<sup>th</sup> Street Bridge acts as a gateway to downtown Courtenay and requires rehabilitation to maintain the level of service for various modes of transportation. Over the years, multiple engineering assessments of the bridge have identified the need for structural repairs and re-coating to slow normal deterioration during service. Routine maintenance and periodic rehabilitation is important to ensure the asset's intended level of service and life-cycle can be achieved.

In 2016, the City engaged Hatch Mott Macdonald (HMM) and Urban Systems to complete a scoping study to determine the rehabilitation requirements. A field investigation and evaluation report recommended that the City repair several structural deficiencies, refurbish the bridge decking and recoat the bridge steel within the next five to seven years. The Class D estimate provided at that time was \$2.94M less \$1.96M from a successful New Building Canada Fund – Small Communities Fund (NBCF-SCF) grant application.

Urban Systems Technical Memorandum dated January 22, 2019 "5<sup>th</sup> Street Bridge Rehabilitation - Project Cost Escalation Summary" (Attachment 1) provides a 20-year chronology of rehabilitation needs, options and costs as they have evolved since 1999. For reasons provided below, the most recent estimate to meet the same intended scope of work and level of service until at least 2040 as well as continue to meet the existing grant approvals is \$6.3M. This estimate was received in November 2018 and reconfirmed in March 2019. Furthermore, repeated inquiries of the granting authority have confirmed that additional funding to accommodate cost escalations(s) are not available.

The detailed scope of work and funding options to achieve the planned rehabilitation are provided below in the body of this report.

Aside: while not yet presented to nor adopted by Council, staff can indicate that the draft Transportation Master Plan (TMP) identifies opportunities to improve east-west connectivity and safety for people who bike and walk. One, for example, is to consider an upgrade to the 5<sup>th</sup> Street Bridge by installing 3.0 metre cantilevered multi-use pathways on both sides of the existing bridge structure. Alternatively, construction of a new pedestrian-cycling bridge could be considered at 6th Street in future. Either option would require additional analysis and substantially more funding (see Financial Considerations below). As the former is an upgrade and the latter new construction, neither is included within the current scope of 5<sup>th</sup> Street Bridge rehabilitation nor may the City expend approved NBCF-SCF grant funding on these prospective initiatives.

These opportunities are included in the Options available to Council, but are not recommended for reasons provided below related to Asset Management principles suggesting mindfulness of unanticipated capital costs and the lack of full life-cycle cost information within an organization-wide context.

**CAO RECOMMENDATION:**

That based on the June 24<sup>th</sup>, 2019 staff report “5<sup>th</sup> Street Bridge Rehabilitation Project” Council approve OPTION 1 and OPTION 4:

OPTION 1 - That Council direct staff to proceed with the associated next steps to rehabilitate the 5<sup>th</sup> Street Bridge within its original scope including development of detailed traffic management and public engagement plans, and report back to Council no later than September 16, 2019; and

That staff simultaneously prepare a supporting draft Borrowing Bylaw for Council consideration.

OPTION 4 - That staff bring forward a report providing options for exploring a 6<sup>th</sup> Street multi-use pedestrian-bike bridge as an alternative to an upgrade to the 5<sup>th</sup> Street Bridge of adding cantilevered multi-use pathways; and

That a decision to explore and report on further development of a 6<sup>th</sup> Street multi-use pedestrian-bike bridge be subsequent to Council’s receipt and adoption of the forthcoming Transportation Master Plan.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**DISCUSSION:**

**Original Project Scope:**

For more than a decade the scope of rehabilitation of the 5<sup>th</sup> Street Bridge has been to repair structural deficiencies, refurbish the bridge decking and recoat the bridge steel within the next five to seven years. Specifically:

- Removal of the lead-based paint and application of new coating;
- Steel repairs to the end of the deck beams underneath the bridge;
- Recoating the steel (4,200 m<sup>2</sup>);
- Removal of the hand rails and hot dip galvanizing the railings and rub rails;
- Removal of existing concrete overlay;
- Deck concrete removal to a partial depth;
- Placement of a new concrete overlay; and
- new road markings.

In March 2018, a conceptual design investigation was completed confirming the previous scope of work remains accurate. However, the investigation noted that the deck requires more extensive repair than earlier anticipated. Due to the deteriorated condition of the deck, two full-scale improvements were considered: cathodic protection or full deck replacement.

Cathodic protection is a well-proven technique originating in the marine environment used to protect metal from corrosion. By making the protected metal the cathode in a small DC electrical circuit, with sacrificial metal blocks added to the exterior of the structure to act as an anode causing the softer metal anodes to corrode while the cathode – the structural steel of a ship – does not. Though its application to reinforcing steel embedded in the concrete structure of the 5<sup>th</sup> Street Bridge is more complex, the intended technique will yield the same benefit. Therefore, cathodic protection is preferred to full deck replacement as it will protect the deck from further corrosion for the remaining life of the bridge. While only a partial deck replacement is immediately necessary (~\$240K), the life-cycle costs of cathodic protection are far less expensive than a full deck replacement that will very likely be required early in the intervening 20 years.

The project team has reviewed several other bridge projects on Vancouver Island, in particular the recent bridge rehabilitation projects in Campbell River and Duncan. Figure 1 highlights the recent Campbell River bridge rehabilitation which also required “wrapping” the steel structure for recoating which allowed the bridge to remain open to traffic. Understanding market conditions and drawing on these recent experiences has informed our thinking on the options, estimates and alternatives for our own project. However, when considered within the context of the City’s needs for maximizing the life of the bridge, traffic management and community impacts, and the original grant requirements, many alternatives explored to date are not considered feasible.

Therefore, the updated budget for deck rehabilitation includes cathodic protection (rather than full or partial deck replacement) and traffic management costs to ensure the bridge remains open to single lane traffic throughout the approximate six month construction period. To protect the marine environment from the lead paint removal process, the bridge will be wrapped during construction, which may reduce the access height of the bridge, but a detailed traffic management plan will be developed to mitigate traffic impacts where possible. The traffic management plan will review the current crossing and alternate routes and recommend strategies for addressing safety and traffic flow amongst all transportation modes and types of vehicles. Although temporary closures may be required at scheduled times, a full closure of the bridge is no longer being contemplated.

### **Cost escalation:**

Since 2016, construction cost estimates for the original proposed scope of rehabilitation have increased significantly.

The original cost estimate of \$2.9 million contemplated cost-sharing of \$1.96 million (Province/Federal) and \$0.94 million (City of Courtenay) from the City’s reserve funds. The new cost estimate is \$6.3 million. This figure was received in November 2018 and reconfirmed in March 2019.

Representatives with the New Build Canada – Small Communities Fund have confirmed that the original grant amount of \$1.96 million would not be increased due to cost escalation. As a result, the City’s portion of the budget to rehabilitate the bridge (with no new pedestrian or cycling amenities) has increased to \$4.3 million.

Despite numerous cost estimates prepared over the last 20 years, which informed the grant application, the cost escalations over the last four years has been significant. The largest cost escalations occurred between 2014 and 2018, which have been record years for the value of construction on Vancouver Island,

increasing the cost of many municipal projects. Therefore, the cost impacts are in addition to conventional escalation (e.g. inflation), which is typical of construction trends, in combination with continuing deterioration of the bridge deck that requires a more intensive repair than originally estimated.

### **Opportunities for multi-modal amenities**

The draft City of Courtenay Transportation Master Plan recommends a number of strategies for improving pedestrian and cycling connectivity across the Courtenay River. While a network of trails and access routes exist on the east and west sides of the 5<sup>th</sup> Street Bridge, the existing 1.5 metre sidewalks on the bridge are limited in their ability to accommodate travellers and respond to expected growth in walking and cycling. Cyclists crossing the bridge are currently required to either use the centre of the vehicle lane or walk their bike on the sidewalk. The TMP outlined two options for improving connectivity across the River: an upgrade to the 5<sup>th</sup> Street Bridge by adding cantilevered multi-use pathways on both sides of the bridge or the construction of a new, dedicated pedestrian and cycling bridge at 6<sup>th</sup> Street.

*Cantilevered Multi-Use Pathway:* As part of the rehabilitation project, 3.0 metre multi-use pathways can be cantilevered on both sides of the bridge to improve the level of service for people who walk and bike across the bridge. Cost estimates for the cantilevered pathway are preliminary, as the extent of trail and pathway upgrades in the vicinity of the bridge have not been studied, preventing development of full life-cycle cost estimates. Preliminarily, the cost for cantilevered pathways is \$2 million including tie-ins to existing pathways. However, further study would be required to refine estimates and maximize cross-river connectivity. Also, undertaking this capital upgrade will extend the duration of the rehabilitation project by several months and introduce new risk due to these unknown design and cost uncertainties.

*Dedicated Multi-Use Bridge at 6<sup>th</sup> Street:* The draft TMP also explores the concept of a dedicated pedestrian-cyclist bridge at 6<sup>th</sup> Street as an alternative to upgrading the 5<sup>th</sup> St Bridge with cantilevered multi-use pathways. This proposal was also referenced in the draft Parks and Recreation Master Plan (PRMP). Preliminary cost estimates for this facility are \$2 million - \$4 million. Urban Systems Technical Memorandum dated January 31, 2019 "6th Street Pedestrian and Cycling Bridge Cost Comparison Summary and Analysis" (Attachment 2) provides further details.

Should this be a preferred option, further analysis including level of service and full life-cycle costs for detailed design, maintenance, extent of pathway tie-ins, environmental considerations, approach improvements for access around 6<sup>th</sup> Street, and other Asset Management implications of a new, unfunded and unanticipated capital asset will need to be explored. Choosing this option will not affect the 5<sup>th</sup> Street Bridge rehabilitation project as long as they are not undertaken simultaneously.

### **FUNDING**

Table 1 summarizes the original project estimate prepared in 2015 for the grant as well as the revised project costs in 2019 dollars.

**Table 1: 5<sup>th</sup> Street Bridge Rehabilitation – 2015 vs. 2019 Project Costs**

<b>2015 Project Cost Estimate: \$2.9 million</b>
<ul style="list-style-type: none"> <li>• Provincial/Federal Funding (grant): \$1.96 million</li> <li>• City reserves: \$0.94 million</li> </ul>
<b>2019 Project Cost Estimate: \$6.3M</b>
<ul style="list-style-type: none"> <li>• Provincial/Federal Funding (grant): \$1.96 million</li> </ul>

- City reserves \$0.94 million
- City Borrowing amount: \$3.4 million

**Table 2: Rehabilitation elements and associated costs**

Rehabilitation Element	COST (2019 \$)
Removal and replacement of Protective Coating	\$4.1 million
Cathodic Protection System to Extend Life of Bridge Deck	\$1.05 million
Structural Improvements	\$0.8 million
Traffic Management	\$0.35 million
<b>Total</b>	<b>\$6.3 million</b>

A contingency is built into the project budget for costs such as engineering, communications, project financing, construction capital costs, inspection and contract administration.

### **OPTIONS**

Four options are presented below for Council consideration and are summarized in the following table:

Project Element	1) Original Scope - Rehabilitation	2) Rehabilitation + Cantilevers	3) Defer Project	4) New 6 <sup>th</sup> St. Pedestrian Bridge
<b>Outcome</b>	Rehabilitated crossing with 20-year updated useful service life with full utilization of the grant and cathodic protection versus deck replacement.	A rehabilitated crossing with extended service life that provides improved cycling and walking amenities, with full utilization of the grant.	Further deterioration and related liability of an important infrastructure asset.	Dedicated multi-use pedestrian-cyclist bridge at 6 <sup>th</sup> Street.
<b>Duration</b>	6 months	8 months	N/A	N/A
<b>Bridge Recoating &amp; Deck Renewal</b>	\$4.1 million	\$4.1 million	TBD	N/A
<b>Structural and Traffic</b>	\$2.2 million	\$2.2 million	TBD	TBD
<b>Cantilever Pathway</b>	n/a	\$2 million	TBD	N/A
<b>Total</b>	\$6.3 million	\$8.3 million	TBD	\$2 million to \$4 million
<b>Reserves</b>	\$0.94 million	\$0.94 million		
<b>City Borrowing Amount</b>	\$3.4 million	\$5.4 million	N/A	ALL
<b>Borrowing Costs*</b>	\$233,300	\$370,550	N/A	N/A
<b>Tax Impact**</b>	1%	1.6%	N/A	N/A

<b>Borrowing Costs*</b>	\$233,300	\$370,550	N/A	N/A
<b>Tax Impact**</b>	1%	1.6%	N/A	N/A

\* Borrowing costs calculated at standard MFA 20 year rate of 3.14%

\*\* Tax Impact calculated based on 2019 tax rates.

### FINANCING IMPLICATIONS

Project costs beyond grant funding and use of reserve funds would need to be financed as per municipal borrowing procedures for capital works (Municipal Finance Authority 3.14%, 20 year amortization). If Option 1 is chosen – the original scope of work – it would require borrowing \$3.4M and result in an estimated annual servicing cost of @\$233,000 per year, equaling approximately a 1% increase to the debt levy for property taxation purposes beginning in 2021 when the first payments would be due.

In order for the City to be included in the Fall 2020 long term borrowing issued through the Municipal Finance Authority, the borrowing process must begin no later than October 31, 2019. Steps to complete this process include bylaw preparation and three readings by Council, review and approval by the Province, elector approval, final adoption by Council with a one month quashing period, then issuance of a certificate of approval by the Province. The process can take up to eight months before funds are received.

### ADMINISTRATIVE IMPLICATIONS

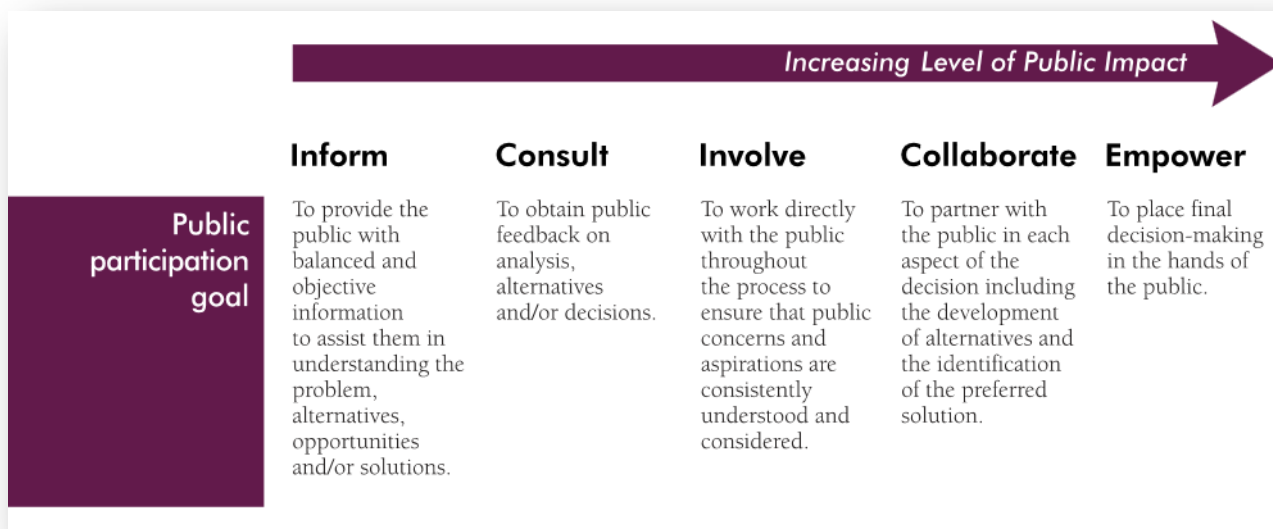
This will vary substantially depending upon the Option chosen, the method of project management and other factors that will be identified in the follow-on report of September 16, 2019.

### PUBLIC ENGAGEMENT

The 5<sup>th</sup> Street Bridge is a critical community asset which affects and supports a variety of stakeholders and users. There is a need for extensive engagement amongst residents, businesses, river users, recreational groups, commercial drivers, and transit service providers, among others.

Proactive communications efforts about the scope and timing of the project, the implications to traffic and pedestrian/cycling movements and the travel alternatives that can be utilized to limit delays during periods of construction is essential to supporting the community. A detailed engagement plan for the lead-up period, ongoing during construction and reporting out to the public on completion will be prepared for Council consideration once an Option has been selected by Council.

The levels of public engagement based on the IAP2 Spectrum of Public Participation will likely vary for each phase of the project.



## ASSET MANAGEMENT IMPLICATIONS

These are yet to be determined until an Option has been chosen.

## STRATEGIC PRIORITIES, OCP AND TMP REFERENCE

### Strategic Priorities 2019 - 2022

As part of the Strategic Priorities for 2019 – 2022 the following are relevant to the 5<sup>th</sup> Street Bridge Rehabilitation project:

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

- Focus on asset management for sustainable service delivery
- ▲ Look for regional infrastructure solutions for shared services
- ▲ Advocate, collaborate and act to reduce air quality contaminants
- ▲ Support social, economic and environmental sustainability solutions

#### **We plan and invest in methods of multi-modal transportation**

- Move forward with implementing the City's Transportation Master Plan
- ▲ Collaborate with regional and senior government partners to provide cost-effective transportation solutions

## Transportation Master Plan

In relation to the working draft of the TMP the following transportation vision was stated:

*The City of Courtenay supports a transportation network that prioritizes connectivity and access to daily destinations and, through a balanced approach to transportation planning, provides all road users safe choices in their mode of transportation.*

The supporting values to achieve the transportation vision include:

### Values

1. Sustainability, livability & health
2. Safety + efficiency



3. Economic Prosperity
4. Connectivity
5. Affordability
6. Sustainable Land Use

### **Official Community Plan**

In regards to the Official Community Plan for Courtenay, the following goals of Section 5.0 Transportation are relevant:

#### **5.2 Goals**

1. integrate land use changes with transportation planning to coordinate changes and increases to traffic patterns.
2. development of a transportation system that provides choices for different modes of travel including vehicle, transit, pedestrian, cycling and people with mobility impairments.
3. protect the integrity of the road classification system to facilitate the purpose and function of the specific road types.
4. support an integrated transportation system that works towards reducing travel distances and congestion.
5. support a transportation system that recognizes the importance of the character and overall appearance of the City.
6. provide an effective transportation system that facilitates the movement of vehicles throughout the community and the Comox Valley to major regional services such as the Little River Ferry System and the Comox Valley Airport.

### **CONCLUSION**

Given the need for rehabilitation and the increasing cost escalation that will continue should work be delayed, City staff recommend that Council direct staff to proceed with Option 1 and the associated next steps to rehabilitate the 5<sup>th</sup> Street Bridge, including developing a traffic management plan that maintains single lane vehicles access during construction, and comprehensive public engagement strategy. Staff also recommend that a draft Borrowing Bylaw for Council be prepared for Council consideration and staff will report back to Council in September 2019.

### **OPTIONS**

#### **Option 1 & Option 4 (Recommended):**

Option 1 - That Council direct staff to proceed with the associated next steps to rehabilitate the 5<sup>th</sup> Street Bridge within its original scope including development of detailed traffic management and public engagement plans, and report back to Council no later than September 16, 2019; and

That staff simultaneously prepare a supporting draft Borrowing Bylaw for Council consideration.

Option 4 - That staff bring forward a report providing options for exploring a 6<sup>th</sup> Street multi-use pedestrian-bike bridge as an alternative to an upgrade to the 5<sup>th</sup> Street Bridge of adding cantilevered multi-use pathways; and

That a decision to explore and report on further development of a 6<sup>th</sup> Street multi-use pedestrian-bike bridge be subsequent to Council's receipt and adoption of the forthcoming Transportation Master Plan.

Option 2:

That Council direct staff to proceed with the associated next steps to rehabilitate the 5<sup>th</sup> Street Bridge including the upgrade of adding cantilevered multi-use pathways plus development of detailed traffic management and public engagement plans, and report back to Council no later than September 16, 2019; and

That staff simultaneously prepare a supporting draft Borrowing Bylaw for Council consideration.

Option 3:

That Council direct staff to defer the 5<sup>th</sup> Street Rehabilitation Project to a future date of their choosing.

Prepared by:



Ryan O'Grady, P.Ag., P.Eng.  
Director of Engineering Services

Prepared by:



David W. Love, CD, BA, LGM(Dip), MM, PE, PCAM  
Senior Advisor, Strategic Initiatives

**ATTACHMENTS (2):**

1. Urban Systems Technical Memorandum dated January 22, 2019 "5<sup>th</sup> Street Bridge Rehabilitation - Project Cost Escalation Summary".
2. Urban Systems Technical Memorandum dated January 31, 2019 "6<sup>th</sup> Street Pedestrian and Cycling Bridge Cost Comparison Summary and Analysis"

**APPENDIX A: FIGURES (2)**

1. Fully Wrapped Bridge Accommodating Traffic
2. Conceptual Plan View of Cantilever-Pathway and Network



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2978**

**A bylaw to authorize the borrowing of the estimated cost of rehabilitation of the Fifth Street Bridge.**

WHEREAS it is deemed desirable and expedient to rehabilitate the Fifth Street Bridge.

AND WHEREAS the estimated cost of rehabilitating the Fifth Street Bridge including expenses incidental thereto is the sum of \$6,300,000 of which the sum of \$3,400,000 is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the rehabilitation to the Fifth Street Bridge generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) To borrow upon the credit of the Municipality a sum not exceeding \$3,400,000.
  - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the rehabilitation to the Fifth Street Bridge.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty years.
3. This bylaw may be cited as “**Fifth Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978**”.

Read a first time this                      day of                      , 20   .

Read a second time this                      day of                      , 20   .

Read a third time this                      day of                      , 20   .

Received the approval of the Inspector of Municipalities this                      day of                      , 20   .

Received the approval of the electors of City of Courtenay on the                      day of                      , 20   .

Reconsidered and finally passed and adopted this                      day of                      , 20    .

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Certified a true copy of Bylaw No.                      as at third reading.

\_\_\_\_\_  
Corporate Officer

Certified a true copy of Bylaw No.                      as adopted.

\_\_\_\_\_  
Corporate Officer





THE CORPORATION OF THE CITY OF COURTENAY

## BRIEFING NOTE

---

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Mile of Flowers 2020 - Cancellation

---

**File No.:** 5830-20  
**Date:** April 16, 2020

### PURPOSE:

To update Council regarding the cancellation of the 2020 Mile of Flowers due to COVID-19 Pandemic.

### BACKGROUND:

The Mile of Flowers display along Cliffe Avenue has been an annual community tradition in the City of Courtenay for 50 years. The 'Mile' is a very involved initiative, requiring a great deal of staff preparation time in advance of the Volunteer community plant-in, followed by daily on-going maintenance throughout the summer months.

### KEY CONSIDERATIONS:

Due to COVID-19 related staffing shortages and the new WorkSafeBC requirements for physical distancing protocols for outside workers, combined with the significant volunteer involvement required to effectively deliver this program (approximately 400 community volunteers participate in the plant-in annually) there would be significant difficulties in proceeding with the Mile of Flowers for 2020.

Over 400 staff hours are required annually for the planning and preparation of the Mile of Flower plant-in. This work occurs during the month of April and into early May, and is in addition to the ongoing maintenance inputs that are required through the summer (640 hours in 2019). With our current and anticipated staffing levels, Public Works Services' business continuity plan is focussed on providing essential levels of service across all parks assets.

### FINANCIAL CONSIDERATIONS:

The Mile of Flowers has an annual budget of approximately \$98,000. This is composed of \$61,000 in labour and benefits, and \$37,200 in materials/supplies, equipment and purchased services. It is not anticipated that the cancellation of the event will directly result in a labour savings, as this labour will be required to carry out other maintenance activities. There is however, potential for savings in material and supplies costs.

Prepared by,

Mike Kearns  
Manager of Parks Maintenance

Kyle Shaw  
Director of Public Works Services (Interim)

Concurrence by,



Trevor Kushner, BA, DLGM, CLGA  
Deputy Chief Administrative Officer



David Allen  
Chief Administrative Officer





## BRIEFING NOTE

**To:** Council

**File No.:** 7130-20-12

**From:** Chief Administrative Officer

**Date:** April 16, 2020

**Subject:** Provincial Government Survey - Civic Facilities Supporting COVID-19 Response

### ISSUE:

Via Emergency Management BC, the BC Housing Management Commission (BC Housing) has requested the City complete a survey identifying any facilities owned by the City that “could be used for self-isolation of people who are homeless, emergency shelter overflow, or to respond to reduced shelter capacity”.

### BACKGROUND:

Under the authority of the provincial declaration of a state of emergency throughout the whole of British Columbia, the Minister of Public Safety and Solicitor General made Ministerial Order MO84 Local Authorities and Essential Goods and Supplies (COVID-19).

At Section 6 of the Order, and on the request of the minister, a local authority must identify for Emergency Management BC potential facilities within their area of jurisdiction that could be used for the purposes identified in the Order<sup>1</sup>. Such a request has just been made to identify civic facilities owned by the City “that could be used for self-isolation for people who are homeless, emergency shelter overflow, or to respond to reduced shelter capacity”.

In response to the request, staff have completed the online survey utilizing asset management building assessments and schematics to identify potential City facilities for use by Emergency Management BC .

### KEY CONSIDERATIONS:

BC Housing will determine whether a City facility is fit for their purpose and will advise the City accordingly. The City would then be required to relocate any working staff within that facility for the duration of use

Incremental costs associated with the use of municipal facilities for COVID-19 responses will be covered by the province.

For council members’ information:

“BC Housing and Island Health participated in a call with Courtenay Coalition to End Homelessness last week where Island Health identified that their strategy in Courtenay/Comox is to support individuals who are presumptive COVID 19 through Island Health resources. Should Island Health not be able to meet the need, the group will reconvene and develop a strategy. To also let you know to further support vulnerable individuals in Courtenay/Comox, BC Housing has extended the additional beds at Extreme Weather Shelter operated out of 632 Pidcock to June 30th<sup>2</sup>.”

<sup>1</sup> [http://www.bclaws.ca/civix/document/id/mo/mo/2020\\_m084](http://www.bclaws.ca/civix/document/id/mo/mo/2020_m084)

<sup>2</sup> From an email discussion April 7th between BC Housing, Island Health and the regional EOC, Cc: City staff via EOC.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Allen". The signature is fluid and cursive, with the first name "David" and last name "Allen" clearly distinguishable.

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer



THE CORPORATION OF THE CITY OF COURTENAY

## BRIEFING NOTE

**To:** Council

**File No.:** 7130-20-12

**From:** Chief Administrative Officer

**Date:** April 15, 2020

**Subject:** Emergency Resources Request Process - COVID-19 Response

### ISSUE:

During the heightened activities and confusion of the COVID-19 Response, it remains essential that decisions for providing inter-agency and inter-organization support are quantified, recorded and retained. The British Columbia Emergency Management System (BCEMS) provides readily understood, tried and proven methods and practices for use during such events.

### BACKGROUND:

Regardless of the present state of emergency declared by the province of British Columbia, the City must continue to function within the usual statutory boundaries. Because of the provincial state of emergency, the Provincial Health Officer and the Minister for Public Safety and Solicitor General can make Orders which alter the usual statutory boundaries, but with which the City must comply without discretion. My senior staff are aware of all operative Orders and we make very determined efforts to abide by them.

The simple graphic below demonstrates the process developed in the BCEMS methods of practice of how we should receive and act upon a resources request (for our assets, funds, staff capacity, etc.) received from another organization. Following this method gives us the best opportunity to ensure we continue to act in bounds, despite the unfamiliar distractions and fast pace of this event. Copies of the "514 Resources Request" and "515 Resource Request Tracking Sheet" are attached for your information.

Other Government Resource  
Requests (Form 514)



Private Sector Resource  
Requests (Form 514)



Not-for-Profit Resource Requests  
(Form 514)



\*514s Received and  
recorded (Form 515)

\*CAO decision  
(Operations) or

\*Onward to Council  
for decision  
(Policy/funding)



**KEY CONSIDERATIONS:**

- Regardless of origin, all requests for City resources will be initiated by use of Form 514
- All requests will be recorded and tracked using Form 515
- CAO decisions remain within the bounds of the CAOs normal role and responsibilities
- Council decisions will be those of a policy nature or a request for financial support not approved in the existing 5-year Financial Plan
- Urgent Council decisions may require calling of a Special Meeting to provide the necessary approval(s)

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

*Attachments:*

1. *514 Resources Request Form*
2. *515 Resource Request Tracking Sheet*

## Resource Request

Date of Request:		Time of Request:	Enter the time you received the resource request. Example: 2000hrs (8pm)	Request No.	
Priority:	<input type="checkbox"/> High (Emergency)	<input type="checkbox"/> Medium (Priority)	<input type="checkbox"/> Low (Routine)	Task No.	206451
Requested by:	Name	Dept/Agency/Function	Contact Number		

### What is being Requested?

Resource Type/Kind:	Enter the resource kind (what the resource is e.g. boat, helicopter) and type (specify details/capacity required) that is being requested.	Quantity:	Enter the number of resources required. Example: 2
Units of Measure:	Enter the measure of unit used for the quantity field (Example: per, each, case, flat, dozen etc.)	When Required:	If there is a specific time for delivery or availability of the resource, enter it in this field.
Mission (Purpose for Resource)	Indicate how you intend to use the resource. This information will help Logistics source alternatives, if the initial resource is not available.		

Resource must come with:

<input type="checkbox"/> Fuel	<input type="checkbox"/> Meals	<input type="checkbox"/> Operator(s)	<input type="checkbox"/> Water	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Lodging	<input type="checkbox"/> Power
-------------------------------	--------------------------------	--------------------------------------	--------------------------------	--------------------------------------	----------------------------------	--------------------------------

Other: Place a check mark in the appropriate box(s) or indicate under Other if there are additional associated resources required (Example: qualified operator for the requested excavator; fire crew to come with their own food and gear).

### Special Instructions (e.g. Safety message, ingress/egress routes...)

### Forward Request To: (Organization/Agency/Vendor who ultimately obtains resource – use required fields only)

Contact Name/Position:	Courtenay Liaison Officer John Ward	Organization/ Agency/Vendor:	City of Courtenay
Contact No.:	250-703-4853	Estimated Cost:	

Actions Taken:	
----------------	--

### Delivery/Assigned Location (use required fields only)

Location/ Site Name:		Street Address:	
City, Province:		Report To:	Contact Number:

Intersection  
Street 1:

Intersection  
Street 2:

Completed by:

Name

Function/Title

Date & Time

Entered

☐

---

### Financial Approval

Spending  
Authority:

Name

Function/Title

Signature

Distribution:

Operations ☐

Planning ☐

Logistics ☐

Finance ☐

Other:

# Resource Request Tracking Sheet

191







THE CORPORATION OF THE CITY OF COURTENAY

## BRIEFING NOTE

**To:** Council

**File No.:** 7240-00

**From:** Chief Administrative Officer

**Date:** April 15, 2020

**Subject:** Council Update - BC Open Burning Smoke Control Regulation

---

### ISSUE:

To provide council members with a brief description of how the Province and local governments deal with open burning.

### BACKGROUND:

The Open Burning Smoke Control Regulation is a Provincial regulation that governs the burning of vegetative material associated with a range of activities, such as land clearing, forestry operations and agriculture. It sets out the conditions under which open burning of vegetative debris can be authorized. The revised regulation mainly supports the objectives of reducing impacts on human health, enabling and encouraging compliance, and minimizing undue costs to industry.

This regulation does not apply to domestic or agricultural burning where the debris is less than 3cm in diameter (most residential backyard burns) or campfires. The regulation does not generally prohibit burning but rather aims to ensure that open burning is conducted with minimal risk to air quality. Enforcement of this regulation is provided by the Provincial Conservation Officer.

The Provincial Wildfire Service is the branch of government that implements all fire bans and restrictions on all public and private land, unless specified otherwise – for example, in a local government bylaw. They have determined that fires are either camp fires (.5m x .5m), category 2 fires (2m x 3m), or category 3 fires (greater than 2m x 3m), and implement bans on some or all of these categories of fires based on the provincial fire danger rating. Campfires are usually the last type of fire to be banned as it has a negative impact on tourism. Enforcement of this regulation is provided by the BC Forest Service, but only within areas of their jurisdiction.

Areas outside Provincial jurisdiction fall under some form of bylaw that has been enacted by a local government or fire protection district. Each of these local bylaws have different rules governing types and timing of burns, size of piles, etc. and different methods of enforcement. For example, the Corporation of the City of Courtenay Fire Protective Services Bylaw No. 2556, 2008 (see ss. 50-56 attached for reference) completely bans open burning within the City AND allows the fire department to issue municipal tickets for violations, while the bylaw for the Courtenay Fire Protection District allows open burning and does not give us the authority to issue any fines for violations.

There are a number of these “fire protection districts” throughout the CVRD, most of which have some subtle differences in what is permitted and enforcement powers authorized. Clarification on how each bylaw works within each fire protection district would need to be provided by the responding fire department or bylaw enforcement officer.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Allen". The signature is fluid and cursive, with the first name "David" and last name "Allen" clearly distinguishable.

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

*Attachment:*

1. *Section 50 – 56, Fire Protective Services Bylaw No. 2556, 2008*

**Excerpt from City of Courtenay “Fire Protective Services Bylaw No. 2556, 2008.”**

**OPEN AIR BURNING**

**OPEN AIR BURNING REGULATIONS**

50. (1) Within the geographical boundaries of the City, no person shall ignite any Open Fire or cause or permit any Open Fire to be ignited, or to burn in the open air:
- (a) except under special circumstances granted in writing by the Fire Chief; and
  - (b) except if the owner of the property where the Open Fire is intended to occur first obtains a Burning Permit in the form as set out in Schedule “E” attached hereto, which shall not become valid until approved by the Fire Chief. The owner must comply with all applicable bylaws and permit conditions set out in that Burning Permit.
- (2) Burning of land clearing slash within the City is prohibited.
- (3) Open Fires are prohibited in any area of the City zoned as Commercial, Industrial, or Comprehensive Development pursuant to City of Courtenay Zoning Bylaw as it is amended from time to time.

If this section is not complied with, the Fire Chief or Designate may issue a Municipal Ticket (MTI). The MTI fine is specified in Schedule “C”.

**BURNING PERMITS**

51. (1) All Burning Permits issued pursuant to this Part are subject to such conditions, restrictions, and provisions, as the Officer may consider necessary to include therein. Without limitation, the Burning Permit may regulate:
- (a) the location of a fire;
  - (b) the dates and times a fire may be maintained;
  - (c) the maximum area occupied by a fire;
  - (d) the materials to be burned in a fire; and
  - (e) precautions to be taken in connection with the fire.
- (2) No person to whom a Burning Permit has been issued shall burn or combust Trade Waste, tires, animal carcasses, oil, tar, asphalt, shingles, battery boxes, plastic materials, or any similar material which may produce heavy black smoke, on or in any fire. If not complied with, the Fire Chief may charge the owner of the Premises on which the fire occurs for the cost incurred by the City to extinguish the fire, as a Cost Recovery charge pursuant to section 85.

- (3) Every person who burns outdoors shall place a competent person in charge of that fire at all times and must provide that person with sufficient equipment to prevent that fire from getting beyond control, causing damage, or becoming dangerous.
- (4) At any time an Officer may, on account of hazardous fire conditions, cancel or suspend until such time as is specified in the order, all or any permits issued pursuant to this bylaw, or may impose further conditions and restrictions on those permits.
- (5) A fire may be deemed out of control under this Part when it spreads beyond the boundaries of the parcel of land on which it was started, or threatens to do so, or endangers any building or property.
- (6) If a fire is deemed to be out of control, or in contradiction of this bylaw, and the Fire Department makes efforts to extinguish that fire, the City may charge the owner of the property on which the fire starts for the cost incurred by the City to extinguish the fire, as a Cost Recovery charge pursuant to section 85.

## **EXEMPTION TO OPEN AIR BURNING REGULATIONS**

### **FIRE DEPARTMENT**

- 52. Notwithstanding any other provision of this bylaw, the Fire Department may burn buildings, structures, or other materials for the purpose of training its personnel or members of the public in structural fire fighting methods, fire investigation procedures or for the purpose of elimination of hazards.

### **OUTDOOR COOKING AND HEATING APPLIANCES**

- 53. Notwithstanding Section 50, gas fired (propane or natural gas) appliances or charcoal briquettes heating or cooking appliances are allowed all year round without a Burning Permit, so long as manufacturer's specifications are adhered to.

### **AGRICULTURAL**

- 54. Notwithstanding Section 50, outdoor burning by lighting, igniting, starting or maintaining any outdoor fire of any kind within the City, during daylight hours, in order to burn orchard, berry, and vineyard pruning generated on site on properties zoned A1 Agricultural is permitted, provided that a Burning Permit is obtained. No permit under this section shall be issued for a period of time exceeding fifteen (15) days.

## **CAMPFIRES**

55. Notwithstanding Section 50, if the Fire Chief or an Officer designated by the Fire Chief considers it expedient to do so, the Fire Chief or his designated Officer may issue a Burning Permit for burning wood for campfires in the open air, provided that such burning shall only be carried out in areas designated and approved by the Fire Chief.

## **SUSPENSION OF BURNING**

56. When the Fire Chief or an Officer designated by the Fire Chief deems it expedient to do so or where of the Fire Chief or that Officer considers hazardous fire conditions exist, the Fire Chief or that Officer may order a total ban on burning within the geographical boundaries the City and may suspend, cancel or restrict for such time as they may deem necessary any or all burning permits issued by the Fire Chief or that Officer pursuant to this bylaw or the *Forest Act*.



# CITY OF COURTENAY HERITAGE ADVISORY COMMISSION MINUTES

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on October 23, 2019 at 10:00 a.m. in the Council Chamber of City Hall.

## Present:

L. Burns	R. Dingwall	J. Fortin	L. Grant
G. Greenhill	D. Griffiths	J. Hagen Chair)	
W. Cole-Hamilton (Councillor)		T. Setta (staff)	

## Absent:

C. Piercy

### 1. Introduction and Opening Remarks (Chair)

Eden Lindsay-Bodie, Executive Director, Filberg Heritage Lodge and Park Association, attended as an observer.

### 2. Addition to Agenda

R. Dingwall suggested an item to be added under new business (Museum report)

### 3. Review and Adoption of Minutes of the September 25, 2019 Meeting

Moved by L. Burns, seconded by R. Dingwall **Carried**

### 4. Old Business

- |                           |   |
|---------------------------|---|
| OLD CITY<br>CLOCKS        | <ul style="list-style-type: none"><li>• No progress has been made at this point due to Mr. Sauders' injury</li></ul>  |
| PIONEER<br>GRAVES         | <ul style="list-style-type: none"><li>• R. Dingwall reported the work is in progress</li><li>• Resin applied to preserve the wood piece</li></ul>   |
| MUSEUM<br>REPORT          | <ul style="list-style-type: none"><li>• J. Fortin reported a discussion with Dave Sinder on storage issue at the Museum and possibility for utilization of the adjacent building ("Pouss building")</li><li>• J. Fortin to send the Museum newsletter to staff</li><li>• L. Burns will consult a museum staff regarding an alternative storage location</li></ul> |
| BC HERITAGE<br>CONFERENCE | <ul style="list-style-type: none"><li>• The Conference theme has not yet been announced. The Commission to advance own work though the theme has not been announced. The Commission could decide their own theme.</li><li>• Councillor Cole-Hamilton shared his experience of this year conference</li></ul>  |
| RAILWAY<br>STATION        | <ul style="list-style-type: none"><li>• A letter sent to ICF after the last meeting</li><li>• L. Burns met with D. Snider (Director, Community and Recreation Service) to acquire further information</li><li>• HAC is concerned with the current status of the building, though ICF has other priorities</li></ul>   |
| IN-KIND HOURS             | <ul style="list-style-type: none"><li>• A total of 12 hours are spent:<ul style="list-style-type: none"><li>– J. Fortin 6 hours</li><li>– J. Hagen 3 hours</li><li>– L. Burns 3 hours</li></ul></li></ul>   |





## CITY OF COURTENAY HERITAGE ADVISORY COMMISSION MINUTES

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on November 27, 2019 at 10:00 a.m. in the Council Chamber of City Hall.

### Present:

J. Hagen (Chair)	L. Burns	G. Greenhill	C. Piercy
R. Dingwall	J. Fortin		

### Absent:

L. Grant	D. Griffiths	W. Cole-Hamilton	T. Setta (staff)
----------	--------------	------------------	------------------

**Guest Presentation:** Dave Snider, City's Director of Recreation and Cultural Services

Dave Snider spoke on the topic of Commemorative Trees and Benches, a program of installing which the City started 20 years ago. Some things about the program are not working now that the actual costs are known: the strings attached make a memorial bench cost in money and ongoing staff time higher than that of an ordinary bench. In view of this the City is no longer pursuing this program. It currently has 325 memorial items.

### 1. Addition to Agenda:

Design suggestion for Palace Theatre site development.

### 2. Review and Adoption of Minutes:

A correction to the "pioneer graves" item: Ross is still waiting for resin to preserve the wood piece. Moved by L. Burns, seconded by R. Dingwall as corrected. **Carried**

### 3. Old Business

- |                     |   |
|---------------------|---|
| OLD CITY<br>CLOCKS  | <ul style="list-style-type: none"><li>• Nothing Further</li></ul>   |
| MUSEUM<br>REPORT    | <ul style="list-style-type: none"><li>• The Museum monthly newsletter will be forwarded to Tats Setta to distribute to Commission members each month as an informative report.</li></ul>  |
| HERITAGE<br>WEEK    | <ul style="list-style-type: none"><li>• The theme has been announced; "20/20 vision: bringing the past in to the future". The Commission will hold a <b>workshop on January 8</b> to work on a display.</li></ul>   |
| RAILWAY<br>STATION  | <ul style="list-style-type: none"><li>• Nothing New</li></ul>   |
| HERITAGE<br>STORAGE | <ul style="list-style-type: none"><li>• In the museum: Ross and Lawrence have transferred Lawrence's papers to a museum space. A list of the materials was distributed to members present. There will have to be an agreement made as to who has ownership of the materials, which is to be determined.</li></ul> |
| IN-KIND HOURS       | <ul style="list-style-type: none"><li>• A total of 14 hours are spent:<ul style="list-style-type: none"><li>– J. Hagen 2 hours plus 3 hours</li><li>– G. Greenhill 2 hours</li><li>– C. Piercy 2 hours</li><li>– J. Fortin 2 hours</li><li>– L. Burns 3 hours</li></ul></li></ul>                                 |

#### **4. New Business**

- A query re: 2550 Back Road has been addressed.
- Palace Theatre site development: A suggestion was made that the developers might be approached to see if they might include a design nod to the Art Deco style of the theatre in their new building.

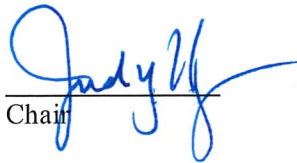
#### **5. Next Meeting**

January 8, 2020 - Workshop at the Courtenay Museum 9:5 a.m.

January 22, 2020 – Heritage Commission Meeting 10:00 a.m.

#### **6. Meeting Adjournment**

Moved by G. Greenhill at 12:00 p.m.

  
Chair

**Legislative and  
Corporate Services Department  
830 Cliffe Avenue  
Courtenay, B.C.  
V9N 2J7**



**Phone (250) 334-4441  
Fax (250) 334-4241  
[jward@courtenay.ca](mailto:jward@courtenay.ca)**

City File No.: 5280-02

April 16, 2020

Comox Valley Regional District  
770 Harmston Avenue  
Courtenay, B.C.  
V9N 0G8

Via email only: [rdyson@comoxvalleyrd.ca](mailto:rdyson@comoxvalleyrd.ca)

Attention: Russell Dyson, Chief Administrative Officer

Dear Russell:

**Re: Leadership Group – Air Quality Initiatives**

As per your request of March 5<sup>th</sup>, 2020 please be advised that the City of Courtenay appoints Chris Davidson, Director of Engineering, to the Leadership Group.

Email address for Chris is [cdavidson@courtenay.ca](mailto:cdavidson@courtenay.ca).

Please feel free to contact me if you have any questions or concerns.

Yours truly,

John Ward, CMC  
Director of Legislative and Corporate Services

Pc: D. Allen, CAO  
T. Kushner, Deputy CAO  
W. Sorichta, Deputy Corporate Officer

G:\Legislative Services\John Ward\Letters 2020\CVRD re Airshed Leadership Group.docx

**Office of the Chief Administrative Officer**

770 Harmston Avenue, Courtenay, BC V9N 0G8  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 5280-02

March 5, 2020

Sent via email only: [dallen@courtenay.ca](mailto:dallen@courtenay.ca)

David Allen  
Chief Administrative Officer  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear David:

**Re: Invitation to Participate in a Leadership Group Supporting Air Quality Initiatives in the Comox Valley**

---

For number of years, the Comox Valley Regional District (CVRD) has administered the grant funded Provincial Wood Stove Exchange Program, which provides rebates to switch out wood stoves for a cleaner heating appliance and provides education to existing wood stove users on smart burning techniques. Wanting to do more to improve air quality, the CVRD Board identified air quality as a strategic priority and struck a working group to explore a regional framework to move forward on the issue.

In 2019, with the support of SHIFT Collaborative, the working group developed a framework to improve air quality (Attached). We appreciated your staff's contributions to the working group and would like your approval to enlist their help again.

The framework includes establishing an Airshed Roundtable (e.g. broad group of stakeholders), which would be supported by a Coordinator and Leadership Group. The Leadership Group, comprising local government, K'ómoks First Nation (KFN) and provincial staff, would provide strategic support to the broader Airshed Roundtable by leading the development of a Regional Airshed Protection Strategy and guiding its implementation.

The CVRD will be inviting the following key stakeholders to participate in the Leadership Group:

Staff from:

- Comox Valley Regional District
- Town of Comox
- City of Courtenay
- Village of Cumberland
- K'ómoks First Nation
- BC Ministry of Environment
- Island Health
- BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- Vancouver Island University and/or North Island College

We hope you will continue to support your staff's participation by appointing someone to the Leadership Group. If you could please provide your response by **March 30, 2020**. We anticipate the group will start meeting in spring 2020. Please feel free to contact me with any questions you may have about the framework or this request.

Sincerely,

***R. Dyson***

Russell Dyson  
Chief Administrative Officer

cc: John Ward, Director of Legislative Services / Deputy Chief Administrative Officer

Enclosure: A Regional Approach to Improve Air Quality and Health in the Comox Valley



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2978**

**A bylaw to authorize the borrowing of the estimated cost of rehabilitation of the 5<sup>th</sup> Street Bridge.**

WHEREAS it is deemed desirable and expedient to rehabilitate the 5<sup>th</sup> Street Bridge.

AND WHEREAS the estimated cost of rehabilitating the 5<sup>th</sup> Street Bridge including expenses incidental thereto is the sum of \$6,300,000 of which the sum of \$3,400,000 is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the rehabilitation to the 5<sup>th</sup> Street Bridge generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) To borrow upon the credit of the Municipality a sum not exceeding \$3,400,000.
  - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the rehabilitation to the 5<sup>th</sup> Street Bridge.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty years.
3. This bylaw may be cited as “**5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020**”.

Read a first time this                      day of                      , 2020.

Read a second time this                      day of                      , 2020.

Read a third time this                      day of                      , 2020.

Received the approval of the Inspector of Municipalities this                      day of                      , 2020.

Received the approval of the electors of City of Courtenay on the                      day of                      , 2020.

Reconsidered and finally passed and adopted this                      day of                      , 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Certified a true copy of Bylaw No. 2978, 2020                      as at third reading.

\_\_\_\_\_  
Corporate Officer

Certified a true copy of Bylaw No. 2978, 2020                      as adopted.

\_\_\_\_\_  
Corporate Officer