

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

AMENDED

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

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 27, 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 20th, 2020 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

(a) Development Services

- 7 1. Zoning Amendment Bylaw No. 2990 - 1025 Ryan Road

(b) Financial Services

- 75 2. 2020/2021 RCMP Municipal Policing Contract Expenditure Cap: Final Approval
- 85 3. 2020 Grant-in-Aid Requests and Opportunity of a 'Flow-Through-Funds' Program with the Comox Valley Community Foundation

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 99 1. Letter of Endorsement from Saanich Council to Ministry of Municipal Affairs and Housing Advocating to Reinstate the Financial Hardship Property Tax Deferment Program

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 101 1. RCMP Annual Performance Plan - Acknowledgement of Consultation

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

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

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held April 27th, 2020 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First and Second Reading

- 105 1. "Zoning Amendment Bylaw No. 2990, 2020"
(A bylaw to amend zoning to develop a 118 unit rental apartment building with amenities - 1025 Ryan Road)

For First, Second and Third Reading

- 113 1. "Tax Rates Bylaw No. 3002, 2020"
(A bylaw to establish the property value taxation rates for 2020)

113 **For Final Adoption**

1. “Tax Rates Bylaw No. 3002, 2020”
 (A bylaw to establish the property value taxation rates for 2020)

13.00 ADJOURNMENT

R8/2020 - April 20, 2020

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, April 20, 2020 at 1:08 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:

**T. Kushner, Deputy CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
via video/audio conference
W. Sorichta, Manager of Legislative & Corporate Administrative Services
I. Buck, Director of Development Services via video/audio conference
C. Davidson, Director of Engineering Services - Interim
J. Nelson, Director of Financial Services
D. Snider, Director of Recreation and Cultural Services via video/audio
conference
M. Fitzgerald, Manager of Development Planning
E. Gavelin, Network Technician via video/audio conference
N. Borecky, Manager of IT
T. Setta, Manager of Community & Sustainability Planning, via
video/audio conference
N. Gothard, Planner III - Policy via video/audio conference**

1.00 ADOPTION OF MINUTES

**.01
MINUTES**

Moved by Cole-Hamilton and seconded by Morin that the April 6th, 2020 Regular Council meeting minutes be adopted.
Carried

Moved by Cole-Hamilton and seconded by Morin that the April 14th, 2020 Regular Council meeting minutes be adopted.
Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

.01
OFFICIAL
COMMUNITY PLAN
(OCP) UPDATE AND
PRESENTATION
6480-00

Jeremy Murphy, Sustainability Solutions Group (SGS), presented information related to the City of Courtenay’s Official Community Plan (OCP) review and facilitated discussion about greenhouse gas (GHG) emission reduction target setting approaches and considerations to establish low carbon growth modeling within the City’s OCP to achieve community-wide net zero emission targets by 2050.

Moved by Hillian and seconded by McCollum that based on the April 20th, 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.

Carried

.02
DEVELOPMENT
VARIANCE PERMIT
NO. 1906 -
(2380 - 20TH STREET)
3090-20-1906

Moved by Frisch and seconded by Morin that based on the April 20th, 2020 staff report “Development Variance Permit No. 1906 - 2380 - 20th Street”, Council approve OPTION 1 and proceed with issuing Development Variance Permit No. 1906.

Carried

.03
5TH STREET BRIDGE
LOAN
AUTHORIZATION
BYLAW 2978, 2020
1760-02

Moved by Hillian and seconded by McCollum that based on the April 20th, 2020 staff report “5th Street Bridge Loan Authorization Bylaw 2978”, Council approve OPTION 1 and endorse the 5th Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978;

That Bylaw No. 2978 proceed to first, second and third reading; and,

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

Carried

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 Moved by Hillian and seconded by Theos that the April 16th,
MILE OF FLOWERS 2020 Briefing Note, “Mile of Flowers 2020 - Cancellation”, be received
2020 - for information.
CANCELLATION **Carried**
5830-20

.02 Moved by Cole-Hamilton and seconded by Frisch that the April
PROVINCIAL 16th, 2020 Briefing Note, “Provincial Government Survey - Civic
GOVERNMENT Facilities Supporting COVID-19 Response”, be received for information.
SURVEY - CIVIC **Carried**
FACILITIES
SUPPORTING COVID-
19 RESPONSE
7130-20-12

.03 Moved by Frisch and seconded by Morin that the April 15th, 2020
EMERGENCY Briefing Note, “Emergency Resources Request Process - COVID-19
RESOURCES REQUEST Response”, be received for information.
PROCESS - COVID-19 **Carried**
RESPONSE
7130-20-12

.04 Moved by McCollum and seconded by Morin that the April 15th,
COUNCIL UPDATE - 2020 Briefing Note, “Council Update - BC Open Burning Smoke Control
BC OPEN BURNING Regulation”, be received for information.
SMOKE CONTROL **Carried**
REGULATION
7240-00

.05 Moved by Hillian and seconded by Frisch that the Heritage
HERITAGE ADVISORY Advisory Commission meeting minutes for October 23rd, 2019 and
COMMISSION November 27th, 2019, be received for information.
MEETING MINUTES **Carried**
0360-20

.06

COMOX VALLEY
REGIONAL DISTRICT
(CVRD) - AIR
QUALITY INITIATIVES
CITY STAFF
APPOINTMENT TO
LEADERSHIP GROUP
(AIRSHED
ROUNDTABLE)
5280-02

Moved by Frisch and seconded by Cole-Hamilton that the letter dated April 16th, 2020 in response to the Comox Valley Regional District (CVRD) request to appoint a City staff member to participate in the Comox Valley air quality initiatives Leadership Group (Airshed Roundtable), be received for information.

Carried

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 20th, 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:

- CVRD Director briefings; COVID-19/Regional EOC information updates
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer
- Comox Valley Overdose Working Group Steering Committee meeting
- Climate Caucus conference call meeting

COUNCILLOR
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- Comox Valley Community Justice Centre Board meetings (2 total)
- CVRD Director briefings; COVID-19/Regional EOC information updates
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer
- CVRD negotiations committee meetings re: Comox Valley Economic Development Society contract (4 total)
- Comox Valley Accessibility Committee meetings (3 total)
- CVRD Board meeting
- CVRD Committee of the Whole meeting

COUNCILLOR
MORIN

- Councillor Morin reviewed her attendance at the following events:
- CVRD Director briefings; COVID-19/Regional EOC information updates
 - Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer
 - Comox Valley Sewage Commission meeting
 - CVRD Board meeting
 - Comox Valley Food Policy Council meeting

8.00 RESOLUTIONS OF COUNCIL

.01
COUNCILLOR COLE-
HAMILTON - LEADING
BY EXAMPLE:
IMPLEMENTING THE
SUSTAINABLE
DEVELOPMENT
GOALS (SDGS) IN
CANADA
CONFERENCE
0390-20

Moved by Frisch and seconded by McCollum that Council support Councillor Cole-Hamilton's attendance at the *Leading by Example: Implementing the Sustainable Development Goals (SDGs) in Canada* conference March 10th and 11th, 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.

Carried

.02
IN CAMERA
MEETING

Council agreed to defer the Special In-Camera meeting closed to the public pursuant to sub-section 90(1) (c) of the *Community Charter* scheduled to transpire at the conclusion of the April 20th, 2020 Regular Council Meeting to a future date.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

.01
5TH STREET BRIDGE
REHABILITATION
LOAN AUTH. BYLAW
NO. 2978, 2020 (TO
AUTHORIZE THE
BORROWING OF THE
ESTIMATED COST TO
REHABILITATE THE
BRIDGE)

Moved by Frisch and seconded by Hillian that "5th Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020" pass first, second and third reading.

Carried



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Zoning Amendment Bylaw No. 2990 - 1025 Ryan Road

File No.: 3360-20-1916
Date: April 27, 2020

PURPOSE:

The purpose of this report is for Council to consider a Zoning Bylaw amendment application to create a new CD-27 Zone, and rezone the property legally described as Lot B, Section 14, Comox District, Plan VIP74579 from C-2A to CD-27 to facilitate the development of a 118 unit rental apartment building and associated amenities.

CAO RECOMMENDATIONS:

That based on the April 27, 2020 staff report entitled "Zoning Amendment Bylaw No. 2990 - 1025 Ryan Road" Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Reading of "Zoning Amendment Bylaw No. 2990" to create a new CD-27 Zone and rezone the property legally described as Lot B, Section 14, Comox District, Plan VIP74579 from C-2A to CD-27;
2. 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; and,
3. That Final Reading of the bylaw be withheld pending the registration of Section 219 covenant and completion of a Housing Agreement.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is 0.55ha (1.35ac.) in area and centrally located within an established commercial and high density residential corridor centred on Ryan Road. The property is relatively flat and predominantly covered by an asphalt parking lot where vehicles infrequently park. A cluster of Black Cottonwoods has established on the northwest edge of the property where the asphalt surface ends.

Vehicular access to the property is from private roads/driveways abutting the southwest and northeast property boundaries. Both private roads also provide vehicular access for the adjacent parcels. The access road on the southwest is part of the parcel which also houses the Washington Apartments. There is an access easement providing the subject property with the right to utilize this driveway. The access road to the northeast is part of the casino's land holdings. Again, an access easement provides the subject

property with the right to use this driveway. Both driveways/private roads then connect with Ryan Road which is under the jurisdiction of the Ministry of Transportation (MoT).



Figure 1: Subject Property and Context

The City's Official Community Plan (OCP) designates the subject property as "Commercial Shopping Centre". This designation is intended primarily for large format shopping centres and "big box" style development. However, there is policy support for the integration of residential uses:

"support residential use close to major shopping malls and consider it appropriate in commercial areas along Cliffe Avenue, Ryan Road, Comox Road or Island Highway where an association with major amenities and public services can be demonstrated."(OCP Section 4.2.3(1))

While the policy above enables residential development in the Commercial Shopping Centre areas, other more specific elements such as the density and height of buildings are assessed on a case-by-case basis taking into account site characteristics and adjacent land uses. The subject property and the surrounding area are not subject to a Local Area Plan.

Proposed is an amendment to the zoning bylaw to facilitate the construction of a five storey, 118 unit apartment building with both underground and surface parking areas. The applicant proposes a comprehensive development zone (CD zone) as none of the existing zones within the Zoning Bylaw would permit the type of development proposed without a series of subsequent variances. As a result, a CD zone is proposed to streamline the development approval process while still giving Council, staff and the general public an opportunity to provide input. The applicant's plans for the property are summarized in **Schedule**

No. 1. Given that this is a CD zone, the applicant has provided development permit quality plans to inform the process and CD zone (**Schedule No. 2**). A parking study (**Schedule No. 3**), and Traffic Impact Assessment (**Schedule No. 4**) have also been provided.



Figure 2: East Elevation Aerial Perspective



Figure 3: West Perspective Elevation

Zoning Review

The proposed development requires rezoning as the current Commercial Two A (C2-A) zone does not permit apartments or the desired density. In addition, the applicant proposes a reduced parking requirements and building height increase. The table below summarizes the proposal relative to the existing C2-A zone as well as the Residential Four A (R4-A) zone, a zone typically used for high density multi-family proposals.

	Existing Zone (C2-A)	Comparable Zone (R4-A)	Proposal (CD Zone)
FAR	0.60	1.33	1.57
Lot Coverage	Max of 4,500m ² per floor	No requirement	33%
Front yard setback	7.5m	6.0m	Northwest: 12.0m
Rear yard setback	4.5m – one storey 7.5m - two storey	6.0m	Northeast 4.5m Southeast: 17m
Side yard setback	No side yard required	3.0m 4.5m – for fourth storey flanking street	Southwest: 4.5m
Building Height	9.14m	14.0m	17.0m
Usable Open Space	Not required	20m ² /unit (2,360m ²)	25.14m ² /unit (2,966.2m ²)
Interior Amenity Space	Not Required	Not Required	2.69 m ² /unit (317.5m ²)
Parking Base Requirement	1.5 stalls per unit (177 stalls)		1.20 stalls per unit (141 stalls)
Parking Amenity Reduction (with additional landscaping)	1.25 stalls/unit (148 stalls)		1.20 stalls per unit (141 stalls)

Table 1: Zoning Analysis

The proposal seeks a major increase in Floor Area Ratio (FAR) as well as building height and a decrease in the parking requirement. The proposal also exceeds the Usable Open Space requirements of the R4-A zone which is further enhanced through additional indoor amenity areas.

DISCUSSION:

The OCP’s Shopping Centre land use designation is a reflection of the wave of big-box style development which occurred in the 1990s and 2000s. Large format, box stores were developed throughout the City clustered around existing and new shopping centres. Since the last OCP was adopted in 2005, the Ryan Road/Island Highway commercial area has seen limited growth when compared with centres in East and South Courtenay. While the growth of commercial buildings has stagnated, the area has attracted new housing developments such as 911 Braidwood Road where a 79 unit apartment building was recently completed and 925 Braidwood Road where there is an application in process for a 161 unit senior’s housing complex.

In assessing this proposal five key themes emerged to guide the evaluation:

1. Compatibility with surrounding land uses
2. Housing needs
3. Connectivity
4. Use of existing services, and
5. Form and character.

Land Use Compatibility

The subject property is adjacent to commercial and retail land uses to the north and east. A large vacant commercially zoned parcel is immediately west and the Washington Apartments are located to the south. Surrounding commercial uses include banks, grocery stores, restaurants and offices. Generally, residential uses in close proximity to such uses is viewed positively as it brings more customers and business and provides homes close to employment centres. As discussed below, the mixing of land uses has other benefits such as encouraging walking, cycling and transit which are convenient alternatives to private vehicles thereby reducing vehicle dependence.

A parking study was supplied in support of the proposal. The study concludes that 1.20 stalls per unit satisfies the demand for the development and visitor parking. This represents a reduction of 36 stalls but when factoring in the zoning bylaw's provision that when additional landscaped/open space area is provided then the parking requirements decrease to 1.25 stalls per unit. Consequently, by exercising this provision of the Zoning Bylaw, the parking requirements is 148 stalls compared with the 141 proposed. The developer further adds that, given there is no street parking adjacent to the proposal, satisfying parking demand onsite, and ensuring all residents have access to onsite parking, is a key aspect of marketing and attracting renters to the building.

The proposed height and floor area of the building represent significant increases from what is current and from what comparable zones allow. However, as detailed below the building and site design mitigate the impact of the development and provide an attractive addition to the immediate area. Further, elements such as the high proportions of open and amenity spaces establish a high quality living environment for future residents.

Housing Need

The City's apartment vacancy rate remains critically low at 1.4% for October 2019, which is the last report from CMHC. While this has increased from 0.7% from the year before, there still remains a significant need to add supply. The development industry has responded with several purpose-built rental projects recently completed or in the development application stage. Once built these projects will contribute to a more balanced market which is typically around five to seven percent unit vacancy. Increased vacancy rates results in more tenant options and reduces pressure to increase rental rates.

The building is comprised of a balance of unit types which should appeal to multiple demographics as summarized in Table 2. In addition, there are tenant amenity spaces including a business centre for communal office space and a fitness facility. Each unit has a private balcony area and there is a large common rooftop patio area with an adjoining amenity room for use by residents for special events and gatherings.

Unit Type	Number of Units
Micro (studio units less than 29m ²)	25
Studio	23
One Bedroom	40
Two Bedroom	30

Table 2: Unit Composition

A key element of this proposal is the creation of a “Residential Rental Tenure” definition to be added to the zoning bylaw. The ability to regulate the tenure of housing through zoning is a relatively new legislative power. As discussed above, staff’s support for the proposal is partially based on the City’s need for rental housing. To ensure the land use remains as rental housing and is not later converted to strata units, the proposed bylaw introduces a new “Residential Rental Tenure” definition and then specifies that this the only form of tenure permitted in the new CD-27 zone. Consequently, strata conversion or owner occupation of any unit is not permitted without a subsequent rezoning application.

Connectivity

The proposal’s central location provides excellent transportation options for residents and is within a short walk to a wide diversity of commercial services, for both employment and shopping, as detailed above. There are well connected bus routes existing on Ryan Road with the nearest bus stop existing for east bound travel about 100m walk away and a bus stop about a 300m walk away headed west bound. A large interior bike parking facility is integrated into the building’s first floor. The City’s Cycling Master Plan identifies the long term plan that the Tunner Drive extension incorporates a cycling facility to connect the subject property with the Braidwood/Back Road corridor and the Highway 19/Downtown networks. Once implemented this facility will provide cyclist with convenient access routes to the downtown area and other cycling corridors.

This specific stretch of Ryan Road suffers from periodic traffic congestion. A traffic impact assessment was prepared in support of this proposal which details little change to the current base level conditions and recommend no changes to traffic patterns. Despite the outcome of the traffic impact assessment, the Ministry of Transportation has stated the condition that the northeast access road is to be altered to be a right-in, right-out only access point. Currently, left turns from the road are permitted as well as left turns from west bound traffic on Ryan Road. To accomplish this the median will be closed to physically prevent these movements. The traffic assessment also concludes with the recommendation to enhance the sidewalks along the access driveways. This improvements as well as the closure of the Ryan Road median will be formalized within a covenant that will be registered on the subject property as a condition of rezoning.

Ryan Road is an important corridor for the City’s and region’s vehicular traffic. The traffic issues experienced in this area are largely the result of City and regional traffic traveling through the area to reach other destinations. While this development will add volume to the corridor, the residents are much more likely to walk, cycle or take transit. In contrast, residents from development occurring on the fringe of the City and throughout the region that utilizes this corridor are less likely to walk, cycle or use transit to travel to key destinations like downtown and more likely to rely on private vehicles.

Use of Existing Infrastructure

The proposal will utilize existing City services. In addition to existing road facilities, a capacity assessment concluded that the existing water and sanitary sewer capacity is adequate to service the development proposal. Infill development in serviced areas of the City is encouraged by the OCP and is a Goal of the Regional Growth Strategy and results in a more efficient use of City services. This also includes recreational services such as the Aquatic Centre and Lewis Centre which are within 1.7km and 700m of the subject property respectively.

Building Design and Massing

The building contains a mix of 118 apartment units and will be one of the highest density developments in the city at a density of 215 units per hectare (87 unit per acre). For context, a typical suburban style residential area of the city is around 37 units per hectare (15 units per acre). As summarized above density is regulated through Floor Area Ratio (FAR) which is a ratio of building floor area to lot area. In this case the proposal seeks to increase this from 0.60 to 1.57 representing a 162 percent increase in permitted floor area. Despite the increase in FAR and building height the location and type of development proposed has advantages, the benefits of which are outlined above, and a high quality design to help mitigate the impact of the building's height and size.

A contemporary, modern design has been utilized for the proposal. The building contains a diversity of siding materials which are utilized to break the large building into smaller components. Both the facades and roofline are articulated to avoid a box-like appearance. Residents will enjoy private amenity space in the form of a balcony integrated into the building to take advantage of the variations in the façade to establish private outdoor areas. The roof top patio is situated to take advantage of views of the estuary, ocean, and mountains and provides additional open/amenity space for residents.

The building is centred on the site with significantly greater setbacks from the northwest and southeast property lines than would otherwise be required in a comparable zone. This helps to reduce the impact of the building's height as well as aspects such as shadowing. Surface parking is minimized with 66 of the 141 stalls located under the building. Surface parking is provided on the edges of the site where landscaping provides breaks and buffers. The landscape plan is focused on the east and west side of the building adjacent to the driveway access points. The plan complements site elements such as the patio area at main entrance while screening other elements such as the garbage and recycling access driveway and electrical transformer.

Subsequent to rezoning, the development will require a development permit. As this development will contain no variances due to the use of the CD zone, this will be considered administratively. Based on the plans submitted in support of the rezoning proposal, this building and site design are generally consistent with the direction established in the Multi-family Development Permit Guidelines.

Other Related Regulations

Amenity Contributions

Amenity contributions to the City's Parks, Recreation Culture and Senior's Facilities Amenity Reserve Fund and the Affordable Housing Amenity Reserve Fund will be required as part of this proposal in accordance with section 7.7(6)(c) of the OCP. In addition the application is offering to cap the rental rates for six of the units based on the Provincial Housing Income Level (HIL). As outlined in the application's offer (***Schedule No. 5***) based on 2019 income levels, this equates to rental rates of \$812.50/month. As a condition of rezoning, this will be secured through a Housing Agreement.

Form and Character Development Permit

Multi-family development is subject to subject to a form and character development permit.

Tree Cutting Permit

The applicant will require a tree cutting permit in advance of any tree removal on the property. A tree assessment was provide in support of the proposal recommending the Cottonwoods are removed but that a Red maple and Apple Trees are retained and protected during construction.

FINANCIAL IMPLICATIONS:

The development is subject to City and the Regional District Development Cost Charges.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent 40 hours processing and reviewing this application. Should the proposed bylaws receive First and Second Readings, staff will spend an additional five hours in preparation for the public hearing, preparation of the housing agreement and covenant, final reading of the bylaw, and updating the bylaws and maps.

ASSET MANAGEMENT IMPLICATIONS:

This subject property does not front onto a City roadway. As a result, there is no additional offsite infrastructure identified. Once the detailed design is completed there may be the need for additional offsite improvement and service connections as assessed through the building permit process.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- ▲■ Support actions to address Climate Change mitigation and adaptation
- ▲ Explore opportunities for Electric Vehicle Charging Stations
- ▲■ Identify and support opportunities for lower cost housing and advocate for senior government support
- ▲ Encourage and support housing diversity

The November 2019 Strategic Priorities Check-in also identified the following references under the “Next Council Priorities” subsection:

- Housing Need Assessment

OFFICIAL COMMUNITY PLAN REFERENCE:

Official Community Plan

3.1 Growth Management:

3.1.2 Goals

1. provide for managed growth

-
2. ensure equitable taxation for services provided and received
 3. support efficient infrastructure development
 4. protect environmentally sensitive areas
 5. support sustainable development practices

4.4 Residential

4.4.2 Goals

1. Optimize the use of existing lands in the City with a long term consideration to expand boundaries and protect adjoining lands from further development to meet the future needs of the City.
2. To encourage multi residential development in the Downtown area of the City, and in areas identified through the Local Area Planning process.
3. Support the development of housing options for seniors.
4. Ensure the provision and integration of special needs and affordable housing.
5. Encourage housing opportunities and convenient community services for individuals having special housing requirements.
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.
8. Ensure all new development includes the provision of amenities including buffer areas along major roads, neighbourhood parks, sidewalks and trails, and public facilities.

REGIONAL GROWTH STRATEGY REFERENCE:

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

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

1A-1 Based on RGS growth management strategy locate housing close to existing services and direct 90 percent of new, residential development to Core Settlement Areas.

1A-2 The focus of higher density and intensive developments shall be within the existing Municipal Areas. Within the Municipal Areas densification and intensification of development is required including infill and redevelopment.

1A-3 Identify specific Town Centres in Municipal Areas through the OCP review process. These Town Centres are to be developed as walkable and complete communities, providing for a range of housing types focusing on medium and high density housing, employment and commercial uses. There will be a minimum of one Town Centre in the City of Courtenay, one Town Centre in the Town of Comox and one Town Centre in the Village of Cumberland.

1A-6 Increase housing opportunities in existing residential areas in Core Settlement Areas by encouraging multi-family conversions, secondary suites, and small lot infill.

Objective 1-B: Increase affordable housing options

1B-2 Encourage residential multi-unit or multi-lot developments to contribute to affordable housing options including, but not limited to a range of unit sizes and types, lot sizes, multifamily or

attached-unit buildings, rental units, and secondary suites. These contributions could take the form of land, cash, buildings or other such items as supported by the local governments.

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

1C-1 Provide a diversity of housing types in the Municipal Areas using the following housing type targets for new development by 2030: These targets are for all Municipal Areas in aggregate.

- 40% Low Density Single unit residential, town homes, semi-detached, secondary suites, 4-24 units per hectare
- 30% Medium Density Low-rise multi-unit up to four storeys, 24-74 units per hectare
- 30% High Density Over four storey multi-units minimum, 74 units per hectare

1C-4 Encourage infill units and secondary suites in residential zones in the Core Settlement Areas.

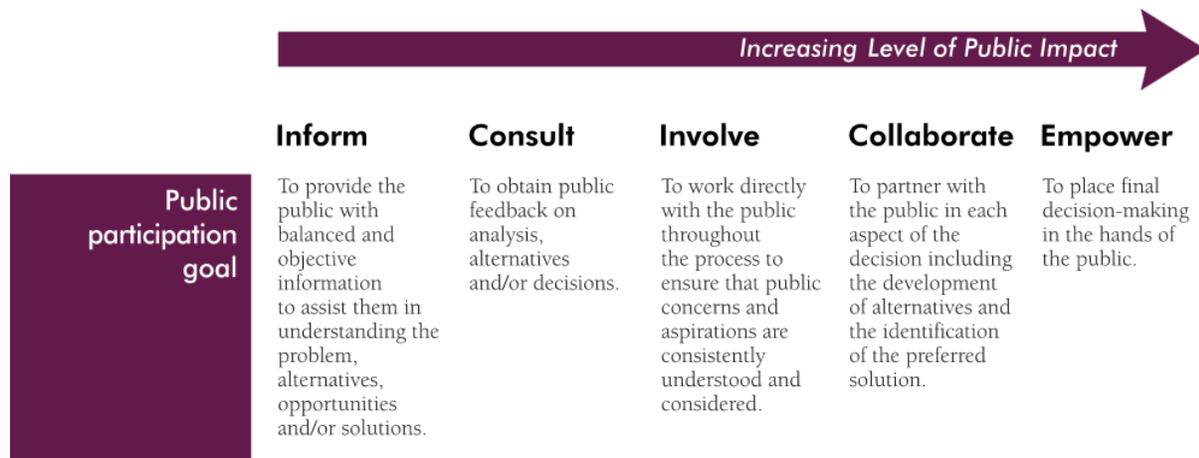
Objective 1-D: Minimize the public costs of housing

1D- 1 Direct the majority of new housing to areas that are or will be serviced through publicly owned water and sewer systems.

1D-4 Encourage green building design through green building standards for new residential development that include water and energy efficiency practices.

CITIZEN/PUBLIC ENGAGEMENT:

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



Should Zoning Amendment Bylaw No. 2990 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on January 23, 2020. According to the information provided by the applicant there were no attendees. One written comment was received and provided within the meeting summary in **Schedule No. 6**.

OPTIONS:

OPTION 1: (Recommended)

That based on the April 27, 2020 staff report entitled “Zoning Amendment Bylaw No. 2990 – 1025 Ryan Road” Council approve Option No. 1 and complete the following steps:

1. That Council give First and Second Reading of “Zoning Amendment Bylaw No. 2990” to create a new CD-27 Zone and rezone the property legally described as Lot B, Section 14, Comox District, Plan VIP74579 from C-2A to CD-27;
2. 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; and,
3. That Final Reading of the bylaw be withheld pending the registration of Section 219 covenant and completion of a Housing Agreement.

OPTION 2: That Council postpone consideration of Bylaw 2990 with a request for more information.

OPTION 3: That Council not proceed with Bylaw 2990.

Prepared by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services

Attachments:

1. *Schedule No. 1 – Applicant’s Project Description*
2. *Schedule No. 2 – Development Permit Submission*
3. *Schedule No. 3 – Parking Study*
4. *Schedule No. 4 – Traffic Impact Assessment*
5. *Schedule No. 5 – Amenity Contribution Offer*
6. *Schedule No. 6 – Public Information Meeting Summary*

Schedule No 1: Applicant’s Project Description



1025 Ryan Rd

PROJECT STATEMENT

November 25, 2019

The proposed use of this property is a 5 storey multi-unit residential building comprised of 118 suites and 141 stalls of combined underground and surface parking. The development responds to the affordable housing demands in Courtenay and will help meet the projected annual growth the City is expected to see over the next 5 years.

The moderate size of these units will cater to retirees downsizing from single-family homes to smaller dwellings as well as to young working professionals and college students. The project is located within easy walking distance to commercial amenities, schools, North Island College, recreational facilities and parks. Additionally, the site is well serviced by public transit, with bus stops located within close proximity to the property. The site is surrounded by a 3 storey apartment building to the south, and 1-2 story commercial complex's to the north, east and west. While the proposed building has more floors than those on neighbouring sites, the flat roof design makes the overall height lower than the 4-storey building with a pitched roof in the surrounding areas.

The building conforms to the Multi-Family Development Permit guidelines in the following ways:

- Each suite is provided with a private balcony or patio. In addition, the development will include amenity space and a secure bike room available for use by all residents.
- The design of the building uses strong architectural features to give the impression that the building steps back on the upper floors. In addition, floor area has been carved away at south-west corner, reducing building mass and providing greater relief to the building elevations.
- The development has been designed to provide efficient on and off site circulation, generous interior day lighting, natural ventilation and ample outdoor space.
- Energy Star appliances will be used to reduce energy use and greenhouse gas emissions from the building. ☐

-2-

- Low flow plumbing fixtures will be used to moderate urban water demand and to reduce demand on existing infrastructure. ☐

Conformance to the City of Courtenay Affordable Housing Policy

This application aligns closely with the City of Courtenay’s affordable housing policy. It will increase the availability of rental accommodations and provide a range of housing opportunities. The site meets the criteria of an underutilized site. It is an undeveloped, brownfield site which is currently zoned for commercial shopping center. Given the vast supply of commercial development within the immediate area with a relatively high vacancy rate adding a densified residential development will complement the desired mix of commercial and residential uses within this core area. The policy states that rezoning will be considered in cases where sites are underutilized which is evident in the case of this site.

Veyron Properties has proven track record of providing high quality, well managed, safe and affordable rental housing to residents of Courtenay. Adding this project to our professionally managed portfolio will diversify our offerings to the local market place and will add micro, bachelor suites which will offer an affordable price point not currently offered within our portfolio and are in very short supply in the Comox Valley in general. We are committed to our mission of raising the bar for residential rental housing and offering an unmatched value within the marketplace. We look forward to working with the City of Courtenay to bring the renters the housing they deserve.

Thank you for your Consideration,

Sincerely,

Brett Giese

Owner/President

THESE PHOTOS WERE TAKEN ON APRIL 27, 2020. THE PHOTOS WERE TAKEN AT THE LOCATION OF THE PROPOSED DEVELOPMENT. THE PHOTOS WERE TAKEN AT THE LOCATION OF THE PROPOSED DEVELOPMENT. THE PHOTOS WERE TAKEN AT THE LOCATION OF THE PROPOSED DEVELOPMENT.

CONTRACTOR:

GENERAL NOTE:

NO.	DATE	REVISION
1	04/27/20	ISSUED FOR PERMIT
2	04/27/20	ISSUED FOR PERMIT
3	04/27/20	ISSUED FOR PERMIT
4	04/27/20	ISSUED FOR PERMIT
5	04/27/20	ISSUED FOR PERMIT
6	04/27/20	ISSUED FOR PERMIT
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10	04/27/20	ISSUED FOR PERMIT
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16	04/27/20	ISSUED FOR PERMIT
17	04/27/20	ISSUED FOR PERMIT
18	04/27/20	ISSUED FOR PERMIT
19	04/27/20	ISSUED FOR PERMIT
20	04/27/20	ISSUED FOR PERMIT

MA ARCHITECTS

RYAN ROAD RESIDENTIAL

CONTEXT PHOTOS



2 RYAN AVENUE FACING EAST



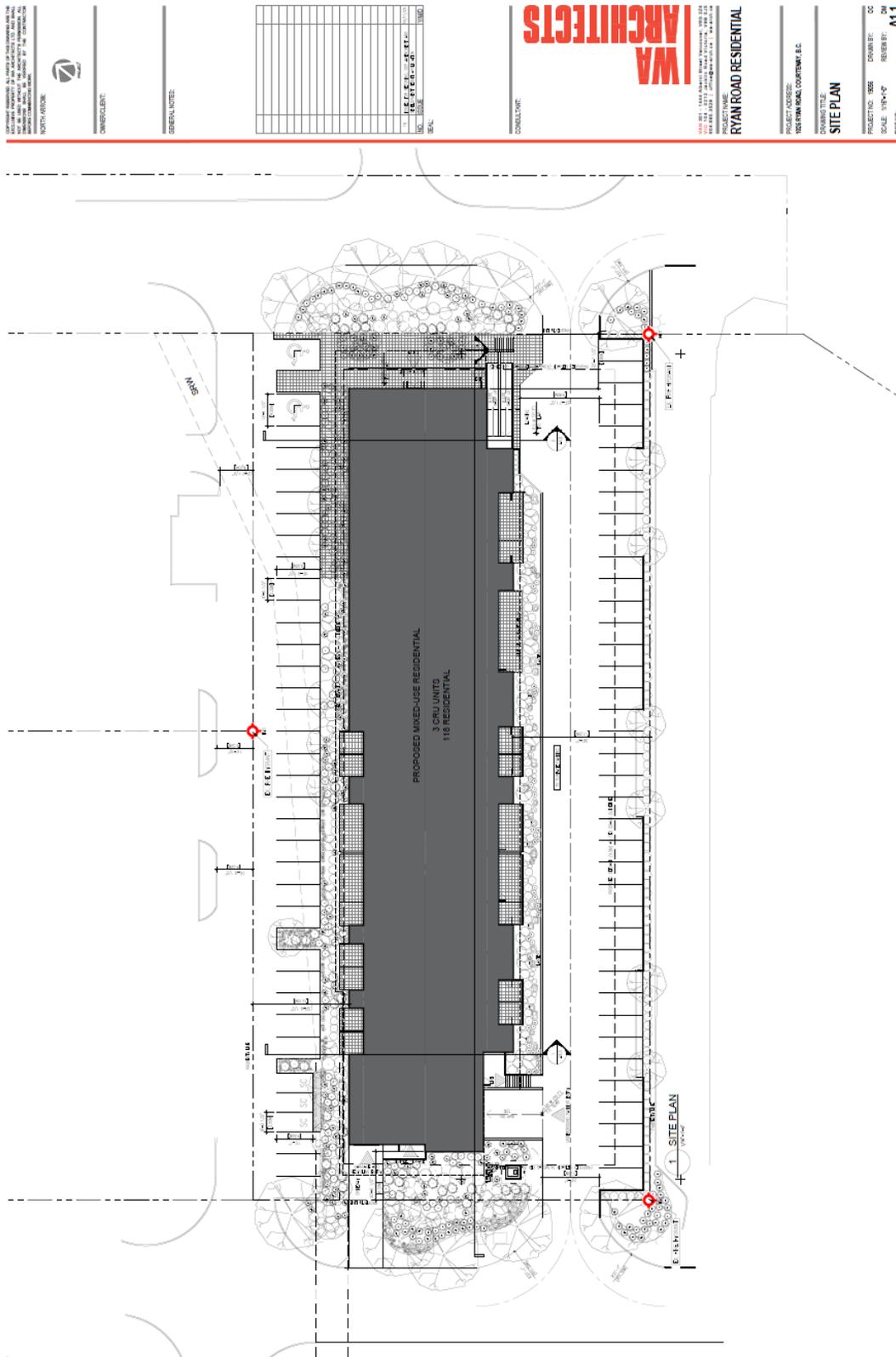
4 SOUTH FACING EXISTING SITE



1 RYAN AVENUE FACING WEST



3 HUNT AVENUE FACING SOUTHWEST



1 EAST ELEVATION AERIAL PERSPECTIVE

4 NORTH PERSPECTIVE ELEVATION

7 WEST ELEVATION PERSPECTIVE

2 SOUTHEAST PERSPECTIVE PERSPECTIVE

5 NORTHWEST ELEVATION

8 SOUTH AERIAL PERSPECTIVE

3 NORTHEAST ELEVATION

6 WEST PERSPECTIVE ELEVATION

9 SOUTHEAST PERSPECTIVE

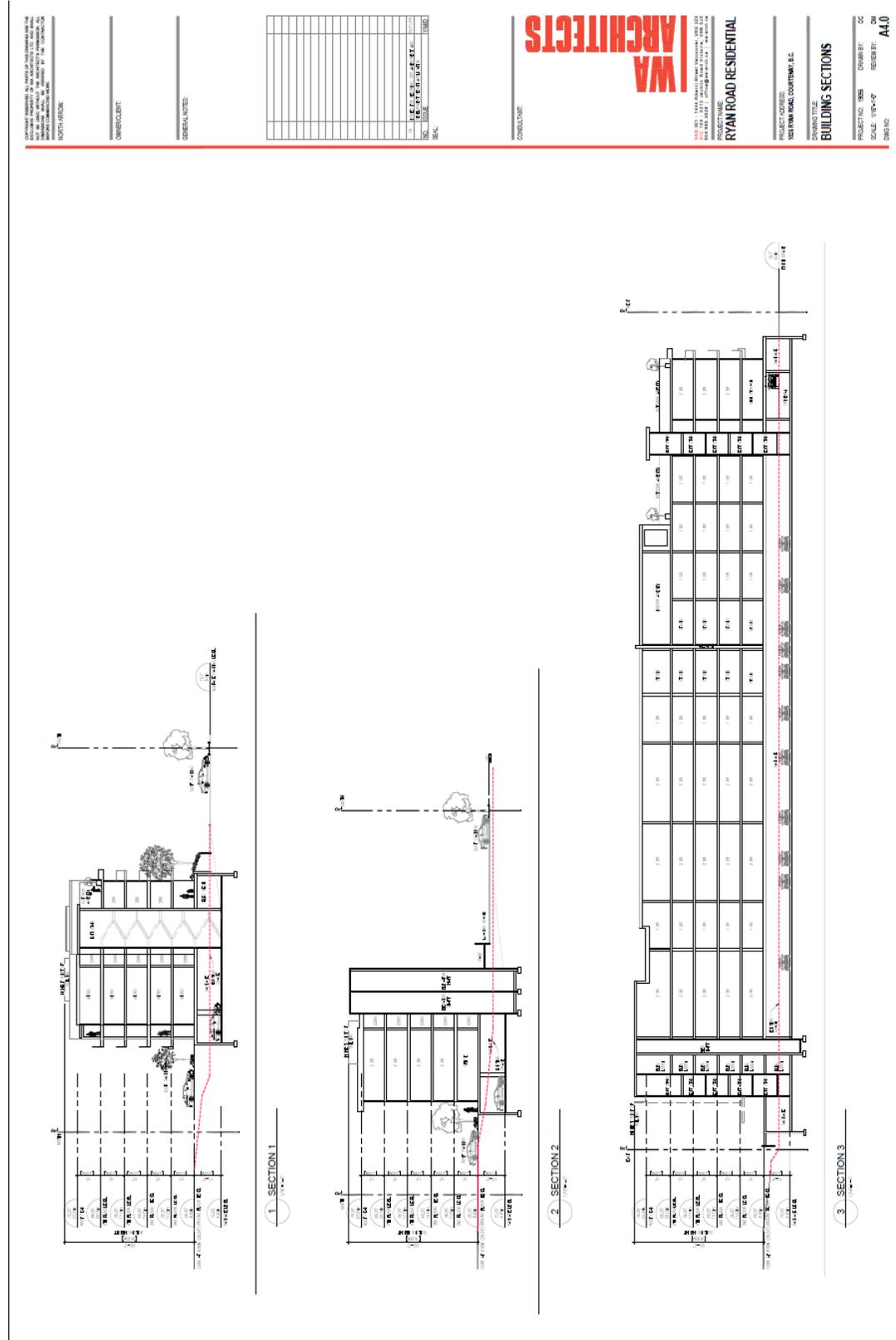
DATE: 04/27/2020
 DRAWN BY: J. W. WILSON
 CHECKED BY: J. W. WILSON
 PROJECT NO: 1025 RYAN ROAD
 SHEET NO: 1025 RYAN ROAD RESIDENTIAL

CONSULTANT:
WVA ARCHITECTS
 1025 RYAN ROAD, SUITE 100, RICHMOND, BC V6X 1A1
 TEL: 604-271-1111
 WWW.WVAARCHITECTS.COM

PROJECT ADDRESS:
 1025 RYAN ROAD, RICHMOND, BC
 PROJECT NAME:
 1025 RYAN ROAD RESIDENTIAL

DRAWING TITLE:
BUILDING ELEVATIONS

PROJECT NO: 1025 DRAWN BY: J. W. WILSON
 SCALE: 1/8"=1'-0" REVIEWED BY: J. W. WILSON
 DRAWING NO: A3.2



Schedule No. 3: Parking Study

MEMORANDUM

HIGHLAND

TO: Brett Giese, President
Crowne Pacific Development Corp.

FROM: Stuart Masterman, P.Eng, CCA

PROJECT No.: 4233

REVIEWED BY: R. K. Stephens, PEng, CCA

RE: 1025 Ryan Road – Parking Assessment

DATE: 11/25/2019

K:\Projects\4233\07 Design\Parking Assessment\4233 2019 11 22 MEM Parking Assessment V1.1 FINAL - SM.docx

This memorandum has been prepared to assist Crowne Pacific Development Corp. and the City of Courtenay in determining an appropriate level of on-site (off-street) parking for a proposed multi-family development at 1025 Ryan Road in Courtenay. No assessments of loading area or bicycle parking requirements have been undertaken as part of this review.

1. SITE CHARACTERISTICS

1.1 Location & Surrounding Services

The site at 1025 Ryan Road is in a designated Commercial Shopping Centre land use area (currently zoned as C-2A) but is proposed to be rezoned to a Comprehensive Development zone as part of the current project. The site is adjacent to multiple grocery / home stores, restaurants and banks in the Ryan Road/ Highway 19A commercial area, is ~2km from North Island Hospital and North Island College on Lerwick Road and is 1.5km from 5th Street in Downtown Courtenay.



Figure 1 - Site location shown on "Community Destinations in Courtenay" background map (from Fig 2.3 of City of Courtenay Master Transportation Plan, 2019)

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1.2 Proposed Development

The proposed development is a 5 floor multi-family building on a ~59,000 sq.ft lot. The building is centred on the lot with parking on the north and south sides and landscaping on all sides. The building has 118 units which vary in size from 312 sq.ft. micro-units up to ~1100 sq.ft. 2 bed-2 bath units. The Owner is proposing to provide 141 parking stalls on the property, 12 of which are for small cars. Secure bicycle storage lockers will be provided in a 1st floor storage room with storage for 51 bikes. See **APPENDIX A: Site Plan**.

The proposed parking supply is less than what is required under the Zoning Bylaw, therefore a parking variance is expected to be required as a condition of development.

1.3 Surrounding Multi-Modal Infrastructure

1.3.1 Transit

There are 5 BC Transit bus routes that run along Ryan Road with the closest bus stop for each route located from 100m to 300m walk away (BC Transit, 2019). These bus routes provide links to the Downtown Courtenay Exchange at Cliffe and 4th, the Town of Comox, 19 Wing Comox and surrounding rural and urban residential areas. The project site is well served by transit, and residents can reliably use transit for work and non-work trips.

1.3.2 Walking

The development site is 'somewhat walkable' based on a walkability score of 65¹ which is well above the City of Courtenay average score of 39. This means that some errands can be accomplished on foot. There is concrete sidewalk on the south side of Ryan Road which connects residents to nearby transit stops, local shopping centres and the local hospital. A 20-minute walk will allow residents to reach 5th Street in downtown Courtenay, North Island College at Ryan Road and Lerwick Road, as well as Herford Hill Nature Park.

The 2019 City of Courtenay Master Transportation Plan has identified gaps in the pedestrian network² around Ryan Road (i.e. missing sidewalks etc). Medium- and long-term solutions that fill in and connect the pedestrian³ network are recommended including adding sidewalk to both sides of Ryan Road.

1.3.3 Cycling

There are currently no dedicated bicycle facilities in the immediate vicinity of the proposed development. The 2019 City of Courtenay Cycling Network Plan identified gaps in the cycling network⁴ with Ryan Road being a "barrier to cycling". The Network Plan indicated that cyclists are currently using local roads to provide access throughout the community and residents are expected to continue to do this until bicycle facilities are implemented.

¹ <https://www.walkscore.com/score/1025-ryan-rd-courtenay-bc-canada>

² Fig 5-1: Sidewalk Inventory and Key Gaps (Transportation Master Plan, 2019)

³ Fig 5-3: Recommended Pedestrian Network Plan (Transportation Master Plan, 2019)

⁴ Section 3 Bicycle Inventory and Assessment, page 8 (Cycling Network Plan, 2019)

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Solutions involve⁵ a protected bicycle lane on Ryan Road with alternate facilities in the medium-term, and a network of bicycle boulevards south of Ryan Road to facilitate travel through the neighbourhoods to key destinations.

One of City Council's 2019-2022 Strategic Priorities is to move forward with implementing the City's Transportation Master Plan, therefore we have assumed that the local walking and cycling upgrades will be implemented in the medium- to long-term.

2. PARKING DEMAND

Parking demand at a similar multi-family development in Courtenay has been recently analyzed by Watt Consulting Group⁶. The subject development in the report was more centrally located than this proposed development and had better existing multi-modal transportation options available. Multi-family buildings that were surveyed in the WATT report to establish the parking demand rates were generally located within a one block radius of the Cumberland Road corridor, with three other buildings located off Cliffe Avenue or Anderton Road and one other building located at 200 Back Road. The 200 Back Road building is ~600m from this proposed development and had an adjusted parking demand rate of 0.73 vehicles per unit.

We have applied a conservative correction factor of 1.5 to the parking demand rates stated in the 2019 WATT report to reflect the poorer multi-modal transportation options currently available at this site vs the sites surveyed in the report, which may increase the rate of vehicle ownership. This is consistent with the ratio of parking requirements for multi-family developments outside and inside of the Downtown Amenities Incentive Area⁷ (DAIA) [from a minimum of 1 space per unit within the DAIA up to 1.5 space per unit outside of the DAIA].

As discussed in **Section 1.3**, multi-modal infrastructure is due to be improved around the project site as the Transportation Master Plan gets implemented and as a result, parking demand may decrease in the longer-term. This will be supported by the bike lockers provided within the development as one of the key issues identified in the Cycling Network Plan was a lack of secure bike parking at either end of trips.

Table 1 - Summary of Expected Parking Demand

Unit Type	Quantity	Demand Rate		Expected Parking Demand
		From WATT Parking Study	Factored Demand for 1025 Ryan Road	
Micro	25	0.5	0.75	19
Studio	23	0.6	0.9	21
1 Bed	40	0.6	0.9	36
2 Bed	30	0.95	1.425	43
Visitor	118	0.1	-	12
Total Expected Parking Demand				131

⁵ Fig 4: Recommended Long Term Cycling Network, Connectivity Map (Cycling Network Plan, 2019)

⁶ 574 Cumberland Road Parking Study, July 18, 2019. Watt Consulting Group

⁷ Schedule 7E of City of Courtenay Zoning Bylaw 2500

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3. CITY OF COURTENAY OFF-STREET PARKING REQUIREMENTS

The City of Courtenay Zoning Bylaw No. 2500, Appendix A, Division 7 has a blanket requirement of 1.5 stalls per unit parking for multi-family residences across the City, with a reduction in parking requirements for residences within the Downtown Amenities Incentive Area (approximately bounded by McPhee Avenue, 11th Street and the Puntledge / Courtenay Rivers). See **Figure 2** below. Based on this requirement, the development should provide 177 parking stalls.

USE	REQUIRED PARKING SPACE
A. RESIDENTIAL	
Bed and breakfast	2 spaces per <i>dwelling unit</i> and 1 space for each sleeping use used for Bed and Breakfast
<i>Boarding</i>	1 per 3 residents
Multi residential dwellings	1.5 per <i>dwelling unit</i> with 10% of the required spaces being provided and retained for visitor parking. Note: See 7.1.11 for Amenity Incentives for parking in Multi Residential zones

Figure 2 - City of Courtenay Required Number of Off-Street Parking Spaces (from Schedule 7A, City of Courtenay Zoning Bylaw No. 2500, 2007 Appendix A)

Part 7.1.11 of the bylaw allows for parking reduction to 1.25 stalls per unit when this is offset by increased landscaping area on the property. See **Figure 3** below. The proposed development has enough landscaping to maximise this reduction (see **APPENDIX B: Parking Calculations**) and therefore the total parking provided may be reduced to 148 stalls.

<p>7.1.11 Parking Amenity (Multi Residential Dwellings)</p> <p>The following provisions are applicable to multi residential dwellings as specified below for:</p> <ul style="list-style-type: none"> - Apartments 1 to 3 inclusive - Townhouses 2 and 3 <p>Where <i>parking spaces</i> are provided within a principle <i>building</i> an amount may be added to the <i>floor area ratio (FAR)</i> equal to .20 multiplied by the percentage of the total <i>parking spaces</i> which are provided in this manner.</p> <p>Where the parking requirement is reduced from 1.5 to 1.25 spaces per unit, a landscaped area in the location and with materials satisfactory to the <i>municipality</i> in addition to all other requirements including required <i>yards</i> of this bylaw shall be provided equivalent to:</p> <p>7.5m² x the number <i>parking spaces</i> reduced x 2</p> <p>Where: 15m² = area of <i>parking space</i></p>

Figure 3 - City of Courtenay Parking Amenity (Multi Residential Dwellings) (from 7.1.11, City of Courtenay Zoning Bylaw No. 2500, 2007 Appendix A)

4. REVIEW OF OFF-STREET PARKING BYLAWS FROM OTHER MUNICIPALITIES

Highland reviewed parking bylaws from other municipalities on Vancouver Island to determine what parking requirements are in place for multi-family residences across the Vancouver Island region. Some municipalities split



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their cities into zones / areas with different parking density requirements. Highland has assessed each City's bylaw and used the parking ratios for areas deemed to be similar to that of the project site.

4.1 City of Victoria

The City of Victoria off-street parking Bylaw No. 80-159 Schedule C identifies off-street parking sub areas throughout the City. The 1025 Ryan Road site is deemed to be equivalent to "Other Area" under this bylaw. Parking requirements for this area are shown in **Figure 4** below.

Use or Class of Use	Minimum Number of Parking Spaces			Minimum Number of Visitor Parking spaces
	Core Area	Village / Centre	Other Area	
Multiple Dwelling				
Condominium (dwelling unit in a building regulated by the <i>Strata Property Act</i>)	0.65 spaces per dwelling unit that is less than 45m ²	0.70 spaces per dwelling unit that is less than 45m ²	0.85 spaces per dwelling unit that is less than 45m ²	0.1 spaces per dwelling unit
	0.80 spaces per dwelling unit that is 45m ² or more, but equal to or less than 70m ²	0.85 spaces per dwelling unit that is 45m ² or more, but equal to or less than 70m ²	1.00 space per dwelling unit that is 45m ² or more, but equal to or less than 70m ²	
	1.20 spaces per dwelling unit that is more than 70m ²	1.30 spaces per dwelling unit that is more than 70m ²	1.45 spaces per dwelling unit that is more than 70m ²	

Figure 4 - City of Victoria Minimum Number of Required Parking Spaces
 (from Section 1.2, City of Victoria Zoning Bylaw No. 80-159 Schedule C: Off-Street Parking Regulations)

4.2 City of Nanaimo

The City of Nanaimo off-street parking Bylaw No. 7266 is split into different zones. We have evaluated that the property at 1025 Ryan Road would fall into a City of Nanaimo Area 3 zone based on the close proximity to the commercial areas. Parking requirements for this area are shown in **Figure 5** below. No visitor parking stalls are required per this bylaw.

# of Bedrooms	Parking Requirement (m)				
	Area 1	Area 2	Area 3	Area 4	Area 5
3+	2.00	1.84	1.68	1.52	1.20
2	1.80	1.62	1.44	1.26	0.90
1	1.45	1.26	1.07	0.88	0.50
Studio/ Micro	1.20	1.05	0.90	0.75	0.45

Figure 5 - City of Nanaimo Required Number of Off-Street Parking Spaces for Multiple Family Dwellings
 (from Part VII, City of Nanaimo Off-Street Parking Regulations Bylaw 2018 No. 7266)

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4.3 Town of Comox

The Town of Comox Zoning Bylaw No. 1850, Section 6 provides parking requirements for Downtown and Outside Downtown areas. See **Figure 6** below. We have used the Outside Downtown requirements for this assessment.

OUTSIDE DOWNTOWN USE	MINIMUM REQUIRED PARKING SPACES
Aquaculture	0
Assembly centre (excluding schools), cultural centre, library, museum	1 per 10 seats or 1 per 10 m ² intended for public use, whichever is greater
Bed and Breakfast accommodation	1
Billiard hall	1 per table
Bottle depot	1 per 90 m ²
Bowling alley	2 per bowling lane
Building supply and lumber outlet	1 per 90m ²
Campgrounds	1 per camping site
Child Care facility	1 per 5 children licensed by the Province
Community garden	0
Congregate care housing	0.5 per unit plus 0.25 per unit for visitors
Driving range	0.5 per stall
Dwelling unit above commercial use	1 per dwelling unit, plus 0.25 per dwelling unit for visitors
Dwelling, apartment	1 per dwelling unit, plus 0.25 per dwelling unit for visitors,

Figure 6 - Town of Comox Required Off-Street Parking Spaces Outside Downtown (from Section 6, Town of Comox Zoning Bylaw 1850, 2017)

4.4 City of Campbell River

The City of Campbell River Zoning Bylaw No. 3250 requires 1.3 parking spaces per dwelling unit plus 1 visitor parking per 5 dwelling units. See **Figure 7** below.

Development Type or Use	Required Parking Spaces
RESIDENTIAL USES	
Single Family Residence, Two Family Residence, Three Family Residence	→ 2 per dwelling unit.
Secondary Suite, Residential unit above Commercial, Residential Downtown	→ 1 per dwelling unit.
<i>Bylaw 3398, 2009 - Replaces "Multiplex with apartment" - Mar 16/10</i>	→ 1.3 per dwelling unit plus 1 visitor parking per 5 dwelling units.
Apartment	

Figure 7 - City of Campbell River Parking Schedule (from Table 4.21.1, Schedule A, City of Campbell River Zoning Bylaw No. 3250)

4.5 Analysis and Discussion

Local Municipalities (Courtenay, Comox & Campbell River) have parking requirements for the Downtown core area, and outside downtown core areas. The City of Courtenay allows parking reduction for multi-family developments when offset by increased landscaping coverage beyond minimum setback limits.



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The City of Victoria and City of Nanaimo bylaws break the City down into further sub-areas to reflect the different densities identified in the OCP, for example village centres around hospital sites and neighbourhood centres etc. This approach appears to allow municipalities to better define what level of parking is required based on the anticipated build-out and transportation links for each area of the community.

Victoria and Nanaimo further break down the parking requirements based on unit size to reflect the lower parking demand for small units and higher parking demand for larger units. This approach is not used in Courtenay, Comox or Campbell River.

Highland has calculated the number of parking spaces required for 1025 Ryan Road project under each bylaw discussed in this section. If a Bylaw was broken down into sub-areas with differing parking requirements, we used the parking requirements for the area deemed to be most similar to the project site. A summary of the results are shown in **Table 2** and full calculations are presented in **APPENDIX B: Parking Calculations**.

Table 2 - Calculated Off-Street Parking for Vancouver Island Municipalities

Municipality	Parking Stalls Req'd Based on Local Bylaw	Difference from Proposed 141 Parking Stalls
City of Victoria	140	-1
City of Nanaimo	134	-7
City of Campbell River	177	36
City of Courtenay (no landscape offset)	177	36
City of Courtenay (with landscape offset)	148	7
Town of Comox	148	7

Victoria and Nanaimo have refined their Off-Street Parking Bylaw requirements to identify sub-areas within the City for reduced parking requirements. The site at 1025 Ryan Road is deemed to fit within the general definition of Village sub-areas which surround commercial areas in both Municipalities.

5. SUMMARY AND RECOMMENDATIONS

5.1 Parking

The estimated parking demand for this development is 131 stalls and 148 stalls are required under the City of Courtenay Zoning Bylaw. 134 and 140 stalls are required when the City of Nanaimo or City of Victoria bylaws are applied to this development.

The proposed supply of 141 parking stalls exceeds the estimated parking demand and is generally in line with City of Victoria and City of Nanaimo requirements. It is 7 stalls less than the required parking as calculated from the City of Courtenay Zoning Bylaw.

This is deemed to be acceptable given the site location, high proportion of micro and 1-bed units within the development, provision of secure bike lockers within the development, projected multi-modal transportation links and evaluation of other Municipal Off-Street Parking Bylaws on Vancouver Island.

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5.2 Other

The City of Courtenay may wish to consider updating the Off-Street Parking section of the Zoning Bylaw to better outline parking requirements in specific sub-zones of the City which are targeted for densification and supported by surrounding multi-modal infrastructure. This update is recommended to include consideration for the size of units that are included in the development (i.e. micro-unit will require less parking stalls than a 3-bed unit) similar to the model used by the City of Victoria and City of Nanaimo.

The actions outlined in **Section 5.1** and **5.2** would be consistent with the Strategies Priorities established by City of Courtenay Council and may assist in achieving the OCP goal of 30% mode share trips within the City of Courtenay.

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APPENDIX A: Site Plan



PROJECT STATISTICS
RYAN ROAD RESIDENTIAL

Project No.: 19056

REVISION NO.6		DATE:	21-Nov-19	
SITE INFORMATION				
LEGAL DESCRIPTION				
CIVIC ADDRESS	1025 Ryan Road, Courtenay BC			
ZONING	EXISTING	EXISTING	PROPOSED	
	C-2A	R-4A	CD-27	
SITE AREA (F ²)	58,912	58,912	58,912	
DENSITY (FAR)	0.60	1.33	1.57	
LOT COVERAGE	N/A	N/A	33%	
BUILDING HEIGHT	30'-0" (9.14M)	45.93' (14.00M)	55.5' (16.92M)** or 81.6' (24.92M) GEODETIC ELEV.	
SETBACKS	FRONT	24.61' (7.5M)	19.68' (6.0m)	39.8' (12.13m) at building 34.4' (10.5m) at parkade
	REAR (2 STOREY)	24.61' (7.5M)	19.68' (6.0m)	56'-7" (17.2m) at building 53.5' (16.3m) at parkade
	SIDE (NORTH)	0.00	14.76' (4.5m)	20.7' (6.3m) at building 6.9' (2.1m) at parkade
	SIDE (SOUTH)	0.00	14.76' (4.5m)	20.0' (6.1m) at building 10.33' (3.1m) at parkade
BUILDING DATA				
MULTIFAMILY UNITS	DESCRIPTION	AREA (SF)	# OF UNITS	TOTAL AREA (SF)
MICRO	MICRO	312	25	7,800
UNIT A1	STUDIO	493	19	9,367
UNIT A2	STUDIO	501	4	2,004
UNIT B1	1BR + DEN	695	9	6,255
UNIT B2	1BR 1BTH	596	31	18,476
UNIT D1	2BR 2BTH	1097	3	3,291
UNIT D2	2BR 1BTH	841	9	7,569
UNIT D3	2BR 2BTH	980	5	4,900
UNIT D4	2BR 2BTH	990	4	3,960
UNIT D5	2BR 2BTH	1004	5	5,020
UNIT D6	2BR 2BTH	984	4	3,936
			118	72,578
INTERIOR AND EXTERIOR AMENITY	DESCRIPTION	AREA (SF)	AREA (SM)	AREA PER UNIT (SM)
INTERIOR AMENITY	FITNESS	1,165.0	108.2	0.92
	BUSINESS CENTRE	1,165.0	108.2	0.92
	INTERIOR AMENITY	1,088.0	101.1	0.86
	SUBTOTAL	3,418.0	317.5	2.69
EXTERIOR AMENITY				
includes patios, balconies and public space	EXT. AMENITY	31,928.00	2,966.2	25.14
	TOTAL	35,346.00	3,283.7	27.83
UNIT MIX (TOTAL 118)				
MICRO	25	21%		
STUDIO	23	19%		
1BR + DEN	9	8%		
1BR 1BTH	31	26%		
2BR 1BTH	9	8%		
2BR 2BTH	21	18%		
BUILDING STATS				
				TOTAL AREA (SF)
GROSS BUILDING AREA				92,605
BUILDING FOOTPRINT AREA	For 5 storey building, requires firewall			19,449
PARKING DATA				
PROPOSED PARKING				# OF PARKING
RESIDENTIAL - APARTMENT	1.20 PARKING STALLS PER UNIT			141
SMALL CAR	8.5%			12
BYLAW PARKING REQUIREMENT				# OF PARKING
RESIDENTIAL- APARTMENT	Bylaw 2551 Sche 7A - 1.5 stalls per dwelling unit			177
SMALL CAR	10%			18
** BUILDING HEIGHT WAS DETERMINED FROM THE HIGHEST CURB LOCATION AT THE NORTH PROPERTY LINE WITH GEODETIC ELEVATION AT 26.24' OR 8.00M.				



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Architecture.
Made Personal.

- 10 -

APPENDIX B: Parking Calculations



HESL Project No. 4233
 By: K. Bruer, EIT
 Reviewed by: S. Masterman, P. Eng, CCA

1025 Ryan Road Parking Assessment
 Appendix B: Parking Calculations

Municipality: Sub-Area		City of Victoria* Visitor Centre			City of Nanaimo AREA 3			
Type of Building or Use	Units	Average Floor Area (sq.m.)	No. of units	Parking Req'd	Visitor Parking Req'd	Total Parking Req'd	Total Parking Req'd	
Apartment	Micro	29	25	25 x 0.85 = 17.5 → 21.3	25 x 0.1 = 2.5 → 2.5	23.8	25 x 0.9 = 22.5 → 23	23
	Studio	46	23	23 x 1.06 = 29.9 → 23.0	23 x 0.1 = 2.3 → 2.3	25.3	23 x 1.07 = 24.61 → 25	25
	1 Bed	60	40	40 x 1.00 = 52 → 40.0	40 x 0.1 = 4.0 → 4	44.0	40 x 1.07 = 42.8 → 43	43
	2 Bed	93	30	30 x 1.45 = 39 → 43.5	30 x 0.1 = 3.0 → 3	46.5	30 x 1.44 = 43.2 → 43	43
TOTAL			118			140		
* City of Victoria only rounds parking stalls at the Total								
Municipality: Sub-Area		City of Campbell River Outside Downtown			Town of Comox Outside Downtown			
Type of Building or Use	Units	Average Floor Area (sq.m.)	No. of units	Parking Req'd	Visitor Parking Req'd	Total Parking Req'd	Total Parking Req'd	
Apartment	Micro	29	25					
	Studio	46	23					
	1 Bed	60	40					
	2 Bed	93	30					
TOTAL			118	118 x 1.3 = 153.4 → 153	118 / 5 = 23.6 → 24	177	118 x 1.0 = 51 → 118	118 x 0.25 = 29.5 → 30
TOTAL							148	
Municipality: Sub-Area		City of Courtenay Outside Downtown (no landscaped offset)			City of Courtenay Outside Downtown (with landscape offset)**			
Type of Building or Use	Units	Average Floor Area (sq.m.)	No. of units	Parking Req'd	Visitor Parking Req'd	Total Parking Req'd	Total Parking Req'd	
Apartment	Micro	29	25					
	Studio	46	23					
	1 Bed	60	40					
	2 Bed	93	30					
TOTAL			118	118 x 1.5 = 177 → 177	10% of Parking already Calcul	177	118 x 1.25 = 148 → 148	10% of Parking already Calcul

** 500 sq.m. of landscaping is provided in addition to the required yard setbacks (based on M.U.-2 zoning) = reduction to 1.25 spaces per unit is permitted.
 See attached Supporting Calculations

HESL Project No. 4233
 By: S. Masterman, PEng
 Reviewed by: RK. Stephens, PEng

1025 Ryan Road Parking Assessment
 Supporting Calculations

No. of Units	Schedule 7A		Schedule 7A with reduction per 7.1.11	
	Parking stalls/unit	Stalls Req'd	Parking stalls/unit	Stalls Req'd
118	1.5	177	1.25	148
			Permitted reduction in stall count	29

Landscape Calculations

Zoning	Min Req'd Setbacks		
	Front	Back	Side
MU-2	7.5	7.5	7.5
1025 Ryan Rd	12.1	17.2	6.9

Permitted reduction in stall count: 29 from [H]
 Parking stall area (from 7.1.11 of bylaw): 15 sq.m.
 Equivalent landscaping area to be provided: 435 sq.m.
 Area of landscaping provided: 500 sq.m. based on landscape plan from CAD - see right

Proposed landscape area exceed required landscape area?	Yes
Therefore full parking reduction permitted?	permitted

7.1.11 Parking Amenity (Multi Residential Dwelling)
 The following provisions are applicable to multi residential dwellings as specified below for:
 - Apartments 1 to 3 inclusive
 - Townhouses 2 and 3
 Where parking spaces are provided within a principal building an amount may be added to the floor area ratio (FAR) equal to 20 multiplied by the percentage of the total parking spaces which are provided in the manner specified below:
 Where the number of parking spaces provided is less than 1.5 (or 1.35 spaces per unit) a landscaped area in the location and with materials satisfactory to the municipality, in addition to all other requirements including required, shall be provided equivalent to:
 2685 7.3m² x the number of parking spaces reduced x 2
 Where 1.5m² = area of parking space
 Within the area shown on Schedule 7E, attached hereto and forming part of this bylaw, parking spaces may be provided in excess of the minimum required. Where this option is utilized the landscaping requirements would be provided equivalent to:
 15m² x the number of parking spaces reduced
 Within the Commercial One Zone (C-1), 1.0 parking space per residential apartment unit.



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APPENDIX C: References

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Schedule No. 4: Traffic Impact Assessment



1025 RYAN ROAD

Traffic Impact Assessment



Author: Nadine King, P.Eng., PTOE

Reviewer: Michael Skene, Eng.L.

Prepared for: Crowne Pacific Development Corp.

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Appendix A: Synchro Background



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1.0 INTRODUCTION

Watt Consulting Group (WATT) was retained by Crowne Pacific Development Corp to undertake a traffic impact assessment for a residential development site at 1025 Ryan Road in Courtenay, BC. This report reviews existing and post development traffic conditions for both short and long-term horizons. The report also reviews the site accesses at Ryan Road as well as the active transportation network in proximity to the site.

1.1 STUDY AREA

The study area for the site includes the following key intersections and the existing development accesses located on Ryan Road:

- East Access
- West Access

The site location and study area intersections are shown in **Figure 1**.



Figure 1: Study Area and Key Intersections



2.0 EXISTING CONDITIONS

2.1 LAND USE

The site's current land use is zoned Commercial Two A (C-2A) and is presently used as a parking lot. The surrounding land uses include a grocery store, pharmacy, medical clinic, park with playground, restaurants, coffee shop, banks, and a church.

2.2 ROAD NETWORK

Ryan Road is a five lane arterial roadway, within the study area, and is under the jurisdiction of the Ministry of Transportation and Infrastructure. The access roads, on either side of the site are privately owned roads (by others) which the site has the ability to utilize. At the East Access Road the centre lane on Ryan Road is a two left turn lane that allows for full movement at the intersection. At the West Access Road the centre lane is a median that restricts the access to right in / right out.

2.3 TRAFFIC VOLUMES

The 2019 traffic volumes counts were undertaken by WATT at the study area intersections on November 13, 2019 during the AM peak hour (8:00AM - 9:00AM) and PM peak hour (4:00PM - 5:00PM). The existing AM and PM peak hour traffic volumes for the study area intersections are shown in **Figure 2** and **Figure 3** respectively.

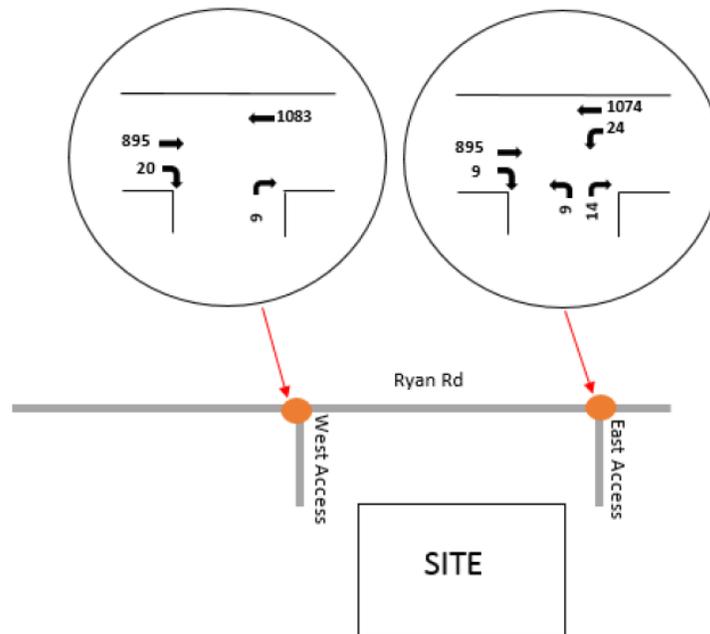


Figure 2: Existing AM Peak Hour Traffic Volumes

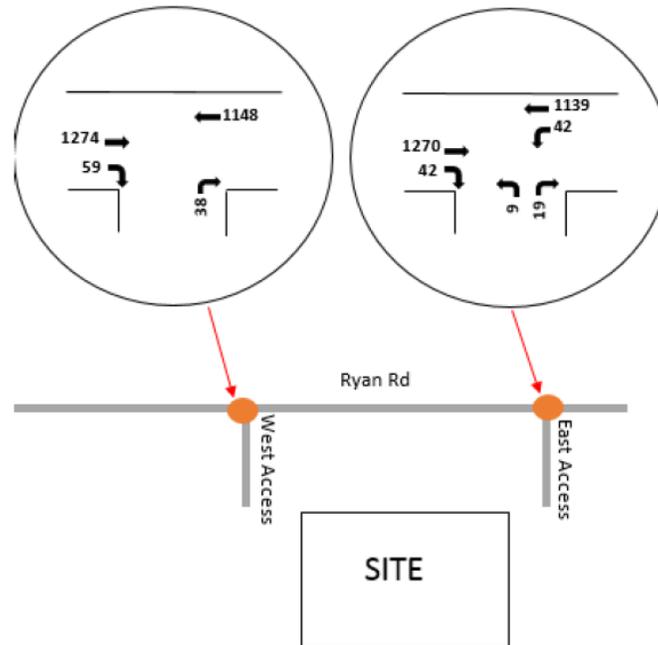


Figure 3: Existing PM Peak Hour Traffic Volumes

2.4 TRAFFIC MODELLING BACKGROUND

Synchro / SimTraffic is a two-part traffic modelling software that provides analysis of traffic conditions. The Synchro methodology for signalized intersections is based on Intersection Capacity Utilization while the Highway Capacity Manual (2010) methodology was selected for unsignalized intersections. The measures of effectiveness provided by the software include level of service (LOS), delay and 95th percentile queue length.

The type of traffic control is analyzed to determine the level of service and delays. The levels of service are broken down into six letter grades with LOS A being little or no delay and LOS F being unstable operations with high delay. LOS C is generally considered to be an acceptable LOS by most municipalities. LOS D is generally considered to be on the threshold between acceptable and unacceptable. Additional information on the Synchro software can be found in **Appendix A**.

2.5 EXISTING CONDITIONS

The traffic volumes, existing geometrics, laning and traffic control were used to create the Synchro models to determine the existing AM and PM peak hour traffic conditions at the study area intersections. The results of existing AM and PM peak hour traffic conditions analysis are shown in **Table 1** and **Table 2**.



TABLE 1: EXISTING (2020) AM PEAK HOUR TRAFFIC CONDITIONS

Intersection	Movement	LOS	Delay (s)	95 th Percentile Queue (m)
Ryan Road / West Access Road	EBT	A	0.0	0
	EBR	A	0.0	0
	WBT	A	0.0	0
	NBR	B	12.2	10
Ryan Road / East Access Road	EBT	A	0.0	0
	EBR	A	0.0	0
	WBL	B	10.5	10
	WBT	A	0.0	0
	NBL	C	24.1	10
	NBR	B	12.3	7

TABLE 2: EXISTING (2020) PM PEAK HOUR TRAFFIC CONDITIONS

Intersection	Movement	LOS	Delay (s)	95 th Percentile Queue (m)
Ryan Road / West Access Road	EBT	A	0.0	0
	EBR	A	0.0	32
	WBT	A	0.0	0
	NBR	C	16.8	13
Ryan Road / East Access Road	EBT	A	0.0	0
	EBR	A	0.0	5
	WBL	B	14	13
	WBT	A	0.0	0
	NBL	E	39.6	8
	NBR	C	15.7	12

Under existing conditions all movements at the three study area intersections operate at a LOS C or better except the northbound left turn at the East Access Road. This left turn operates at a LOS E in the PM peak hour only and is due to the high volume, and therefore limited gaps, on Ryan Road.

3.0 PROPOSED DEVELOPMENT

3.1 LAND USE

The proposed land use for the site is 118 unit market rental apartment units. The site will also include 3,000 sq. ft. of amenity space for residents only. This space is not intended for use by the general public.



3.2 TRIP GENERATION

Trip generation rates for the site were estimated using the *ITE Trip Generation Manual (10th Edition)*. Trip generation for the weekday AM and PM peak hours are shown in **Table 3**. The site is expected to generate 42 total trips (11 in, 31 out) in the AM peak hour and 52 total trips (32 in, 20 out) in PM peak hour.

TABLE 3: SITE TRIP GENERATION

Land Use	ITE Code	Units	AM Trips				PM Trips			
			Rate	In	Out	Total Trips	Rate	In	Out	Total Trips
Multifamily Housing (Mid rise)	221	118	0.36	11	31	42	0.19	32	20	52

3.3 TRIP ASSIGNMENT

Trips to and from the site were assigned to road network based on the existing turn percentages at the study area intersections. The AM and PM peak hour site generated trips are shown in **Figures 4 and 5**.

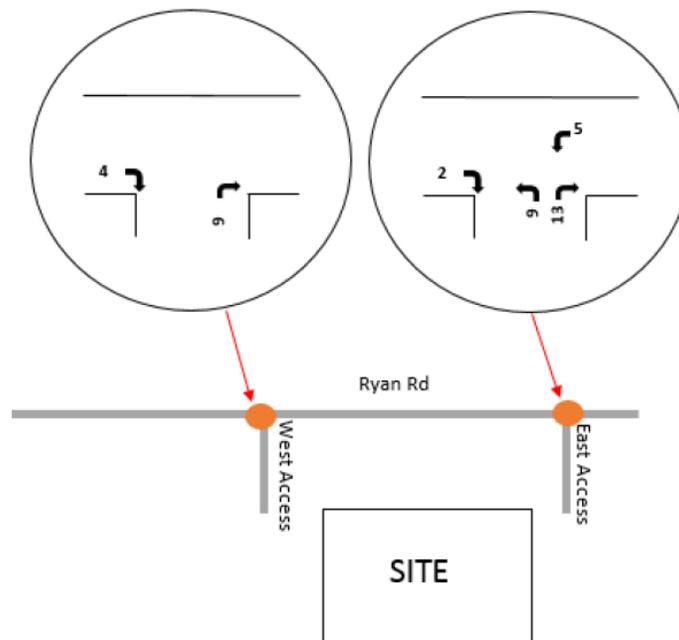


Figure 4: AM Trip Assignment

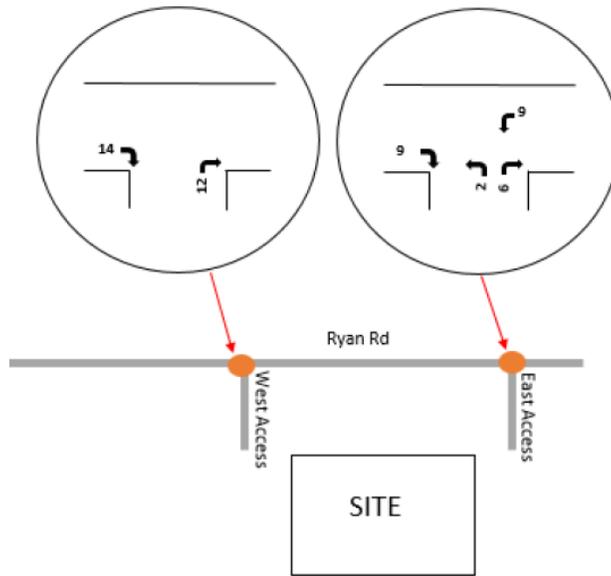


Figure 5: PM Trip Assignment

3.4 TRAFFIC CONDITIONS

The existing traffic volumes were added to the AM and PM trips for the development to obtain the post development traffic volumes. The post development traffic volumes were assessed using Synchro and SimTraffic. See **Figures 6 and 7** for the post development traffic volumes.

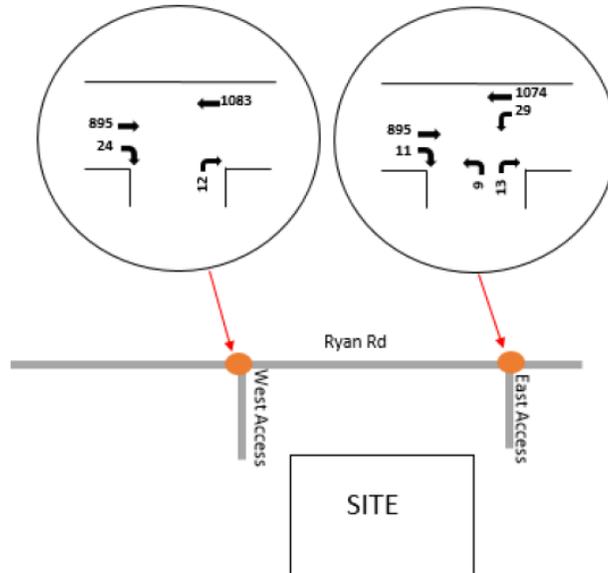


Figure 6: AM Peak Hour Post Development Traffic Volumes

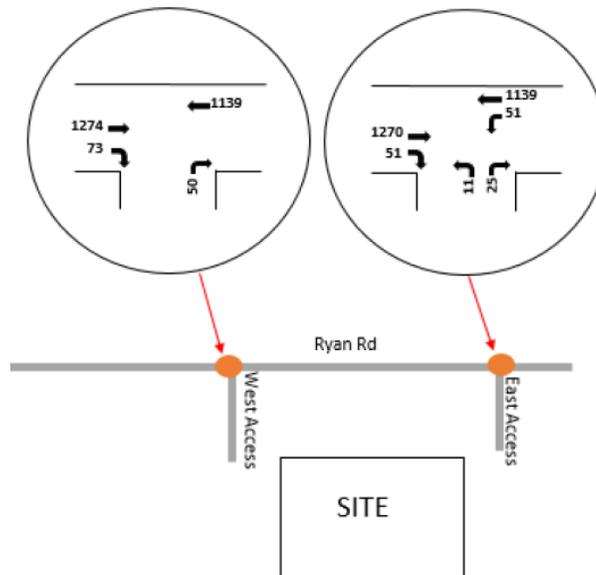


Figure 7: PM Peak Hour Post Development Traffic Volumes



TABLE 4: POST DEVELOPMENT AM PEAK HOUR TRAFFIC CONDITIONS

Intersection	Movement	LOS	Delay (s)	95 th Percentile Queue (m)
Ryan Road / West Access Road	EBT	A	0.0	0
	EBR	A	0.0	0
	WBT	A	0.0	0
	NBR	B	12.4	10
Ryan Road / East Access Road	EBT	A	0.0	0
	EBR	A	0.0	2
	WBL	B	10.6	14
	WBT	A	0.0	0
	NBL	C	24.7	10
	NBR	B	12.3	10

TABLE 5: POST DEVELOPMENT PM PEAK HOUR TRAFFIC CONDITIONS

Intersection	Movement	LOS	Delay (s)	95 th Percentile Queue (m)
Ryan Road / West Access Road	EBT	A	0.0	0
	EBR	A	0.0	33
	WBT	A	0.0	0
	NBR	C	17.6	16
Ryan Road / East Access Road	EBT	A	0.0	0
	EBR	A	0.0	3
	WBL	B	14.4	15
	WBT	A	0.0	0
	NBL	E	42.7	10
	NBR	C	16.2	14

The addition of the development traffic does not change any of the levels of service at the intersections. The delays increase by less than 1 second for all movements except the northbound left at the East Access Road in the PM peak hour which changes by less than 3 seconds. Queue lengths change by less than one vehicle in the AM and PM peak hour.

4.0 LONG TERM CONDITIONS

4.1 BACKGROUND TRAFFIC VOLUMES

Background traffic volumes are the expected traffic volumes based on increases due to general growth and/or development in the area over a period of time, exclusive of this development's traffic. Background traffic volumes were determined for 10 year horizon after full buildout (2030). A growth rate of 2% per year was utilized as a worst case scenario. The 2030 background traffic volumes are provided in **Figures 8 and 9**.

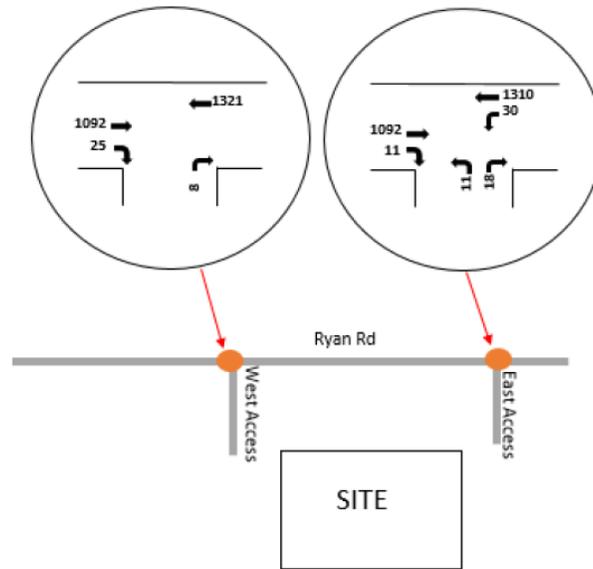


Figure 8: AM 2030 Background Traffic Volumes

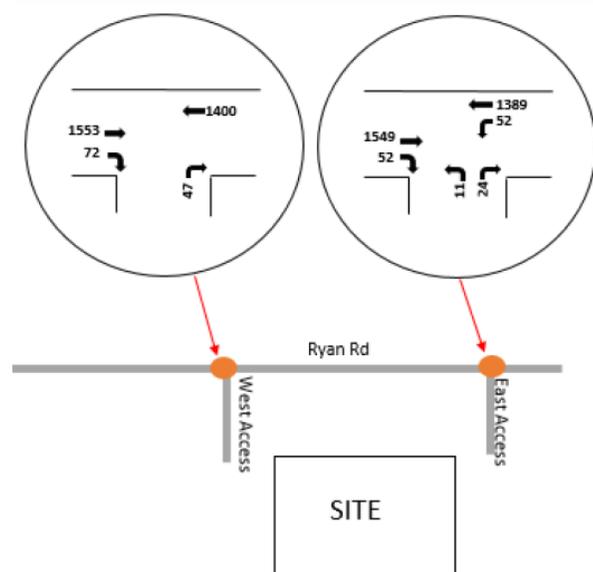


Figure 9: PM 2030 Background Traffic Volumes



4.2 BACKGROUND TRAFFIC CONDITIONS

The 2030 background traffic volumes were analyzed using Synchro and SimTraffic. The results of the analysis are in **Tables 6 and 7**.

TABLE 6: BACKGROUND (2030) AM PEAK HOUR TRAFFIC CONDITIONS

Intersection	Movement	LOS	Delay (s)	95 th Percentile Queue (m)
Ryan Road / West Access Road	EBT	A	0.0	0
	EBR	A	0.0	6
	WBT	A	0.0	0
	NBR	B	13.7	7
Ryan Road / East Access Road	EBT	A	0.0	0
	EBR	A	0.0	0
	WBL	B	11.9	12
	WBT	A	0.0	0
	NBL	D	32.6	8
	NBR	B	13.8	11

TABLE 7: BACKGROUND (2030) PM PEAK HOUR TRAFFIC CONDITIONS

Intersection	Movement	LOS	Delay (s)	95 th Percentile Queue (m)
Ryan Road / West Access Road	EBT	A	0.0	0
	EBR	A	0.0	0
	WBT	A	0.0	0
	NBR	C	21.7	16
Ryan Road / East Access Road	EBT	A	0.0	0
	EBR	A	0.0	7
	WBL	C	18.2	17
	WBT	A	0	0
	NBL	F	67.4	14
	NBR	C	19.5	13

In 2030, without the development all movements will remain at a LOS C or better during the AM and PM peak hours except the northbound left turn at the East Access Road. During the AM peak hour the northbound left turn will drop to a LOS D and in the PM peak hour drop to a LOS F (from existing E).



4.3 POST DEVELOPMENT TRAFFIC CONDITIONS

The development traffic was added to the 2030 background traffic volumes to obtain the 2030 post development traffic volumes. These post development 2030 traffic volumes were modelled in Synchro and SimTraffic to determine if the development has any impacts on the long term traffic operations of Ryan Road. See **Figure 10 and 11** for AM and PM peak hour post development 2030 traffic volumes.

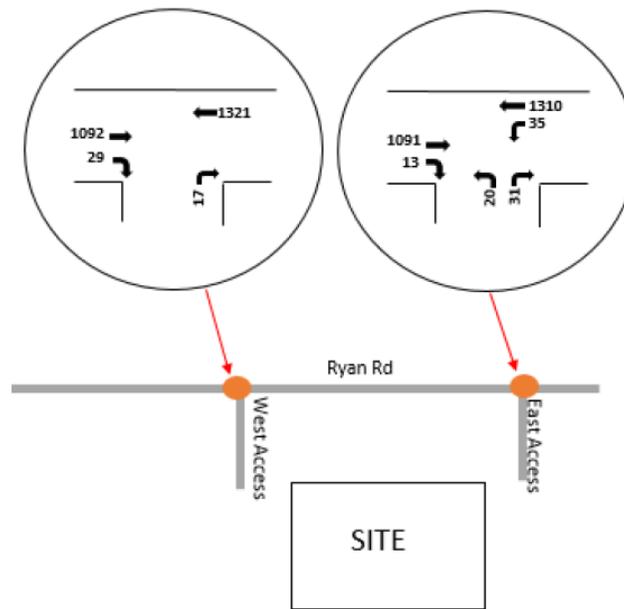


Figure 10: AM 2030 Post Development Traffic Volumes

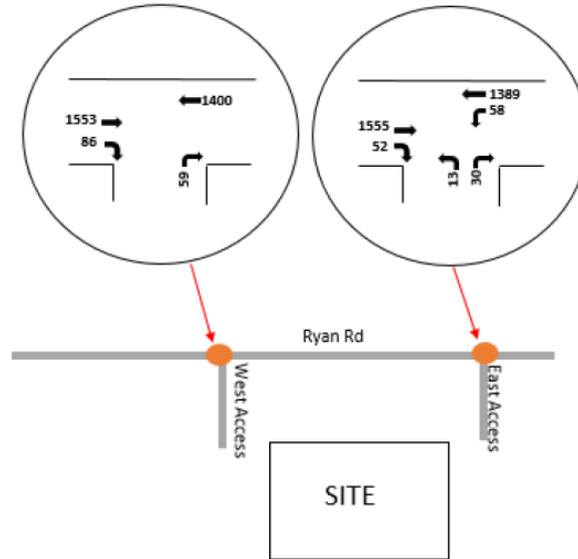


Figure 11: PM 2030 Post Development Traffic Volumes

TABLE 8: POST DEVELOPMENT (2030) AM PEAK HOUR TRAFFIC CONDITIONS

Intersection	Movement	LOS	Delay (s)	95 th Percentile Queue (m)
Ryan Road / West Access Road	EBT	A	0.0	0
	EBR	A	0.0	0
	WBT	A	0.0	0
	NBR	B	13.9	11
Ryan Road / East Access Road	EBT	A	0.0	0
	EBR	A	0.0	0
	WBL	B	12	13
	WBT	A	0.0	0
	NBL	E	36.1	14
	NBR	B	14.3	12



TABLE 9: POST DEVELOPMENT (2030) PM PEAK HOUR TRAFFIC CONDITIONS

Intersection	Movement	LOS	Delay (s)	95 th Percentile Queue (m)
Ryan Road / West Access Road	EBT	A	0	0
	EBR	A	0	37
	WBT	A	0	0
	NBR	C	23.3	19
Ryan Road / East Access Road	EBT	A	0	0
	EBR	A	0	2
	WBL	C	18.7	18
	WBT	A	0	0
	NBL	F	75.2	12
	NBR	C	20.1	16

In the long term, with the development traffic, the majority of movements will remain at good LOS (C or better) with less than three seconds of additional delay and less than three vehicles added to queue lengths. In the AM peak hour the northbound left turn movement, at the East Access Road, will drop from a LOS D to LOS E with 3.5 seconds of additional delay. This drop in LOS is barely (0.2 seconds) a LOS E. In the PM peak hour the northbound left, will remain at a LOS F with 8 additional seconds of delay.

In the long term there is no capacity issues that need to be addressed due to the development.

5.0 ACTIVE TRANSPORTATION

There is existing sidewalks on Ryan Road and a short section of sidewalk on the west side of the West Access Road. The East and West Access Roads are privately owned (by others) and therefore a sidewalk is not required on the east and west sides of the property. Pedestrian access to the adjacent commercial properties is provided through statutory right of ways.

There are no existing bicycle lanes or shoulders on Ryan Road. There are no plans for cycling facilities on this section of Ryan Road.

The site is well serviced by transit with a bus stop located on Ryan Road between the East and West Access Roads. Five transit routes utilize this stop. The #1 route has the most frequent service at every 20 minutes and connects the College / Hospital, Downtown, and Driftwood exchanges. The #11 provides seven buses per day to the Airport and Powell River Ferry terminal. The #13 provides three trips per day to Merville while the #99 provides AM and PM bus service that connects the high schools in the Valley.



6.0 CONCLUSIONS

East Access Road / Ryan Road and West Access / Ryan Road currently operates well with a LOS C during the AM and PM peak hours except the northbound left turn out of the East Access Road which operates at a LOS E. The addition of development traffic does not impact the existing traffic operations at the two key intersections. In the long term only the northbound left turn at the East Access Road is projected to have a poor operation due to the background high through volumes on Ryan Road. When a left turn on a side street with significant volumes experiences a poor LOS, as is projected, drivers will change their routes (right turns instead of left turns) or patterns (shift time of day to turn left) to avoid the congestion. There are no concerns with having or allowing this level of peak hour congestion in the long term.

Pedestrian access will be provided through the site and there are SRW's to allow pedestrians access to the adjacent commercial properties. The site is well serviced by transit with a stop located on Ryan Road between the East and West Access Roads. Cycling facilities are not required due to the development.

7.0 RECOMMENDATIONS

The developer could work with the owner of the West Frontage Road to extend a sidewalk from Ryan Road to the site on the east side of the roadway owner's property.



APPENDIX A: SYNCHRO BACKGROUND



SYNCHRO MODELLING SOFTWARE DESCRIPTION

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

Levels of Service

Traffic operations are typically described in terms of levels of service, which rates the amount of delay per vehicle for each movement and the entire intersection. Levels of service range from LOS A (representing best operations) to LOS E/F (LOS E being poor operations and LOS F being unpredictable/disruptive operations). LOS E/F are generally unacceptable levels of service under normal everyday conditions.

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

Table A1: LOS Criteria, by Intersection Traffic Control

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

Schedule No. 5 – Amenity Contribution Offer



Amenity Contribution

1025 Ryan Rd

Feb 7, 2020

Parks, Recreation and Culture and Senior’s Facilities

This site is an infill brownfield site with no natural features or area’s that would be suitable for park or recreational area’s. Currently the site is a paved parking lot that is in a state of disrepair. We propose to pay the amenity associated amenity fee of \$500 per door for a total of \$59,000 that the City of Courtenay can allocate to planned projects within the community.

Affordable Housing

We propose to contribute \$500 per unit for a total of \$59,000 towards the City of Courtenay Affordable Housing Fund.

Additional offering

In addition to the \$118,000 in amenity fee’s we are pleased to offer two additional benefits to further align this proposed project with the City of Courtenay Affordable Housing Policy and made possible by the added density concession being considered. Upon discussions with staff we understand the desire to assure projects rezoned for the purposes of rental housing are constructed as and remain rental housing. We are prepared to add the necessary restriction within the comprehensive development zone to limit the land use to purpose built rental housing only. In addition to this we are pleased to offer six suites as dedicated affordable housing units for a guaranteed 10 years. BC Housing publishes Housing Income Limits ([HILs](#)) annually for various municipalities representing the maximum gross household income for eligibility for affordable housing programs. BC Housing defines affordable rents as being no more than 30% of the HILs. The rent levels of the proposed six affordable suites would commence at 30% of the applicable HILs and would increase annually at no more than the maximum

allowed under provincial legislation. To give an example, the HIL for a 1 bedroom or less in Courtenay/Comox for 2019 is \$32,500 which, at 30%, works out to \$812.50 per month for a brand new unit with in suite laundry and a fully equipped kitchen in a building that has extensive amenity offerings. This housing agreement would be registered as a section 219 covenant. We intend to apply for CMHC insured financing under an affordable housing product that, if approved, would require the lender to confirm our compliance with the affordability requirements of the Section 219 covenant at initial occupancy and annually thereafter during the 10 year period. No monitoring by the City would be required.

Schedule No. 6 – Public Information Meeting Summary

NEIGHBOURHOOD MEETING

APARTMENTS

Address of Project: 1025 Ryan Road, Courtenay, B.C.

MINUTES (summary format) of the Neighbourhood Meeting held January 23, 2020 at 6:00 p.m. in the Evergreen Lounge at the Comox Recreation Filberg Centre, 411 Anderton Road, Courtenay, B.C.

Present:

- Brett Giese (President, Crowne Pacific Development Corp.
- Allison Wood (Construction & Development Administrator)

Meeting convened at 6:00 p.m.

Brett Giese and Allison Wood attended the meeting on behalf of the applicant, Veyron Properties Group Ltd. to conduct a presentation relating to the proposed development.

This meeting was advertised by the signage on proposed site and 31 mailouts.

Blueprints, landscaping plans and colored renderings were available for viewing.

No attendees present for this application.

The meeting adjourned at 7:00 p.m.



Brett Giese

PUBLIC INFORMATION MEETING

JANUARY 23, 2020

Veyron Properties Group Ltd. and 1025 Ryan Road, Courtenay, BC

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED] f
Address: 795 RYAN RD. COURTENAY Phone: [REDACTED]

Veyron Properties Group Ltd. has applied to the City of Courtenay for a COMPREHENSIVE DEVELOPMENT ZONE (CD), 118 Unit Multi-Residential Development. 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?

This looks like a very good project. The large number of small units will provide affordable housing to many renters. These include, hospital workers, students, and retail, office and restaurant employees of the many businesses in this area.

Please return your comments by: January 30, 2020

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

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



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1660-20

From: Chief Administrative Officer

Date: April 27, 2020

Subject: 2020/21 RCMP Municipal Policing Contract Expenditure Cap: Final Approval

PURPOSE:

The purpose of this report is to consider and provide final approval to the City of Courtenay RCMP municipal policing expenditure cap for the 20/21 contract year.

POLICY ANALYSIS:

In April 2012, the City of Courtenay renewed its Provincial Municipal Police Unit Agreement for the employment of the Royal Canadian Mounted Police in the provision of policing services within the City. This agreement has a twenty year term and will provide for policing services in the City until March 31, 2032.

EXECUTIVE SUMMARY:

In July of 2019, Council provided "approval in principle" for a 2020/21 RCMP Municipal Policing Expenditure Cap of \$6,375,449. Approval in principle is required each year in order for the RCMP to obtain the Federal Treasury Board 10% contract funding by that deadline of end of July.

Council is now requested to provide "final" approval for the policing contract year. This decision is due by April 27, 2020.

In the City's 2020 Financial Plan, a vacancy pattern of 2 members has been factored into the expenditure provided for.

CAO RECOMMENDATIONS:

That based on the April 27, 2020 staff report "2020/21 RCMP Municipal Contract Expenditure Cap: Final Approval" Council approves OPTION 1, with an established strength at 31.4 members and provides for an expenditure cap of \$6,375,449, of which Courtenay is responsible for 90% or \$5,737,904.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Comox Valley RCMP Detachment is a combined Provincial/Municipal detachment which provides police protection services for the entire Comox Valley from its facility on Ryan Road. Of the 64 members currently staffed in the detachment, 21 are funded by the Province, 31.4 are funded by Courtenay, and 11.6 are funded by Comox.

In compliance with the terms of the Municipal Policing Agreement, the preliminary letter of “approval in principle” for the 2020/21 Municipal Policing Expenditure Cap was provided by Council last year in July 2020.

DISCUSSION:

The “Final Confirmation Letter” confirming the 2020/21 Municipal Policing Expenditure Cap is due by April 27, 2020. As there have been no significant changes from the July 2019 “approval in principle” provided by Council, staff recommend that the final approval of the 2020/21 expenditure cap and authorized strength remain as initially approved.

The expenditure Cap of \$6,375,449 is based on 31.4 members and Courtenay’s 90% share, \$5,737,904, has been provided for in the City’s 2020 Financial Plan. A vacancy pattern of 2 members has been factored into the budget. Following is the resolution from Council on July 2, 2019:

<p>.03 2020/2021 RCMP MUNICIPAL POLICING CONTRACT: APPROVAL IN PRINCIPLE 1660-20</p>	<p>Moved by Hillian and seconded by McCollum that based on the July 2nd, 2019 staff report “2020/2021 RCMP Municipal Policing Contract: Approval in Principle”, Council approve OPTION 1 which provides approval in principle for an expenditure of \$6,375,449 of which Courtenay is responsible for 90% (\$5,737,904). Carried</p>
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FINANCIAL IMPLICATIONS:

The City funds \$845,000 or approximately 4.5 members from host gaming revenues, Provincial traffic fine revenue sharing, and the Police contingency reserve. Each year, the City also budgets for a projected “vacancy pattern” to more accurately project anticipated costs and avoid over taxation for this service. For 2020, the budgeted anticipated vacancy pattern has been reduced from 4 to 2 members and has been incorporated into the budget. Actual experienced vacancy pattern over the past few years has been 5 to 6 members, however the Detachment anticipates filling many of those vacancies and expects this pattern to reduce significantly. To reduce the impact on taxation in 2020 an additional \$200,000 of prior year surplus related to the actual vacancies experienced in the 2019 RCMP contract year, is being carried forward to 2020. The remaining 23.8 members are funded by general taxation.

The following outlines how the 2020 City of Courtenay Policing budget is developed:

Contract, (31.40 - 2.0 = 29.40 members) x \$186,300/member = \$5,477,220 (includes overtime and severance liquidation estimates)

In addition, the City’s total 2020 policing budget includes:

1. Public Sector Employees	635,500 (net Municipal CUPE positions)
2. Accommodation Charges	295,000
3. DNA Analysis	<u>16,900</u>
Total 2020 Policing Contract Budget	<u>\$6,424,620</u>

The approved expenditure caps for the past eleven years are detailed in Table 1.

TABLE 1: City of Courtenay Municipal Policing Expenditure Cap, Eleven Year History

Contract	Expenditure Cap	Courtenay Share	Number of
Year	100%	90%	Members
2010/11	4,289,117	3,860,205	28.4
2011/12	4,893,656	4,404,290	30.4
2012/13	5,104,007	4,593,606	30.4
2013/14	5,370,530	4,833,477	30.4
2014/15	5,325,081	4,792,573	30.4
2015/16	5,493,584	4,944,226	30.4
2016/17	5,718,216	5,146,394	30.4
2017/18	6,020,724	5,418,652	30.4
2018/19	6,066,563	5,459,907	30.4
2019/20	6,315,290	5,683,761	31.4
2020/21	6,375,449	5,737,904	31.4

ADMINISTRATIVE IMPLICATIONS:

On Council “final” approval, Staff will provide the RCMP with the final confirmation letter for 2020/21. Annual financial management of the 2020/21 policing contract requires approximately 20 hours of staff time and includes review of the monthly financial statements, payment of quarterly invoicing, and budget approval reports to Council.

ASSET MANAGEMENT IMPLICATIONS:

Not Applicable

STRATEGIC PLAN REFERENCE:

The following 2019-2022 Council strategic priorities relate to the 2020/2021 RCMP Municipal Policing Contract:

We focus on organizational and governance excellence

- Responsibly provide services at levels which the people we serve are willing to pay
- ▲ Value community safety and support our protective services

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

OFFICIAL COMMUNITY PLAN REFERENCE:

4.11.4 Police Protection

Police is provided by the R.C.M.P. with the detachment located on Ryan Road.

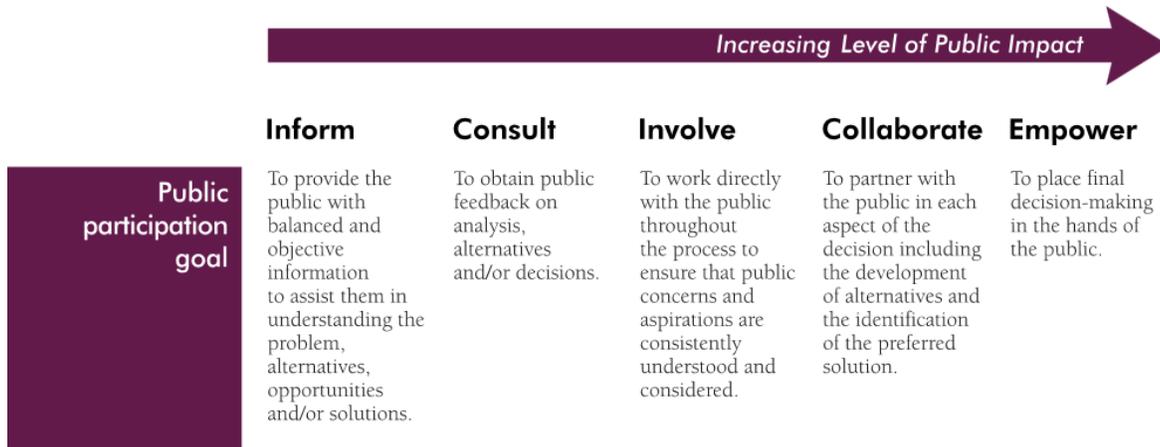
REGIONAL GROWTH STRATEGY REFERENCE:

Not Applicable

CITIZEN/PUBLIC ENGAGEMENT:

While citizen engagement specific to the policing contract and the annual expenditure cap is not required, the public has the opportunity to provide comment regarding budgeted police protection costs when the annual General Fund Budget-Financial Plan is presented and reported on the City’s website.

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



OPTIONS:

OPTION 1: That Council grant final approval of the 2020/21 Municipal Policing Contract expenditure cap of \$6,375,449, of which Courtenay is responsible for 90% or \$5,737,904; and that the established number of members for Courtenay be set at 31.4. [RECOMMENDED]

OPTION 2: That Council defers final approval of the 2020/21 Municipal Policing Contract expenditure cap for further discussion at a future meeting.

While Option 2 provides additional time for Council review, Staff advise that the RCMP deadline for the “final approval” is April 27, 2020.

Prepared by:

Jennifer Nelson, CPA, CGA
Director of Financial Services

- Attachment: #1 Confirmation Letter Municipal Policing Expenditure Cap 2020/2021
- #2 2020/21 RCMP Expenditure Forecast

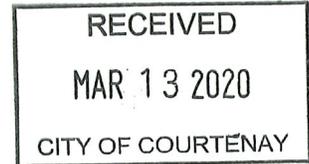


Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified



March 12, 2020

Chief Administrative Officer
David Allen
Corp. of the City of Courtenay
830 Cliffe Ave.
Courtenay, BC
V9N 2J7

Your File Votre référence

Our File Notre référence
E753-28-1

Dear Mr. Allen,

**RE: CONFIRMATION LETTER
MUNICIPAL POLICING EXPENDITURE CAP 2020/21**

In our 2020/21 Multi-Year Plan letter dated May 22, 2019, we requested two letters:

1. "Letter of Approval in Principle" from your City/Municipality for your spending cap for 2020/21. This was in order for us to obtain the appropriate level of funding from Treasury Board through the Federal Government's Annual Reference Level Update (ARLU) process. Due by June 14, 2019.
2. "Final Confirmation Letter" which confirms your Municipal Policing Expenditure Cap. **Due by April 27, 2020.**

Please accept this reminder for sending us your final confirmation letter stating your Municipal Policing Expenditure Cap for 2020/21, which includes the various Integrated Teams if applicable to your municipality. Please fax your written response to us at 778-290-6132 with a hard copy to follow in the mail.

If you decide to increase human resources (established increases) to your detachment's strength, please be advised that a third letter is required that outlines your request. Please address that letter to:

The Honourable Mike Farnworth
Minister of Public Safety and Solicitor General of BC
PO Box 9010, Stn. Prov. Gov't.
Victoria, BC
V8W 9L5

Kindly forward a copy to us as well.

Thank you for your attention to this matter and should you require any further information or clarification, please do not hesitate to contact Paul Richardson, Financial Manager Municipal Contract Policing at 778-290-2490.

Yours truly,

A handwritten signature in cursive script that reads "M. Bains".

Maricar Bains, B. Comm., MBA
Regional Director
Financial Management & Accounting Operations
Corporate Management & Comptrollership Branch, Pacific Region

c.c. C/Supt. Sean Sullivan, District Commander, Island District
OIC Comox Valley Detachment

The word "Canada" in a serif font, with a small Canadian flag icon above the letter 'a'.

RCMP Finance Section
Mailstop #908
14200 Green Timbers Way
Surrey, BC, V3T 6P3

City of XXXXXX
XXXXXX Ave.,
XXXXXX, B.C.

Sample

April 27, 2020

Ms. Maricar Bains, B. Comm, MBA
Regional Director,
Financial Management & Accounting Operations
Corporate Management & Comptrollership Branch, Pacific Region
Mailstop #908, 14200 Green Timbers Way
Surrey, BC, Canada
V3T 6P3

Dear Madam:

Re : Final Confirmation Letter - Municipal Policing Expenditure Cap 2020/21 - \$ XXXXXX

Please consider this confirmation by the City of XXXXXX that the revised contract estimate, including XX additional members, is \$ XXXXXXXX at 100% (that our municipality is responsible at 90%). The total contract strength for the RCMP Fiscal Year 2020/21 is XXX members.

If you have any questions, please call the undersigned at (###) ###-####.

Thank you.

Yours truly,

John Doe
Treasurer/Deputy Administrator

cc: Asst. Deputy Minister & Director of Policing and Security Programs,
Ministry of Public Safety and Solicitor General
OIC XXXX Detachment

RCMP Municipal Policing Costs - Five Year Forecast

Schedule 1

COURTENAY	17/18 Final	18/19 P14 Pre Final	19/20 Final Budget	20/21 Estimates	21/22 Estimates	22/23 Estimates	23/24 Estimates	24/25 Estimates
2020/21 to 2024/25 Fiscal Estimates								
CONTRACT STRENGTH	30.4	30.4	31.4	31.4	31.4	31.4	31.4	31.4
ACTUAL / FUNDED STRENGTH	23.35	23.59	27.4	31.4	31.4	31.4	31.4	31.4
COST ELEMENT GROUP (CEG)								
STD OBJ. 01 - PERSONNEL								
CEG 30 - PAY - MEMBERS:								
CE 500110 - REGULAR PAY	2,073,629	2,122,988	2,463,628	3,045,570	3,121,710	3,199,752	3,279,746	3,361,740
CE 500112 - RETROACTIVE PAY	19,109							
CE 500113 - ACTING PAY	11,803	10,630	15,800	16,195	16,600	17,015	17,440	17,876
CE 500114 - SERVICE PAY	73,955	70,402	83,100	85,178	87,307	89,490	91,727	94,020
CE 500117 - SHIFT DIFFERENTIAL	25,656	28,648	36,800	37,720	38,663	39,630	40,620	41,636
CE 500119 - PERFORMANCE AWARD								
CE 500164 - SENIOR CST ALLOWANCE	55,501	56,741	63,500	65,080	66,708	68,400	70,100	71,900
CE 501127 - RETRO PAY - PRIOR YEARS	126,057							
CE 501194 - REGULAR TIME RESERVISTS	113,602	172,309	123,000	144,465	148,076	151,778	155,573	159,462
CE 501198 - BILINGUAL BONUS - Current	797	797						
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	6,892	7,538	10,600	12,450	12,761	13,080	13,407	13,742
MISC. CE's incl. under CEG 30	11,283	23,797						
CEG 30 - PAY - MEMBERS - TOTAL	2,518,284	2,493,850	2,796,428	3,406,658	3,491,824	3,579,145	3,668,613	3,760,376
CEG 31 - OVERTIME - MEMBERS	318,616	314,215	378,664	345,425	354,061	362,912	371,985	381,285
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Credit Item	88,437	48,373						
CEG 33 - RCMP PAY - OTHER								
CEG 40 - ALLOWANCES - INTRA MEMBERS (Credit Item)	36,601	1,220						
CEG 41 - ALLOWANCES - INTER MEMBERS (Credit Item)		86						
CEG 45 - PERSONNEL - OPERATIONAL CONTINGENCY								
TOTAL STD OBJ. 01 - PERSONNEL	2,961,937	2,857,744	3,175,092	3,752,083	3,845,885	3,942,057	4,040,598	4,141,661
STD OBJ. 02 - TRANSPORTATION & TELECOM								
CEG 50 - TRAVEL	20,576	30,059	30,900	31,734	32,591	33,471	34,375	35,303
CEG 51 - TRAVEL ADVANCES								
CEG 52 - TRAINING TRAVEL (DCCEG)	25,068	30,148	23,700	31,052	31,984	32,943	33,932	34,950
CEG 53 - TRAINING TRAVEL (POST)	8,575	14,374	12,200	14,357	14,745	15,143	15,552	15,971
CEG 54 - IPA & FSD TRAVEL								
CEG 55 - CENTRALIZED TRAINING TRAVEL								
CEG's 60-66 - TRANSFER COSTS (Credit Item)	232,465	23,063						
CEG 70 - FREIGHT, POSTAGE, ETC.	8,721	8,917	8,900	10,474	10,756	11,047	11,345	11,651
CEG 100 - TELEPHONE SERVICES (DCCEG)		663						
CEG 101 - TELEPHONE SERVICES (POST)								
CEG 140 - COMPUTER COMM SERVICES								
TOTAL STD OBJ. 02 - TRANSPORT & TELECOM	295,405	107,224	75,700	87,617	90,076	92,604	95,203	97,875
STD OBJ. 03 - INFORMATION								
CEG 120 - ADVERTISING			600	616	633	650	667	685
CEG 130 - PUBLICATIONS SERVICES	86	288	200	205	211	217	222	228
TOTAL STANDARD OBJ. 03 - INFORMATION	86	288	800	822	844	867	890	914
STD OBJ. 04 - PROFESSIONAL & SPEC. SVCS								
CEG 160 - LEGAL SERVICES (Credit Item)	-126	3,499						
CEG 170 - CONTRACTED SERVICES (DCCEG)		0						
CEG 171 - CONTRACTED SERVICES (Post)		0						
CEG 190 - TRAINING & SEMINARS (DCCEG)	45,510	50,017	65,100	62,784	70,180	79,435	90,002	91,802
CEG 191 - TRAINING & SEMINARS (POST)	81	10,549	3,300	3,883	3,988	4,096	4,207	4,320
CEG 192 - OFFICIAL LANGUAGE TRAINING								
CEG 219 - PROFESSIONAL SERVICES	26,122	33,903	37,600	44,248	45,442	46,669	47,929	49,223
CEG 220 - OTHER SERVICES	2,938	1,386	7,000	8,238	8,460	8,688	8,923	9,164
CEG 221 - OTHER SERVICES IM/IT	36,051	38,216	37,730	39,276	40,716	42,216	43,776	44,958
CEG 223 - RADIO COMMUNICATION SYSTEMS	3,086	4,151	4,980	5,220	5,239	5,248	5,267	5,409
CEG 229 - CAD/CALC ALLOCATED	-3,401	-758						
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC SVCS	110,261	140,964	155,710	163,649	174,026	186,353	200,104	204,876
STD OBJ. 05 - RENTALS								
CEG 240 - RENTAL-LAND, BLDG & WORKS (DCCEG)		0						
CEG 241 - RENTAL-LAND, BLDG & WORKS (POST)	1,448	1,746						
CEG 250 - RENTAL COMMS EQUIP (DCCEG)		53		102	102	105	108	110
CEG 258 - RENTAL MOTORIZED VEHICLES	1,688	1,701						
CEG 265 - LEASED VEHICLES								
CEG 280 - RENTAL COMPUTER EQUIP	5,702	2,335	5,380	5,546	5,546	5,546	5,546	5,546
CEG 290 - RENTAL - OTHERS	3,114	1,023	10,100	10,373	10,653	10,940	11,236	11,539
TOTAL STANDARD OBJ. 05 - RENTALS	11,952	6,858	15,480	16,021	16,301	16,591	16,889	17,195
STD OBJ. 06 - PURCHASE, REPAIR AND MAINT								
CEG 370 - REPAIR OF VEHICLES	34,338	41,901	48,200	49,501	50,838	52,211	53,620	55,068
CEG 380 - REPAIR OF OFFICE & LAB EQUIP	109							
CEG 390 - REPAIR OF MISC. EQUIP	1,743	6,704	5,300	6,237	6,405	6,578	6,756	6,938
CEG 392 - REPAIR OF AFIS EQUIP								
CEG 393 - REPAIR OF EDP EQUIPMENT	595	2,406	770					
TOTAL STANDARD OBJ. 06 - PURCHASE, REPAIR AND MAINT	36,785	51,011	54,270	55,738	57,243	58,789	60,376	62,006
STD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES								
CEG 400 - UTILITIES		0						
CEG 430 - FUEL	60,882	70,019	64,300	70,730	74,267	77,980	81,879	85,973
CEG 470 - PHOTOGRAPHIC GOODS	5,189	3,568	2,601	3,061	3,144	3,228	3,316	3,405
CEG 500 - STATIONERY	12,707	11,069	25,500	30,008	30,819	31,651	32,505	33,383
CEG 510 - CLOTHING & KIT	13,055	10,812	20,800	24,477	25,138	25,817	26,514	27,230
CEG 530 - LAB SUPPLIES								
CEG 540 - POST BUDGET EXPENDITURES	32,046	46,253	51,000	60,017	61,637	63,301	65,011	66,766
TOTAL STD OBJ. 07 - UTIL, MATERIAL AND SUPP	123,878	141,722	164,201	188,294	195,004	201,977	209,224	216,757

COURTENAY	17/18 Final	18/19 P14 Pre Final	19/20 Final Budget	20/21 Estimates	21/22 Estimates	22/23 Estimates	23/24 Estimates	24/25 Estimates
2020/21 to 2024/25 Fiscal Estimates								
CONTRACT STRENGTH	30.4	30.4	31.4	31.4	31.4	31.4	31.4	31.4
ACTUAL / FUNDED STRENGTH	23.35	23.59	27.4	31.4	31.4	31.4	31.4	31.4
COST ELEMENT GROUP (CEG)								
STD OBJ. 09 - MACHINERY & EQUIP ACQ<\$10,000								
CEG 440 - TRANSPORT SUPPLIES	20,837	13,540	5,800	16,000	16,432	16,876	17,331	17,799
CEG 441 - VEHICLE CHANGEOVERS	5,287		24,000	24,000	24,648	25,313	25,997	26,699
CEG 450 - COMNS PARTS & CONSUMABLES	2,448	2,307	1,870	2,201	2,260	2,321	2,384	2,448
CEG 480 - FIREARMS & AMMUNITION	10,074	11,294	20,400	11,745	12,215	12,704	13,212	13,740
CEG 770 - COMMS. SYSTEMS (CAPITAL)	18,017	15,226	16,488	20,199	20,199	20,199	20,199	20,199
CEG 771 - COMMS. EQUIPMENT			400	471	483	496	510	524
CEG 810 - LABORATORY EQUIP.	537	34						
CEG 830 - FURNITURE & FIXTURES								
CEG 840 - COMPUTER EQUIPMENT (CAPITAL)								
CEG 841 - COMPUTER EQUIP.	20,759	15,118	20,790	21,000	21,567	23,820	24,540	25,203
CEG 842 - COMPUTER S/WARE - INFORMATICS	2,097	20,960		1,231	1,268	1,306	1,345	1,381
CEG 845 - SPECIALIZED EQUIPMENT								
CEG 850 - AUDIO VISUAL AIDS								
CEG 860 - INVESTIGATIONAL EQUIP.	14,490		5,500	6,472	6,647	6,827	7,011	7,200
CEG 890 - VEHICLES (CAPITAL)		52,188	70,000	70,000	90,000	90,000	90,000	90,000
CEG 891 - MISC. VEHICLES								
CEG 900 - OTHER EQUIP.	8,544	1,939	4,700	5,531	5,680	5,834	5,991	6,153
CEG 910 - OFFICE MACHINES	5,963	2,535	10,600	10,886	11,180	11,482	11,792	12,110
CEG 920 - SECURITY EQUIP.			10,300	12,121	12,448	12,784	13,130	13,484
TOTAL STD OBJ. 09 - MACHINERY & EQUIPMENT	109,052	135,139	190,848	201,857	225,029	229,962	233,442	236,941
STD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS								
CEG 570 - PRISONER EXPENSES	167							
CEG 580 - SECRET EXPENSES	4,700	6,045	5,000	5,135	5,274	5,416	5,562	5,712
CEG 581 - SPECIAL "I" EXPENDITURES								
CEG 590 - MISC EXPEND	43	-4,646						
CEG 591 - DISCOUNT FOR EARLY PAYMENT								
CEG 592 - PAYMENT IN LIEU OF TAXES		0						
CEG 620 - CLAIMS and COMP.SETTLEMENTS (Credit Item)								
CEG 650 - WRITE-OFF								
TOTAL STD OBJ. 12 - OTHER SUBSIDIES & PMTS	4,909	1,399	5,000	5,135	5,274	5,416	5,562	5,712
TOTAL DIRECT COSTS (Before Credits & Adjustments):	3,654,265	3,442,349	3,837,101	4,471,215	4,609,681	4,734,616	4,862,288	4,983,938
LESS - YEAR TO DATE CREDITS								
SO 01 - CEG 32 - Medical Leave / Suspension > 30 days	88,437	48,373						
SO 01 - CEG 40 & 41 -Transfer Allowances	36,601	1,305						
SO 02 - CEG's 60-66 Transfer Cost	232,465	23,063						
TRAVEL ADVANCES - CEG 051 & SALARY OVERPAYMENTS - CEG 010								
SO 04 - CEG 160 - Legal Services	-126	3,499						
SO 04 - CEG's 200, 201 & 202 - Health Services								
SO12 - CEG 620 - Compensation Claims/Ex-Gratia								
TOTAL CREDITS	357,376	76,241						
INDIRECT COSTS (Summary)								
1) RM Pensions	533,234	429,252	497,770	609,444	624,681	640,302	656,308	672,725
2) RM CPP	60,056	62,101	74,027	89,013	91,238	93,519	95,857	98,253
3) Employer's Contr. to E.I. for RM's	23,215	23,953	28,616	33,495	34,333	35,191	36,071	36,972
4) Division Administration (per cap x avg.# RM's)	625,095	613,325	790,490	891,664	932,480	976,435	1,023,530	1,073,764
5) Recruitment & Training	118,545	131,747	181,059	211,896	221,535	221,535	221,535	221,535
6) National Programs	33,058	58,624	69,273	46,073	46,157	46,243	46,330	46,419
7) Police Dog Service Training	17,770	19,936	19,824	22,650	21,430	21,430	21,430	21,430
8) Amortization of Equipment > \$150,000 @ 10%								
9) Reservists - CPP & EI	4,947	7,674	7,951					
TOTAL INDIRECT COST	1,415,920	1,346,612	1,669,010	1,904,235	1,971,852	2,034,655	2,101,060	2,171,098
TOTAL COSTS (Direct + Indirect) @ 100%	4,710,482	4,712,720	5,506,111	6,375,449	6,581,533	6,769,270	6,963,348	7,155,036
FEDERAL COST 10 %	471,048	471,272	550,611	637,545	658,153	676,927	696,335	715,504
MUNICIPAL POLICING COSTS 90%	4,239,434	4,241,448	4,955,500	5,737,904	5,923,380	6,092,343	6,267,013	6,439,532
MUNICIPAL COSTS - 100 % (Schedule 3,3B &3C)	914,726	849,876	968,501	1,093,411	1,107,079	1,120,917	1,134,929	1,149,115
TOTAL MUNICIPAL POLICING COSTS 90% & 100%	5,154,160	5,091,324	5,924,001	6,831,315	7,030,458	7,213,260	7,401,942	7,588,648

COURTENAY									
2020/21 to 2024/25 Fiscal Estimates	17/18 Final	18/19 P14 Pre Final	19/20 Final Budget	20/21 Estimates	21/22 Estimates	22/23 Estimates	23/24 Estimates	24/25 Estimates	
CONTRACT STRENGTH	30.4	30.4	31.4	31.4	31.4	31.4	31.4	31.4	
ACTUAL / FUNDED STRENGTH	23.35	23.59	27.4	31.4	31.4	31.4	31.4	31.4	
COST ELEMENT GROUP (CEG)									
INDIRECT COSTS - REGULAR & CIVILIAN MEMBERS									
1) Pensions (Total Pensionable Earnings)	2,349,049	2,250,928	2,610,228	3,195,828	3,275,724	3,357,642	3,441,573	3,527,660	
Pension Rate	22.70%	19.07%	19.07%	19.07%	19.07%	19.07%	19.07%	19.07%	
Total Cost of RM/CM Pension	533,234	429,252	497,770	609,444	624,681	640,302	656,308	672,725	
2) CPP (Pensionable Earnings) on a Per Capita Cost	2,572	2,633	2,702	2,835	2,906	2,979	3,053	3,129	
Total Cost (Per Capita x FTE Utilization)	60,056	62,101	74,027	89,013	91,238	93,519	95,857	98,253	
3) Employer's Contr. to E.I. on a Per Capita Cost	994	1,015	1,044	1,067	1,094	1,121	1,149	1,178	
Total Cost (Per Capita x FTE Utilization)	23,215	23,953	28,616	33,495	34,333	35,191	36,071	36,972	
4) Division Administration on a Per Capita Cost	26,766	26,000	28,850	28,400	29,700	31,100	32,600	34,200	
Total Cost of Div. Administration	625,095	613,325	790,490	891,664	932,480	976,435	1,023,530	1,073,764	
5) Recruitment & Training									
Per Capita Cost of Recruitment	3,881	4,346	5,092	5,231	5,439	5,439	5,439	5,439	
Per Capita Cost of Training	1,195	1,239	1,516	1,518	1,617	1,617	1,617	1,617	
Total Cost of Recruitment & Trng	118,545	131,747	181,059	211,896	221,535	221,535	221,535	221,535	
6) Other National Indirects Per Capita (Addendum 'A')	1,416	2,485	2,528	1,467	1,470	1,473	1,476	1,478	
Total Cost (Per Capita x FTE Utilization)	33,058	58,624	69,273	46,073	46,157	46,243	46,330	46,419	
7) Police Dog Svc. Trng. as a Per Cap. cost	25,472	28,576	28,320	32,357	30,614	30,614	30,614	30,614	
Total Cost (Per cap X PD Teams) - COURTENAY=70%	17,770	19,936	19,824	22,650	21,430	21,430	21,430	21,430	
TOTAL INDIRECT COSTS - RM's & CM's	1,410,973	1,338,938	1,661,059	1,904,235	1,971,852	2,034,655	2,101,060	2,171,098	
INDIRECT COSTS - RESERVISTS FTE									
a) CPP for Reservist on a Per Capita Cost..	2,572	2,633	2,702	2,835	2,906	2,979	3,053	3,129	
Total Cost (Per Capita x FTE)	3,393	5,268	5,452	-	-	-	-	-	
b) Employer's Contr. to E.I. on a Per Capita Cost..	1,178	1,202	1,238	1,263	1,295	1,327	1,360	1,394	
Total Cost (Per Capita x FTE)	1,555	2,406	2,499	2,792	2,862	2,933	3,007	3,082	
TOTAL INDIRECT COSTS - RESERVISTS	4,947	7,674	7,951	2,792	2,862	2,933	3,007	3,082	
ADDENDUM 'A'									
OTHER INDIRECT COSTS									
Civilian Review & Complaints Committee (CRCC)	449	449	489	449	449	449	449	449	
Legal Advisory Services	172	174	177	180	182	185	188	191	
Enhanced Reporting & Accountability	118	118	118	118	118	118	118	118	
Estimated Annual Severance		1,023	1,023	-					
CONSOLIDATED SERVICES									
Shared Services Canada (SSC)	677	721	721	721	721	721	721	721	
Accounting Operations									
Pay & Compensation									
TOTAL PER CAPITA COST (Indirects #6)	1,416	2,485	2,528	1,467	1,470	1,473	1,476	1,478	
FISCAL YEAR TO CALENDAR YEAR CONVERSION TABLE									
Calendar Year	2017	2018	2019	2020	2021	2022	2023	2024	
Fiscal Year Total Current	5,154,160	5,091,324	5,924,001	6,831,315	7,030,458	7,213,260	7,401,942	7,588,648	
Fiscal per Qtr Current	1,288,540	1,272,831	1,481,000	1,707,829	1,757,615	1,803,315	1,850,485	1,897,162	
Fiscal Year Total Prior Year	4,972,816	5,154,160	5,091,324	5,924,001	6,831,315	7,030,458	7,213,260	7,401,942	
Fiscal per Qtr Prior Year	1,243,204	1,288,540	1,272,831	1,481,000	1,707,829	1,757,615	1,803,315	1,850,485	
Calendar									
Jan - Mar	1,243,204	1,288,540	1,272,831	1,481,000	1,707,829	1,757,615	1,803,315	1,850,485	
Apr - June	1,288,540	1,272,831	1,481,000	1,707,829	1,757,615	1,803,315	1,850,485	1,897,162	
Jul - Sept	1,288,540	1,272,831	1,481,000	1,707,829	1,757,615	1,803,315	1,850,485	1,897,162	
Oct - Dec	1,288,540	1,272,831	1,481,000	1,707,829	1,757,615	1,803,315	1,850,485	1,897,162	
City Calendar Year Total	5,108,824	5,107,033	5,715,831	6,604,487	6,980,673	7,167,560	7,354,772	7,541,971	

Colour Legend

Red = Post Budget CEG controlled by OIC

Black = Division Controlled CEG (DCCEG)

Blue lettering = Standard Object (SO)

Blue background = CEG credited to Direct Costs



STAFF REPORT

To: Council **File No.:** 1850-01
From: Chief Administrative Officer **Date:** April 27, 2020
Subject: 2020 Grant-in-Aid Requests and Opportunity of a 'Flow-Through-Funds' program with the Comox Valley Community Foundation

PURPOSE:

The purpose of this report is to present Council with the list of applicants who are requesting funding from the City's 2020 Grant-in-Aid Program and provide an update to the request to pursue the opportunity of a 'Flow-Through-Funds' program with the Comox Valley Community Foundation for the 2021 grant year.

POLICY ANALYSIS:

This report is prepared in accordance with the City's Grant-in-Aid Policy #1850.00.04 and complies with Section (25) 1 of the *Community Charter*.

The following resolution was passed by Council on November 25, 2019:

.01 Moved by Frisch and seconded by Hillian that based on the GRANT-IN-AID AND November 25th, 2019 staff report, "Grant-in-Aid and Other Forms of OTHER FORMS OF Financial Support Policy 1850.00.04 Revision", Council support FINANCIAL SUPPORT OPTION 1 to approve the Provision of Grant-in-Aid and Other Forms of POLICY 1850.00.04 Financial Support policy 1850.00.04 as presented; and REVISION 1850-01

That staff be directed to update the City website and advertise for the 2020 Grant-in-aid applications as soon as possible; and,

That staff be directed to pursue the "Flow-Through Funds" opportunity with the Comox Valley Community Foundation for the 2021 grant year.

Carried

EXECUTIVE SUMMARY:

In 2016, the City revised and adopted a Grant-in-Aid Policy to respond to requests from the Comox Valley community organizations asking for grant money for a variety of projects. To create a transparent and efficient process, older policies were amalgamated and updated to require organizations to submit their grant application annually by August 1st so all requests could be simultaneously presented to Council. In November 2019 the Grant-in-Aid policy was reviewed with the Finance Select Committee and following Council approval, revisions were made to the policy to establish eligibility criteria and place a cap of \$7,500 on each grant. Attachment # 2 details the list of organizations requesting a grant for 2020.

In addition, following the recommendation of the Finance Select Committee, staff were asked by Council to inquire further into the opportunity to have the Comox Valley Community Foundation administer the program on behalf of the City for future year intakes.

CAO RECOMMENDATIONS:

That based on the April 27, 2020 staff report, "2020 Grant-in-Aid Requests and Opportunity of a 'Flow-Through-Funds' program with the Comox Valley Community Foundation", Council receive the attached list of applicants and support Option 2 'That Staff not remit Grant-in-Aid payments in 2020 and keep the funds available as emergency funds for organizations supporting those in need during the COVID-19 pandemic; and

That Staff be directed to put the 'Flow-Through-Funds' agreement with the Comox Valley Community Foundation on hold and reconsider later in 2021 for 2022 once there is more certainty around future year Gaming revenue.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On October 31, 2016, City Council adopted a revised Grant-in-Aid policy, which combined two older policies to provide a single process for the community organizations to follow when requesting financial assistance. The revised policy identified Gaming Fund revenues as the source of funding for grant payments and was first applied in early 2017. Based on the recommendation of the Finance Select Committee, City Council revised the policy on November 25, 2019 to include four criteria to evaluate and prioritize the applications (see Attachment # 1 – Grant-In-Aid Policy).

Due to the review of the policy in 2019, the deadline for receipt of the 2020 Grant-in-Aid applications has been extended to January 31, 2020. Advertising for the 2020 application intake began in December 2019 with advertisements in the local newspaper and notification on the City's webpage followed by posts on the City's Facebook and Twitter in December 2019 and January 2020.

In 2019, the Finance Select Committee also investigated the opportunity of a 'Flow-Through Funds' agreement with the Community Foundation, to administer the annual Grant-in-Aid program on Council's behalf through the Community Enrichment Grants Program. Under this agreement, there would be a nominal fee taken to manage this process. The agreement would outline the following:

- Purpose and criteria
- Schedule
- How the funds are received and distributed
- Requirements for reporting back by both the Foundation and Recipients
- City Acknowledgement
- City access to success stories
- Opportunities for political cheque presentations

The 2021 Grant intake could take place in August and September of 2020 with payments scheduled for January 2021. City staff have confirmed with the CVCF that the City of Courtenay would have time to enter into an agreement with CVCF for the 2021 intake if completed by May, 2020. The agreement would also stipulate the amount to be distributed to the successful applicants in 2021. This amount would be funded from the Gaming Fund, however the Gaming Fund revenue for 2020 and future years is uncertain at this time with the temporary closure of the local Casino due to the COVID-19 pandemic.

DISCUSSION:

List of applicants

The Grant-in-Aid requests submitted for 2020 varies from \$950 to \$7,500. Following the COVID-19 pandemic, applicants were contacted early April to confirm their wish to maintain their application for 2020. As a result, two applicants withdrew from the process and one of the two mentioned their wish to see the funds used towards some initiatives to provide relief to those affected by the pandemic.

The table below shows the list of applicants for 2020.

Category	Name of Organization / Society	Grant Requested for 2020
<input type="checkbox"/> Downtown Arts & Culture	Downtown Courtenay Business Improvement Association (DCBIA)	5,740
Downtown Arts & Culture Total		5,740
<input type="checkbox"/> Green Capital Projects/Innovations	Comox Valley Land Trust	7,500
	Cumberland Community Forest Society	5,000
	Comox Valley Project Watershed Society	3,250
	Comox Valley Nature	3,000
	Courtenay Elementary Community School Society	2,500
	Morrison Creek Streamkeepers	950
Green Capital Projects/Innovations Total		22,200
<input type="checkbox"/> Social/Societal Initiatives	Comox Bay Care Society Care-a-van	7,500
	The John Howard Society of North Island	7,500
	Lake Trail Community Education Society	7,500
	Indigenous Women's Sharing Society	7,500
	Comox Valley Family Services Association	7,100
Social/Societal Initiatives Total		37,100
<input type="checkbox"/> Other	Kitty Cat Prevent a Litter Society	5,000
	Old Church Theatre Society	5,000
	YANA Fund Society	4,500
	The Alberni Project Society	4,000
	The SHED Tool Library & Makerspace Cooperative	3,620
	Jeepapalooza Association of BC	3,200
	Comox Valley Pipe Band Society (CVPBS)	2,500
Other Total		27,820
Grand Total		92,860

Community Charter

When reviewing the Grant-in-Aid requests, Council should consider Sections 25 (1) of the *Community Charter*:

- “25 (1) Unless expressly authorized under this or another Act, a council must not provide a grant, benefit, advantage or other form of assistance to a business, including
- (a) any form of assistance referred to in section 24 (1) [*publication of intention to provide certain kinds of assistance*], or
 - (b) an exemption from a tax or fee.

The *Community Charter* defines “business” as:

"business" means

- (a) carrying on a commercial or industrial activity or undertaking of any kind, and
 - (b) providing professional, personal or other services for the purpose of gain or profit,
- but does not include an activity carried on by the Provincial government, by corporations owned by the Provincial government, by agencies of the Provincial government or by the South Coast British Columbia Transportation Authority or any of its subsidiaries.”

None of 2020 applicants qualify as a business.

Other Financial Support from the City

Some organizations already benefit from other financial support from the City, such as the permissive property tax exemption or in-kind work.

The permissive property tax exemption (policy # 1960.00.01) is similar to the Grant-in-Aid program: not-for-profit organizations apply every year and the approval and amount of the exemption is strictly at the discretion of Council. The following are the Grant-in-Aid applicants approved for a permissive property tax exemption in 2020 (Bylaw No. 2974, 2019 Tax Exemption 2020) and the estimated amount of the City's property tax exemption:

- Comox Valley Family Services Association: \$5,269
- The John Howard Society: \$2,372
- The Old Church Society: \$6,138

Many of the 2020 Grant-in-Aid applicants applied for a grant in 2019: nine of them were successful in 2018, as shown in Attachment #2.

Special emergency funding payment approved on March 30, 2020

Council has approved a special payment of \$17,500 in emergency funds paid to the following four non-profit organizations in order to provide some immediate relief to those affected by the COVID-19 pandemic in the Comox Valley.

- Comox Valley Care-a-van: \$5,000
- LUSH Valley Food Action Society: \$5,000
- Comox Valley Food Bank: \$5,000
- Comox Valley Transition Society: \$2,500

The Comox Valley Care-a-van previously submitted a Grant-in-Aid application for 2020 requesting support for their mobile health services offered to the homeless population living in the Comox Valley.

Gaming Funds Distribution Matrix

Based on the Finance Select Committee recommendation, Council approved in February 2020, the 2020-2023 Gaming Funds Distribution Matrix. It includes an amount of \$50,000 each year dedicated to the Grant-in-Aid program (see Attachment # 3), although Gaming Funds are not a guaranteed source of revenue as it depends on the profit generated by the local gaming facility.

Some organizations have a multi-year agreement with the City for financial support, funded by the Gaming Fund and also included in the 2020-2023 Schedule of Gaming Funds Distribution.

BC Gaming

Applicants can also apply directly to the BC Gaming Commission for Community Gaming grants via the “non-profit community organizations” category. In 2018 / 2019, BC Gaming provided grants of \$1,700,722 to various Courtenay organizations. The seven recipients of the BC Gaming Grant listed below are current applicants for the City’s Grant-in-Aid program.

Organization Name	Grant Subsector	Payment Amount
Comox Valley Family Services Association	Community Education	\$13,500
Comox Valley Land Trust	Conservation of the Environment	\$35,000
Comox Valley Project Watershed Society	Conservation of the Environment	\$36,500
Courtenay Elementary School PAC	Parent Advisory Councils	\$4,128
Kitty Cat P.A.L. Society	Conservation of the Environment	\$25,000
Lake Trail Community Education Society	Community Education	\$34,500
The Alberni Project Society	Fairs, Festivals, Museums	\$9,000
		\$157,628

This information is available on the BC Gaming website at the link below:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/reports-publications-statistics>

Many not-for-profit organizations also benefit from other on-going funding from various provincial groups, such as Ministry of Children and Family Development, Ministry of Social Development, Ministry of Public Safety, BC Housing and Vancouver Island Health Authority. This kind of funding is essential to their programming and operations.

Evaluation

The Grant-in-Aid policy was revised in November 2019 to include criteria to help respond, evaluate and prioritize the requests and include a recommended cap of \$7,500 per request. Each application was reviewed based on those same criteria:

1. Must benefit the entire community (all ages and groups)
2. The request is the only financial or in-kind support from the City
3. Other sources of funding have been applied for
4. The organization is financially sustainable

Of the 19 applicants: 13 applicants meet 3 or 4 criteria, 5 meet 2 criteria and 1 meets 1 criteria.

For each application, a summary of the evaluation, along with a brief description of the intended purpose of the grant is provided in Attachment # 2.

FINANCIAL IMPLICATIONS:

Local Governments with gaming facilities within its jurisdiction are allowed to use Gaming Fund revenues for “any purpose within their legal authority”. For the last 4 years, the City’s approach has been to spend the balance of gaming funds from a previous year to support downtown arts and culture, various Council’s initiatives and projects, public safety and security, social initiatives, infrastructure works and green or innovation projects (see Attachment # 3). In 2019, gaming funds from 2018 were used to fund the Grant-in-Aid requests. Staff estimate 2019 revenues of approximately 1 Million dollars to be utilized in the 2020 gaming distribution.

The temporary closure of the casino in Courtenay, due to the COVID-19 pandemic, will result in an unknown reduction of the Gaming Fund revenues for 2020. This will affect the gaming funds available in future years. Therefore staff recommend delaying entering into an agreement with the Comox Valley Community Foundation until there is more certainty around future year availability of funds. Gaming funds are also used to fund public safety services, arts and culture facilities annual grants, contributions to the infrastructure reserve and various grant-in-aid.

In the last 3 years, approximately 20 organizations have applied to the Grant-in-Aid program each year. While each organization possibly has a justifiable cause to request a grant, Council is asked to weigh the implications of using gaming funds for special interest groups versus applying funds for the City’s core services and priorities such as:

- Funding for asset management and capital renewal;
- Funding the increased capacity to address sustainable service delivery;
- Funding the RCMP staffing or contributions to the Police Contingency Reserve;
- Contributions to bolster various reserves,
- Funding to support affordable housing and homelessness
- Financial resources for strategic land purchases or,
- Off-setting property tax increase for the community (for reference, \$230,000 is equivalent to approximately 1.0% tax increase)
- Emergency funding for crisis such as the COVID-19 pandemic

ADMINISTRATIVE IMPLICATIONS:

Approximately 50 hours of staff time was spent to process the list of 2020 grant applicants. It is expected that an additional 5 hours of time will be required to notify and process payments to those organizations selected by Council and another 5 hours to finalize an agreement with the Community Foundation if necessary.

ASSET MANAGEMENT IMPLICATIONS:

Utilization of gaming funds for Grant-in-Aid potentially limits the amount of funding available for asset management.

STRATEGIC PRIORITIES REFERENCE:

Providing financial resources to organizations in the community and the Valley is a means for the City to follow its strategic priorities as noted below.

We actively pursue vibrant economic development

- ▲ Engage with businesses and the public to continue revitalizing our downtown
- ▲ Continue to support Arts and Culture

We continually invest in our key relationships

- Build on our good relations with K’ómoks First Nation and practice Reconciliation
- Value and recognize the importance of our volunteers
- Consider effective ways to engage with and partner for the health and safety of the community
- ▲ Support improving accessibility to all City services

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

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

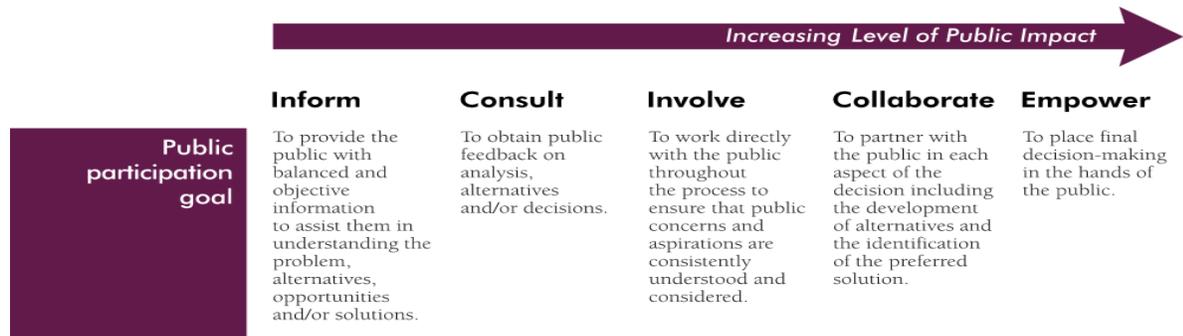
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

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

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



OPTIONS:

OPTION 1: That Staff be directed to remit Grant-in-Aid payment to the identified 13 applicants meeting 3 or more criteria, with a cap of \$7,500 per request and prorated to the total \$50,000 annual budgeted amount; and

That Staff be directed to put the 'Flow-Through-Funds' agreement with the Comox Valley Community Foundation on hold and reconsider later in 2021 for 2022 once there is more certainty around future year Gaming revenue.

OPTION 2: That Staff not remit Grant-in-Aid payments in 2020 and keep the funds available as emergency funds for organizations supporting those in need during the COVID-19 pandemic; and

That Staff be directed to put the 'Flow-Through-Funds' agreement with the Comox Valley Community Foundation on hold and reconsider later in 2021 for 2022 once there is more certainty around future year Gaming revenue. **(RECOMMENDED)**

OPTION 3: That Staff be directed to remit Grant-in-Aid payment to applicants selected by Council; and

That Staff be directed to put the 'Flow-Through-Funds' agreement with the Comox Valley Community Foundation on hold and reconsider later in 2021 for 2022 once there is more certainty around future year Gaming revenue.

Prepared by:

Concurrence:



Annie Bérard, CPA, CMA, MBA
Manager of Financial Planning,
Payroll and Business Performance



Jennifer Nelson, CPA, CGA
Director of Financial Services

Attachments:

1. Grant-in-Aid Policy
2. List of 2020 Grant Applicants
3. 2020 – 2023 Approved Schedule of Gaming Funds Distribution

City of Courtenay**Policy**

Page 1 of 4

Section: 5 - Finance	Policy # 1850.00.04
Subject: Provision of Grant-in-Aid and other Forms of Financial Support	Revision # R-1

PURPOSE:

The purpose of this policy is for Council to provide criteria to identify the appropriateness and suitability of applications from organizations requesting Grants-in-Aid and other forms of financial support from the City of Courtenay. Council decisions with respect to the provision of these forms of support will be made after carefully reviewing all applications and in conjunction with annual budgetary planning.

POLICY:

The City has limited financial resources available for the provision of Grants-in-Aid or other forms of financial support to special interest groups. In order to be consistent and fair to all applicants, the following criteria must be met:

- 1. Entity must complete the Application and provide correspondence to City Council:**
 - a. identifying who they are and whether they are a “for-profit” or “not-for-profit” organization,**
 - b. what special interest they represent and a demonstrated financial need,**
 - c. how much grant-in-aid or other financial commitments from the City they are requesting,**
 - d. describe what project the resources will be used for,**
 - e. describe how the project will benefit the community of the City of Courtenay and the greater Comox Valley region,**
 - f. provide the project business case in terms of confirmation of need and demand, project sustainability, capital budget plan and operating budget plan if applicable,**
 - g. provide the organization’s audited financial statements for the past three years,**
 - h. identify projects in the Comox Valley they have successfully completed,**
 - i. identify whether they are receiving or soliciting any other form of supplementary City funding, subsidy or fee reductions relative to the application;**
 - j. identify other requests or receipt of funding from other organizations and Comox Valley local governments; and,**
 - k. identify what City support they have received in the past five years and how it has been used.**

AUTHORIZATION: CoW 1.00.01

DATE: November 25, 2019 CoW

Section: 5 - Finance	Policy # 1850.00.04
Subject: Provision of Grant-in-Aid and other Forms of Financial Support	Revision # R-1

2. Organizations must be based in the City of Courtenay. Funding is **not** available for individuals.
3. Organizations must identify and provide proof of supplementary funding payments or agreements from external sources supporting their initiative. Provincial and Federal funding agreements or correspondence identifying dollar amounts must be provided for Council information.
4. A Council resolution must authorize and determine the grant in aid payment or any other financial commitment from the City.
5. Grants-in-Aid and other commitments must be used for the purpose intended. City resources cannot be used to provide any type of assistance to other organization(s) working in tandem with the applicant.
6. Payments will only be issued upon direction provided by the Chief Administrative Officer or Director of Finance.
7. Each Grant-in-Aid payment will not exceed \$7,500.
- 8. Gaming Funds will be the primary funding source for all monetary commitments to organizations or entities requesting assistance.**
9. Grants or other City resources cannot be used for illegal purposes or anything disallowed by the Community Charter.
10. Applicants must publicly acknowledge the City of Courtenay’s contribution.
11. Applications must be submitted by **January 31st**, to the Director of Finance using the prescribed application form. The Director will review the applications for completeness and arrange contact with applicants for additional information as necessary.

AUTHORIZATION: CoW 1.00.01	DATE: November 25, 2019 CoW
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Section: 5 - Finance	Policy # 1850.00.04
Subject: Provision of Grant-in-Aid and other Forms of Financial Support	Revision # R-1

- 12. The following criteria will be considered to be eligible for a Grant-in-Aid:
 - i. Must benefit the entire community (all ages and groups)
 - ii. The request is the only financial or in-kind support from the City
 - iii. Other sources of funding have been applied for
 - iv. The organization is financially sustainable

- 13. The Director of Finance will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to Council as necessary.

- 14. Within one year of the date of receipt of the grant, entities must provide an independent reporting of how the grant was utilized and the outcomes of the dollars received.

- 15. Grants-in-Aid shall be considered on a year-to-year basis and continuing support should not be anticipated.

SCOPE:

This policy applies to all grant-in-aid and financial requests submitted to the City of Courtenay. Authority for, and restrictions on the provision of, any form of assistance is provided under The Community Charter, Sections 8(1), 24 and 25. Preference will be given to organizations who can demonstrate a request that promotes the City’s strategic priorities as identified in the Strategic Priorities found on the City’s webpage.

RELATED DOCUMENTS:

RESPONSIBILITY:

City of Courtenay council members are responsible for adopting policies that manage the financial resources of the community. These policies must recognize the budgetary demands of City operations as a whole and be responsive to public perceptions and constraints. There is a limited sum of tax dollars and external revenue sources available for grants to organizations.

The Chief Administrative Officer or Director of Finance has responsibility for processing all payments.

AUTHORIZATION: CoW 1.00.01	DATE: November 25, 2019 CoW
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Section: 5 - Finance	Policy # 1850.00.04
Subject: Provision of Grant-in-Aid and other Forms of Financial Support	Revision # R-1

REVIEW DATE:

This policy has an intended life of 20 years, or less dependent on the discretion of Council of-the-day.

AUTHORIZATION: CoW 1.00.01	DATE: November 25, 2019 CoW
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List of Grant-In-Aid Applicants for 2020

Category	Name of Organization / Society	Purpose	Number of criterias fulfilled	Grant approved by Council for 2019	Grant Requested for 2020	Recommended Grant Amount 3-4 criteria (prorated to \$50k)
Downtown Arts & Culture	Downtown Courtenay Business Improvement Association (DCBIA)	\$5,740 to purchase and install new speakers along 5th Street Downtown Courtenay.	2	-	5,740	
Downtown Arts & Culture Total				-	5,740	
Green Capital Projects/Innovations	Morrison Creek Streamkeepers	\$675 to update watershed map sign at the entrance of Puntledge Park \$275 for a sandwich board sign (use at outdoor events to inform public about MCS and work activities)	4	2,550	950	800
	Comox Valley Project Watershed Society	\$3,250 : Installing shelving units, lights and heater in a permanent storage conservation container for tool and equipments used by the group.	3	2,500	3,250	2,700
	Comox Valley Nature	Wetlands Restoration Projects : control & replacement of invasive plants	4	3,000	3,000	2,500
	Comox Valley Land Trust	\$7,500 Continued Programmatic Support	4	8,000	7,500	6,200
	Courtenay Elementary Community School Society	\$2,500 for set of 250 plates, bowls, cups and flatware. Will eliminate single use plastics in the school kitchen.	3	-	2,500	2,100
	Cumberland Community Forest Society	\$5,000 funding support to co-sponsor a symposium on Water Stewardship in a Changing Climate to be held in Courtenay in April 2020.	3	-	5,000	4,100
Green Capital Projects/Innovations Total				16,050	22,200	18,400
Social/Societal Initiatives	The John Howard Society of North Island	KidStart one on one mentoring program	2	7,500	7,500	
	Indigenous Women's Sharing Society	To support facility administration costs for ongoing non-funded administrative activities.	3	5,000	7,500	6,200
	Comox Valley Family Services Association	\$7,100 Waiting for the Bus Group	2	-	7,100	
	Lake Trail Community Education Society	\$7,500 to fund three initiatives: \$3,000 Healthy Communities, \$1,900 After School & Youth; \$2,600 Garden & Healthy Foods	4	-	7,500	6,200
	Comox Bay Care Society Care-a-van	To support the Care-a-van mobile health services offered to homeless people living in the Comox Valley	3	-	7,500	6,200
Social/Societal Initiatives Total				12,500	37,100	18,600
Other	The Alberni Project Society	\$4000 General operations of museum facility (rent & utilities), annual exhibits.	3	3,500	4,000	3,300
	Comox Valley Pipe Band Society (CVPBS)	Labour to make 5 kilts 5 kilts @ \$500 each. In kind donation for use of a facility for practicing could be considered.	2	1,000	2,500	
	Jeepalooza Association of BC	\$3,200 to offset CVEX fees for annual fundraising event.	3	-	3,200	2,600
	Kitty Cat Prevent a Litter Society	\$5,000 for TNR 2020 program Possible modification to dates because of COVID.	3	-	5,000	4,100
	Old Church Theatre Society	\$5000 for maintenance work at the church. Including windows replacement and furnace maintenance.	1	-	5,000	
	YANA Fund Society	\$4,500 funding to assist completion of a 5 year strategic plan. Strategic Planning process will be postponed until Summer or Fall 2020.	2	-	4,500	
	The SHED Tool Library & Makerspace Cooperative	\$3,620 Visibility Initiative: Marketing, website, print material, ads & events. Visibility Initiative proposed timeline may need to updated.	3	-	3,620	3,000
Other Total				4,500	27,820	13,000
Grand Total				33,050	92,860	50,000

* In 2019, a total of \$110,650 has been granted to 18 organizations. Not all recipients reapplied for 2020.

City of Courtenay

2020 - 2023 Approved Schedule of Annual Gaming Funds Distribution

Gaming Funds Balance, December 31, 2019	\$	1,831,238
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Distribution: Major Categories		2020 Approved	2021 Approved	2022 Approved	2023 Approved
Estimated Annual Funds Available		1,000,000	1,000,000	1,000,000	1,000,000
Support Downtown Arts and Culture	Annual Grants:				
	CV Art Gallery	65,000	65,000	65,000	65,000
	Ctny & Dist Historical Society	50,000	50,000	50,000	50,000
	Sid Williams Theatre Society	105,000	105,000	105,000	105,000
	Downtown cultural events	5,000	5,000	5,000	5,000
	Sid Theatre, Art Gallery and Museum Strategic planning (2018 carry forward)				
		225,000	225,000	225,000	225,000
Council Initiatives & Projects	Purple ribbon Campaign	3,500	3,500	3,500	3,500
	Feb 19, 2019 Resolution - LUSH Community Garden Annual Grant	10,000	10,000	10,000	10,000
	Annual Grants-in-Aid	50,000	50,000	50,000	50,000
	Annual Grants-in-Aid (Management Fee to Comox Valley Community Foundation)		2,500	2,500	2,500
	Other Council Initiatives/Projects	75,000	75,000	75,000	75,000
	Electric Charging Stations - Committed 2019-2023 Fin Plan	175,000			
		313,500	141,000	141,000	141,000
Public Safety / Security	RCMP Contract Funding	405,000	405,000	405,000	405,000
Infrastructure Works	Annual Provision to Infrastructure Reserve	100,000	100,000	100,000	100,000
	Infrastructure Levy Reduction (Approx 1%)	220,000	220,000	220,000	220,000
		320,000	320,000	320,000	320,000
Total Annual Distribution		1,263,500	1,091,000	1,091,000	1,091,000
Projected Gaming Fund Balance		1,567,738	1,476,738	1,385,738	1,294,738



The Corporation of the District of Saanich | Mayor's Office

770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

April 21, 2020

VIA EMAIL: MAH.minister@gov.bc.ca

The Honourable Selina Robinson
Ministry of Municipal Affairs & Housing
PO Box 9056 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Robinson:

RE: FINANCIAL HARDSHIP PROPERTY TAX DEFERMENT PROGRAM REINSTATEMENT

This letter is to confirm that Saanich Council, at their meeting on April 20, 2020, endorsed a motion to reinstate the Financial Hardship Property Tax Deferment Program, initially announced in November 2008 by Premier Gordon Campbell.

For context, the Financial Hardship Property Tax Deferment program allowed eligible homeowners facing financial hardship due to the economic conditions of the time to defer their property tax payments for the following two years, with no requirement to repay the deferred taxes until the homes were sold or transferred. This aided homeowners experiencing financial hardship as well as ensured local governments in receiving property tax revenues, and is the reason why Saanich Council has endorsed the following motion.

“That the Mayor write the Minister of Municipal Affairs and Housing, with copies being sent to Vancouver Island municipalities, to request the reinstatement of the financial hardship property tax deferment program to provide support to property owners facing hardships from COVID-19, who are not eligible for the existing property tax deferment programs”.

For further reference, the minutes of the Council meeting will be available on our website at: <https://www.saanich.ca/EN/main/local-government/mayor-council/schedule-agendas-minutes.html>.

Sincerely,

A handwritten signature in blue ink, appearing to read "F. Haynes", is positioned above the typed name.

Fred Haynes
Mayor

c. Saanich Council
Vancouver Island Municipalities



Acknowledgement of Consultation

Attestation de la consultation

District / Detachment Information - Renseignements sur le district ou le détachement

Fiscal Year - Année financière 2020 - 2021
 RCMP COST CENTRE STANDARD HIERARCHY
 C
 ISLAND DISTRICT
 COMOX VALLEY DETACHMENT
 COMOX VALLEY DETACHMENT P
 Comox Valley Detachment

Community Name(s) - Nom(s) de la(des) collectivité(s)

1. City of Courtenay

This letter acknowledges that the stakeholders of the above-noted detachment / district / unit area or community(ies) and the RCMP have consulted and discussed our progress against last year's priority issues. Further it has been agreed that over the coming year we will collectively focus on the following priority issues.

La présente lettre atteste que les responsables de la région du détachement/district/service ou de la ou des collectivités susmentionnées et de la GRC se sont consultés et ont discuté des progrès accomplis par rapport aux enjeux prioritaires de l'année dernière. Il a aussi été convenu que les enjeux suivants constituent les enjeux prioritaires sur lesquels nous concentrerons conjointement nos efforts au cours de l'année à venir.

Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité

1. Traffic - Road Safety
2. Crime Reduction - Prolific Offenders

District / Detachment Commander - Chef de district / détachement

Michael Kurvers

District / Detachment Commander

Signature - Signature

Date

Community Representative - Représentant(e) de la collectivité

Mayor Bob Wells

Name - Nom

Signature - Signature

Date

THE CORPORATION OF THE CITY OF COURTENAY

*Legislative and Corporate Services
Department
Phone: (250) 334-4441
Fax: (250) 334-4241*



*830 Cliffe Avenue
Courtenay, BC, V9N 2J7
E-mail: info@courtenay.ca
Website: www.courtenay.ca*

File No: 7400-01

April 15, 2019

Comox Valley RCMP
800 Ryan Road
Courtenay, BC
V9N 7T1

Dear Inspector Kurvers:

RE: RCMP Annual Performance Plan Acknowledgement of Consultation 2019 - 2020

The 2019 - 2020 RCMP Annual Performance Plan acknowledgement of consultation was received by Council at the April 1st, 2019 regular Council meeting.

Discussion followed regarding community policing priorities and Council raised additional areas of concern beyond the two items identified in the 2019 - 2020 RCMP Annual Performance Plan.

Council deemed that a more fulsome summary of policing priorities be included with the Comox Valley RCMP community priority issues identified in the acknowledgment of consultation; below is an excerpt taken from the April 1st, 2019 regular Council meeting minutes summarizing Council's discussion for inclusion with the Annual Performance Plan.

.02
RCMP ANNUAL
PERFORMANCE PLAN,
2019-2020,
ACKNOWLEDGEMENT
OF CONSULTATION

The correspondence from Inspector Michael Kurvers, Comox Valley RCMP, related to the "RCMP Annual Performance Plan Acknowledgement of Consultation for the fiscal year 2019 - 2020", was received for information.

General discussion followed regarding community policing priorities and areas of concern raised by Council with a focus on traffic road safety, crime reduction strategies, homeless encampments, domestic violence, sexual assault and organized crime linked to drug trade and opioid use.

It was established that Inspector Kurvers be invited to a future Council meeting to continue discussions related to community policing priorities, and; that the additional items identified at the April 1st, 2019 regular Council meeting be provided as a supplement document for inclusion in the Comox Valley RCMP community priority issues acknowledgment of consultation.

The City of Courtenay values strong relationships between the RCMP and the communities it serves and looks forward to continued stakeholder engagement; enclosed is the 2019 - 2020 RCMP Annual Performance Plan acknowledgement of consultation signed by Mayor Wells.

Yours truly,

City of Courtenay

A handwritten signature in cursive script, reading "Wendy Sorichta".

Wendy Sorichta,
Manager of Legislative and Corporate Administrative Services

Encl.

cc: Bob Wells, Mayor, City of Courtenay
D. Allen, CAO



Royal Canadian Gendarmerie royale
Mounted Police du Canada

Annual Performance Plan

Plan annuel de rendement

Acknowledgement of Consultation

Attestation de la consultation

District / Detachment Information - Renseignements sur le district ou le détachement

Fiscal Year - Année financière 2019 - 2020
RCMP COST CENTRE STANDARD HIERARCHY
C
ISLAND DISTRICT
COMOX VALLEY DETACHMENT
COMOX VALLEY DETACHMENT P
Comox Valley Detachment

Community Name(s) - Nom(s) de la(des) collectivité(s)

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Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité

1. Traffic - Road Safety
2. Crime Reduction - Prolific Offenders

District / Detachment Commander - Chef de district / détachement

Michael Kurvers

District / Detachment Commander

Signature - Signature

Date

Community Representative - Représentant(e) de la collectivité

Mayor Bob Wells

Name - Nom

Signature - Signature

APR 11 2019

Date

Attachment A

Part 54 – Comprehensive Development Twenty Seven Zone (CD-27) (1025 Ryan Road)

8.54.1 Intent

The CD-27 Zone is intended to accommodate a rental apartment development on the property legally described as Lot B, Section 14, Comox District, Plan VIP74579. The property shall be developed substantially in accordance with Schedules A and B which form part of this zone.

8.54.2 Permitted Uses

The following uses are permitted and all other uses are prohibited except as otherwise noted in this bylaw:

1. Dwelling Apartment

8.54.3 Tenure

The tenure of every dwelling unit in the zone is restricted to *residential rental tenure*.

8.54.4 Lot Coverage

A *lot* shall not be covered by buildings to a greater extent than 35% of the total area of the lot.

8.54.5 Floor Area Ratio

The maximum *floor area ratio* shall not exceed 1.65.

8.54.6 Minimum Lot Size

A lot shall have an area of not less than 0.55 hectares.

8.54.7 Setbacks

Except where otherwise specified in this bylaw the following minimum building setbacks shall apply:

- (1) Front Yard (interpreted as the yard adjacent to the northwest property line): 12.0m
- (2) Rear Yard (interpreted as the yard adjacent to the southeast property line): 17.0m
- (3) Side Yard (interpreted as all other yards): 4.5m

Notwithstanding the required front, rear, and side yard setbacks specified above, roof overhangs and decks may extend up to 0.80m into the required setback.

8.54.8 Height of Buildings

Maximum building height shall be 17.0m and in accordance with Schedule B and includes the elevator and roof top mechanical systems.

8.54.9 Usable Open Space

A minimum of 2,966m² of useable open space must be provided as shown in Schedule B. For clarity this includes common outdoor areas and private balconies or patios.

A minimum of 2.6m² of interior amenity space must be provided. For clarity this includes fitness facilities, common rooms and co-work areas.

8.54.10 Accessory Structures

Shall not be permitted except for bike storage structures.

8.53.11 Off-Street Parking and Loading

Off-street parking shall be provided and maintained in accordance with the requirements of Division 7 of this bylaw except:

- (1) In this zone, parking shall be provided at a rate of 1.20 parking spaces per dwelling unit inclusive of visitor parking;
- (2) Bicycle parking facilities must be provided at a rate of two covered, secure stall per unit.

THIS DRAWING IS THE PROPERTY OF W.A. ARCHITECTS LTD. AND SHALL REMAIN THE PROPERTY OF W.A. ARCHITECTS LTD. ANY REPRODUCTION OR TRANSMISSION OF THIS DRAWING IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN PERMISSION OF W.A. ARCHITECTS LTD. IS STRICTLY PROHIBITED.



DATE: 15/05/2018

PROJECT NO: 3360-20-1916

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	15/05/2018
2	ISSUED FOR PERMIT	15/05/2018
3	ISSUED FOR PERMIT	15/05/2018
4	ISSUED FOR PERMIT	15/05/2018
5	ISSUED FOR PERMIT	15/05/2018
6	ISSUED FOR PERMIT	15/05/2018
7	ISSUED FOR PERMIT	15/05/2018
8	ISSUED FOR PERMIT	15/05/2018
9	ISSUED FOR PERMIT	15/05/2018
10	ISSUED FOR PERMIT	15/05/2018

W.A. ARCHITECTS

CONSULTANT

PROJECT NAME: RYAN ROAD RESIDENTIAL

PROJECT ADDRESS: 100 RYAN ROAD, COFFS HARBOUR, N.S.W. 2450

PROJECT NO: 3360-20-1916

DATE: 15/05/2018

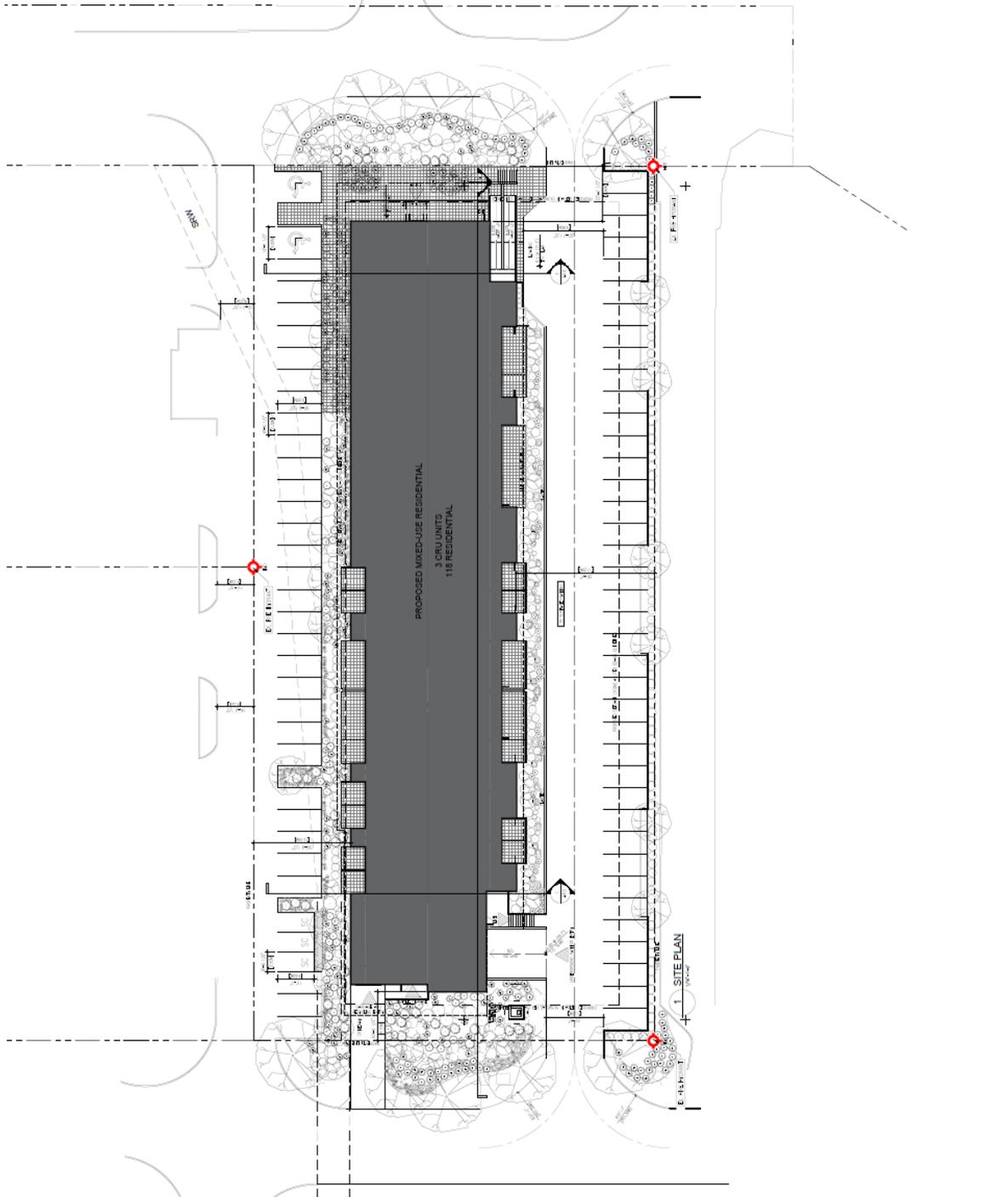
PROJECT NO: 3360-20-1916

SCALE: 1/8"=1'-0"

DRAWN BY: DM

REVIEWED BY: DM

DWG NO: A1.1



SCHEDULE A

Note: Please refer to full size drawings in file 3360-20-1916

SCHEDULE B

Note: Please refer to full size drawings in file 3360-20-1916

1 NORTHWEST ELEVATION
1/8" = 1'-0"

2 SOUTHWEST ELEVATION
1/8" = 1'-0"

3 NORTHWEST ELEVATION
1/8" = 1'-0"

4 SOUTHEAST ELEVATION
1/8" = 1'-0"

5 SOUTH ELEVATION
1/8" = 1'-0"

6 SOUTH ELEVATION
1/8" = 1'-0"

GENERAL NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE IBC AND ALL APPLICABLE LOCAL ORDINANCES.
2. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT OR OTHER THIRD PARTIES.
3. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT OR OTHER THIRD PARTIES.
4. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT OR OTHER THIRD PARTIES.
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9. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT OR OTHER THIRD PARTIES.
10. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT OR OTHER THIRD PARTIES.

CONTRACTOR: [REDACTED]

PROJECT ADDRESS: RYAN ROAD RESIDENTIAL

PROJECT NUMBER: [REDACTED]

DATE: [REDACTED]

SCALE: 1/8" = 1'-0"

PROJECT: RYAN ROAD RESIDENTIAL

ARCHITECT: WVA ARCHITECTS

PROJECT ADDRESS: RYAN ROAD RESIDENTIAL

PROJECT NUMBER: [REDACTED]

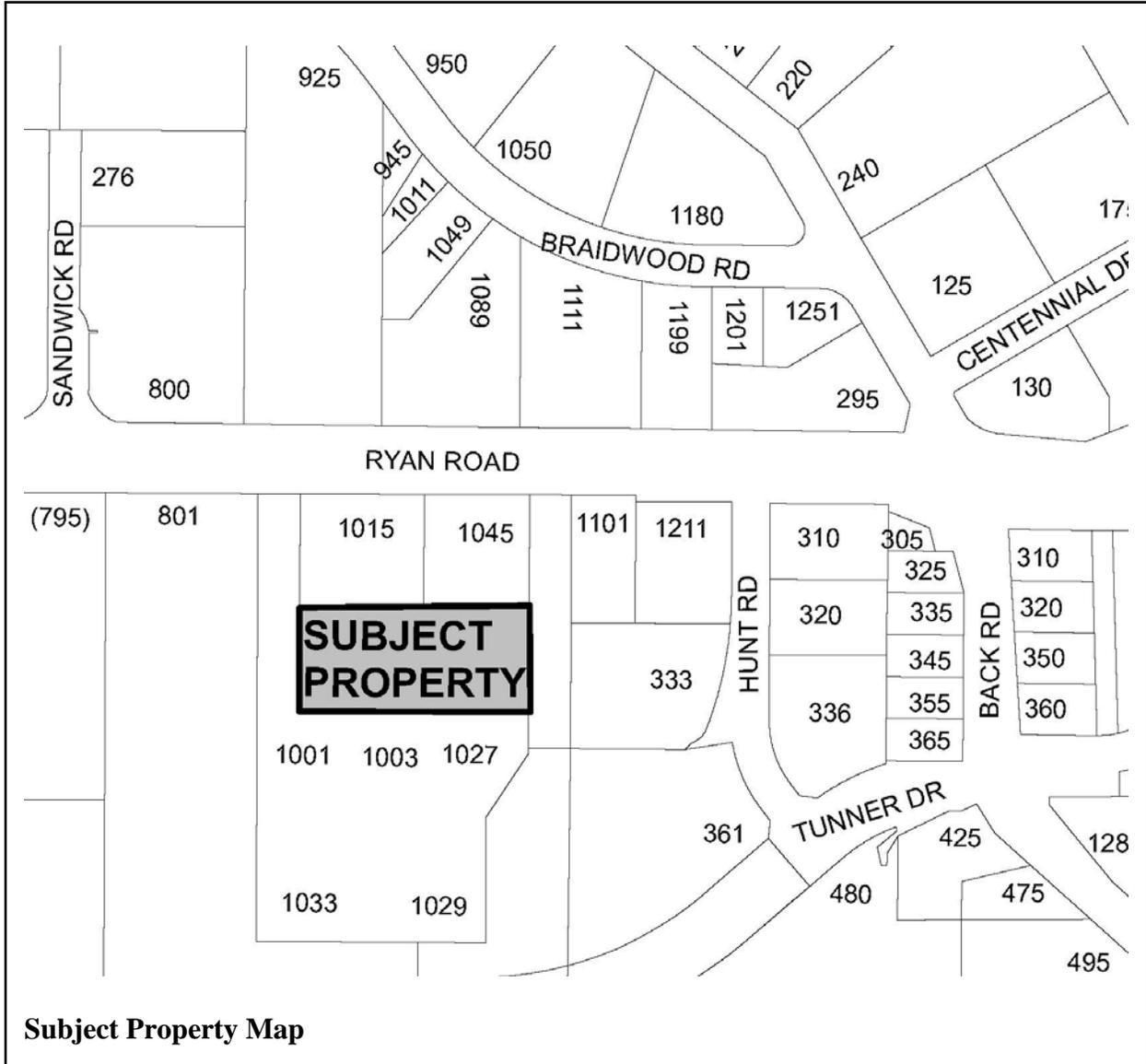
DATE: [REDACTED]

SCALE: 1/8" = 1'-0"

PROJECT: RYAN ROAD RESIDENTIAL

ARCHITECT: WVA ARCHITECTS

Attachment B



Subject Property Map

CITY OF COURTENAY

BYLAW REFERENCE FORM

BYLAW TITLE

Tax Rates Bylaw No. 3002, 2020

REASON FOR BYLAW

To establish the property value taxation rates for 2020

STATUTORY AUTHORITY FOR BYLAW

Section 197 of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Council Finally adopted the 2020-2024 Financial Plan and approved a 3.25 Commercial Tax Rate Multiplier on April 6, 2020. Staff have now received all requisitions from other taxing authorities and calculated the final 2020 tax rates based on the Revised Assessment Roll.

Staff recommend Council to consider the Tax Rates Bylaw No. 3002, 2020 on April 27, 2020 for three readings and final adoption, as approved by the Minister of Public Safety and Solicitor General under the authority of the *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10 (COVID-19). This will allow timely preparation of the tax levy with reduced staffing levels on site. The tax levy is imperative for continuity of municipal operations.

OTHER PROCEDURES REQUIRED

April 27, 2020

J. Nelson
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3002

**A bylaw to impose rates on all
taxable lands and improvements**

Whereas pursuant to the provisions of the *Community Charter* the Council must each year, by bylaw, impose property value taxes on all land and improvements according to the assessed value thereof, by establishing rates for:

- a. the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and
- b. the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body;

Therefore, the Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as **“Tax Rates Bylaw No. 3002, 2020”**.
2. The following rates are hereby imposed and levied for the year 2020:
 - (a) For all lawful general purposes of the municipality, on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “A” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (b) For debt purposes, on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “B” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (c) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “C” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (d) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “D” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (e) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general hospital purposes, rates appearing in Column “E” of the schedule attached hereto and forming a part of this bylaw hereof;

- (f) For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column “F” of the schedule attached hereto and forming a part of this bylaw hereof;
- (g) For purposes of the Municipal Finance Authority on the assessed value of land and improvements for general municipal purposes, rates appearing in column “G” of the schedule attached hereto and forming a part of this bylaw hereof.
- (h) For purposes of the B.C. Assessment Authority on the assessed value of land and improvements for general municipal purposes, rates appearing in column “H” of the schedule attached hereto and forming a part of this bylaw hereof.
- (i) For purposes of the Downtown Courtenay Business Improvement Area on the assessed value of land and improvements for general municipal purposes, rates appearing in column “I” of the schedule attached hereto and forming a part of this bylaw hereof.

Read a first time this day of April, 2020

Read a second time this day of April, 2020

Read a third time this day of April, 2020

Finally passed and adopted this day of April, 2020

Mayor

Corporate Officer

BYLAW NO. 3002, 2020

SCHEDULE

Tax Rates (dollars of tax per \$1000 taxable value)

Property Class	<u>A</u> General Municipal	<u>B</u> Debt	<u>C</u> Library	<u>D</u> Regional District (rates applied to general assessment)	<u>E</u> Regional District (rates applied to hospital assessment)	<u>F</u> Regional Hospital District	<u>G</u> Municipal Finance Authority	<u>H</u> B.C. Assessment Authority	<u>I</u> Downtown Courtenay Business Improve- ment Area
1. Residential	2.8821	0.1420	0.1690	0.4439	0.3460	0.5410	0.0002	0.0426	0.0000
2. Utilities	20.1744	0.9940	1.1833	3.1074	1.2112	1.8935	0.0007	0.4788	0.0000
3. Supportive Housing	2.8821	0.1420	0.1690	0.4439	0.3460	0.5410	0.0002	0.0000	0.0000
4. Major Industry	11.2400	0.5538	0.6593	1.7313	1.1766	1.8394	0.0007	0.4788	0.0000
5. Light Industry	11.2400	0.5538	0.6593	1.7313	1.1766	1.8394	0.0007	0.1099	0.9257
6. Business / Other	9.3667	0.4615	0.5494	1.4427	0.8478	1.3255	0.0005	0.1099	0.9257
8. Recreation / Non- Profit	2.8821	0.1420	0.1690	0.4439	0.3460	0.5410	0.0002	0.0426	0.0000
9. Farm	2.8821	0.1420	0.1690	0.4439	0.3460	0.5410	0.0002	0.0426	0.0000