

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

**Date:** July 6, 2020  
**Time:** 4:00 p.m.  
**Location:** City Hall Council Chambers

**AMENDED AGENDA**

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

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

Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. M0192 *Local Government Meetings & Bylaw Process (COVID-19) Order No. 3*; has implemented changes to its open Council meetings.

In the interest of public health and safety, in-person attendance by members of the public at Council meetings will be prohibited until further notice. Council meetings will be presided over by the Mayor or Acting Mayor with electronic participation by 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 4:00 p.m. during this period.

**K'OMOKS FIRST NATION ACKNOWLEDGEMENT**

**Pages**

**1. ADOPTION OF MINUTES**

1.1 Adopt June 29th, 2020 Regular Council meeting minutes

7

**2. INTRODUCTION OF LATE ITEMS**

### 3. DELEGATIONS

#### 3.1 Integrated Regional Transportation Select Committee (IRTSC) - Draft Memorandum of Understanding (MOU) Re: Regional Transportation Planning

Presentation Facilitated By:

- David Frisch, Director, Comox Valley Regional District and Chair, IRTSC
- Angela Holmes, Vice-Chair, IRTSC
- Alana Mullaly, Senior Manager Sustainability and RGS Planning, Comox Valley Regional District (CVRD)

##### 3.1.1 Regional Transportation DRAFT Memorandum of Understanding (MOU) 17

#### 3.2 LOLA Architecture Inc. - Whistlestop Development Presentation Re: Use, Design, Access, Parking and Zoning

3.2.1 Presentation Facilitated By:

- Erica Lowe, Architect, LOLA Architecture Inc.
- Chantal Richard, Engineer, McElhanney

### 4. STAFF REPORTS/PRESENTATIONS

#### 4.1 Development Services

##### 4.1.1 Zoning Amendment Bylaw No. 2977 - 2355 Mansfield Drive 23

##### 4.1.2 Zoning Amendment Bylaw 2990 - Third Reading Report - 1025 Ryan Road 157

##### 4.1.3 Zoning Amendment Bylaw No. 2992 to Allow for Office Use at 2459 Cousins Avenue 161

##### 4.1.4 Development Permit with Variance No. 2005 - 508 - 3rd Street 171

#### 4.2 Financial Services

##### 4.2.1 Financial Information Act - 2019 Statement of Financial Information (SOFI) 197

<b>5.</b>	<b>EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION</b>	
5.1	Letter from The John Howard Society North Island in Response to June 8th, 2020 Delegation Presentation from Comox Valley Kiwanis Village	235
5.2	Letter from the Comox Valley Cycling Coalition - East-West (Connector Multi-use Pathway)	239
<b>6.</b>	<b>INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION</b>	
6.1	Briefing Note - Rotary Water Park - 2020 Operational Season	243
6.2	Briefing Note - New Ministerial Order 192 (MO192) - Updated Local Government Meetings & Bylaw Process COVID-19	245
<b>7.</b>	<b>REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES</b>	
7.1	Councillor Cole-Hamilton	
7.2	Councillor Frisch	
7.3	Councillor Hillian	
7.4	Councillor McCollum	
7.5	Councillor Morin	
7.6	Councillor Theos	
7.7	Mayor Wells	
<b>8.</b>	<b>RESOLUTIONS OF COUNCIL</b>	
8.1	Councillor Frisch Resolution - 17th Street Bike Lane Design	
	That Council direct staff to reallocate the \$30,000 approved in the 2020 General Capital Budget for the buffered bike lane painting on 17 <sup>th</sup> Street, Fitzgerald Avenue to McPhee Avenue, to be used to fund design work for a protected bike lane for that section of 17th Street; and furthermore,	
	That staff also include in that work, the design for a protected bike lane on 17 <sup>th</sup> Street, McPhee Avenue to Willemar Avenue.	

8.2 Councillor Cole-Hamilton Resolution - 6th Street Multiuse PedestrianBike Bridge Options Analysis

That Council request staff to produce a preliminary report on options and costs for the 6<sup>th</sup> Street Multi-use Pedestrian Bike Bridge to assist Council in refining the number of options to be further developed.

9. UNFINISHED BUSINESS

9.1 Development Permit with Variances No. 1906 – 925 Braidwood Road

259

**Staff Note:** At its June 1<sup>st</sup>, 2020 regular Council meeting, Council passed the following resolution:

*"That based on the June 1<sup>st</sup>, 2020 staff report "Development Permit with Variances No. 1906 - 925 Braidwood Road" Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1906.*

***Subsidiary motion:***

*That Council postpones consideration of the main motion for a period of one month to allow time for receipt of additional information through the public consultation process."*

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1 For First and Second Reading

12.1.1 Zoning Amendment Bylaw No. 2977, 2020

311

(A bylaw to rezone property from Commercial Two Zone (C-2) to Comprehensive Development Zone Twenty Eight (CD-28) - 2355 Mansfield Drive)

12.1.2 Zoning Amendment Bylaw No. 2992, 2020

321

(A bylaw to rezone property to permit office use - 2459 Cousins Avenue)

12.2	For Third Reading	
12.2.1	Zoning Amendment Bylaw No. 2990, 2020	323
	(A bylaw to amend zoning to develop a 118 unit rental apartment building with amenities - 1025 Ryan Road)	
12.2.2	Zoning Amendment Bylaw No. 2993, 2020	331
	(A bylaw to rezone property from Residential One Zone (R-1) to Residential One S Zone (R-1S) to allow for a secondary suite - 1028 Arrowsmith Avenue)	
12.2.3	Zoning Amendment Bylaw No. 2999, 2020	333
	(A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Residential Two Zone (R-2) to Residential Two B Zone (R-2B) to facilitate subdivision into two lots - 820 Urquhart Avenue)	

13. ADJOURNMENT

**Minutes of a Regular Council Meeting**

**Meeting #:** R17/2020  
**Date:** June 29, 2020  
**Time:** 4:00 pm  
**Location:** City Hall, Courtenay, BC, via video/audio conference

**Attending:**

**Mayor::** B. Wells, via video/audio conference  
**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, via video/audio conference  
W. Sorichta, Corporate Officer, via video/audio conference  
I. Buck, Director of Development Services, via video/audio conference  
J. Nelson, Director of Financial Services, via video/audio conference  
K. Shaw, Director of Public Works Services  
D. Snider, Director of Recreation & Cultural Services, via video/audio conference  
M. Fitzgerald, Manager of Development Planning, via video/audio conference  
N. Borecky, Manager of Information Systems, via video/audio conference  
K. Collins, Manager of Recreation Programming, via video/audio conference  
E. Gavelin, Network Technician, via video/audio conference  
R. Matthews, Executive Assistant/ Deputy Corporate Officer, via video/audio conference

**Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. M192 *Local Government Meetings & Bylaw Process COVID-19* implemented changes to its open Council meetings.**

**In the interest of public health and safety, in-person attendance by members of the public at Council meetings is prohibited until further notice. Council meetings are presided over by the Mayor or Acting Mayor with electronic participation by Council and staff via live web streaming and start at 4:00 p.m. during this period.**

**1. ADOPTION OF MINUTES**

**1.1 Adopt June 15<sup>th</sup>, 2020 Regular Council meeting minutes (0570-03)**

**Moved By** Cole-Hamilton

**Seconded By** Morin

That the June 15<sup>th</sup>, 2020 Regular Council meeting minutes be adopted.

**Carried**

**2. INTRODUCTION OF LATE ITEMS**

**3. DELEGATIONS**

**4. STAFF REPORTS/PRESENTATIONS**

**4.1 Recreation and Cultural Services**

**4.1.1 COVID-19 Recovery Plan Policy: Lifting of Cultural Facility Closures (7900-00)**

**Moved By** Hillian

**Seconded By** Frisch

That based on the June 29<sup>th</sup>, 2020, staff report “COVID-19 Recovery Plan Policy: Lifting of Cultural Facility Closures”, Council adopt OPTION 1 as follows:

That per orders and requirements of the provincial and federal authorities to maintain physical distancing and restrict public gatherings related to the spread of the Coronavirus COVID-19; and, as imposed by extraordinary powers adopted March 18<sup>th</sup>, 2020 under the BC provincial state of emergency; and,

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 2 which, under enhanced protocols allows the return to provision of certain services;

Therefore be it resolved that effective immediately, Council authorizes the non-concurrent re-opening of the Centre for the Arts, Comox Valley Art Gallery, Courtenay and District Museum and Paleontology Centre and the Sid Williams Theatre, subject to the following conditions:

1. No changes to the phased industry specific re-openings permitted under the existing Province of BC’s Restart Plan;

2. City Staff receipt from each cultural facilities' respective COVID-19 Safety Plans;
3. That the tenants and cultural service operators comply with all applicable Orders and Guidelines; and,

That the City of Courtenay lifting of cultural facility closure policy during the COVID-19 pandemic be effective immediately and may be subject to change:

- a. as directed under the authority of the provincial or federal governments through the Emergency Program Act or Emergencies Act Canada
- b. until such time as the provincial state of emergency for the COVID-19 pandemic has been rescinded and local governments may resume regular operations, or
- c. by resolution of Council.

**Carried**

#### **4.1.2 COVID-19 Recovery Plan Policy: Summer Programs (8000-20)**

**Moved By** Morin

**Seconded By** Theos

That based on the June 29<sup>th</sup>, 2020 staff report "COVID-19 Recovery Plan Policy: Summer Programs", Council approves OPTION 1 as follows:

That per orders and requirements of the provincial and federal authorities to maintain physical distancing and restrict public gatherings related to the spread of the Coronavirus COVID-19; and, as imposed by extraordinary powers adopted March 18<sup>th</sup>, 2020 under the BC provincial state of emergency; and,

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 2 which, under enhanced protocols allows the return to provision of certain services including summer recreational programs;

Therefore be it resolved that effective immediately, Council authorizes the City Staff to offer summer recreational programs with the following conditions:

- a) That in the interest of public health and safety, staff amend participant program forms to include COVID-19 language regarding provincial and federal guidelines.

- b) That Worksafe BC Employee Safety Plans for City Staff engaged in the provision of these summer recreational programs has been prepared under public health aligned industry guidelines and WorkSafe BC regulations.
- c) That COVID-19 Safety Plan is completed and readily available to program participants and has been prepared under public health aligned industry guidelines including orders issued by the public health officer, the Minister of Public Safety and Solicitor General and Worksafe BC regulations.
- d) That summer recreational programs comply with existing applicable City policies or bylaws.
- e) That City Staff will review operations on a regular basis to ensure summer recreational programs are in compliance with the COVID 19 Recovery Plan Policy - Summer Programs.

That the City of Courtenay Summer Recreation Program Policy during the COVID-19 pandemic be effective immediately and may be subject to change:

- a) as directed under the authority of the provincial or federal governments through the Emergency Program Act or Emergencies Act Canada,
- b) until such time as the provincial state of emergency for the COVID-19 pandemic has been rescinded and local governments may resume regular operations, or
- c) by resolution of Council.

**Carried**

## **4.2 Development Services**

### **4.2.1 Permanent Change to Liquor Licence Application (Crown Isle Golf Club) - 399 Clubhouse Drive (4320-20)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT, based on the June 29<sup>th</sup>, 2020 staff report, “Permanent Change to Liquor Licence Application (Crown Isle Golf Club) - 399 Clubhouse Drive”, Council approve OPTION 1 as follows:

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

**Carried**

**4.2.2 Zoning Amendment Bylaw No. 2998 to allow for a secondary suite at 2466 Walbran Place (3360-20-2004)**

**Moved By** McCollum

**Seconded By** Hillian

That based on the June 29<sup>th</sup>, 2020 staff report, "Zoning Amendment Bylaw No. 2998 to allow for a secondary suite at 2466 Walbran Place" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2998, 2020; and,

That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw following the resumption of regular Council meetings, or when an alternative process is developed.

**Amending motion:**

**Moved By** Frisch

**Seconded By** McCollum

That the main motion be amended to include:

That Council direct staff to prepare and execute a housing agreement bylaw, at the applicants expense, that requires the owner of the land to

occupy one of the dwelling units on the land as a condition of adoption of Zoning Bylaw No. 2998, 2020.

**Carried**

**The main motion was carried as amended**

**5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.1 Briefing Note - Official Community Plan (OCP) - Stakeholder Consultation (6480-01)**

**Moved By** Theos

**Seconded By** Morin

That the June 29<sup>th</sup>, 2020 Briefing Note, "Official Community Plan (OCP) - Stakeholder Consultation", be received for information.

**Carried**

**7. REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES**

**7.1 Councillor Cole-Hamilton**

Councillor Cole-Hamilton participated in the following events:

- Climate Caucus Steering Committee meeting
- Climate Caucus Board of Directors meeting
- PACE BC Steering Committee meeting
- PACE BC meeting with Honourable Bruce Ralston, Minister of Energy, Mines and Petroleum Resources
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer CVRD Board of Directors
- Comox Strathcona Waste Management Board meeting
- Overdose Prevention Community Action Team meeting
- Comox Valley Drug Strategy Committee's Community Drug Policy Dialogue sessions (3 Total) facilitated by project staff of the Canadian Drug Policy Coalition
- Comox Valley Community Health Network's 'What Just Happened? And Where Do We Go From Here? A Community Conversation about the COVID-19 Pandemic' via video/audio conference

**7.2 Councillor Hillian**

Councillor Hillian reviewed his attendance at the following event:

- Met with the Mayor and management staff of Chances Casino re: tentative facility reopening in summer of 2020

**7.3 Councillor Morin**

Councillor Morin participated in the following events:

- CVRD Director briefings; COVID-19/Regional EOC information updates (4 Total)
- CVRD Board meeting (3 Total)
- Comox Valley Food Policy Council meeting
- Comox Valley Food Policy Council Food Supply Disruption Subcommittee meetings (4 Total)
- We Are One: A Peaceful Protest in Solidarity with Black Lives Matter and Justice for Indigenous Peoples of Canada at Simms Millennium Park
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer (3 Total)
- Downtown Courtenay Business Improvement Association (DCBIA) Virtual Annual General Meeting
- Comox Valley Drug Strategy Committee meetings (2 Total)
- Comox Valley Sewage Commission meeting
- Comox Valley Water Committee meeting
- Comox Valley Sports Centre Commission meeting
- Comox Valley Community Health Network's 'What Just Happened? And Where Do We Go From Here? A Community Conversation about the COVID-19 Pandemic' via video/audio conference
- Comox Valley Drug Strategy Committee's Community Drug Policy Dialogue sessions (3 Total) facilitated by project staff of the Canadian Drug Policy Coalition

Councillor Morin mentioned that the Comox Valley Food Policy Council will be bringing forward a resolution to the Union of BC Municipalities (UBCM) advocating for farmers' markets to be designated an essential service and that farmers' market associations be included in future emergency response planning.

**7.4 Councillor Theos**

Councillor Theos provided an update regarding the Vancouver Island Regional Library (VIRL) Courtenay Library and facility re-opening, with a soft opening anticipated June 30<sup>th</sup>, 2020 and recommended the public visit the VIRL website for information and updates.

**7.5 Mayor Wells**

Mayor Wells reviewed his attendance at the following events:

- Met with Councillor Hillian and the management of Chances Casino re: tentative facility reopening in summer of 2020
- Island Coastal Economic Trust Regional Advisor Committee meeting (appointed Chair)
- Comox Valley Economic Task Force meetings (appointed Co-Chair with Chief Nicole Rempel, K'omoks First Nation)

**8. RESOLUTIONS OF COUNCIL**

**8.1 In Camera Meeting**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

That a Special In-Camera meeting closed to the public will be held June 29<sup>th</sup>, 2020 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (d) the security of the property of the municipality;
- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90 (1) (g) litigation or potential litigation affecting the municipality;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**Carried**

**9. UNFINISHED BUSINESS**

**10. NOTICE OF MOTION**

11. NEW BUSINESS

11.1 Comox Valley Coalition to End Homelessness - Connect Warming Centre COVID-19 Update and License to Occupy Extension Request - 685 Cliffe Avenue (0400-20/0810-20)

**Moved By** Hillian

**Seconded By** McCollum

That the correspondence dated June 11<sup>th</sup>, 2020 from the Comox Valley Coalition to End Homelessness (CVCEH), requesting a one-year lease renewal of the Connect Warming Centre with continued in-kind support from the City of Courtenay, be received for information;

That the terms and renewal of the Connect Warming Centre Licence to Occupy agreement between the Comox Valley Transition Society (Licensee) and the City of Courtenay (Licence), for use of the north side of the City owned premises located at 685 Cliffe Avenue (legal description PID: 006-102-930, Lot 3, Section 61 Comox District Plan VIP3817), expiring June 30<sup>th</sup>, 2020 be temporarily extended until the 31<sup>st</sup> day of August, 2020, pursuant to section 3 of the agreement; and,

That staff provide public notice to satisfy the statutory advertising requirements for the provision of assistance and disposition of City lands per Section 24 of the *Community Charter*;

That the Mayor and Corporate Officer be authorized to execute all documentation relating to the interim extended terms and renewal of the Licence to Occupy agreement; and,

That staff provide a report investigating options and implications to enter into a one-year lease agreement with the CVCEH and the City of Courtenay at a future Council meeting, on or before, September 30<sup>th</sup>, 2020.

**Carried**

**12. BYLAWS**

**12.1 For First and Second Reading**

**12.1.1 Zoning Amendment Bylaw No. 2998, 2020 (2466 Walbran Place)**

**Moved By** Theos

**Seconded By** Morin

That "Zoning Amendment Bylaw No. 2998, 2020" pass first and second reading.

**Carried**

**13. ADJOURNMENT**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

That the meeting now adjourn at 5:15 p.m.

**Carried**

**CERTIFIED CORRECT**

---

**Corporate Officer**

**Adopted this 6<sup>th</sup> day of July, 2020**

---

**Mayor**

# MEMORANDUM OF UNDERSTANDING

## BETWEEN:

**THE COMOX VALLEY REGIONAL DISTRICT, THE CITY OF COURTENAY,  
THE TOWN OF COMOX, THE VILLAGE OF CUMBERLAND, SCHOOL  
DISTRICT NO. 71, K'ÓMOKS FIRST NATION and the MINISTRY OF  
TRANSPORTATION AND INFRASTRUCTURE**

## REGARDING:

**REGIONAL TRANSPORTATION PLANNING WITHIN THE COMOX VALLEY**

**THIS MEMORANDUM OF UNDERSTANDING** dated for reference the \_\_\_\_ day of \_\_\_\_\_ 2020.

### 1.0 PREAMBLE

The Comox Valley Regional District (CVRD) adopted Bylaw No. 120 being “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010” on March 29, 2011 to promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities and services, land and other resources. The RGS outlines the need for regional coordination on a variety of issues that cross local government boundaries, including housing, transportation, food security, public health, environmental protection and climate change and economic development. With respect to transportation, Goal 4 and its supporting objectives of the Comox Valley Regional Growth Strategy provide for the following:

- **Goal 4: Transportation:**

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

**Objective 4-A:** Increase public transit use.

**Objective 4-B:** Improve bicycle and pedestrian infrastructure to increase the use of active transportation options.

**Objective 4-C:** Develop and maintain an inter-regional transportation system that efficiently and safely facilitates the movement of people and goods.

In addition to the goals, objectives and supporting policies outlined in the RGS, the City of Courtenay, the Town of Comox and the Village of Cumberland have identified objectives and requirements for transportation mobility within their official community plans. Recognizing the affinities in provincial, regional and community goals for transportation planning for the future of the Comox Valley, and the need for coordination between the Ministry of Transportation and Infrastructure, the Regional District, the City of Courtenay, the Town of Comox, the Village of Cumberland, K'ómoks First Nation and School District No. 71 in establishing and implementing unified regional policies and strategic transportation plans, the parties establish this Memorandum of Understanding (herein after referred to as 'MOU') to foster enhanced cooperation towards achieving the transportation goals and objectives of the Comox Valley Regional Growth Strategy.

This MOU relates only to the goals, objectives and policies of the Regional Growth Strategy that are related to transportation. Specific implementation agreements are intended to be developed in the future with respect to the projects and initiatives developed to achieve the transportation objectives within the Regional Growth Strategy.

## 2.0 PART 2 - PURPOSE

This MOU provides a mechanism for the development of inter-jurisdictional strategies and plans for implementing the growth management goals and commitments in the Comox Valley Regional Growth Strategy (RGS). Its purpose is to serve as a written understanding of the commitments and responsibilities of the parties to enhance cooperative planning and advocacy respecting transportation issues that have a regional and, therefore, multi-jurisdictional impact.

The parties acknowledge that notwithstanding any wording contained within, neither the MOU as a whole nor any of its parts taken separately are intended to be either a contract or contractual in nature. This MOU is not legally binding in any way and places no legal obligation on the parties either individually or collectively.

## 3.0 PART 3 - PRINCIPLES

The parties are committed to the following principles:

- **Local Autonomy:** mutual respect for the different and distinct statutory powers, authority, ownership and responsibility relating to land use and transportation related infrastructure and services, and acknowledgement that this MOU does not amend, modify, limit, extend or add to statutory powers and authority. Any formal actions that may result from this MOU, between the parties, have to follow the appropriate decision-making protocols;
- **Holistic:** appreciation of the need for a complete system-view in terms of the transportation system's social, economic and environmental impacts and value for a coherent multi-modal system for the cost-effective and efficient movement of people and goods.
- **Healthy and Sustainable:** active transportation has been demonstrated to provide multiple transportation, environmental and public health benefits, including promoting physical activity, reducing contributions to climate change, improving air quality and improving community livability. For these reasons active transportation strategies should be given priority status.
- **Coordinated Planning and Cooperation:** appreciation of the need for coordinated regional planning and cooperation on regionally-significant transportation projects and programs.

## 4.0 PART 4 - GOVERNANCE AND ADMINISTRATION

- 4.1 The Comox Valley Regional District Board, as the service participants of the Regional Growth Strategy Service, Function 512, is the governing body for the operation and administration of the service.

- 4.2 Without limiting the scope of responsibilities of the Senior Manager of Sustainability and RGS Planning for the Comox Valley Regional District, this position shall be responsible for the operation and administration of the services under this MOU, including the following specific matters:
- a) preparing and presenting an annual budget and workplan for the services under this MOU;
  - b) reporting to the Technical Advisory Committee (TAC) and CVRD Board with respect to the work undertaken for services under this MOU and any other matter considered appropriate.

## 5.0 PART 5 - ADVISORY COMMITTEES

- 5.1 The Comox Valley Regional Growth Strategy Technical Advisory Committee shall serve as advisory committees concerning the services provided under this MOU. When matters concerning regional transportation are considered by the TAC, the membership shall include a staff representative from the Ministry of Transportation and Infrastructure, K'ómoks First Nation and School District No. 71.
- 5.2 The activities of the Technical Advisory Committee (TAC) are to include, but are not limited to, the following:
- a) to provide comments or advice upon request, or at the Committee's initiative, to local government boards/councils, or other agencies respecting regional transportation initiatives;
  - b) to ensure proper process and consultation in regards to regional transportation plans and priorities, policy, monitoring, and related issues;
  - c) to support the monitoring and evaluation of this MOU and progress towards the achievement of the Regional Growth Strategy goals and objectives related to transportation.
- 5.3 The TAC shall provide such advice and comments in the form of a report prepared by regional district staff, to the Steering Committee. Upon receipt of a report from the Technical Advisory Committee, the Steering Committee will meet to review and discuss. The Steering Committee will provide its comments and recommendations to the CVRD Board via a report prepared by regional district staff.
- 5.4 The TAC shall meet as necessary and at least twice each calendar year to discuss each jurisdiction's regionally-significant transportation projects and consider the annual budget and work plan for services under this MOU.
- 5.5 The TAC may receive and require reports and information regarding the services under this MOU as it considers necessary.

## 6.0 PART 6 - SERVICES

- 6.1 The services established and provided in respect of this MOU, and without limiting the forgoing, may include:

- a) regional transportation data-collection and monitoring;
- b) advocacy respecting transportation issues of common interest to the local governments and other agencies within the Comox Valley;
- c) multi-modal regional transportation planning and policy development; and
- d) public education and promotion respecting active transportation.

6.2 The specific services to be provided under this MOU shall be considered annually by the Comox Valley Regional District Board as part of the budget deliberations concerning the Regional Growth Strategy Service, Function 512.

**7.0 PART 7 - FINANCIAL CONSIDERATIONS**

7.1 Funding for services and projects under this MOU shall be provided under the Comox Valley Regional District Regional Growth Strategy Service, Function 512.

7.2 Notwithstanding any provision of this MOU, the expenditure of money by any party to achieve any of the objectives or plans established by, set out in or created by this MOU or to fulfil any of the commitments set in out or created by this MOU is subject to funds being available.

7.3 The parties acknowledge that this MOU is not intended to be a procurement instrument or influence procurement in any way. Any procurement resulting from or required by the implementation of this MOU must be accomplished in accordance with applicable procurement laws, regulations and policies.

**8.0 PART 8 – MONITORING AND REVIEW**

8.1 This MOU may be reviewed in conjunction with the formal reviews of the Comox Valley Regional District Regional Growth Strategy or at the request of any of the parties.

**IN WITNESS WHEREOF THE parties have executed this Memorandum of Understanding as of the date first above written.**

**COMOX VALLEY REGIONAL DISTRICT**

\_\_\_\_\_  
by its authorized signatory:

**THE CITY OF COURTENAY**

\_\_\_\_\_  
by its authorized signatory:

**THE TOWN OF COMOX**

---

by its authorized signatory:

**THE VILLAGE OF CUMBERLAND**

---

by its authorized signatory:

**K'ÓMOKS FIRST NATION**

---

by its authorized signatory:

**SCHOOL DISTRICT NO. 71**

---

by its authorized signatory:

**THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

---

by its authorized signatory:

DRAFT





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3360-20-1912

**From:** Chief Administrative Officer

**Date:** July 6, 2020

**Subject:** Zoning Amendment Bylaw No. 2977 - 2355 Mansfield Drive

### PURPOSE:

The purpose of this report is for Council to consider a Zoning Bylaw amendment application to create a new Comprehensive Development Twenty Eight Zone (CD-28), and rezone the property legally described as Lot B, Section 66, Comox District, Plan 28292 from C-2 to CD-28.

### CAO RECOMMENDATIONS:

That based on the July 6<sup>th</sup>, 2020 staff report "Zoning Amendment Bylaw No. 2977 - 2355 Mansfield Drive" Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Reading of "Zoning Amendment Bylaw No. 2977" to create a new CD-28 Zone and rezone the property legally described as Lot B, Section 66, Comox District, Plan 28292 from C-2 to CD-28;
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 or upon approval of an alternate process; and
3. That Final Reading of the bylaw be withheld pending the registration of a Section 219 covenant on the subject property.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is 2,792 m<sup>2</sup> (0.69ac.) in area and located within a mixed use neighbourhood defined by a mix of commercial and residential uses along Mansfield Drive, the Courtenay Airpark and automobile oriented retail and services along Cliffe Avenue.

The property is relatively flat and is occupied by the existing Whistle Stop Neighbourhood Pub and liquor store which is located in the southeast corner of the property. The remainder of the site consists of an asphalt-surfaced parking lot, grass boulevards and two driveways accesses. An undeveloped City laneway and a deck are situated along the southern property boundary and the Courtenay River Walkway is located on the opposite side of Mansfield Drive.

Vehicular access to the property is from Mansfield Drive, a City road abutting the north and east property boundaries. The City’s Transportation Master Plan classifies Mansfield Drive as a local road whereas Cliffe Avenue is classified as a highway and is under the jurisdiction of the Ministry of Transportation. Mansfield Drive intersects with Cliffe Avenue to the north and south of the development site.



Figure 1: Subject Property and Context

The City’s Official Community Plan (OCP) designates the subject property as “Mixed Use”. When referencing the surrounding land use designations the intent is that this property marks a transition between the multi-family development envisioned along Mansfield Drive and commercial development along Cliffe Avenue.



Figure 2: Land Use Designations

---

The Multi-Residential designation envisions a mix of residential uses. Implementation along Mansfield Drive has been relatively slow with the condominiums at 2300 Mansfield Drive representing the most significant example of additional density being added to the neighbourhood. Properties along Cliffe Avenue are designated “Commercial”, a broad designation which includes all forms of retail, office and commercial services. Balancing, and providing a transition between these two land uses is a key element of the “Mixed Use” designation in this context.

Proposed is an amendment to the zoning bylaw to facilitate the construction a new five-storey building. At ground level the building includes a new 250 seat pub, an expanded outdoor patio and a new 266m<sup>2</sup> (2,863 ft<sup>2</sup>) liquor store. Storeys two to five of the building contains 30 condominium units.

Based on neighbourhood comments related to this proposal and other recent applications in the area staff have some concern with increasing the pub capacity beyond what exists today. However, at this point the application is dealing only with the proposed land use – which staff support at this location. If this zoning amendment is approved the applicant will be required to make an application to the Liquor and Cannabis Regulation Branch (LCRB) for structural changes to the existing pub for increases in seating capacity, changes to the pub’s floor plan and expansion of the pub’s patio. At that time staff will review the licensing proposal in detail and neighbourhood feedback specific to the increased capacity in order to provide an opinion for Council’s consideration.

Parking for the proposed development is provided through a combination of surface parking and in a two storey underground parking facility accessed at the southwest corner of the building. The underground parking facility provides a majority of the off-street parking with 32 stalls on the first level of the parkade and 26 stalls on the second level for a total of 58 underground parking stalls.

Within the underground parkade parking stalls will be labelled using signage. Signage will be posted on each stall delineating whether the stalls are for residential, visitor parking or pub parking. Residents, visitors and pub patrons will access the pub through the use of the stairway and elevator located within the parkade. The parkade door will be controlled to allow free access during the pub and liquor store opening hours. After-hours access for residents will be through sensor or key fob system. Pub patrons will be able to access their vehicles parked underground after hours through the use of a door access system. A further 28 surface parking stalls are provided to service both the pub and liquor store uses.

The applicant has designed the site to enable the existing pub and liquor store to remain in operation during construction of the new building. Once the new building is constructed the existing Whistle Stop building will be demolished and surface parking will be provided. During construction, should the applicant wish to continue operating the pub and liquor store, off street parking on an adjacent parcel must be secured. This will be a condition of the section 219 covenant to be registered prior to adoption of this bylaw and proof of the agreement must be provided to the City prior to issuance of a building permit. Failure to secure off street parking on an adjacent property will result in the pub and liquor store being closed during construction.

Mansfield Drive is a local City road with a posted speed limit of 50km/hr. There are sight line issues as a result of the curve in Mansfield Drive. As a result, the speed will be posted as 30km/hr around this curve in the street. The addition of the new signs as well as enhancements to the existing crosswalk at the curve in Mansfield will be conditions of the rezoning and secured through a covenant. The applicant’s Civil

Engineer has confirmed the proposed access is safe for the proposed use, subject to the reduction in speed.

To accommodate the proposed density and other site-specific aspects of the development, the applicant is proposing a new comprehensive development zone (CD zone). None of the existing zones within the Zoning Bylaw permit the density, height and parking ratio the applicant is proposing. Also, because of where the new building is being located on the property none of the existing zones would permit the siting of the development in its proposed location without a series of setback variances.

The applicant's plans for the property are summarized in **Schedule No. 1**. Given that this is a CD zone, the applicant has provided detailed architectural plans that describes the CD zone (**Schedule No. 2**). The City has also been supplied with a parking study (**Schedule No. 3**), a TIA and a proposal for Advisory Signage (**Schedule No. 4**).



Figure 3: Perspective Elevation (Mansfield Drive Frontage Looking South)



Figure 4: Perspective Elevation (Mansfield Drive Frontage Looking Southwest)



Figure 5: Perspective Elevation (Mansfield Drive Looking North-East)

**Zoning Review**

The proposal requires rezoning as the current Commercial Two Zone (C-2) zone does not permit the desired density, building height or building setbacks to accommodate the development. In addition, the applicant proposes reduced parking requirements. The table below summarizes the proposal relative to the existing C-2 zone as well as the Residential Four A (R4-A) zone, a zone typically used for medium and higher density multi-family proposals.

	Existing Zone (C-2)	Comparable Zone (R4-A)	Proposal (CD Zone)
FAR	0.60	1.33	1.54
Lot Coverage	Max of 4,500m <sup>2</sup> per floor	No requirement	43.8%
Front yard setback	7.5m	6.0m	North 0m East 2.7m South: 19.5m West: 0.5m
Rear yard setback	4.5m	6.0m	
Side yard setback	No side yard required	3.0m 4.5m – for fourth storey flanking street	
Building Height	13.5m	14.0m	18.0m
Usable Open Space	20m <sup>2</sup> /dwelling unit (600m <sup>2</sup> )	20m <sup>2</sup> / dwelling unit (600m <sup>2</sup> )	27.5m <sup>2</sup> /dwelling unit (826.1m <sup>2</sup> )
Parking Base Requirements	Residential - 1.5 stalls per unit (45 stalls)  Restaurant - 1.0 stall per 6 seats (42 stalls)  Liquor Store Use – 1.0 stall per 12 m <sup>2</sup> of retail	Residential - 1.5 stalls per unit (45 stalls)	Residential - 1.1 stalls per unit (33 stalls)  Restaurant (250 seats) - 1.0 stall per 6 seats (42 stalls)  Liquor Store – combined retail and warehouse floor area

	floor area (16 stalls) plus 1.0 stall per 20 m <sup>2</sup> of warehouse area (2 stalls)  Total: 105 stalls		(11 stalls)       Total: 86 stalls
--	--	--	---

Table 1: Zoning Analysis

Compared to the existing C-2 and the R-4A zone, the proposal seeks increases in density (FAR), building height and a decrease in off-street parking. However, staff note the proposal exceeds the residential useable open space requirements established in the R4-A zone.

**DISCUSSION:**

The OCP’s “Mixed Use” land use designation is limited to two properties along Mansfield Drive. They include the subject property and the adjacent parcel to the west located at 2299 Mansfield Drive designed as a transition between the Commercial and Multi Residential land use designations as discussed above.

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

1. Land Use Compatibility;
2. Intensification;
3. Location and Connectivity;
4. Use of existing services; and
5. Form and character.

**Land Use Compatibility**

The subject property is located within an existing mixed use neighbourhood surrounded by commercial and residential uses. Commercial uses are located to the north, east and south of the property and include: restaurants, auto body repair shops, convenient stores, and grocery stores and office space for private corporations, local businesses and government agencies. The subject property is currently used for commercial purposes.

Integrating residential uses with commercial uses and locating higher density residential uses close to commercial corridors supports the local economy and local businesses by bringing more people and customers to the area. Also, mixed-use developments including new and expanded commercial services creates local employment opportunities and strengthens the local economy.

Lands east of the property are occupied by City parkland including: the Courtenay Riverway a linear greenway with a multi-use path and multiple accesses from 5<sup>th</sup> Street, the Courtenay Airpark and the Courtenay Rotary Skypark. The City leases land adjacent to the river to the Courtenay Airpark Association (CAA) who operates a runway and leases a marina adjacent to the airport for pleasure craft.

The Courtenay Skypark located southeast of the property includes a children’s playground and has direct access to the greenway system. The development’s close proximity to the City’s greenway system is beneficial in that it promotes active forms of transportation including walking and cycling along the Riverway path which reduces vehicle dependency and road congestion.

A parking study was supplied in support of the proposal. The project site currently consists of the Whistle Stop Neighbourhood Pub and the Whistle Stop Cold Beer and Wine Store and provides 45 off-street

parking stalls. The development proposes 86-stalls within two underground levels of parking and a surface parking lot. Based on the City’s parking regulations, the proposed development requires 107 off-street parking stalls, representing an overall deficit of 21 stalls.

Use	Parking required	Parking Provided
Multi- Residential Dwellings	45 stalls	33 stalls
Pub (250 seat capacity)	42 stalls	42 stalls
Liquor Store (Retail)	20 stalls (combined retail and warehouse pace)	11 stalls (combined retail and warehouse space)
Liquor Store (Warehouse)		
<b>Total Stalls Required</b>	107 stalls	86 stalls

The parking study examined stall availability and demand rates in surrounding locations including a nearby restaurant/ pub. Parking counts were conducted and average lengths of stays were examined at the select survey locations. The parking study concludes that the mixed-use development is expected to provide sufficient off-street parking to accommodate parking demands and that additional parking stalls are not required. This is consistent with many recent mixed used proposals which have reductions in parking requirements based on actual usage levels.

***Intensification***

This development proposes to intensify a property within an existing neighborhood through redevelopment and infill. Because this neighbourhood is located within a mixed use area, is serviced by City and Transit services and is located in close proximity to one of the City’s larger commercial corridor, this neighbourhood is an appropriate location for considering higher density development including residential intensification.

Locating higher density developments within existing neighbourhoods maximizes the use of land, increases housing opportunities, creates diverse and inclusive neighbourhoods supports the existing transportation system, and leads to healthier transportation choices and results in a more efficient investment in and use of City services and infrastructure as discussed below.

***Housing***

The development, if approved, will increase opportunities for housing within this neighborhood. The proposal offers units sizes and floor plans that will appeal to a wide range of income levels, demographics and families structures (single households, two person households, seniors and young families).

Regarding unit composition, the development offers three different unit types including one bedroom units with a den ranging in size from 785ft<sup>2</sup> to 850ft<sup>2</sup>; two bedroom units ranging in size from 850ft<sup>2</sup> to 1,055 ft<sup>2</sup> and a two-bedroom plus a den that is 1,819ft<sup>2</sup>.

***Location and Connectivity***

The development site is centrally located within the City and well connected to Cliffe Avenue, one of the City’s larger commercial corridors.

A traffic impact assessment (TIA) was prepared in support of this proposal and discusses opportunities for alternative and active forms of transportation including transit, cycling and walking.

---

Within 200m of the property there are a number of well-connected bus routes along Cliffe Avenue. Transit stops for routes 4, 5, and 10 are located on the east side of Cliffe Avenue within a 5 minute walk from the property. These three routes take passengers in a northbound direction along Cliffe Avenue with multiple stops with service terminating at Courtenay's Downtown Exchange on 4<sup>th</sup> Street, Comox Mall and the Comox Valley Sports centre on Vanier Drive.

The Driftwood Mall Exchange is 500 metres southwest of the development site. This exchange is serviced by multiple bus routes and provides access to other bus routes and exchanges including the North Island College Aquatic Exchange. In addition to the routes listed above, other bus routes from this exchange includes: Anfield Centre/Comox Mall, Arden Road, Anfield Centre/Downtown, Union Bay and Cumberland.

Cycling facilities on the road network exists as paved lanes shared by cyclists and motorists. The Courtenay Riverway, located east of Mansfield Drive, provides a well-connected cycling connection through most of the commercial areas in West Courtenay. Based on the Connecting Courtenay Cycling Network Plan (2019) the Courtenay Riverway is positioned as a key corridor in the bicycle network, increasing in importance with the development of the complete cycling network, in the long-term.

The proposed development supports transportation options of all types (cycling, walking, transit, automobile use). An interior bicycle parking storage area has been integrated into the underground parking facility on parking level two and outdoor bicycle racks for use by the public have been placed next to the loading area along the north face of the building, the residential entrance way and within the landscape areas along the eastern property boundary.

The development will provide off-street parking for commercial customers, residential occupants and liquor store patrons. To promote the utilization of electric vehicles within the City the applicant has provided electric vehicle (EV) charging stations and EV-ready parking spaces within the proposed surface parking lot for a capacity of up to six vehicles.

Locating higher density mixed use developments and intensifying residential development close to major commercial corridors such as Cliffe Avenue creates efficiencies in the transit system by making better use of existing transit network service levels and capacity.

The TIA prepared for this development details little change to the current base level. The TIA concludes that the development will have minimal impact on the overall traffic operations at the study intersections but notes that due to high traffic volumes travelling northbound and southbound along Cliffe Avenue, traffic operations are expected to slightly degrade during PM peak hours (3:00pm to 6:00pm) at the westbound left-turning movement at Cliffe Avenue/Mansfield Drive North.

The development will add some minor delays for vehicles waiting to turn left onto Cliffe Avenue off Mansfield Drive North. However, some mitigation will be provided by active transportation options as residents occupying the development are much more likely to walk, cycle or take transit to key destinations.

### ***Use of Existing Infrastructure***

The development will utilize existing City services. A recent assessment concluded that the existing water and sanitary capacity is adequate to service the development. Approving developments that intensify existing neighbourhoods and promote infill results in a more efficient investment in and use of City

---

infrastructure as the City's costs are lowered in the provision of new services and maintenance of existing services.

***Building Design and Massing***

The proposed building has an attractive modern design. To provide visual interest, the exterior facades incorporate a combination of natural stained wood, gray brick, glass and concrete. The ground floor commercial area is further articulated with stained burgundy wood panels, large expanses of glass and exterior doors with a natural wood finishes.

To break up the mass of the building, the residential tower steps back from the ground floor level commercial podium along the east and north building elevations. Building mass is further reduced through articulation of the building's roofline, staggering of the building facades and the use of varying siding materials and color schemes that have been customized to compliment the site's context. The building design, orientation and material selection are of high quality and complementary to other adjacent buildings in the neighborhood.

The proposed building is five-storeys and has a building of height 18m. To mitigate height impacts, the building has been designed so that the residential component of the building steps away from the commercial ground floor component. A shadow study was submitted in support of the development application. A review of the study suggests that the location of the proposed building creates minimal shadow cast for the adjacent residential property to the north. The shadow study demonstrates that sunlight on the sidewalk north across the street and the multi-residential towers located at 2300 Mansfield Drive will be maintained for more than four consecutive hours during spring and fall equinoxes (March 21 and September 21). The shadow study also demonstrates that the development maintains appropriate levels of sunlight and sky view for adjacent properties.

Concerning building height, in October 2019 City staff consulted with the Courtenay Airpark Association (CAA) to determine if they had concerns regarding the development and building height. The CAA leases land from the City and operates an asphalt surfaced runway for private plane operators and a marina adjacent to the airport for pleasure craft. It was noted by the CAA Board of Directors in an email to Planning Staff that the proposed development will not impact their operations from a safety standpoint and that they have no objections to the proposal.

The development enhances the pedestrian streetscape through the provision of outdoor amenity space including a pedestrian sidewalk separated from the street by a landscaped boulevard, landscape buffers and the provision of outdoor bicycle racks and seating areas for public use.

For residents occupying the units, private amenity space has been integrated into the building design through private outdoor patios and balconies that are situated to take advantage of views of the estuary and mountains.

According to the applicant's landscape plans, the eastern perimeter of the property and portions of the south perimeter are landscaped with lawn areas interspersed with clusters of plantings containing a mix of trees, shrubs and groundcovers. Landscaping has also been incorporated into private amenity space through landscape planters located on rooftop patios.

---

## **Other Related Regulations**

### *Amenity Contributions*

Staff did discuss amenity contributions with the applicant and were notified that the applicant was opting to make contributions towards the *City's Parks, Recreation Culture and Senior's Facilities Amenity Reserve Fund* and the *City's Affordable Housing Amenity Reserve Fund* outlined in section 7.7 of the OCP.

The applicant' contribution to the *City's Parks, Recreation Culture and Senior's Facilities Amenity Reserve Fund* will in part be used by the City to implement safety improvements (the installation of activated safety flashers) to the existing crosswalk located on Mansfield Drive north of the property.

### *Form and Character Development Permit*

Subsequent to the rezoning application the applicant will require a development permit. Based on the plans submitted in support of the rezoning application, the building design and site design are generally consistent with the policies contained within the Commercial and Multi-family Development Permit Guidelines.

### *Tree Cutting Permit*

A tree assessment was not provided with this application. If any of the trees being removed on the property are larger than 20cm diameter at breast height (dbh) a tree cutting permit application will be required in advance of any tree removal on the property.

### *Archaeological Monitoring*

During the referral process the K'ómoks First Nation (KFN) were consulted about the proposed development. The subject property is located within the KFN statement of intent area and is in close proximity to the Courtenay River. KFN has requested that a Guardian Watchman be in attendance, at the developer's cost, during periods of soil disturbance on the property in order to protect and monitor any archaeological resources onsite. The applicant has agreed to retain a KFN Guardian Watchman to be in attendance during any soil disturbance.

### *Floodplain Considerations*

The southeast corner of the site is located lies within the 200 year floodplain boundary Courtenay River. The applicant has agreed to provide the City with a flood hazard assessment at the time of building permit submission in order to satisfy Section 56 of the Community Charter certifying that the site is safe for the use intended.

### *Provincial Liquor Licence and Cannabis Regulation Branch*

If this development is granted approval by the City the applicant will be required to make an application to LCRB for approved structural changes to the pub's seating capacity, physical changes to the pub's floor plan and the expansion of the outdoor patio.

## **FINANCIAL IMPLICATIONS:**

The development is subject to City and Comox Valley Regional District Development Cost Charges. Amenity contributions as outlined in Section 7.7 of the OCP will be required.

---

**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, conducting a site visit and communicating with the applicant to request additional information.

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 covenant, final reading of the bylaw, and updating the bylaws and maps.

**ASSET MANAGEMENT IMPLICATIONS:**

The City will inherit new road infrastructure (curb, gutter and sidewalk) and upgraded service infrastructure built to current City standards. The crosswalk running from the north property boundary will also be upgraded to include activated flashers. These will be incorporated to the City's asset registers for ongoing maintenance.

**2019 – 2022 STRATEGIC PRIORITIES REFERENCE:**

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

- 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
- ▲ Encourage and support housing diversity

**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

3.2 Regional Context Statement

3.2.2 Goals

Goal 1: Housing: Ensure a diversity of housing options to meet evolving demographics and needs.

Principles:

- (1) balance land uses to create a vibrant and diverse neighbourhood and community.
- (5) lead in creating inclusive neighbourhoods for housing.

---

## **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 goal (3.2.1) “to ensure a diversity of housing options to meet evolving demographic needs” as well as the objectives 1A, 1C and 1D listed below:

#### **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

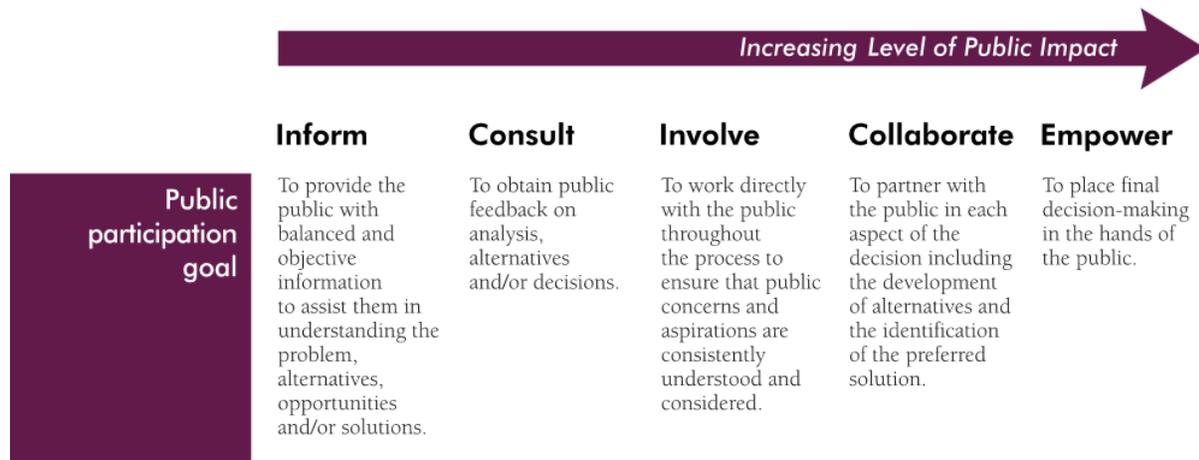
1C-4 Encourage infill units and secondary suites in residential zones in the Core Settlement Areas.

**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.

**CITIZEN/PUBLIC ENGAGEMENT:**

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



Should Zoning Amendment Bylaw No. 2977 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 August 27, 2019 from 5:00 to 7:00pm at the project site. According to the information provided by the applicant there were approximately 30 attendees at the meeting with a majority of the attendee’s residing in the existing condo development across the street at 2300 Mansfield Drive. The applicant’s meeting summary and sign-in sheet are included as **Schedule No. 5** along with the public comments that were submitted for this application.

---

The key concerns expressed by adjacent residents include: increases in local traffic; building height; pedestrian safety on Mansfield Drive, the provision of parking for construction crews and contractors and increases in noise levels stemming from the newly expanded pub and outdoor patio.

Regarding increased traffic on Mansfield Drive, the development is expected to bring more residents and vehicles to the neighborhood, however increases in traffic congestion will be partially mitigated through active transportation opportunities available for residents occupying the new building including the Courtenay Riverway, a multi-use greenway for both pedestrians and cyclists and the site's close proximity to a number of transit routes within a 5 to 10 min walk of the project site.

Some residents expressed concerns regarding decreases in road safety for pedestrians resulting from increased traffic along Mansfield Drive. To address this concern the applicant has agreed to improve the safety of the existing crosswalk north of the site by adding activated flashers. The City is also requiring the developer to move the 30km/hr playground sign west of its current location so that travel speeds can be reduced sooner along the road. These improvements will be formalized in a covenant registered on the property as a condition of rezoning.

Residents have expressed concerns regarding off-street parking for contractors during construction. To address this concern the applicant is proposing to provide off-street parking for construction crew vehicles through a private parking agreement with owners on adjacent sites. This agreement is required to be in place prior to any development occurring on the project site.

Regarding noise, some residents expressed concerns about increases in noise levels stemming from patrons leaving the patio and pub after hours. From a land compatibility perspective, staff have concerns over the expected noise levels from the expanded pub and patio addition. Staff anticipate that increases in noise levels will continue to remain a concern among adjacent residential users. This will be a key consideration when reviewing and assessing the future liquor licence application the City will be referred from the LCRB for structural changes to the pub and the proposed increase in seating capacity.

#### **OPTIONS:**

##### **OPTION 1: (Recommended)**

That based on the July 6<sup>th</sup>, 2020 staff report entitled "Zoning Amendment Bylaw No. 2977 – 2355 Mansfield Road" Council approve Option No. 1 and complete the following steps:

1. That Council give First and Second Reading of "Zoning Amendment Bylaw No. 2977" to create a new CD-28 Zone and rezone the property legally described as Lot B, Section 66, Comox District, Plan 28292 from C-2 to CD-28;
2. That Council directs staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw following the resumption of regular council meetings or upon approval of an alternate process; and
3. That Final Reading of the bylaw be withheld pending the registration of a Section 219 covenant on the subject property.

**OPTION 2:** That Council postpone consideration of Bylaw No. 2977 with a request for more information.

**OPTION 3:** That Council not proceed with Bylaw No. 2977.

Prepared by:



---

Dana Beatson, RPP, MCIP  
Planner II

Reviewed by:



---

Ian Buck, RPP, MCIP  
Director of Development Services

Concurrence by:



---

David Allen, BES, CLGEM, SCLG  
Chief Administrative Officer

*Attachments:*

- 1. Schedule No. 1 – Applicant’s Project Description*
- 2. Schedule No. 2 – Architectural Submissions*
- 3. Schedule No. 3 – Parking Study*
- 4. Schedule No. 4 – Traffic Impact Assessment and Confirmation of Safe Site Distance*
- 5. Schedule No. 5 – Public Information Meeting Summary and Public Comments*
- 6. Schedule No. 6 – Draft Zoning Amendment Bylaw No. 2977*
- 7. Schedule No. 7– Sustainability Evaluation Compliance Checklist*

---

## Schedule No 1: Applicant's Project Description

The Whistle Stop Development consists of a new Mix-Use Multi-Residential development on the site of the current Whistle Stop Neighbourhood Pub. The development will include a new 250 seat Whistle Stop Pub with expanded outdoor patio area and a new Whistle Stop Liquor Store on the ground level commercial podium. Four floors of condos will be provided above the commercial podium with 7-8 units per floor for a total count of 30 units. Under-ground parking will be provided for residents as well as pub patrons.

The existing Whistle Stop Pub & Liquor Store is in need of renovations and improvements. Upon a review of the existing building it was determined that the best strategy was to build a new pub on the existing site as the work needed to upgrade the existing building would be extensive. The addition of the residential condo units above the ground level commercial will provide increased density in the desirable area adjacent to the harbour and Courtenay Riverwalk and promote more pedestrian activity in the area.

The proposed design allows for the existing pub and liquor store to remain operational through the construction of the new building. Once the new building is complete the existing Whistle Stop building will be demolished and surface parking will be provided. This will reduce the down time for the Whistle Stop Pub to the time it takes to demolish the existing building and complete the parking lot. The intent is not to open the new pub and liquor store until the full development is complete. During construction of the new building a covered walkway will provide access to the existing building and an off-site parking solution will need to be found.

The existing street interface and sidewalk will be improved through the construction of a continuous sidewalk, landscaped boulevard, and curb to street. The intent is to bury the existing overhead lines along the east of the site. Bicycle parking and benches will be provided for the public within the landscaped boulevard. The surface parking lot, as well as the underground parking levels will provide both accessible parking stalls and electric vehicle charging stations. The underground parking level will also provide storage lockers for all residential units.

Underground parking access, residential loading and garbage pick-up area are located to the south of the site off the new parking lot. Commercial loading is proposed to be along the north face of the building with a signed on-street "loading only" stall between the hours of 7:30 am and 9:30am. It is anticipated loading will occur once a day five times a day for a total of five deliveries per week. Garbage pick-up is designed such that bins would need to be rolled out of the enclosure to allow for pick-up.

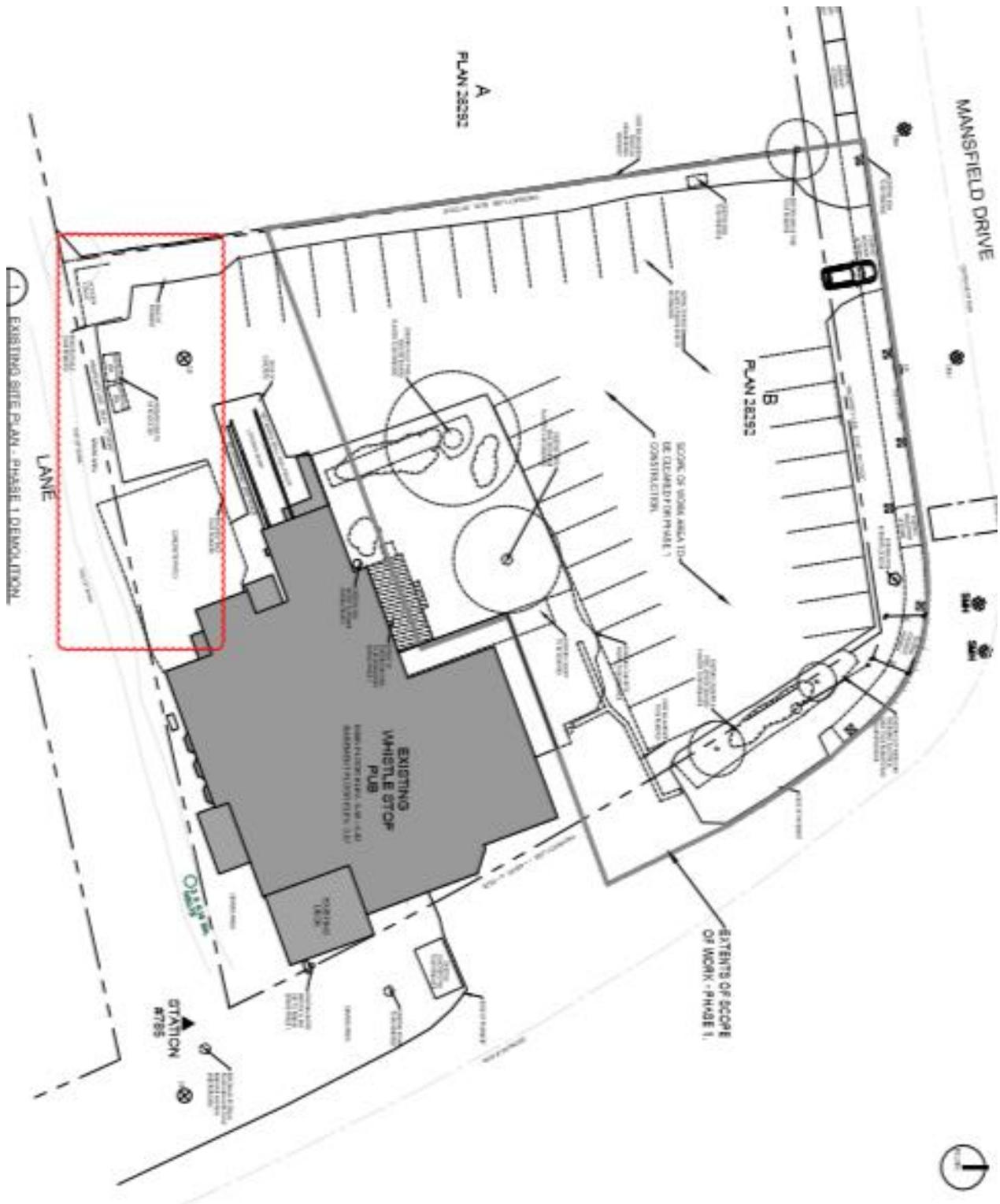
### STATEMENT ON CONFORMANCE TO THE AFFORDABLE HOUSING POLICY

The proposed Whistle Stop Development does not conform with the Affordable Housing Policy in that it does not provide housing below market value. However, the development has been designed with a range of unit sizes including smaller 785 sq.ft. units that will be within reach of a wider range of buyers.

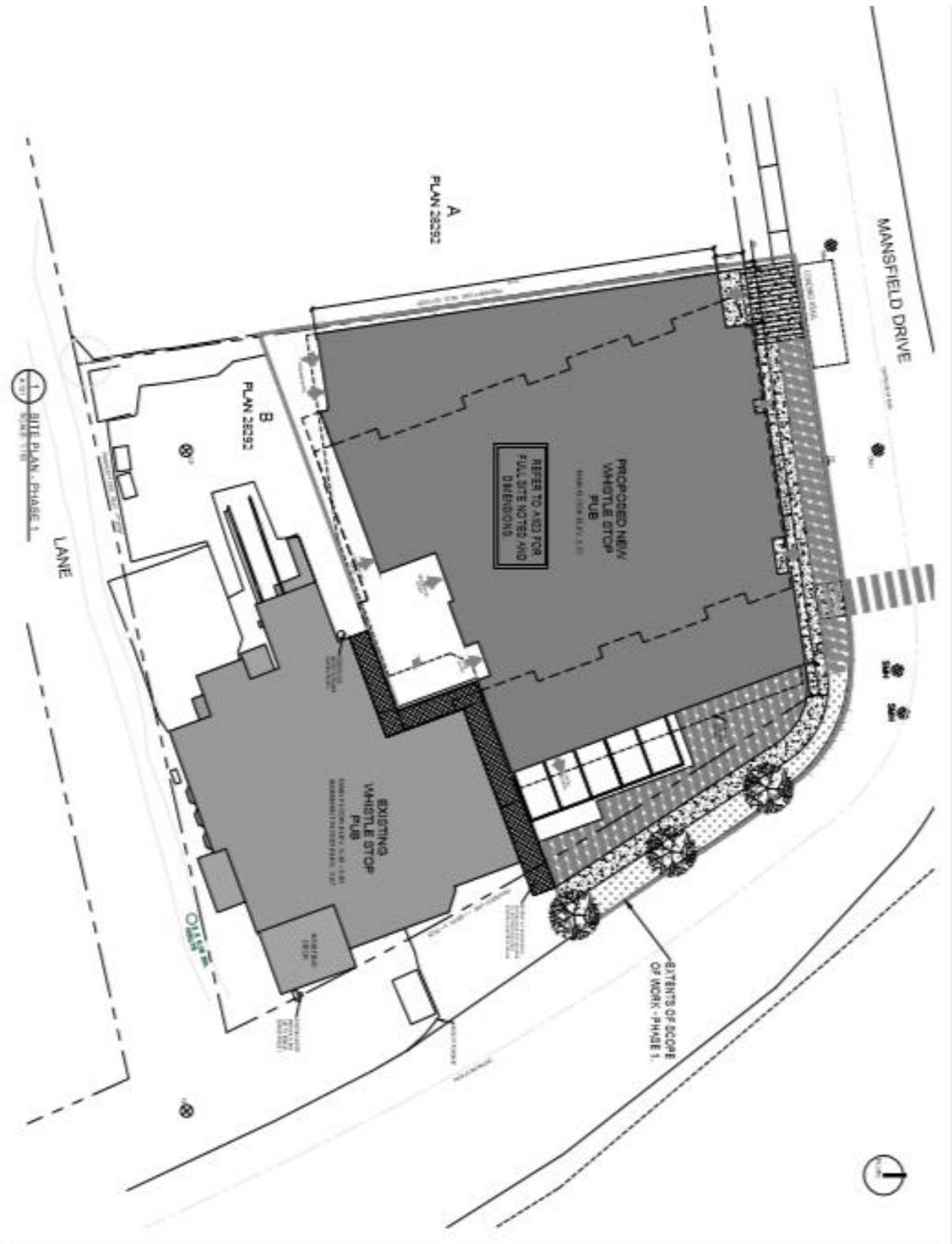
In conformance with the Affordable Housing Policy the development will allow for a denser housing solution provides a range of residential unit sizes and more compact community. As a mixed-use development adjacent to Mansfield Drive and the Courtenay Riverwalk the site is ideally located for pedestrian travel and within 200 meters of 2 bus sites.

**Schedule No. 2: Architectural Submissions**

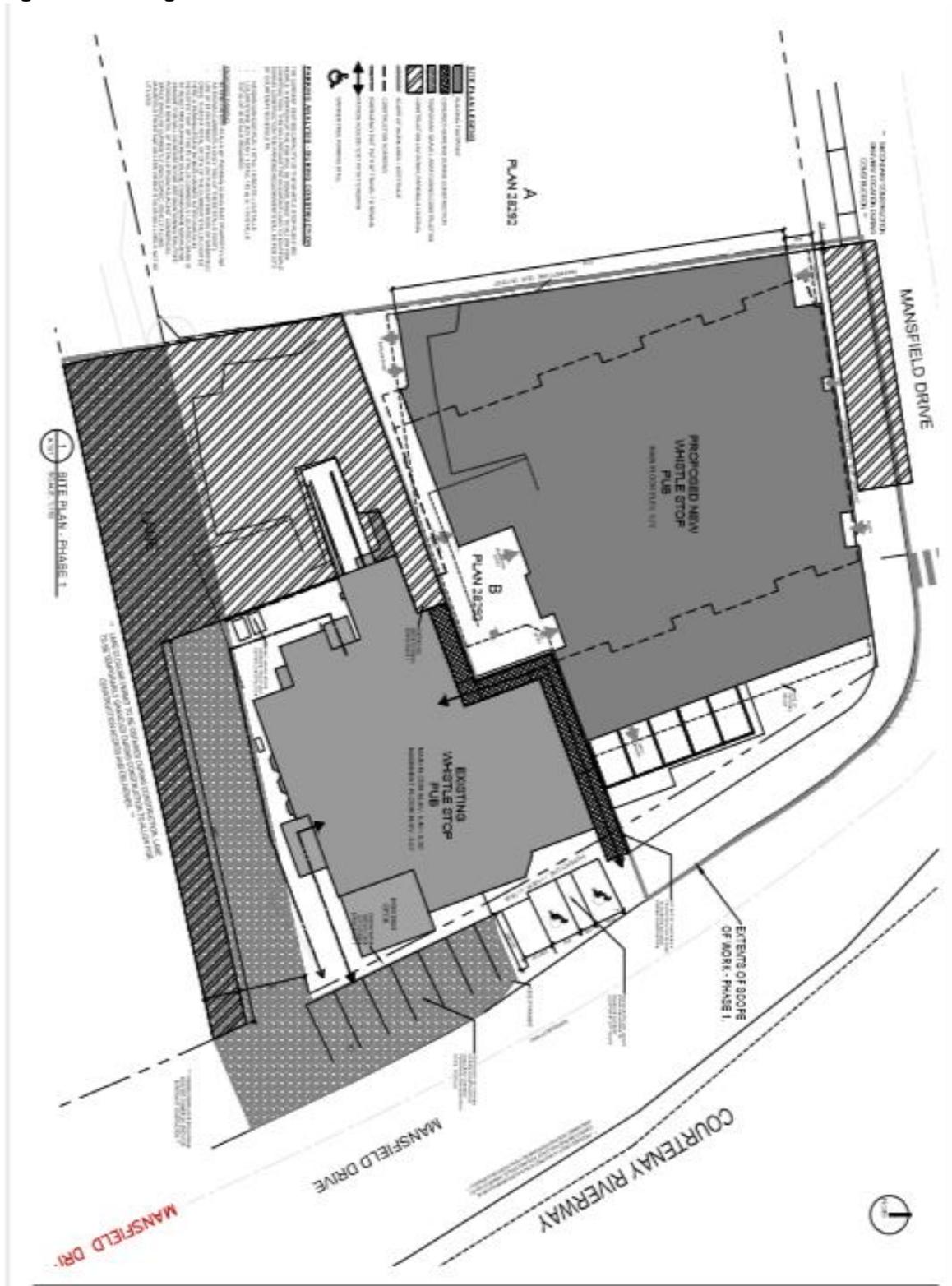
**Existing Site Plan- Phase 1 Demolition**



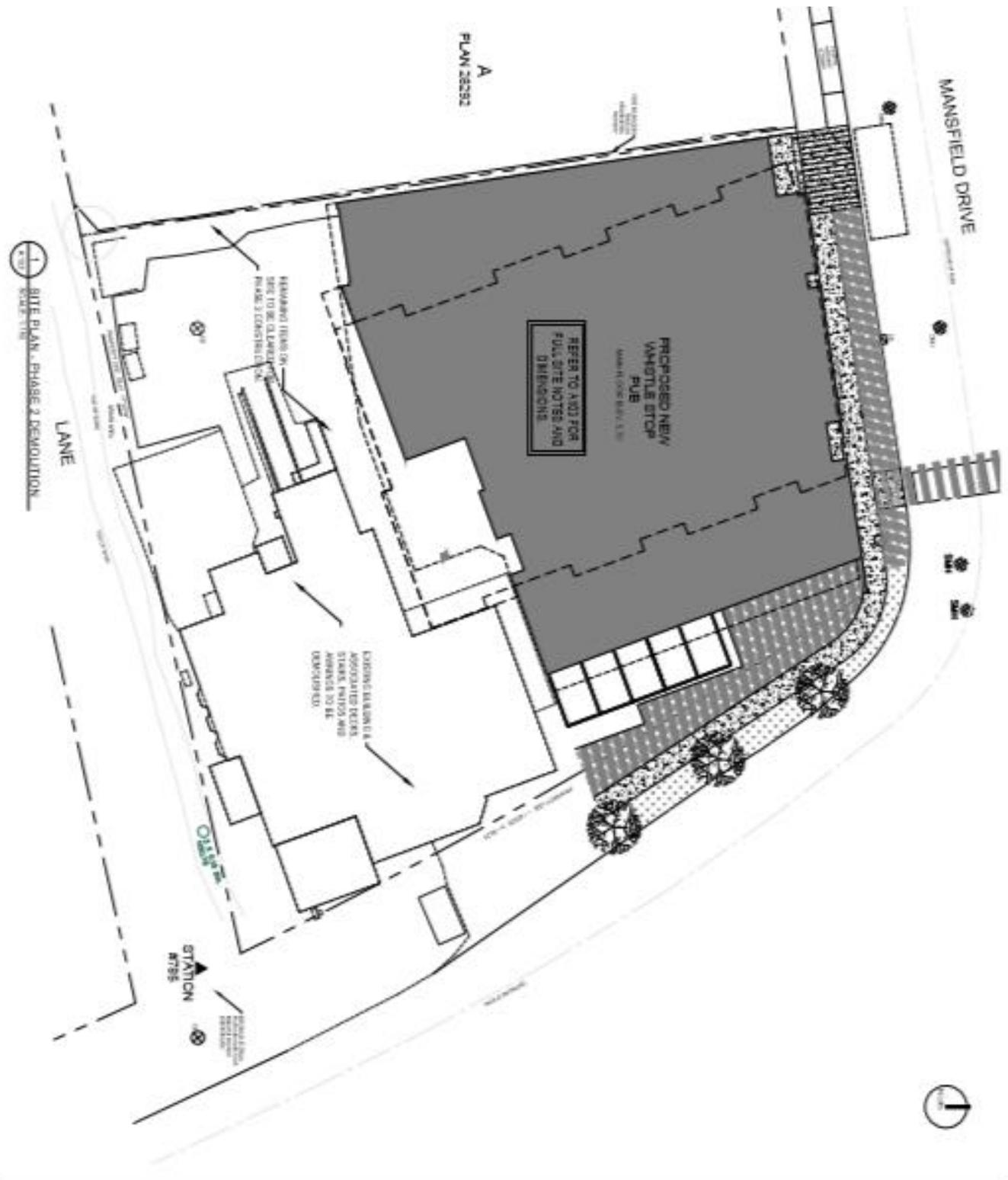
**Site Plan- Phase 1**



### Site Plan- Phase 1 Parking Access During Construction

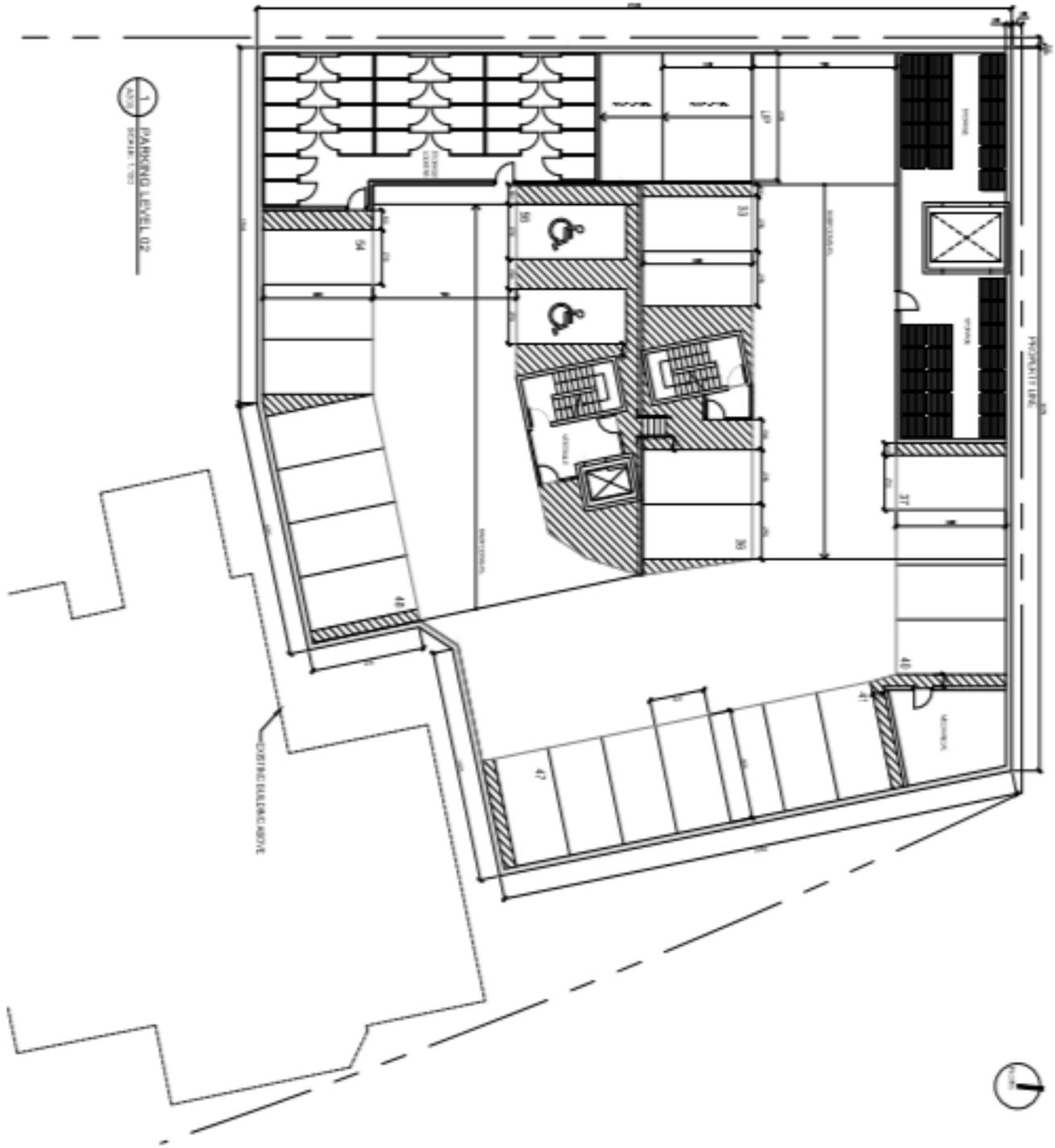


**Site Plan – Phase 2 Demolition**

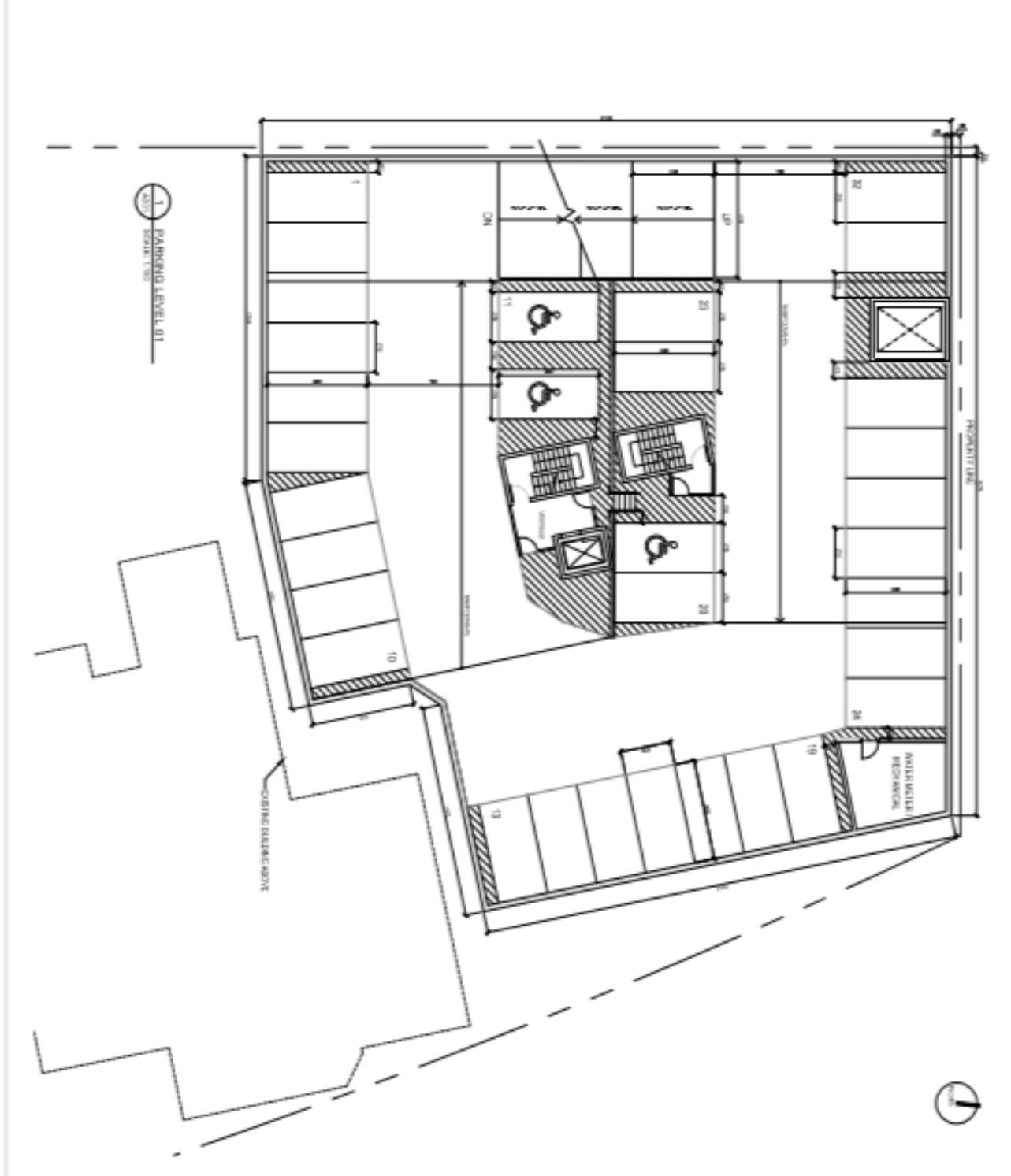




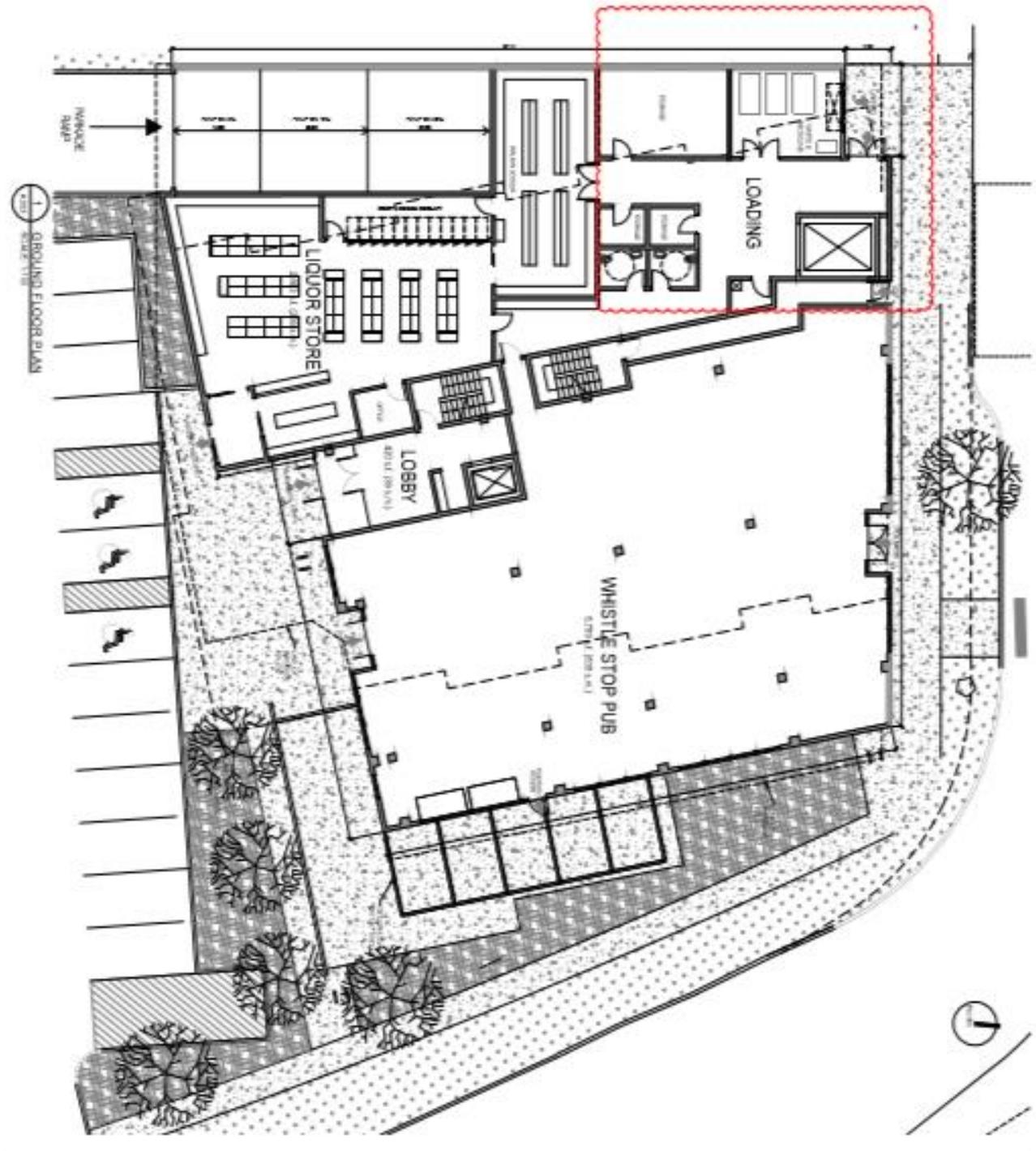
### Underground Parking Plan Level 2



### Underground Parking Plan Level 1



**Floor Plan – Ground Floor**



**Floor Plan – Second Floor**



**Floor Plan – Third Floor**



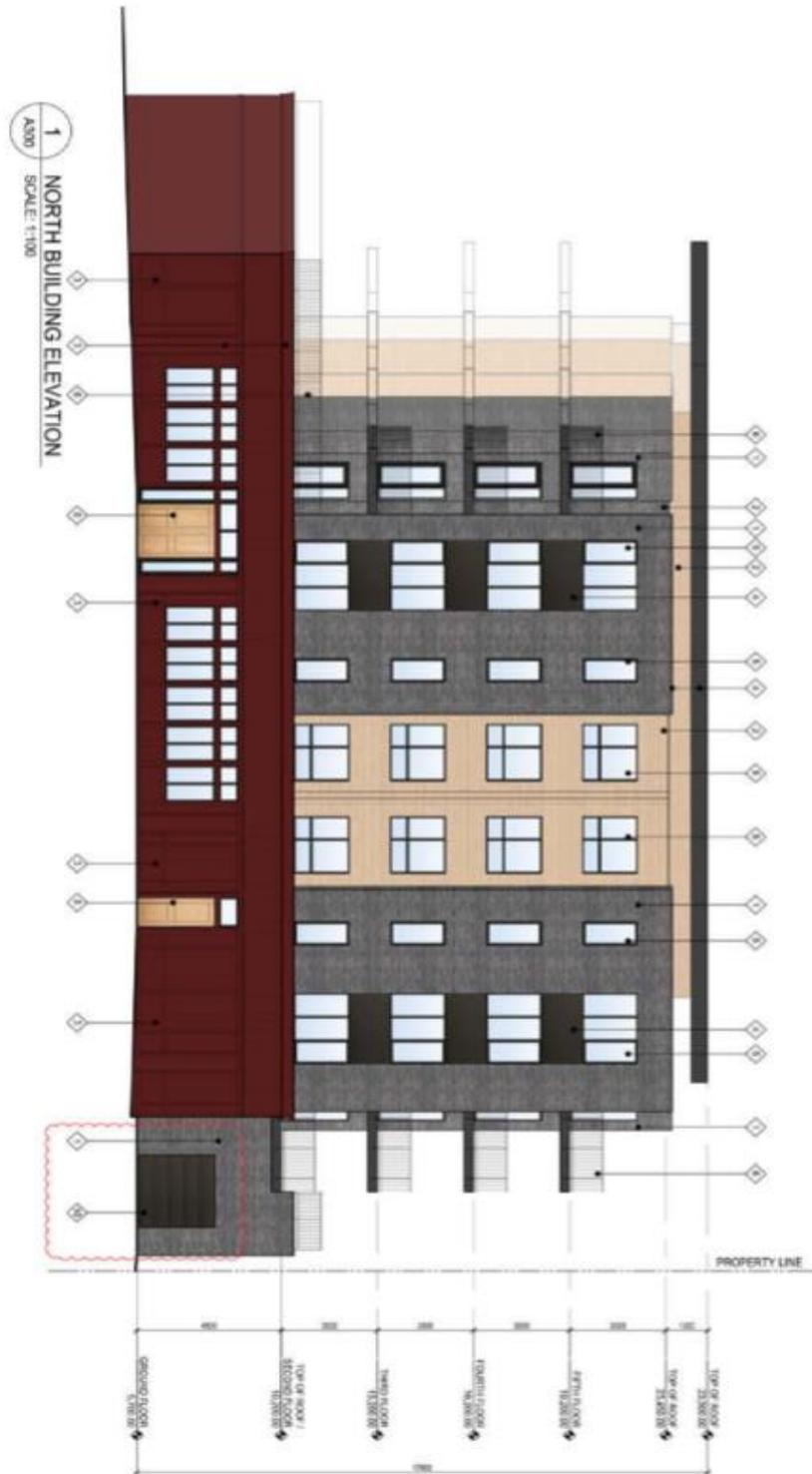
**Floor Plan – Fourth Floor**



**Floor Plan – Fifth Floor**



**Building Elevation – North Elevation**

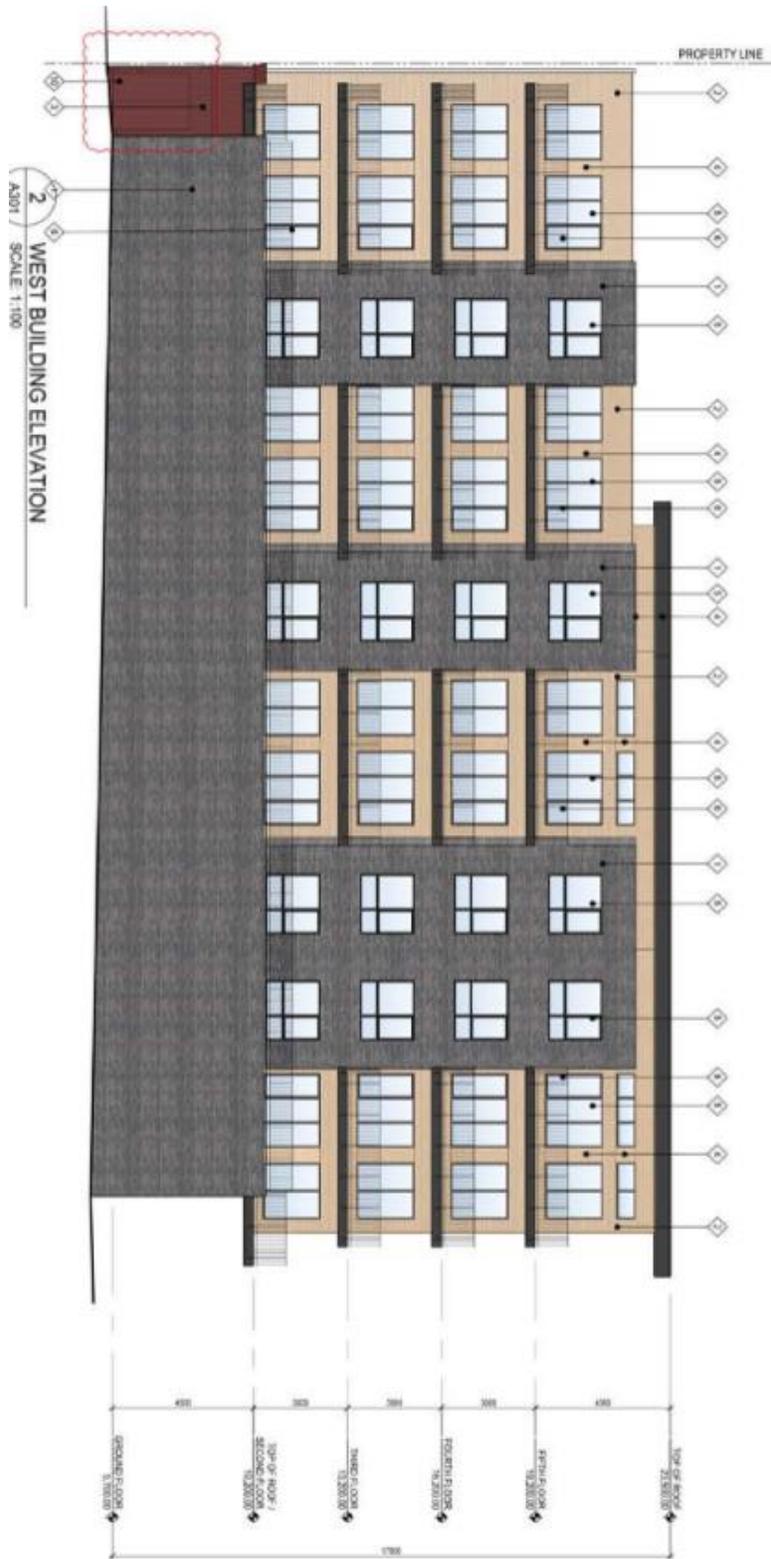




**Building Elevation – South Elevation**



**Building Elevation – West Elevation**



Landscape Plan – Ground Level



SITE PLAN NOTES:

1. ALL PLANTING SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
2. ALL PLANTING SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
3. ALL PLANTING SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
4. ALL PLANTING SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
5. ALL PLANTING SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
6. ALL PLANTING SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
7. ALL PLANTING SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
8. ALL PLANTING SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
9. ALL PLANTING SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
10. ALL PLANTING SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.

IRRIGATION NOTES:

1. IRRIGATION SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
2. IRRIGATION SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
3. IRRIGATION SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
4. IRRIGATION SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
5. IRRIGATION SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
6. IRRIGATION SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
7. IRRIGATION SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
8. IRRIGATION SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
9. IRRIGATION SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
10. IRRIGATION SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.

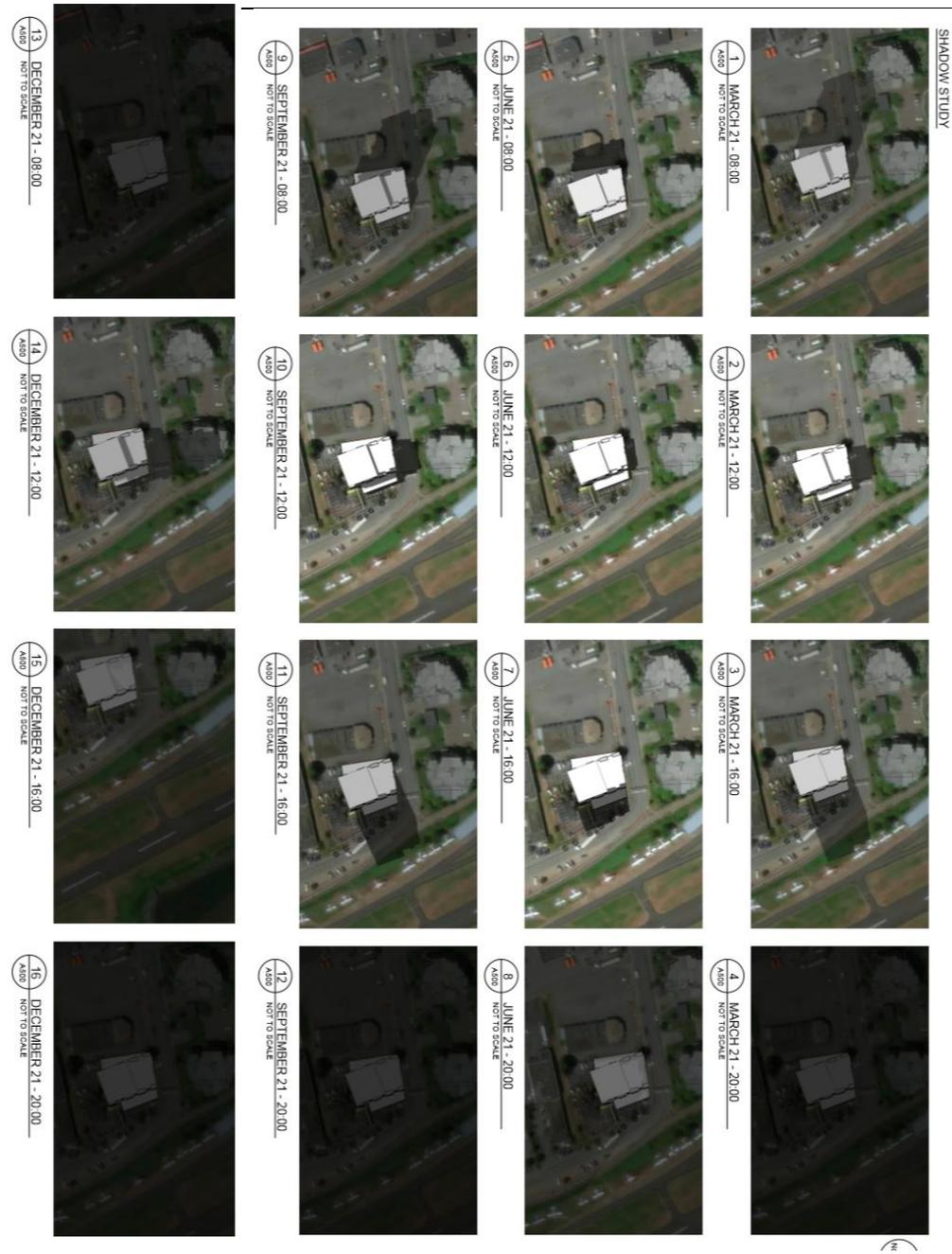
PLANTING LEGEND:

KEY QTY	BOTANICAL NAME	COMMON NAME	SIZE
4	<i>Aster procumbens</i>	Spiky Aster	6m Cl
3	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
11	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
15	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
30	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
41	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
29	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
80	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
56	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
22	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
31	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
22	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
19	<i>Asperula procumbens</i>	Spiky Aster	6m Cl
141	<i>Asperula procumbens</i>	Spiky Aster	6m Cl

REPRESENTATIVE PLANTING IMAGES:







**Schedule No. 3: Parking Study**



Our File: 2211-47564-00

# TECHNICAL MEMO

<b>To</b> Erica Lowe, Principal Architect, AAA, AIBC LOLA Architecture	<b>Prepared by</b> Emily Shibata, Traffic Engineering Tech. Branch 2111 / Traffic and Road Safety
	<b>Reviewed by</b> Parm Nahal, P.Eng. Branch 2111 / Traffic and Road Safety
<b>Re</b> Whistle Stop Mixed-Use Development – Parking Study	<b>Date</b> February 14, 2020

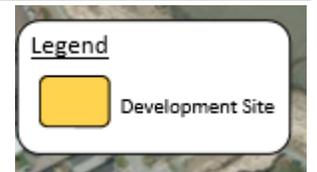
The purpose of this technical memorandum is to review existing and proposed parking conditions for the Whistle Stop mixed-use development in Courtenay, British Columbia.

## 1. Introduction

The City of Courtenay (the City) has requested that Lola Architecture (the Client) conduct a parking study to better understand parking availability and utilization at the Whistle Stop Neighbourhood Pub and its surrounding area. A mixed-use, multi-family development is proposed at this site. Lola Architecture engaged McElhanney Ltd. (McElhanney) to undertake this task.

### 1.1. PROJECT LOCATION

The Whistle Stop development site is located in Courtenay, British Columbia on an approximately 3000 m<sup>2</sup> lot bounded by Mansfield Drive to the north and east and Cliffe Avenue to the west. The development location is presented in *Figure 1*.



## 1.2. EXISTING PARKING LOT CONDITIONS

The Whistle Stop project site currently consists of the Whistle Stop Neighbourhood Pub, the Whistle Stop Beer & Wine Store, and 45 on-site parking spaces.

## 1.3. PROPOSED DEVELOPMENT AND PARKING LOT CONDITIONS

The proposed Whistle Stop mixed-use development is expected to relocate the existing Whistle Stop Neighbourhood Pub and the Whistle Stop Beer & Wine Store, and construct four residential storeys above the relocated pub and store. A total of 30 dwelling units is expected. Development details are based on the technical memorandum *Traffic Impact Assessment for Whistle Stop Mixed-Use Project in Courtenay, BC* prepared by McElhanney for Lola Architecture on July 19, 2019.

Parking for the development will be accessible from Mansfield Drive and will consist of a parking garage with two underground levels and a surface lot. The proposed development is expected to provide a total of 86 spaces:

- 28 regular and 4 accessible spaces on parkade level P1
- 23 regular and 3 accessible spaces on parkade level P2
- 22 regular, 3 small car, and 3 accessible spaces on the surface lot

An overview of the parking layout is found in [Appendix A](#).

## 2. Parking Survey

To better understand parking availability and utilization, McElhanney conducted parking counts at the Whistle Stop Neighbourhood Pub and its surrounding area.

### 2.1. SURVEY LOCATIONS

Survey locations in the surrounding area were determined based on availability of public parking. A nearby restaurant / pub was also surveyed based on its similar use to the Whistle Stop Neighbourhood Pub. Five areas were surveyed as a part of this study:

- Area 1 – Whistle Stop Neighbourhood Pub / Whistle Stop Beer & Wine Store
- Area 2 – Mansfield Drive, north of Whistle Stop Pub
- Area 3 – Mansfield Drive, east of Whistle Stop Pub
- Area 4 – Courtenay Riverway
- Area 5 – Kelly & Carlos O'Bryan's Neighbourhood Restaurant and Pub

An overview of the survey locations can be seen in [Figure 2](#).





## 2.2. STUDY TIMING AND CONDITIONS

Parking counts were conducted on Friday, February 7<sup>th</sup>, 2020 and Saturday, February 8<sup>th</sup>, 2020 between 3:30 PM and 9:00 PM. As the current establishment is a neighbourhood pub, it was assumed this period would best encompass peak parking demands. There were no unusual public events scheduled within the Comox Valley on either count day. A summary of past and future local events in the area can be found on the What's On Digest at <https://whatsondigest.com/comoxvalley/>.

## 3. Summary of Collected Data

The number of available spaces and parked vehicles were determined at the five study areas during the study period. License plates of vehicles parked at the Whistle Stop Neighbourhood Pub were recorded. Detailed count sheets are included in *Appendix B*.

### 3.1. PARKING AVAILABILITY

The number of available parking spaces at each location are summarized in *Table 1* below.

*Table 1: Available Parking Spaces*

Area #	Location	Number of Available Spaces	Parking Type
1	Whistle Stop Neighbourhood Pub	45	Off-Street
2	Mansfield Drive, North of Whistle Stop Pub	15	On-Street
3	Mansfield Drive, east of Whistle Stop Pub	70	On-Street
4	Courtenay Riverway	38	Off-Street
5	Kelly & Carlos O'Bryan's Neighbourhood Restaurant and Pub	61	Off-Street

### 3.2. PARKING DEMAND

The hourly parking demand between 3:30 PM and 9:00 PM at each study area is summarized below.

#### Area 1 – Whistle Stop Neighbourhood Pub

As shown in *Figure 3*, the hourly parking demand ranged between 20 and 27 parked vehicles on Friday, February 7 and between 13 and 33 on Saturday, February 8. The demand did not exceed capacity during the study period.



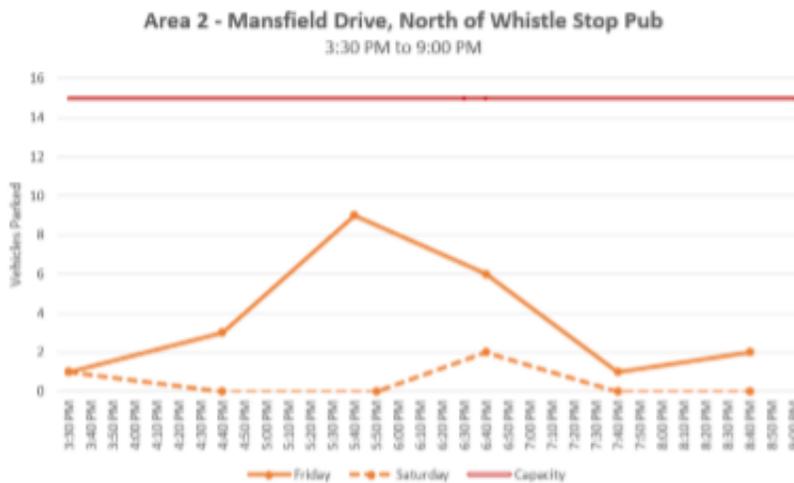
Figure 3: Whistle Stop Neighbourhood Pub Parking Lot Demand



Area 2 – Mansfield Drive, North of Whistle Stop Pub

As shown in Figure 4, the hourly parking demand ranged between 1 and 9 parked vehicles on Friday, February 7 and between 0 and 2 on Saturday, February 8. The demand did not exceed capacity during the study period.

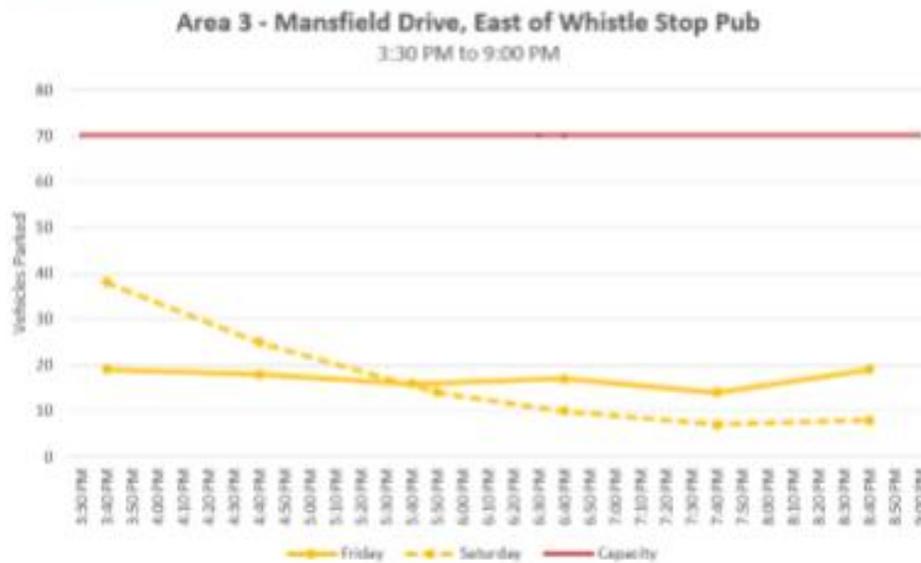
Figure 4: Mansfield Drive (North of Whistle Stop Pub) Parking Demand



### Area 3 – Mansfield Drive, East of Whistle Stop Pub

As shown in *Figure 5*, the hourly parking demand ranged between 14 and 19 parked vehicles on Friday, February 7 and between 7 and 38 on Saturday, February 8. The demand did not exceed capacity during the study period.

*Figure 5: Mansfield Drive (East of Whistle Stop Pub) Parking Demand*

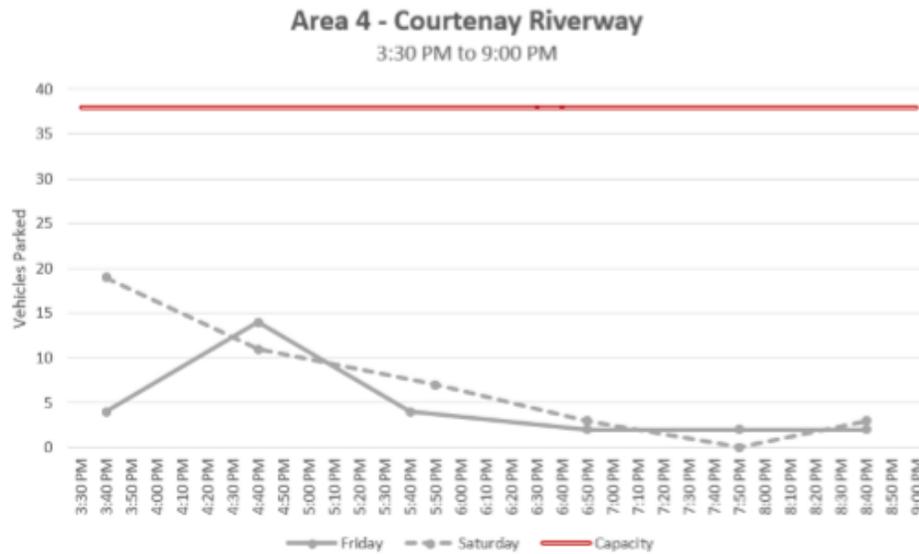


### Area 4 – Courtenay Riverway

As shown in *Figure 6*, the hourly parking demand ranged between 2 and 14 parked vehicles on Friday, February 7 and between 0 and 19 on Saturday, February 8. The demand did not exceed capacity during the study period.



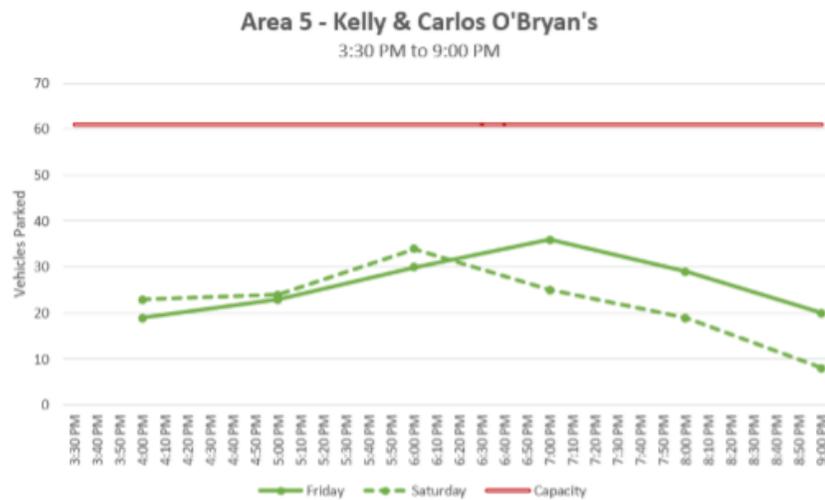
Figure 6: Courtenay Riverway Parking Demand



Area 5 – Kelly & Carlos O’Byran’s Neighbourhood Restaurant and Pub

As shown in Figure 7, the hourly parking demand ranged between 19 and 36 parked vehicles on Friday, February 7 and between 8 and 34 on Saturday, February 8. The demand did not exceed capacity during the study period.

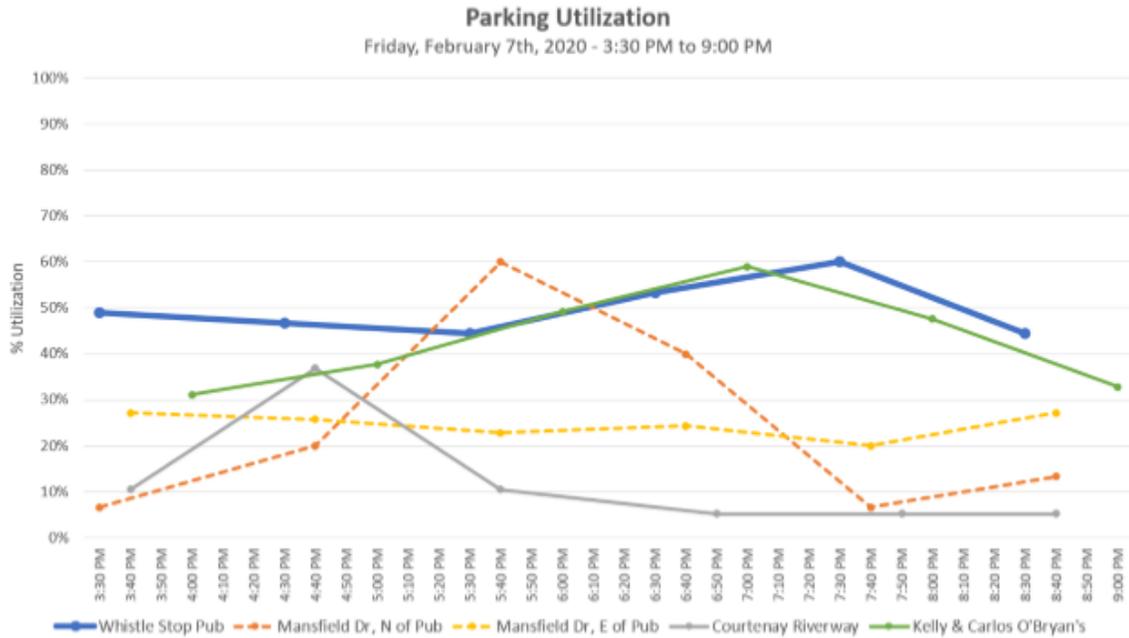
Figure 7: Kelly & Carlos O’Byran’s Neighbourhood Restaurant and Pub Parking Lot Demand



### 3.3. PARKING UTILIZATION

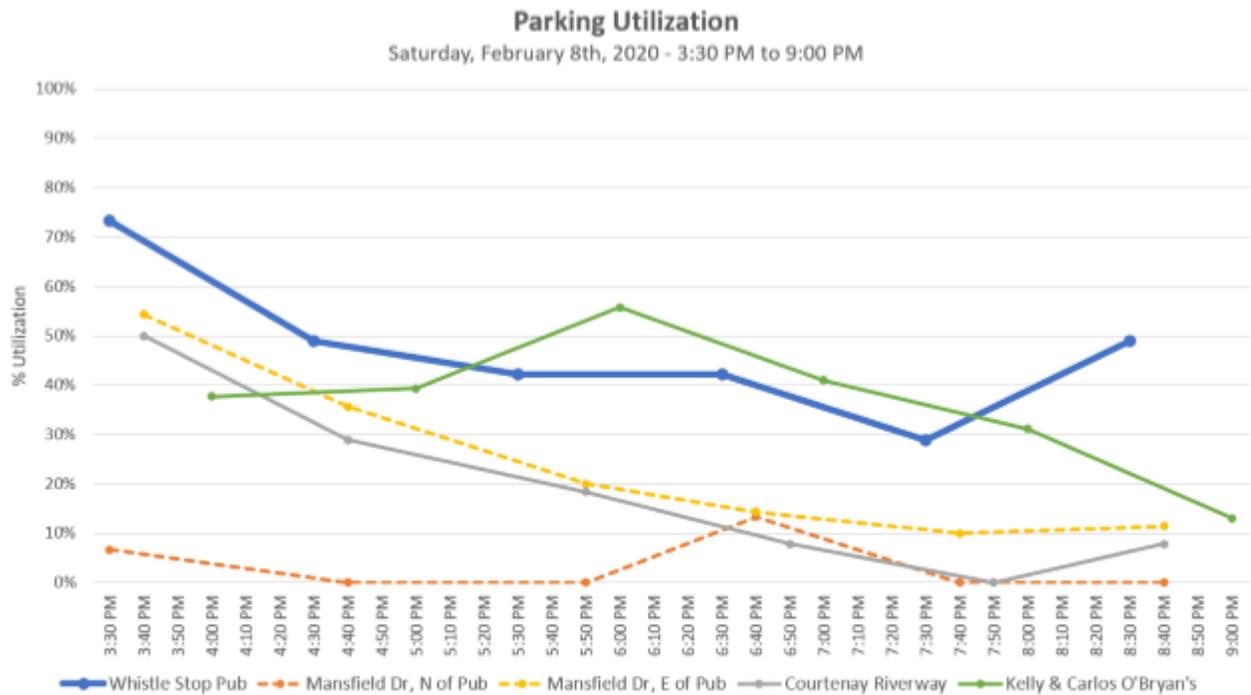
The hourly parking demand was compared to the available number of spaces at each location to determine the hourly utilization rate. Parking utilization rates between 3:30 PM and 9:00 PM for Friday, February 7 and Saturday, February 8 are summarized in *Figure 8* and *Figure 9*, respectively.

Figure 8: Hourly Parking Utilization – Friday, February 7, 2020



Technical Memo | Prepared for Erica Lowe, LOLA Architecture  
 Whistle Stop Neighbourhood Pub – Parking Study

Figure 9: Hourly Parking Utilization – Saturday, February 8, 2020



As shown in *Figure 8* and *Figure 9*, parking demand at all study areas remained within capacity during the 3:30 PM to 9:00 PM study period. On Friday, February 7, the maximum utilization rate of 60% occurred at 5:40 PM on Mansfield Drive, north of the Whistle Stop Pub, and again at 7:30 PM at the Whistle Stop Pub. On Saturday, February 8, the maximum utilization rate of 73% occurred at 3:30 PM at the Whistle Stop Pub. The number of available spaces and maximum utilization rates are summarized in *Figure 10*.



### 3.4. LENGTH OF STAY

License plates were recorded at the Whistle Stop Neighbourhood Pub parking lot to determine the average length of stay of parked vehicles. The average length of stay between 3:30 PM and 9:00 PM was approximately 43 minutes on Friday, February 7, and approximately 47 minutes on Saturday, February 8.

## 4. Parking Requirements

Parking requirements for the mixed-use development were evaluated based on the proposed supply compared to the estimated parking demand per the *ITE Parking Generation Manual, 5<sup>th</sup> Edition (2019)* and required parking supply per the City's zoning bylaw.

### 4.1. CITY OF COURTENAY PARKING BYLAW

The proposed mixed-use, multifamily development site is zoned C-2, as shown in *Appendix C*, and subject to the City's parking bylaw requirements as described in *Division 7, Schedule 7A – Required Number of Off-Street Parking Spaces of the City of Courtenay Zoning Bylaw 2500*. *Table 2* shows the number of parking spaces the development is required to provide according to the zoning bylaw.

*Table 2: Off-Street Parking Requirements Based on City of Courtenay Zoning Bylaw 2500*

Land Use Description	Quantity	Unit	Parking Spaces/Unit	Required Parking Spaces
Mid-Rise Residential	30	Dwelling Units	1.50	45
Neighbourhood Pub	250	Seats	0.17	42
Liquor Store	190	m <sup>2</sup> (retail)	0.08	16
Liquor Store	76	m <sup>2</sup> (storage)	0.05	4
<b>Total</b>				<b>107</b>

Per City bylaw, the development is required to have a total of 107 off-street parking spaces. Therefore, the proposed parking supply of 86 spaces is 21 spaces short of the requirement stated in the City's parking bylaw.

### 4.2. ESTIMATED PARKING DEMAND

As a comparison tool, the expected peak parking demand was calculated based on the proposed land uses. Parking demand was determined using rates from the *ITE Parking Generation Manual, 5<sup>th</sup> Edition (2019)*. The ITE parking generation rates and resulting estimated parking demand is summarized in *Table 3*.



*Table 3: ITE Parking Generation Rates and Estimated Peak Parking Demand*

Land Use Description	Quantity	Unit	Parking Generation Rates			Estimated Parking Demand		
			33 <sup>rd</sup> %ile	Average	85 <sup>th</sup> %ile	33 <sup>rd</sup> %ile	Average	85 <sup>th</sup> %ile
Mid-Rise Residential	30	Dwelling Units	0.63	0.90	1.27	19	27	39
Neighbourhood Pub	5.76	1000 Sq. Ft.	4.57	6.47	12.37	27	38	72
Liquor Store	2.86	1000 Sq. Ft.	1.49	1.72	2.79	5	5	8
<b>Total</b>						<b>51</b>	<b>70</b>	<b>119</b>

Based on the ITE parking generation rates, the development is expected to have a maximum weekday peak demand of 51 to 119 parking spaces.

### 4.3. SUMMARY OF PARKING REQUIREMENTS

Table 4 shows a summary of the parking needs for the proposed development.

*Table 4: Summary of Parking Needs*

Source	On-Site Parking Spaces	Parking Surplus (+) / Deficit (-)
Proposed Parking Supply	86	-
City Parking Bylaw	107	-21
ITE Estimated Parking Demand (33 <sup>rd</sup> %ile)	51	+35
ITE Estimated Parking Demand (Average)	70	+16
ITE Estimated Parking Demand (85 <sup>th</sup> %ile)	119	-33

Based on the City’s parking bylaw, the proposed development would require 107 on-site parking spaces. Overall, the proposed supply compared to the City’s requirements would result in a parking deficit of 21 spaces.

Based on the City’s parking bylaw, the proposed development would require 107 on-site parking spaces. Overall, the proposed supply compared to the City’s requirements would result in a parking deficit of 21 spaces.

Based on the ITE parking generation rates, the proposed parking supply of 86 spaces would result in a 16-space surplus compared to estimated average weekday peak parking demand.

In addition, there is an abundance of nearby on-street parking available, as summarized in [Section 3.1](#). Combined with the utilization rates from [Section 3.3](#), it is expected that the proposed parking supply will meet the average parking demand of developments of this type.



## 5. Conclusions and Recommendations

The purpose of this technical memorandum is to review existing and proposed parking conditions for the Whistle Stop mixed-use development in Courtenay, British Columbia.

### 5.1. CONCLUSIONS

The Whistle Stop project site currently consists of the Whistle Stop Neighbourhood Pub, the Whistle Stop Beer & Wine Store, and 45 on-site parking spaces. The proposed mixed-use development is expected to feature an 88-space parkade with two underground levels and a surface lot.

To better understand existing parking conditions at the Whistle Stop Pub and its surrounding area, the number of available spaces and parked vehicles during the Friday and Saturday 3:30 PM to 9:00 PM peak period was determined at five study areas. The parking demand at all study locations did not exceed capacity, with an average utilization rate of 28% and a maximum utilization rate of 73%. Based on collected license plate data, the average length of stay at the Whistle Stop Neighbourhood Pub and the Whistle Stop Beer & Wine Store was approximately 45 minutes.

Per the City of Courtenay bylaw, the proposed Whistle Stop mixed-use development is required to have a total of 107 off-street parking spaces. The proposed parking supply of 88 spaces is 21 spaces short of this requirement.

However, based on the ITE parking generation rates, the proposed parking supply is 18 spaces greater than the estimated average weekday peak parking demand. In addition, survey results showed there is an ample amount of on-street parking available on Mansfield Drive during the Whistle Stop Pub's peak period. Pub patrons may also utilize other modes of transportation such as public transit or ride hailing services, further decreasing the demand for on-site parking.

### 5.2. RECOMMENDATIONS

Based on the parking occupancy survey and ITE parking generation rates analysis conducted as for this report, the proposed Whistle Stop mixed-use development is expected to provide sufficient on-site parking to accommodate peak parking demands. Additional parking spaces are not required at this time.



## 6. Closing

The information within this memo is true and accurate to the best of our knowledge. If you have any questions or concerns regarding this analysis, please contact the undersigned.

McELHANNEY LTD.

Prepared by:



Emily Shibata  
Traffic Engineering Tech.  
Traffic & Road Safety Division  
[eshibata@mcelhanney.com](mailto:eshibata@mcelhanney.com)  
604-596-0391

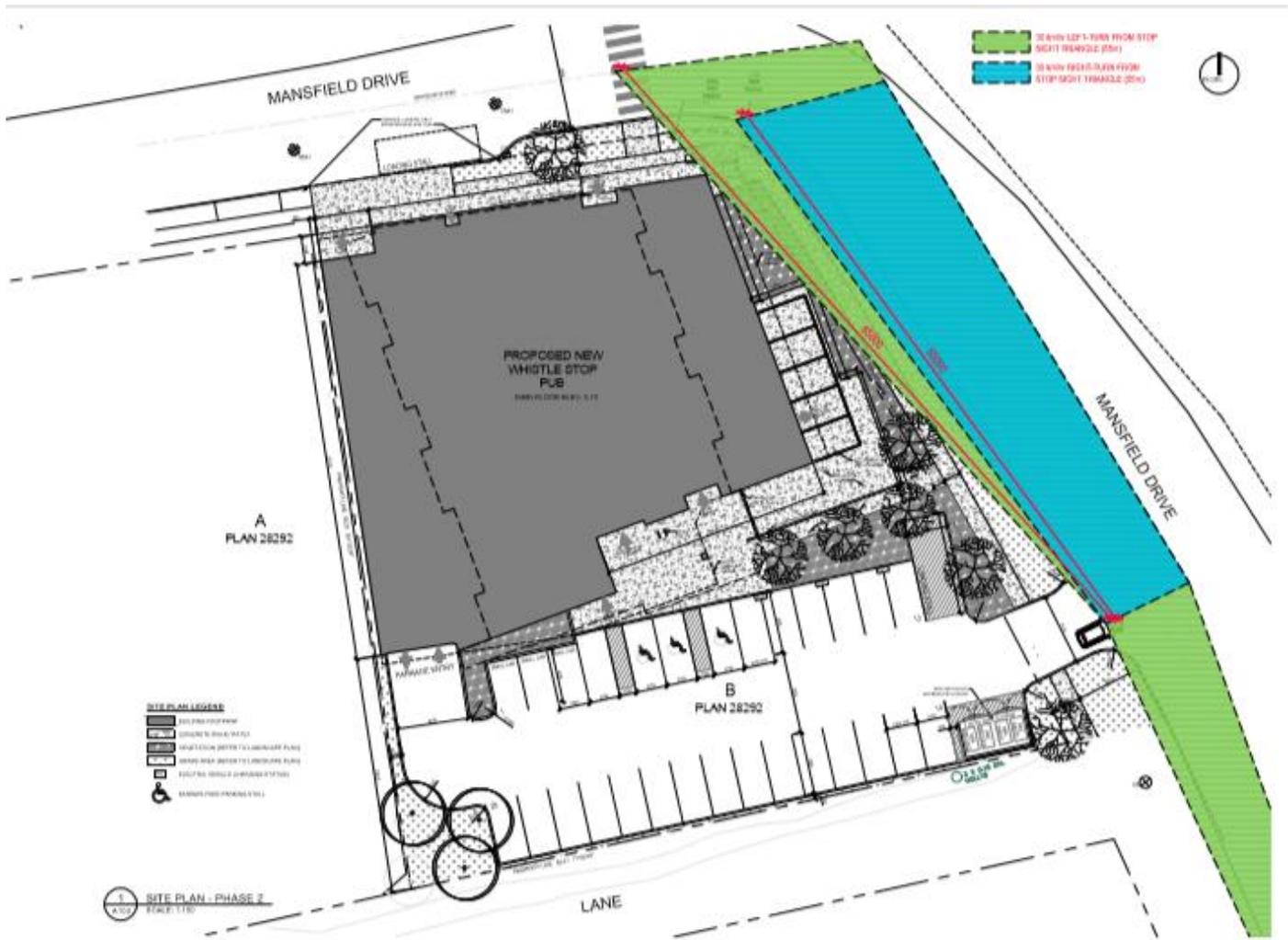
Reviewed by:

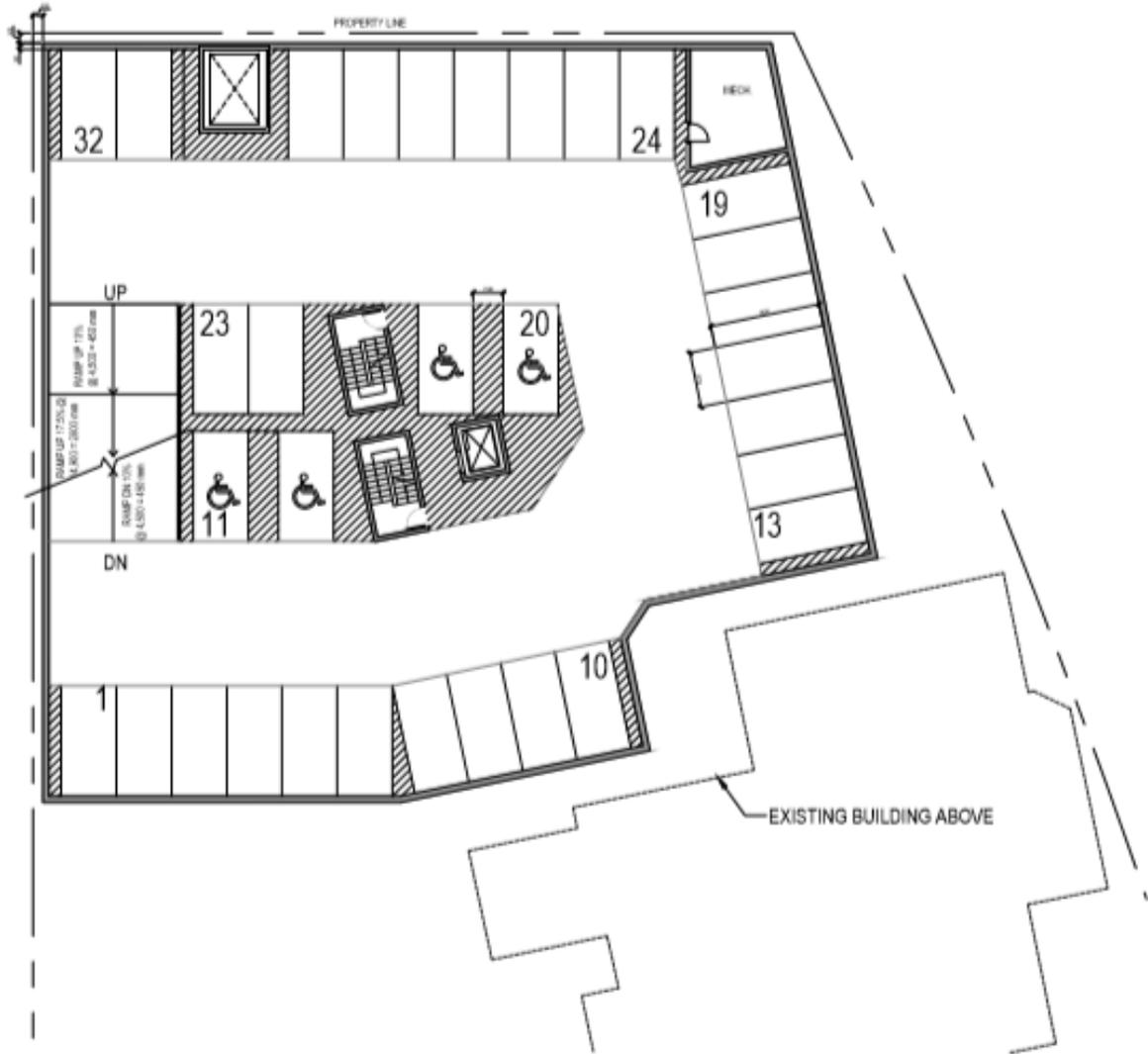


Parm Nahal, P.Eng.  
Senior Traffic Engineer  
Traffic & Road Safety Division  
[pnahal@mcelhanney.com](mailto:pnahal@mcelhanney.com)  
604-424-4881



# APPENDIX A – PARKING LOT SITE PLAN







## APPENDIX B – PARKING SURVEY COUNT DATA

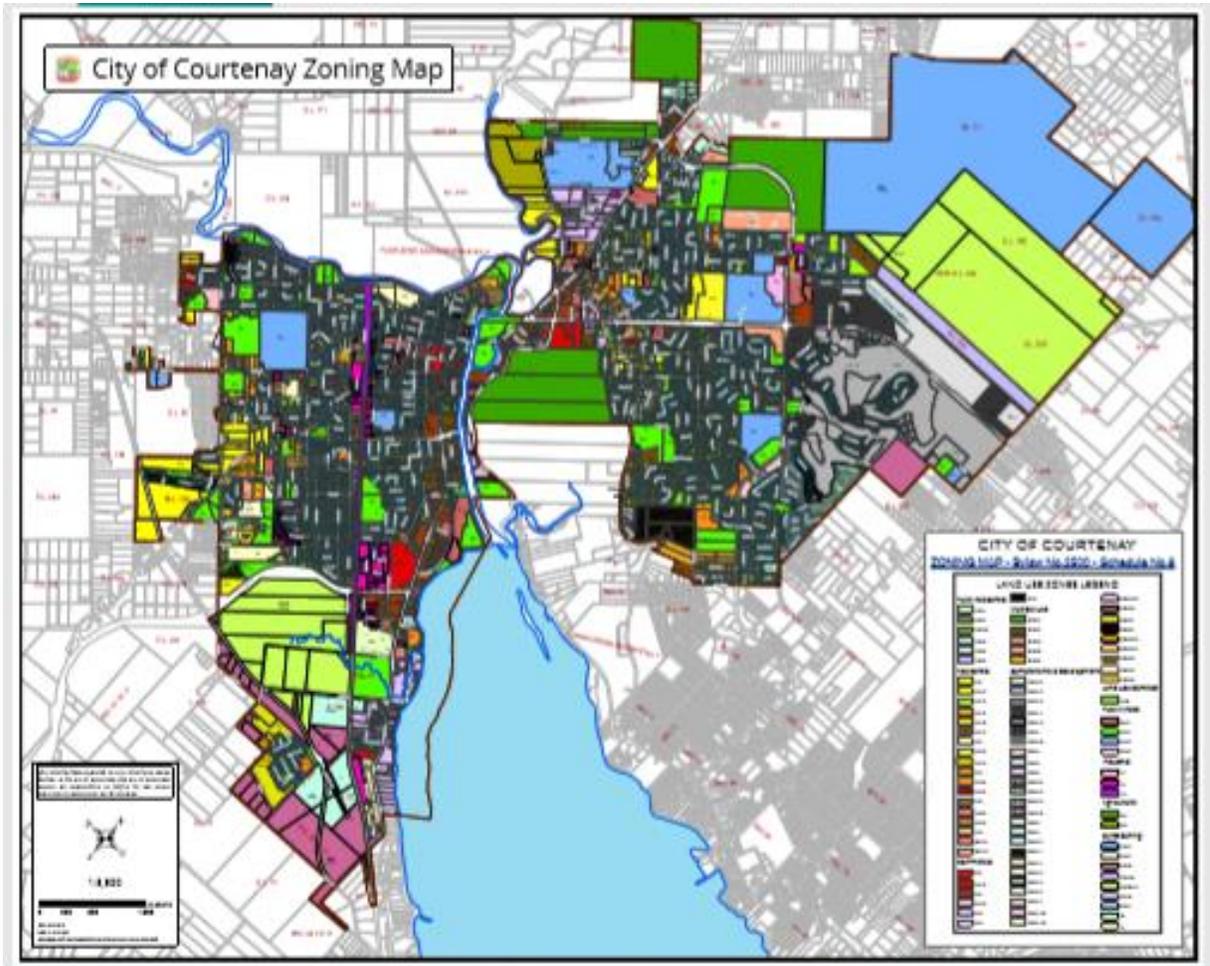
PARKING COUNTS - Friday, February 7, 2020					
Time	Whistle Stop Pub	Mansfield Drive North of Pub	Mansfield Drive East of Pub	Courtenay Riverway	Kelly & Carlos O'Bryan's
	Area 1	Area 2	Area 3	Area 4	Area 5
3:30 PM	22	1	-	-	-
3:40 PM	-	-	19	4	-
4:00 PM	-	-	-	-	19
4:30 PM	21	-	-	-	-
4:40 PM	-	3	18	14	-
5:00 PM	-	-	-	-	23
5:30 PM	20	-	-	-	-
5:45 PM	-	9	16	4	-
6:00 PM	-	-	-	-	30
6:30 PM	24	-	-	-	-
6:40 PM	-	6	17	-	-
6:45 PM	-	-	-	2	-
7:00 PM	-	-	-	-	36
7:30 PM	27	-	-	-	-
7:40 PM	-	1	14	-	-
7:45 PM	-	-	-	2	-
8:00 PM	-	-	-	-	29
8:30 PM	20	-	-	-	-
8:40 PM	-	2	19	2	-
9:00 PM	-	-	-	-	20
<b>Available Spaces</b>	<b>45</b>	<b>15</b>	<b>70</b>	<b>38</b>	<b>61</b>

<b>PARKING COUNTS - Saturday, February 8, 2020</b>					
<b>Time</b>	<b>Whistle Stop Pub</b>	<b>Mansfield Drive North of Pub</b>	<b>Mansfield Drive East of Pub</b>	<b>Courtenay Riverway</b>	<b>Kelly &amp; Carlos O'Bryan's</b>
	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Area 4</b>	<b>Area 5</b>
3:30 PM	33	1	-	-	-
3:40 PM	-	-	38	19	-
4:00 PM	-	-	-	-	23
4:30 PM	22	-	-	-	-
4:40 PM	-	0	25	11	-
5:00 PM	-	-	-	-	24
5:30 PM	19	-	-	-	-
5:45 PM	-	0	14	7	-
6:00 PM	-	-	-	-	34
6:30 PM	19	-	-	-	-
6:40 PM	-	2	10	-	-
6:45 PM	-	-	-	3	-
7:00 PM	-	-	-	-	25
7:30 PM	13	-	-	-	-
7:40 PM	-	0	7	-	-
7:45 PM	-	-	-	0	-
8:00 PM	-	-	-	-	19
8:30 PM	22	-	-	-	-
8:40 PM	-	0	8	3	-
9:00 PM	-	-	-	-	8
<b>Available Spaces</b>	<b>45</b>	<b>15</b>	<b>70</b>	<b>38</b>	<b>61</b>

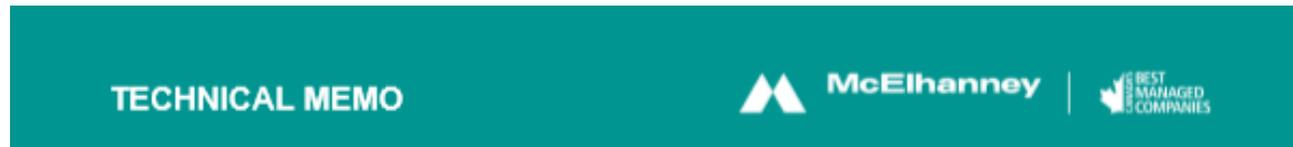
PARKING PLATES ID - Friday, February 7, 2020						
Stall #	3:30 PM	4:30 PM	5:30 PM	6:30 PM	7:30 PM	8:30 PM
1	gt8	ka7				u149
2	saab	saab		gr7	gr7	gr7
3	jt2	jt2	jt2	jt2	jt2	jt2
4			jb7	dr7		o83
5	cw5	cw5		oo3		
6	nc775	nc775		881	881	
7		gno	as8	as8	ff9	ff9
8	ai5	hn7	kts		o26	
9	mj	kts		80		
10						
11	gn1				hh2	hh2
12	es1	mj		kh4	kc2	kc2
13		gco	gco	397	397	kn (taxi)
14	299	163v	163v	1gma	8754	8754
15	632	111	111	je5		
16		pa1		42		
17	6665	nc772	7877	ah5	o42	
18	111		iw	jh8	ah5	
19	hb5		mazda	840	jh8	
20					cv5	cv5
21					be0	be0
22			he			
23						
24			ad9	ad9	ad9	ad9
25						
26			gc3			
27			pa5		gt6	gt6
28			ee9		dx2	dx3
29						
30			px1	jt3	jt3	dh5
31				ka3	ka3	ka3
32						
33			nh1	jt1		
34						
35						
36			6o5			
37			889	ff1	ff1	
38				605	605	
39					ce5	ee7
40						cej
41				jt0		hn1
42				ea7	ea7	
43				ab9	ab9	
44					982	982
45					pk6	pk6

PARKING PLATES ID - Saturday, February 8, 2020						
Stall #	3:30 PM	4:30 PM	5:30 PM	6:30 PM	7:30 PM	8:30 PM
1	jp9				lt73	lt73
2	gr7	gr7	gr7	gr7	gr7	
3	ka7	ka7				dc3
4	164f	swe				kc9
5	850e	9962h	9962h	9962h		hr8
6	wpgj			ee07	ee07	
7	294f	nc78	beo	beo		hjo3
8	163v					702h
9	lm84	lm84		gn9		781d
10						
11	071r	071r				
12	cm32		gw6	gw6		
13				933		
14	o54	221v	emo9	em09	hn1	hn1
15			hs6	354r		
16	208x	730m	as8		nh21	nh21
17	mn26			dr5	540s	540s
18	665x	665x	hb3		dx6	dx3
19	550n	550n	am6	am6	cb5	cb5
20	gf18	gf18		6421b		hb8
21	gw5	fs6				
22						
23						
24	kc7		my55	my55		
25						
26	gc3	gc3	gc3			
27	fc9	fc9	fc9			
28						
29	lt9	lt9	lt9	lt9		
30			ad9	ad9	ad9	ad9
31	7908j		ee0	ee0	ee0	ee0
32	862g	862g		7846l		
33	be9	nk97	254c			
34					555	555
35						
36	gn5	gn5	gn5	gn5		
37		8627k				
38	bg6					ga9
39	jp5					hb15
40						g705
41	hlp4	hlp4				pa8
42	ja2		ja2		cg6	cg6
43	360f	78nha				
44	217n					
45	mn25					

# APPENDIX C – CITY OF COURTENAY ZONING MAP



**Schedule No. 4: Traffic Impact Assessment**



**TECHNICAL MEMO**

<b>To</b> Erica Lowe, Principal Architect, AAA, AIBC	<b>Prepared By</b> Winnie Zhuang
	<b>Reviewed By</b> Parm Nahal, P.Eng.
<b>Company</b> LOLA Architecture	<b>Branch</b> 2111 - Surrey
<b>Re</b> Traffic Impact Assessment for Whistle Stop Mixed-Use Project in Courtenay, BC	<b>Date</b> July 19, 2019
	<b>File Number</b> 2211-47564-00

**1. INTRODUCTION**

The purpose of this technical memo is to review traffic operations for the proposed mixed-use, multi-family project located at the Whistle Stop site located in Courtenay, British Columbia. This traffic impact assessment (TIA) evaluates the AM and PM peak hour conditions in Existing Conditions (2019), Opening Year (2022), and a future horizon year, Opening Year plus ten years (2032). To quantify traffic impacts with the added site-generated trips, the 2022 and 2032 traffic scenarios were analyzed using base volumes (without the proposed development) and developed volumes (base volumes plus site-generated trips) throughout the study area.

The following presents our assumptions, analysis results, and recommendations.

**1.1. Project Description**

The proposed development site is located in Courtenay, British Columbia and will consist of a wood-frame construction with a commercial podium on the ground level. This mixed-use project will include the relocated Whistle Stop Neighbourhood Pub as well as the Whistle Stop Beer & Wine Store on the ground level. Above, there will be four residential storeys with a total of 30 dwelling units, as per the development overview shown in *Attachment A* and correspondence with the client. This proposed project is assumed to be completed by 2022.

**1.2. Project Location**

The project site is approximately 3000 square metres bounded by Mansfield Drive (north and east) and Cliffe Avenue (west). An overview of the project location is shown in *Figure 1*.

Suite 2300 Central City Tower      Tel 604 596 0391  
13450-102 Avenue                      Fax 855 407 3895  
Surrey BC Canada V3T 5X3              www.McElhanney.com





### 1.3. Study Intersections

The following is a list of study intersections that were analyzed to quantify impacts associated with the proposed development:

- Cliffe Avenue / Mansfield Drive North (side-street stop-controlled)
- Cliffe Avenue / Mansfield Drive South (side-street stop-controlled)

### 1.4. Existing Roadway Conditions

All roads in the study area have a posted speed limit of 50 km/h. Left-turn bays are provided at the westbound approach of the Cliffe Avenue/Mansfield Drive North and Cliffe Avenue/Mansfield Drive South intersections. Moreover, there are two-way left-turn lanes provided for the northbound and southbound approaches at these intersections.

## 2. TRAFFIC VOLUMES

### 2.1. Existing Traffic Volumes

Traffic counts for the Cliffe Avenue/Mansfield Drive North intersection were conducted on April 11, 2019 by McElhanney. The traffic volumes for the Cliffe Avenue/Mansfield Drive South intersection were established based on traffic volumes at the Cliffe Avenue/Mansfield Drive North intersection. Peak hours were determined using the counts which were recorded on a weekday from 7:00 AM – 9:00 AM and 3:00 PM – 6:00 PM. The peak volumes were established by finding the hour with the highest volume for each study intersection.

Existing Conditions (2019) weekday AM and PM peak hour traffic volumes at the study intersections are shown in *Figure 2*. Detailed traffic count sheets are included in *Attachment B*.





## 2.2. Background Volume Development

Background volumes were developed by applying an annually compounded growth rate of 2.2% (obtained from the *City of Courtenay 25 Year Vision for Multi-Modal Transportation, 2014*) to existing traffic volumes and grown to the opening year horizon (2022) and future horizon (2032).

The Year 2022 (Opening Year) and Year 2032 (Opening Year + 10 Years) weekday AM and PM peak hour background volumes are presented in *Figure 3* and *Figure 4*, respectively.





### 2.3. Trip Generation

Trip generation refers to the process to estimate the vehicular traffic a development adds to the surrounding roadway system. For the proposed development, the total number of generated trips entering and exiting the road system was calculated for the weekday AM and PM peak hours.

Trip generation estimates for the development were calculated using trip rates from the *Trip Generation Manual, 10<sup>th</sup> Edition* by the Institute of Transportation Engineers (ITE). The proposed multifamily residential development is expected to consist of four storeys only, while the commercial podium is expected to consist of the existing pub and liquor store. *Since traffic counts captured the existing pub and liquor store trips*, only ITE land use code 221: *Multifamily Housing (Mid-Rise)* was used to determine new trips generated from the development. A summary of the estimated site-generated trips for the proposed development is provided in *Table 1* below.

*Table 1: Trip Generation Summary*

Type	Quantity	Period	Trip Rate	In / Out Ratio		Trips		
				IN	OUT	IN	OUT	Total
Multifamily Housing, Mid-Rise (221)	30 DU <sup>1</sup>	AM	0.36	26%	74%	3	8	11
		PM	0.44	61%	39%	8	5	13

**Notes:**

- 1. DU = dwelling units

The proposed site is expected to add 11 vehicles (3 in / 8 out) during the AM peak hour and 13 vehicles (8 in / 5 out) during the PM peak hour to the surrounding road network.

### 2.4. Trip Distribution

The trip distribution of traffic generated by the project development was estimated based on traffic volumes at the Cliffe Avenue/Mansfield Drive North intersection. For this TIA, the new site-generated trips for the 30 dwelling units will be distributed to the surrounding road network in the opening year (2022) as follows:

- 85% to/from the north along Cliffe Avenue
- 15% to/from the south along Cliffe Avenue

The trip distribution assumptions are shown in *Figure 5*.





## 2.5. With Project Traffic Volumes

To determine traffic volumes for the scenarios with the development (i.e. combined volumes), the development trips estimated for the project development (*Table 1*) were added to the background traffic volumes for the 2022 and 2032 study scenarios. The site-generated traffic volumes used in "with development" traffic analyses for years 2022 and 2032 are shown in *Figure 6*. The combined weekday AM and PM peak hour traffic volumes are presented in *Figure 7* and *Figure 8* for the 2022 and 2032 study scenarios, respectively.







### 3. TRAFFIC OPERATIONS ANALYSIS

Traffic operations analysis was conducted for the following scenarios:

- 2019 (Existing Conditions)
- 2022 (Opening Year)
- 2032 (Opening Year + 10 Years)

All scenarios were analyzed during weekday AM and PM peak hours, and the 2022 and 2032 scenarios were analyzed without and with the addition of trips generated by the proposed development.

#### 3.1. Synchro Analysis Software

Synchro software, version 10.0, was used to report the level of service (LOS) and average delay at each of the study intersections. Synchro is a traffic software used to determine traffic conditions based on volumes, laning, and type of traffic control. Synchro calculates average delays and queue lengths for each movement at an intersection. Average delays are then translated into LOS. It should be noted Synchro results are calculated, and therefore are typically conservative compared to observed traffic flow, which is affected by driver behaviour. Detailed Synchro analysis reports can be found in *Attachment C*.

#### 3.2. Intersection Level of Service Criteria

Operations of roadway facilities are described in terms of Level of Service (LOS), which is a qualitative description of traffic flow based on factors such as speed, travel time, delay, and freedom to manoeuvre. Six service levels are defined, ranging from LOS A, the best operating conditions, to LOS F, the worst operating conditions. LOS E corresponds to "at or near capacity" operations. When volumes exceed capacity, it results in stop-and-go conditions, which is designated as LOS F. The delay thresholds and corresponding LOS are presented in *Table 2*. The typical criterion for acceptable operation is LOS D. Therefore, any movement or intersection operating at LOS E or worse may require improvement.

For unsignalized (side-street stop-controlled) intersections, the LOS calculations were conducted based on the methodology in the *Highway Capacity Manual 6<sup>th</sup> Edition (HCM6)*, Transportation Research Board, 2016. The LOS rating is based on the average delay expressed in seconds per vehicle. For controlled approaches composed of a single lane, the control delay is computed as the average of all movements in that lane.

Table 2: Intersection Level of Service Definitions

Level of Service	Delay Criteria (s/veh)	Description
	Unsignalized Intersections	
A	≤ 10	Represents free flow. Individual users are virtually unaffected by others in the traffic stream. Usually no conflicting traffic
B	> 10 to 15	Stable flow, but the presence of other users in the traffic stream begins to be noticeable. Occasionally some delay due to conflicting traffic
C	> 15 to 25	Stable flow, but the operation of individual users becomes significantly affected by interactions with others in the traffic stream. Delay is noticeable, but not inconveniencing.
D	> 25 to 35	Represents high-density, but stable flow. Delay is noticeable and irritating; increased likelihood of risk-taking.
<b>E</b>	<b>&gt; 35 to 50</b>	<b>Represents operating conditions at or near the capacity level. Delay approaching tolerance levels; risk-taking behaviour is likely.</b>
<b>F</b>	<b>&gt; 50</b>	<b>Represents forced or breakdown flow. Delay exceeds tolerance level; high likelihood of risk-taking.</b>

**NOTES:**

Values shown are in seconds/vehicle. **BOLD** indicates unacceptable LOS.

It should be noted that although Synchro reports overall intersection LOS at side-street stop-controlled unsignalized intersections, the overall LOS is not a good indicator of the side street performance, as it is calculated from the average delay for all vehicles. As a result, the overall LOS is typically heavily skewed toward the LOS for the free flow major movement, particularly where the proportion of free flow volume on the major street is very high. To better acknowledge side street performance, only the individual movement LOS is presented for unsignalized side-street stop-controlled intersections.

### 3.3. Level of Service Results

#### Existing Conditions (2019)

Traffic analysis was conducted at the study intersections for the 2019 (Existing Conditions) scenario. A summary of the AM and PM peak hour intersection LOS results (v/c ratio, delay, LOS, and 95<sup>th</sup>-percentile queue length) can be found in Table 3. The detailed results can be found in Attachment C.

Table 3: Existing Conditions (2019) Peak Hour Intersection Level of Service Results

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>AM Peak Hour</b>														
Cliffe Avenue / Mansfield Drive North	w/c Ratio <sup>1</sup>	-	-	-	0.03	-	0.11	-	0.38	0.20	0.14	0.33	-	-
	Delay (s) <sup>2</sup>	-	-	-	27	-	13	-	0	0	11	1	-	1
	Level of Service <sup>3</sup>	-	-	-	D	-	B	-	A	A	B	A	-	A
	95% Q (m) <sup>3</sup>	-	-	-	< 5	-	5	-	0	0	5	< 5	-	-
Cliffe Avenue / Mansfield Drive South	w/c Ratio	-	-	-	0.02	-	0.02	-	0.37	0.20	0.02	0.31	-	-
	Delay (s)	-	-	-	20	-	12	-	0	0	10	0	-	0
	Level of Service	-	-	-	C	-	B	-	A	A	B	A	-	A
	95% Q (m)	-	-	-	< 5	-	< 5	-	0	0	< 5	< 5	-	-
<b>PM Peak Hour</b>														
Cliffe Avenue / Mansfield Drive North	w/c Ratio <sup>1</sup>	-	-	-	0.03	-	0.20	-	0.43	0.23	0.10	0.47	-	-
	Delay (s) <sup>2</sup>	-	-	-	32	-	15	-	0	0	11	1	-	1
	Level of Service <sup>3</sup>	-	-	-	D	-	B	-	A	A	B	A	-	A
	95% Q (m) <sup>3</sup>	-	-	-	< 5	-	5	-	0	0	< 5	5	-	-
Cliffe Avenue / Mansfield Drive South	w/c Ratio	-	-	-	0.02	-	0.04	-	0.44	0.24	0.02	0.48	-	-
	Delay (s)	-	-	-	26	-	13	-	0	0	11	0	-	0
	Level of Service	-	-	-	D	-	B	-	A	A	B	A	-	A
	95% Q (m)	-	-	-	< 5	-	< 5	-	0	0	< 5	< 5	-	-

Notes:

1. **BOLD** indicates w/c ratio is greater than 0.85
2. **BOLD** indicates LOS/delay is unacceptable (LOS E or worse)
3. 95<sup>th</sup>-percentile queue length given in metres; converted from number of vehicles assuming that vehicle length and spacing = 7.5m per vehicle

As shown in Table 3, all study intersections are operating at an acceptable LOS.

**Opening Year (2022)**

Traffic analysis was conducted at the study intersections for the 2022 (Opening Year) scenario. A summary of the AM and PM peak hour intersection LOS results (v/c ratio, delay, LOS, and 95<sup>th</sup>-percentile queue length) can be found in *Table 4* and *Table 5*. Results are presented without and with the trips generated by the proposed development. The detailed Synchro results can be found in *Attachment C*.

*Table 4: Opening Year (2022) Background Peak Hour Intersection Level of Service Results*

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>AM Peak Hour</b>														
Cliffe Avenue / Mansfield Drive North	v/c Ratio <sup>1</sup>	-	-	-	0.03	-	0.13	-	0.43	0.22	0.17	0.36	-	-
	Delay (s) <sup>2</sup>	-	-	-	33	-	14	-	0	0	12	2	-	1
	Level of Service <sup>3</sup>	-	-	-	D	-	B	-	A	A	B	A	-	A
	95% Q (m) <sup>3</sup>	-	-	-	< 5	-	5	-	0	0	5	5	-	-
Cliffe Avenue / Mansfield Drive South	v/c Ratio	-	-	-	0.02	-	0.03	-	0.41	0.22	0.02	0.35	-	-
	Delay (s)	-	-	-	22	-	13	-	0	0	11	0	-	0
	Level of Service	-	-	-	C	-	B	-	A	A	B	A	-	A
	95% Q (m)	-	-	-	< 5	-	< 5	-	0	0	< 5	< 5	-	-
<b>PM Peak Hour</b>														
Cliffe Avenue / Mansfield Drive North	v/c Ratio <sup>1</sup>	-	-	-	0.05	-	0.24	-	0.47	0.25	0.13	0.52	-	-
	Delay (s) <sup>2</sup>	-	-	-	<b>46</b>	-	16	-	0	0	12	1	-	1
	Level of Service <sup>3</sup>	-	-	-	<b>E</b>	-	C	-	A	A	B	A	-	A
	95% Q (m) <sup>3</sup>	-	-	-	< 5	-	5	-	0	0	5	5	-	-
Cliffe Avenue / Mansfield Drive South	v/c Ratio	-	-	-	0.03	-	0.05	-	0.49	0.26	0.02	0.54	-	-
	Delay (s)	-	-	-	30	-	14	-	0	0	12	0	-	0
	Level of Service	-	-	-	D	-	B	-	A	A	B	A	-	A
	95% Q (m)	-	-	-	< 5	-	< 5	-	0	0	< 5	< 5	-	-

**Notes:**

- BOLD** indicates v/c ratio is greater than 0.85
- BOLD** indicates LOS/delay is unacceptable (LOS E or worse)
- 95<sup>th</sup>-percentile queue length given in metres; converted from number of vehicles assuming that vehicle length and spacing = 7.5m per vehicle

Table 5: Opening Year (2022) Combined Peak Hour Intersection Level of Service Results

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>AM Peak Hour</b>														
Cliffe Avenue / Mansfield Drive North	v/c Ratio <sup>1</sup>	-	-	-	0.04	-	0.15	-	0.43	0.22	0.17	0.36	-	-
	Delay (s) <sup>2</sup>	-	-	-	34	-	14	-	0	0	12	2	-	1
	Level of Service <sup>3</sup>	-	-	-	D	-	B	-	A	A	B	A	-	A
	95% Q (m) <sup>3</sup>	-	-	-	< 5	-	5	-	0	0	5	5	-	-
Cliffe Avenue / Mansfield Drive South	v/c Ratio	-	-	-	0.02	-	0.03	-	0.41	0.22	0.02	0.35	-	-
	Delay (s)	-	-	-	22	-	13	-	0	0	11	0	-	0
	Level of Service	-	-	-	C	-	B	-	A	A	B	A	-	A
	95% Q (m)	-	-	-	< 5	-	< 5	-	0	0	< 5	< 5	-	-
<b>PM Peak Hour</b>														
Cliffe Avenue / Mansfield Drive North	v/c Ratio <sup>1</sup>	-	-	-	0.13	-	0.29	-	0.47	0.26	0.18	0.52	-	-
	Delay (s) <sup>2</sup>	-	-	-	<b>75</b>	-	17	-	0	0	13	2	-	1
	Level of Service <sup>3</sup>	-	-	-	<b>F</b>	-	C	-	A	A	B	A	-	A
	95% Q (m) <sup>3</sup>	-	-	-	5	-	10	-	0	0	5	5	-	-
Cliffe Avenue / Mansfield Drive South	v/c Ratio	-	-	-	0.03	-	0.05	-	0.49	0.26	0.02	0.54	-	-
	Delay (s)	-	-	-	30	-	14	-	0	0	12	0	-	0
	Level of Service	-	-	-	D	-	B	-	A	A	B	A	-	A
	95% Q (m)	-	-	-	< 5	-	< 5	-	0	0	< 5	< 5	-	-

Notes:

1. **BOLD** indicates v/c ratio is greater than 0.85
2. **BOLD** indicates LOS/delay is unacceptable (LOS E or worse)
3. 95<sup>th</sup>-percentile queue length given in metres; converted from number of vehicles assuming that vehicle length and spacing = 7.5m per vehicle

Compared to the 2019 conditions, the background traffic operations in 2022 are expected to degrade at the study intersections. Specifically, the westbound left-turning movement at Cliffe Avenue/Mansfield Drive North is expected to degrade to LOS E with approximately 46 seconds of delay in the PM peak hour scenario. Although this movement has a low volume during the AM (4 vehicles/hour) and PM (4 vehicles/hour) peak hours, the high northbound and southbound Cliffe Avenue volumes result in minimal gaps, thus increasing delays for the side street.

With the addition of development traffic, operations are expected to degrade slightly when compared to the background traffic operations in 2022, however the impact is not significant overall. The Cliffe Avenue/Mansfield Drive North westbound left-turn approach is expected to operate at LOS F with the development in the PM peak hour scenario.

**Opening Year + 10 Years (2032)**

Traffic analysis was conducted at the study intersections for the 2032 (opening year + 10 years) scenario. A summary of the AM and PM peak hour intersection LOS results (v/c ratio, delay, LOS, and 95<sup>th</sup>-percentile queue length) can be found in Table 6 and Table 7. Results are presented without and with the trips generated by the proposed development. The detailed results can be found in Attachment C.



Table 6: Future (2032) Background AM Peak Hour Intersection Level of Service Results

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>AM Peak Hour</b>														
Cliffe Avenue / Mansfield Drive North	w/c Ratio <sup>1</sup>	-	-	-	0.06	-	0.26	-	0.60	0.32	0.35	0.51	-	-
	Delay (s) <sup>2</sup>	-	-	-	<b>35</b>	-	19	-	0	0	18	4	-	1
	Level of Service <sup>3</sup>	-	-	-	<b>E</b>	-	C	-	A	A	C	A	-	A
	95% Q (m) <sup>3</sup>	-	-	-	< 5	-	10	-	0	0	10	10	-	-
Cliffe Avenue / Mansfield Drive South	w/c Ratio	-	-	-	0.06	-	0.05	-	0.59	0.31	0.05	0.49	-	-
	Delay (s)	-	-	-	<b>40</b>	-	16	-	0	0	14	1	-	0
	Level of Service	-	-	-	<b>E</b>	-	C	-	A	A	B	A	-	A
	95% Q (m)	-	-	-	< 5	-	< 5	-	0	0	< 5	< 5	-	-
<b>PM Peak Hour</b>														
Cliffe Avenue / Mansfield Drive North	w/c Ratio <sup>1</sup>	-	-	-	0.09	-	0.51	-	0.67	0.36	0.28	0.74	-	-
	Delay (s) <sup>2</sup>	-	-	-	<b>59</b>	-	29	-	0	0	19	3	-	2
	Level of Service <sup>3</sup>	-	-	-	<b>F</b>	-	D	-	A	A	C	A	-	A
	95% Q (m) <sup>3</sup>	-	-	-	< 5	-	20	-	0	0	10	10	-	-
Cliffe Avenue / Mansfield Drive South	w/c Ratio	-	-	-	0.08	-	0.11	-	0.69	0.37	0.05	0.76	-	-
	Delay (s)	-	-	-	<b>51</b>	-	19	-	0	0	16	1	-	0
	Level of Service	-	-	-	<b>F</b>	-	C	-	A	A	C	A	-	A
	95% Q (m)	-	-	-	< 5	-	5	-	0	0	< 5	< 5	-	-

Notes:

- BOLD** indicates w/c ratio is greater than 0.85
- BOLD** indicates LOS/delay is unacceptable (LOS E or worse)
- 95<sup>th</sup>-percentile queue length given in metres; converted from number of vehicles assuming that vehicle length and spacing = 7.5m per vehicle

Table 7: Future (2032) Combined AM Peak Hour Intersection Level of Service Results

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>AM Peak Hour</b>														
Cliffe Avenue / Mansfield Drive North	w/c Ratio <sup>1</sup>	-	-	-	0.06	-	0.28	-	0.60	0.32	0.36	0.51	-	-
	Delay (s) <sup>2</sup>	-	-	-	<b>36</b>	-	20	-	0	0	18	4	-	1
	Level of Service <sup>3</sup>	-	-	-	<b>E</b>	-	C	-	A	A	C	A	-	A
	95% Q (m) <sup>3</sup>	-	-	-	< 5	-	10	-	0	0	10	10	-	-
Cliffe Avenue / Mansfield Drive South	w/c Ratio	-	-	-	0.06	-	0.05	-	0.59	0.31	0.05	0.49	-	-
	Delay (s)	-	-	-	<b>40</b>	-	16	-	0	0	14	1	-	0
	Level of Service	-	-	-	<b>E</b>	-	C	-	A	A	B	A	-	A
	95% Q (m)	-	-	-	< 5	-	< 5	-	0	0	< 5	< 5	-	-
<b>PM Peak Hour</b>														
Cliffe Avenue / Mansfield Drive North	w/c Ratio <sup>1</sup>	-	-	-	0.15	-	0.58	-	0.67	0.36	0.36	0.74	-	-
	Delay (s) <sup>2</sup>	-	-	-	<b>72</b>	-	33	-	0	0	21	4	-	2
	Level of Service <sup>3</sup>	-	-	-	<b>F</b>	-	D	-	A	A	C	A	-	A
	95% Q (m) <sup>3</sup>	-	-	-	5	-	25	-	0	0	10	10	-	-
Cliffe Avenue / Mansfield Drive South	w/c Ratio	-	-	-	0.08	-	0.11	-	0.69	0.37	0.05	0.76	-	-
	Delay (s)	-	-	-	<b>52</b>	-	20	-	0	0	16	1	-	0
	Level of Service	-	-	-	<b>F</b>	-	C	-	A	A	C	A	-	A
	95% Q (m)	-	-	-	< 5	-	5	-	0	0	< 5	< 5	-	-

Notes:

- BOLD** indicates w/c ratio is greater than 0.85
- BOLD** indicates LOS/delay is unacceptable (LOS E or worse)
- 95<sup>th</sup>-percentile queue length given in metres; converted from number of vehicles assuming that vehicle length and spacing = 7.5m per vehicle

Compared to the 2022 conditions, the background traffic operations in 2032 are expected to degrade at the study intersections. Namely, the westbound left-turning movements at both study intersections are expected to operate at LOS E in the AM peak hour. Additionally, these movements are anticipated to degrade to LOS F in the PM peak hour.

With the addition of development traffic, operations are expected to degrade slightly when compared to the background traffic operations in 2032; there are no changes in level of service between the background and combined scenarios for both study intersections and their respective movements.

## 4. PARKING

Parking requirements for the mixed-use, mid-rise development were evaluated based on proposed supply compared to estimated parking demand per the ITE *Parking Generation Manual, 5<sup>th</sup> Edition* (2019) and required parking supply per the City's zoning bylaw. Similar to trip generation, parking demand and supply are directly linked to the land use type(s) and size.

### 4.1. Proposed Parking Supply

Parking for the development will be accessed from Mansfield Drive and consist of an underground parking garage (two levels) and a surface lot. The proposed development will provide a total of approximately 85 spaces.

The site parking would consist of:

- 28 regular and 4 barrier free stalls (parkade level P1)
- 22 regular and 2 barrier free stalls (parkade level P2)
- 23 regular, 2 small car, and 4 barrier free stalls (surface lot)
- Totals 85 stalls

### 4.2. City of Courtenay Parking Bylaw

The proposed mixed-use, multifamily development site is zoned C-2 (see *Attachment D* for the City's zoning map) and subject to the City's parking bylaw requirements, as described in *Division 7, Schedule 7A – Required Number of Off-Street Parking Spaces of the City of Courtenay Zoning Bylaw 2500*. *Table 8* shows the number of parking spaces the development is required to provide according to the zoning bylaw.

*Table 8: Parking Requirements Based on City of Courtenay Zoning Bylaw 2500*

Land Use Description	Quantity	Unit	Parking Spaces/Unit	Required Parking Spaces
Mid-Rise Residential	30	DU <sup>1</sup>	1.50	45 <sup>2</sup>
Neighbourhood Pub	250	Seats	0.17	42
Liquor Store	190	m <sup>2</sup> (retail)	0.08	16
Liquor Store	76	m <sup>2</sup> (storage)	0.05	4
			<b>Total:</b>	<b>107</b>

*Notes:*

1. DU = dwelling units

2. 1.5 spaces per dwelling unit with 10% of the required spaces being provided and retained for visitor parking; 40 dwelling parking spaces, 5 visitor parking spaces

Per City bylaw, the development is required to have a total of 107 parking spaces. Therefore, the proposed parking supply is 22 stalls short of the requirement stated in the City's parking bylaw.

### 4.3. Estimated Parking Demand

As a comparison tool, the expected peak parking demand was calculated based on proposed land uses. Parking demand was determined using rates from the ITE *Parking Generation Manual, 5<sup>th</sup> Edition* (2019). The ITE parking generation rates are shown in *Table 9* and the estimated parking demand is summarized in *Table 10*.

*Table 9: ITE Parking Generation Rates*

Land Use Description	Quantity	Unit	Average	85 <sup>th</sup> Percentile	33 <sup>rd</sup> Percentile
Mid-Rise Residential	30	DU <sup>1</sup>	0.90	1.27	0.63
Neighbourhood Pub	5.76	KSF <sup>2</sup>	6.47	12.37	4.57
Liquor Store	2.86	KSF	1.72	2.79	1.49

*Notes:*

1. DU = dwelling units
2. KSF = 1000 square feet

*Table 10: Estimated Peak Parking Demand*

Land Use Description	Quantity	Unit	Average	85 <sup>th</sup> Percentile	33 <sup>rd</sup> Percentile
Mid-Rise Residential	30	DU <sup>1</sup>	27	39	19
Neighbourhood Pub	5.76	KSF <sup>2</sup>	38	72	27
Liquor Store	2.86	KSF	5	8	5
		<b>Total:</b>	<b>70</b>	<b>119</b>	<b>51</b>

*Notes:*

1. DU = dwelling units
2. KSF = 1000 square feet

Based on ITE parking generation rates, it is assumed that the proposed development would demand approximately 51 to 119 parking spaces.

Because the proposed development is close to the goods and services at Driftwood Mall and access to public transit, it is estimated that the parking demand would remain between the 33<sup>rd</sup> percentile and average demand rates, with a maximum weekday peak demand of 70 parking spaces.

#### 4.4. Parking Summary

Table 11 shows a summary of the parking needs for the proposed development.

*Table 11: Parking Summary*

Source	Parking Spaces	Parking Surplus (+) / Deficit (-)	Parking Spaces with Reduction	Parking Surplus (+) / Deficit (-) with Reduction
Parking Supply	85	-	-	-
City Parking Bylaw	107	-22	-	-
ITE Parking Demand	70 <sup>1</sup>	+15	51 <sup>2</sup>	+34

*Notes:*

1. Calculated from the average ITE parking demand rate
2. Calculated from the ITE 33<sup>rd</sup> percentile parking demand rate

As per the City's parking bylaw, the proposed development would require 107 parking spaces. Overall, the proposed supply compared to the City's requirements would result in a parking space deficit of 22 spaces.

Based on the information above, the proposed parking supply of 85 total spaces is greater than the estimated average parking demand predicted by ITE, for a development of this type, by approximately 15 spaces. This increases to a 34-space surplus if compared to the 33<sup>rd</sup> percentile parking demand rates for similar land uses.

In summary, it is expected that the proposed development parking supply will meet the average parking demand of developments of this type.

## 5. ACTIVE MODES ASSESSMENT

### 5.1. Pedestrians

There are pedestrian facilities, such as sidewalks, built out near the proposed development; the roadways in the study area feature a sidewalk on both sides of the road. Adjacent to Mansfield Drive is the Courtenay Riverway, a multi-use greenway for both pedestrians and cyclists.

### 5.2. Cyclists

Most of the bicycle facilities on the road network adjacent the proposed development currently exist as paved lanes shared by both cyclists and motorists. The Courtenay Riverway, which is located east of Mansfield Drive, is a paved, multi-use path.

Based on the *Connecting Courtenay Cycling Network Plan* (2019) there is a proposed cycling network for the community. Adjacent to Mansfield Drive, the Courtenay Riverway is expected to be connected to a complete bicycle network in the long-term.

The proposed long-term cycling network, as well as the short-, medium-, and long-term cycling facilities are provided in *Attachment E*. A complete map of the existing cycling network for Courtenay is also provided in *Attachment E*.

### 5.3. Transit

The project development has access to BC Transit bus routes within the immediate vicinity. There are two bus stops, serving three bus routes, within 200 metres of the proposed development:

- Route 4: Driftwood Mall / Comox Mall
- Route 5: Vanier
- Route 10: Fanny Bay

Also, the Driftwood Mall Exchange is located at Fitzgerald Avenue, approximately 400 metres southeast of the proposed development. The Driftwood Mall Exchange is serviced by the bus routes accessed near the project site, which provides access to other bus routes and exchanges. In addition to the routes listed above, other bus routes from the Driftwood Mall Exchange are:

- Route 1: Anfield Centre / Comox Mall
- Route 7: Arden

- Route 8: Anfield Centre / Downtown
- Route 14: Union Bay
- Route 20: Cumberland (via Royston)

A complete map of the transit system for Courtenay can be seen in *Attachment F*.

## 6. SIGHT DISTANCE EVALUATION

To accommodate drivers of all levels of ability and experience, it is crucial that there is adequate sight distance provided prior to any potential obstacles on the roadway. Stopping, decision, and intersection sight distances were assessed for the site access on the east side of the proposed development, as detailed in the development plan (*Attachment A*), per the Transportation Association of Canada's (TAC) *Geometric Design Guide for Canadian Roads (2017)*. To note, there is a potential sight distance issue along Mansfield Drive by the north east corner of the site due to horizontal geometry. This location also lacks curvature and restricted sight line warnings.

### 6.1. Stopping Sight Distance

Stopping sight distance (SSD) is the distance it takes to bring a vehicle to a complete stop upon brake application. This distance is calculated based on design speed, deceleration rate, and driver reaction time, as shown in the following equation (*TAC Geometric Design Guide for Canadian Roads, Eqn. 2.5.2*):

$$SSD = 0.278Vt + 0.039 \frac{V^2}{a}$$

Where:

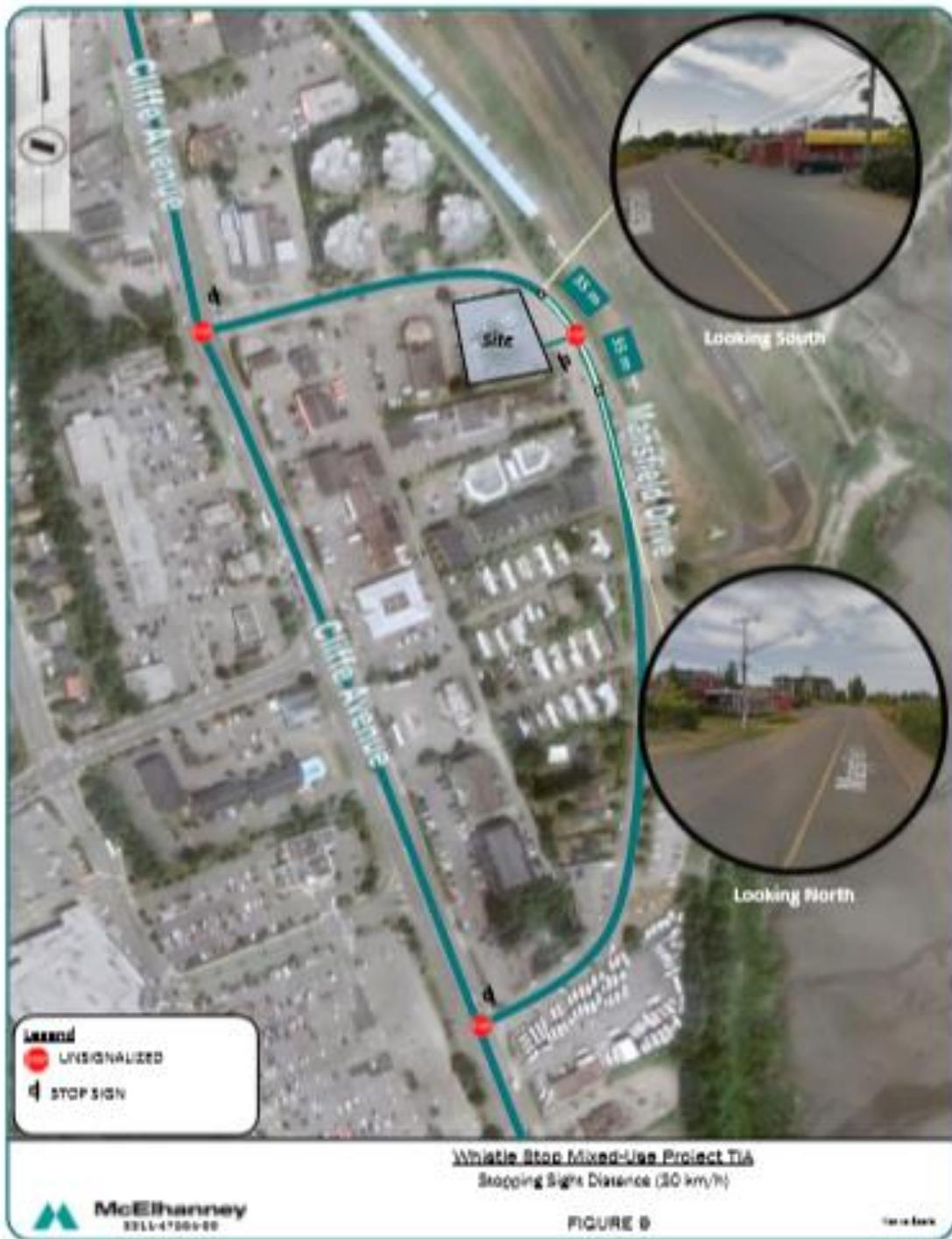
SSD = Stopping sight distance (m)

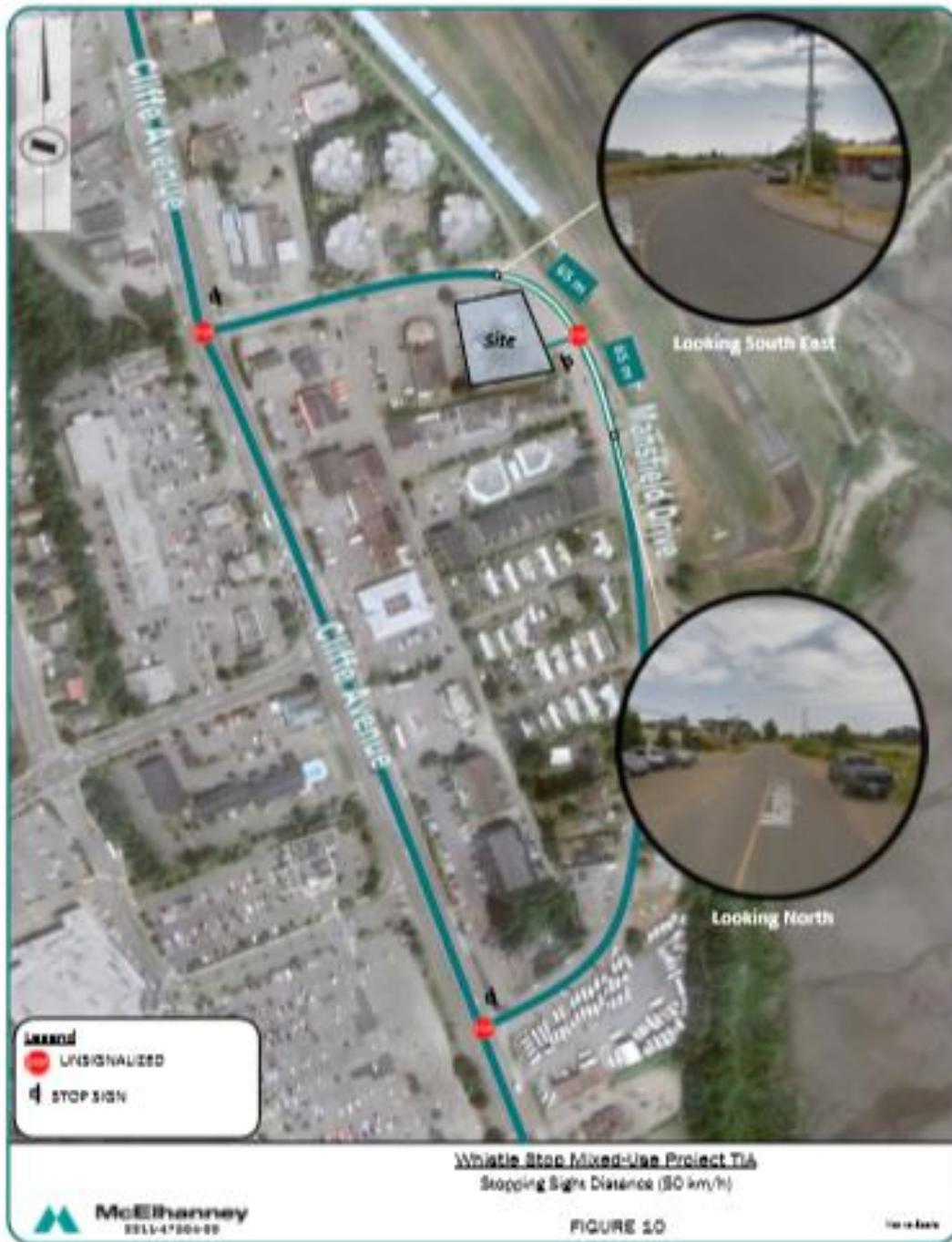
t = Brake reaction time, 2.5 s

V = Design speed (km/h)

a = Deceleration rate (m/s<sup>2</sup>)

On level roadways with a design speed of 50 km/h, the SSD is calculated to be 65 m. However, given the proposed site access' proximity to the sharp curve on Mansfield Drive, it can be assumed that vehicles will be driving at a lower speed (i.e. 30 km/h). The SSD for a 30 km/h and 50 km/h design speed is illustrated in *Figure 9* and *Figure 10*, respectively, along with screenshots of Google Street View perspectives of each sight distance.





As shown, the proposed site access meets the stopping sight distance requirements for both 30 km/h and 50 km/h design speeds.

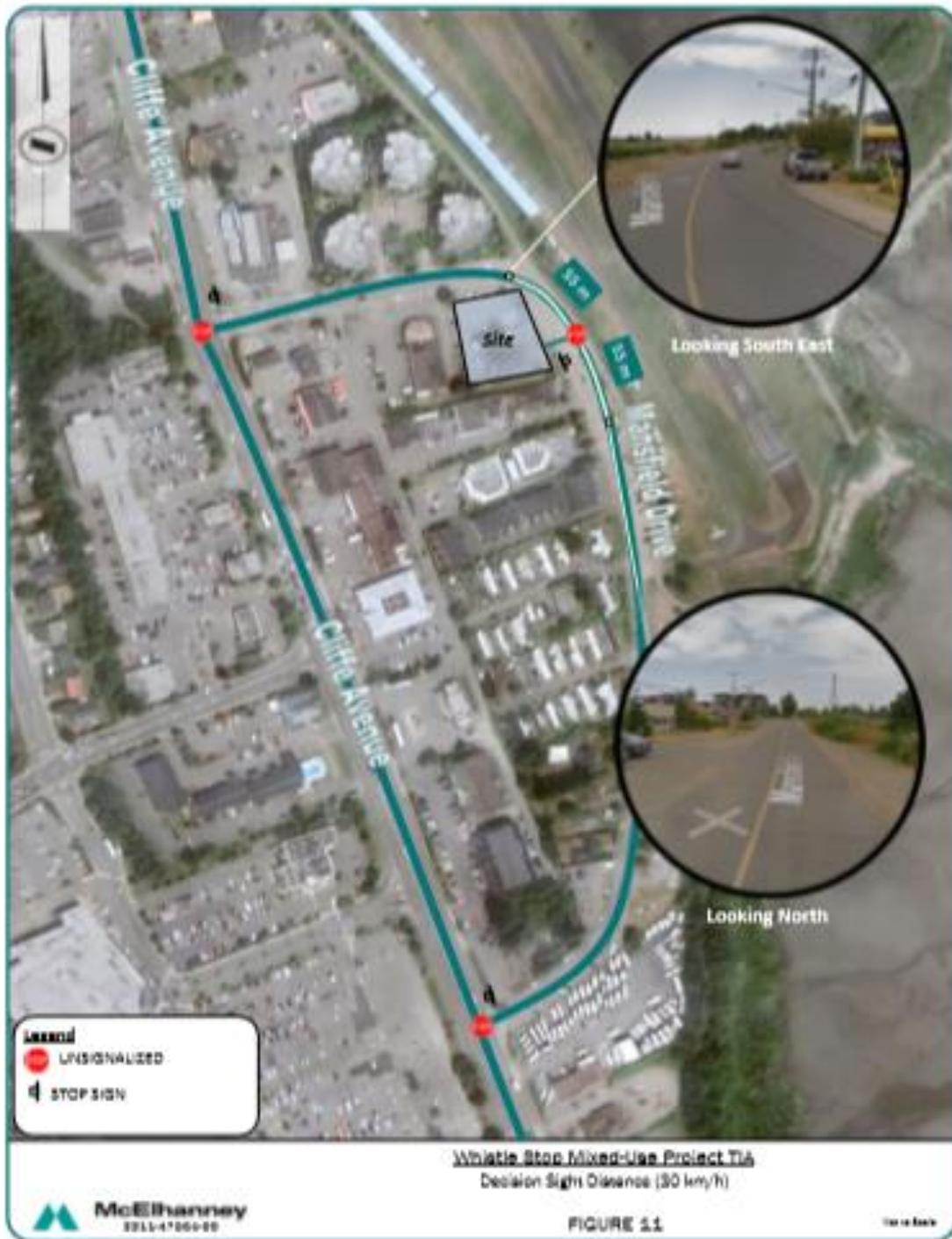
## 6.2. Decision Sight Distance

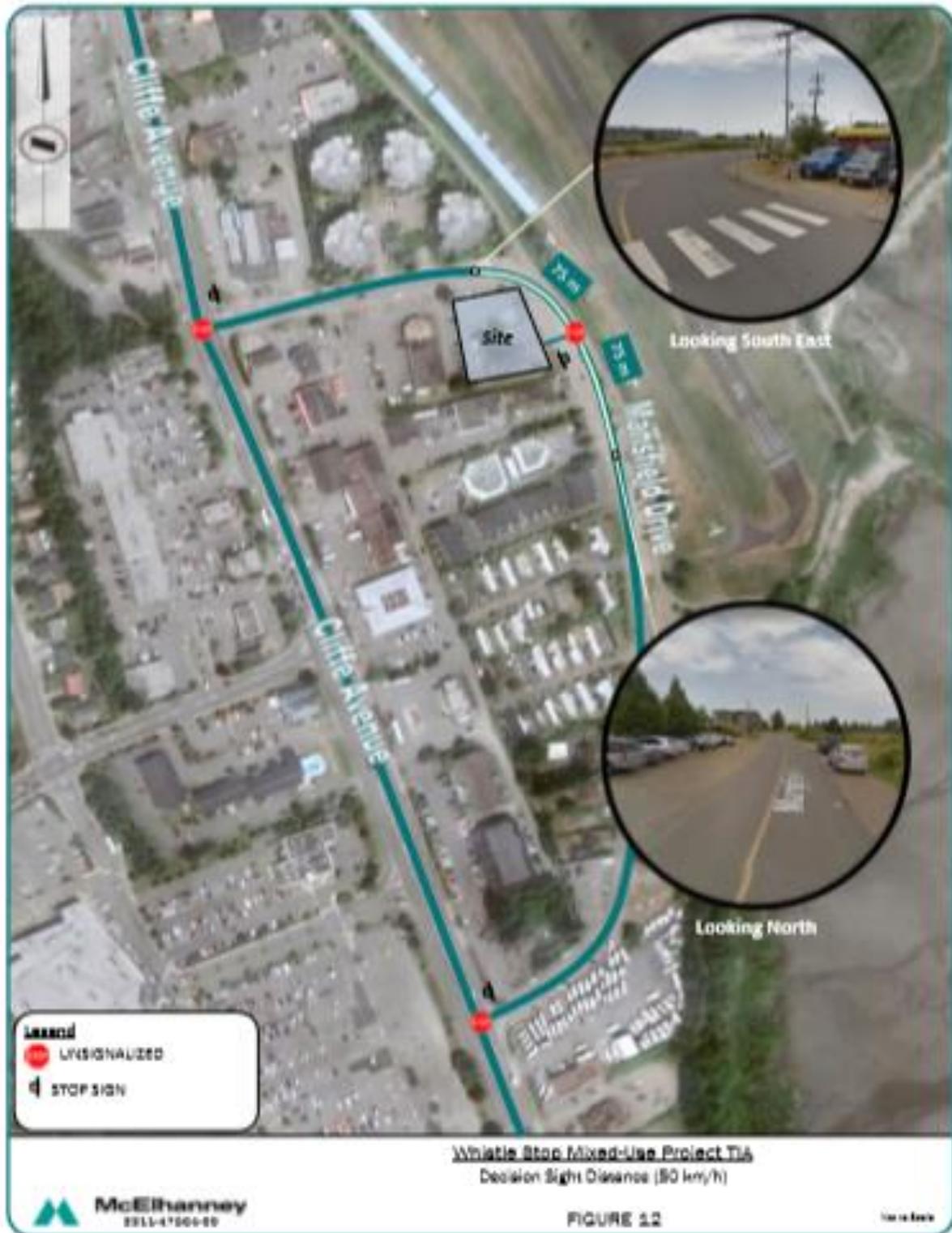
In cases where drivers are required to make unusual maneuvers or difficult decisions, the decision sight distance (DSD) allows drivers to interpret potentially dangerous situations and decide on a control action. This distance is determined based on the complexity of the action carried out by the driver as well as the difficulty of the driving environment (e.g. interchanges, changes to the roadway geometry, traffic control devices, etc.). Maneuver difficulty is denoted by letters A through E, with the least complex maneuver denoted by A. The table below, *TAC Geometric Design Guide for Canadian Roads, Table 2.5.6: Decision Sight Distance*, was used to determine the DSD for the proposed site access.

Table 12: Decision Sight Distance

Design Speed (km/h)	Decision Sight Distance for Avoidance Maneuver (m)				
	A	B	C	D	E
50	75	160	145	160	200
60	95	205	175	205	235
70	125	250	200	240	275
80	155	300	230	275	315
90	185	360	275	320	360
100	225	415	315	365	405
110	265	455	335	390	435
120+	305	505	375	415	470

On level roadways with Avoidance Maneuver A and a design speed of 50 km/h, the DSD is suggested to be 75 m. However, given the proposed site access' proximity to the sharp curve on Mansfield Drive, it can be assumed that vehicles will be driving at a lower speed (i.e. 30 km/h). Therefore, a DSD of 55 m was extrapolated from *Table 12* for this lower design speed. The DSD for a 30 km/h and 50 km/h design speed is illustrated in *Figure 11* and *Figure 12*, respectively, along with screenshots of Google Street View perspectives of each sight distance.





As shown, the proposed site access meets the decision sight distance requirements for the 30 km/h design speed. However, in the 50 km/h design speed case, the curve along Mansfield Drive by the north side of the proposed site creates a sight distance issue for vehicles approaching the site access from the north. The DSD to the north of the site access is blocked by vegetation and could potentially be blocked by the proposed development structure.

### 6.3. Intersection Sight Distance

The methodology for calculating intersection sight distance (ISD) stated in the *TAC Geometric Design Guide for Canadian Roads (2017)* is according to the American Association of State Highway and Transportation Officials' (AASHTO) *Policy on Geometric Design of Highways and Streets, 6<sup>th</sup> Ed. (2011)*. In intersection design, departure sight triangles are used to determine adequate sight distance for a stopped driver on a minor-road approach controlled by stop or yield signs, as shown in the figure below from the *TAC Geometric Design Guide for Canadian Roads (2017)*.

Figure 13: Departure Sight Triangles

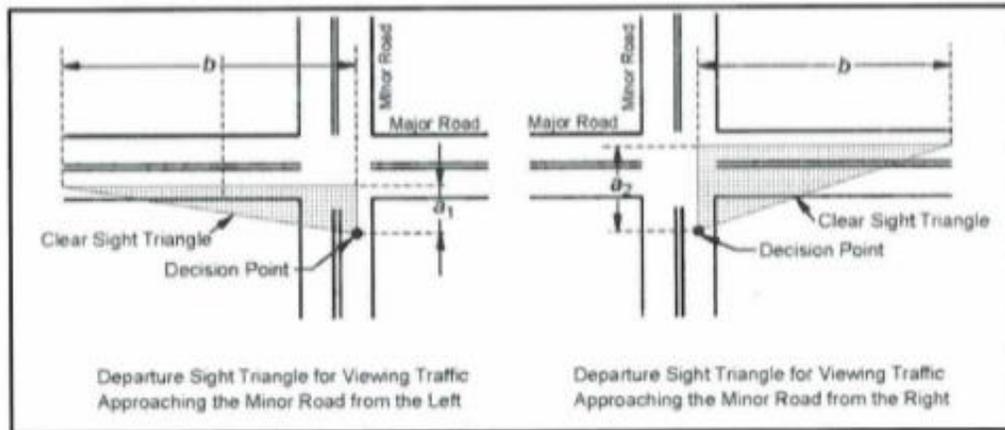


Figure 9.9.2: Departure Sight Triangles (Stop-Controlled)

Intersection sight distance for intersections with stop control on the minor road is calculated based on the design speed of the major road and the time gap for the minor road vehicle to enter the major road, as shown in the following equation adopted from AASHTO's *Policy on Geometric Design of Highways and Streets, 6<sup>th</sup> Ed. (TAC Geometric Design Guide for Canadian Roads, Eqn. 9.9.1)*:

$$ISD = 0.278V_{major}t_g$$

Where:

$ISD$  = Intersection sight distance (length of the leg of sight triangle along the major road) (m)

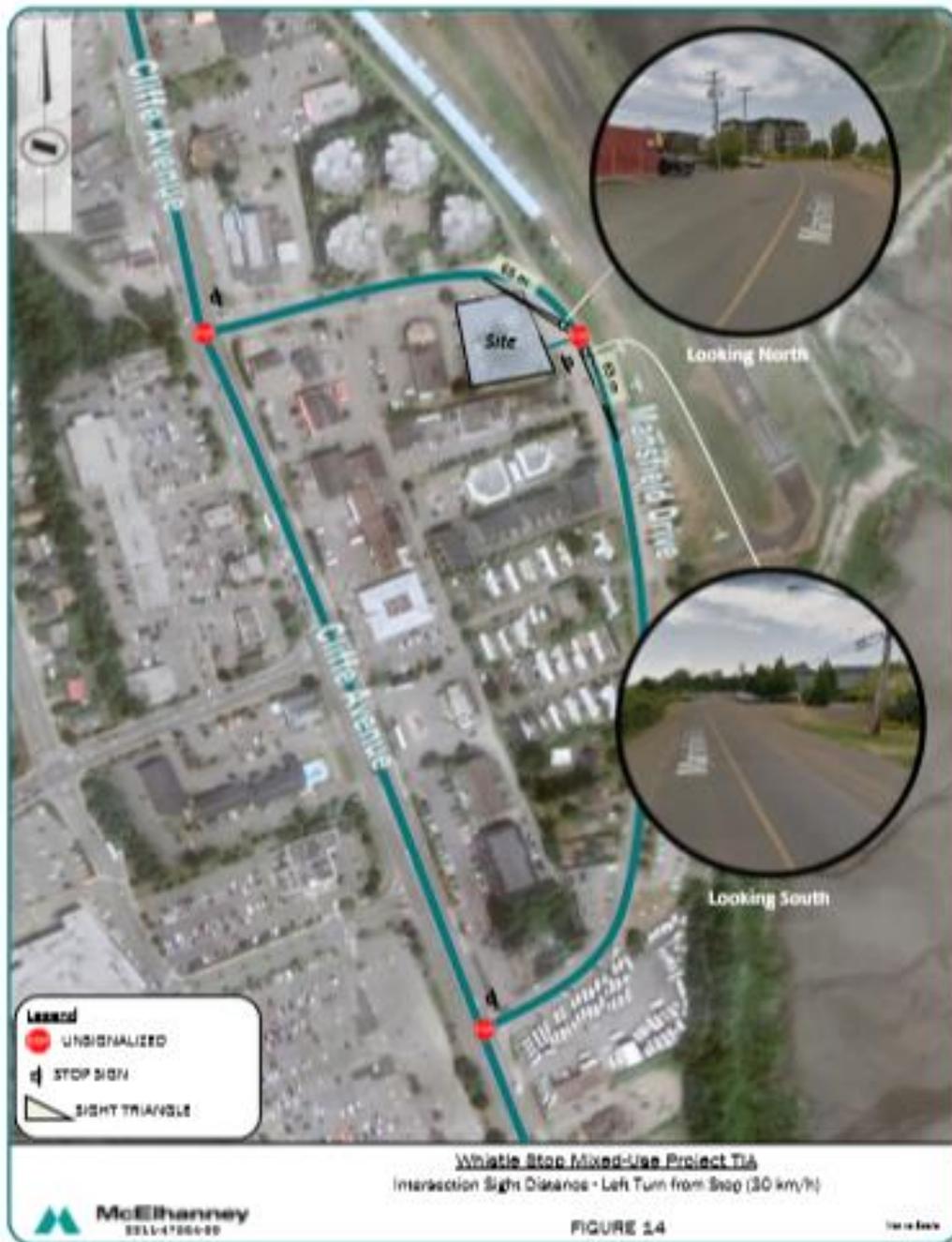
$V_{major}$  = Design speed of the major road (km/h)

$t_g$  = Time gap for minor road vehicle to enter the major road (s)

### Left Turn from Stop

A passenger car turning left onto a two-lane roadway should be provided sight distance equivalent to a time gap of 7.5 seconds in major-road traffic, as stated in the AASHTO methodology. Therefore, with a design speed of 50 km/h, the ISD is calculated to be 105 m for vehicles turning left from a stop. However, given the proposed site access' proximity to the sharp curve on Mansfield Drive, it can be assumed that vehicles will be driving at a lower speed (i.e. 30 km/h). Therefore, an ISD of 85 m was calculated for this lower design speed.

The departure sight triangles for a vehicle turning left from site with the context of a 30 km/h and 50 km/h major road design speed are illustrated in *Figure 14* and *Figure 15*, respectively, along with screenshots of Google Street View perspectives for each sight distance figure.







As shown, the proposed site access ISD is approximately 60 m north of the access, which does not meet the intersection sight distance requirements for the 30 km/h (65 m) and 50 km/h (105 m) design speeds. The curve along Mansfield Drive by the north side of the proposed site creates a sight distance issue for vehicles approaching the site access from the north. The sight triangle looking to the north of the site access is blocked by vegetation and could potentially be blocked by the proposed development structure.

### Right Turn from Stop

A passenger car turning right should be provided sight distance equivalent to a time gap of 6.5 seconds, as stated in the AASHTO methodology. For right-turning vehicles, the ISD is calculated to be 95 m for a design speed of 50 km/h, and 55 m for a lower design speed of 30 km/h. In this case, only a departure sight triangle for traffic approaching from the left is required. The departure sight triangles for a vehicle turning right from the site with the context of a 30 km/h and 50 km/h major road design speed are illustrated in *Figure 16* and *Figure 17*, respectively, along with screenshots of Google Street View perspectives for each sight distance figure.





As shown, the proposed site access meets the intersection sight distance requirements for the 30 km/h design speed. However, in the 50 km/h design speed case, the curve along Mansfield Drive by the north side of the proposed site creates a sight distance issue for vehicles approaching the site access from the north. The sight triangle looking to the north of the site access is blocked by vegetation and could potentially be blocked by the proposed development structure.

## 7. CONCLUSIONS AND RECOMMENDATIONS

The purpose of this technical memorandum is to review traffic operations for the proposed mixed-use, multi-family project located at the Whistle Stop site located in Courtenay, British Columbia. This study evaluates the 2019 (Existing Conditions), 2022 (Opening Year), and 2032 (Opening Year + 10 Years) AM and PM peak hour weekday traffic conditions without and with site-generated trips.

The proposed development is bounded by Mansfield Drive (north and east) and Cliffe Avenue (west). It is expected to consist of a commercial podium on the ground level and four residential storeys (30 dwelling units in total), as per development plans and correspondence with the client.

### 7.1. Conclusions

Traffic analysis was conducted for the study during the weekday AM and PM peak hour periods for three scenarios: Existing Conditions (2019), Opening Year (2022), and Opening Year + 10 Years (2032).

Based on 2022 opening year traffic volumes, the background traffic operations are expected to degrade at the study intersections. Specifically, the westbound left-turning movement at Cliffe Avenue/Mansfield Drive North is expected to degrade to LOS E in the PM peak hour scenario. Although this movement has a low volume during the AM (4 vehicles/hour) and PM (4 vehicles/hour) peak hours, the high northbound and southbound Cliffe Avenue volumes result in minimal gaps, thus increasing delays for the side street. The addition of the development related traffic has only a minimal impact on the overall operations of the study intersections.

Under the 2032 background conditions, westbound left-turning movements at the study intersections operate at LOS E or F. All other intersections operate at acceptable levels. With the addition of development traffic, these movements are expected to continue to operate at the same LOS they were operating at in the background scenario during both peak hours.

With regards to parking demand, the proposed parking supply of 85 spaces does not meet the City's current parking bylaw requirements. However, it is expected that the proposed parking supply will meet the average parking demand of developments of this type, as per ITE's *Parking Generation Manual, 5<sup>th</sup> Edition* (2019).

Given the proposed site access' proximity to the sharp curve on Mansfield Drive, there are some potential sight distance issues; the sight lines to the north of the site access is blocked by vegetation and could potentially be blocked by the proposed development structure. While the requirements for stopping sight distance are fulfilled for both the 30 km/h and 50 km/h design speeds, the decision and intersection sight distances for the proposed access are not sufficient in the 50 km/h design speed case.

## 7.2. Recommendations

### Mansfield Drive Curve Warnings

The existing curve along Mansfield Drive by the north east corner of the site poses potential sight distance and safety issues for road users. It is recommended that the combination of single curve warning (WA-2R/L, Canada MUTCD) and advisory speed tab signs (WA-7S, Canada MUTCD) should be installed prior to the Mansfield Drive curve on the north and south ends of the curve, as pictured the right.



Reducing the speed adjacent to the site access allows sufficient sight distances for drivers approaching and leaving the site. The proposed site access fulfills the SSD and DSD requirements for a 30 km/h design speed, and the ISD requirements are marginally met.

Existing signage and pavement markings should be monitored to ensure that drivers have appropriate warnings and signage, which increase driver awareness and roadway safety.

### Site Access Signage

Signage should be provided prior to the site access for vehicles driving along the Mansfield Drive curve to ensure that drivers are prepared for vehicles entering and exiting the hidden driveway immediately after the curve.

## 8. CLOSING

The information within this memorandum is true and accurate to the best of our knowledge. If you have any questions or concerns regarding this analysis, please contact the undersigned.

Sincerely,

McELHANNEY LTD.

Prepared by:



Winnie Zhuang  
Traffic Technician  
Traffic & Road Safety Division  
wzhuang@mcelhanney.com  
604-566-0391

Reviewed by:



Parm Nahal, P.Eng.  
Traffic Engineer  
Traffic & Road Safety Division  
pnahal@mcelhanney.com  
604-424-4881

Attachments: Development Site Plan  
Traffic Data  
Synchro Reports  
City of Courtenay Zoning Map  
Cycling Network  
Transit System Map

cc. Bob Hudson, McElhanney  
Chantal Richard, McElhanney

**\*All Attachments for the Traffic Impact Assessment have been made available on the City's Development Tracker at the following website: <https://www.courtenay.ca/EN/main/departments/development-services/planning-division/current-development-applications.html>**



Our File: 2211-47564-00

June 5, 2020

Ms. Erica Lowe, Architect, AAA, AIBC  
LOLA Architecture Inc.  
3623 61 Avenue SW  
Calgary, AB T3E 5J1

Dear Ms. Lowe,

**WHISTLE STOP PUB MIXED USE PROJECT, 225 MANSFIELD, COURTENAY**

In response to the clarification requested by the City of Courtenay regarding sight triangles for the site driveway in relation to the corner of Mansfield Drive, we have completed a review of the Intersection Sight Distance based on the proposed building location and revised driveway location.

Based on TAC Geometric Design Guide for Canadian Roads, 9.9.2.2, Case B1 – left turn from stop, using a design speed of 30km/h, the attached figure SK03 illustrates that adequate sight distance is achieved with the proposed configuration. Therefore, based on the current guidelines and available information, the proposed access is considered safe for its intended use.

We trust this provides you with the information you require to move forward. If you have any further questions, please do not hesitate to contact the undersigned.

Sincerely,  
McElhanney Ltd.

Chantal Richard, P.Eng.  
[crichard@mcelhanney.com](mailto:crichard@mcelhanney.com)



Parm Nahal, P.Eng.  
[pnahal@mcelhanney.com](mailto:pnahal@mcelhanney.com)

CR/njg



---

## Schedule No. 5: Public Information Meeting Summary and Public Comments

August 29, 2019

City of Courtenay, Development Services Department  
830 Cliffe Avenue  
Courtenay, BC  
V9N 2J7

Dear Dana Beatson,

**Re: Whistle Stop Pub & Liquor Store Public Information Meeting Summary  
File No.: 3360-20-1912**

Lola Architecture held a Public Information Meeting for the proposed Whistle Stop Development (Zoning Amendment Application RZ00035) on August 28<sup>th</sup> from 5-7 pm at the Whistle Stop Neighbourhood Pub (2355 Mansfield Drive). The meeting was advertised by a mail-out notice (attached) to all surrounding property owners as well as a verbal notification to pub patrons prior to the meeting. The attached labels were used for the mail-out.

During the meeting the following information was provided:

- 6 information boards that included the site plan, floor plans, landscape plan, elevations and renderings (see attached)
- Printed copy of the Zoning Amendments Application
- Printed copy of the Site Servicing Report
- Printed copy of the Geotechnical Assessment
- Printed copy of the Traffic Impact Assessment
- Two 11x17 colour sets of the drawings that were submitted for the application

There were +/- 30 people in attendance, many of them being residents from the existing condo across the street and the townhouse development on Mansfield Drive. The feedback was mainly positive with around 10% voicing concerns with the development. The majority of the questions were related to traffic, and the existing intersection at Cliff Avenue. Two people questioned the building height. A gentleman who lives in the neighbouring condo development expressed that his view would be blocked, but that over the past three years it has been blocked by the trees, so he was not concerned.

Below is a summary of the questions and comments raised during the meeting. Attached is a copy of the sign-in sheet, comment sheets received, and an email received from an area resident that was unable to attend the meeting.

**Comments / Questions**

- It's a very nice-looking building.
- Is there a way to dampen the noise from pub when door opens? (we spoke about adding a vestibule)
- What is the anticipated construction schedule?

Whistle Stop Neighbourhood Pub  
Public Information Meeting Summary  
File No.: 3360-20-1912

- Why five stories?
- Looks too nice to be the Whistle Stop.
- There's a current traffic issue – happy with the driveway being moved to the other side.
- Can we change parking on Mansfield to 2hr or 4 hr to stop multiday parking?
- We need traffic lights at Mansfield and Cliff.

If you require any further information on the Public Information Meeting please do not hesitate to contact us.

Thank you,



**ERICA LOWE**  
PRINCIPAL  
Architect AAA

## Public Information Meeting

### Whistle Stop Neighbourhood Pub Proposed Development

**Date:** August 27<sup>th</sup>, 2019

**Time:** 5:00 pm – 7:00 pm

**Location:** 2355 Mansfield Drive, Courtenay, BC

The Whistle Stop Pub development will consist of a new Mix-Use, Multi-Residential structure on the site of the current Whistle Stop Neighbourhood Pub. The development will include a new 250 seat Whistle Stop Pub, with expanded outdoor patio area, and a new Whistle Stop Liquor Store on the ground level. Additionally, four floors of condos will be built with 7-8 units per floor for a total count of 30 units, which will provide increased density and promote more pedestrian activity in the area. It will also include under-ground parking for residents and pub patrons.

The proposed design allows for the existing pub and liquor store to remain operational through the construction of the new building. Once the new building is complete, the existing Whistle Stop building will be demolished and surface parking will be provided.

To ensure the citizens of Courtenay and patrons of The Whistle Stop Neighbourhood Pub are informed about the proposed development, LOLA Architecture is holding a public information meeting on August 27<sup>th</sup>, 2019. We encourage you to attend, ask any questions and have all concerns addressed. If you are unable to attend, please contact LOLA Architecture at the coordinates below.

We look forward to hearing from you!



August 27th, 2019  
**SIGN IN SHEET**  
 FOR

Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive

NAME (Please Print)	ADDRESS
[REDACTED]	4845 GREVILLE CR. COURTENAY
[REDACTED]	#11-119 20 <sup>TH</sup> ST COURTENAY
[REDACTED]	3225 LOCKWELL RD. COURTENAY
[REDACTED]	134-2300 MANSFIELD DR COURTENAY
[REDACTED]	33 1970 Fitzgerald.
[REDACTED]	33 <del>1775</del> 1771 birch AVE
[REDACTED]	415-2300 MANSFIELD DRIVE
[REDACTED]	137 MANSFIELD DR.
[REDACTED]	11-2475 Mansfield Drive.
[REDACTED]	12-2475 Mansfield Drive.
[REDACTED]	55- Rod & Bean Rd
[REDACTED]	343- 2300 Mansfield Dr.
[REDACTED]	333-2300 Mansfield Dr.
[REDACTED]	446- 2300 Mansfield Dr.
[REDACTED]	1440-13 <sup>TH</sup> ST. COURTENAY
[REDACTED]	111-2300 Mansfield Drive
[REDACTED]	6409 Island Hwy S Union Bay
[REDACTED]	6409 Island Hwy S Union Bay
[REDACTED]	#337-2300 MANSFIELD DR. COURTENAY
[REDACTED]	111-2300 Mansfield Drive

**PUBLIC INFORMATION MEETING**  
August 27th, 2019  
**SIGN IN SHEET**  
FOR  
Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive

	ADDRESS
	203 STAFFORD AVE, COURTNEY
3666 Royal Vista Way	
N <sup>o</sup> 111 1944 RIVERSIDE LANE	
2078 Hawk Dr. Courtney	
1171 2nd St, Courtney BC.	
2691 Cumberland - Rd BC	

**PUBLIC INFORMATION MEETING**

August 27th, 2019 5:00 - 7:00 pm

Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive, Courtenay

**COMM**

Name:

Address:



LOLA Architecture has applied to the City of Courtenay for an OCP and Zoning Amendment for the Whistle Stop Neighbourhood Pub. The development will include a new Whistle Stop Pub, new liquor store, four floors of condos and underground parking. 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?

IT WOULD BE HOPED THAT ZONING AMENDMENTS TO THE WISTLE STOP INCLUDE CHANGES TO PARKING REGULATIONS ON MANSFIELD DR, GOING DUE EAST FROM CLIFFE AVE TO THE WISTLE STOP.

SINCE THE 5 DRIVEWAYS WITHIN A FEW FEET, ADJASCENT TO THE WISTLE STOP ARE PERMANENTLY ABUSED BY RV'S AND OLD TRUCKS, PERMANENTLY PARKED. OBSTRUCTING VISIBILITY.

**Please return your comments by August 29th, 2019**

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

1. Drop off or mail your comments to: Development Services Dept. City of Courtenay, 830 Cliffe Ave.



### PUBLIC INFORMATION MEETING

August 27th, 2019 5:00 - 7:00 pm

Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive, Courtenay

#### COMMENT SHEET

Name: [REDACTED]

Address: 343-2300 Mansfield Dr. [REDACTED]

LOLA Architecture has applied to the City of Courtenay for an OCP and Zoning Amendment for the Whistle Stop Neighbourhood Pub. The development will include a new Whistle Stop Pub, new liquor store, four floors of condos and underground parking. 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?

Looks like a great development, nice addition to the local area.  
I have attended the whistle stop many times and think it is a great local pub.  
Generally very quiet and never notice any disturbance to the local area.  
\* I look forward to the new development. \*

Please return your comments by August 29th, 2019

### PUBLIC INFORMATION MEETING

August 27th, 2019 5:00 - 7:00 pm

Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive, Courtenay

#### COMMENT SHEET

Name: [REDACTED] Email: \_\_\_\_\_  
Address: #11-119 20<sup>th</sup> St Courtenay Phone: [REDACTED]

LOLA Architecture has applied to the City of Courtenay for an OCP and Zoning Amendment for the Whistle Stop Neighbourhood Pub. The development will include a new Whistle Stop Pub, new liquor store, four floors of condos and underground parking. 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?

*The plans I'm looking @ are very nice, Courtenay can use a beautiful place to eat & drink a local wonderful place to live. Thank you.*

**Please return your comments by August 29th, 2019**

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

1. Drop off or mail your comments to: Development Services Dept. City of Courtenay, 830 Cliffe Ave.



Thu 8/29/2019 1:24 PM

Comments/questions re Whistle Stop Neighbourhood Pub at 2355 Mansfield Drive

To PlanningAlias

Dear Courtenay Planning Department

We received information re the LOLA Architecture Zoning amendment and have the following questions/ concerns.

What is the current capacity of the Whistle Stop Pub? 250 seat appears to be considerably larger and will result in increased traffic on Mansfield.

How much parking will there be underground for patrons of the pub? It seems like there will need to be considerably more parking for a larger pub? How much parking will be for the condos? Will it include visitor parking? There is limited street parking now and we anticipate the new brewpub will create more traffic and parking needs too.

How will the size of the new liquor store compare to the existing liquor store. Our concern here is again parking (surface lot?)

Will the condos be rentals or for sale? We have a need in this community for affordable housing ( rental and for sale) and wonder if these units will fit that criteria?

We note that the pub and liquor store will remain open during the new construction. That sounds like a parking nightmare. How long will the construction take?

Access to Cliffe from either end of Mansfield is already difficult as there is no light or crosswalks. This development will increase pedestrian and car traffic significantly. Will traffic needs be addressed by the city?

These are our main concerns at this time. We are not against development but feel there are many considerations in the proposed development. It will greatly increase the density which will impact parking and traffic. Is it the type of housing we need in Courtenay? It does not sound like appropriate housing for families or seniors ( over a pub) which is what we need in our community. Allowing the pub and liquor store to stay open during construction will be problematic. However, if they close there will be job losses which will be unfortunate for the employees.

Thank you for the opportunity to express our comments and we hope you will carefully plan for this proposed development and scale it the neighbourhood.

323 2300 Mansfield Drive  
Courtenay BC  
V9N 3S3

**PUBLIC INFORMATION MEETING**

August 27th, 2019 5:00 - 7:00 pm

Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive, Courtenay

RECEIVED  
AUG 29 2019  
CITY OF COURTENAY

**COMMENT SHEET**

Name: [REDACTED]

Address: 324-2300 MANSFIELD DR. [REDACTED]

LOLA Architecture has applied to the City of Courtenay for an OCP and Zoning Amendment for the Whistle Stop Neighbourhood Pub. 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?

I live at 2300 Mansfield Drive and plan to call it my home for some time in the future. I have no reason to object to the condo development however a 250 seat pub plus expanded patio is too dense for this area (2355 MANSFIELD DR.)

① MANSFIELD DR HAS HEAVY <sup>USE</sup> FOR THE AIR PARK PATHWAY AND THE ROTARY CHILDREN'S PLAYGROUND (CAR AND PEDESTRIANS)

② THE PROPOSED APPROVAL FOR A BREW PUB NEXT DOOR WILL ADD MORE TRAFFIC AND NOISE TO THE NEIGHBOURHOOD WITH 250+ MORE PATRONS

③ AT TIMES IT IS IMPOSSIBLE TO TURN LEFT ONTO CLIFF AVE AND ONE HAS TO USE THE MANSFIELD EXIT BESIDE THE SUNWEST RV CENTRE TO DO SO.

Please give serious consideration to the added traffic and noise that certainly will evolve with a 250 seat pub. Please contact number [REDACTED] if you are unable to attend the information meeting on August 27 and appreciate your letting me express my concern at this time.



Thu 8/29/2019 7:57 AM

[Redacted]

To PlanningAlias; hello@lolaarchitecture.ca

Good morning,

I was unable to attend the meeting on August 27 regarding the proposed development of the Whistle Stop Pub. I am a resident of Trumpeter's Landing on Mansfield Drive.

With the new Whistle Stop Pub development in the planning, and the recent mailer from Lola Architecture, it was noted that the development will "promote more pedestrian activity". However, it will also promote more vehicle traffic for the additional 30 condo units being built across the street and the new 250 seat Whistle Stop Pub. There already is a lot of traffic along Mansfield for people who want to walk the Airpark pathway and come to the current Pub. It can be very difficult to make a left turn at the intersection of Mansfield and Cliffe Avenue near the Husky Station during busy traffic times. I feel Mansfield Drive needs lights or a crosswalk at the Husky/Mansfield intersection.

Right now there is a lack of crosswalks for pedestrians along Cliffe Avenue in this area. If the development will promote more pedestrian activity in the area then I think it follows that having an additional crosswalk for pedestrians to safely cross Cliffe Avenue should be considered by the City of Courtenay.

Thank you for taking the time to consider my comments.

[Redacted]

#234-2300 Mansfield Drive

August 27th, 2019 5:00 - 7:00 pm

Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive, Courtenay

**COMMENT SHEET**

Name: [REDACTED]

Address: 446-2300 Mansfield Drive Phone: \_\_\_\_\_

LOLA Architecture has applied to the City of Courtenay for an OCP and Zoning Amendment for the Whistle Stop Neighbourhood Pub. 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?

The Whistle Stop site is well-suited for mixed use development. There are plenty of services nearby that are walkable and the site is across the street from the River walk and airpark, which everyone ~~enjoys~~ enjoys. The ~~area~~ neighbourhood would benefit from the increased residential density by adding pedestrians to the streetscape.

The additional building height is not likely to affect views, as there are few residential buildings in the area. Trumpeter's Landing may be affected slightly regarding views, but not by much.

It's my understanding that the pub will remain open during construction. It would be wise to ensure the applicant has access to alternate ~~parking~~ parking, so that the boulevard airpark parking isn't impacted during construction.

**Please return your comments by August 29th, 2019**

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

1. Drop off or mail your comments to: Development Services Dept. City of Courtenay, 830 Cliffe Ave, Courtenay, BC V9N 2J7



Tue 8/27/2019 9:56 AM

To: Planning

Information: Your



Hello,

I recently received a mailer from Lola Architecture regarding a new mixed use building on the current site of Whistle Stop Pub.

I welcome a new building on that site, and additional residences. I also like the idea of mixed use, with the existing pub, and perhaps additional business on the ground floor.

I am opposed to the expansion of the pub to 250 seats, although not opposed to the pub remaining in the new building.

I support the recommendation of traffic lights installed at the intersection of Mansfield Dr and Cliff near the Husky.

Thank you,



### PUBLIC INFORMATION MEETING

August 27th, 2019 5:00 - 7:00 pm

Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive, Courtenay

#### COMMENT SHEET

Name: [REDACTED]

Address: 237-2300 MANSFIELD Phone: [REDACTED]

411-1167 Rothesay St. WAB MB.

LOLA Architecture has applied to the City of Courtenay for an OCP and Zoning Amendment for the Whistle Stop Neighbourhood Pub. 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?

\* WE ARE AGAINST THIS PROJECT. THE EXPANSION OF THE WHISTLE STOP IS VERY CONCERNING AS IN IT'S CURRENT FORMAT IT GENERATES A LOT OF NOISE AT CLOSING TIME.

IN IT'S CURRENT STATE IT IS A NOISE NUISANCE WITH IMPAIRED DRIVERS AND INEBRIATED PEOPLE LEAVING THE PUB. I CAN ONLY IMAGINE THE NOISE AFTER THE EXPANSION TO 250 SEATS.

THIS AREA IS RESIDENTIAL AND THERE IS NO ROOM FOR THIS TYPE OF ESTABLISHMENT.

\* WE ARE NOT OPPOSED TO THE RESIDENTIAL CONDO DEVELOPMENT. \*

Please return your comments by August 29th, 2019

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

1. Drop off or mail your comments to: Development Services Dept. City of Courtenay, 830 Cliffe Ave, Courtenay, BC V9N 2J7

### PUBLIC INFORMATION MEETING

August 27th, 2019 5:00 - 7:00 pm

Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive, Courtenay

#### COMMENT SHEET

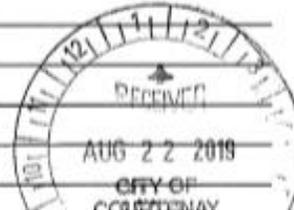
Name: [REDACTED]

Address: 324 2300 MANSFIELD DR. Phone: 2505376437

LOLA Architecture has applied to the City of Courtenay for an OCP and Zoning Amendment for the Whistle Stop Neighbourhood Pub. 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?

*ALL parkings should be underground.  
The demolition and curbside parking  
area should be landscaped to reflect  
the long term rehab plan for the  
estuary and be a natural landscape  
transition zone.  
Design should reflect the taste and  
quality of Trumpeters Landing across  
the street.*





Wed 8/21/2019 4:40 PM

Whistle Stop Pub - Lola Architecture

To PlanningAlias

Attn Planning Dept, City of Courtenay

Having reviewed the full application and details of the proposed redevelopment, we have the following concerns:

- 1 - the current seating capacity of the pub is 150. The proposal is for a new pub with seating capacity for 250. This is an enormous increase with the resultant extra noise and traffic.
- 2 - the application does not conform with the City's own requirement for parking spaces.
- 3 - will the new pub follow BC regulations regarding no smoking? Currently the patio is a smoking den, contravening all regulations.
- 4 - what type of condos are planned - rentals or sales?
- 5 - the new pub will face the most dangerous part of Mansfield Drive - right on the curve, opposite the parking ramp for 2300 Mansfield Drive.
- 6 - the proposed height of 5 levels means the building will be higher than any others allowed in the neighbourhood (Trumpeter's Landing, Riverstone, etc).

While we definitely would welcome a sleeker pub and a revitalization of that area, this development is simply too big.

Please present these concerns on our behalf.

Thank you.

  
2300 Mansfield Drive



Wed 8/21/2019 11:54 AM

Whistle Stop Pub Zoning AAmdment

To PlanningAlias

Hello Development Services of Courtenay,

We are unable attend the August 27th, 2019 meeting regarding this project and zoning amendment.

We do have questions and concerns regarding this application and have included them below.

-We are concerned about the current amount of traffic at the Mansfield/Husky station corner which is making this dangerous to pedestrians and motor vehicle traffic. This project would only increase the volume. There is a need for a traffic light at this intersection.

- We are concerned about the limited parking in the area for patrons of the pub, a new condo development, visitors to the condo and also limited community parking for access to the Air park. There is a currently insufficient parking without this new development.

Our questions are:

-Has the traffic and pedestrian volume been reviewed and is there a light being installed at the Mansfield/Cliffe Husky intersection?

- Has the parking issue been addressed? In addition to the parking for 30 condo units how many spaces will be added for the pub, for visitors to the condo? Is there a city plan for additional parking for community use?

We appreciate having input regarding this project.

Sincerely,

[Redacted Signature]

August 27th, 2019 5:00 - 7:00 pm

Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive, Courtenay

**COMMENT SHEET**

Name: [REDACTED]

Address: #14 - 2625 MANSFIELD DR. [REDACTED]

LOLA Architecture has applied to the City of Courtenay for an OCP and Zoning Amendment for the Whistle Stop Neighbourhood Pub. 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?

BARRY, HAS BEEN AN ASSET TO THE  
COMMUNITY FOR OVER 25 YRS. SO, ITS A PERFECT  
LOCATION FOR HIM!! AS LONG AS IT DOES  
"NOT" AFFECT OUR HOME!! OR RELOCATION  
OF OUR MOBILE TRAILER PADS, OR  
CHANGE OUR ONLY HOMES + MAKE US  
HOMELESS!! + ALSO THE 30 UNITS ARE  
LOW INCOME HOMES, NOT EXCEEDING  
\$700-\$1200 A MONTH, AND HELPS SOME  
PEOPLE WHO JUST CAN NOT AFFORD WHERE  
THIS FUTURE IS GOING! HAVE COMPASSION  
FOR PEOPLE + HELP PEOPLE, AND MY WIFE  
EQ. PARTNER HAVE NO PROBLEM! IF HE IS NOT  
DOING GOOD, THEN, ?? DO NOT GIVE HIM  
CONSENT TO BUILD A SHIT HOUSE!!

**Please return your comments by August 29th, 2019**

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

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

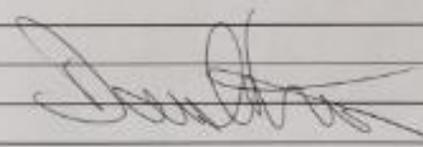
**PUBLIC INFORMATION MEETING**  
August 27th, 2019 5:00 - 7:00 pm  
Whistle Stop Neighbourhood Pub - 2355 Mansfield Drive, Courtenay

**COMMENT SHEET**

Name: [REDACTED]  
Address: 231-23rd MANSFIELD DR. Phone: [REDACTED]

LOLA Architecture has applied to the City of Courtenay for an OCP and Zoning Amendment for the Whistle Stop Neighbourhood Pub. 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?

I AM AGAINST THE 4 STORY DEVELOPMENT AS IT WILL BLOCK THE VIEW FOR TRUMPETERS LANDING RESIDENTS AND ADD TO THE ALREADY DISRUPTIVE ACTIVITY AT WHISTLE STOP.



**Please return your comments by August 29th, 2019**

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

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



Mon 8/19/2019 2:37 PM

[Redacted]

Whistle Stop Pub Proposed Development

To PlanningAlias

 You forwarded this message on 8/19/2019 2:53 PM.

I am a resident of Trumpeter's Landing and I want to share a concern I have with hopes that you "hear" me and make the necessary change to our Mansfield Drive by installing street lights at the Husky intersection.

With the new Whistle stop development in the planning, and the recent mailer from Lola Architecture, it was noted that the development will "promote more pedestrian activity". Of course it will also promote more vehicle traffic for 30 more units being built across the street. There already is a large amount of traffic coming to Mansfield for folks wanting to walk the Airpark pathway. It is near impossible to make a left turn at that intersection during busy traffic times.

I have previously asked the City of Courtenay to address the lack of crosswalks along Cliff (up to 1km between lights, which is a long way to walk for some folks). Your answer was the City doesn't "own" Cliff Avenue. It is run by the Department of Transport, "talk to them". I have tried to reach out to them with no response.

This new development will increase the volume of traffic on Mansfield. For the safety of the public can we please have lights at Mansfield at the Husky?

Thank you,



## Attachment A

### Part 55 – Comprehensive Development Twenty Eight Zone (CD-28) (2355 Mansfield Drive)

#### 8.55.1 Intent

The CD-28 Zone is intended to accommodate a combination of commercial and multi-residential uses on the property legally described as Lot B, Section 66, Plan 28292. The property shall be developed substantially in accordance with Schedules A and B which form part of this zone.

#### 8.55.2 Permitted Uses

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

1. *Multi residential*
2. *Liquor Store*
3. *Licensed premises*
4. *Retail*
5. *Restaurant*

#### 8.55.3 Lot Coverage

A lot shall not be covered by buildings to a greater extent than 50% of the total area of the lot.

#### 8.55.4 Floor Area Ratio

The maximum *floor area ratio* shall not exceed 1.6.

#### 8.55.5 Minimum Lot Size

A lot shall have an area of not less than 2,792 m<sup>2</sup>.

#### 8.55.6 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 north property line): 0m
- (2) Rear Yard (interpreted as the yard adjacent to the south property line): 19.5m
- (3) Side Yard (interpreted as the yard adjacent to the west property line): 0.5m
- (4) Side Yard (interpreted as the yard adjacent to the east property line): 2.7m

#### **8.55.7 Height of Buildings**

Maximum building height shall be 18.0m and in accordance with Schedule B and includes rooftop parapets, elevator and roof top mechanical systems.

#### **8.55.8 Usable Open Space**

A minimum of 826m<sup>2</sup> of useable open space must be provided as shown in Schedule B. For clarity this includes private amenity space in the form of private balconies or patios.

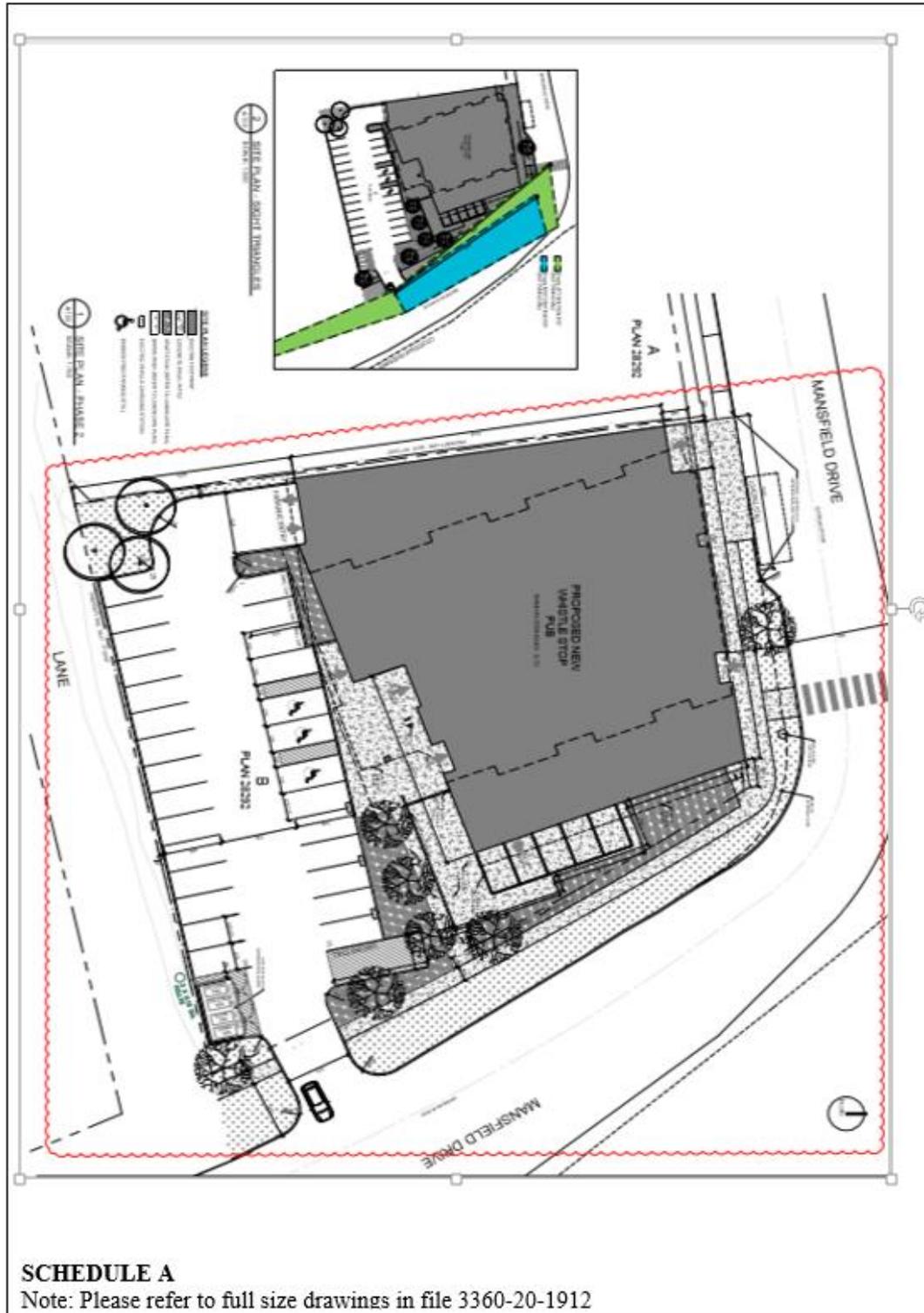
#### **8.55.9 Accessory Structures**

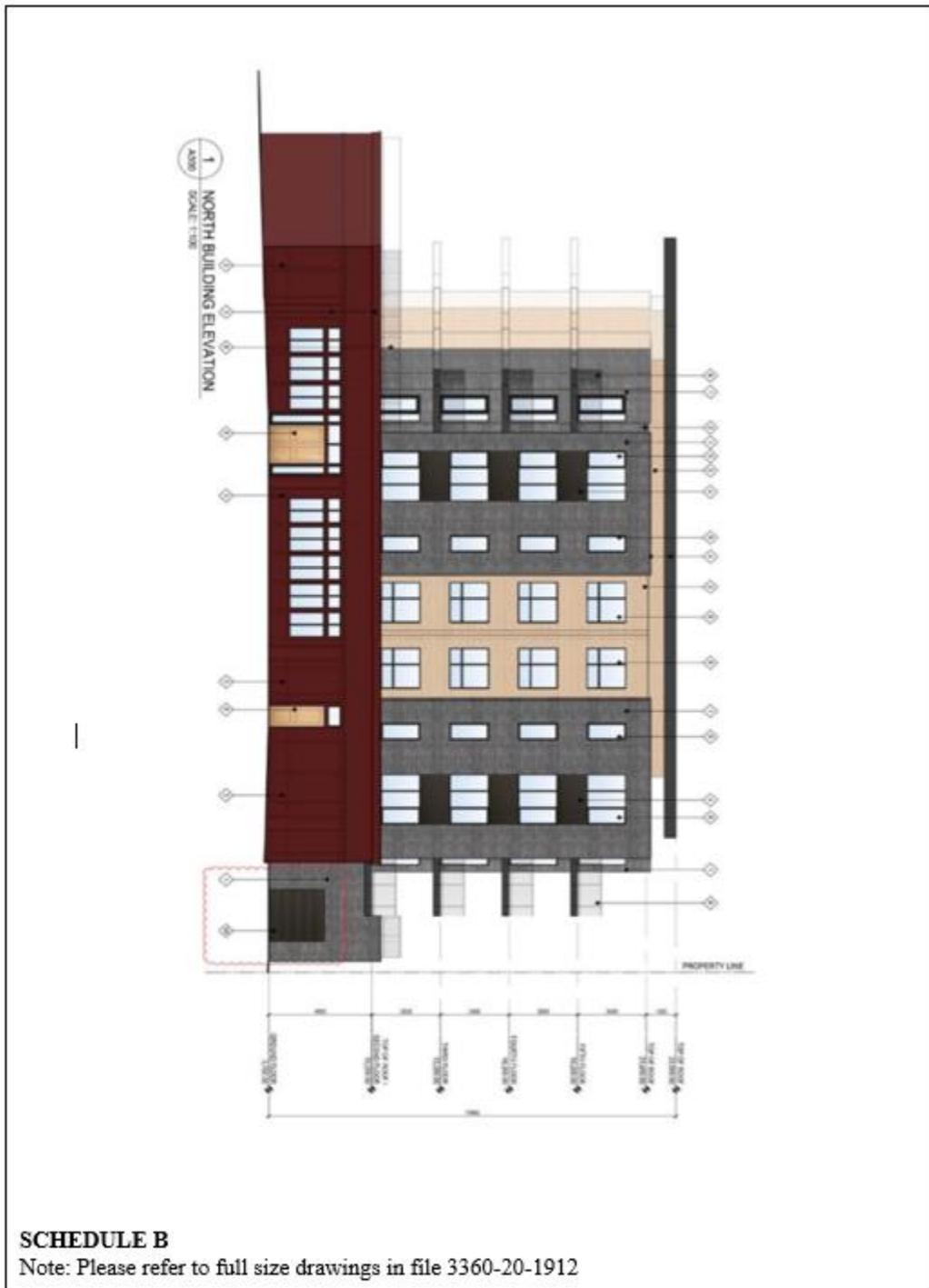
Shall not be permitted except for waste and recycling facilities.

#### **8.55.10 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) For *Multi Residential* uses parking shall be provided at a rate of 1.1 parking spaces per *dwelling unit* inclusive of visitor parking;
- (2) For *Liquor Store* use parking shall be provided at a rate of 1 space per 20m<sup>2</sup> of *floor area*; and
- (3) For *Neighborhood Pub use* parking shall be provided at a rate of 1 space per 6 seats.

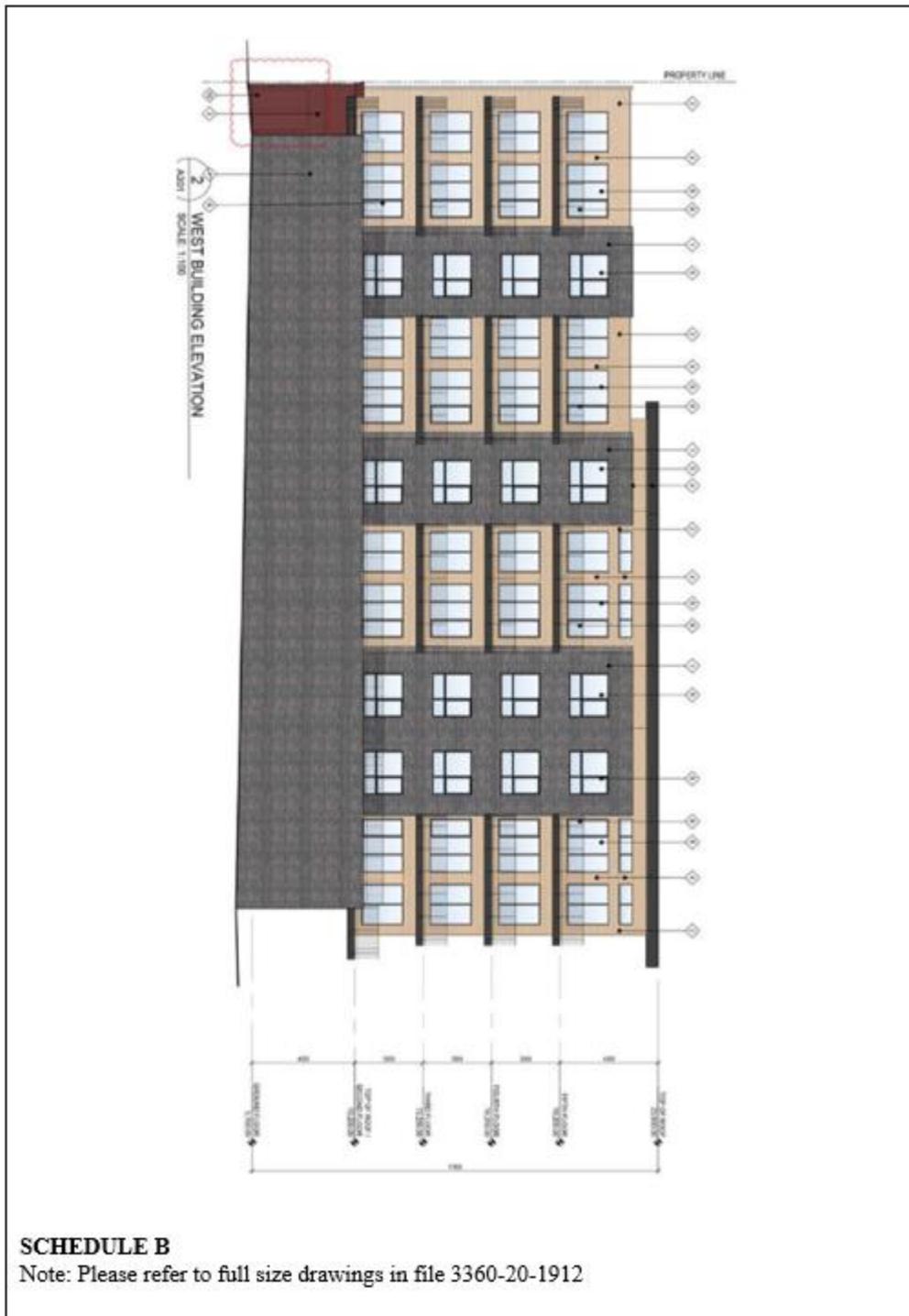






**SCHEDULE B**

Note: Please refer to full size drawings in file 3360-20-1912

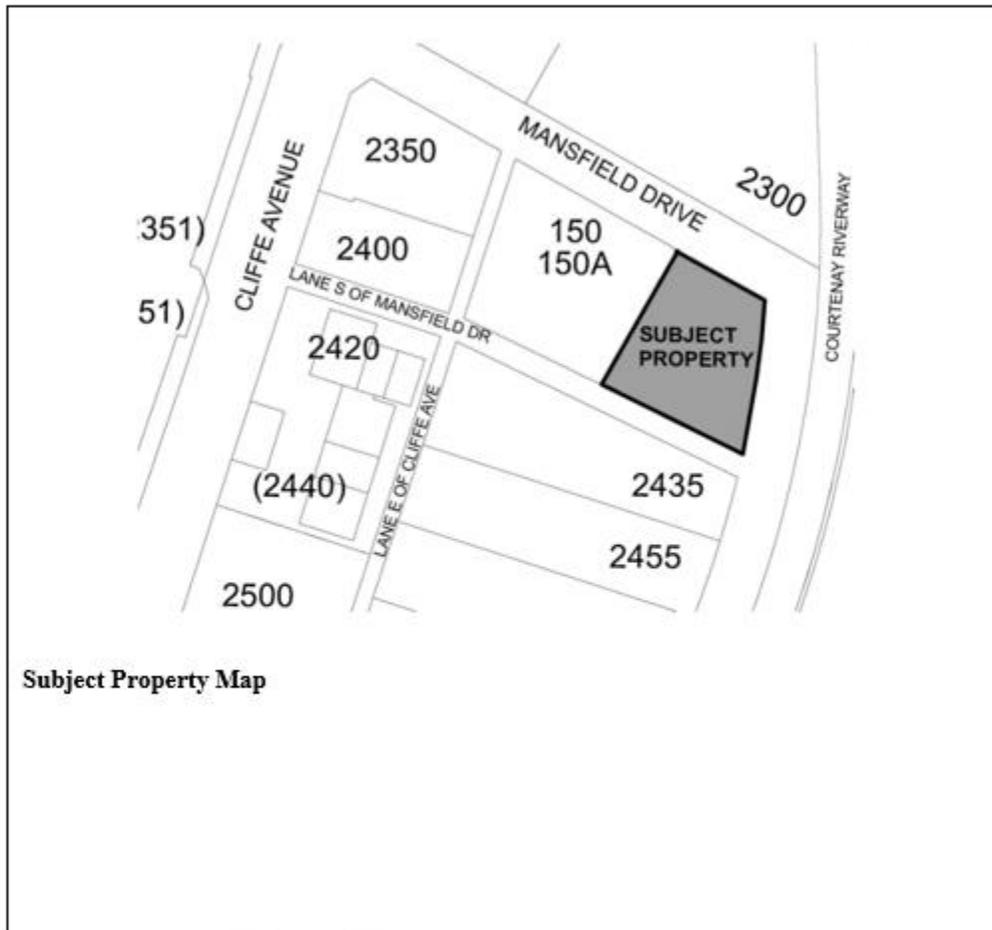




**SCHEDULE B**

Note: Please refer to full size drawings in file 3360-20-1912

**Attachment B**



**Subject Property Map**

**Schedule No. 7 – Sustainability Evaluation Compliance Checklist**



**CITY OF COURTENAY**  
 Development Services  
 830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7  
 Tel: 250-703-4839 Fax: 250-334-4241  
 Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

**SUSTAINABILITY  
 EVALUATION**  
 COMPLIANCE CHECKLIST

The following checklist provides a quick reference list of required sustainability criteria that, where applicable, shall be satisfied for all development applications including Official Community Plan (OCP) and Zoning Bylaw amendments, Development Permits, Development Variance Permits, Tree Cutting and Soil Removal Permits, Agricultural Land Reserve and Subdivision applications. These criteria are established to ensure that the goals and objectives of the OCP are satisfied. Please briefly state in the "Description" column how the application achieves the stated criterion. Where an element of the development proposal does not comply with a sustainability criterion, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. Incomplete forms will result in application delays.

- The Sustainability Evaluation Checklist Policy states: *Proposed developments will be considered where a development:*
- provides substantial benefits to the City;*
  - will not negatively impact on the City's infrastructure, neighborhood or environment;*
  - new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community;*
  - Meets applicable criteria set out in the OCP.*

The complete Sustainability Evaluation Checklist policy is contained within the City of Courtenay Official Community Plan No. 2387, 2005.

<b>Project Address:</b> 2355 Mansfield Drive, Courtenay BC	<b>Date:</b> 2019-07-19
<b>Applicant:</b> LOLA Architecture	<b>Signature:</b>

**APPLICATION REQUIREMENTS** To be filled out by applicant

Land Use. <i>The application:</i>	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	The development provides 30 condo units. Units include smaller 785 sq.ft. units with one bedroom plus den, 900 sq.ft. units with two bedrooms and 1,819 sq.ft. 2 bed + den units.
b) Balances the scale and massing of buildings in relation to adjoining properties;	The building looks to the adjacent development to the north which is a four storey development with raised semi-underground parking. The development contains a commercial podium and steps back four upper levels of residential.
c) Complements neighboring uses and site topography;	The commercial podium uses are replacing existing uses on the site. The addition of the residential above complements the existing residential in the area. As the street slopes down to the east the development adds a fifth storey to match the height of the adjacent uses.
d) Provides or supports mixed used developments or neighborhoods;	The proposed development is a mixed-use development with a commercial podium and residential above.
e) Promotes walking to daily activities and recreational opportunities;	Provides a neighbourhood pub and liquor store which area residents can walk to. Increases residents in the area who will be within walking distance to the adjacent commercial uses and air park.
f) Supports a range of incomes;	The range of unit sizes will be suited to a range of incomes. In addition the Whistle Stop Pub is known as an inclusive destination with affordable dining options for all.
g) Is a positive impact on views and scenery;	Durable, natural materials and pedestrian oriented design will provide a positive impact. The existing street scape is non-existent. The proposed development will greatly improve the appearance of this prominent corner lot.
h) Preserves and provides greenspace, trails and landscaping;	Increases greenspace, public sidewalk access and landscaping. The new development will provide a continuous green boulevard and paved sidewalk along the entire corner lot.

<b>Building Design. <i>The application:</i></b>	<b>Description of how the criteria are met</b>
a) Exhibits high standard of design, landscaping and environmental sensitivity;	Durable, natural materials and pedestrian oriented design will provide a positive impact. The existing street scape is non-existent. The proposed development will greatly improve the appearance of this prominent corner lot.
b) Maintains a high standard of quality and appearance;	Durable, natural materials and pedestrian oriented design will provide a positive impact. The existing street scape is non-existent. The proposed development will greatly improve the appearance of this prominent corner lot.
c) Includes articulation of building faces and roof lines with features such as balconies, entrances, bay windows, dormers and vertical and horizontal setbacks with enhanced colors;	The residential tower steps back from the commercial podium on the east and west. To the south the tower provides a covered entry for the residents. The roof level is stepped and balconies are provided for each unit. The commercial podium provides a rooftop patio for residents.
d) Avoids creating a strip development appearance;	The building has been moved to the more visible corner of the site and parking to the rear of the site to avoid a strip development appearance. The pub and patio area directly interact with the street while the liquor store has been moved to interact with the parking.
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	A green building system to build to has yet to be chosen; as such the building has been designed to conform to multiple systems with improved building envelope and efficient systems selections.
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	Natural and durable materials have been selected throughout with an aim to avoid 'red list' products in the product selections.
g) Builds and improves pedestrian amenities;	The existing street is being improved with the addition of a continuous sidewalk. The new sidewalk will be separated from the street with a green boulevard. Benches will also be incorporated.
h) Provides underground parking;	Provides 56 underground parking spaces.
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	Designed with CPTED principals in mind with eyes on the street and build environment and no hidden pockets.
<b>Transportation. <i>The application:</i></b>	<b>Description of how the criteria are met</b>
a) Integrates into public transit and closeness to major destinations;	The location of the development is adjacent to existing commercial destinations, and is directly on the Courtenay Riverway path system. The site is also located close to existing transit. Refer to the attached TIA.
b) Provides multi-functional street(s);	Not Applicable. The existing street is being improved with the addition of a continuous sidewalk and bike racks.
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	The existing street is being improved with the addition of a continuous sidewalk and bike racks.
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	The existing street is being improved with the addition of a continuous sidewalk and bike racks. The new sidewalk will be separated from the street with a green boulevard.
<b>Infrastructure. <i>The application:</i></b>	<b>Description of how the criteria are met</b>
a) Includes stormwater techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention;	The existing site is fully developed and stormwater management will remain as per the existing site. Refer to the attached report.
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	Not applicable. Measures will be taken to reduce energy use through improved building envelope and efficient equipment selections. Reduced use has proven to be a more effective solution than generation.

<b>Character &amp; Identity. <i>The application:</i></b>	<b>Description of how the criteria are met</b>
a) Provides a positive image along waterfront areas and fronting road;	Durable, natural materials and pedestrian oriented design will provide a positive impact. The existing street scape is non-existent. The proposed development will greatly improve the appearance of this prominent corner lot.
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	Simple, durable and natural materials will lead to a quality design, with an improved boulevard / street interface that actually has a curb to the street. Seating will be provided and lighting related to the Whistle Stop pub.
c) Provides public and private amenity space;	The development greatly improves the boulevard / street interface providing benching and bike racks for public use. Private rooftop patios and balconies are provided for all residences.
d) Preserves heritage fixtures;	Not applicable. However, the design, siding and colour of the podium level will pay homage to the existing Whistle Stop Pub.
e) Orients to views, open space and street;	Units are located to take advantage of the views to the harbour as well as the Cornox Glacier. The pub is situated to maximize views and provide a patio along the air park / harbour.
<b>Environmental Protection &amp; Enhancement. <i>The application:</i></b>	<b>Description of how the criteria are met</b>
a) Protects riparian areas and other designated environmentally sensitive areas;	Not applicable
b) Provides for native species, habitat restoration/improvement;	Native species have been specified within the landscaped planting areas. Refer to the landscape drawings.
c) Includes tree lined streetscapes.	Yes, trees are provided along the boulevard between the sidewalk and street where possible.





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3360-20-1916

**From:** Chief Administrative Officer

**Date:** July 6, 2020

**Subject:** Zoning Amendment Bylaw 2990 - Third Reading Report - 1025 Ryan Road

### PURPOSE:

The purpose of this report is to make minor changes to Zoning Amendment Bylaw 2990 at Third Reading.

### CAO RECOMMENDATIONS:

THAT based on the July 6<sup>th</sup>, 2020 Staff report, "Zoning Amendment Bylaw 2990 – Third Reading Report – 1025 Ryan Road" Council approves OPTION 1 and amend Zoning Amendment Bylaw 2990 after second reading as outlined in the staff report; and

THAT Zoning Amendment Bylaw 2990 as amended proceed to Third Reading.

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 applicant proposes a Comprehensive Development Zone (CD-27) to facilitate the development of a 118 unit, five storey apartment building with associated amenity and parking areas.

At the April 27<sup>th</sup>, 2020 Council meeting Council gave the bylaw First and Second Readings and directed staff to schedule a public hearing once regular public hearings commence. At the June 15<sup>th</sup> Council meeting Council directed staff to give notice of the waiver of the public hearing requirements with notice delivered and advertised in the newspaper in the following weeks. At the time of this report no comments have been received.

The applicant has started the detailed design and lot grading plans for the property in anticipation of zoning approval. During this process it was noted the proposed building (and specifically the elevator shaft) would exceed the maximum height listed in Bylaw 2990 of 17.0m. The elevator shaft was not shown on the original submission. In addition, rather than having a single elevator shaft protruding from the roofline the applicant would like to add a vaulted ceiling section to the building to hide the shaft and also

add additional articulation to the roofline (as shown in figure 1 below). As a result, the proposed height increases to 17.7m.

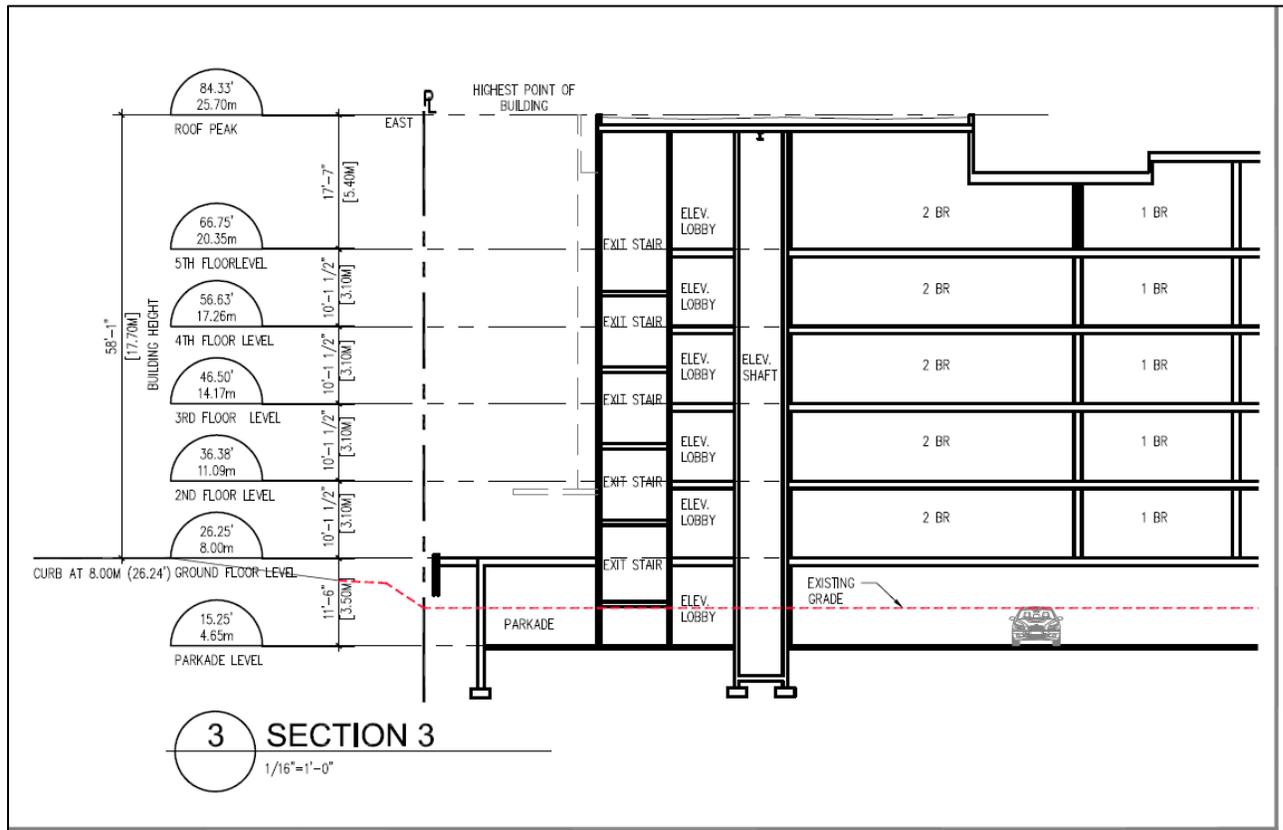


Figure 1: Updated Building Height

Staff consider this a minor change considering the overall height and scale of the building that also enhances the building design.

**OPTION 1: (Recommended)**

THAT based on the July 6<sup>th</sup>, 2020 Staff report, “Zoning Amendment Bylaw 2990 – Third Reading Report – 1025 Ryan Road” Council approves OPTION 1 and amend Zoning Amendment Bylaw 2990 after second reading as outlined in the staff report; and

THAT Zoning Amendment Bylaw 2990 as amended proceed to Third Reading.

**OPTION 2:** Defer consideration of altering the height with a request for more information.

Prepared by:

Matthew Fitzgerald, RPP, MCIP  
 Manager of Development Planning

Reviewed by:



\_\_\_\_\_  
Ian Buck, RPP, MCIP  
Director of Development Services

Concurrence by:

\_\_\_\_\_  
David Allen, BES, CLGEM, SCLG  
Chief Administrative Officer





## STAFF REPORT

**To:** Council

**File No.:** 3360-20-1917

**From:** Chief Administrative Officer

**Date:** July 6, 2020

**Subject:** Zoning Amendment Bylaw No. 2992 to Allow for Office Use at 2459 Cousins Avenue

### PURPOSE:

The purpose of this report is for Council to consider a zoning amendment application to the above referenced property legally described as Strata Lots 1-8, District Lot 230, Comox District, Plan VIS6538 to permit office use.

### CAO RECOMMENDATIONS:

THAT based on the July 6<sup>th</sup>, 2020 staff report, "Zoning Amendment Bylaw No. 2992 to allow for office use at 2459 Cousins Avenue" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2992, 2020;

THAT Council considers Zoning Amendment Bylaw No 2992, 2020 consistent with the City's Official Community Plan; and

THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No 2992, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3<sup>rd</sup> Reading of the bylaw.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is a 4,135m<sup>2</sup> (1.02 acre) light industrial lot located at 2459 Cousins Avenue in West Courtenay, legally described as Strata Lots 1-8, District Lot 230, Comox District, Plan VIS6538 (**Figure 1**). The property is currently zoned Industrial Two (I-2) and is divided into eight strata units between two buildings totalling 1,632m<sup>2</sup> (17,567ft<sup>2</sup>) and common property; one unit in one building and seven in the other. A strata plan is included in **Attachment No. 1**.



The I-2 zone permits “contractor’s office” and “accessory office to an industrial use”, among other uses, but does not allow offices more generally. The applicant, on behalf of the strata, wishes to amend the I-2 zone to allow “office” as a use on this property to better align with the existing uses, which include environmental and insurance consultants and a professional photography office.

**Figure 1:** Subject property context



**Figure 2:** View of property from Cousins Avenue

## DISCUSSION:

### OCP Review

The subject property is designated “Industrial” and is not in a Local Area Plan area. Section 4.3.3.2 of OCP Bylaw 2387, 2005, states that the City will not support the location of major offices in the Industrial designated areas. While “major offices” is not defined therein, Planning does not consider offices that occupy spaces at the subject property as being “major” as prohibited in I-2 in the OCP.

Preservation of industrial land is important for the long-term health of a City, but this location is not ideally suited toward industrial use other than very light industry, being in more of a business park setting, bordered to the south by a riparian area and within 60m of mixed-use residential properties.

### Zoning Review

The buildings were built in conformance with zoning and Development Permit 0620 as a single storey complex, but the application documents note that some future 2<sup>nd</sup> storey floor space development within the building envelopes was expected. There is also no maximum floor area ratio in the I-2 zone that could limit additional floor space (through second floors) beyond the 1200 square metres approved under the development permit.

There are no proposed changes to the existing buildings associated with this zoning amendment application; however, a new parking plan is proposed to bring parking into compliance with the zoning requirement after use changes and floor area expansion through tenant improvements, increasing from 26 original parking spaces to 40 (**Figure 3**). The proposed 40 parking spaces meets the required parking as a mix of office and other industrial, assuming no further conversion of identified industrial space.

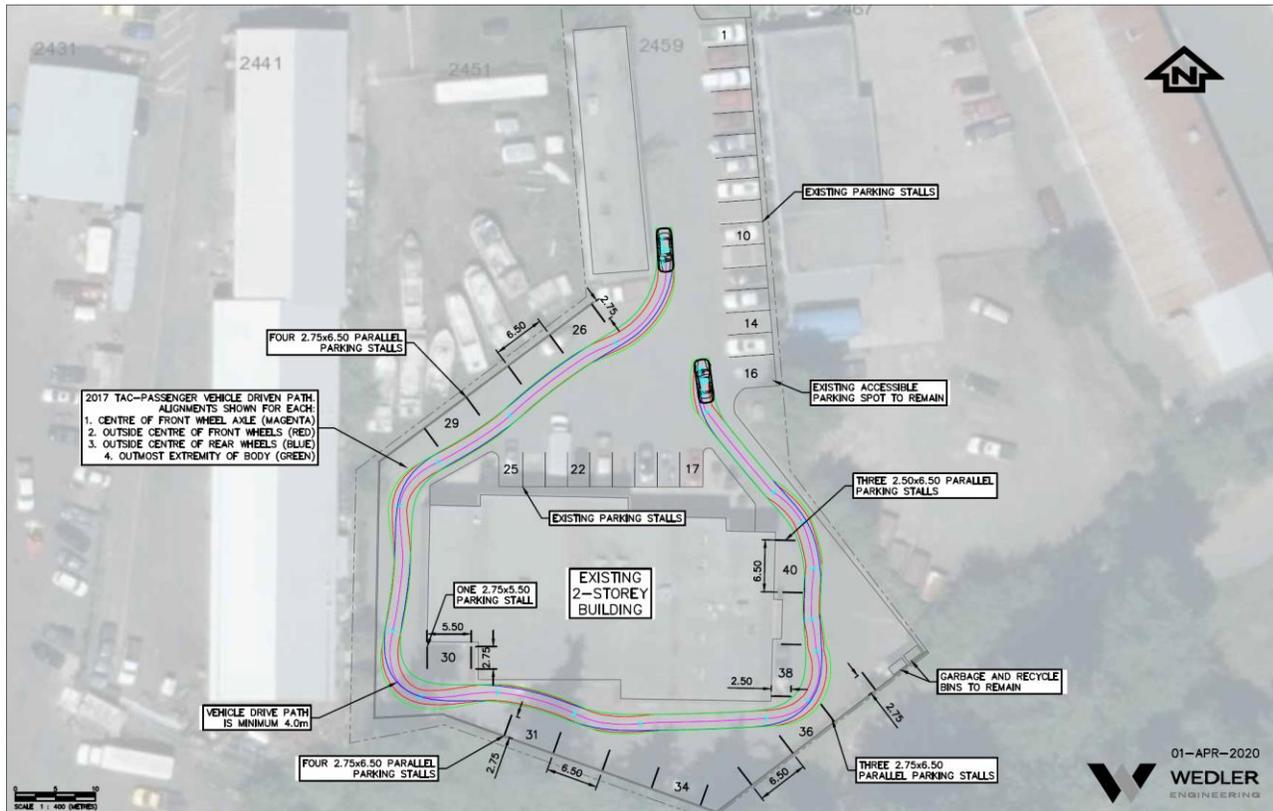


Figure 3: Site and Parking

Should a subsequent business licence or tenant improvement building permit application require additional parking for a higher-needs use or new 2<sup>nd</sup> floor space, going forward the applicant would need to prove off-street parking and may require an agreement allowing parking on another nearby site or a variance to parking requirements. If the remaining floor space were converted to office, for example, 44 spaces would be required, and more if additional 2<sup>nd</sup> floor space is created.

As mentioned above, while “office” is not permitted in the 1-2 zone, accessory offices to industrial uses as well as contractor’s offices are, and there is precedent for text amendment to allow I-2 “office” use (at 801 30<sup>th</sup> Street – WorkSafe BC). There is also precedent for amending I-2 zoning in the subject neighbourhood to allow a barbershop at 2260 Cousins Avenue.

#### FINANCIAL IMPLICATIONS:

Application fees in the amount of \$3,000 have been collected in order to process the rezoning amendment application. Should the proposed Zoning Amendment Bylaw be adopted, two business licence applications would be processed for office uses with fees payable meant to cover administrative costs.

#### ADMINISTRATIVE IMPLICATIONS:

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 35 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional two hours of staff time will be required to prepare notification for public hearing and to process the bylaw.

**ASSET MANAGEMENT IMPLICATIONS:**

The rezoning alone has no asset management implications.

**2019 – 2022 STRATEGIC PRIORITIES REFERENCE:**

The November 2019 Strategic Priorities Check-in does not include any additional relevant references and there are no associated 2019-2022 Strategic Priorities references. However, processing development applications is one of the fundamental corporate and statutory obligations of the City.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

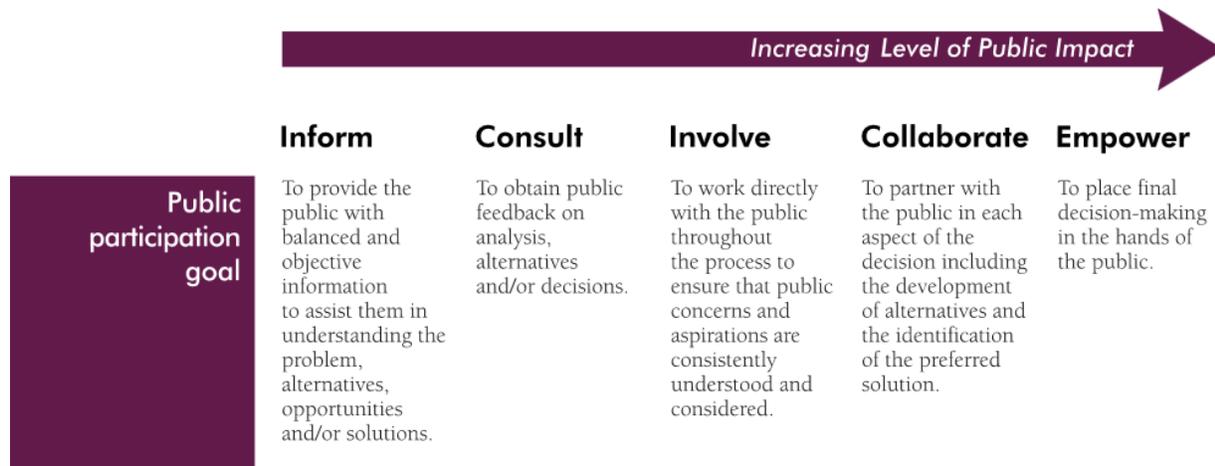
The proposed zoning amendment is consistent with the Industrial land use designation of the Official Community Plan considering neighbourhood context. It does not constitute a “major office” prohibited in Section 4.3.3.2. such as might apply to the new Comox Valley Regional District office building at 770 Harmston Avenue or the legal office building at 467 Cumberland Road.

**REGIONAL GROWTH STRATEGY REFERENCE:**

The development proposal is consistent with the RGS Local Economic Development Goal to “achieve a sustainable, resilient and dynamic local economy that supports businesses and the region’s entrepreneurial spirit” including Objective 3-A: Support local business retention, development and investment.

**CITIZEN/PUBLIC ENGAGEMENT:**

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



In compliance with the City’s Alternative Public Information Meeting process, on April 24, 2020, the applicant mailed property owners and tenants within 100 metres of the subject property a detailed description of the proposal, the web link to the City’s Development Applications Website where the application submissions can be viewed, applicant and City Development Planning Division contact information, and a two-week contact timeframe ending May 8, 2020. Neither the Applicant nor the City has received any public comments. A copy of the mailout is included in **Attachment No. 2**.

Should Zoning Amendment Bylaw No. 2992, 2020 receive First and Second Readings, staff are recommending the public hearing be waived in accordance with Section 464 of the *Local Government Act*. In this regard, where Council considers a zoning bylaw is consistent with the Official Community Plan (OCP) for the area that is subject to the bylaw it may waive the holding of a public hearing. In respect of this bylaw there was no opposition at the public information meeting and in the opinion of staff, as outlined above, the bylaw is consistent with the OCP. Notice of waiver of the public hearing will be provided and the public will have an opportunity to provide written comments for Council's consideration.

**OPTIONS:**

- OPTION 1:** THAT based on the July 6<sup>th</sup>, 2020 Staff report, "Zoning Amendment Bylaw No. 2992 to allow for office use at 2459 Cousins Ave" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2992, 2020;
- THAT Council considers Zoning Amendment Bylaw No 2992, 2020 consistent with the City's Official Community Plan; and
- THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No 2992, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3<sup>rd</sup> Reading of the bylaw.**(Recommended)**
- OPTION 2:** THAT based on the July 6<sup>th</sup>, 2020 Staff report, "Zoning Amendment Bylaw No. 2992 to allow for office use at 2459 Cousins Ave" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2992, 2020; and
- THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2992, 2020 when regular Council meetings resume or an alternative public hearing format is approved by Council.
- OPTION 3:** Defeat Bylaw No. 2992.

Prepared by:



Mike Grimsrud,  
Planner 2

Reviewed by:



Ian Buck, RPP, MCIP  
Director of Development Services

Concurrence by:

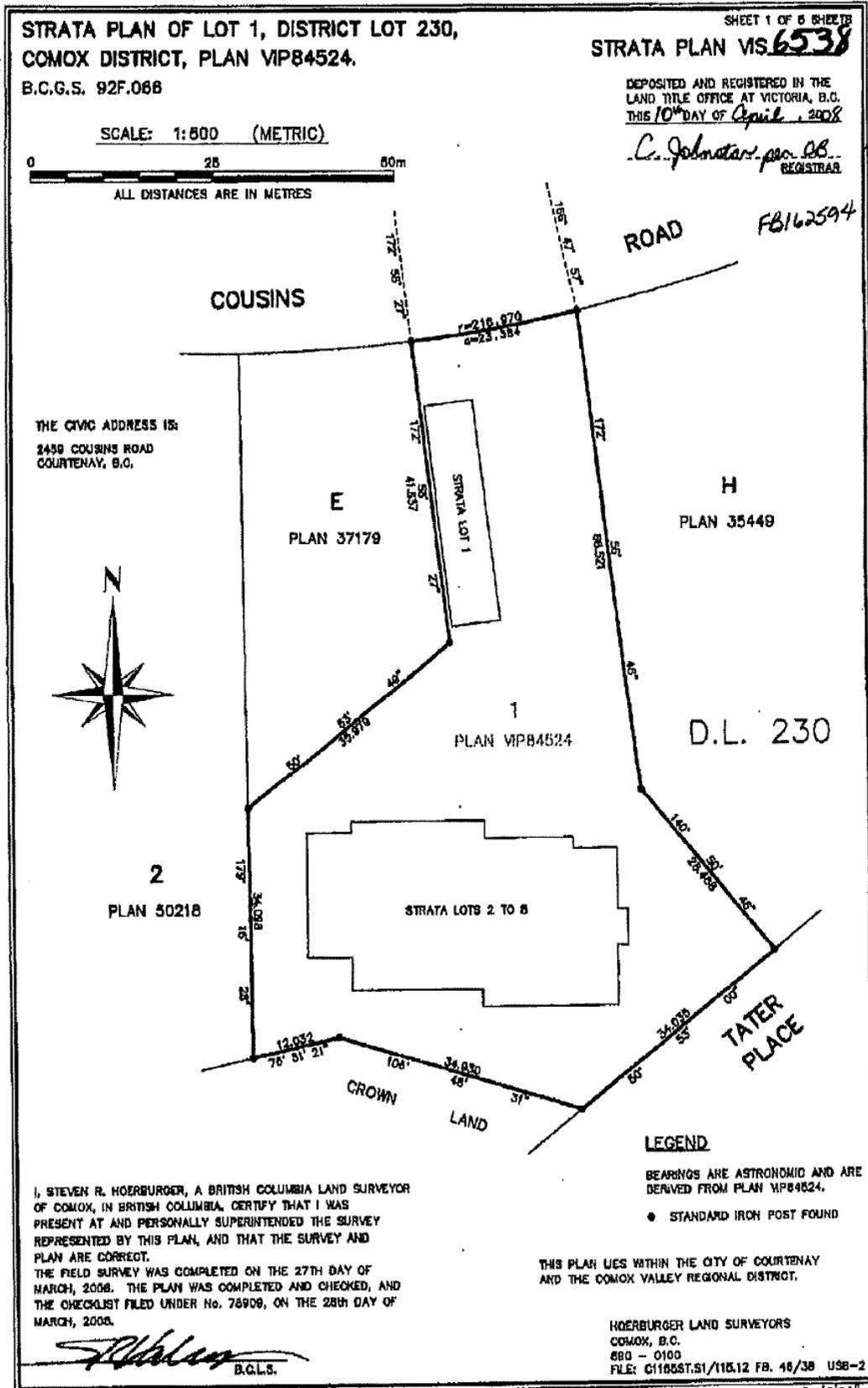


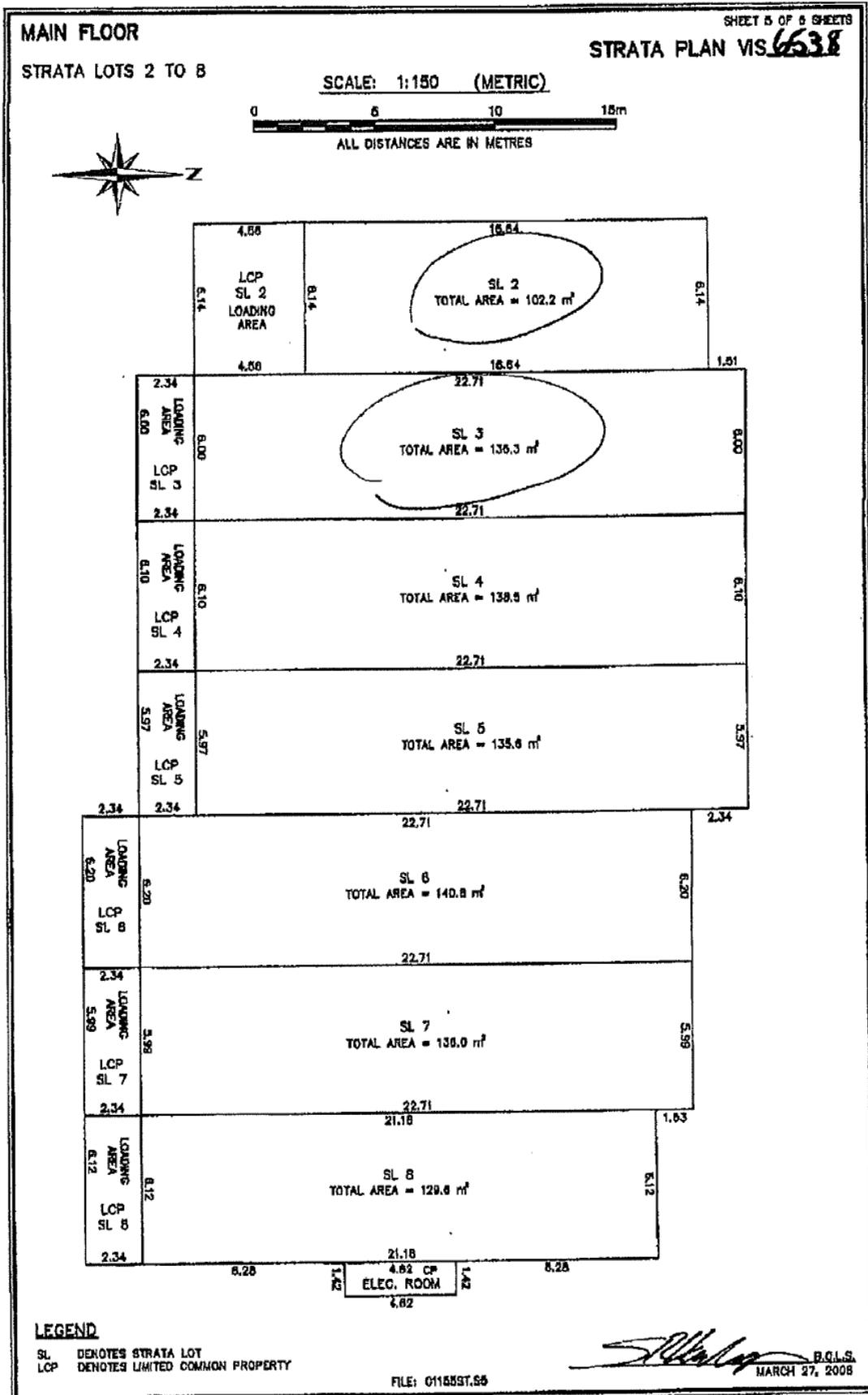
David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

*Attachments:*

1. *Attachment No. 1: Strata Plan*
2. *Attachment No. 2: Public Information Meeting Mailout*
3. *Attachment No. 3: Rationale*

Attachment No. 1: Strata Plan





## Attachment No. 2: Public Information Mailout

April 24, 2020

**Attn: Neighbours of 2459 Cousins Ave, Courtenay BC**

**RE: Public Information about zone amendment request for 2459 Cousins Ave.**

Please be advised that we have requested a zone amendment for our property. The zone amendment is simply to add the term "Office" as a use at this address.

No construction or physical changes are to be made. Most of the units at this address have already been built and approved to have office space within them. Within our zone we are currently prohibited from using these offices just as offices if they do not need a warehouse, even if they sit vacant.

Our request to the city of Courtenay is to allow people to use the office space as office space, even if they do not need warehouse space. Examples of this type of use may be an accounting office, engineering firm or an insurance brokerage.

We do not anticipate any change in traffic flow along Cousins Ave and neighboring streets. We do not anticipate any change in parking requirements. The only change we may need to make is to paint some new lines in our parking lot.

You can view relevant documents on The City of Courtenay website [www.courtenay.ca/devapptacker](http://www.courtenay.ca/devapptacker) (search by address).

Comments are open till May 8<sup>th</sup>. Comments can be submitted to the City of Courtenay by one of the following methods:

- Drop your comment sheet off in the drop box located at the front entrance of the City of Courtenay or mail:
- City of Courtenay, Planning Services Department, 830 Cliffe Avenue, Courtenay BC V9N 2J7
- Email your comments to [planning@courtenay.ca](mailto:planning@courtenay.ca)
- Fax your comments to 250-334-4241

Applicant:

Jay Nadler on behalf of Piercy Strata Corp. 250-871-6284 or [jay@naviguideins.ca](mailto:jay@naviguideins.ca)



Kind regards,

Jay Nadler

Piercy Creek Strata President

**Attachment No. 3: Rationale**

December 3, 2019

**Attn: City of Courtenay – Zoning Department**

**RE: Request to add “Office” use to our strata at 2459 Cousins Ave, Courtenay, BC**

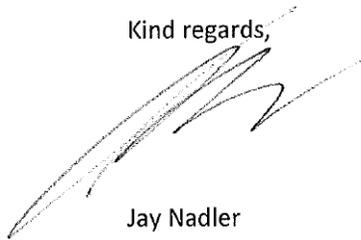
The Piercy Creek Industrial Park Strata Corp requests from the City of Courtenay a land use zoning change to 2459 Cousins Avenue to better align the zone with the current land use. The current land is zoned I-2.

This application is simply to allow one extra recognized use within our property: Office.

Since our zone already allows accessory office and contractors office, most of the units in the development have already been built out as office space. As such, we are not making any physical or use changes to the property. All units have had proper development permits already approved and are already built and in use.

We expect no change in vehicle traffic or parking needs as there will be no change to the use patterns.

Kind regards,



Jay Nadler

President

Piercy Creek Industrial Park Strata Corp



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

To: Council

File No.: 3060-20-2005

From: Chief Administrative Officer

Date: July 6, 2020

Subject: **Development Permit with Variance No. 2005 - 508 - 3<sup>rd</sup> Street**

### PURPOSE:

The purpose of this report is for Council to consider issuing a Development Permit with Variance to reduce the side yard setback for a side yard flanking a street on Lot 1, Block 6, Section 61, Comox District, Plan 472 Except That Part Lying to the South East of a Boundary Parallel to and Perpendicularly Distant 10 Feet from the South Easterly Boundary of Said Lot to accommodate the construction of a two storey single family dwelling with a detached garage.

### CAO RECOMMENDATIONS:

That based on the July 6<sup>th</sup>, 2020 staff report "Development Permit with Variances No. 2005 - 508 - 3<sup>rd</sup> Street", Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 2005.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is located at 508 3<sup>rd</sup> Street on the northwest corner of 3<sup>rd</sup> Street and Fitzgerald Avenue. The property is approximately 407 m<sup>2</sup> (4,391.68 ft<sup>2</sup>) in size, and is zoned Residential Two B (R-2B). The property is currently vacant. The property is located within the Old Orchard Local Area Plan neighbourhood and has frontage on 3<sup>rd</sup> Street. Development within the Old Orchard is subject to a Form and Character Development, which is assessed in this report along with the requested variance. A map showing the location of the subject property is included in **Figure No. 2**.

### Proposal

The applicant is proposing to construct a two storey, 167 m<sup>2</sup> (1,797.6 ft<sup>2</sup>), single family dwelling and detached garage. The lot is small and narrow which is typical in and around the downtown area. Given the narrow lot width, the variance is rationalized as necessary to accommodate the width of the house while meeting BC Building Code minimum distances from property lines abutting another residence. The proposed setback is shown in **Figure No. 1**.

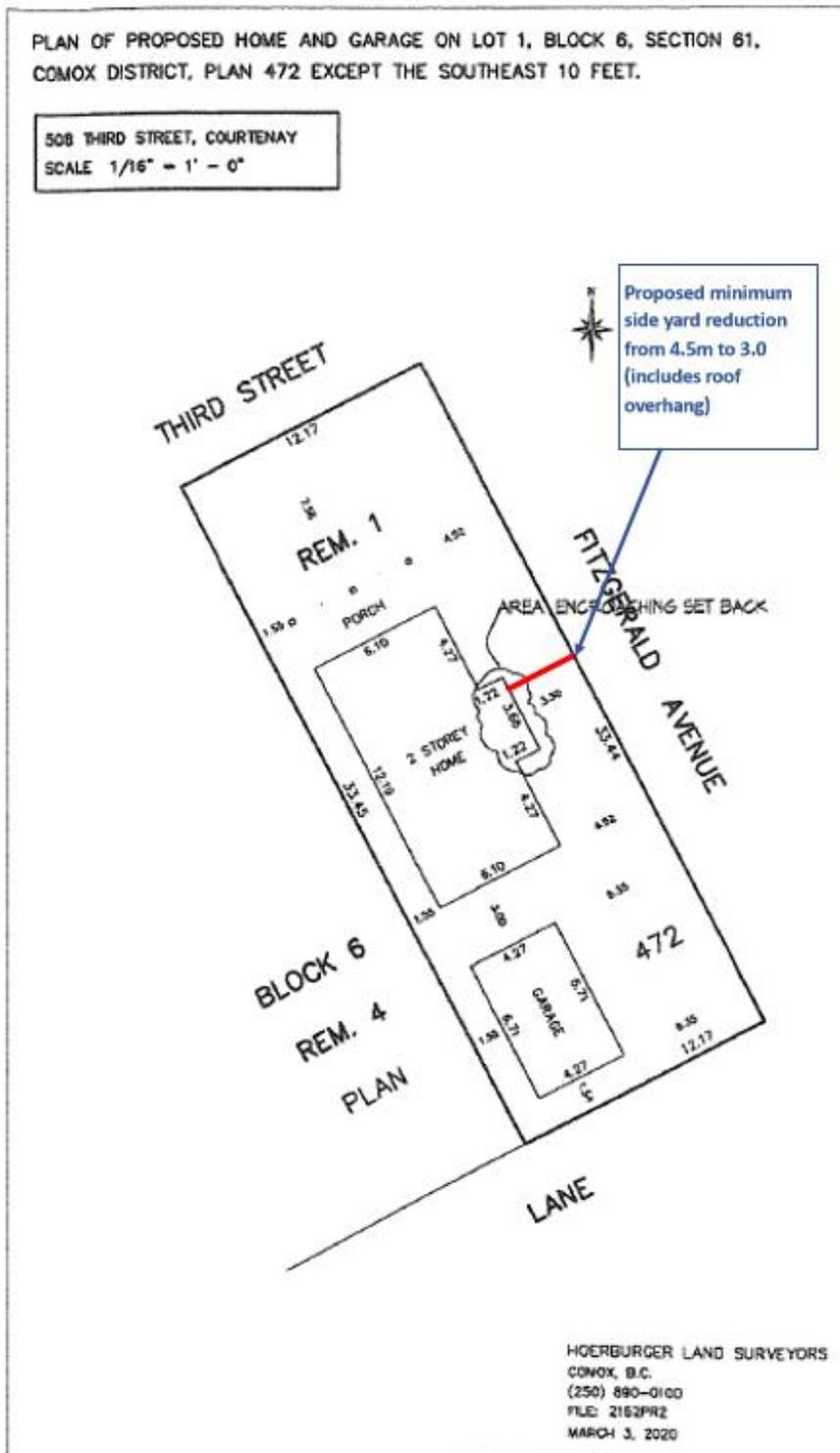


Figure 1. Proposed development and side yard variance (shown in red)

The applicant's plans are referenced in Schedule No. 1 of the Draft Development Permit with Variance shown in **Attachment No. 1**.

In order to accommodate the two storey home the applicant is seeking a reduction in the corner side yard building setback from 4.5 metres to 3.0 metres, which includes the roof overhang as detailed below.



Figure 2. Subject Property

## DISCUSSION:

### Zoning Review

The subject property is zoned Residential Two B (R-2B). The proposed two-storey development complies with the zoning regulations for the R-2B zone with the exception of the side yard setback along Fitzgerald Avenue. This variance is shown in **Figure 2**. A 4.5m side yard is required here because the side yard flanks a street (Fitzgerald Avenue), and the Zoning Bylaw stipulates greater setbacks along roads.

	Required	Proposed Single Family Dwelling
Permitted Use	Single Residential Dwelling	Single Residential Dwelling
Front Yard	7.5m	7.56m
Rear Yard	9.0m	11.25m
<b>Side Yard (corner, Fitzgerald Avenue)</b>	<b>4.5m (where a side yard flanks a street)</b>	<b>2.9m</b>
Side Yard (west)	1.5m	1.55m
Building Height	9.0m	6.4m at the mid-point of the roof
Floor Area Ratio	Single Residential – 0.45	0.41
Lot Coverage	40%	28%
Accessory Building Setbacks	1.5m rear and side yard	1.54m and 1.55m
Accessory Building Height	4.5m	3.15m at the mid-point of the roof
Accessory Building Area	50m <sup>2</sup>	26.75m <sup>2</sup>
Parking	2 spaces	2 spaces (one in garage, one outdoor)

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

**Variance – Side yard setback (flanking a street):** The east side of the lot is adjacent to Fitzgerald Avenue. As per section 8.2.27 (3) of *Zoning Bylaw 2500*, a side yard that flanks a street shall have a minimum distance of 4.5m. The applicant is proposing a 3.3m setback from the proposed building, and as the proposed roof has an overhang of 0.3m, the applicant is asking for a greater reduction in the side yard setback to 3.0m. To allow for some flexibility and inaccuracy during construction, staff are proposing the variance reference a 2.9m setback.

The rationale for the variance is that the lot is small and narrow, and the variance allows for a larger floor area in the house, which remains under lot coverage and floor area ratio requirements. Only the dining room portion of the house will encroach into the setback, and not the entire side of the building. Further, the same variance has previously been approved by Council on a similar property on 3<sup>rd</sup> Street. The side yard proposed would exceed the minimum side yard setback if it were not flanking a street (1.5m). Further, a hedge is proposed along Fitzgerald Avenue, therefore the visual impact of the dining room encroaching in the setback will be negligible.

**Staff assess the requested variance as supportable given the low impact to residents and the small nature of the lot.**

### Development Permit Guidelines

Development Permit Guidelines provide direction for the elements of a development proposal, including architectural character, site design and landscaping. The Old Orchard Development Permit Checklist was submitted by the applicant in support of the development permit application (see **Attachment No. 4**). The applicant demonstrates the proposal aligns with the relevant guidelines for Old Orchard developments. **Staff agree with the applicant's assessment as detailed below.**

### Form and Character

As the proposed development is within the Old Orchard Development Permit Area, the form and character of the development is considered as part of this application. Specific form and character guidelines are in place in the Old Orchard neighbourhood in order to ensure that redevelopment respects historic patterns of development and contributes positively to the heritage character and strong sense of neighbourhood.

The building and site design is consistent with the direction established in the Old Orchard Development Permit Area. A review of the applicant's plans indicates the scale, form, height, and character of the development is compatible with buildings on adjacent properties, and similar to the home at 291 3<sup>rd</sup> Street. The proposed buildings have been designed to reflect a heritage character built in the style of a craftsman bungalow. The home has varied massing, a mix of sloped roofs, a large patio, fascia boards, gable belly band and posts. The proposed colours complement the style of home and the colours of the Old Orchard neighbourhood.

A rendering of the proposed single family dwelling and garage is included in **Figure No. 3**.



Figure 1. Rendering of Buildings and proposed colours

### Siting, Landscaping and Screening

The building is facing towards 3<sup>rd</sup> Street. The rear yard is along a lane, and the eastern side yard runs along Fitzgerald Avenue. Parking is proposed in the rear and in the proposed detached garage. Access in the front will be via a gate and pathway. The proposed landscaping includes a hedge which runs along the edge of the property in the front yard on 3<sup>rd</sup> Street and side yard along Fitzgerald Avenue. The hedge is setback on the corner of 3<sup>rd</sup> Street and Fitzgerald Avenue to keep sight lines open and shrubs are proposed in this corner area. Three trees and landscaping along the building are also proposed. The landscape plan is included in **Figure No. 4**.

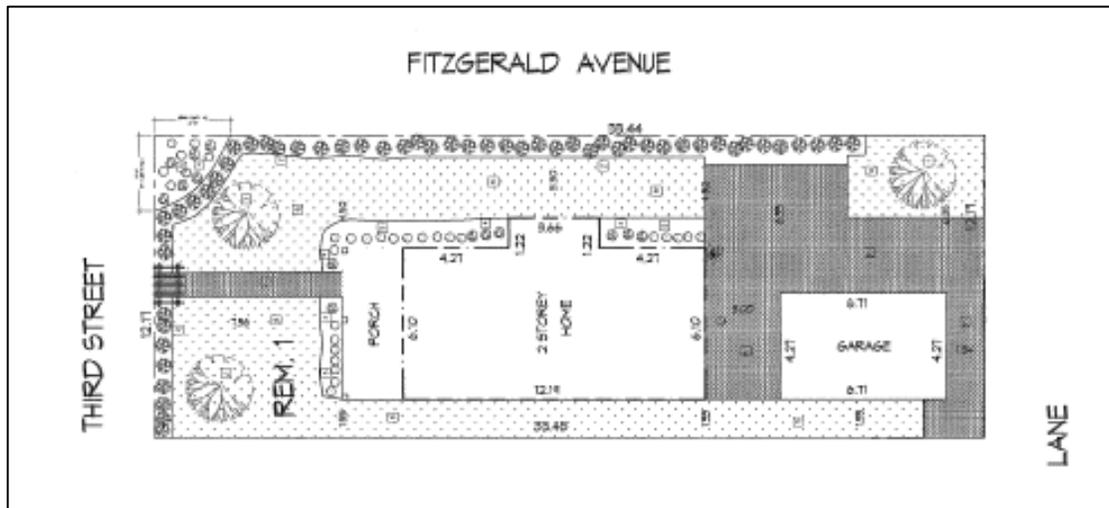


Figure 2. Proposed landscaping plan.

### Evaluation

**Staff have further assessed this proposal relative to applicable development permit guidelines and conclude that it is consistent with the direction established within these guidelines and recommend issuance of Development Permit with Variance 2005.**

### **FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to the processing of this Development Permit with Variance application as the fees are designed to offset the administrative costs. The fee for the Development Permit with Variance was \$1,500.

The property owner would also be required to apply for a Building Permit and subsequent inspections.

### **ADMINISTRATIVE IMPLICATIONS:**

Processing development permits is a statutory component of the work plan. Staff has spent approximately 30 hours processing this application to date. Should the proposed development permit with variance be approved, an additional two hours of staff time will be required to register the permit and close the file. Additional staff time will be required to process the building permit application including inspections.

### **ASSET MANAGEMENT IMPLICATIONS:**

There are no Asset Management Implications associated with this application.

**STRATEGIC PRIORITIES REFERENCE:**

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

**2019-2022 Strategic Priorities**

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

**OFFICIAL COMMUNITY PLAN REFERENCE:**

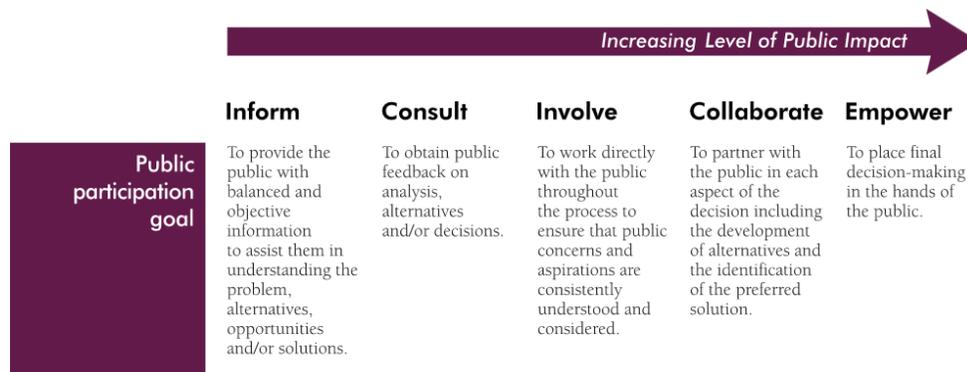
The proposed home addition meets the form and character guidelines of the Old Orchard Development Permit Area Guidelines. It also supports the general intent of the Old Orchard Local Area Plan regarding enhancing the heritage character of the neighbourhood.

**REGIONAL GROWTH STRATEGY REFERENCE:**

*4.4 (14) - Promote and support the overall economic viability of the municipal areas so that they can continue to provide primary base for residential, commercial and institutional activities.*

**CITIZEN/PUBLIC ENGAGEMENT:**

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



The applicant distributed an alternative public information package to property owners and occupiers within 30m of the property and collected and summarized feedback, as per the new Alternative Development Information Meeting process. The information provided to neighbours and the summary of the process can be found in **Attachment No. 2**. According to the applicant one person submitted a response. The City has also received one public comments resulting from the alternative public information meeting process. The feedback can be found in **Attachment No. 3**. The neighbour is in support.

In accordance with the *Local Government Act*, the City has notified property owners and occupants within 30m of the subject property of the requested variances and provided the opportunity to submit written feedback. To date, staff has received no responses.

**OPTIONS:**

**OPTION 1: (Recommended)**

That based on the July 6<sup>th</sup>, 2020 Staff report “Development Permit with Variance No. 2005 – 508 3<sup>rd</sup> Street” Council approve OPTION 1 and issue Development Permit with Variance No. 2005.

**OPTION 2:** Defer issuance of Development Permit with Variance No. 2005 pending receipt of further information.

**OPTION 3:** Not approve Development Permit with Variance No. 2005.

Prepared by:



\_\_\_\_\_  
Cassandra Marsh, BA  
Planner I

Reviewed by:



\_\_\_\_\_  
Matthew Fitzgerald, MCIP, RPP  
Manager of Development Planning

Reviewed by:



\_\_\_\_\_  
Ian Buck, MCIP, RPP  
Director of Development Services

Concurrence by:



\_\_\_\_\_  
David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**Attachments:**

1. *Attachment No. 1: Draft Development Variance Permit and Associated Schedules*
2. *Attachment No. 2: Alternative PIM Information and Public Comment*
3. *Attachment No. 3: Public Comments*
4. *Attachment No. 4: Old Orchard Development Permit Area Compliance Checklist and Applicant's Rationale*
5. *Attachment No. 5: Sustainability Evaluation Checklist (written answers)*

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

**THE CORPORATION OF THE CITY OF COURTENAY**

**Permit No. 3060-20-2005**

**DEVELOPMENT PERMIT WITH VARIANCE**

July 6, 2020

**To issue a Development Permit with Variance**

**To:**    **Name:**       Croonen Construction Co Ltd.  
          **Address:**    3003 Glacier Road  
                          Courtenay, BC  
                          V9N 9H3

**Property to which permit refers:**

**Legal:** Lot 1, Block 6, Section 61, Comox District, Plan 472 Except That Part Lying to the South East of a Boundary Parallel to and Perpendicularly Distant 10 Feet from the South Easterly Boundary of Said Lot

**Civic:** 508 3<sup>rd</sup> Street

**Conditions of Permit:**

Permit issued to the property legally described as Lot 1, Block 6, Section 61, ~~Comox~~ District, Plan 472 Except That Part Lying to the South East of a Boundary Parallel to and Perpendicularly Distant 10 Feet from the South Easterly Boundary of Said Lot, allowing for the construction of a 167 m<sup>2</sup>, two-storey single family dwelling and a one car garage with the following variance to the City of Courtenay Zoning Bylaw No. 2500, 2007:

8.2.27 (3) *Setbacks* - Reduce the side yard building setback from 4.5 meters to 2.9 meters.

Development Permit with Variance No. 2005 is subject to the following conditions:

- a) That the development shall conform to the plans as shown in *Schedule No. 1*;
- b) That landscaping shall conform to the plans and specifications contained in *Schedule No. 2*, as signed by Van Scott Landscaping, dated on 24 March 2020;
  1. Landscaping must be completed within one year of the date of issuance of the occupancy permit by the City;
  2. The minimum depth of topsoil or amended organic soil on all landscaped areas is to be as follows:
    - Shrubs – 450mm; groundcover and grass – 300mm; and trees – 300mm.
- c) All parking must be developed in accordance with Zoning Bylaw No. 2500, 2007.
- d) If the removal of any tree over 20 cm diameter at breast height results in less than two trees on the

parcel, a tree cutting permit is required prior to the removal.

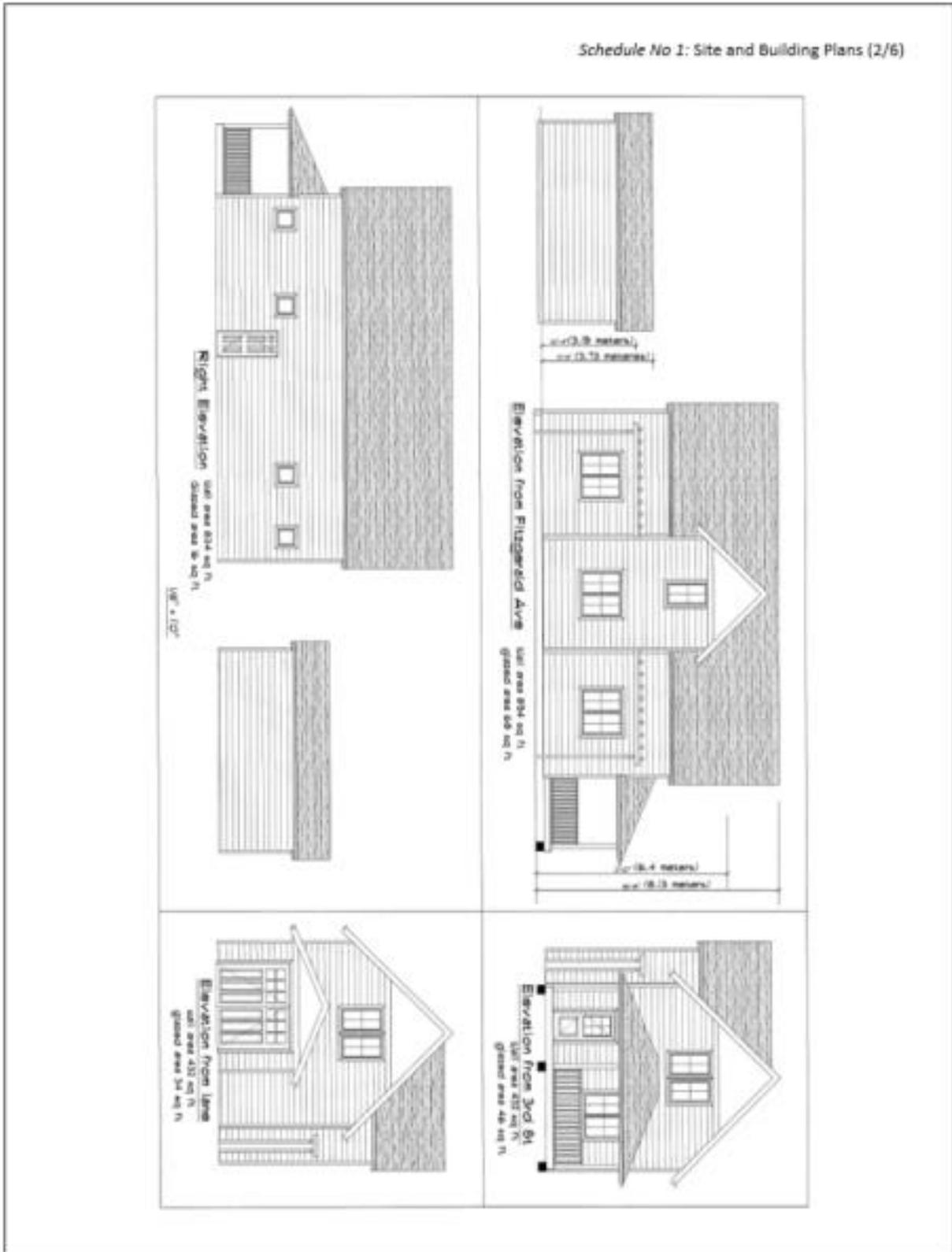
- e) A fence is to be provided by the applicant on the western side of the property;
- f) The development shall meet all other applicable requirements, standards and guidelines; and
- g) No alterations or amendments shall be made without the City's permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

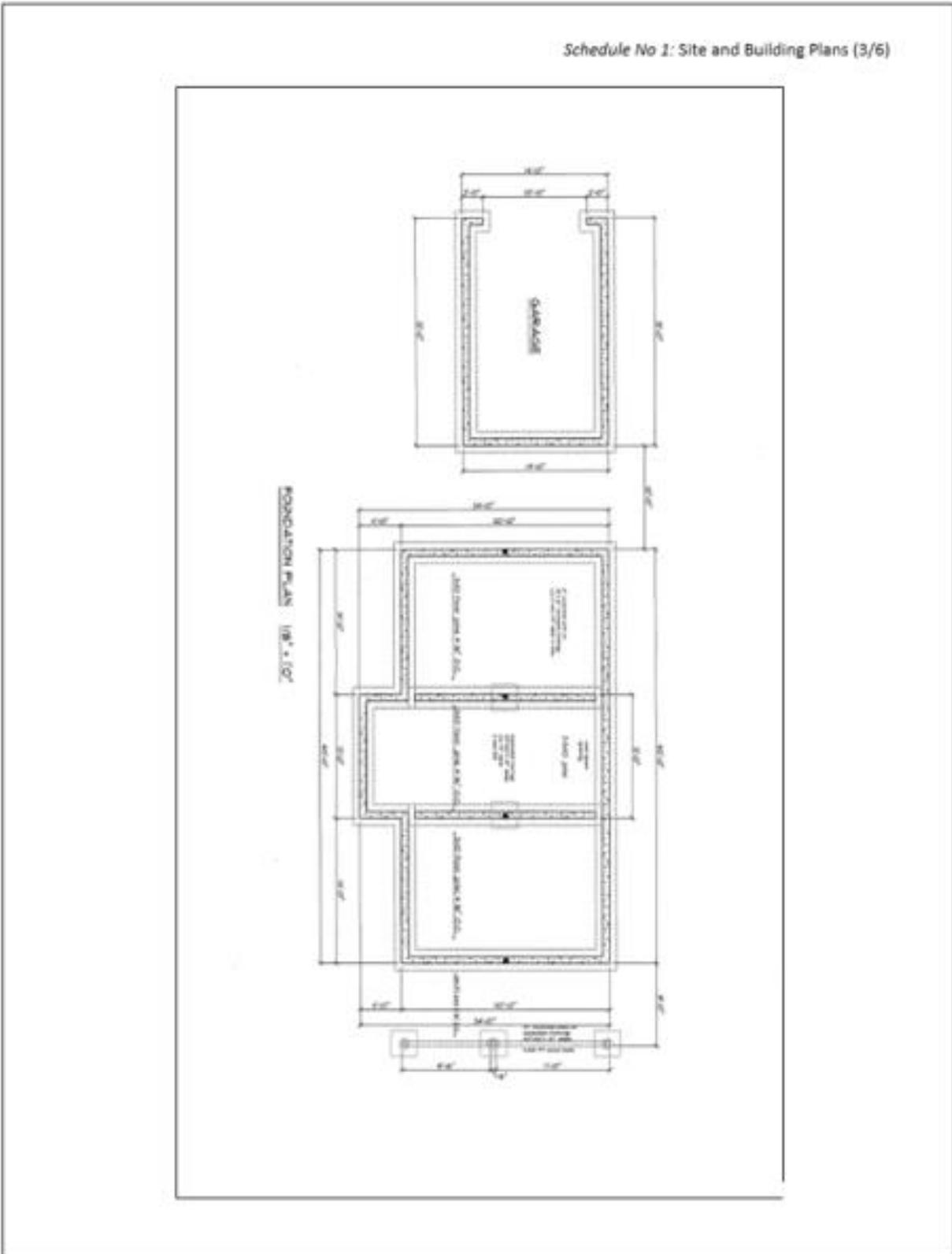
**Time Schedule of Development and Lapse of Permit**

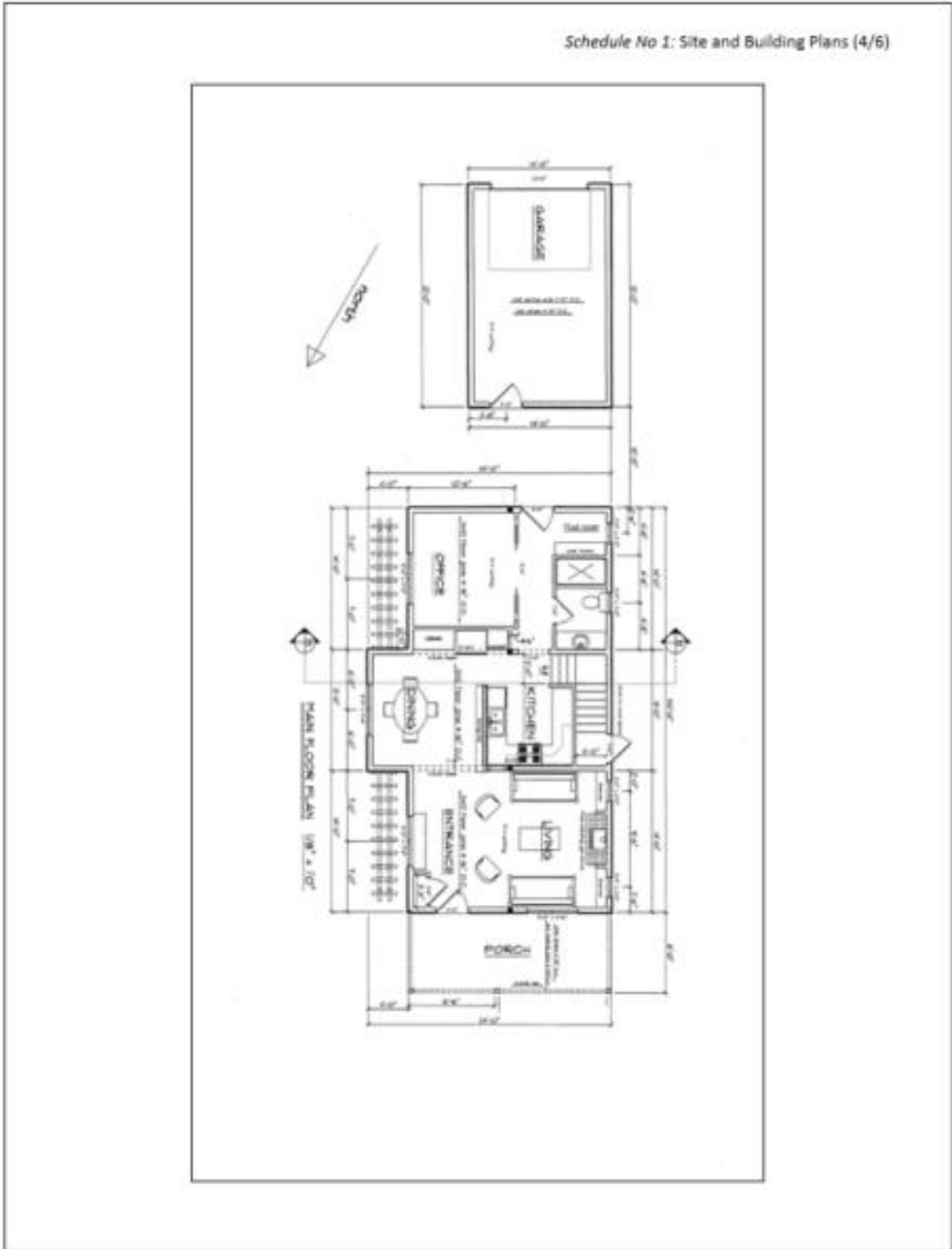
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

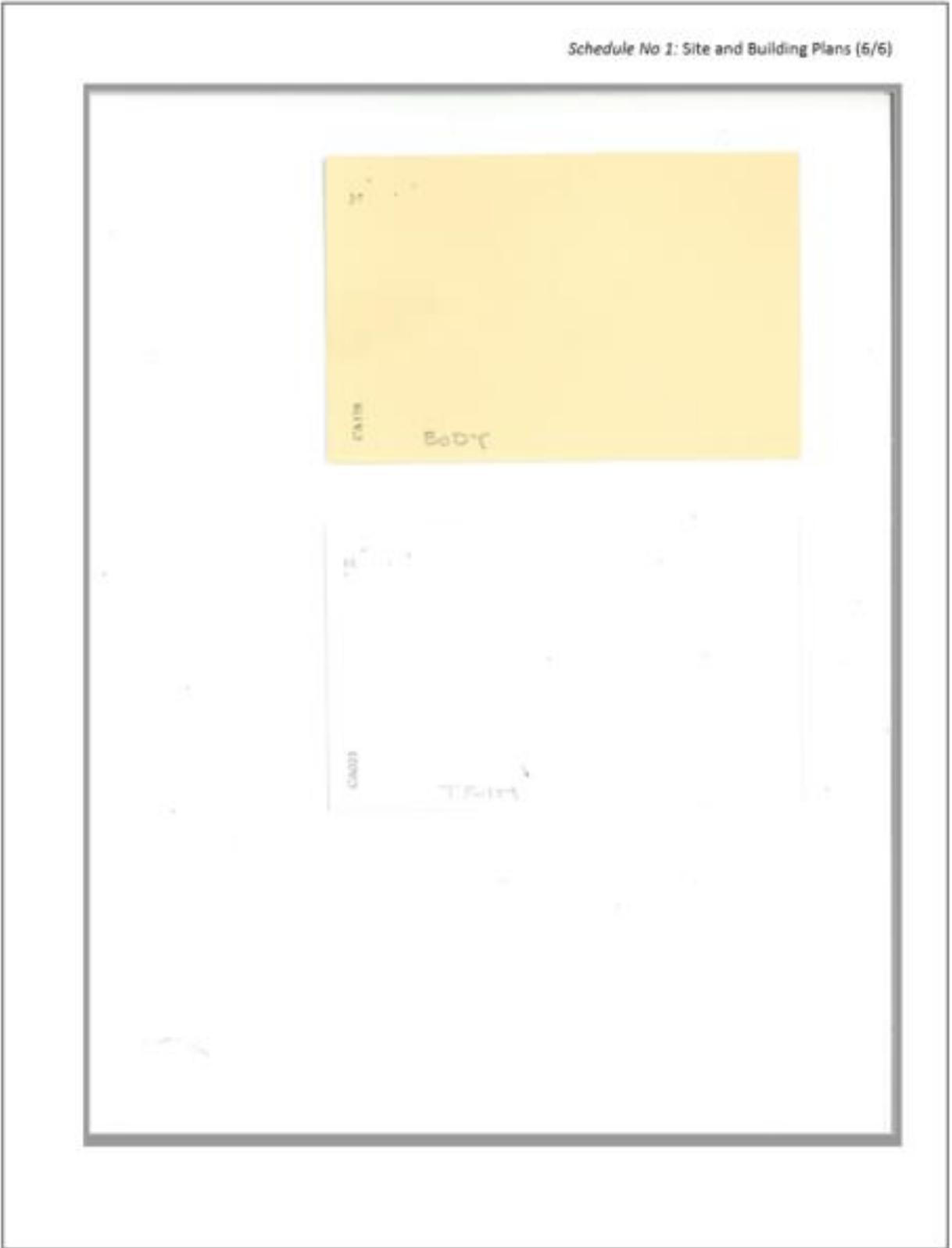
\_\_\_\_\_  
Date

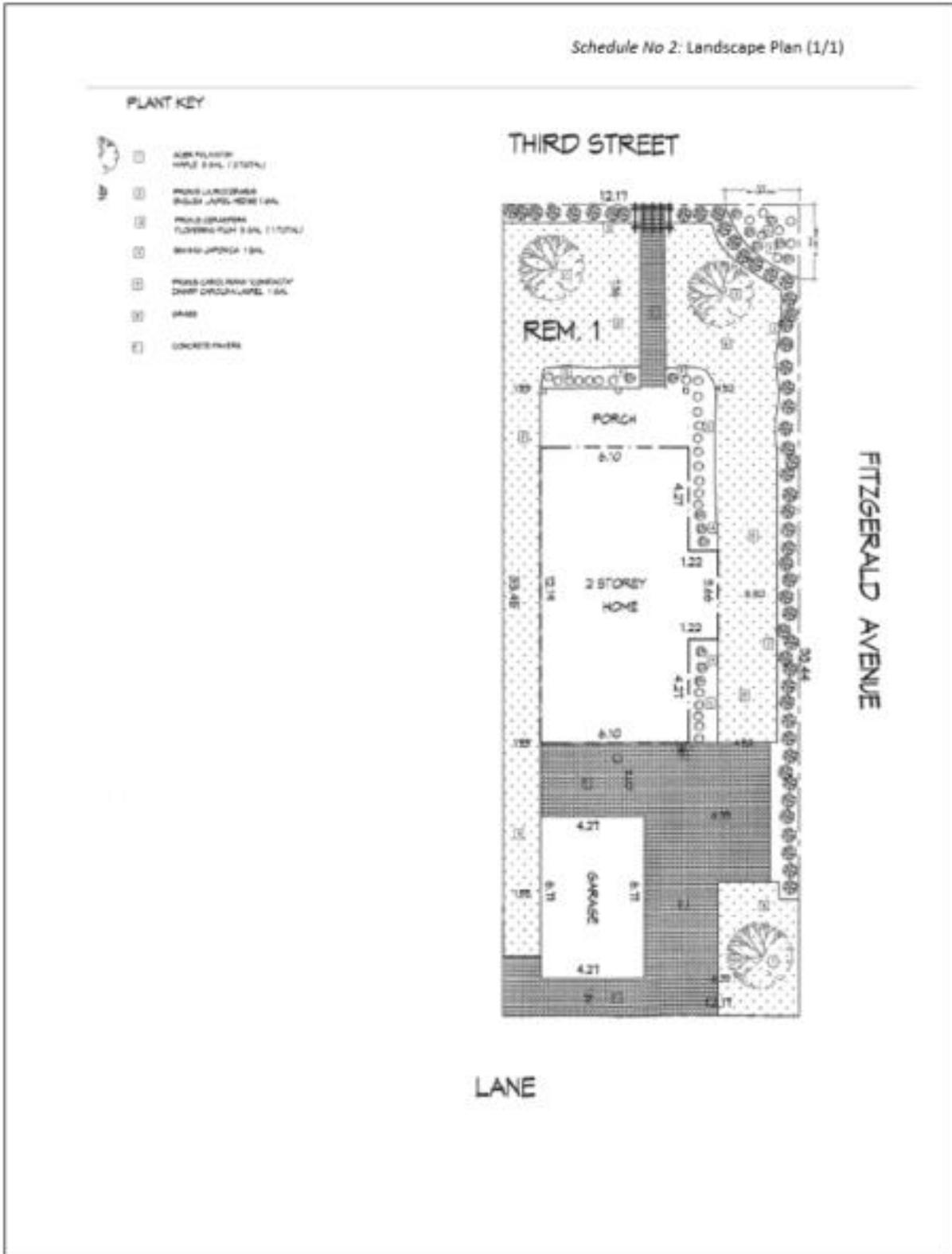
\_\_\_\_\_  
Director of Legislative Services











**Attachment No. 2:**  
*Alternative PIM  
Information &  
Summary*

Public notice of request for variance

Re: 530 3<sup>rd</sup> St. Courtenay

Summary of Proposed Development

Proposed project is a two story, single family home with a detached one car garage on an empty lot in the Old Orchard District. Its form and character are in keeping with many of the established homes in the Old Orchard District. It is providing one new residential unit to the old orchard residential inventory.

Building location on this narrow infill lot is largely determined by residential setbacks and building code limiting distance requirements especially with regard to allowable glazed area restrictions. Proposed building is to be located within zoning bylaw required setbacks, with the exception of a portion of the dining room area. As such, a variance is requested to allow an encroachment of 1.2m for a 3.66 m portion of the building into the side yard facing Fitzgerald Street. An identical floor plan requiring the same variance was proposed and approved at 291 3<sup>rd</sup> street. Please refer to attached site plan and map.

Please return your Comments by 5 May 2020

Comments can be submitted to the City of Courtenay by one of the following methods:

Drop your comment sheet off in the drop box located at the front entrance of the City of Courtenay or mail:

City of Courtenay, Planning Services Department, 830 Cliffe Avenue, Courtenay BC V9N 2J7

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

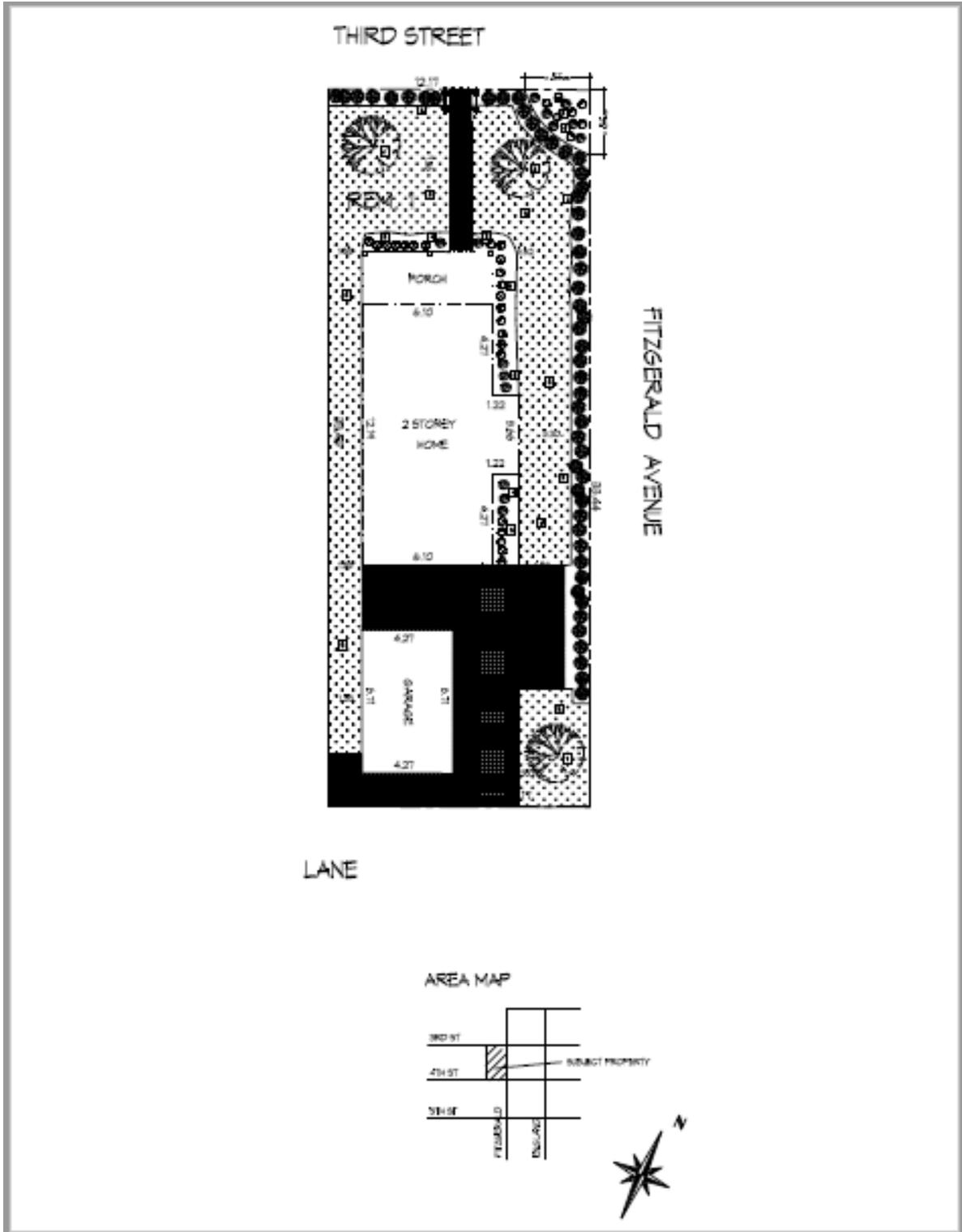
Thank you

Mike Croonen

Croonen Construction Company

[mcroonen@hotmail.com](mailto:mcroonen@hotmail.com)

1-250-897-8046



8 June 2020

To: City of Courtenay Planning Department

Re: 508 3<sup>rd</sup> St. Courtenay set back variance Public Information Meeting summary

Per the new guidelines for a virtual public meeting the attached location map site plan and letter were mailed out on April 23 2020.

The following responses were received

One phone call asking for an explanation of the area of encroachment and an email, which is also attached as a separate pdf.

Thank you

Mike Croonen

250 897 8046

**Attachment No. 3:**  
*Public Comments*

**Paul Keim**

---

**From:** Mike Croonen <[mcroonen@hotmail.com](mailto:mcroonen@hotmail.com)>  
**Sent:** May-14-20 1:02 PM  
**To:** paul keim  
**Subject:** Fw: 508 3rd Street

From: [REDACTED]  
Sent: April 24, 2020 1:18 PM  
To: [mcroonen@hotmail.com](mailto:mcroonen@hotmail.com)  
Subject: 530 3rd Street

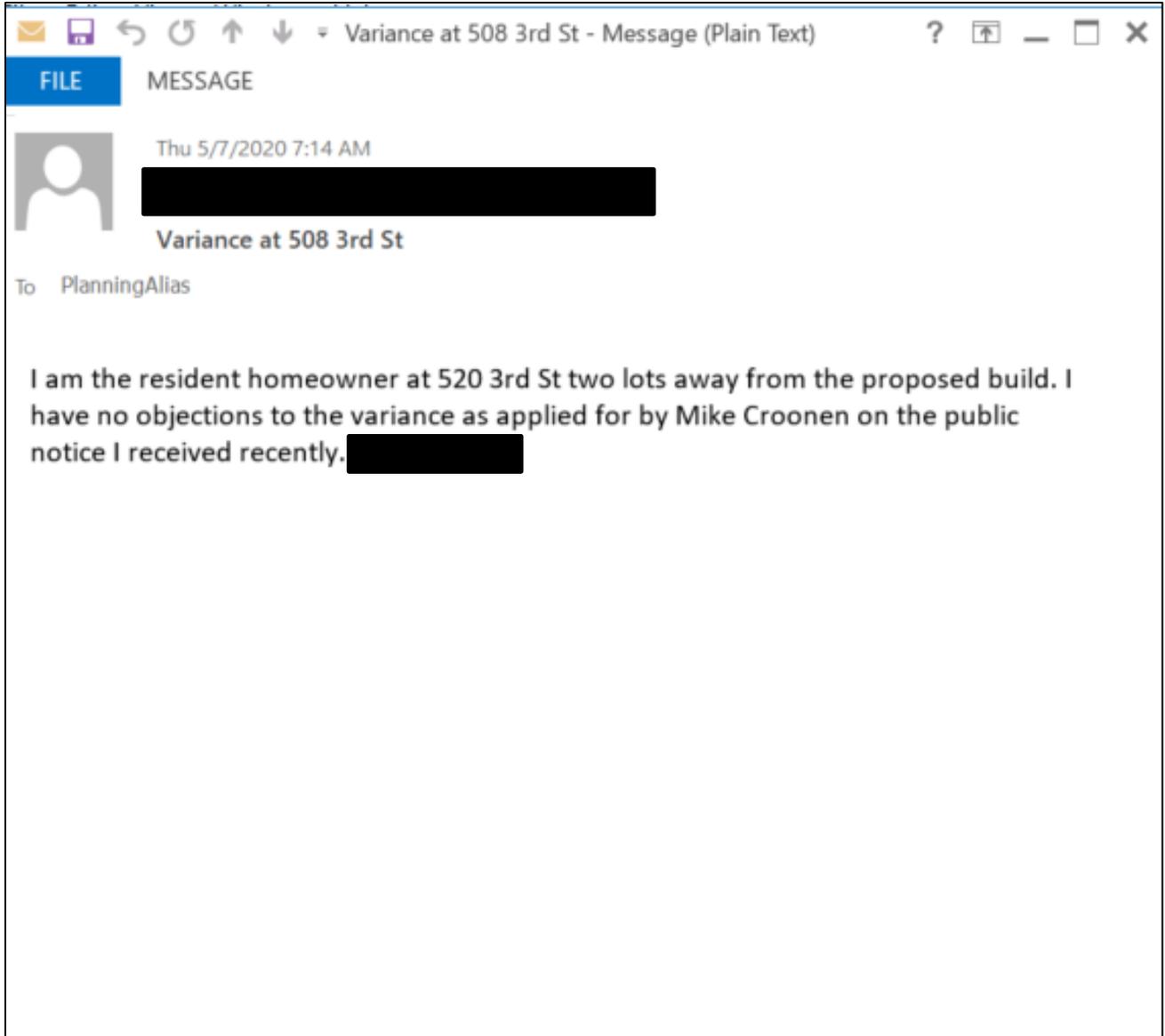
Mike Croonen

We are owners of one of the Units in Orchard Gate, corner of 4th and Fitzgerald, Courtenay

We do not have any issues with your proposed two story, single family home with a detached one care garage on the vacant lot across the alley from our building.

Best wishes,

[REDACTED]  
#302, 501 4th St.  
Courtenay, BC  
V9N 1H3





**CITY OF COURTENAY**  
**Planning Services**  
830 Cliffe Avenue  
Courtenay, BC, V9N 2J7  
Tel: 250-334-4441 Fax: 250-334-4241  
Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

## COMPLIANCE CHECKLIST

OLD ORCHARD DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.8 Old Orchard and Area Development Permit Area of the City of Courtenay Official Community Plan No. 2387, 2005. Applicants are required to complete this checklist and indicate in the comment box how their proposal complies with each development permit guideline. Where an element of the design does not comply with a guideline, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

<b>Project Address:</b>		<b>Date:</b>	
<b>Applicant:</b>		<b>Signature:</b>	
A. FORM AND CHARACTER	Yes	No	Comment
1. The Orientation, scale, form, height and materials proposed for a building or structure must reflect the heritage theme characteristics outlined for the Old Orchard and area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Roofs should have articulated lines and designed to reduce the bulk of a residence on upper floors. Roofs with slopes greater than 6:12 are preferred.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. The principal entrance to a residence should be at the front of the house and be defined by porches, dormers, port cochere, canopies or be recessed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Design components that can make up the required architecture components includes consideration of multiple gables, dormers, bay windows, decorative shingles, wood trim, porches and verandas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Exterior finishes should be durable and have a common theme. Materials including wood, fibre cement siding, brick or stone masonry and limited amounts of stucco are appropriate. Stucco should be limited to no more than 60 percent of exterior cladding. Vinyl and metal siding are not permitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. The design and finishing around windows and exterior doors should visually enrich the building elevation. Windows and doors should be articulated with trim. Nail-on metal windows set flush with adjacent cladding (such as stucco) without trim or adequate equivalent detailing is strongly discouraged. Generally, treatment around all windows and doors should be of a consistent and coordinated design.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Buildings should reflect the preferred heritage character by: <ul style="list-style-type: none"> <li>• Respecting the rhythm and scale of the existing streetscape.</li> <li>• Visually breaking the larger massing into smaller individual components.</li> <li>• Articulate the front facades to create, a sense of scale, neighbourliness, and architectural interest.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Building design including the placement of windows, balconies and doors shall ensure visual privacy between residences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Attachment No. 4:** Old Orchard Development Permit Area Compliance Checklist and Associated Responses

Form and Character

1. Building complies with old orchard guidelines including an entrance to the front street, covered porches, access from lane for both residence and garage, shed dormers and a heritage window vocabulary.
2. Roof lines and building forms: covered porches and a mix of roof forms with cross gables designed to minimize overall building massing.
3. Front door is accessed under a covered porch that helps define an entry from 3<sup>rd</sup> st.
4. A mix of gable and hip roofs, covered porches, cement fibre (hardy board) horizontal siding, shingled gables and wood trim define the character of the building.
5. Exterior finish is to be painted horizontal fibre cement siding and shingled gables with contrasting painted wood trim.
6. Windows are to be painted wood trim in keeping with detailing of the building corners, fascia boards, posts and gable belly band trims. This trim is consistent at all elevations.
7. Building is in keeping in scale and character with the older established smaller homes in the Old Orchard District. First floor elements and porches are utilized in such a way as to minimize building massing and create a human scale to the street and laneway.
8. Provide obscured glass and / or high windows at side facing windows where feasible.

B. SIGNAGE	Yes	No	Explanation of Non-Conformity
1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2760, 2013 and all amendments thereto.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO SIGNAGE
C. SITING, LANDSCAPING AND SCREENING	Yes	No	Explanation of Non-Conformity
1. A landscaping plan, drawn to scale and showing the type, size and location of proposed landscaping, shall be submitted as part of the Development Permit application and the landscaping shall be completed within 1 year of occupancy of the residence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. The maintenance and planting of fruit and nut trees are encouraged to reflect the neighbourhood's heritage as much of the area was an orchard prior to becoming a residential subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Landscaping and screening elements should incorporate water conserving landscape principles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Residential dwelling units shall be situated to ensure the privacy of residences and adjoining properties and to retain existing significant trees when feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Consideration shall be given to shared driveways and pedestrian access to the street from each residence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property: <ul style="list-style-type: none"> <li>shrubs – 450 mm</li> <li>groundcover &amp; grass – 300 mm</li> <li>trees – 300 mm around and below the root ball</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D. PARKING AND GARAGES	Yes	No	Explanation of Non-Conformity
1. All properties which abut a lane should access the property from the lane and all parking should be in the rear yard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. On all properties that do not abut a lane, access should be provided from the street via a driveway beside the principal building. Garages are encouraged to be located beside or to the rear of units, and should be recessed behind the front façade.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
3. To reduce the amount of impervious surfaces on a lot, driveways and parking areas are encouraged to be surfaced with a permeable paving material such as grassed cellular paving, porous pavers, or a comparable alternative satisfactory to the City.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Garages incorporated into the building structure should not be placed at the front of the building and should not project beyond the front elevation. Garage doors should incorporate windows.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. For corner sites with no lane access, garages are encouraged to be in the rear yard with access via a driveway from the flanking street subject to the approval of the city Engineer. Garage entrances are encouraged to be faced away from the street where possible.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
6. Detached parking garages located near the rear property line are encouraged to allow for permeable surfaces and landscape areas in rear yards.	<input type="checkbox"/>	<input type="checkbox"/>	

Siting and Landscaping

1. Provided Landscaping plan which complies with all checklist items

2. See plant list note that the existing maple tree is which is in the building envelope will be replaced with a fruit tree.

3. See plant list

4. Building location on this narrow infill lot is largely determined by residential setbacks and building code limiting distance requirements especially with regard to allowable glazed area restrictions. Proposed building is to be located within zoning bylaw required setbacks, with the exception of a dining room area which will require a side yard facing street set back (corner lot) variance. An identical floor plan requiring the same variance was proposed and approved at 291 3<sup>rd</sup> street. Please note attached photo

5. Pedestrian access for the house is from 3rd street and the laneway behind.

6. Per landscape plan.

Parking

1. garage / parking is accessed from rear laneway

2. N/A see above.

3. Driveway to be pavers.

4. Garage is at rear of building with windows in garage door.

5. N/A

6. Garage is detached and set very close to laneway minimizing driveway coverage . Driveway is to be pavers.

7. Side yards adjacent to driveway are to be landscaped

8. no parking in the front yard is proposed

7. The area between a parking space or driveway and the property line shall be fully landscaped.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Parking and driveways shall not occupy more than 50% of the front yard area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DRIVEWAY OFF LANE
<b>E. NATURAL ENVIRONMENT &amp; HAZARDOUS CONDITIONS</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. Buildings and structures must be located on the portions of the site that are not environmentally sensitive.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The City may require that works be constructed to protect vegetation where there is a desire to preserve significant or landmark trees or where concern may be created by the development of the land.	<input type="checkbox"/>	<input type="checkbox"/>	
3. In order to provide for the protection of and access to natural features and to promote pedestrian rather than vehicular access in as many areas as possible, public trails must be continued, created and secured. The City may require or accept the grant of public trails as a condition of subdivision or development permit.	<input type="checkbox"/>	<input type="checkbox"/>	
4. In areas where slopes are in excess of 30 percent, the City may require that tree preservation areas be established to control erosion and/or protect banks.	<input type="checkbox"/>	<input type="checkbox"/>	
5. In order to ensure adequate protection from erosion, soil instability the City may regulate all land clearing, land grading, irrigation works, landscaping, and may require hazard lands to remain free of development.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>F. DUPLEX</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. A duplex development should fit into the immediate surroundings of its location and not appear visually out of character to the adjacent homes. To minimize the impact of a duplex avoid wide, flat faces that dominate the street by articulating and staggering front facades to create depth and architectural interest.	<input type="checkbox"/>	<input type="checkbox"/>	N/A SINGLE
2. To promote variety in design, duplex developments with front to back configurations or up and down layouts should be considered as an alternative to the common side by side duplex development.	<input type="checkbox"/>	<input type="checkbox"/>	FAMILY
3. Duplexes should relate to the façade characteristics of single family homes.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Varying the layout and staggering duplex units is encouraged to create architectural diversity.	<input type="checkbox"/>	<input type="checkbox"/>	
5. On corner lots, all street facing elevations should have an equal level of quality of design and detailing. It is encouraged that an entrance to one unit is from the primary street and the entrance to the second unit on the flanking street.	<input type="checkbox"/>	<input type="checkbox"/>	
6. To reduce the amount of impervious surfaces on a lot, driveways should be minimized in width and shared between units wherever possible	<input type="checkbox"/>	<input type="checkbox"/>	

Natural Environment and Hazardous Conditions

1. N/A no sensitive areas on property
2. There are no significant existing plantings. One maple tree is situated in the buildable area. Landscape design incorporates a fruit tree to replace this tree as a part of property tree inventory.
3. N/A - Development does not currently provide access to any public lands or features.
4. N/A - Development lot slope is less than 30%
5. Landscaping provides natural erosion control.

24 March 2020

To: City of Courtenay Planning Department

Re: 508 3<sup>rd</sup> St. Courtenay

## Sustainability Evaluation Checklist

### Land Use

- The proposed use is single family residential.
- The proposed building will blend in with the form and character of the neighbourhood.
- Off street parking will be provided according to city standards.
- Parking / garage is accessed off lane way.

### Building Design

- Building design is a heritage style building with appropriate articulation of massing, colour and building materials.
- The detailing and building materials are to be carried out on all four sides of the building including the alley and side yard.

### Transportation

- Site is within easy pedestrian access to downtown local services, local parks, central shopping areas and public transportation hub.

### Infrastructure

- Proposed project makes use of existing city services and is improving an undeveloped lot and adding a single family residential dwelling to the total residential inventory in keeping with the old orchard guidelines.
- Proposed drainage will make use of existing storm drains.

### Character and Identity

- Proposed building is to be located within zoning bylaw required setbacks, with the exception of a dining room area which will require a side yard facing street set back (corner lot) variance.
- Building has been designed in well-articulated heritage residential scale and style in keeping with Old Orchard District.
- Building design and location on property take advantage of the existing grade to minimize the overall height of the building, keeping it in scale and character with neighbourhood.

### Environmental Protection and Enhancement

- Landscape design to feature native and heritage species.
- If found, invasive species are to be removed.

Thank you

Mike Croonen

Croonen Construction Company

mcroonen@hotmail.com

1-250-897-8046





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 1870-06 [2019]

**From:** Chief Administrative Officer

**Date:** July 6, 2020

**Subject:** Financial Information Act - 2019 Statement of Financial Information (SOFI)

### PURPOSE:

The purpose of this report is to request Council approval of the Statement of Financial Information for the year ended December 31, 2019.

### POLICY ANALYSIS:

The *Financial Information Act* and the *Financial Information Act Regulation 371/93* require local governments to prepare an annual statement of financial information. In addition, Section 168 of the *Community Charter* requires the City to prepare an annual reporting of council remuneration, expenses and contracts. Section 168 reporting is included in the City's Annual Statement of Financial Information.

### CAO RECOMMENDATIONS:

That based on the July 6, 2020 staff report "Financial Information Act – 2019 Statement of Financial Information", Council approve OPTION 1 and approve the City of Courtenay Statement of Financial Information for the year ended December 31, 2019.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

Under the terms of *Financial Information Act*, each local government in British Columbia is deemed to be a "corporation" and must prepare an annual Statement of Financial Information (SOFI) for submission to the Province by June 30<sup>th</sup> each year. Given the Covid-19 pandemic, the Province has extended this years due date to August 31, 2020.

### DISCUSSION:

Attached for Council's review and approval is the City of Courtenay Statement of Financial Information for the year ended December 31, 2019.

As prescribed by legislation, this annual report includes information on the City's audited financial statements, a schedule of remuneration and expenses for both Council and City employees, a schedule of payments made for supplies and services used by the City, as well as information on any active guarantee and indemnity agreements in place for the 2019 operational year.

In the schedules of remuneration and expenses, Total Remuneration includes salary, wages, and taxable benefits. Taxable benefits include premiums paid by the employer for Medical Services Plan, group term life insurance, vehicle allowance, parking, contributions made to an employee's RRSP, and may include housing or moving expenses paid by the employer. Expenses include registration fees, travel expenses, memberships, certification fees and tuition.

**FINANCIAL IMPLICATIONS:**

N/A

**ADMINISTRATIVE IMPLICATIONS:**

Preparing the annual SOFI report for submission to Council utilizes resources from the Finance department.

**ASSET MANAGEMENT IMPLICATIONS:**

N/A

**STRATEGIC PRIORITIES REFERENCE:**

While the statements of financial information are not specifically referenced in the City's strategic plan, staff resources are used to carry out this annual statutory requirement.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

N/A

**REGIONAL GROWTH STRATEGY REFERENCE:**

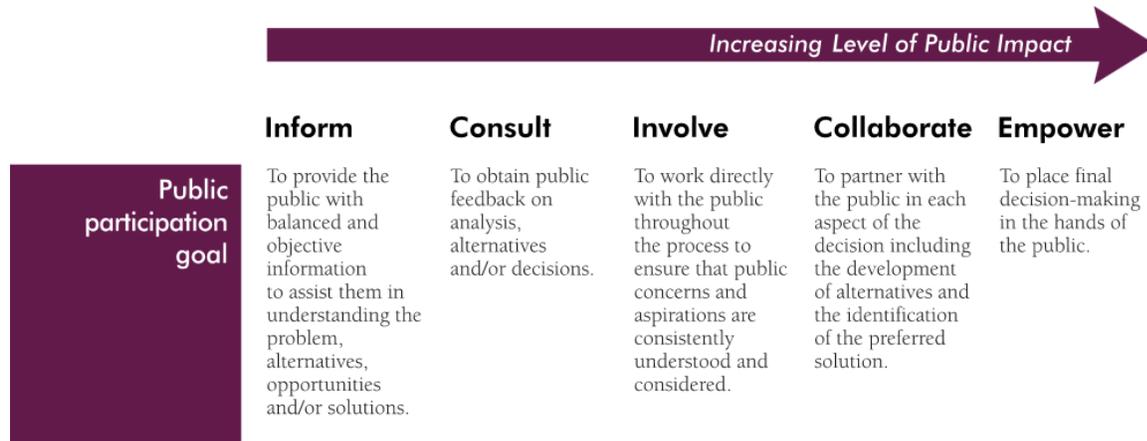
N/A

**CITIZEN/PUBLIC ENGAGEMENT:**

While public engagement is not required, the SOFI report must be approved by Council and submitted to the Province by June 30<sup>th</sup>. The due date is extended this year to August 31, 2020 due to the Covid-19 pandemic.

Staff will **inform** the public based on the IAP2 Spectrum of Public Participation as noted below.

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



**OPTIONS:**

- 1: That Council approves the City of Courtenay Statement of Financial Information (SOFI) for the year ended December 31, 2019. (Recommended)
- 2: That Council request a subsequent report and not approve the 2019 Statement of Financial Information.

Prepared by:

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

Reviewed by:

Jennifer Nelson, CPA, CGA  
Director of Financial Services

Concurrence by:

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

Attachment: City of Courtenay, Statement of Financial Information for the year ended December 31, 2019



**THE CORPORATION OF  
THE CITY OF COURTENAY**

**Statement of Financial Information  
For the Year Ended December 31, 2019**

**Statement of Financial Information  
for the Year Ended December 31, 2019  
INDEX**

	<i>Page number</i>
Management Report	3
Auditor's Report	4-5
Consolidated Statement of Financial Position	6
Consolidated Statement of Operations	7
Consolidated Statement of Change in Net Financial Assets	8
Consolidated Statement of Cash Flow	9
Notes to Consolidated Financial Statements	10-23
Consolidated Schedule of Segment Disclosure by Service	24-25
Consolidated Schedule of Tangible Capital Assets	26
Consolidated Schedule of Debenture and Other Long Term Debt	27
Schedule of Remuneration and Expenses of Elected Officials	28
Schedule of Salaries, Wages and Expenses	29-30
Schedule of Payments Made to Suppliers of Goods and Services	31-33
Schedule of Guarantee and Indemnity Agreements	34
Statement of Financial Information Approval	35

## MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian Public Sector Accounting Standards and are outlined under "Significant Accounting Policies" in the notes to the financial statements, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council of the City of Courtenay is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The external auditors, MNP LLP, conduct an independent examination, in accordance with Canadian Public Sector accounting standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of the Corporation of the City of Courtenay:



---

Jennifer Nelson, CPA, CGA  
Director of Financial Services  
July 6, 2020

## Independent Auditor's Report

---

To the Mayor and Council of the City of Courtenay:

### Opinion

We have audited the consolidated financial statements of the City of Courtenay (the "City"), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2019, and the results of its consolidated operations, changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Courtenay, British Columbia

May 11, 2020

**MNP LLP**

Chartered Professional Accountants

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2019**

**STATEMENT A**

	2019	2018
<b>FINANCIAL ASSETS</b>		
Cash on Hand and on Deposit (Schedule 5)	\$ 23,580,932	\$ 20,373,559
Receivables (Note 1j)	3,512,739	4,903,482
Term Deposits (Schedule 5)	26,013,489	28,209,106
	53,107,160	53,486,147
<b>FINANCIAL LIABILITIES</b>		
Accounts Payable (Note 1k)	8,267,696	9,863,827
Trust and Other Deposits	6,150,397	6,195,200
Deferred Revenue - Development Cost Charges (Note 6)	7,138,260	6,259,106
Deferred Revenue - Other (Note 8)	2,851,913	2,396,837
Long-Term Debt (Schedule 4)	10,043,266	11,458,117
	34,451,532	36,173,087
<b>NET FINANCIAL ASSETS</b>	<b>18,655,628</b>	<b>17,313,060</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventories	226,853	207,310
Prepaid Expenses	378,060	552,308
Tangible Capital Assets (Note 12 & Schedule 3)	159,448,579	145,878,140
	160,053,492	146,637,758
<b>ACCUMULATED SURPLUS (Schedule 2)</b>	<b>\$ 178,709,120</b>	<b>\$ 163,950,818</b>

**CONTINGENT LIABILITIES AND COMMITMENTS (NOTE 2)**

**SUBSEQUENT EVENT (NOTE 15)**



\_\_\_\_\_  
Jennifer Nelson, CPA, CGA  
Director of Financial Services

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2019**

REVENUE	2019 Budget (Note 13)	2019	2018
Taxes for Municipal Purposes	27,880,700	27,967,952	\$ 26,905,048
Sale of Services	15,899,100	16,594,427	15,636,658
Revenue From Own Sources	3,607,800	4,194,740	3,957,453
Federal Transfers	1,265,000	2,252,626	1,237,229
Provincial Transfers	1,716,800	1,542,312	4,368,365
Other Local Government Transfers	352,400	318,565	209,114
Contributions	364,500	11,524,248	4,158,398
DCC Revenue	-	394,111	543,473
Investment Income and Taxation Penalties	872,800	1,485,653	1,149,368
Other	364,800	380,782	499,078
Gain on Sale of Tangible Capital Assets	416,500	370,490	34,350
<b>TOTAL REVENUE</b>	<b>52,740,400</b>	<b>67,025,906</b>	<b>58,698,534</b>
<b>EXPENSES</b>			
General Government Services	6,542,662	5,938,079	6,410,965
Protective Services	10,139,993	9,412,733	8,893,741
Transportation Services	7,651,202	8,604,498	8,062,954
Sewer and Water Facilities	12,621,784	13,018,155	11,751,671
Environmental Health Services	3,609,182	3,691,353	3,664,589
Public Health and Welfare Services	371,712	367,008	367,106
Environmental Development Services	1,605,322	1,473,938	1,287,329
Recreational and Cultural Services	9,883,643	9,761,840	9,149,613
<b>TOTAL EXPENSES</b>	<b>52,425,500</b>	<b>52,267,604</b>	<b>49,587,968</b>
<b>ANNUAL SURPLUS (Schedule 1)</b>	<b>314,900</b>	<b>14,758,302</b>	<b>9,110,566</b>
<b>ACCUMULATED SURPLUS AT BEGINNING OF YEAR</b>	<b>163,950,818</b>	<b>163,950,818</b>	<b>155,113,523</b>
<b>CHANGE OF CONTROL IN SID WILLIAMS THEATRE SOCIETY (SWTS) SURPLUS REDUCTION (Note 7b)</b>	<b>-</b>	<b>-</b>	<b>(273,268)</b>
<b>ACCUMULATED SURPLUS AT END OF YEAR</b>	<b>164,265,718</b>	<b>178,709,120</b>	<b>\$ 163,950,818</b>

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2019**

STATEMENT C

	2019 Budget (Note 13)	2019	2018
ANNUAL SURPLUS	\$ 314,900	\$ 14,758,302	\$ 9,110,566
Acquisition of tangible capital assets	(13,984,200)	(10,255,188)	(8,778,512)
Amortization of tangible capital assets	4,675,000	5,899,542	5,450,879
(Gains)/losses and other adjustments to tangible capital assets	-	(58,358)	1,022,292
Proceeds on sale of tangible capital assets	-	444,725	74,586
Developer tangible capital asset contribution	-	(9,601,154)	(4,087,948)
Change of control of SWTS surplus reduction (Note 7b)	-	-	(273,268)
	<u>(9,309,200)</u>	<u>(13,570,433)</u>	<u>(6,591,971)</u>
Acquisition of supplies inventories	-	(759,264)	(663,437)
Acquisition of prepaid expense	-	(783,939)	(921,956)
Consumption of supplies inventories	-	739,716	636,213
Use of prepaid expense	-	958,186	801,176
Change of control of SWTS inventory and prepaids (Note 7b)	-	-	26,133
	<u>-</u>	<u>154,699</u>	<u>(121,871)</u>
CHANGE IN NET FINANCIAL ASSETS	(8,994,300)	1,342,568	2,396,724
NET FINANCIAL ASSETS AT BEGINNING OF YEAR	<u>17,313,060</u>	<u>17,313,060</u>	<u>14,916,336</u>
NET FINANCIAL ASSETS AT END OF YEAR	<u>\$ 8,318,760</u>	<u>\$ 18,655,628</u>	<u>\$ 17,313,060</u>

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF CASH FLOW  
FOR THE YEAR ENDED DECEMBER 31, 2019**

**STATEMENT D**

	2019	2018
<b>CASH PROVIDED BY (APPLIED TO) FINANCING TRANSACTIONS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual Surplus	14,758,302	\$ 9,110,566
Changes in non-cash items		
Amortization	5,899,542	5,450,879
Change in receivables	1,390,743	(1,943,349)
Change in accounts payable	(1,596,131)	2,812,197
Change in trust and other deposits	(44,803)	2,158,389
Change in deferred revenue	1,334,230	888,079
Change in inventories	(19,543)	(16,279)
Change in prepaids	174,248	(105,593)
Net (gains)/losses and other adjustments to tangible capital assets	(58,358)	1,022,292
Developer Tangible Capital Asset Contribution	(9,601,154)	(4,087,948)
Actuarial adjustment	(480,011)	(441,747)
Change of control of SWTS cash flows (Note 7b)	-	(273,268)
	11,757,065	14,574,218
<b>CAPITAL TRANSACTIONS</b>		
Cash used to acquire tangible capital assets	(10,255,188)	(8,778,512)
Proceeds on sale of tangible capital assets	444,725	74,586
	(9,810,463)	(8,703,926)
<b>INVESTING TRANSACTIONS</b>		
Purchase of term deposits	2,195,617	3,278,473
	2,195,617	3,278,473
<b>FINANCING TRANSACTIONS</b>		
Repayment of long-term debt	(934,846)	(951,900)
	(934,846)	(951,900)
<b>INCREASE IN CASH ON HAND AND ON DEPOSIT</b>	<b>3,207,373</b>	<b>8,196,865</b>
<b>CASH ON HAND AND ON DEPOSIT AT BEGINNING OF YEAR</b>	<b>20,373,559</b>	<b>12,176,694</b>
<b>CASH ON HAND AND ON DEPOSIT AT END OF YEAR</b>	<b>\$ 23,580,932</b>	<b>\$ 20,373,559</b>
Interest paid on outstanding debt and included in annual surplus above	\$ 579,943	\$ 604,010

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2019**

**PAGE 1 OF 14**

The Corporation of the City of Courtenay was incorporated in 1915 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to the residents of the Municipality.

**1. SIGNIFICANT ACCOUNTING POLICIES**

(a) Basis of Presentation

It is the policy of the City to follow Canadian public sector accounting standards and to apply such principles consistently. The consolidated financial statements include the operations of General, Water Utility, Sewer, Capital, and Reserve Funds. Transactions between these funds have been eliminated on consolidation. The consolidated financial statements have been prepared using guidelines issued by the Public Sector Accounting Board of CPA Canada. The financial resources and operations of the City have been consolidated for financial statement purposes and include the accounts of all of the funds and equity in tangible capital assets of the City. As part of the supplementary information, the resources and operation of the City are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

(b) Revenue and Expense Recognition

Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.

Amortization is based on the estimated useful lives of tangible capital assets.

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received from non-government sources in advance of services being rendered are recorded as deferred revenue until the City discharges the obligations that led to the collection of funds. Following are the types of revenue received and a description of their recognition:

Taxes for Municipal Purposes are recognized in the year levied.

Sale of Services are recognized in the year that the service is provided or the amount is earned, provided the amount can be estimated and collection is reasonably assured.

Revenues from own sources are recognized in the period in which the transactions or events that gave rise to the revenue occur or are earned, provided the amount can be estimated and collection is reasonably assured.

The City recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the City recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

Contributions are recorded when the event giving rise to the contribution occurs.

DCC Revenue is recorded in the year that it is used to fund a capital project and has been authorized by bylaw.

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2019**

**PAGE 2 OF 14**

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

Investment income, taxation penalties, and actuarial earnings are recorded in the year they are earned.

(c) **Accrued Payroll Benefits**

Earned but unpaid vacation is fully accrued and recorded in the consolidated financial statements.

Post employment benefits are accrued and recorded in the consolidated financial statements. This amount is provided by an Actuary that the City has engaged.

(d) **Use of Estimates**

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Accounts Receivable are stated after evaluation of their collectability. Post employment benefits are calculated by an Actuary. Amortization is based on the estimated useful lives of tangible capital assets. These estimates and assumptions are reviewed periodically and as adjustments become necessary they are reported in earnings in the periods in which they become known. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the City of Courtenay is responsible for.

(e) **Non-financial assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(f) **Inventories**

Inventories are valued at the lower of cost and replacement cost.

**THE CORPORATION OF THE CITY OF COURTENAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2019**

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

(g) Tangible Capital Assets

Tangible capital assets are recorded at cost, net of capital asset disposals, write-downs and amortization. Tangible capital asset expenditures exceeding the following thresholds per major category are capitalized. The average useful life is applied straight line to calculate amortization.

Major Asset Category	Threshold	Average Useful Life
Land	\$1	Indefinite
Land Improvements	\$10,000	Varies from 10 to 40 years
Building	\$10,000	Varies from 25 to 60 years
Vehicles, Machinery/Equipment	\$5,000 to \$10,000	Varies from 5 to 25 years
Engineering Structures		
Roads	\$5,000 to \$50,000	Varies from 10 to 60 years
Water	\$5,000 to \$10,000	Varies from 8 to 80 years
Sewer	\$10,000	Varies from 8 to 60 years
Other – Includes Storm	\$10,000	Varies from 25 to 75 years
Other Tangible Capital Assets (includes IT software)	\$5,000	5 years

Carrying costs directly attributable to the acquisition, construction or development activity, excluding interest costs, are capitalized to the point in time the asset is substantially complete and ready for use. Contributed tangible capital assets are recorded at their fair value on the date of contribution. Assets under construction are not amortized until the asset is in use.

(h) Financial Instruments

Financial Instruments consist of cash on hand and on deposit, term deposits, receivables, accounts payable, trusts and other deposits, and long-term debt. It is management’s opinion that the Municipality is not exposed to significant interest, currency, exchange, or credit risk arising from these financial instruments.

(i) Debt Charges

Interest payments are charged against current fund balances in the period they become payable and have been accrued to December 31, 2019. Actuarial adjustments are offset against interest charged. Principal payments are applied directly to loan balances in the period they accrue.

**THE CORPORATION OF THE CITY OF COURTENAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2019**

**PAGE 4 OF 14**

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

(j) Receivables

Following is a breakdown of receivables outstanding at December 31, 2019 with 2018 comparatives:

	<u>2019</u>	<u>2018</u>
Federal Government	\$ 60,462	\$ 251,016
Provincial Government	655,431	2,802,609
Regional and other Local Governments	266,936	189,455
Property Taxes	1,190,930	860,963
Other	<u>1,338,980</u>	<u>799,439</u>
Total Receivables	<u>\$ 3,512,739</u>	<u>\$ 4,903,482</u>

(k) Accounts Payable

Following is a breakdown of accounts payable and accrued liabilities outstanding at December 31, 2019 with 2018 comparatives:

	<u>2019</u>	<u>2018</u>
Federal Government	\$ 1,985,207	\$ 1,355,232
Provincial Government	227,672	85,303
Regional and other Local Governments	920,250	1,189,404
Employee Retirement Benefits (Note 10)	1,138,000	1,023,500
Trade and accrued liabilities	<u>3,996,567</u>	<u>6,210,388</u>
Total Accounts Payable	<u>\$ 8,267,696</u>	<u>\$ 9,863,827</u>

(l) Liability for Contaminated Sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when; contamination exceeding an environmental standard exists, the City of Courtenay is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2019.

At each financial reporting date, the City of Courtenay reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period when revisions are made. The City of Courtenay continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

**THE CORPORATION OF THE CITY OF COURTENAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2019**

**2. CONTINGENT LIABILITIES AND COMMITMENTS**

(a) Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Corporation of the City of Courtenay. Readers are referred to the Comox Valley Regional District 2019 Audited Financial Statements for specific information and detail.

(b) Principal repayments on long-term debt in each of the next five years are estimated as follows:

2020	\$	935,534
2021		885,800
2022		810,918
2023		733,004
2024		710,918
	\$	4,076,174

(c) The Municipality is obligated to collect and transmit the tax levies of the following bodies:

- Provincial Government – Schools
- Comox Valley Regional District
- Comox-Strathcona Regional Hospital District
- Municipal Finance Authority
- British Columbia Assessment Authority
- Vancouver Island Regional Library
- Downtown Courtenay Business Improvement Area

These levies are not included in the revenues of the Municipality.

(d) As at December 31, 2019, there existed outstanding claims against the City. These claims have been referred to legal counsel and to the City’s liability insurers. It is not possible to determine the City’s potential liability, if any, with respect to these matters. Management has determined that any potential liabilities arising from these outstanding claims are not significant.

**THE CORPORATION OF THE CITY OF COURTENAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2019**

**PAGE 6 OF 14**

**3. PENSION LIABILITY**

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2.866 billion funding surplus for basic pension benefits on a going concern basis.

The City of Courtenay paid \$1,138,310 (2018 - \$1,042,964) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

**4. HOST FINANCIAL ASSISTANCE AGREEMENT**

The City of Courtenay is a host community for a casino gaming facility operated under agreement with the British Columbia Lottery Corporation. The City receives a percentage of the net gaming income generated by the Chances Courtenay Gaming Centre to be used for public benefit through a quarterly unrestricted transfer from the Province of British Columbia.

**THE CORPORATION OF THE CITY OF COURTENAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2019**

**5. FEDERAL GAS TAX AGREEMENT FUNDS**

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

The City of Courtenay received the first contribution of Gas Tax funding in 2005 and reports the balance in a General Fund Reserve – New Works Community Gas Tax Funds (Schedule 2) until it is used to fund the specified projects outlined in the funding agreement. Interest is accrued and allocated monthly to the balance.

Following is a schedule of Gas Tax receipts and disbursements received in 2019 with comparatives to 2018.

	2019	2018
Opening Balance of Unspent Funds	\$ 1,954,704	\$ 3,517,375
Additions:		
Amounts Received During the Year	2,252,626	1,119,960
Interest Earned	44,193	48,701
Deductions:		
Amount Spent on Projects	(1,454,924)	(2,731,332)
Closing Balance of Unspent Funds	\$ 2,796,599	\$ 1,954,704

**THE CORPORATION OF THE CITY OF COURTENAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2019**

PAGE 8 OF 14

**6. DEFERRED REVENUE - DEVELOPMENT COST CHARGES**

In order to conform with the Public Sector Accounting Standards of CPA Canada, the unspent development cost charges have been recorded as a liability. Following is a breakdown of cash increases and decreases for the General, Water, and Sewer development costs charge reserves for 2019 and 2018.

	2019				
	General Reserve DCC BL #2840	Water Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #1638	2019 Total
<b>Balance Forward</b>	\$ 5,115,312	\$ 489,706	\$ 619,834	\$ 34,254	\$ 6,259,106
<b>Increases</b>					
Interest	94,671	8,629	13,943	569	117,813
Other Contributions	1,104,938	118,567	360,427		1,583,932
	1,199,609	127,196	374,370	569	1,701,744
<b>Decreases</b>					
Revenue Recognized to Fund Capital Projects	(281,411)		(112,700)	-	(394,111)
Reclassifications, redemptions, refunds	(184,954)	(240,466)	(3,060)	-	(428,479)
	(466,365)	(240,466)	(115,760)	-	(822,590)
<b>Ending Balance Deferred Revenue - DCC</b>	<u>\$ 5,848,556</u>	<u>\$ 376,436</u>	<u>\$ 878,444</u>	<u>\$ 34,823</u>	<u>\$ 7,138,260</u>
	2018				
	General Reserve DCC BL #2840	Water Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #1638	2018 Total
<b>Balance Forward</b>	\$ 4,314,899	\$ 594,553	\$ 602,938	\$ 33,806	\$ 5,546,196
<b>Increases</b>					
Interest	64,900	8,485	9,834	448	83,667
Other Contributions	982,379	45,968	144,369		1,172,715
	1,047,279	54,453	154,203	448	1,256,383
<b>Decreases</b>					
Revenue Recognized to Fund Capital Projects	(246,866)	(159,300)	(137,307)	-	(543,473)
Reclassifications, redemptions, refunds	(246,866)	(159,300)	(137,307)	-	(543,473)
<b>Ending Balance Deferred Revenue - DCC</b>	<u>\$ 5,115,312</u>	<u>\$ 489,706</u>	<u>\$ 619,834</u>	<u>\$ 34,254</u>	<u>\$ 6,259,106</u>

**THE CORPORATION OF THE CITY OF COURTENAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2019**

**7. TRUST AND ENDOWMENT FUNDS**

- (a) The Cemetery Perpetual Care Fund has been assigned to the City to be administered as directed by statute. The City holds the assets for the benefit of, and stands in fiduciary relationship to, the beneficiary. Following is a summary of the financial position and activities for 2019 and 2018, which has been excluded from the City's consolidated financial statements.

CEMETERY PERPETUAL CARE FUND FINANCIAL POSITION	2019	2018	CEMETERY PERPETUAL CARE FUND FINANCIAL ACTIVITIES	2019	2018
<b>Financial Assets</b>			<b>Revenue</b>		
Cash on Hand	\$ 114,331	\$ 101,292	Fees Levied	\$ 16,331	\$ 14,299
Investments - MFA	<u>246,720</u>	<u>242,228</u>	Interest Revenue	<u>6,910</u>	<u>5,711</u>
<b>Liabilities</b>			<b>Expenditure</b>		
Interest Payable to City	<u>6,910</u>	<u>5,711</u>	Interest Expense	<u>6,910</u>	<u>5,711</u>
<b>Net Financial Position</b>	<u>\$ 354,141</u>	<u>\$ 337,809</u>	<b>Excess Revenue over Expenditure</b>	<u>\$ 16,331</u>	<u>\$ 14,299</u>

- (b) Effective June 30, 2018, the Sid Williams Theatre Society (SWTS) updated its constitution and bylaws to conform with the new BC Societies Act. The new bylaws remove the City's control (as defined by Canadian Public Sector Accounting Standards) therefore the City has removed the balances and transactions of the Society from these financial statements as of June 30, 2018.

**8. DEFERRED REVENUE – OTHER**

Other Deferred Revenue recorded in the Liability section of the City's Consolidated Financial Statements consists of the revenues related to business license revenue levied and to be recognized in future years, Government transfers received prior to revenue recognition criteria being met. Following is a breakdown of the change in this balance for 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Opening Balance	\$ 2,396,837	\$ 2,221,668
Additions to Deferred Revenue	2,016,817	1,561,741
Revenue Recognized	(1,561,741)	(1,386,572)
<b>Ending Balance Deferred Revenue Other</b>	<u>\$ 2,851,913</u>	<u>\$ 2,396,837</u>

**THE CORPORATION OF THE CITY OF COURTENAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2019**

**9. MFA DEBT RESERVE FUNDS**

The City secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. These funds are not reported in the financial statements as they are eliminated upon consolidation. As at December 31, 2019 the City had debt reserve funds of \$342,394 (\$334,600 in 2018).

**10. EMPLOYEE RETIREMENT BENEFIT LIABILITY**

Employees with 10 years of continuous service retiring under the terms of the Municipal Superannuation Act are entitled to a payout of up to 72 days of their accumulated unused sick leave bank and up to a maximum of 8 additional severance days for each year of service in which the employee used no sick leave. Additionally, upon death of the employee, the bank, up to a maximum of 72 days, will be payable to the employee's life benefit beneficiary. The value of this liability is calculated by an Actuary engaged by the City and reflects the likelihood that all eligible City employees will become entitled to this benefit. Actuarial valuation assumptions for 2019 were based on an interest (discount) rate of 2.60% per annum (2018 - 3.20%) and an inflation rate of 2.5% for both 2019 and 2018. The total estimated employee retirement benefit liability at December 31, 2019 is \$1,138,000 (\$1,023,500 in 2018) and is included in the accounts payable balance on Statement A. Following is a breakdown of the benefit liability:

	2019	2018
Accrued benefit liability at beginning of year	\$ 1,023,500	\$ 944,400
Expense	145,200	144,445
Benefit Payments	(30,700)	(65,345)
Accrued benefit liability at end of year	\$ 1,138,000	\$ 1,023,500

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2019**

PAGE 11 OF 14

**11. CONSOLIDATED SEGMENT DISCLOSURE BY SERVICE**

The City of Courtenay Consolidated Financial Statements includes the financial activities of various services made available to the community. Following is a description of the types of services included in each of the main service segments of the City's financial statements. A detailed summary of the 2019 revenues and expenses with 2018 comparatives for each segment can be found in Schedule 1 of the accompanying financial statements.

**General Government Services**

Provide services related to general corporate and legislative administration as well as human resources, information technology, financial management, and revenues received from the Province related to gaming.

**Protective Services**

Includes services related to providing fire protection, bylaw enforcement, and building inspection to the City, as well as the City's share of expenses related to providing police protection to the Comox Valley.

**Transportation Services**

Includes the delivery of municipal public works services related to planning, development and maintenance of roadway systems, street lighting, and other public works and engineering related services.

**Environmental Health Services**

Includes services related to the collection of garbage, recycling, and yard waste, as well as environmental testing and monitoring.

**Public Health and Welfare Services**

Includes cemetery services.

**Environmental Development Services**

Includes services related to planning, zoning, sustainability, and hotel taxes, as well as actions relating to homelessness.

**Recreational and Cultural Services**

Provides recreation and leisure services to the community and includes parks and facilities that allow for fitness, aquatic, cultural, and other activities for the public to enjoy.

**Water Utility Services**

Provides for the delivery of water to users and includes the planning, development and maintenance of the City's water infrastructure.

**Sewer Utility Services**

Provides for the delivery of sewerage removal and includes the planning, development and maintenance of the City's sewer infrastructure.

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2019**

**PAGE 12 OF 14**

**12. TANGIBLE CAPITAL ASSET DETAILS**

(See Schedule 3 for further details)

Contributed capital assets received and recognized in the year from developers, for various infrastructure works and related land and parks, and recorded in the consolidated financial statements in 2019 is \$9,601,154 (\$4,087,948 in 2018).

Tangible capital assets include land under the City's roads, recorded at a nominal amount.

Art and historic treasures are displayed at various city facilities and consist of paintings, historical photographs, sculptures, carvings, and other cultural artefacts. These items have not been included in tangible capital assets due to the inability of estimating future benefits associated with such property.

**THE CORPORATION OF THE CITY OF COURTENAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2019**

**13. RESTATEMENT OF 2019 BUDGET**

The budget amounts presented throughout these consolidated financial statements are based upon the Five Year Financial Plan approved by Council on May 6, 2019 except in regard to budget amounts for amortization, tangible capital assets, and the use of debt, reserves and prior year surpluses.

The summary below shows the adjustments to the May 6, 2019 budget approved by Council and reflected in these consolidated financial statements:

**Adjustments to 2019 Budgeted Annual Surplus**

<b>Budgeted Surplus per Council approved Budget</b>	<b>\$</b>	<b>-</b>
Purchase of Capital Assets		13,984,200
Amortization Budgeted		(4,675,000)
Transfer from Reserves		(9,765,600)
Transfer to Reserves		3,568,600
Use of Prior Year Surplus		(3,736,200)
Debt principle repayments in Financial Plan		938,900
<b>Budgeted Surplus per Consolidated Statement of Operations</b>	<b>\$</b>	<b>314,900</b>

**THE CORPORATION OF THE CITY OF COURTENAY  
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2019**

**14. CONTRACTUAL RIGHTS**

Following is the breakdown of the contractual rights at December 31, 2019:

<b>Contractual Right with</b>	<b>Description of Contractual Right</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Total</b>
Courtenay Fire Protection District	Courtenay Fire Protection	419,733	428,128	436,690	445,424	454,332	\$ 2,184,307
Comox Valley Regional District	Greater Merville Fire Protection	249,605	254,597	259,689	264,883	270,181	\$ 1,298,955

**15. SUBSEQUENT EVENT**

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on municipalities through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, municipality operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the City of Courtenay as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE  
YEAR ENDED DECEMBER 31, 2019  
(Audited)

SCHEDULE 1  
(Note 11)  
Page 1 of 2

	General Government Services		Protective Services		Transportation Services		Environmental Health Services		Public Health and Welfare Services	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
<b>REVENUE</b>										
Taxation	24,761,750	23,742,557	-	-	-	-	-	-	-	-
Sales of Services	-	-	845,895	880,487	-	-	3,437,934	3,385,701	-	-
Revenue from Own Sources	-	-	1,006,190	969,042	146,581	97,016	-	-	-	-
Government Transfers	1,442,553	1,311,012	19,700	19,200	2,285,588	4,105,692	-	-	178,200	79,604
Transfer from Other Funds	-	-	-	-	-	-	-	-	-	-
Other Revenue	83,439	81,430	-	-	134,623	121,061	-	-	162,720	138,828
Other Contributions	1,000	-	-	-	9,371,824	2,824,512	-	-	-	-
Interest Earned	1,208,264	919,980	25,106	14,898	91,493	92,925	-	-	-	-
Gain on sale of TCA	445	900	-	300	368,856	17,737	-	-	-	-
<b>Total Revenues</b>	<b>27,497,451</b>	<b>26,055,879</b>	<b>1,896,891</b>	<b>1,883,927</b>	<b>12,398,965</b>	<b>7,258,943</b>	<b>3,437,934</b>	<b>3,385,701</b>	<b>340,920</b>	<b>218,432</b>
<b>EXPENSES</b>										
Salaries and Benefits	3,998,399	3,862,230	2,328,039	2,028,793	2,872,417	2,470,821	76,722	66,410	231,953	250,400
Goods and Services	1,341,527	1,212,412	6,740,553	6,482,558	2,515,574	2,431,965	3,242,629	3,126,043	100,244	85,777
Amortization Expense	310,475	303,689	340,679	352,734	3,063,889	2,816,126	345,952	319,600	34,811	30,929
Debt Servicing	(17,523)	(41,366)	(3,348)	(433)	87,422	146,989	-	-	-	-
Other Expenditures	305,201	246,982	6,810	1,477	296	1,019	26,050	152,200	-	-
Loss on Disposal of TCA	-	827,018	-	28,612	64,900	196,034	-	336	-	-
<b>Total Expenses</b>	<b>5,938,079</b>	<b>6,410,965</b>	<b>9,412,733</b>	<b>8,893,741</b>	<b>8,604,498</b>	<b>8,062,954</b>	<b>3,691,353</b>	<b>3,664,589</b>	<b>367,008</b>	<b>367,106</b>
<b>ANNUAL SURPLUS</b>	<b>\$ 21,559,372</b>	<b>\$ 19,644,914</b>	<b>\$ (7,515,842)</b>	<b>\$ (7,009,814)</b>	<b>\$ 3,794,467</b>	<b>\$ (804,011)</b>	<b>\$ (253,419)</b>	<b>\$ (278,888)</b>	<b>\$ (26,088)</b>	<b>\$ (148,674)</b>

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE  
YEAR ENDED DECEMBER 31, 2019  
(Audited)**

SCHEDULE 1  
(Note 11)  
Page 2 of 2

	Environmental Development Services		Recreational and Cultural Services		Water Utility Services		Sewer Utility Services		Consolidated	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
<b>REVENUE</b>										
Taxation	-	-	-	-	1,175,166	1,164,158	2,031,036	1,998,334	27,967,952	26,905,048
Sales of Services	-	-	-	-	7,043,027	6,505,181	5,267,571	4,865,289	16,594,427	15,636,658
Revenue from Own Sources	607,291	561,481	2,003,554	2,048,292	369,231	255,072	61,893	26,551	4,194,740	3,957,453
Government Transfers	52,797	52,621	124,665	129,310	10,000	99,129	-	18,140	4,113,503	5,814,708
Transfer from Other Funds	-	-	-	-	-	-	-	-	-	-
Other Revenue	-	137,759	-	20,000	-	-	-	-	380,782	499,078
Other Contributions	116,608	223,889	112,063	354,501	1,205,524	566,455	1,111,340	732,514	11,918,359	4,701,871
Interest Earned	18,959	13,053	20,503	14,317	49,549	42,445	71,779	51,750	1,485,653	1,149,368
Gain on sale of TCA	-	-	1,189	15,413	-	-	-	-	370,490	34,350
<b>Total Revenues</b>	<b>795,655</b>	<b>988,803</b>	<b>2,261,974</b>	<b>2,581,833</b>	<b>9,852,497</b>	<b>8,632,440</b>	<b>8,543,619</b>	<b>7,692,578</b>	<b>67,025,906</b>	<b>58,698,534</b>
<b>EXPENSES</b>										
Salaries and Benefits	1,040,755	899,836	5,206,229	4,921,832	989,438	972,987	583,588	511,384	17,327,540	15,984,693
Goods and Services	237,863	314,705	3,236,955	2,954,328	5,490,460	5,049,174	731,676	591,012	23,637,481	22,247,974
Amortization Expense	2,533	2,533	973,555	898,864	478,666	427,823	348,982	298,581	5,899,542	5,450,879
Debt Servicing	-	-	30,617	50,444	(1,399)	(369)	4,167	6,998	99,936	162,263
Other Expenditures	192,787	70,255	314,338	322,655	-	-	4,145,491	3,890,928	4,990,973	4,685,516
Loss on Disposal of TCA	-	-	146	1,490	2,636	2,585	244,450	568	312,132	1,056,643
<b>Total Expenses</b>	<b>1,473,938</b>	<b>1,287,329</b>	<b>9,761,840</b>	<b>9,149,613</b>	<b>6,959,801</b>	<b>6,452,200</b>	<b>6,058,354</b>	<b>5,299,471</b>	<b>52,267,604</b>	<b>49,587,968</b>
<b>ANNUAL SURPLUS</b>	<b>\$ (678,283)</b>	<b>\$ (298,526)</b>	<b>\$ (7,499,866)</b>	<b>\$ (6,567,780)</b>	<b>\$ 2,892,696</b>	<b>\$ 2,180,240</b>	<b>\$ 2,485,265</b>	<b>\$ 2,393,107</b>	<b>\$ 14,758,302</b>	<b>\$ 9,110,566</b>

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2019  
(Audited)**

SCHEDULE 3

	Land	Land Improvements	Buildings	Equipment/ Furniture/ Vehicles	Engineering Structures				Other Tangible Capital Assets	Total	2018
					Roads	Water	Sewer	Other			
<b>COST</b>											
Opening Balance Construction-in-progress (CIP)	-	60,411	493,570	18,093	3,688,835	1,490,291	284,462	133,789	28,242	\$ 6,197,693	1,358,665
Add: Construction-in-progress (CIP)	-	100,566	418,677	25,737	454,655	47,567	172,880	199,439	51,448	1,470,968	5,116,804
Less: Transfers into Service	-	(13,222)	(125,907)	(38,335)	(3,276,880)	(1,482,567)	(73,245)	(174,457)		(5,184,613)	(277,776)
Less: Writedowns & Reallocations	-	(47,189)	9,726	20,242	(138,784)		37,464	146,783	(28,242)	0	-
Closing Balance Construction-in-progress	-	100,566	796,066	25,737	727,826	55,291	421,561	305,554	51,448	2,484,048	6,197,693
Opening Balance Tangible Capital Assets	22,029,129	7,170,786	31,626,276	18,605,276	94,623,803	21,770,590	11,686,385	22,986,681	1,092,975	231,591,901	225,162,223
Add: Additions (including Transfers into Service)	1,108,516	421,408	808,529	1,357,868	9,774,293	4,587,540	2,487,788	3,022,439	-	23,568,382	8,027,432
Less: Disposals	(222)	(26,500)		(826,718)	(329,543)	(17,187)	(265,000)	(1,194)		(1,466,363)	(1,597,754)
Closing Balance Tangible Capital Assets and CIP	23,137,423	7,666,260	32,700,349	19,697,885	104,783,306	26,288,334	14,287,081	26,478,106	1,139,223	256,177,967	237,789,594
<b>ACCUMULATED AMORTIZATION</b>											
Opening Balance	-	3,063,018	11,970,167	11,014,688	47,135,502	7,150,432	2,092,481	8,703,029	782,136	91,911,453	86,961,449
Add: Amortization	-	275,755	732,739	975,326	2,449,470	445,254	232,959	691,711	96,329	5,899,542	5,450,879
Less: Reallocations	-		(66,147)	109,715	(226,796)	3,850		226,796	(47,418)	-	-
Less: Accum Amortization on Disposals	-	(26,500)		(750,259)	(268,554)	(14,550)	(20,550)	(1,194)		(1,081,607)	(500,874)
	-	3,312,273	12,636,759	11,349,470	49,089,621	7,584,985	2,304,890	9,620,342	831,047	96,729,388	91,911,454
<b>Net Book Value for year ended December 31, 2019</b>	<b>\$ 23,137,423</b>	<b>\$ 4,353,987</b>	<b>\$ 20,063,590</b>	<b>\$ 8,348,415</b>	<b>\$ 55,693,685</b>	<b>\$ 18,703,349</b>	<b>\$ 11,982,191</b>	<b>\$ 16,857,764</b>	<b>\$ 308,176</b>	<b>\$ 159,448,579</b>	<b>\$ 145,878,140</b>

**THE CORPORATION OF THE CITY OF COURTENAY**  
**CONSOLIDATED SCHEDULE OF DEBENTURE AND OTHER LONG-TERM DEBT**  
**YEAR ENDED DECEMBER 31, 2019**  
**(Audited)**

**SCHEDULE 4**

<u>Bylaw Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Principal Outstanding Dec 31/18</u>	<u>Current Year Borrowing</u>	<u>Actuarial Adjustment/ Princ. Reduction</u>	<u>Principal Outstanding Dec 31/19</u>
<b>General Capital Fund</b>						
Debenture Debt						
2171	2021	1.75	546,301	-	173,291	373,010
2227	2023	2.90	183,184	-	33,821	149,363
2304	2029	2.85	589,360	-	41,484	547,876
2227	2020	1.55	27,142	-	13,305	13,837
2354	2025	5.10	204,221	-	27,017	177,204
2355	2030	1.55	420,530	-	27,987	392,543
2356	2020	1.55	144,192	-	70,683	73,509
2425	2026	1.75	356,693	-	38,711	317,982
2453	2026	1.75	708,185	-	76,858	631,327
2458	2022	2.25	514,201	-	121,089	393,112
2539	2023	2.25	1,485,173	-	223,907	1,261,266
2538	2025	4.50	323,899	-	41,009	282,890
2680	2027	2.90	2,808,716	-	265,404	2,543,312
2681	2027	2.90	1,043,237	-	98,578	944,659
<b>TOTAL GENERAL CAPITAL FUND</b>			<b>9,355,034</b>	<b>-</b>	<b>1,253,144</b>	<b>8,101,890</b>
<b>Water Capital Fund</b>						
Debenture Debt						
2424	2026	1.75	297,244	-	32,259	264,985
<b>TOTAL WATER CAPITAL FUND</b>			<b>297,244</b>	<b>-</b>	<b>32,259</b>	<b>264,985</b>
<b>Sewer Capital Fund</b>						
Debenture Debt						
2305	2029	2.85	442,020	-	31,113	410,907
2353	2030	1.55	1,183,491	-	78,764	1,104,727
2423	2026	1.75	180,328	-	19,571	160,757
			<b>1,805,839</b>	<b>-</b>	<b>129,448</b>	<b>1,676,392</b>
<b>TOTAL ALL CAPITAL FUNDS</b>			<b>11,458,117</b>	<b>-</b>	<b>1,414,851</b>	<b>10,043,266</b>

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**2019 Report of Remuneration and Expenses of  
Elected Officials**

*Prepared under the Financial Information Regulation, Schedule 1, Section 6*

**Remuneration and Expense Payments**

<u>Elected Official</u>		<u>Remuneration</u>	<u>Expenses</u>
Cole-Hamilton, Will	Councillor	\$ 25,234	\$ 9,649
Frisch, David	Councillor	\$ 25,234	\$ 7,527
Hillian, Douglas A.	Councillor	\$ 25,234	\$ 4,401
McCollum, Melanie	Councillor	\$ 25,234	\$ 6,336
Morin, Wendy	Councillor	\$ 25,234	\$ 5,254
Theos, Manno	Councillor	\$ 25,934	\$ 5,829
Wells, Robert	Mayor	\$ 71,905	\$ 8,750
TOTALS		<u>\$ 224,015</u>	<u>\$ 47,746</u>

**Benefits**

Insurance Policy Coverage: Personal Accident Insurance, Mayor and Council

*AON Risk Solutions*

<i>Principal Sum:</i>	\$ 250,000
<i>Weekly Accident Indemnity:</i>	\$ 750
<i>Accidental Dental Reimbursement Benefit:</i>	\$ 5,000
<i>Accidental Medical Reimbursement Benefit:</i>	\$ 25,000

Total premium - all members \$ 336

**Section 107 Disclosure of Contracts with Council Members  
and Former Council Members**

No contracts

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information  
(as required under the Financial Information Act)  
Statement of Salaries, Wages and Expenses for the Year 2019**

<u>Employee</u>	<u>Position</u>	<u>Total Remuneration</u> <small>(Includes Taxable Benefits)</small>	<u>Expenses</u>
Aikens, D.	Roads 2	\$ 75,603	\$ -
Allen, D.	Chief Administrative Officer	\$ 185,842	\$ 10,204
Armstrong, R.	Manager of Asset Management	\$ 98,555	\$ 5,816
Bardonnex, D.	Fire Chief	\$ 115,747	\$ 7,751
Beatson, D.	Land Use Planner	\$ 76,234	\$ 704
Bell, M.	Parks Utility Supervisor	\$ 79,103	\$ 265
Berard, A.	Manager of Financial Planning, Payroll & Business Performance	\$ 93,648	\$ 2,273
Boguski, B.	Roads Foreman	\$ 84,228	\$ 2,056
Borecky, N.	Information Systems Manager	\$ 93,233	\$ 3,000
Brand, B.	Water Foreman	\$ 94,899	\$ 70
Buck, I.	Director of Development Services	\$ 130,626	\$ 2,148
Butler, L.	Manager of Engineering Strategy	\$ 100,651	\$ 3,305
Carmichael, S.	Turfgrass Supervisor	\$ 78,094	\$ 1,499
Carter, R.	Roads 1	\$ 75,026	\$ 82
Chan, J.	Manager of Business Administration	\$ 86,792	\$ 4,062
Coelho, N.	Roads 2	\$ 79,451	\$ -
Collins, K.	Manager of Recreation Programming	\$ 96,408	\$ -
Davidson, C.	Manager of Engineering Projects	\$ 76,693	\$ 1,994
Dojack, T.	Foreman - Civic Properties Maintenance	\$ 83,883	\$ 431
Donais, B.	Engineering Technologist	\$ 77,674	\$ 354
Doty, L.	Engineering Technologist	\$ 78,382	\$ 354
Eshpeter, M.	Building Inspector 3	\$ 77,016	\$ 707
Featherstone, B.	Equipment Operator	\$ 76,645	\$ -
Feucht, R.	Development Engineer	\$ 112,371	\$ 2,108
Fisher, K.	Wastewater Foreman	\$ 102,293	\$ 1,285
Fitzgerald, M.	Manager of Development Planning	\$ 75,554	\$ 95
Gothard, N.	Policy Planner	\$ 75,745	\$ 2,154
Grant, D.	Carpenter	\$ 78,890	\$ -
Guderjahn, B.	Manager of Purchasing	\$ 96,400	\$ 694
Guillo, A.	Manager of Communications	\$ 96,596	\$ 2,573
Henderson, D.	Deputy Fire Chief / Training Officer	\$ 102,151	\$ 271
Jernslet, E.	Manager of Civic Properties Maintenance	\$ 93,277	\$ 6,180
Johns, T.	Horticulture Supervisor	\$ 79,097	\$ -
Kearns, M.	Manager of Parks	\$ 97,599	\$ 2,492
Kellinghusen, J.	Equipment Operator	\$ 76,345	\$ 218
Kerr, C.	EVT / Fire Inspector & Volunteer Firefighter	\$ 93,773	\$ 1,843
Kitching, L.	Pay & Benefits Coordinator	\$ 75,770	\$ 3,980
Knapman, P.	Occupational Health & Safety Coordinator	\$ 88,520	\$ 3,808
Kushner, T.	Director of Public Works / Assistant CAO	\$ 148,904	\$ 7,416
Lamb, G.	Fire Inspector & Volunteer Firefighter	\$ 100,248	\$ 819
Law, C.	Engineering Technologist	\$ 77,383	\$ 157
Love, D.	Senior Advisor - Strategic Initiatives	\$ 120,750	\$ 3,670
MacDonald, K.	Deputy Fire Chief	\$ 103,324	\$ 4,601
McBryan, M.	Utilities Maintenance - Water 2	\$ 76,021	\$ 70
Millar, C.	Manager of Recreation Facilities Operations	\$ 95,958	\$ -
Moore, B.	Shop Foreman	\$ 88,737	\$ 279

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information  
(as required under the Financial Information Act)  
Statement of Salaries, Wages and Expenses for the Year 2019**

<u>Employee</u>	<u>Position</u>	<u>Total Remuneration</u> (Includes Taxable Benefits)	<u>Expenses</u>
Mousseau, C.	Engineering Technologist	\$ 77,233	\$ 3,773
Nelson, J.	Director of Financial Services	\$ 124,201	\$ 3,802
O'Grady, R.	Director of Engineering Services	\$ 130,162	\$ 7,025
Park, N.	Programmer Analyst	\$ 79,921	\$ 2,830
Pitcher, A.	Engineering Technologist	\$ 76,437	\$ 852
Reid, R.	Manager of Human Resources	\$ 85,872	\$ 440
Rose, L.	Utilities Construction Foreman	\$ 99,025	\$ 3,142
Salmon, D.	Network Coordinator	\$ 86,498	\$ 1,755
Schleppe, S.	Utilities Maintenance - Water 2	\$ 88,930	\$ 179
Setta, T.	Planning	\$ 97,409	\$ 3,660
Shaw, D.	Public Works Inspector	\$ 81,975	\$ 1,498
Shaw, K.	Manager of Transportation & Utilities - Public Works	\$ 122,836	\$ 8,778
Snider, D.	Director of Recreation & Cultural Services	\$ 129,430	\$ 5,153
Sorichta, W.	Manager of Corporate Services Administration	\$ 96,830	\$ 1,222
Strachan, D.	Roads Maintenance Foreman	\$ 100,283	\$ -
Sweeney, T.	Manager of Building & Administrative Services	\$ 95,416	\$ 150
Thompson, C.	Asset Management Technician	\$ 76,644	\$ 3,792
Tillapaugh, S.	Arborist Supervisor	\$ 78,708	\$ 444
Ward, J.	Director of Legislative Services / Deputy CAO	\$ 144,827	\$ 495
Welsh, J.	Fire Inspector & Volunteer Firefighter	\$ 91,577	\$ 632
Wood, I.	Mechanic	\$ 83,658	\$ -
Wyka, R.	Manager of Finance	\$ 94,397	\$ 3,937
Total for employees where remuneration is > \$75,000		\$ 6,412,404	\$ 145,343
Consolidated total for employees where remuneration < \$75,000		\$ 7,426,726	\$ 53,310
Elected Officials, direct payments		\$ 224,011	\$ 47,746
<b>TOTALS</b>		<b>\$ 14,063,140</b>	<b>\$ 246,399</b>

Statement of Severance Agreements

There were two severance agreements under which payment commenced between the City of Courtenay and its unionized and non-unionized employees during the fiscal year 2019.

These agreements represent from 4.5 to 7 months of compensation.

*Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7)*

# THE CORPORATION OF THE CITY OF COURTENAY

## Statement of Individual Vendors Paid (as required under the Financial Information Act) For the Year Ended December 31, 2019

*Prepared under the Financial Information Regulation, Schedule 1, Section 7*

<b>Vendor Name</b>	<b>Amount Paid YTD 2019</b>
7 STORY CIRCUS	\$58,558
ABOVE & BEYOND TREE SERVICE	\$32,563
ACME SUPPLIES LTD	\$42,486
ACS COMPUTER SOLUTIONS	\$91,968
ACTIVE NETWORK	\$42,212
ANDREW SHERET LTD	\$225,169
AON REED STENHOUSE INC	\$226,867
APLIN & MARTIN CONSULTANTS LTD.	\$78,478
AR MOWER & SUPPLY LTD	\$43,378
ASSOCIATED ENGINEERING (B.C.) LTD.	\$94,530
ASSOCIATED FIRE & SAFETY	\$28,221
BC ASSESSMENT AUTHORITY	\$300,315
BC HYDRO	\$994,755
BC LIFE AND CASUALTY COMPANY	\$169,874
BEE CLEAN BUILDING MAINTENANCE	\$30,123
BLACK PRESS GROUP	\$60,686
BUMPER TO BUMPER	\$54,489
CENTRAL BUILDERS' SUPPLY LTD	\$49,595
CENTRAL SQUARE TECHNOLOGIES	\$130,777
CINDERELLA'S CLEANING SERVICES LTD.	\$51,496
COMMISSIONAIRES	\$374,643
COMOX VALLEY BOBCAT & EXC LTD	\$81,398
COMOX VALLEY MARTIAL ARTS & FITNESS	\$40,661
COMOX VALLEY REGIONAL DISTRICT	\$17,942,203
COPCAN CIVIL LIMITED	\$481,185
COURTENAY & DISTRICT MUSEUM	\$133,815
COURTENAY DOWNTOWN BUSINESS ASSOC	\$60,000
CUMBERLAND READY MIX LTD	\$42,644
CUMBERLAND SAND & GRAVEL LTD	\$25,869
CUPE LOCAL 556	\$143,672
D.K.I SERVICES LTD.	\$109,695
DAMS FORD LINCOLN SALES LTD	\$158,010
DEKRA-LITE	\$29,230
DIALOG BC ARCHITECTURE ENGINEERING INTERIOR DESIGN PLANNING INC.	\$92,366
DIGITAL BOUNDARY GROUP	\$34,231
DILLON CONSULTING LTD.	\$28,663
E B HORSMAN & SON	\$53,226
EDGETT EXCAVATING	\$1,250,705
EMTERRA ENVIRONMENTAL	\$1,687,125
ENLIGHTENING ENTERPRISES LTD	\$25,207
ESC AUTOMATION	\$395,012
ESRI CANADA	\$48,554
FINELINE ROAD MARKING	\$202,633
FOOTPRINTS SECURITY PATROL INC.	\$32,192
FORTIS BC - NATURAL GAS	\$73,650
GEOADVICE ENGINEERING INC	\$186,587
GROW TREE CARE	\$35,107
GUILLEVIN INTERNATIONAL INC	\$93,566
HABITAT SYSTEMS INCORPORATED	\$97,768

# THE CORPORATION OF THE CITY OF COURTENAY

## Statement of Individual Vendors Paid (as required under the Financial Information Act) For the Year Ended December 31, 2019

*Prepared under the Financial Information Regulation, Schedule 1, Section 7*

<b>Vendor Name</b>	<b>Amount Paid YTD 2019</b>
HEALTH SOURCE PLUS	\$86,582
HYLAND PRECAST INC	\$27,598
ICONIX WATERWORKS LTD PARTNERSHIP	\$105,108
IMPERIAL WELDING LTD	\$28,170
INFINITE ROAD MARKING LTD.	\$94,115
INNOVYZE INC	\$50,159
INTERNATIONAL WEB EXPRESS INC.	\$34,159
INTERPROVINCIAL TRAFFIC SERVICES LTD.	\$59,676
J WATERS ELECTRIC LTD	\$87,843
JOMA Environmental Ltd	\$47,481
JSF TECHNOLOGIES INC	\$41,950
KENDRICK EQUIPMENT	\$412,662
KMI COLUMBARIA	\$61,381
KNAPPETT INDUSTRIES (2006) LTD	\$497,451
LEIGHTON CONTRACTING (2009) LTD	\$498,688
LIDSTONE & COMPANY	\$128,284
LIME DESIGN INC.	\$46,200
MACDONALD HAGARTY ARCHITECTS LTD	\$41,984
MAINROAD MAINTENANCE PRODUCTS LP	\$38,319
MASTERCRAFT FLOORING LTD.	\$87,010
MCELHANNEY LTD	\$246,849
MEDICAL SERVICES PLAN	\$96,750
METRO MOTORS LTD	\$145,852
MEYERS NORRIS PENNY LLP	\$54,162
MICROSOFT LICENSING GP	\$47,967
MINISTER OF FINANCE	\$4,372,734
MONK OFFICE SUPPLY LTD	\$79,828
MUNICIPAL INSURANCE ASSOCIATION OF BC	\$197,766
MUNICIPAL PENSION FUND	\$151,577
MYRA SYSTEMS CORP.	\$83,615
NELSON ROOFING AND SHEET METAL LTD	\$302,511
NORTHLAND NISSAN LTD.	\$30,532
OUTLOOK ENGINEERING AND LANDSCAPE ARCHITECTURE	\$45,501
PACIFIC AIR MECHANICAL	\$281,340
PACIFIC BLUE CROSS	\$524,204
PARKLAND REFINING (BC) LTD	\$67,145
PBX ENGINEERING LTD.	\$71,504
PILON TOOL RENTALS (1972) LTD	\$96,712
PIPE-EYE VIDEO INSPECTIONS & SERVICES LTD.	\$50,972
PLANET CLEAN COURTENAY	\$36,826
POSTAGE-ON-CALL	\$27,000
PRECISION TREE SERVICES LTD.	\$76,184
R HENN & ASSOCIATES	\$27,564
RAYLEC POWER LTD	\$70,502
RECEIVER GENERAL FOR CANADA - PAYROLL	\$3,866,171
RECEIVER GENERAL FOR CANADA - RCMP	\$5,359,772
REGIONAL HOSPITAL DIST OF COMOX - STRATHCONA	\$4,177,321
RICOH CANADA INC	\$72,302
RIDGELINE MECHANICAL LTD.	\$131,614
ROLLINS MACHINERY LTD	\$97,581

# THE CORPORATION OF THE CITY OF COURTENAY

## Statement of Individual Vendors Paid (as required under the Financial Information Act) For the Year Ended December 31, 2019

Prepared under the Financial Information Regulation, Schedule 1, Section 7

Vendor Name	Amount Paid YTD 2019
SHAW CABLE	\$31,282
SID WILLIAMS THEATRE SOCIETY	\$251,940
SUNCOR ENERGY PRODUCTS	\$149,927
SUPERIOR FARMS INC.	\$36,324
TAYCO PAVING	\$2,684,482
TELUS COMMUNICATIONS (BC)	\$74,181
TELUS MOBILITY (BC)	\$82,314
TERRALINK HORTICULTURE	\$26,233
TLC HOME & PROPERTY MAINTENANCE	\$255,780
TOWER FENCE PRODUCTS	\$125,178
URBAN SYSTEMS LTD.	\$1,541,970
VANCOUVER ISLAND REGIONAL LIBRARY	\$1,340,716
VICTORIA PLAYCO INSTALLATIONS LTD	\$65,042
VILLAGE OF CUMBERLAND	\$51,155
WACOR HOLDINGS LTD	\$998,612
WAYPOINT INSURANCE	\$69,351
WEST ISLAND CAPITAL CORPORATION	\$38,333
WESTERN TRAFFIC	\$144,089
WISHBONE INDUSTRIES LTD.	\$57,363
WORKERS COMPENSATION BOARD	\$293,352
YOUNG ANDERSON	\$49,632
	<hr/>
<b>TOTAL AMOUNTS OVER \$25,000</b>	\$58,498,590
<b>TOTAL AMOUNTS LESS THAN \$25,000</b>	\$3,541,865
<b>TOTALS PAID TO ALL VENDORS</b>	<hr/> <b>\$62,040,455</b> <hr/>

## SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The City of Courtenay describes guarantees and indemnities in the Notes to the Consolidated Financial Statements. For 2019, the schedule and additional notes are not required and have been omitted.

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

\_\_\_\_\_  
Bob Wells  
Mayor

\_\_\_\_\_  
Jennifer Nelson, CPA, CGA  
Director of Financial Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Mayor Wells and Council  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

June 29, 2020

Dear Mayor Wells and Council,

Re: **Presentation from Kiwanis Village**

---

As the executive director of The John Howard Society of North Island, I am writing to provide a response to the presentation by Pamela Willis, Kris Anderson, and Kiwanis Village residents to Courtenay City Council on June 8, 2020.

Firstly, I would like to acknowledge the general concerns of the residents of Kiwanis Village. I'm sure it can be difficult to live in that neighbourhood, not only because of The Junction, but also because of historic problems in that location. Prior to the construction of The Junction, the neighbourhood was coping with a mini tent city on the site and incursions by homeless campers into the Village, including hooking up electrical cables and hosepipes, and leaving large amounts of garbage, needles, and other unpleasant detritus.

Listening to the presentation, I recognized that many of the complaints clearly preceded the existence of The Junction or were unrelated to The Junction. For example, one lady explained that she had been unable to sleep for three years (although The Junction has only been open for just over a year); there was a complaint that people are sleeping in the bus stop (residents of The Junction are very grateful to have their own beds and no longer need to sleep outside).

Some of the complaints are from the earlier weeks when we were settling in 46 new residents. For example, a female resident with significant mental illness was rapping on people's windows. She is no longer living at The Junction. I can understand that, when describing the challenges they have faced, a senior in Kiwanis Village will reference all the problems they have experienced including those that are no longer occurring. Given that, as we solve one problem, another may crop up, it can certainly feel as though the problems don't go away. However, it is not necessarily due to inaction on our part but may be a fresh problem that we are working on.



We are aware that drug dealing goes on in the neighbourhood, particularly along the corridor of the train tracks. Residents of The Junction may well be involved in purchasing or selling drugs. We are able to monitor whether this is taking place inside our building and on our grounds but we are not able to police the entire neighbourhood. If we see a suspicious vehicle, we take a photo of the license plate and call it into the RCMP. If we suspect we are witnessing drug dealing, we telephone the RCMP.

We have had a number of calls regarding noise from radios or televisions in the building. If we get a call, we take steps to identify where the noise is coming from, usually by walking around the exterior of the building. It seems sound travels from an open window more than it travels inside the building but, when we identify noise that we consider excessive, we ask the resident to turn the sound down or off and they typically comply immediately. Some near neighbours have let us know that they can sometimes hear 'music/TV but it is faint'. Other neighbours are clearly more bothered by this. In addition to responding to direct complaints, staff do an hourly walk around the interior and exterior of the building to listen for noise and/or disturbances. Unfortunately, as anyone who has lived in apartment blocks knows, sound from neighbours' televisions and radios is not uncommon.

We get some complaints in which the caller makes an incorrect assumption that the individual they are calling about is a resident of The Junction. For example, a very abusive caller told us that an ambulance had come to the tracks to attend to a "small indigenous man who was smoking crack" and who she believed must be one of our residents. In fact, the man taken up by ambulance was not a resident. We nevertheless thanked the caller for the information until she began to swear and speak disrespectfully at which point our staff was obliged to hang up the call.

Many of our residents have significant health challenges which go hand in hand with many years of neglect and living on the street, for example, diabetes, cancer, epilepsy, emphysema, bronchitis, and mental illnesses. We are obliged to call ambulances quite frequently but the least common reason is a drug overdose. We have health care professionals attending The Junction regularly to support the residents including doctors, nurses, and home care.

One of the impact statements suggested that a Kiwanis Village resident had suffered a physical assault. I certainly hope that was reported to the RCMP. We have no records of assaults by the residents of The Junction. It is a concern to us to hear this reported along with the implication that the offender was a resident of The Junction when there is no evidence to back this up. We find this a very damaging allegation, particularly when it is picked up by the local media.

The community advisory committee has met regularly since May 2019 except for unusual weather events (heavy snowfall) and a recent gap as a result of COVID-19. A meeting is scheduled for June 2020.

In closing, we understand the concerns of the residents of the Kiwanis Village and are doing everything we can think of to keep the area as safe and comfortable as we can, including move the smoking shelter that

was a source of noise and disruption. When we get complaints, we take action as quickly as we can. However, we are not able to police the entire area nor solve some of the problems that existed before The Junction and will no doubt continue so long as society does not have the resources to provide very vulnerable people with all the help they need. As an additional note, we have been approached by several neighbours who live directly across from The Junction to inform us that the complaints sent to council are not representative of all Kiwanis residents but, in fact, the presence of The Junction has improved the local situation.

We remain willing to work with neighbourhood residents through our community advisory committee, which includes a City representative, and any other recommended processes, and to speak directly with City Council on request.

Sincerely,



Wendy Richardson  
Executive Director





### **Letter to Council re East-West Connector (Multi-use Pathway)**

Dear Mayor & Council, City of Courtenay;

We are writing you today, in conjunction with a number of local groups and organizations, to encourage City Council to prioritize the design and construction of a much-needed Multi-use Pathway to connect the Downtown area with East Courtenay.

As strong supporters of multi-modal transportation options, we would first like to thank you for your completion of bike lanes on both the west and east side of the city, specifically the Fitzgerald and Back Road/Hobson routes where you also added improved crossings for pedestrians. Both of these projects are much appreciated. Adding cycling lanes to your repaving projects on Lake Trail, Cumberland Road and Veteran's Memorial Parkway as well as the ramps off Elderberry Crescent & Waters Place to allow easier access for bikes, mobility scooters and strollers are also appreciated.

We are very grateful for your prioritizing the 6<sup>th</sup> St Pedestrian/ Cycling bridge and we look forward to working with your staff on this project, as we did when formulating the Courtenay Cycling Network Plan. This has the potential to positively transform the City and we are happy to assist wherever you deem appropriate.

These projects definitely enhance the overall multi-modal mobility options in Courtenay; however, one aspect that remains absent is a connection between the east and west sides of the City. The Cycling Network and Park/Rec Master Plans both propose an extension of Tunner Drive coming from Back Road, running behind Superstore to eventually cross 19A on the bypass to access Simms or Lewis Parks. It seems logical that this should also eventually connect up with the new 6<sup>th</sup> St Bridge to provide connection for multi-modal users to make their way safely across the city.

A multi-use paved path would not only be beneficial for many pedestrians, cyclists and mobility scooters but would also be much less expensive than constructing an entire roadway; and would likely be potentially in line for some Active Transportation grants from the Province. We anticipate that the additional design considerations and funding required for a full roadway would also delay the entire project for many years.

We understand that MoTI is planning reconstruction of the 19A bypass in the near future and this would seem to be a perfect time to configure a means for pedestrians, cyclists and mobility scooters to cross over the highway....either via an overpass, underpass or activated light system. As you are well aware, working within a project that is going to take place generally makes for an improved, less expensive project for all.

With the current pandemic restrictions in place the number of active people of all ages has definitely increased – this includes walkers, runners, cyclists and mobility scooters. There is also a noticeable increase in the number of e-bikes on the roads as many more people are experiencing the joy of cycling for both commuting and general recreation (without worrying about those darn hills!). This newfound enjoyment in walking and cycling is likely to be maintained after the pandemic is over, and all will need safe transportation corridors. If people are nervous about using public transit or car-pooling due to health issues, their obvious options are to drive their own vehicle or walk/cycle, and we should be prioritizing the construction of critical infrastructure to encourage them to make the healthier choice for themselves and the environment.

As a result, we would encourage you to accelerate your timeline for improving the Multi-Modal Transportation Network in the City and make the East-West Connector multi-use path a top priority. As in the past, we would be most happy to assist in the planning and consultation process.

We have discussed the prioritization of the E-W Connector path with a number of groups/organizations in the community and have included a number of them as signatories in support of our request. As you can see, support for this proposal is very broad and diverse, with a large number of residents supporting the project - covering a wide range of ages and types of non-vehicular mobility preferences.

Thank you very much for your consideration and please contact us if you have any questions or comments.

Sincerely,

Lawrence Vea  
President-Comox Valley Cycling Coalition  
[CycleCV@gmail.com](mailto:CycleCV@gmail.com)

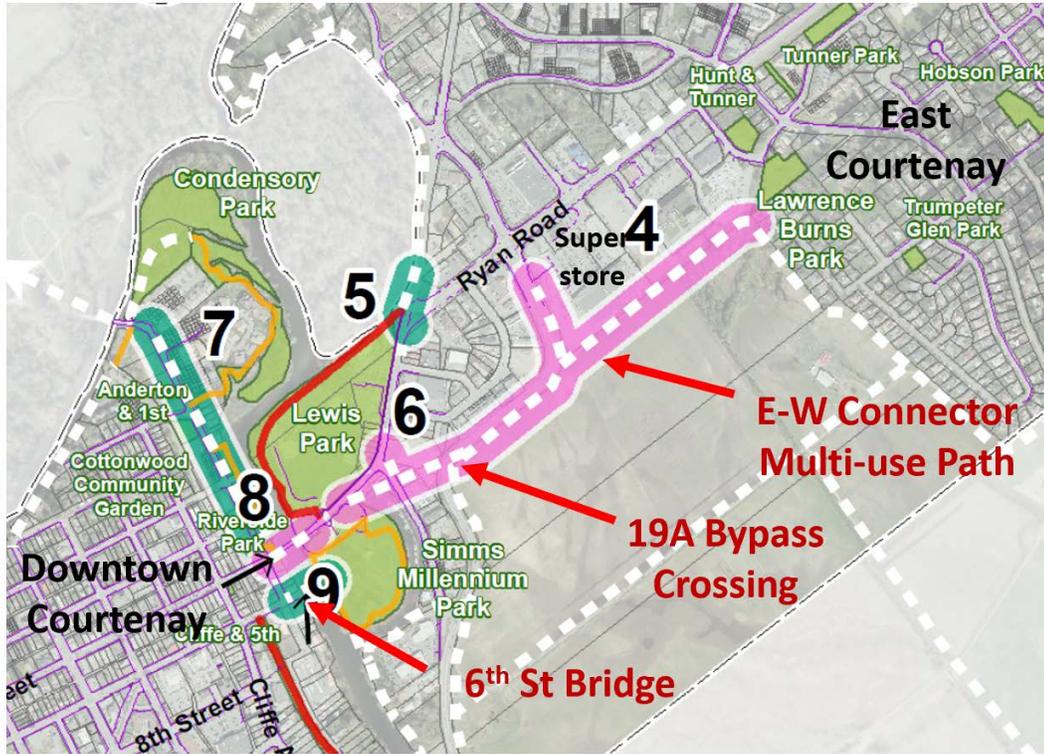
### **Signatory Groups**

Downtown Courtenay Business Improvement Association  
School District 71 (Comox Valley)  
School District 71 -District Parents Advisory Council  
Comox Valley Accessibility Committee  
North Island College  
North Island College Students Union  
Comox Valley Nurses for Health & the Environment  
Youth Environmental Action - Comox Valley  
British Columbia Cycling Coalition  
Active Comox Valley  
Glacier Probus Group  
Probus Peddlers  
Comox Valley Cycling Club  
Cross Canada Cycle Tour Society (Comox Valley)

### Parks and Recreation Master Plan

- map showing general routing of E-W Connector pathway

## Courtenay E-W Multi-Use Connector Pathway



Courtenay Parks and Recreation Master Plan – Map 3 (with annotations)

Legend	
Existing Trails	Phasing
— Multi-use Trail	--- Proposed Trails
— Nature Trail	● Short
— Sidewalk	● Medium
	● Long





## BRIEFING NOTE

---

**To:** Council  
**From:** Mike Kearns, Manager of Parks Maintenance  
**Subject:** Rotary Water Park - 2020 Operational Season

**File No.:** 6140-103 Rotary Water  
**Date:** June 30, 2020

---

### ISSUE:

To provide information regarding the safe opening of the Rotary Water Park for the 2020 operational season.

### BACKGROUND:

The water park at Lewis Park normally operates from the May long weekend, through to Labour Day, and has typical operation hours of 10am to 7pm. Due to the COVID-19 related closure of City facilities in March, the water park, to date, has remained closed for the 2020 season.

### KEY CONSIDERATIONS:

Reopening of low risk recreational amenities such as Splash Parks is in alignment with Phase Two of the British Columbia COVID-19 Re-Start Plan. The Province has asked that each sector provide guidelines for the safe operation of services. The British Columbia Recreation and Parks Association issued the Guideline for Restarting Operations on May 20, 2020 and The Lifesaving Society of BC issued similar guidelines to aid in the safe operation of playgrounds and water parks. These guidelines are also endorsed by the Province and are focussed around physical distancing and personal hand hygiene.

Key points from these guidelines:

- Sick children should not enter the spray park
- A physical distance of 2m between parents and guardians should be maintained
- Children should clean their hands before and after using the spray park
- Avoid overcrowding
- Spray park equipment is not being cleaned or disinfected

The pool building adjacent to the splash park has two public washrooms, which will be made available to the public and shall be stocked with supplies to support personal hygiene and handwashing protocols. The drinking fountain adjacent to the park is not currently set up for touchless or foot pedal operation and as such, it will remain closed for the duration of the 2020 season.

Staff will prepare the park for safe operation, including the creation and installation of signage to highlight the above noted safe usage guidelines. The Rotary Water Park will be ready for the 2020 operational season and open to the public on Friday, July 3, 2020.

Prepared by,



Mike Kearns  
Manager of Parks Maintenance

Reviewed by:



Kyle Shaw, ASCT, CPWI  
Director of Public Works Services (Interim)

Concurrence by,



Trevor Kushner, BA, DLGM, CLGA  
Deputy Chief Administrative Officer



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer



THE CORPORATION OF THE CITY OF COURTENAY

## BRIEFING NOTE

---

**To:** Council **File No.:** 7130-20  
**From:** Corporate Officer **Date:** June 30, 2020  
**Subject:** **New Ministerial Order 192 (MO192) - Updated Local Government Meetings & Bylaw Process COVID-19**

---

### ISSUE:

New Ministerial Order 192 (June 16, 2020 - Attached) replaces the previous Ministerial Order 139 (May 1, 2020) which limited certain public participation in activities of local government bodies to protect public health and safety. MO192 will remain in effect until rescinded or until the State of Provincial Emergency is cancelled.

### BACKGROUND:

The COVID-19 infection rate is decreasing and the BC Restart Plan- COVID-19 is progressing. Therefore, the province is relaxing some of the previously imposed limitations on public participation in local government processes so long as the infection rate remains below acceptable levels.

### KEY CONSIDERATIONS:

**Open Meetings:** municipalities are to *make best efforts* to allow members of the public to attend an open meeting of Council so long as requirements and recommendations under the *Public Health Act* continue to be met.

**Electronic Meetings:** municipalities may continue conducting meetings of the Council or other body by electronic means and are to *make best efforts* to allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.

**Timing for bylaw passage:** municipalities may continue to adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is one of those stipulated in MO192. All bylaws not so stipulated must henceforth be adopted in accordance with the normal requirements of the *Community Charter*.

**Public Hearings:** a public hearing under Parts 14 [Planning and Land Use Management] or 15 [Heritage Conservation] of the *Local Government Act* may be conducted by electronic or other communication facilities. Any notice of a public hearing must include instructions how the public may participate in the meeting(s) and how to inspect any relevant material online or otherwise by means of electronic or other communication facilities.

Prepared by:

Wendy Sorichta,  
Corporate Officer

Reviewed by:

Dave Love, CD, BA, LGM(Dip), MM, PE, PCAMP  
Senior Advisor, Strategic Initiatives

Concurrence by,

A handwritten signature in black ink, appearing to read "David Allen". The signature is fluid and cursive, with the first name "David" and last name "Allen" clearly distinguishable.

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

Attachment:

*“Ministerial Order MO 192, Local Government Meetings and Bylaw Process (COVID-19) Order No. 3”  
(highlighted with relevance to municipalities for ease of reference)*

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND  
SOLICITOR GENERAL

*Emergency Program Act*

Ministerial Order No. M192

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

Minister of Public Safety and Solicitor General

*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020

# LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

## Division 1 – General

### Definitions

1 In this order:

“**board**” has the same meaning as in the Schedule of the *Local Government Act*;

“**council**” has the same meaning as in the Schedule of the *Community Charter*;

“**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;

“**municipality**” has the same meaning as in the Schedule of the *Community Charter*;

“**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;

“**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;

“**trust body**” means

- (a) the trust council,
  - (b) the executive committee,
  - (c) a local trust committee, or
  - (d) the Islands Trust Conservancy,
- as defined in the *Islands Trust Act*;

“**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;

“**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

### Application

- 2 (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
- (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.

## Division 2 – Open Meetings

### Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
- (a) the council or body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
- (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
  - (b) any applicable requirements in a municipality procedure bylaw of a council.

### Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the board, board committee or body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
  - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
  - (c) any applicable requirements in a regional district procedure bylaw of a board.

**Open meetings – Vancouver**

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the Vancouver council or the body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) section 165.1 of the *Vancouver Charter*, and
  - (b) any applicable provision in the Vancouver procedure bylaw.

**Open meetings – trust bodies**

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the trust body or board of variance must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
  - (b) any applicable requirements in a procedure bylaw of a trust body.

**Division 3 – Electronic Meetings**

**Electronic meetings – municipalities**

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
  - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
  - (a) section 128 of the *Community Charter*, and
  - (b) any applicable requirements in a municipality procedure bylaw of a council.

#### **Electronic meetings – regional districts**

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:

- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
  - (b) the Regional District Electronic Meetings Regulation, and
  - (c) any applicable requirements in a regional district procedure bylaw of a board.

**Electronic meetings – Vancouver**

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
  - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
  - (b) the City of Vancouver Council Electronic Meetings Regulation, and
  - (c) any applicable provision in the Vancouver procedure bylaw.

**Electronic meetings – improvement districts**

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
  - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
  - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
  - (b) any applicable requirements in a procedure bylaw of an improvement district board.

### Electronic meetings – trust bodies

- 11 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
- (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
- (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
  - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

### Division 4 – Timing Requirements

#### Timing requirement for bylaw passage – municipalities

- 12 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
    - (i) section 165 [*financial plan*];
    - (ii) section 177 [*revenue anticipation borrowing*];
    - (iii) section 194 [*municipal fees*];
    - (iv) section 197 [*annual property tax bylaw*];
    - (v) section 200 [*parcel tax bylaw*];
    - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
    - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 [revitalization tax exemptions];
- (ix) section 235 [alternative municipal tax collection scheme], and
- (b) tax sales, as referred to in Divisions 4 [Annual Tax Sales] and 5 [Tax Sale Redemption Periods] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [Annual Municipal Tax Sale] of Part 16 [Municipal Provisions] of the Local Government Act.

### **Division 5 – Public Hearings**

#### **Public hearings – Local Government Act**

- 13
- (1) A public hearing under Part 14 [Planning and Land Use Management] or 15 [Heritage Conservation] of the Local Government Act, including a public hearing under section 29 (1) (b) [land use and subdivision regulation] of the Islands Trust Act, may be conducted by means of electronic or other communication facilities.
  - (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
    - (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
    - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
    - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
  - (3) This section applies to delegated public hearings.
  - (4) This section applies despite the following provisions:
    - (a) section 124 [procedure bylaws] of the Community Charter;
    - (b) section 225 [procedure bylaws] of the Local Government Act;
    - (c) section 11 [application of Community Charter and Local Government Act to trust bodies] of the Islands Trust Regulation, B.C. Reg. 119/90;
    - (d) section 2 [electronic meetings authorized] of the Islands Trust Electronic Meetings Regulation, B.C. Reg. 283/2009;
    - (e) any applicable requirements in a procedure bylaw made under the Community Charter, the Local Government Act or the Islands Trust Act.

#### **Public hearings – Vancouver Charter**

- 14
- (1) A public hearing under Division 2 [Planning and Development] of Part 27 [Planning and Development] of the Vancouver Charter may be conducted by means of electronic or other communication facilities.
  - (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
    - (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
  - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
  - (b) any applicable provision in the Vancouver procedure bylaw.

### **Division 6 – Deferral of Annual Requirements**

#### **Annual general meeting and requirements – improvement districts**

- 15
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
  - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
  - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
  - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
  - (5) This section applies despite
    - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
    - (b) any applicable provisions in a letters patent for an improvement district.





## STAFF REPORT

**To:** Council

**File No.:** 3060-20-1906

**From:** Chief Administrative Officer

**Date:** June 1, 2020

**Subject:** Development Permit with Variances No. 1906 – 925 Braidwood Road

### PURPOSE:

The purpose of this report is for Council to consider a Development Permit with Variances to allow the construction of a five-storey senior care facility at 925 Braidwood Road with variances to building and fence height and landscape screen height.

### CAO RECOMMENDATIONS:

That based on the June 1<sup>st</sup>, 2020 staff report “Development Permit with Variances No. 1906 - 925 Braidwood Road” Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1906.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is located on Braidwood Road between Old Island Highway and Back Road, legally described as Lot 8, Section 16, Comox District, Plan 6065 Except Part in Plan 1149RW (925 Braidwood Road). It was rezoned Residential Four A (R-4A) to facilitate construction of a senior’s facility consisting of a mix of independent living units, assisted living units and memory care units as well as associated facilities. The zoning amendment bylaw was adopted by Council February 18<sup>th</sup>, 2020.

The rezoning application was first read by Council December 17<sup>th</sup>, 2018, after which the applicant, at the request of Council, explored an option to add a public walkway by reducing the building footprint and adding a fifth storey. This five-storey design presented in the revised application and

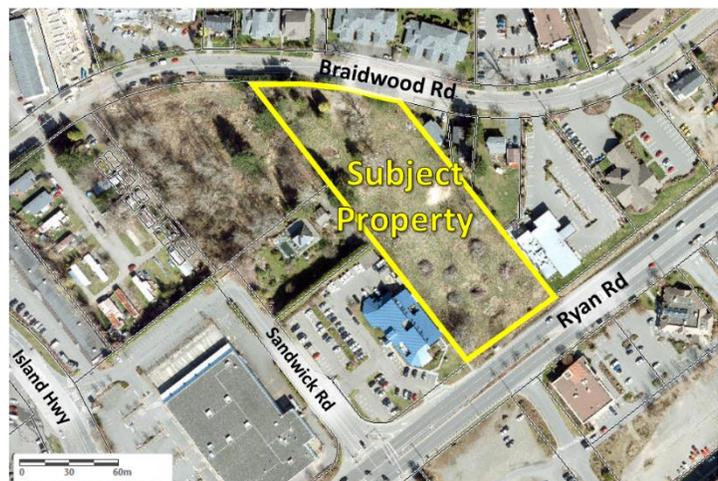


Figure 1. Location Map

ultimately approved by Council closely resembles that which is presented herein for variance approval and form and character consideration.

The property borders Ryan Road to the southeast; an RCMP station, a single family home and a new five-storey apartment building to the southwest, Braidwood Road to the north; and three single family homes and a restaurant to the northwest (**Figure 1**). The public walkway will be a three-metre road dedication along the northwest property line, as required by Covenant CA7889996 that was registered as a condition of rezoning. **Figure 2** below shows the Ryan Road frontage now and with the proposed development. **Figure 3** shows the site plan with context.



Figure 2. Ryan Road Present Frontage (left); Proposed Façade (right)

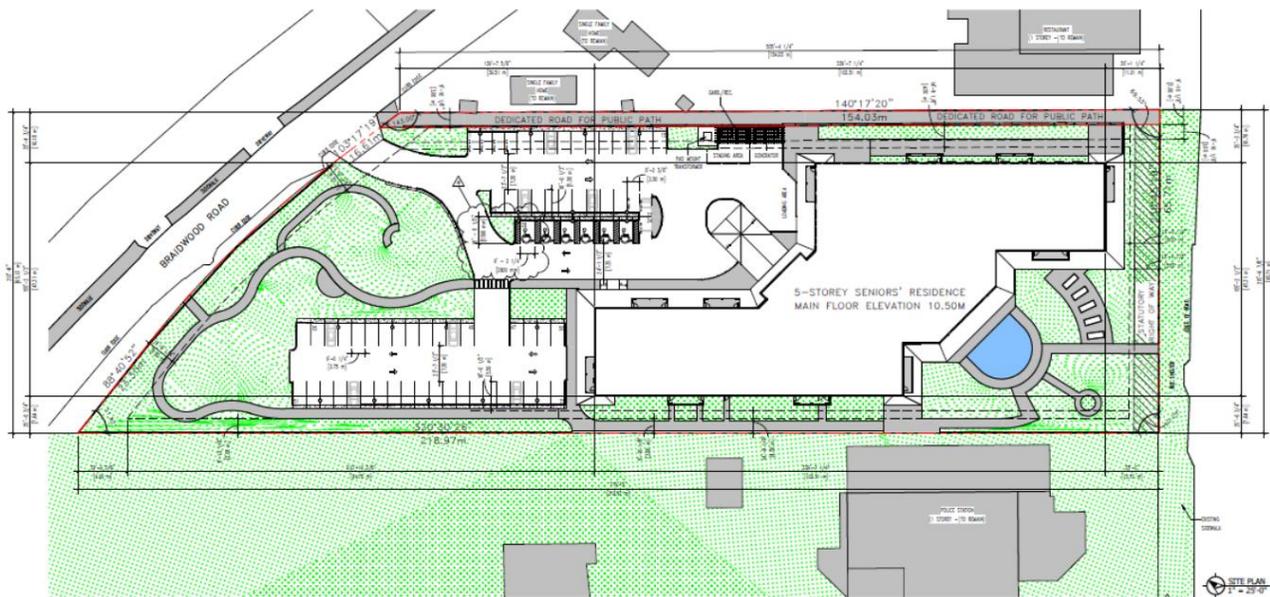


Figure 3. Site Plan

**DISCUSSION:**

Zoning Review

The proposed development will meet the provisions of the Residential Four A (R-4A) zone with the exception of *Sections 6.8.2, 8.4.16 and 8.4.20(1)* summarized below. **Table 1** below shows zoning requirements and proposed development specifications.

Table 1. Bylaw Requirements and Proposed Specifications

Bylaw 2500, 2007 Section	Attribute	Requirement	Proposed
6.8.2	Side Yard Fence Height Max	2.0m	3.5m*
8.4.11	Permitted Uses	Care Facility	Care Facility
8.4.14	Max. Floor Area Ratio	1.0 (care facility)	1.0 (excluding public path)
8.4.15 (1)	Front Setback	6.0m	>6.0m
8.4.15 (2)	Rear Setback	6.0m	>6.0m
8.4.15 (3)	Side Setback	3.0m	>3.0m
8.4.16	Max. Building Height	14.0m	19.2m**
8.4.20 (1)	Min. Landscape Screening Width and Height	3.0m width, 3.0m height	>3.0m width; 0m height
8.4.20 (2)	Min. Landscape Street Buffer	7.5m Ryan Rd; 4.5m Braidwood Rd.	7.9m Ryan Rd.; >4.5m Braidwood Rd.
7.1.2(1) Schedule 7A	Parking Spaces	71 spaces: Institutional care facility: 59 beds @ 1 per 3 bed = 20; Residential care facility: 101 units @ 0.5 per unit = 51	71 spaces
8.4.20 (2)	Parking Min. Dimensions	5.5m X 2.75m	5.5m X 2.75m

\*3.5m maximum, includes retaining wall height

\*\*19.2 as measured from grade at front of building including some allowance for builder error; 18.73m actual drawn height

## Variances

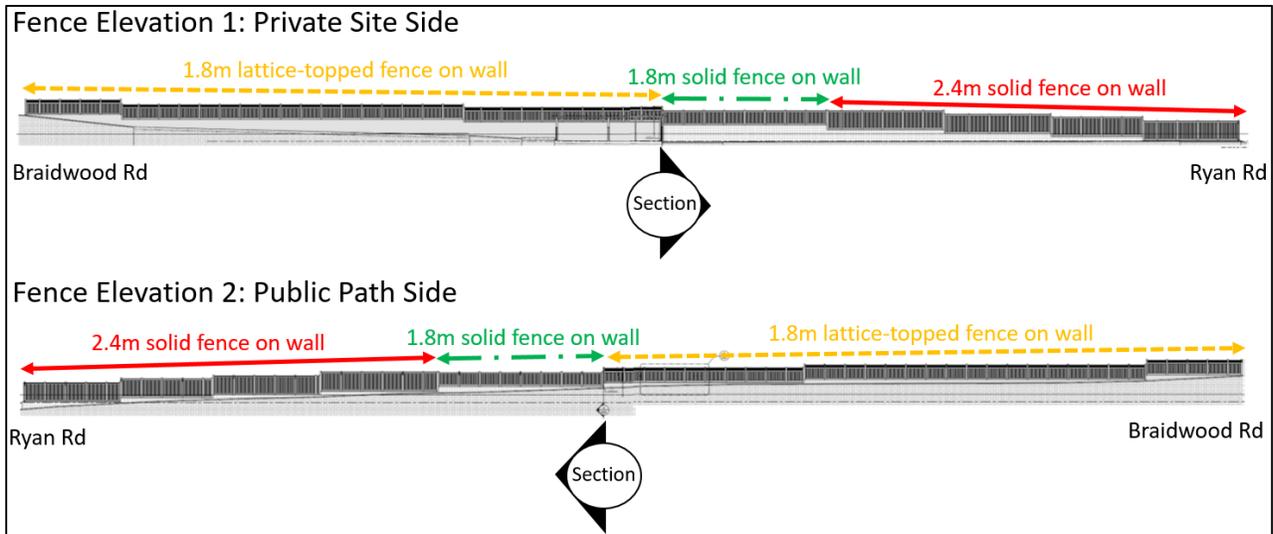
### Building Height

The proposed development requires a variance to allow an increase of the maximum building height to 19.2m from 14.0m. The building is planned to be 18.73m in height; the applicant requests a variance up to 19.2m to allow for a margin of error for construction. A fifth storey was added to the proposal during rezoning in order to add the public pathway along the northwest side of property and maintain the desired density and required space for parking and outdoor amenity, adding about 3.25m in height to the original 4-storey plan. Also the long, relatively narrow lot slopes down about 4m from Braidwood Road to Ryan Road which is considered the front property line for zoning purposes. While the building will have a substantial presence on Ryan Road, the proposal is consistent with the plan proposed at zoning and from finished grade is 2.88m (9'4") more than the approximately 15.85m height of the 5 storey, 911 Braidwood Road residential development adjacent.

### Fence Height

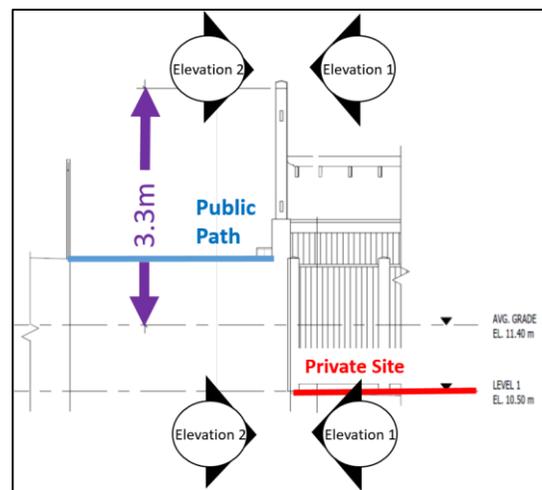
The side yard fence height along the public walkway on the northeast side requires a variance to allow a maximum height of 3.5m, as measured to the average elevation within 1.0m on either side of the fence.

This is intended to facilitate a 2.44m (8') security fence for the memory care wandering garden and a 1.83m (6') privacy fence atop a retaining wall varying in height along the balance of the lot line (**Figures 4 and 5**).



**Figure 4. Fence and Retaining Wall Elevations and Section**

The Zoning Bylaw No. 2500 Section 6.8.2 maximum is 2.0m. The fence is planned to be a maximum of 3.3m in height; the applicant requests to round up to 3.5m to allow for a margin of error for construction and property grading. The taller security fence is needed to prevent memory care residents from climbing out of the wandering garden. The retaining wall needs to be tall near the middle of the lot to maintain the natural elevation on the public walkway, to avoid damaging roots of trees on a neighbouring property, and for reduced elevation on the subject property side to the building.



**Figure 5. Fence and Retaining Wall Section (max. height at pergola and garbage/generator enclosure)**

At the Braidwood Road end the fence will be regulation height, it will be topped with lattice for a more open feel over half its length, and its tallest point (near the middle) appears less than 2.5m tall including lattice on the public side. Toward Ryan Road, the solid memory care fencing reaches as high as 3.2m (10.5') on the public side; however, the fence on the adjacent property is chain-link bringing some openness, the walkway will be lit every 7.3m (24'), and the walkway is a formalization of an important active transportation link previously achieved through trespassing. Details for each fence type are included on **Attachment No. 2 Schedule No. 2**.

**Landscape Screen Height**

The landscape screen height along the southwest side of the property (adjacent to the RCMP building) requires a variance to allow screening as low as 0.0m, to facilitate context-appropriate fencing and landscaping. The Zoning Bylaw No. 2500 Section 8.4.20(1) minimum is 3.0m is width *and height*, and the

proposal complies only with width. Effective landscaping screening is provided along the parking lot and the open area to the rear and front of the building, but not along the property line alongside the building. Here plants that may reach one to two metres grow along the building wall in foundation plantings and a private path runs along the property line. A 1.2m split rail fence, intended as a friendly, open, psychological barrier, is used across the front yard as well as along the southwest side lot line bordering the police station and the 911 Braidwood apartment building. This allows more light into the site, and is also thought to improve security through only partially obstructed sightlines. A 1.8m lattice-topped wood fence is planned for the portion bordering the 276 Sandwick Road residential property, which with a line of Beech trees along half its length balances the eight-foot screen request by the homeowner during the rezoning with the ambiance of the aforementioned split rail.

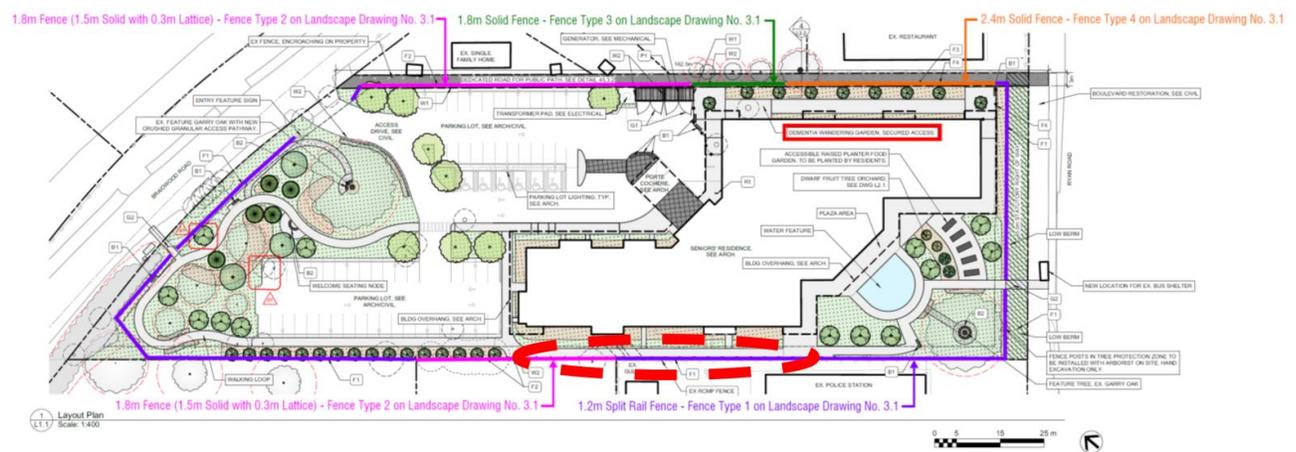


Figure 6. Landscape Plan – landscape screen requiring height variance shown with thick red dash

Development Services assesses the requested variances as supportable.

### Multi Residential Development Permit Guidelines

#### **Form and Character**

The building and site design is consistent with the direction established in the Multi-Residential Development Permit Guidelines. At five storeys and a floor area ratio of 1.0, the building is large and prominent on Ryan Road; however, more than half of the façade is recessed 22-41m (72-135') which breaks up the massing and avoids a box-like appearance. The building shape and orientation affords most suites mountain views. A pedestrian level veranda on the Ryan Road side adds some stepping to further reduce boxiness and add visual interest, as does a stepped pattern of cladding. Balconies and awnings add articulation and contrast to the solid synthetic stone chimney-like portion of façades. The Braidwood Road side features most of the same elements, but with a porte-cochere rather than a large veranda, and the building is further recessed and set back from the street more than 75m at its closest point. Rooftop mechanical equipment is screened by parapets; the flat roof is also articulated by ornamental gables.

Finish is largely a textured cladding with fibre cement trim, synthetic stone along the base of the building, cedar-looking columns and truss forms, and natural brown/red metal roofing, intended to give a sense of resiliency and durability in subdued yet cheerful tones. The metal roofing and cladding tie in with the police station and adjacent restaurant building, respectively, while balconies and gables add more residential design elements. Multi Residential and Multi Residential Buildings Above 3 Storeys development permit area checklists are included in **Attachment No. 3**, along with a written statement on conformance to the Sustainability Evaluation Checklist and the Affordable Housing Policy.

### ***Landscaping and Parking***

A detailed landscape plan was submitted for this application and forms part of the attached draft development permit (***Attachment No. 2 Schedule No. 2***). It is consistent with development permit guidelines and indicates that the site will be well landscaped with plants, open spaces, internal pathways, rest areas and other features. Age and ability-appropriate recreational areas include a curvilinear walking trail in the front through a mix of mature and new trees and gardens, an open lawn space in the back with a water feature and dwarf fruit tree orchard, and a secure memory care wandering garden on the northeast side. The walking trail connects to Braidwood Road and to internal pathways through parking areas, around the building (with security gates for the memory care area), through and around the rear open space and to a bus shelter on Ryan Road. The front and back gardens each retain a feature Garry Oak tree; site-wide existing native trees are retained as much as possible. Tree removal activities will be reviewed for approval under a separate tree cutting permit.

Seventy-one parking spaces are provided, all outdoor, including six convenient spaces for people with a disability and seven small car spaces, all arranged into two landscape-screened groupings accessed from Braidwood Road. All parking will be paved and dust-free and two Level 2 electric vehicle charging stations will be provided, with additional charging stations planned to follow at a future time.

### ***Lighting and Signage***

Outdoor lighting will be Full-Cut Off/Flat Lens per the City's Dark Skies Policy. Proposed lighting for the public walkway as located on the landscape plan is detailed at the end of ***Attachment No. 3***. Signage will be reviewed for approval under a separate sign permit.

### **FINANCIAL IMPLICATIONS:**

City and Regional District Development Cost Charges are applicable to this project. The total amount of these charges will be finalized at the time of building permit issuance.

### **ADMINISTRATIVE IMPLICATIONS:**

The processing of development applications is included in the current work plan as a statutory component. Staff has spent 80 hours reviewing the application to date. If approved, there will be approximately one additional hour of staff time required to prepare the notice of permit, have it registered on title and close the file. Additional staff time will be required for processing and issuing a building permit and related inspections.

### **ASSET MANAGEMENT IMPLICATIONS:**

The City will inherit:

- New pedestrian pathway connecting Braidwood Road with Ryan Road built per City Standards
- Upgraded frontage along Ryan Road and Braidwood Road per Subdivision and Development Servicing Bylaw No. 2919, 2018

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

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

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

●▲ Encourage and support housing diversity

## **OFFICIAL COMMUNITY PLAN REFERENCE:**

### **Residential Policy:**

4.4.2 (3) Support the development of housing options for seniors.

4.4.2 (5) Ensure the provision and integration of special needs and affordable housing.

4.4.2 (8) Ensure all new development includes the provision of amenities including buffer areas along major roads, neighbourhood parks, sidewalks and trails, and public facilities.

4.4.3 City supports the designation of multi residential housing in a variety of locations to avoid large concentrations of the same type of housing in one area and to help provide more diversity within neighbourhoods. In this regard,

(a) Multi residential limited in size and scale outside of downtown

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

- should include sufficient amenity space for the recreational needs of the development
- have access to schools, parks, walkways, transit and complementary commercial/ service uses
- provide adequate buffer areas from major roads and adjacent land uses

### **Parks Policy:**

4.6.5 (6) Native vegetation should be preserved, protected and retained within the greenway areas and replaced where feasible.

### **Climate Change Policy:**

Objective 1 (4): The City will reduce the ratio of parking for new developments within its jurisdiction.

Objective 5 (4): The City will review and amend all landscaping policies for all land uses to promote naturoscaping principles to screen and protect sensitive ecosystems, control and direct surface run-off and ensure that only plant species native or non-invasive to Courtenay are used.

## **REGIONAL GROWTH STRATEGY REFERENCE:**

The proposed development is consistent with the following Regional Growth Strategy policies: locating housing close to existing services, directing new residential development to Core Settlement Areas; directing higher density developments to Municipal Areas and increasing housing opportunities within existing residential areas in Core Settlement Areas by encouraging multi-family infill developments.

## **CITIZEN/PUBLIC ENGAGEMENT:**

Public consultation, including a public hearing, was held in relation to the development at the time of rezoning. As the proposal is substantially similar to the plans presented in advance of the public hearing additional neighbourhood consultation is not required with this application.

**OPTIONS:**

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

**OPTION 2:** Defer consideration of Development Permit with Variances No. 1906 pending receipt of further information.

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

Prepared by:



---

Mike Grimsrud  
Planner 2

Reviewed by:



---

Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

- 1. Attachment No. 1: Application Rationale*
- 2. Attachment No. 2: Draft Development Permit No. 1906*
- 3. Attachment No. 4: Additional Materials*

**Attachment No. 1: Application Rationale**

**JM Architecture Inc.**

Registered in BC | AB  
Joe M. Minten principal  
Architect AIBC | AAA | MRAIC

May 30, 2019

The Atrium At Braidwood ~ 925 Braidwood Road

**Design Rationale**

**General Description:**

The Atrium at Braidwood is a multi-unit seniors residence providing independent living and care to all seniors. There are 100 units of independent living, 14 units dedicated to memory care and 47 units providing assisted living care within the building.

The proposed five-storey building shall be constructed of non-combustible materials throughout and protected by a fire suppression (sprinkler) system and a monitored fire alarm system to meet the most current British Columbia Building Code (2018 edition) regulations.

Pursuant to the Official Community Plan and current Zoning By-laws which regulate the development of all such projects the following description shall provide the reader a design overview of the project as it relates to the OCP guidelines for multi-residential buildings.

The project site is located within zone 5 Commercial Area as noted in Map 5 Development Permit Areas. Although currently zoned as C-2A for Commercial Two A use. There is a rezoning application currently being processed to R4A with specific amendments to suit the proposed development.

OCP: 8.5 Multi-Residential Guidelines

**Form + Character**



The Atrium at Braidwood is located at the transition of commercial and residential development areas which generally inform both its context and form. As a residence for seniors the building is proposed to reflect strong traditional values through recognizable traditional residential forms such as verandahs, wood like columns, sloped and gabled roofs with timber like truss forms. These are also forms and character seen throughout the greater Courtenay area residential neighbourhoods as evident in a few snap shot views of areas in Courtenay.

The materials used evoke a sense of resilience and durability are stone, shingles, Hardie panel, steel and glass and the colours are both subdued and cheerful. In combination we feel there is a strong sense of respect to community and individual character which harmonizes well to its immediate surroundings.



Bldg 4 -15243 91<sup>st</sup> Avenue  
Surrey, B.C. V3R 8P8  
604 583-2003 -T  
[joe@jmarchitecture.ca](mailto:joe@jmarchitecture.ca) - E

**JM Architecture Inc.**

Registered in BC | AB  
 Joe M. Minten principal  
 Architect AIBC | AAA | MRAIC

The building fronts on to Braidwood Road by means of a curved access driveway which echoes the topographic contours of the site. A landscaped front yard with paths and trees invite users and guests to the front entry Porte Cochere and interior of the residence. Existing trees are retained where possible and manicured to present an informal screen to the surface parking areas and a welcoming view to the entrance of the building.

The building layout represents two functional wings sheared from each other and shifted to form a long building mass which reduces the apparent bulk of the building as well as providing individual landscape zones on the site. By shifting the form in this manner the building presents a more comfortable relationship to its immediate neighbours and to the community at large. As seen from Ryan Road the building atrium is quite evident and very inviting - creating a vibrant and energetic face to the commercial neighbours opposite the street.

Internally the atrium unites all three floors of the care units and provides a dynamic atmosphere within the complex.

**Building Height**

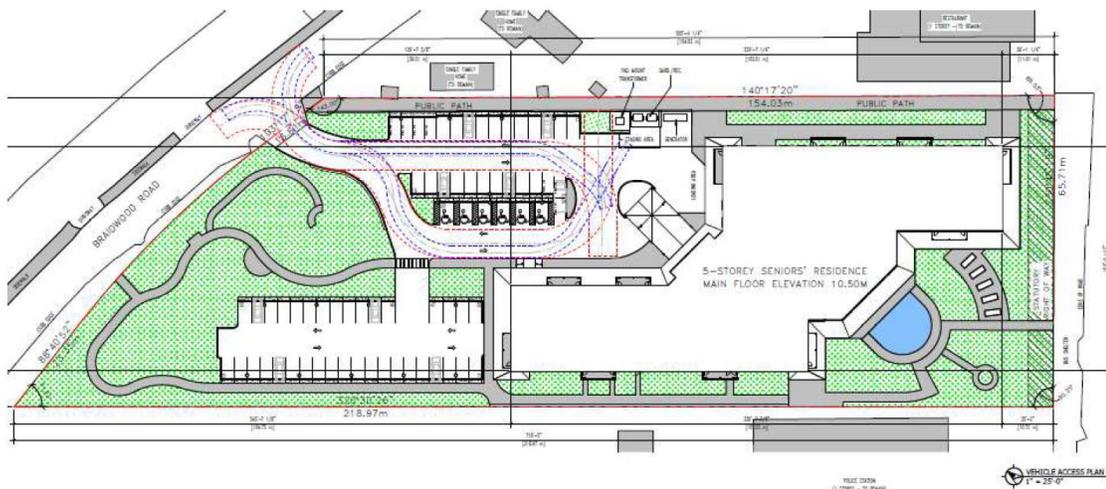
The proposed height is set to 5 storeys as defined in the rezoning application.

**Signage**

A freestanding sign will be proposed at the Development Permit phase and most likely be located to the west of the entry drive. the form and character of the sign shall be integrated to the character of the residence and shall not exceed 2.0m in height.

**Siting, Landscaping and Screening**

The siting of the proposed building has been carefully designed to ensure harmony with the neighbouring properties, internal security of its residents, and adherence to zoning by-laws. The reader shall also reference landscape plans and civil plans which illustrate planting plans, paths and grading/ drainage for the development.



Bldg 4 -15243 91<sup>st</sup> Avenue  
 Surrey, B.C. V3R 8P8  
 604 583-2003 -T  
[joe@jmarchitecture.ca](mailto:joe@jmarchitecture.ca) - E

**JM Architecture Inc.**

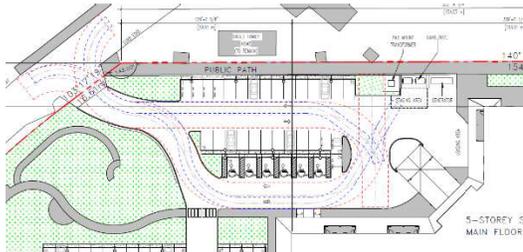
Registered in BC | AB  
Joe M. Minten principal  
Architect AIBC | AAA | MRAIC

**Lighting**

Site lighting shall respect the night sky and restrict spread to adjacent lots. Security and safety shall be the guiding principles for selection of fixtures to be presented at the DP phase.

**Parking**

All parking is located at the surface and to the front of the building. There are two 'pods' of parking which respect the contours of the site as well as lessen the visual impact of the paved areas. All accessible parking spaces are located nearest the front entry of the building. There is a drop off zone under the Porte Cochere and a temporary bus/taxi zone is also next to the Porte Cochere. All emergency and service vehicles have easy access to the building entry points as illustrated in the plan below.



Pedestrian routes from the street to the building and to Ryan street have been defined and provide safe and easy access residents and guests.

end of document  
Author:

Joe Minten Architect AIBC | AAA | MRAIC  
principal

This document has been electronically certified with digital certificate and encryption technology authorized by the AIBC and APEGBC. The authoritative original had been transmitted to you in electronic form. Any printed version can be relied upon as a true copy of the original when supplied by the original author, bearing images of the professional seal and digital certificate, or when printed from the digitally certified electronic file provided.



2019-05-30



May 14, 2020

**Re: Rationale Letter for Additional Variance Requests on DPwV1906-925 Braidwood**

**Project:** *Atrium at Braidwood*  
**Location:** *925 Braidwood Road*  
**Owner:** *Courtenay Braidwood General Partnership Inc.*  
**Developer:** *Altiveris Developments Inc.*

To whom it may concern:

Please accept this letter as our rationale for 2 additional variances that we are requesting for the above-mentioned project. During the Zoning Amendment process, our request for a variance on Building Height was addressed – as we redesigned the building and site, in order to provide the City with a Road Dedication and construct a Public Path along the northeast property line – as requested by City Council, and in order for us to get Zoning Amendment approval. During the Development Permit review process, it was discovered that 2 additional variances would be required, in order for the project to receive Development Permit approval – 1. Height of Fence, and 2. Height of Screening.

---

1. Height of Fence

We are requesting that a variance be added to our Development Permit application to address the maximum height of the fence and retaining wall combination along the northeast property line of our site. In order for us to get Zoning Amendment approval, we were required by Council to dedicate to the City, a 3m strip of land along the northeast side of our site, and build a public path at our cost. At that time, we expressed concerns for the safety, security, and privacy of our residents – so agreed to the public path, as long as we were allowed to build solid fence between what will be the City-owned public path, and our property.

This is particularly important along approximately 1/3 of the fence's length, as it would be dividing the public path on one side, and on the other side, a secure "wandering garden" for our Memory Care residents. These residents are living with various forms of dementia that require a secure environment to keep them safe,

and a calm environment to keep them from getting anxious and potentially agitated. So along this section in particular, the fence needs to be high enough on the public side to make it less easy for members of the public to unintentionally, or intentionally, disturb our Memory Care residents. On the Memory Care side of the fence, we also require that the fence be non-climbable, and a minimum of 2.4m in height. Most of the remaining 2/3 of the length of the fence – that is not adjacent to the Memory Care wandering garden – is 1.5m of solid fence with 0.3m of lattice on top, with a relatively short section that is 1.8m solid fence (no lattice).

Please refer to the attachment to this letter entitled - 2020-05-21 Markups of - Landscape Plans DP Application 3360-20-1813 (2020.05.14).pdf – which I have more clearly highlighted the locations of the different fence types on the Layout Plan on Sheet L1.1, and which relate to the fence and retaining wall details on Sheet L3.1.

Because of the grade change along the northeast edge of the property, a retaining wall is required, and therefore the fence must sit on top of the retaining wall. This creates different height conditions for the combined retaining wall and fence along the entire length, and in some locations, very different height conditions on one side of the fence vs. the other side. As per the bylaw, the average grade was used to determine the greatest differential between the top of fence and the average grade. On our July 25, 2019 DP Addendum 2 submission, we included sheet A301 in the Architectural set, that illustrated the greatest differential being approximately 3.3m. In an email sent to Tatsuyuki Setta on July 26, I stated – *“In case there is a difference in height – because of unforeseen conditions once the wall and fence are installed – we have requested that the variance be for 3.5m.”*

Please refer to the attachment to this letter entitled - 2020-05-21 Markup of Sheet A301 from Architecture DP (Addendum 4). pdf – which I have more clearly highlighted the changes in the fence and retaining wall elevations, and the determination of height for the variance request.

With respect to the safety and security of the public using the City’s path, we have included in our budget, the supply and installation of LED path lighting mounted on the fence. The other side of the public path is bordered by existing chain link fence on neighbouring residential properties, and one neighbouring commercial property, so the path is not hidden from view of these neighbouring properties. Please note however, that a portion of the chain link fence along the residential properties will need to be relocated, as it presently encroaches on the development property.

## 2. Height of Screening

With respect to the southwest property line – in our Development Permit application, we had proposed a 1.8m fence (1.5m solid with 0.3m lattice) on the property line adjoining with the single family residence / heritage home at 276 Sandwich Road, as was requested by the homeowner at the Public Information Meeting that we held during the Zoning Amendment process. As this home is at an elevation approximately 1.5m less than the elevation of the shared property line, I don’t think that a fence twice as high as the one proposed would be warranted.

With respect to the balance of the southwest property line (side yard), and the front and rear yards – with exceptions for openings for vehicle or pedestrian access – we had proposed in in our Zoning Amendment and DP applications, a “friendlier” split rail fence approximately 1.2m high to act more as a “psychological barrier”, and less of a physical barrier or screen – therefore allowing more light penetration on our site, and the adjoining RCMP site at 800 Ryan Road, and the new 5-storey apartment building site at 911 Braidwood Road. For security reasons, I think that it is also beneficial for us, and the RCMP site, and apartment building site, to have view lines into and out of these sites that are not impeded by a 3m visual screen.

Please refer to the attachment to this letter entitled - 2020-05-21 Markups of - Landscape Plans DP Application 3360-20-1813 (2020.05.14).pdf – which I have more clearly highlighted the locations of the different fence types on the Layout Plan on Sheet L1.1, and which relate to the fence and retaining wall details on Sheet L3.1.

---

Thank you for your consideration, and we look forward to the opportunity to bring this significant project, and new seniors’ residence, to the City of Courtenay.

Sincerely,



Bob Armeneau

President – Courtenay Braidwood General Partnership Inc.

President – Altiveris Developments Inc.

Contact: bob.armeneau@altiveris.com

**Attachment No. 2: Draft Development Permit No. 1906**

**THE CORPORATION OF THE CITY OF COURTENAY**

**Permit No.** DPV 1906

**DEVELOPMENT PERMIT WITH VARIANCES**

June 1, 2020

**To issue a Development Permit with Variances**

**To:**

Name: Sussex Retirement Living (2015) Inc.  
 Address: #114, 1101 Prince of Wales Drive  
 Ottawa, ON K2C 3W7

**Property to which permit refers:**

Legal: Lot 8, Section 16, Comox District, Plan 6065 Except Part in Plan 1149RW  
 Civic: 925 Braidwood Road

**Conditions of Permit:**

Permit issued to permit construction of a five-storey senior care facility on the above referenced property with variances granted as described below:

**Variances to Zoning Bylaw No. 2500, 2007:**

*Section 6.8.2 – Side Yard Fence Height from a maximum of 2.0m to 3.5m.*

*Section 8.4.16 – Maximum Building Height from a maximum of 14.0m to 19.2m.*

*Section 8.4.20 (1) – Landscaped Screen, Fence or Combination Thereof Height from a minimum of 3.0m to a minimum of 0.0m.*

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

1. The development shall be substantially consistent with the plans as shown in **Schedule No. 1**, as designed by JM Architecture Inc., dated May 22, 2020;
2. That landscaping shall be in substantial conformance with the plans and specifications contained in **Schedule No. 2**, as designed by Lanarc 2015 Consultants, Ltd., dated May 22, 2020;
3. Submission of landscape security in the amount of \$942,238.75 (\$753,791 x 125%) is required, as contained in **Schedule No. 3**, as estimated by Lanarc 2015 Consultants, Ltd., dated May 29, 2019;
4. Landscaping must be completed within one year of the date of issuance of the occupancy permit by the City;
5. The minimum depth of topsoil or amended organic soil on all landscaped areas is to be as follows:  
 shrubs – 450mm; groundcover and grass – 300 mm; and trees -300 mm.

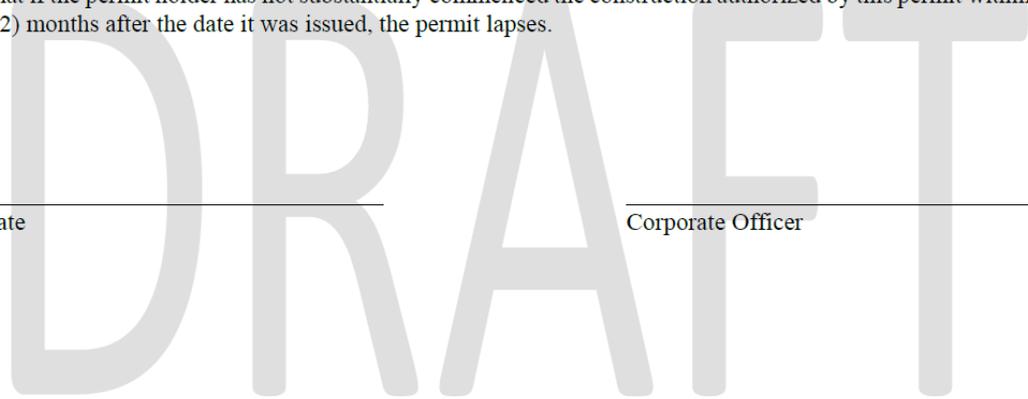
- 6. All new street lighting in the proposed development must use Full Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas, as well as the dedicated public walkway. Exterior building lighting must have FCO lighting fixtures;
- 7. A minimum of two Level 2 electric vehicle charging stations shall be provided onsite;
- 8. Any removal of trees on the property requires a Tree Cutting Permit;
- 9. Development must comply with protected species tree retention and protection per the Arborist report by Walter Ernst dated May 29, 2019.
- 10. A sign permit shall be obtained prior to any signage being installed on the property;
- 11. The development shall meet all other applicable requirements, standards and guidelines; and
- 12. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

**Time Schedule of Development and Lapse of Permit**

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

\_\_\_\_\_  
Date

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







DPV1906

Schedule No.1: Plans & Elevations  
 Page 3 of 8

Material	Code
1. BRICK	1.01
2. CONCRETE	2.01
3. GLASS	3.01
4. METAL	4.01
5. WOOD	5.01
6. STONE	6.01
7. TERRAZZO	7.01
8. GRANITE	8.01
9. MARBLE	9.01
10. CERAMIC TILE	10.01
11. POLISHED CONCRETE	11.01
12. PAINT	12.01
13. STAINLESS STEEL	13.01
14. ALUMINUM	14.01
15. COPPER	15.01
16. BRASS	16.01
17. BRONZE	17.01
18. GOLD LEAF	18.01
19. SILVER LEAF	19.01
20. IRON PATINA	20.01
21. BLACK PATINA	21.01
22. GREEN PATINA	22.01
23. RED PATINA	23.01
24. BLUE PATINA	24.01
25. PURPLE PATINA	25.01
26. PINK PATINA	26.01
27. WHITE PATINA	27.01
28. GREY PATINA	28.01
29. BLACK PATINA	29.01
30. BRASS PATINA	30.01
31. COPPER PATINA	31.01
32. BRONZE PATINA	32.01
33. GOLD PATINA	33.01
34. SILVER PATINA	34.01
35. IRON PATINA	35.01
36. BLACK PATINA	36.01
37. GREEN PATINA	37.01
38. RED PATINA	38.01
39. BLUE PATINA	39.01
40. PURPLE PATINA	40.01
41. PINK PATINA	41.01
42. WHITE PATINA	42.01
43. GREY PATINA	43.01
44. BLACK PATINA	44.01
45. BRASS PATINA	45.01
46. COPPER PATINA	46.01
47. BRONZE PATINA	47.01
48. GOLD PATINA	48.01
49. SILVER PATINA	49.01
50. IRON PATINA	50.01
51. BLACK PATINA	51.01
52. GREEN PATINA	52.01
53. RED PATINA	53.01
54. BLUE PATINA	54.01
55. PURPLE PATINA	55.01
56. PINK PATINA	56.01
57. WHITE PATINA	57.01
58. GREY PATINA	58.01
59. BLACK PATINA	59.01
60. BRASS PATINA	60.01
61. COPPER PATINA	61.01
62. BRONZE PATINA	62.01
63. GOLD PATINA	63.01
64. SILVER PATINA	64.01
65. IRON PATINA	65.01
66. BLACK PATINA	66.01
67. GREEN PATINA	67.01
68. RED PATINA	68.01
69. BLUE PATINA	69.01
70. PURPLE PATINA	70.01
71. PINK PATINA	71.01
72. WHITE PATINA	72.01
73. GREY PATINA	73.01
74. BLACK PATINA	74.01
75. BRASS PATINA	75.01
76. COPPER PATINA	76.01
77. BRONZE PATINA	77.01
78. GOLD PATINA	78.01
79. SILVER PATINA	79.01
80. IRON PATINA	80.01
81. BLACK PATINA	81.01
82. GREEN PATINA	82.01
83. RED PATINA	83.01
84. BLUE PATINA	84.01
85. PURPLE PATINA	85.01
86. PINK PATINA	86.01
87. WHITE PATINA	87.01
88. GREY PATINA	88.01
89. BLACK PATINA	89.01
90. BRASS PATINA	90.01
91. COPPER PATINA	91.01
92. BRONZE PATINA	92.01
93. GOLD PATINA	93.01
94. SILVER PATINA	94.01
95. IRON PATINA	95.01
96. BLACK PATINA	96.01
97. GREEN PATINA	97.01
98. RED PATINA	98.01
99. BLUE PATINA	99.01
100. PURPLE PATINA	100.01
101. PINK PATINA	101.01
102. WHITE PATINA	102.01
103. GREY PATINA	103.01
104. BLACK PATINA	104.01
105. BRASS PATINA	105.01
106. COPPER PATINA	106.01
107. BRONZE PATINA	107.01
108. GOLD PATINA	108.01
109. SILVER PATINA	109.01
110. IRON PATINA	110.01
111. BLACK PATINA	111.01
112. GREEN PATINA	112.01
113. RED PATINA	113.01
114. BLUE PATINA	114.01
115. PURPLE PATINA	115.01
116. PINK PATINA	116.01
117. WHITE PATINA	117.01
118. GREY PATINA	118.01
119. BLACK PATINA	119.01
120. BRASS PATINA	120.01
121. COPPER PATINA	121.01
122. BRONZE PATINA	122.01
123. GOLD PATINA	123.01
124. SILVER PATINA	124.01
125. IRON PATINA	125.01
126. BLACK PATINA	126.01
127. GREEN PATINA	127.01
128. RED PATINA	128.01
129. BLUE PATINA	129.01
130. PURPLE PATINA	130.01
131. PINK PATINA	131.01
132. WHITE PATINA	132.01
133. GREY PATINA	133.01
134. BLACK PATINA	134.01
135. BRASS PATINA	135.01
136. COPPER PATINA	136.01
137. BRONZE PATINA	137.01
138. GOLD PATINA	138.01
139. SILVER PATINA	139.01
140. IRON PATINA	140.01
141. BLACK PATINA	141.01
142. GREEN PATINA	142.01
143. RED PATINA	143.01
144. BLUE PATINA	144.01
145. PURPLE PATINA	145.01
146. PINK PATINA	146.01
147. WHITE PATINA	147.01
148. GREY PATINA	148.01
149. BLACK PATINA	149.01
150. BRASS PATINA	150.01

**Legend:**

- 1. BRICK
- 2. CONCRETE
- 3. GLASS
- 4. METAL
- 5. WOOD
- 6. STONE
- 7. TERRAZZO
- 8. GRANITE
- 9. MARBLE
- 10. CERAMIC TILE
- 11. POLISHED CONCRETE
- 12. PAINT
- 13. STAINLESS STEEL
- 14. ALUMINUM
- 15. COPPER
- 16. BRASS
- 17. BRONZE
- 18. GOLD LEAF
- 19. SILVER LEAF
- 20. IRON PATINA
- 21. BLACK PATINA
- 22. GREEN PATINA
- 23. RED PATINA
- 24. BLUE PATINA
- 25. PURPLE PATINA
- 26. PINK PATINA
- 27. WHITE PATINA
- 28. GREY PATINA
- 29. BLACK PATINA
- 30. BRASS PATINA
- 31. COPPER PATINA
- 32. BRONZE PATINA
- 33. GOLD PATINA
- 34. SILVER PATINA
- 35. IRON PATINA
- 36. BLACK PATINA
- 37. GREEN PATINA
- 38. RED PATINA
- 39. BLUE PATINA
- 40. PURPLE PATINA
- 41. PINK PATINA
- 42. WHITE PATINA
- 43. GREY PATINA
- 44. BLACK PATINA
- 45. BRASS PATINA
- 46. COPPER PATINA
- 47. BRONZE PATINA
- 48. GOLD PATINA
- 49. SILVER PATINA
- 50. IRON PATINA
- 51. BLACK PATINA
- 52. GREEN PATINA
- 53. RED PATINA
- 54. BLUE PATINA
- 55. PURPLE PATINA
- 56. PINK PATINA
- 57. WHITE PATINA
- 58. GREY PATINA
- 59. BLACK PATINA
- 60. BRASS PATINA
- 61. COPPER PATINA
- 62. BRONZE PATINA
- 63. GOLD PATINA
- 64. SILVER PATINA
- 65. IRON PATINA
- 66. BLACK PATINA
- 67. GREEN PATINA
- 68. RED PATINA
- 69. BLUE PATINA
- 70. PURPLE PATINA
- 71. PINK PATINA
- 72. WHITE PATINA
- 73. GREY PATINA
- 74. BLACK PATINA
- 75. BRASS PATINA
- 76. COPPER PATINA
- 77. BRONZE PATINA
- 78. GOLD PATINA
- 79. SILVER PATINA
- 80. IRON PATINA
- 81. BLACK PATINA
- 82. GREEN PATINA
- 83. RED PATINA
- 84. BLUE PATINA
- 85. PURPLE PATINA
- 86. PINK PATINA
- 87. WHITE PATINA
- 88. GREY PATINA
- 89. BLACK PATINA
- 90. BRASS PATINA
- 91. COPPER PATINA
- 92. BRONZE PATINA
- 93. GOLD PATINA
- 94. SILVER PATINA
- 95. IRON PATINA
- 96. BLACK PATINA
- 97. GREEN PATINA
- 98. RED PATINA
- 99. BLUE PATINA
- 100. PURPLE PATINA
- 101. PINK PATINA
- 102. WHITE PATINA
- 103. GREY PATINA
- 104. BLACK PATINA
- 105. BRASS PATINA
- 106. COPPER PATINA
- 107. BRONZE PATINA
- 108. GOLD PATINA
- 109. SILVER PATINA
- 110. IRON PATINA
- 111. BLACK PATINA
- 112. GREEN PATINA
- 113. RED PATINA
- 114. BLUE PATINA
- 115. PURPLE PATINA
- 116. PINK PATINA
- 117. WHITE PATINA
- 118. GREY PATINA
- 119. BLACK PATINA
- 120. BRASS PATINA
- 121. COPPER PATINA
- 122. BRONZE PATINA
- 123. GOLD PATINA
- 124. SILVER PATINA
- 125. IRON PATINA
- 126. BLACK PATINA
- 127. GREEN PATINA
- 128. RED PATINA
- 129. BLUE PATINA
- 130. PURPLE PATINA
- 131. PINK PATINA
- 132. WHITE PATINA
- 133. GREY PATINA
- 134. BLACK PATINA
- 135. BRASS PATINA
- 136. COPPER PATINA
- 137. BRONZE PATINA
- 138. GOLD PATINA
- 139. SILVER PATINA
- 140. IRON PATINA
- 141. BLACK PATINA
- 142. GREEN PATINA
- 143. RED PATINA
- 144. BLUE PATINA
- 145. PURPLE PATINA
- 146. PINK PATINA
- 147. WHITE PATINA
- 148. GREY PATINA
- 149. BLACK PATINA
- 150. BRASS PATINA

**Project Information:**

**Client:** sussex retirement living  
**Project Name:** atrium retirement living  
**Address:** 925 Braidwood Rd, Victoria, BC  
**Architect:** JMarchitecture Inc.  
**Scale:** 1/8" = 1'-0"

**Legend:**

- 1. BRICK
- 2. CONCRETE
- 3. GLASS
- 4. METAL
- 5. WOOD
- 6. STONE
- 7. TERRAZZO
- 8. GRANITE
- 9. MARBLE
- 10. CERAMIC TILE
- 11. POLISHED CONCRETE
- 12. PAINT
- 13. STAINLESS STEEL
- 14. ALUMINUM
- 15. COPPER
- 16. BRASS
- 17. BRONZE
- 18. GOLD LEAF
- 19. SILVER LEAF
- 20. IRON PATINA
- 21. BLACK PATINA
- 22. GREEN PATINA
- 23. RED PATINA
- 24. BLUE PATINA
- 25. PURPLE PATINA
- 26. PINK PATINA
- 27. WHITE PATINA
- 28. GREY PATINA
- 29. BLACK PATINA
- 30. BRASS PATINA
- 31. COPPER PATINA
- 32. BRONZE PATINA
- 33. GOLD PATINA
- 34. SILVER PATINA
- 35. IRON PATINA
- 36. BLACK PATINA
- 37. GREEN PATINA
- 38. RED PATINA
- 39. BLUE PATINA
- 40. PURPLE PATINA
- 41. PINK PATINA
- 42. WHITE PATINA
- 43. GREY PATINA
- 44. BLACK PATINA
- 45. BRASS PATINA
- 46. COPPER PATINA
- 47. BRONZE PATINA
- 48. GOLD PATINA
- 49. SILVER PATINA
- 50. IRON PATINA
- 51. BLACK PATINA
- 52. GREEN PATINA
- 53. RED PATINA
- 54. BLUE PATINA
- 55. PURPLE PATINA
- 56. PINK PATINA
- 57. WHITE PATINA
- 58. GREY PATINA
- 59. BLACK PATINA
- 60. BRASS PATINA
- 61. COPPER PATINA
- 62. BRONZE PATINA
- 63. GOLD PATINA
- 64. SILVER PATINA
- 65. IRON PATINA
- 66. BLACK PATINA
- 67. GREEN PATINA
- 68. RED PATINA
- 69. BLUE PATINA
- 70. PURPLE PATINA
- 71. PINK PATINA
- 72. WHITE PATINA
- 73. GREY PATINA
- 74. BLACK PATINA
- 75. BRASS PATINA
- 76. COPPER PATINA
- 77. BRONZE PATINA
- 78. GOLD PATINA
- 79. SILVER PATINA
- 80. IRON PATINA
- 81. BLACK PATINA
- 82. GREEN PATINA
- 83. RED PATINA
- 84. BLUE PATINA
- 85. PURPLE PATINA
- 86. PINK PATINA
- 87. WHITE PATINA
- 88. GREY PATINA
- 89. BLACK PATINA
- 90. BRASS PATINA
- 91. COPPER PATINA
- 92. BRONZE PATINA
- 93. GOLD PATINA
- 94. SILVER PATINA
- 95. IRON PATINA
- 96. BLACK PATINA
- 97. GREEN PATINA
- 98. RED PATINA
- 99. BLUE PATINA
- 100. PURPLE PATINA
- 101. PINK PATINA
- 102. WHITE PATINA
- 103. GREY PATINA
- 104. BLACK PATINA
- 105. BRASS PATINA
- 106. COPPER PATINA
- 107. BRONZE PATINA
- 108. GOLD PATINA
- 109. SILVER PATINA
- 110. IRON PATINA
- 111. BLACK PATINA
- 112. GREEN PATINA
- 113. RED PATINA
- 114. BLUE PATINA
- 115. PURPLE PATINA
- 116. PINK PATINA
- 117. WHITE PATINA
- 118. GREY PATINA
- 119. BLACK PATINA
- 120. BRASS PATINA
- 121. COPPER PATINA
- 122. BRONZE PATINA
- 123. GOLD PATINA
- 124. SILVER PATINA
- 125. IRON PATINA
- 126. BLACK PATINA
- 127. GREEN PATINA
- 128. RED PATINA
- 129. BLUE PATINA
- 130. PURPLE PATINA
- 131. PINK PATINA
- 132. WHITE PATINA
- 133. GREY PATINA
- 134. BLACK PATINA
- 135. BRASS PATINA
- 136. COPPER PATINA
- 137. BRONZE PATINA
- 138. GOLD PATINA
- 139. SILVER PATINA
- 140. IRON PATINA
- 141. BLACK PATINA
- 142. GREEN PATINA
- 143. RED PATINA
- 144. BLUE PATINA
- 145. PURPLE PATINA
- 146. PINK PATINA
- 147. WHITE PATINA
- 148. GREY PATINA
- 149. BLACK PATINA
- 150. BRASS PATINA

**Legend:**

- 1. BRICK
- 2. CONCRETE
- 3. GLASS
- 4. METAL
- 5. WOOD
- 6. STONE
- 7. TERRAZZO
- 8. GRANITE
- 9. MARBLE
- 10. CERAMIC TILE
- 11. POLISHED CONCRETE
- 12. PAINT
- 13. STAINLESS STEEL
- 14. ALUMINUM
- 15. COPPER
- 16. BRASS
- 17. BRONZE
- 18. GOLD LEAF
- 19. SILVER LEAF
- 20. IRON PATINA
- 21. BLACK PATINA
- 22. GREEN PATINA
- 23. RED PATINA
- 24. BLUE PATINA
- 25. PURPLE PATINA
- 26. PINK PATINA
- 27. WHITE PATINA
- 28. GREY PATINA
- 29. BLACK PATINA
- 30. BRASS PATINA
- 31. COPPER PATINA
- 32. BRONZE PATINA
- 33. GOLD PATINA
- 34. SILVER PATINA
- 35. IRON PATINA
- 36. BLACK PATINA
- 37. GREEN PATINA
- 38. RED PATINA
- 39. BLUE PATINA
- 40. PURPLE PATINA
- 41. PINK PATINA
- 42. WHITE PATINA
- 43. GREY PATINA
- 44. BLACK PATINA
- 45. BRASS PATINA
- 46. COPPER PATINA
- 47. BRONZE PATINA
- 48. GOLD PATINA
- 49. SILVER PATINA
- 50. IRON PATINA
- 51. BLACK PATINA
- 52. GREEN PATINA
- 53. RED PATINA
- 54. BLUE PATINA
- 55. PURPLE PATINA
- 56. PINK PATINA
- 57. WHITE PATINA
- 58. GREY PATINA
- 59. BLACK PATINA
- 60. BRASS PATINA
- 61. COPPER PATINA
- 62. BRONZE PATINA
- 63. GOLD PATINA
- 64. SILVER PATINA
- 65. IRON PATINA
- 66. BLACK PATINA
- 67. GREEN PATINA
- 68. RED PATINA
- 69. BLUE PATINA
- 70. PURPLE PATINA
- 71. PINK PATINA
- 72. WHITE PATINA
- 73. GREY PATINA
- 74. BLACK PATINA
- 75. BRASS PATINA
- 76. COPPER PATINA
- 77. BRONZE PATINA
- 78. GOLD PATINA
- 79. SILVER PATINA
- 80. IRON PATINA
- 81. BLACK PATINA
- 82. GREEN PATINA
- 83. RED PATINA
- 84. BLUE PATINA
- 85. PURPLE PATINA
- 86. PINK PATINA
- 87. WHITE PATINA
- 88. GREY PATINA
- 89. BLACK PATINA
- 90. BRASS PATINA
- 91. COPPER PATINA
- 92. BRONZE PATINA
- 93. GOLD PATINA
- 94. SILVER PATINA
- 95. IRON PATINA
- 96. BLACK PATINA
- 97. GREEN PATINA
- 98. RED PATINA
- 99. BLUE PATINA
- 100. PURPLE PATINA
- 101. PINK PATINA
- 102. WHITE PATINA
- 103. GREY PATINA
- 104. BLACK PATINA
- 105. BRASS PATINA
- 106. COPPER PATINA
- 107. BRONZE PATINA
- 108. GOLD PATINA
- 109. SILVER PATINA
- 110. IRON PATINA
- 111. BLACK PATINA
- 112. GREEN PATINA
- 113. RED PATINA
- 114. BLUE PATINA
- 115. PURPLE PATINA
- 116. PINK PATINA
- 117. WHITE PATINA
- 118. GREY PATINA
- 119. BLACK PATINA
- 120. BRASS PATINA
- 121. COPPER PATINA
- 122. BRONZE PATINA
- 123. GOLD PATINA
- 124. SILVER PATINA
- 125. IRON PATINA
- 126. BLACK PATINA
- 127. GREEN PATINA
- 128. RED PATINA
- 129. BLUE PATINA
- 130. PURPLE PATINA
- 131. PINK PATINA
- 132. WHITE PATINA
- 133. GREY PATINA
- 134. BLACK PATINA
- 135. BRASS PATINA
- 136. COPPER PATINA
- 137. BRONZE PATINA
- 138. GOLD PATINA
- 139. SILVER PATINA
- 140. IRON PATINA
- 141. BLACK PATINA
- 142. GREEN PATINA
- 143. RED PATINA
- 144. BLUE PATINA
- 145. PURPLE PATINA
- 146. PINK PATINA
- 147. WHITE PATINA
- 148. GREY PATINA
- 149. BLACK PATINA
- 150. BRASS PATINA

**Legend:**

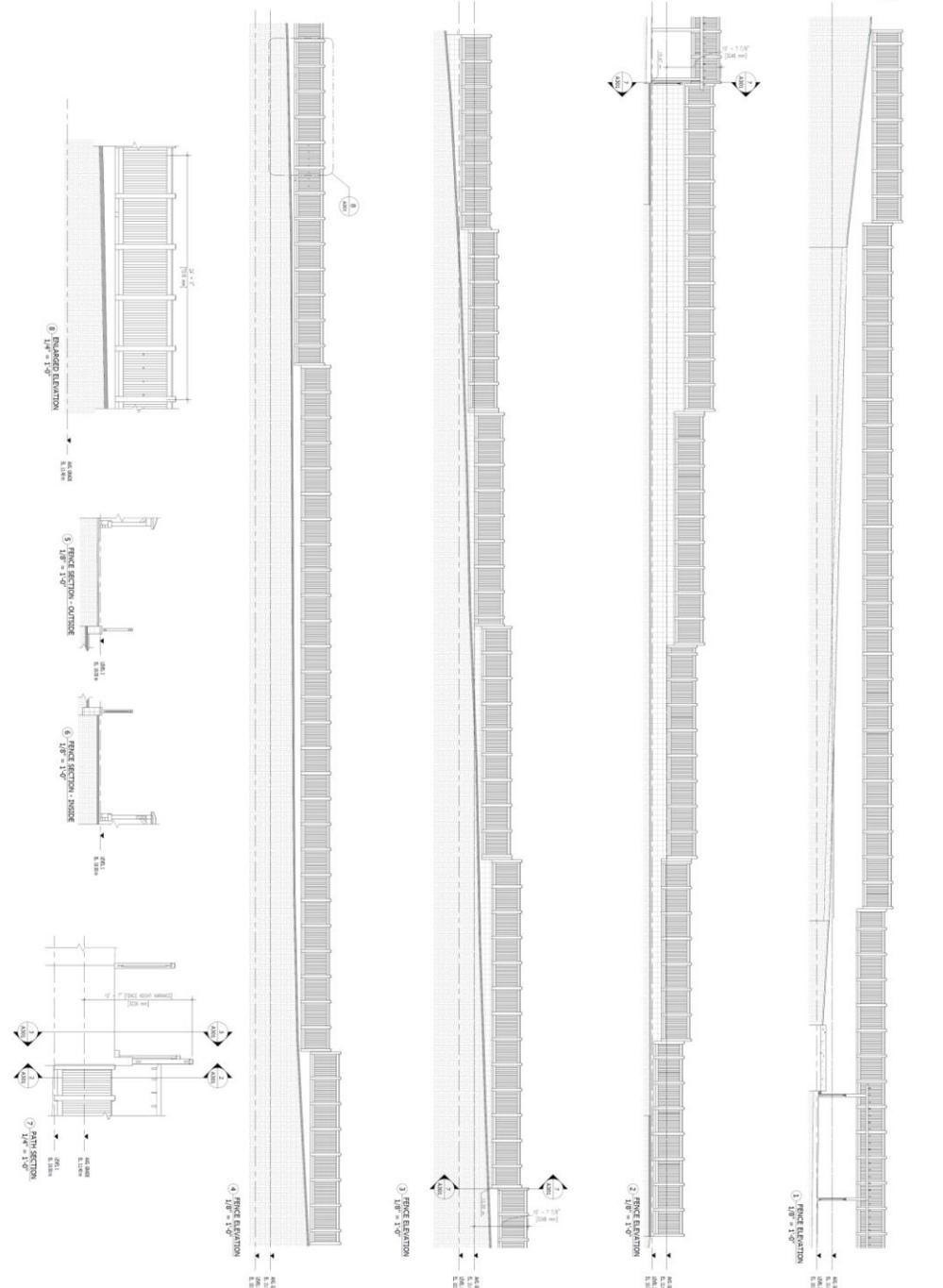
- 1. BRICK
- 2. CONCRETE
- 3. GLASS
- 4. METAL
- 5. WOOD
- 6. STONE
- 7. TERRAZZO
- 8. GRANITE
- 9. MARBLE
- 10. CERAMIC TILE
- 11. POLISHED CONCRETE
- 12. PAINT
- 13. STAINLESS STEEL
- 14. ALUMINUM
- 15. COPPER
- 16. BRASS
- 17. BRONZE
- 18. GOLD LEAF
- 19. SILVER LEAF
- 20. IRON PATINA
- 21. BLACK PATINA
- 22. GREEN PATINA
- 23. RED PATINA
- 24. BLUE PATINA
- 25. PURPLE PATINA
- 26. PINK PATINA
- 27. WHITE PATINA
- 28. GREY PATINA
- 29. BLACK PATINA
- 30. BRASS PATINA
- 31. COPPER PATINA
- 32. BRONZE PATINA
- 33. GOLD PATINA
- 34. SILVER PATINA
- 35. IRON PATINA
- 36. BLACK PATINA
- 37. GREEN PATINA
- 38. RED PATINA
- 39. BLUE PATINA
- 40. PURPLE PATINA
- 41. PINK PATINA
- 42. WHITE PATINA
- 43. GREY PATINA
- 44. BLACK PATINA
- 45. BRASS PATINA
- 46. COPPER PATINA
- 47. BRONZE PATINA
- 48. GOLD PATINA
- 49. SILVER PATINA
- 50. IRON PATINA
- 51. BLACK PATINA
- 52. GREEN PATINA
- 53. RED PATINA
- 54. BLUE PATINA
- 55. PURPLE PATINA
- 56. PINK PATINA
- 57. WHITE PATINA
- 58. GREY PATINA
- 59. BLACK PATINA
- 60. BRASS PATINA
- 61. COPPER PATINA
- 62. BRONZE PATINA
- 63. GOLD PATINA
- 64. SILVER PATINA
- 65. IRON PATINA
- 66. BLACK PATINA
- 67. GREEN PATINA
- 68. RED PATINA
- 69. BLUE PATINA
- 70. PURPLE PATINA
- 71. PINK PATINA
- 72. WHITE PATINA
- 73. GREY PATINA
- 74. BLACK PATINA
- 75. BRASS PATINA
- 76. COPPER PATINA
- 77. BRONZE PATINA
- 78. GOLD PATINA
- 79. SILVER PATINA
- 80. IRON PATINA
- 81. BLACK PATINA
- 82. GREEN PATINA
- 83. RED PATINA
- 84. BLUE PATINA
- 85. PURPLE PATINA
- 86. PINK PATINA
- 87. WHITE PATINA
- 88. GREY PATINA
- 89. BLACK PATINA
- 90. BRASS PATINA
- 91. COPPER PATINA
- 92. BRONZE PATINA
- 93. GOLD PATINA
- 94. SILVER PATINA
- 95. IRON PATINA
- 96. BLACK PATINA
- 97. GREEN PATINA
- 98. RED PATINA
- 99. BLUE PATINA
- 100. PURPLE PATINA
- 101. PINK PATINA
- 102. WHITE PATINA
- 103. GREY PATINA
- 104. BLACK PATINA
- 105. BRASS PATINA
- 106. COPPER PATINA
- 107. BRONZE PATINA
- 108. GOLD PATINA
- 109. SILVER PATINA
- 110. IRON PATINA
- 111. BLACK PATINA
- 112. GREEN





DPV1906

Schedule No.1: Plans & Elevations  
Page 6 of 8



**Government of Alberta and Environment**

**Contractor's Affidavit of Compliance**

I, the undersigned, being duly sworn, depose and say that the information provided in this Affidavit is true and correct to the best of my knowledge and belief, and that I am a duly licensed contractor in the Province of Alberta.

**JMArchitectural Inc.**

Professional Seal of the Architect

**DO NOT SCALE DRAWING**

This drawing has been electronically checked for accuracy and is intended for use as a guide only. It is not to be used for construction purposes without the approval of the architect. The contractor is responsible for verifying all dimensions and details before construction.

**Project Information:**

Project Name: **sussex altiveris DEVELOPMENTS**

Project Address: **925 Braidwood Rd, Edmonton, Alberta**

Client: **Altiveris**

Architect: **JMArchitectural Inc.**

Scale: **AS01**

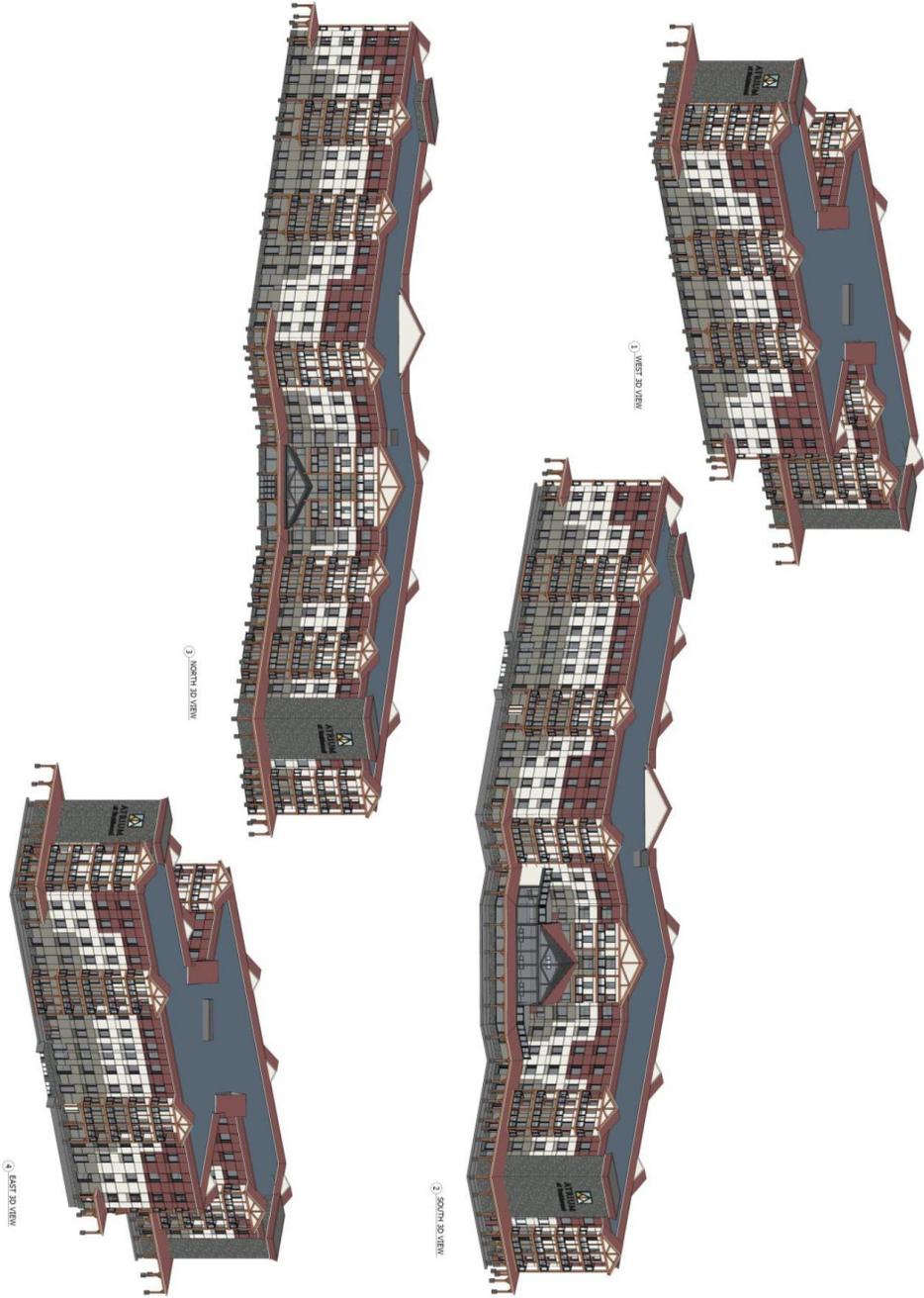
Date: **2019/07/01**

Sheet: **1** of **1**

5/21/2020 12:01:37 PM

DPV1906

Schedule No.1: Plans & Elevations  
Page 7 of 8



**30 VIEWS** | A3000 | 2019.07

5/21/2020 12:02:14 PM

**ATRIUM**  
OF Braidwood

**sussex**  
RETIREMENT LIVING

**Altiveris**  
DEVELOPMENTS

**JMArchitecture Inc.**

**DO NOT SCALE DRAWING**

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

NO.	DATE	DESCRIPTION	BY
1	2019.07	ISSUED FOR PERMIT	JMS

START DATE: 2019.07  
PROJECT NO.: 1906  
SHEET NO.: 07  
SHEET TOTAL: 08

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

APPROVED FOR: [Signature]

DATE: 5/21/2020

PROJECT: ATRIUM OF Braidwood

CLIENT: [Name]

30 VIEWS | A3000 | 2019.07

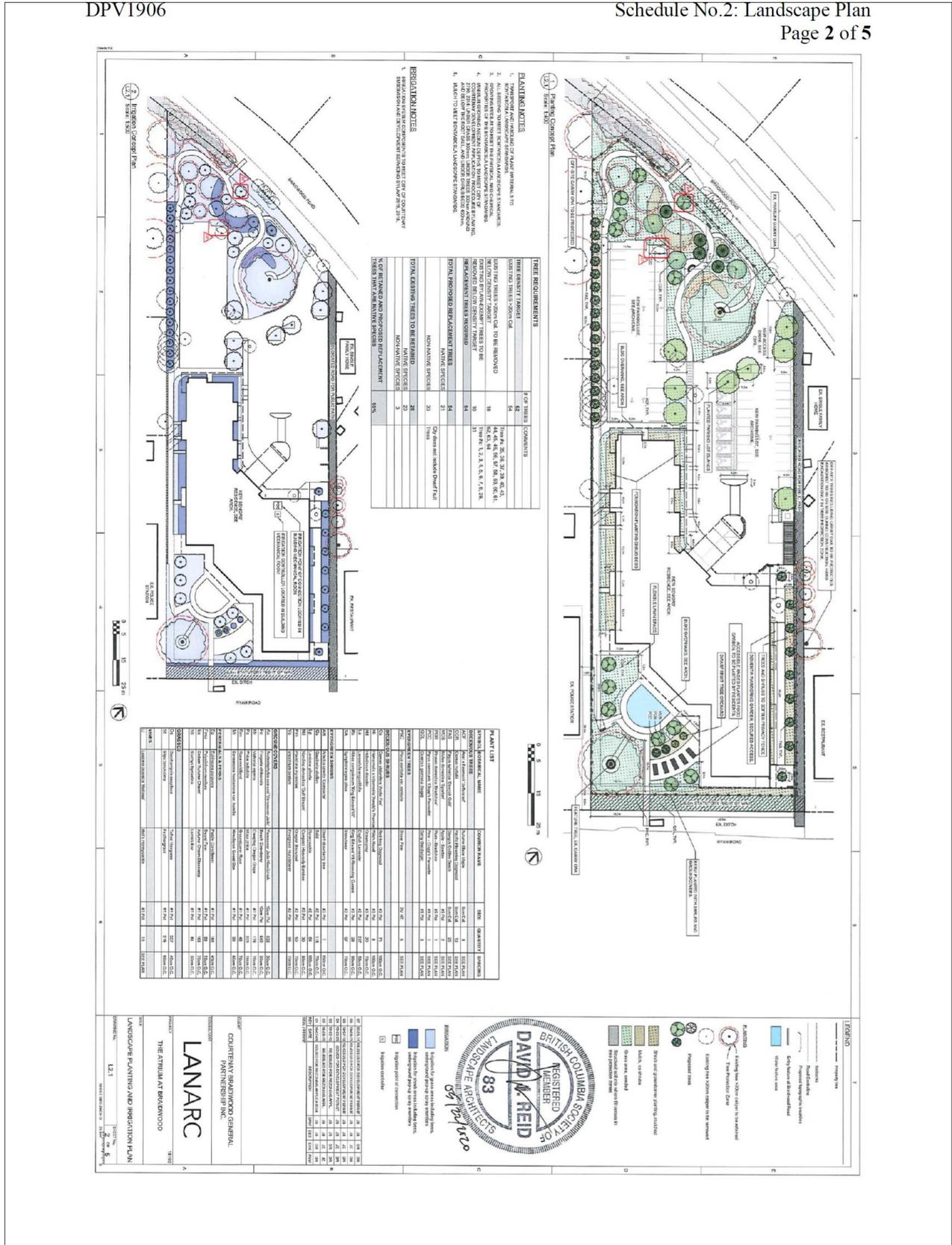
5/21/2020 12:02:14 PM





DPV1906

Schedule No.2: Landscape Plan  
Page 2 of 5





DPV1906

Schedule No.2: Landscape Plan  
Page 4 of 5

**1 FENCE TYPE 1: CEDAR SPLIT RAIL FENCE**

**NOTES:**

1. ALL WOOD TO BE WESTERN RED CEDAR OR YELLOW CEDAR. FENCE FROM FINISH AND
2. MOIST TO BE LOCALLY SOURCED WHEN AVAILABLE. HEAVY CEDAR SPLIT RAIL POSTS:
3. POSTS TO BE 4" DIA. (40#) OR 6" DIA. (60#) AND 8' LONG. SPLIT RAIL TO BE 2" DIA. (20#) AND 8' LONG.
4. CEDAR SPLIT RAIL TO BE 2" DIA. (20#) AND 8' LONG. SPLIT RAIL TO BE 2" DIA. (20#) AND 8' LONG.
5. BOTTOM SUPPORT TO BE 4" DIA. FINISH.
6. MODULAR RETAINING WALL (WALL TYPE 2) SHALL BE 18" HIGH AND 12" WIDE. SHALL BE 18" HIGH AND 12" WIDE.

**2 FENCE TYPE 2: CEDAR PRIVACY FENCE W/ LATTICE**

**NOTES:**

1. ALL WOOD TO BE WESTERN RED CEDAR OR YELLOW CEDAR.
2. 4" DIA. CEDAR POSTS.
3. 2" DIA. CEDAR RAILS.
4. LATTICE PANELS 3/4" X 3/4" X 1/2" (3/4" X 3/4" X 1/2" LATTICE). LATTICE TO BE 3/4" X 3/4" X 1/2" (3/4" X 3/4" X 1/2" LATTICE).
5. BOTTOM SUPPORT TO BE 4" DIA. FINISH.
6. MODULAR RETAINING WALL (WALL TYPE 2) SHALL BE 18" HIGH AND 12" WIDE. SHALL BE 18" HIGH AND 12" WIDE.

**3 FENCE TYPE 3: CEDAR PRIVACY FENCE MOUNTED ON BLOCK WALL**

**NOTES:**

1. ALL WOOD TO BE WESTERN RED CEDAR OR YELLOW CEDAR.
2. 4" DIA. CEDAR POSTS.
3. 2" DIA. CEDAR RAILS.
4. CEDAR RAILS TO BE 2" DIA. (20#) AND 8' LONG. SPLIT RAIL TO BE 2" DIA. (20#) AND 8' LONG.
5. BOTTOM SUPPORT TO BE 4" DIA. FINISH.
6. MODULAR RETAINING WALL (WALL TYPE 2) SHALL BE 18" HIGH AND 12" WIDE. SHALL BE 18" HIGH AND 12" WIDE.

**4 FENCE TYPE 4: CEDAR PRIVACY FENCE**

**NOTES:**

1. ALL WOOD TO BE WESTERN RED CEDAR OR YELLOW CEDAR.
2. 4" DIA. CEDAR POSTS.
3. 2" DIA. CEDAR RAILS.
4. CEDAR RAILS TO BE 2" DIA. (20#) AND 8' LONG. SPLIT RAIL TO BE 2" DIA. (20#) AND 8' LONG.
5. BOTTOM SUPPORT TO BE 4" DIA. FINISH.
6. MODULAR RETAINING WALL (WALL TYPE 2) SHALL BE 18" HIGH AND 12" WIDE. SHALL BE 18" HIGH AND 12" WIDE.

**5 WALL TYPE 1: CURB CONCRETE RETAINING WALL**

**NOTES:**

1. CURB IN PLACE ABOVE RETAINING WALL.
2. RETAINING WALL SHALL BE 18" HIGH AND 12" WIDE.

**6 WALL TYPE 2: MODULAR RETAINING WALL**

**NOTES:**

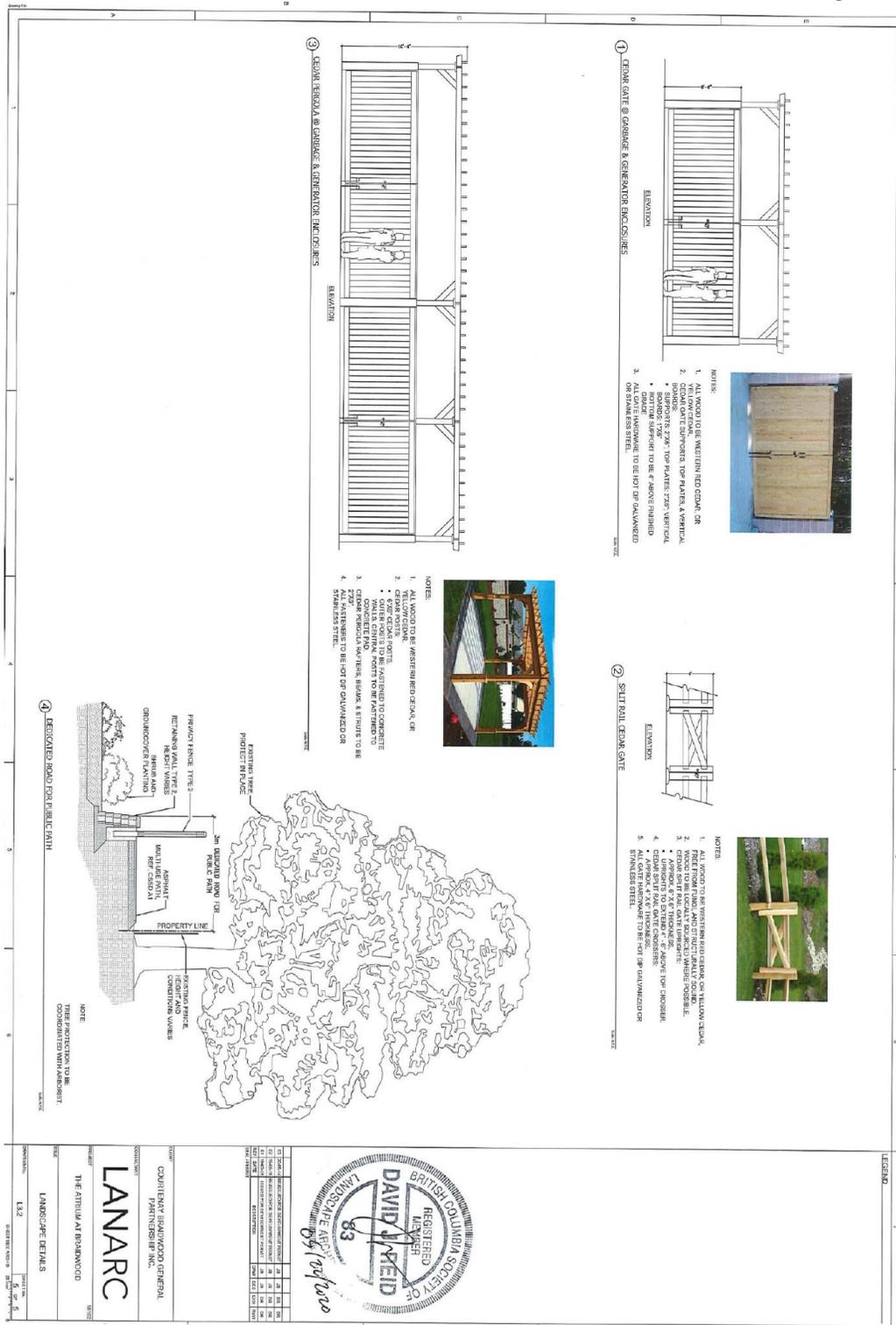
1. ALL WOOD TO BE WESTERN RED CEDAR OR YELLOW CEDAR.
2. 4" DIA. CEDAR POSTS.
3. 2" DIA. CEDAR RAILS.
4. CEDAR RAILS TO BE 2" DIA. (20#) AND 8' LONG. SPLIT RAIL TO BE 2" DIA. (20#) AND 8' LONG.
5. BOTTOM SUPPORT TO BE 4" DIA. FINISH.
6. MODULAR RETAINING WALL (WALL TYPE 2) SHALL BE 18" HIGH AND 12" WIDE. SHALL BE 18" HIGH AND 12" WIDE.



CLIENT: COURTNEY BRANFORD GENERAL PARTNERSHIP INC.  
**LANARC**  
 THE ATTORNEY AT BURNABO  
 1805  
 PROJECT: LANDSCAPE DETAILS  
 DATE: 6/1/2020  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]

DPV1906

Schedule No.2: Landscape Plan  
 Page 5 of 5



DPV1906

Schedule No.3: Landscape Cost Estimate

Page 1 of 1

**Cost Estimate - Landscape Concept Plan**

May 29, 2019

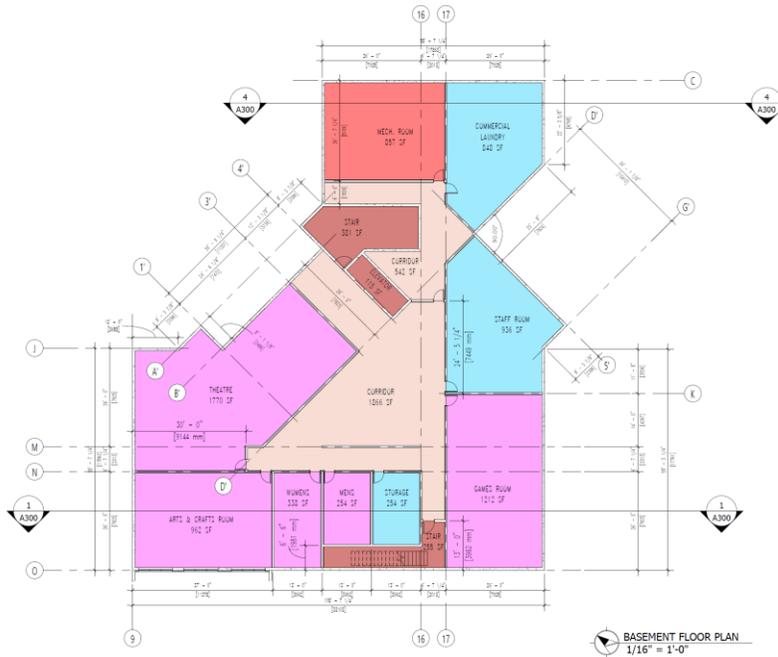
**The Atrium at Braidwood**

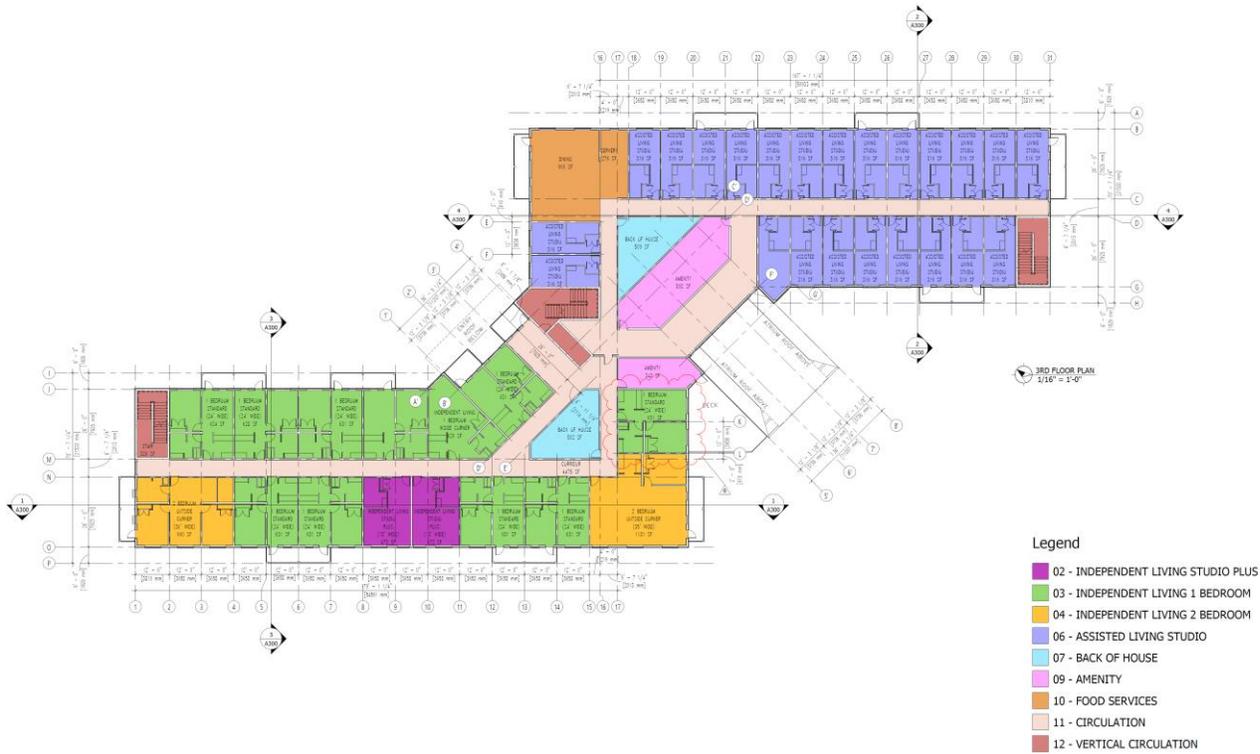
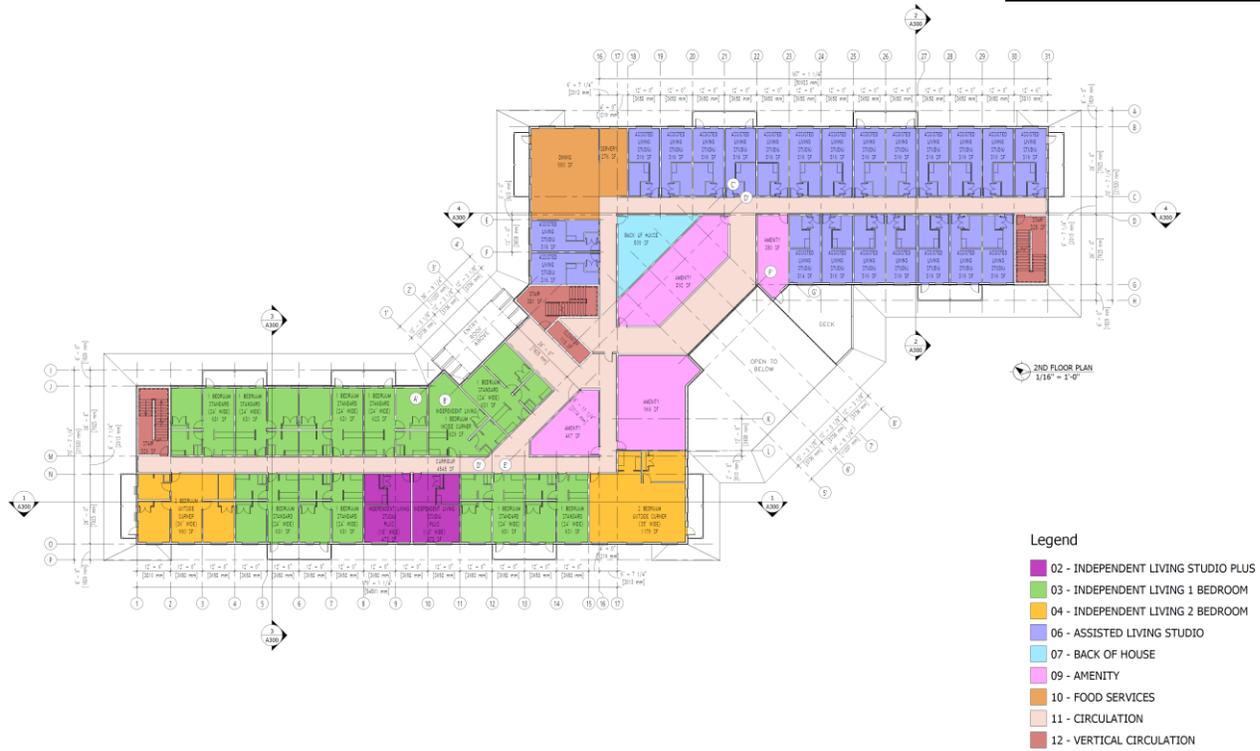
Lanarc 2015 Consultants Ltd.

Development Permit Application - Schedule of Items & Descriptions  
 LANDSCAPE BUDGET ESTIMATE

REF No.	ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
<b>1. HARD LANDSCAPE - PAVING</b>						
1.1	Pedestrian Paving A	CIP Concrete, non-vehicle bearing	m <sup>2</sup>	1840	\$ 90.00	\$ 165,600.00
1.2	Pedestrian Paving B	Crushed Granular Paving, non-vehicle bearing to feature Garry oak	m <sup>2</sup>	87	\$ 55.00	\$ 4,785.00
1.3	Pedestrian Paving C	Feature paving areas	m <sup>2</sup>	125	\$ 140.00	\$ 17,500.00
<b>Subtotal, HARD LANDSCAPE - Paving</b>						<b>\$ 187,885.00</b>
<b>2. HARD LANDSCAPE - FORM &amp; FEATURES</b>						
2.1	Water Feature	Ornamental Display	allowance	1	\$ 50,000.00	\$ 50,000.00
2.2	Entry feature at Braidwood Rd	Entry signage, with boulders and planting	LS	1	\$ 10,000.00	\$ 10,000.00
<b>Subtotal, HARD LANDSCAPE - Form &amp; Features</b>						<b>\$ 60,000.00</b>
<b>3. SOFT LANDSCAPE</b>						
3.1	Growing Medium - shrub and groundcover planting areas	400 mm Average Depth after settlement (450mm depth for shrub areas, 300mm for groundcover areas)	m <sup>2</sup>	398	\$ 80.00	\$ 31,872.00
3.2	Growing Medium - seeding areas	300mm Depth after compaction and settlement	m <sup>2</sup>	819	\$ 75.00	\$ 61,425.00
3.3	"Structural Soil Growing Medium	fill areas in tree protection zones, 300mm Depth (supply & install)"	m <sup>2</sup>	16	\$ 100.00	\$ 1,600.00
3.4	Mulch for Planted Areas	75mm Depth after settlement, as per City of Courtenay specifications	m <sup>2</sup>	80	\$ 90.00	\$ 7,209.00
3.5	Large Deciduous Tree	60mm cal., #5 Pot, incl. supply, installation & compost	ea	44	\$ 600.00	\$ 26,400.00
3.6	Dwarf Fruit Tree	incl. supply, installation & compost	ea	4	\$ 100.00	\$ 400.00
3.7	Large Evergreen Tree	2m height, incl. supply, installation & compost	ea	6	\$ 300.00	\$ 1,800.00
3.8	Shrub & Groundcover Planting	combination of native and drought tolerant plants (+/- 35% of soft landscape area)	m <sup>2</sup>	996	\$ 57.50	\$ 57,270.00
3.9	Lawn Seeding	grass mix seeding and establishment (+/- 65% of soft landscape area)	m <sup>2</sup>	2730	\$ 5.00	\$ 13,650.00
3.10	Berm along Ryan Road	grading	m <sup>2</sup>	534	\$ 2.50	\$ 1,335.00
<b>Subtotal, SOFT LANDSCAPE</b>						<b>\$ 202,961.00</b>
<b>4. SITE FURNISHINGS</b>						
4.1	Bench (free-standing)	1800mm length	ea	9	\$ 1,800.00	\$ 16,200.00
4.2	Circular Bench	2000mm diameter, embedment mount	ea	3	\$ 3,000.00	\$ 9,000.00
4.3	Bicycle Rack	Accommodates 2-bicycles per rack, steel, powdercoated finish, embedment mount	ea	1	\$ 1,000.00	\$ 1,000.00
4.4	Accessible Raised Planter	Cedar structure, 800mm height, 400mm depth topsoil over 400mm depth 20mm dia. Non-compacted washed rock	each	5	\$ 1,200.00	\$ 6,000.00
4.5	Garbage & Generator Enclosure Screening	Masonry Concrete back and side walls, 2m height, 31 l.m., c/w with cedar trellis cover, gate	LS	1	\$ 20,000.00	\$ 20,000.00
4.6	Fence Type 1	Cedar post and rail, 4' height	l.m.	285	\$ 60.00	\$ 17,100.00
4.7	Fence Type 2	Cedar privacy fencing with visually permeable lattice at top, 6' height	l.m.	122	\$ 150.00	\$ 18,300.00
4.8	Fence Type 3	Cedar privacy fencing, non-climbable, 6' height	l.m.	53	\$ 150.00	\$ 7,950.00
4.9	Fence Type 4	Cedar privacy fencing, non-climbable, 8' height	l.m.	41	\$ 230.00	\$ 9,430.00
4.10	Retaining Wall Type 1	CIP concrete retaining wall, medium sandblast finish, 2m avg. height	l.m.	80	\$ 1,020.00	\$ 81,600.00
4.11	Retaining Wall Type 2	Allan Block modular retaining wall system, 1m avg. height	l.m.	161	\$ 250.00	\$ 40,250.00
<b>Subtotal, SITE FURNISHINGS</b>						<b>\$ 226,830.00</b>
<b>5. LANDSCAPE MAINTENANCE &amp; IRRIGATION</b>						
5.1	Permanent Irrigation	Irrigation distribution piping, heads, complete automatic system	m <sup>2</sup>	3741	\$ 15.00	\$ 56,115.00
5.2	1-Year Maintenance		LS	1	\$ 20,000.00	\$ 20,000.00
<b>Subtotal, LANDSCAPE MAINTENANCE &amp; IRRIGATION</b>						<b>\$ 76,115.00</b>
<b>6. PUBLIC PATHWAY ADDITIONAL COSTS</b>						
6.1	Pedestrian Paving D	Asphalt, non-vehicle bearing	m <sup>2</sup>	433	\$ 15.00	\$ 6,495.00
6.2	Tree Preservation Measures	Soil cells, structural soils	LS	1	\$ 20,000.00	\$ 20,000.00
<b>Subtotal, LANDSCAPE MAINTENANCE &amp; IRRIGATION</b>						<b>\$ 26,495.00</b>
<b>Opinion of Probable Cost (not incl. applicable taxes)</b>						<b>\$ 753,791.00</b>
Note: Budget Estimate is Class 'C', and does not include contingency						

**Attachment No. 3: Additional Materials**









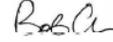

**CITY OF COURTENAY  
Planning Services**

 830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7  
 Tel. 250-334-4441 Fax: 250-334-4241  
 Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

# COMPLIANCE CHECKLIST

## MULTI RESIDENTIAL DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.5 Multi Residential Development Permit Area of the City of Courtenay Official Community Plan No. 2387, 2005. Applicants are required to complete this checklist and indicate in the comment box how their proposal complies with each development permit guideline. Where an element of the design does not comply with a guideline, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

<b>Project Address:</b> 925 Braidwood Road		<b>Date:</b> April 3, 2020	
<b>Applicant:</b> Courtenay Braidwood GP Inc.		<b>Signature:</b> 	
A. FORM AND CHARACTER	Yes	No	Comment
1. The design of buildings shall reflect the heritage of the City of Courtenay and the use of materials such as stone, brick, ornamental work and wood with varied details and columns is required. All designs will be assessed to compare the submitted design with these guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"Cedar timberframe" details (the building is non-combustible, so actual wood elements aren't code-compliant in most areas). Synthetic stone is used along the base of the building, and completely clads the end fire exits.
2. All multi residential projects shall front or appear to front onto abutting roadways. This may be achieved through appropriate treatment of the building exteriors and through the provision of pedestrian entranceways and walkways directly to the street.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The main entrance of the building is clearly visible from its' access (vehicle or pedestrian) off of Braidwood Road - as it is below the largest ornamental gable, behind a prominent porte cochere, and through a glazed, atrium entrance.
3. Buildings located on corner lots, lots adjacent to a single residential building, and lots next to public open spaces shall be stepped down toward the flanking street, adjacent building, or public open spaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The building itself is not "stepped" (wouldn't be as functional or economically feasible), but - lower floor than NE adjacents; SW adjacents are RCMP building or buffered by mature trees; zig-zag footprint increases distance from residences;
4. The design and introduction of a new building type to a residential neighbourhood shall provide harmony and lend continuity to the neighbourhood and should not create excessive disruption of the visual character of the neighbourhood.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	veranda at pedestrian level simulates a "step"; colors and stepped pattern of exterior cladding visually reduces mass and scale. Comparable 5-storey building at 911 Braidwood Rd
5. The design of a new project or an addition to an existing project shall be based on a comprehensive design concept and shall give adequate attention to the general architectural style, detailing, scale, materials, character of fenestration, character and materials of roofs, treatment of entrances, gradation of heights, relationship of indoor and outdoor spaces, design and placement of play areas, access parking arrangement and circulation, and landscape character and design. Plans submitted with Development Permit applications shall illustrate the aforementioned points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No comment
6. No more than four townhouse units shall be linked in a row unless warranted by special design treatment.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
7. Where townhouse units have attached garages or carports, the units shall be wide enough to allow the creation of attractive entrances to the individual units between garages. Where lane access is available, parking entrances shall be limited to lane access.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
8. Where individual townhouse or multi-family units have vehicular access via public street, combined driveway access points are required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is only one access point.

9. The design and siting of buildings and individual units shall take advantage of views, natural amenities and adjacent open spaces and shall provide the maximum of units with good sun exposure to enhance the liveability of units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No comment
10. Stepped or alternating massing shall be used in the design of buildings in order to break up the volume of the building(s) and to avoid a box like appearance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The building is not "stepped" (see comment on 3), but utilizes other architectural strategies to break up the volume, and to avoid a box-like appearance.
11. Sloped roofs shall be encouraged to harmonize with surrounding residential areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The roof is flat, but the design utilizes ornamental gables.
12. Building shall ensure visual privacy between units and also between private amenity spaces such as balconies or patios.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No comment
13. Where a development is to be constructed in several phases, the proposed phasing plan indicating the sequence and timing of construction shall be included as part of the development permit application.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
<b>B. SIGNAGE</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2760, 2013 and all amendments thereto.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>C. SITING, LANDSCAPING AND SCREENING</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping, shall be submitted with the development permit application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Recreation and play areas shall be provided within each project and shall be sensitive to the needs of the all age groups likely to reside in the development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Care will be taken in developments intended for family living to ensure that the fundamental needs of family living are not compromised. This includes adequate storage, places for outdoor play, attention to sound and sight separation, and safe convenient parking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. A continuous landscaped buffer area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to Cumberland Road, 17 <sup>th</sup> Street, 29 <sup>th</sup> Street, Island Highway, Cliffe Avenue, Ryan Road and Lerwick Road. A perimeter landscaped buffer area of at least 4.5 metres in width shall be provided along the inside of all property lines adjacent to all other roads and at approved access points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. If a property is adjacent to the Agricultural Land Reserve boundary, a fence and landscaped buffer area of at least 10 metres in width shall be provided along the inside of the property line.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
7. Buildings shall be sited to ensure the privacy of residences and adjoining properties, retain view amenities, and minimize the impact of noise or other off-site effects. Noise attenuation fencing will be required adjacent to arterial and collector roads.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The project's SE property line average grade is 1.09m higher than the average grade along Ryan Road, and the building main floor elevation is 2.65m higher than the average grade along Ryan Road. In addition, we had inquired with Mr. Seta last year regarding the requirement for a noise attenuation fence, and we were told that one was not required given our site conditions.

8. Buildings shall be sited to retain existing tree stands and terrain as much as possible. Protective barriers, such as snow fencing, shall be installed around all existing plantings which will be retained at the drip line for the duration of construction. No material or temporary soil deposits may be stored within these areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Buildings shall be sited to ensure the privacy of residences and adjoining properties, retain view amenities, and minimize the impact of noise or other off-site effects, noise attenuation fencing or buffering will be required adjacent to arterial and collector roads.	<input type="checkbox"/>	<input type="checkbox"/>	This is the exact same question as No. 7?
10. Grading requirements of a development shall be resolved within the property boundary. Cut and fills shall be minimized and blended into the existing terrain. Stepped retaining walls shall be used where possible. Stepped foundation walls and floor levels for buildings shall be used on sloped sites. Slopes shall be determined to promote opportunity for re-planting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Buildings shall locate refuse containers, utility services, etc. to minimize visibility and they shall be screened by landscaping and fencing to a minimum height of 2 metres. In general, chain link fencing shall be used only when screened by landscaping. Similarly, utilities, meters, exhaust elements, satellite dishes, etc., shall be screened by landscaping, fencing or roof elements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. To separate internal roads, parking, service or storage areas from adjacent properties, a landscaped buffer area of at least 30 metres in width.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This is how the OCP reads, but shouldn't it read 3m instead of 30m? Our project would conform if it read 3m - which is essentially how Bylaw 2500 reads.
13. Development shall include installation of street trees and sidewalks along all adjacent streets. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15. Any development adjacent to or near stream or wetland areas shall adhere to the requirements of the Streamside Stewardship, 1993 guidelines and the "Land Development Guidelines for the Protection of Aquatic Habitat 1992" prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection along all streams and their tributaries.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
16. The City may require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
17. It is City policy to limit the peak run off from areas of new development to that which the same catchment areas would have generated under the pre-development land use. A storm water management plan will be required as part of any development and shall be prepared by a Professional Engineer to comply with the City's stormwater management policies and plans and the City's Water Balance Model.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18. Setbacks areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable

19. A biophysical assessment of the site prepared by a professional biologist may be required outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable - although an Arborist has provided a Tree Inventory Report.
20. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses			Not applicable
21. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property: <ul style="list-style-type: none"> <li>• shrubs – 450 mm</li> <li>• groundcover &amp; grass – 300 mm</li> <li>• trees – 300 mm around and below the root ball</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
22. All landscape areas shall be serviced by an underground irrigation system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>D. LIGHTING</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. All new, replacement and upgraded street lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>E. PARKING</b>	<b>Yes</b>	<b>No</b>	<b>Explanation of Non-Conformity</b>
1. Large surface parking areas should be broken down into smaller parking lots evenly dispersed throughout the development and integrated with planted landscaped areas. Visitor parking spaces shall be clearly identified within each development. Tree Planting is required in parking areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Parking areas shall be screened from adjacent properties and from direct views of parking vehicles from the street. The screening should consist of landscaping and fencing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Outdoor parking and loading areas should be located to the sides and rear of buildings. Parking areas shall include landscaped areas, defined by concrete curbs, to provide visual breaks between clusters of approximately ten stalls.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not feasible to locate loading or parking to the sides or rear of the building on our site. Re breaks between stall clusters - this is how the OCP reads, but it is not in the Parking or R-4A sections of Bylaw 2500, and was never brought up by Mr. Setta in our Zoning Amendment or DP reviews. It is possible for us to do this, but it would require removing existing, mature trees, in order to expand parking into the west corner of the site.
4. Direct and functional pedestrian pathways to connect building entrances to parking areas and sidewalks of the abutting streets shall be provided. Installation of features such as distinct paving, special landscaping with trees and benches, and overhead weather protection on exterior building walls where appropriate is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



**CITY OF COURTENAY**  
**Planning Services**  
 830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7  
 Tel: 250-334-4441 Fax: 250-334-4241  
 Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

# COMPLIANCE CHECKLIST

## MULTI RESIDENTIAL BUILDINGS ABOVE 3 STOREYS DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.5.1 Multi Residential Buildings Above 3 Storeys Development Permit Area of the City of Courtenay Official Community Plan No. 2387, 2005. Applicants are required to complete this checklist and indicate in the comment box how their proposal complies with each development permit guideline. Where an element of the design does not comply with a guideline, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

<b>Project Address:</b> 925 Braidwood Road		<b>Date:</b> April 3, 2020	
<b>Applicant:</b> Courtenay Braidwood GP Inc.		<b>Signature:</b>	
A. FORM AND CHARACTER	Yes	No	Comment
1. Plans submitted for development permits must illustrate a general architectural style detailing, scale, materials, treatment of entrances, gradation of building heights, indoor/outdoor space relationships, recreational area design, and parking layout. In particular, the following design aspects must be addressed: <ul style="list-style-type: none"> <li>Stepped or alternate massing to break up the volume of a building to avoid a boxlike appearance;</li> <li>Articulated walls detailed with varied cladding material, windows and doors, and patio features to create visual interest;</li> <li>Sloped an varied roof lines;</li> <li>Screened rooftop mechanical equipment incorporated into overall architectural treatment of buildings.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The building itself is not "stepped" (wouldn't be as functional or economically feasible), but utilizes other architectural strategies to break up the volume, and to avoid a box-like appearance; veranda at pedestrian level simulates a "step"; colors and stepped pattern of exterior cladding visually reduces mass and scale. The zig-zag footprint of the building, and balcony elements provide articulation. Varied cladding materials, and various colors are utilized to create visual interest. Ornamental gables are utilized to vary the roof line. Rooftop mechanical equipment is screened by a parapet.
2. All development shall maximize sun penetration to pedestrian levels and to neighbouring public and private spaces to provide for outdoor activity areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No comment
3. Buildings shall be designed and sited to ensure view corridors, view opportunities and solar access are maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No comment
B. COMPATABILITY WITH SURROUNDING LAND USES	Yes	No	Explanation of Non-Conformity
1. Attention should be paid to overall architectural style and detailing, scale, and quality of finishing materials to achieve a harmonious integration with the neighbourhood. The choice of building materials shall contribute towards an appearance of solid, quality construction and long term durability. Buildings shall include design features such as stepping back the buildings mass from the street or surrounding land use and providing pitched roofs with varied roof lines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**JM Architecture Inc.**

Registered in BC - AB  
Joe M. Minten - principal  
Architect aibc | aaa | mraic

May 30 2019

**Written Statement on the Conformance to the Sustainability Evaluation Compliance Checklist**

**Project:** *The Atrium at Braidwood*  
**Location:** *925 Braidwood Road*  
**Owner:** *Courtenay Braidwood General Partnership Inc.*

We have responded directly to each item listed on the City of Courtenay's Sustainability Evaluation Compliance Checklist to facilitate your review, as follows:

**Land Use**

- Provides a mix of housing types and sizes

*The Atrium at Braidwood is a full-service, multiple-care-level (Independent Living, Assisted Living, Memory Care) seniors' retirement residence. The residence has a mix of studio, one-bedroom, and two-bedroom suites for Independent Living residents. The average size of these suite types is 59 m2 respectively. In addition, the residence has studio suites for Assisted Living residents that are 29 m2 in size, and studio suites for Memory Care residents that are 29 m2 in size.*

- Balances the scale and massing of buildings in relation to adjoining properties

*The proposed seniors' residence is a five-storey building, with single-storey residential buildings and a single-storey restaurant building along the adjoining northeast property line – but because of a grade change across the 1.23 ha site, the buildings along this property line have a higher main floor elevation than the proposed building.*

*The buildings along the adjoining southwest property line are at a lower elevation than the proposed building, but consist of the single-storey RCMP building (albeit with a tall roof element), a two-storey residential building, and a five-storey apartment building that is under construction.*

*The subject site has a large number of mature trees that help to buffer it from the smaller buildings on the adjoining properties, we have made a conscious effort in our site-planning, building design, and exterior finishes to balance the juxtapositions.*

*We have used a "zig-zag" shape for the building in order to provide as much distance as possible from the single-storey residential buildings along the southeast property line that would be most impacted by our development.*

*We have also carefully chosen a combination of exterior finishes and colors, including a dark color for the fourth-floor of the building, in order to visually reduce its' massing and scale.*

Bldg 4 -15243 91<sup>st</sup> Avenue  
Surrey, B.C. V3R 8P8  
604 583-2003 -T  
joe@jmachitecture.ca- E

**JM Architecture Inc.**

Registered in BC - AB  
Joe M. Minten - principal  
Architect aibc | aaa | mraic

Compliments neighboring uses and site topography

*As mentioned above, there is a five-storey apartment building under construction on an adjacent site, and there are other multi-unit buildings nearby, that will be complimented by our seniors' residence - as we employ a large number of staff who would appreciate nearby, affordable rental accommodation.*

*With respect to topography, we engaged a prominent Vancouver Island Landscape Architecture firm (LANARC) to assist us with a site plan that worked with the existing grades to minimize any unnecessary changes in the topography.*

Provides or supports mixed use developments or neighborhoods

*The significant number of residents and staff resulting from this development will help to support the local businesses, and the services provided to the residents within the building, will also require supplies that will help to support local businesses. This new development, as well as others planned for the area, will in turn encourage more mixed use developments to grow the local economy.*

Promotes walking to daily activities and recreational opportunities

*We have designed a network of paths for residents and guests to walk throughout the site and enjoy the park-like setting. In addition, we have provided links for our residents to connect with existing sidewalks to safely walk across Ryan Road at controlled intersections.*

*There will also be outdoor spaces provided for residents to enjoy a yoga class, or bocce ball, or gardening in raised planters.*

*Staff will also be encouraged to ride their bicycles to work.*

Supports a range of incomes

*As mentioned above, this development will provide a range of suite types and sizes in order to accommodate a corresponding range of income levels.*

Is a positive impact on views and scenery

*The site has a large number of mature trees and shrubs on the site, but some are not in the best of health, and some overgrown and invasive plant species have been identified. Our plan for the site will be to work with the Landscape Architect and Arborist to direct the removal of the unhealthy, overgrown, or invasive plant material, and take active steps to improve the health and appearance of the remaining trees and shrubs. The views and scenery will also be positively impacted with the addition of significant new plantings.*

Preserves and provides greenspace, trails and landscaping

*We have worked with the Landscape Architecture firm and an Arborist based on Vancouver Island to create a plan to preserve nearly all of the significant trees and shrubs on*

Bldg 4 -15243 91<sup>st</sup> Avenue  
Surrey, B.C. V3R 8P8  
604 583-2003 -T  
joe@jmachitecture.ca - E

**JM Architecture Inc.**

Registered in BC - AB  
Joe M. Minten - principal  
Architect aibc | aaa | mraic

*the site, and all of the protected species (Garry Oaks and Pacific Dogwoods) that the Arborist's report recommended retaining.*

*We have also worked with the Landscape Architect to develop a plan to enhance the natural attributes of the site with a water feature, and landscape structures that compliment the building on the site. The and trails and paths also encourage movement of residents and guests throughout the site to tranquil destinations - not just to and from vehicles.*

**Building Design**

- ❑ Exhibit high standard of design, landscaping and environmental sensitivity  
*The architecture of the building and the landscape structures, echoes a West Coast style, sensitive to the surroundings and history of the area. As such, we have utilized timberframe details on the building and landscape structures, and are conscious of the BC government's Wood First Initiative. However, our building is non-combustible so we are presently exploring the use of actual timbers on the building vs. wood cladding material vs. cladding material that looks like wood. The timberframe structures in the landscape will be actual timbers.*
  
- ❑ Maintains a high standard of quality and appearance  
*In addition to the timberframe details, synthetic stone is used at the base of the building to provide a solid "foundation", and synthetic stone is also used up the five-storey sides of the fire exits to create a traditional "chimney" appearance.*  
*In addition, the choice of building materials such as cementitious panels, metals and glass, are low-maintenance and have long-lasting finishes that signify a robust and durable building that is time-honored and familiar to the public at large.*
  
- ❑ Includes articulation of building faces and roof lines with features such as balconies, entrances, bay windows, dormers and vertical and horizontal setbacks with enhanced colors.  
*The building in its 'zig-zag' configuration is further enhanced by the inclusion of protruding balcony elements and dormer-style roof elements.*  
*The two- and three-storey atrium elements extending outward from the face of the building, allow the upper storeys of the building to be stepped back at these central focal points.*  
*The three colors on the cementitious panels are complimentary, but provide some contrast, as they are "read" from the bottom up, as medium, light, and then dark. The colors are also patterned to provide some visual interest, rather than just being horizontal bands of color.*
  
- ❑ Avoids creating a strip development appearance  
*This item is not applicable to this development.*

Bldg 4 -15243 91<sup>st</sup> Avenue  
Surrey, B.C. V3R 8P8  
604 583-2003 -T  
joe@jmarchitecture.ca- E

**JM Architecture Inc.**

Registered in BC - AB  
Joe M. Minten - principal  
Architect aibc | aaa | mraic

- Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building practices)

*The project will not be pursuing any specific certification, however, the developer is targeting a number of measurable goals to exceed the performance of standard construction details and practices.*

1. Goal #1: Energy Efficiency

*To achieve an Energy Star score of 75 or higher.*

1.1. Building Envelope:

1.1.1. Reduce thermal Bridging:

1.1.1.1. *Slab edges covered by a minimum 1/2 of wall R-value*

1.1.1.2. *Balcony slabs thermally broken*

1.1.1.3. *Parapets and upstands insulated to min 3/4 of wall R-value*

1.1.1.4. *Architectural eyebrows and features on standoffs*

1.1.1.5. *Columns and girts within the walls covered by a minimum of 3/4 of wall R-value*

1.1.1.7. *Un-insulated elements which completely penetrate the envelope insulation limited to 0.5% of the total building envelope.*

1.1.2. Effective R-values & U-values:

1.1.2.7. *Increase the effective thermal performance by 10-15% over the prescribed ASHRAE standard*

1.1.3. Air leakage:

1.1.3.7. *Increase the effective air leakage performance by 10-15% over the prescribed ASHRAE standard*

1.1.4. Cool roofing:

1.1.4.7. *Use of reflective, rather than absorptive, roofing material*

1.2. Electrical

1.2.1. *Daylight sensors in all rooms with sufficient daylighting capacity (as determined by daylighting model)*

1.2.2. *Occupancy sensors in: exit stairs, kitchen, public washrooms*

1.2.3. *LED lighting as standard throughout*

1.2.4. *Energy Star + equipment selection (computers, printers, washers, dryers, fridges, stoves, microwaves)*

1.2.5. *Dark-sky lighting principles for outdoor areas*

1.3. Mechanical:

1.3.1. *Identify opportunities for heat recovery, especially central exhaust systems and air conditioning loads.*

Bldg 4 -15243 91<sup>st</sup> Avenue  
Surrey, B.C. V3R 8P8  
604 583-2003 -T  
joe@jmarchitecture.ca - E

**JM Architecture Inc.**

Registered in BC - AB  
Joe M. Minten - principal  
Architect aibc | aaa | mraic

*1.3.2. Prioritize HVAC systems that incorporate “energy sharing” like VRF and central heat-pump based systems.*

2. Goal #2: Occupant Comfort

- 2.1. *User adjustability – strive to provide individuals with a means to adjust their own environment, through HVAC control for each resident and common spaces, consider operable windows and shades*
- 2.2. *Consider glazing areas and SHGC spec for occupied areas subject to high glare and solar heat gains*
- 2.3. *Design to provide daylight for 75% of all regularly occupied rooms at 9am and 3pm on the equinox. Spaces which are overlit or underlit will not be counted as daylight. Shades should be provided for occupant control.*
- 2.4. *Design to provide high quality views for 90% of all regularly occupied areas*
- 2.5. *Reduce drafts by creating a tight building envelope (see strategies above in energy efficiency)*
- 2.6. *Provide opportunities for learning and walking, including looped walking routes and strong linkages beyond the site*
- 2.7. *Provide exterior opportunities for resting (benches, seating opportunities)*
- 2.8. *Encourage walking by making stairways accessible and inviting for users*
- 2.9. *Utilize current best-practices for Memory Care and Assisted Living Interior Design*

3. Goal #3: Indoor Air Quality

- 3.1. *Demand-controlled ventilation & CO2 Monitoring*
  - 3.1.1. *based on occupancy/CO2 sensors for indoor spaces*
- 3.2. *Construction IAQ Management:*
  - 3.2.1. *Create an Indoor Air Quality Management Plan for during Construction, including:*
    - 3.2.1.7. *Procedures and locations to protect absorptive materials stored on-site, from moisture or VOC emissions*
    - 3.2.1.8. *Corrective measures for what to do when absorptive materials have accidentally been exposed to moisture/VOC emissions*
    - 3.2.1.9. *Absorptive materials include, at minimum: any gypsum board, carpet, or wood products that will be installed inside the air barrier*
    - 3.2.1.10. *Dust management:*

Bldg 4 -15243 91<sup>st</sup> Avenue  
Surrey, B.C. V3R 8P8  
604 583-2003 -T  
joe@jmarchitecture.ca - E

**JM Architecture Inc.**

Registered in BC - AB  
Joe M. Minten - principal  
Architect aibc | aaa | mraic

- 3.2.1.10.1. *Dust covers on saws*
  - 3.2.1.10.2. *Wood cutting area enclosed*
  - 3.2.1.10.3. *Use dust suppressing agents and vacuum regularly*
  - 3.2.1.11. *Requirement to use walk-off mats and poly sheathing (or other dust barriers) to separate areas with carpeting from areas still under construction, to limit the dust and VOCs absorbed by the carpet*
  - 3.2.2. *Restrictions on vehicle idling and use of tools/heaters with combustible fuels, near/in building enclosure area.*
  - 3.2.3. *Corrective measures and consequences for what to do when the plan is not followed*
  - 3.3. *Scheduling:*
    - 3.3.1. *Construction timelines to include an alternate location to store absorptive material if the building has not yet been enclosed before the material are delivered*
    - 3.3.2. *Schedule construction to avoid the need for temporary heaters to be used within the building after it is enclosed.*
  - 3.4. *Limit the number of indoor air contaminants used inboard of the weather barrier including:*
    - 3.4.1. *Low VOC Adhesives, Sealants, Coatings, Primers, paints, sealers, coatings and grouts.*
    - 3.4.2. *Vinyl, Linoleum, laminate, engineered wood, and rubber flooring all to meet FloorScore compliance*
    - 3.4.3. *Carpet and Carpet pad to meet CRI Green Label Plus and Green Label programs*
    - 3.4.4. *Composite Wood and Agrifiber products to have No Added Urea Formaldehyde*
    - 3.4.5. *Furniture Purchased and installed by the owner to be low VOC, no added Urea Formaldehyde.*
  - 3.5. *Develop a permanent strategy for limiting dust, dirt and other harmful pollutants from entering into the building on shoes (eg: permanent grill or grate at the regularly used doors).*
  - 3.6. *Sufficiently exhaust and close off each area where hazardous gases or chemicals may be present/used (parking garages, janitorial areas, photocopying areas)*
  - 3.7. *Create a green cleaning program which uses non-toxic and environmentally friendly cleaners, which don't have harmful off-gassing*
4. *Goal #4: Water Efficiency and Stormwater Management*

Bldg 4 -15243 91<sup>st</sup> Avenue  
Surrey, B.C. V3R 8P8  
604 583-2003 -T  
joe@jmarchitecture.ca - E

**JM Architecture Inc.**

Registered in BC - AB  
Joe M. Minten - principal  
Architect aibc | aaa | mraic

- 4.1. *Reduce water use, erosion, and stress on city stormwater infrastructure, and mitigate non-point source pollution in stormwater runoff through source control strategies.*
- 4.2. *Stormwater to be managed through onsite landscaping features*
- 4.3. *Low flow showers and faucets in all locations*
- 4.4. *Low flow toilets to be considered where appropriate*
- 4.5. *Water efficient equipment, including dishwashers and washing machines*

- Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards  
*All construction and finish materials are chosen mindful of environmental standards. Best practices in landscape and building design will be applied to achieve optimal indoor air quality and energy efficiency with low embodied energy and higher recycled content.*
- Builds and improves pedestrian amenities  
*Circulation is planned to facilitate active living for residents in immediate proximity to the building, with benches, looped walking routes and strong linkages beyond the site.*
- Provides underground parking  
*The project will not provide underground parking, as per the Geotechnical Report, it would not be economically feasible. There will still be enough parking to adequately meet the requirements for residents, staff and visitors.*
- Applies CPTED (Crime Prevention Through Environmental Design) principles  
*CPTED principles are addressed with reduced jogs in the building form, ample site lighting (suited to aging eye sight), and a single, clearly identified, point of entry. The landscape design establishes transitional boundaries between public private zones, and creates a strong sense of identity at building entrances. Tree and shrub species are carefully selected and positioned to maintain visibility and sight lines. Windows overlooking parking lots and sidewalks will promote a natural surveillance resource and crime deterrent.*

**Transportation**

- Integrates into public transit and closeness to major destinations

Bldg 4 -15243 91<sup>st</sup> Avenue  
Surrey, B.C. V3R 8P8  
604 583-2003 -T  
joe@jmarchitecture.ca- E

**JM Architecture Inc.**

Registered in BC - AB  
Joe M. Minten - principal  
Architect aibc | aaa | mraic

*There is a public transit bus stop on Ryan Road directly in front of the site, that will be convenient for residents, staff, and visitors alike. The project is also in close proximity to local shopping and services.*

- Provides multi-functional street(s)  
*Not applicable to this project.*
- Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public roads  
*Not applicable to this project.*
- Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area  
*As part of our requirements for off-site improvements, we will be providing a connection to the bus stop in front of the site on Ryan Road, extending the sidewalk in front of the RCMP station to the bus stop, and raising the elevation of the bus shelter to accommodate the new sidewalk.*  
*In addition, we are constructing a 3m wide public path on the northeast side of the property, connecting Braidwood Road and Ryan Road, and dedicating this public path, and the land it is on, to the City of Courtenay.*

**Infrastructure**

- Includes storm water techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention  
*The site has a high percentage of soft landscaping that will naturally reduce run-off, improve groundwater exchange, and increase on-site retention of stormwater.*  
*The areas of hard landscaping will utilize permeable or semi-permeable paving stones where applicable, as we also must avoid tripping hazards for our senior residents.*  
*The project will also utilize a closed in-ground Stormtech storage system – which also provides removal of oil from run-off. See Civil Engineering report for more details.*
- Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards  
*Not applicable to this project.*

**Character & Identity**

- Provides a positive Image along waterfront areas and fronting road  
*Not a waterfront property, but the project offers a significant landscaped buffer between the building and the public realm. Keeping the building more to the inside of the property*

Bldg 4 -15243 91<sup>st</sup> Avenue  
Surrey, B.C. V3R 8P8  
604 583-2003 -T  
joe@jmachitecture.ca- E

**JM Architecture Inc.**

Registered in BC - AB  
Joe M. Minten - principal  
Architect aibc | aaa | mraic

*provides more of a park-like setting to the street. To further enhance this park-like aspect, the entry driveway is curved and offers a gentle relief to the public street.*

- Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments)

*There is an array of well-lit paths and resting areas designed in the landscape zones which provide relaxation in a comfortable, safe and secure for the residents.*

- Provides public and private amenity space

*Further to the paths and resting areas there is a water feature and gardening features which provide amenities to the project.*

- Preservation of heritage fixtures

*Not applicable to this project – although there are significant historic trees species on the site which are being retained wherever possible.*

- Orients to views, open space and street

*The 'zig-zag' shape of the building layout creates two large open spaces, with the southern open space in particular, having views of the mountains and the Comox Glacier. The building also orients this way so that the majority of the suites will have views of the mountains and the Comox Glacier, and the upper floors may also have views over top of the Comox Bay Farm, to the estuary and the ocean.*

**Environmental Protection & Enhancement**

- Protects riparian areas and other designated environmentally sensitive areas

*Not applicable to this project – other than the protected tree species mentioned earlier.*

- Provides for native species, habitat restoration/improvement

*As much as possible there is an attempt to retain existing native species within the landscape design program.*

- Includes tree lined streetscapes

*With the retention of native trees along the property lines and within the site this project will maintain and enhance the residential natural streetscape inherent in this concept.*

Bldg 4 -15243 91<sup>st</sup> Avenue  
Surrey, B.C. V3R 8P8  
604 583-2003 -T  
joe@jmarchitecture.ca - E



May 30, 2019

### Written Statement on Conformance to the Affordable Housing Policy

The developers of the Atrium at Braidwood seniors' residence are supportive of the City of Courtenay's policy to address the need for affordable housing alternatives and support services that contribute to the overall social well-being of their communities – and in particular, the residence specializes in providing housing and care for the growing seniors' population in Courtenay. The residence provides smaller, more affordable, suites in each of the three general levels of support or care – Independent Living, Assisted Living, and Memory Care. However, because the rental rates include a component for support or care, in addition to the housing component, it is difficult to determine if the lowest rental rates are able to meet the criteria for “non-market affordable housing units”?

Regardless of the answer to the above question, the developer will be contributing to the Affordable Housing Amenity Reserve Fund – as per the clause agreed to with the City of Courtenay, to be included in the Covenant Agreement:

*Prior to applying to the City for a building permit in respect of the Land, pay to the City the amenity amount for the City's "Affordable Housing Reserve Fund" for each residential unit to be built upon the Land, calculated under the formula set out in section 7.7(6)(c) of the City's Official Community Plan, as amended from time to time, but in any event no less than \$500 per multi-family residential unit. For clarity, this section will apply to each independent living unit in the independent living facility but no amenity fee will be required for the assisted living or memory care units proposed for the Land;*



**FEATURES & SPECIFICATIONS**

**INTENDED USE** — The OVWP provides years of maintenance-free general illumination for commercial or residential outdoor applications such as driveways, patios, loading areas and warehouses.

**CONSTRUCTION** — Rugged cast-aluminum, corrosion-resistant rear mounting plate. Impact resistant polycarbonate front cover/diffuser resists fading and cracking. Driver operates at 120V.

Operating temperature -40°C to 40°C.

**OPTICS** — High-performance LEDs maintain 70% of light output at 35,000 hours of service. (LED lifespan based on IESNA LM-80-08 results and calculated per IESNA TM-21-11 methodology.) Lenses are engineered for superior lighting distribution, uniformity and fixture spacing. See Lighting Facts Labels for specific fixture performance.

**INSTALLATION** — Designed for wall mounting more than 4' above the ground. Mounts to a recessed junction box (by others).

**LISTINGS** — ETL Listed to US and Canadian safety standards for wet locations.

**WARRANTY** — 1-year limited warranty. Complete warranty terms located at: [www.aculitybrands.com/CustomerResources/Terms\\_and\\_conditions.aspx](http://www.aculitybrands.com/CustomerResources/Terms_and_conditions.aspx)

**Note:** Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

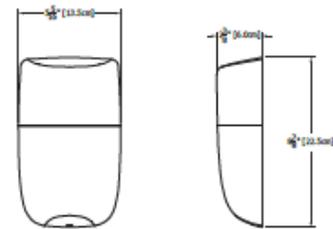
Catalog Number
Notes
Type



Outdoor General Purpose

**OVWP**

LED WALL PACK



All dimensions are inches (centimeters) unless otherwise indicated.

ORDERING INFORMATION		All configurations of this product are considered "standard" and have short lead times.			Example: OVWP LED 40K 120 PE BZ
Series	Lumens / Color temperature (CCT) <sup>1</sup>	Voltage	Control	Finish	
OVWP LED	40K 4000K	120 120V	PE Button photocell	BZ Bronze	

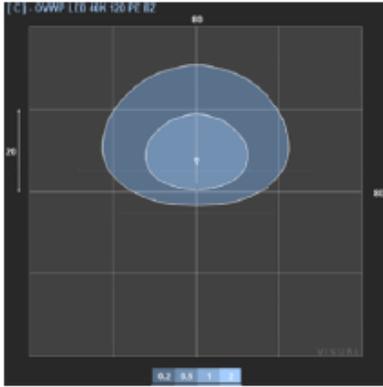
**Notes**  
 1 Nominal Correlated Color Temperature (CCT) per ANSI C78.377-2008.

## OVWP LED Wall Pack

### PHOTOMETRIC DIAGRAMS

To see complete photometric reports or download .ies files for this product, visit the OVWP home page on [www.lithonia.com](http://www.lithonia.com). Tested in accordance with IESNA LM-79 and LM-80 standards.

#### OVWP LED 40K 120 PE BZ



**LED lighting facts**  
A Program of the IESNA

Light Output (Lumens)	1242
Watts	14.1
Lumens per Watt (Efficacy)	88.09

**Color Accuracy**  
Color Rendering Index (CRI) 80

**Light Color**  
Correlated Color Temperature (CCT) 4000 (Bright White)

Warm White 3000K Bright White 4000K Daylight 6000K

All results are according to IESNA LM-79-2008 Approved Method for the Electrical and Photometric Testing of Solid-State Lighting. The U.S. Department of Energy (DOE) certifies product test data and results.

Visit [www.lightingfacts.com](http://www.lightingfacts.com) for the Label Reference Guide.

Registration Number: NLSM-AT108P (4213111)  
Model Number: OVWP LED 40K 120 PE BZ  
Type Luminaire: Other



OVWP





# Attachment A

## Part 55 - Comprehensive Development Twenty Eight Zone (CD-28) (2355 Mansfield Drive)

### 8.55.1 Intent

The CD-28 Zone is intended to accommodate a combination of commercial and multi-residential uses on the property legally described as Lot B, Section 66, Plan 28292. The property shall be developed substantially in accordance with Schedules A and B which form part of this zone.

### 8.55.2 Permitted Uses

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

1. *Multi residential*
2. *Liquor Store*
3. *Licensed premises*
4. *Retail*
5. *Restaurant*

### 8.55.3 Lot Coverage

A lot shall not be covered by buildings to a greater extent than 50% of the total area of the lot.

### 8.55.4 Floor Area Ratio

The maximum *floor area ratio* shall not exceed 1.6.

### 8.55.5 Minimum Lot Size

A lot shall have an area of not less than 2,792 m<sup>2</sup>.

### 8.55.6 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 north property line): 0m
- (2) Rear Yard (interpreted as the yard adjacent to the south property line): 19.5m
- (3) Side Yard (interpreted as the yard adjacent to the west property line): 0.5m
- (4) Side Yard (interpreted as the yard adjacent to the east property line): 2.7m

### **8.55.7 Height of Buildings**

Maximum building height shall be 18.0m and in accordance with Schedule B and includes rooftop parapets, elevator and roof top mechanical systems.

### **8.55.8 Usable Open Space**

A minimum of 826m<sup>2</sup> of useable open space must be provided as shown in Schedule B. For clarity this includes private amenity space in the form of private balconies or patios.

### **8.55.9 Accessory Structures**

Shall not be permitted except for waste and recycling facilities.

### **8.55.10 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) For *Multi Residential* uses parking shall be provided at a rate of 1.1 parking spaces per *dwelling unit* inclusive of visitor parking;
- (2) For *Liquor Store* use parking shall be provided at a rate of 1 space per 20m<sup>2</sup> of *floor area*; and
- (3) For *Neighborhood Pub* use parking shall be provided at a rate of 1 space per 6 seats.





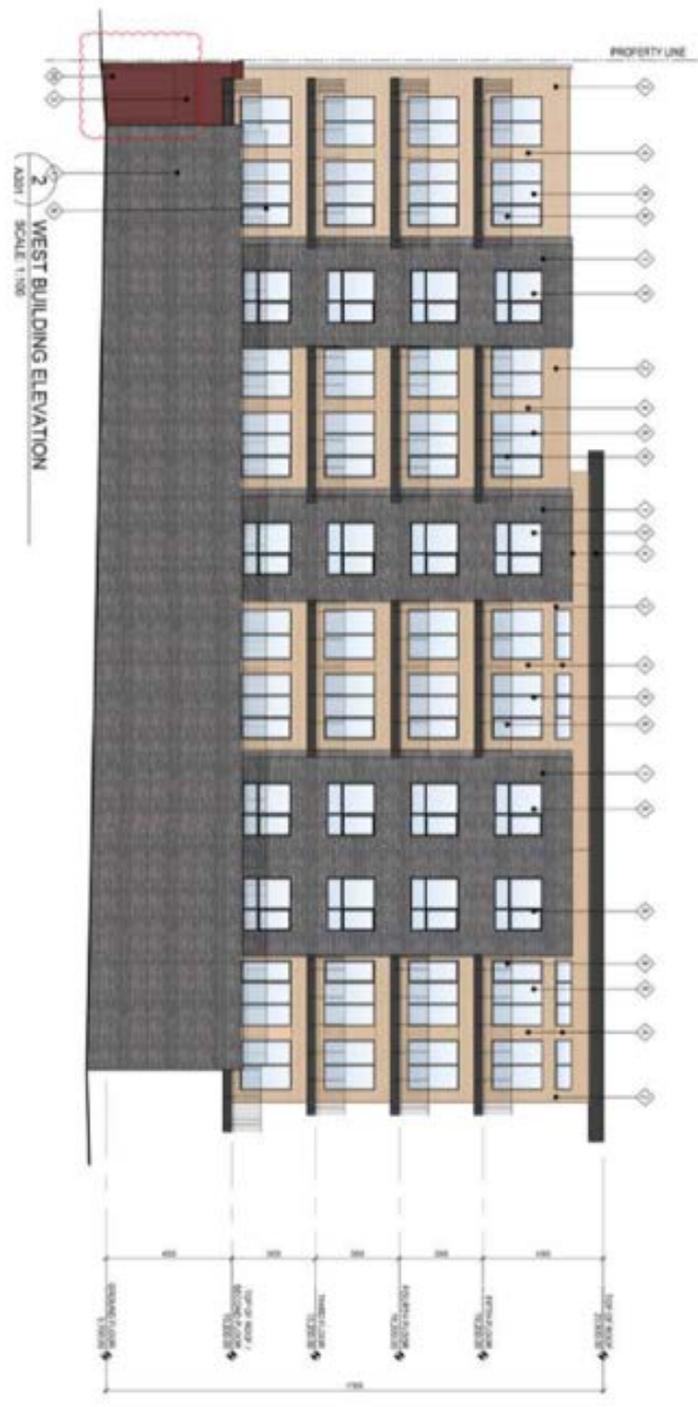
**SCHEDULE B**

Note: Please refer to full size drawings in file 3360-20-1912



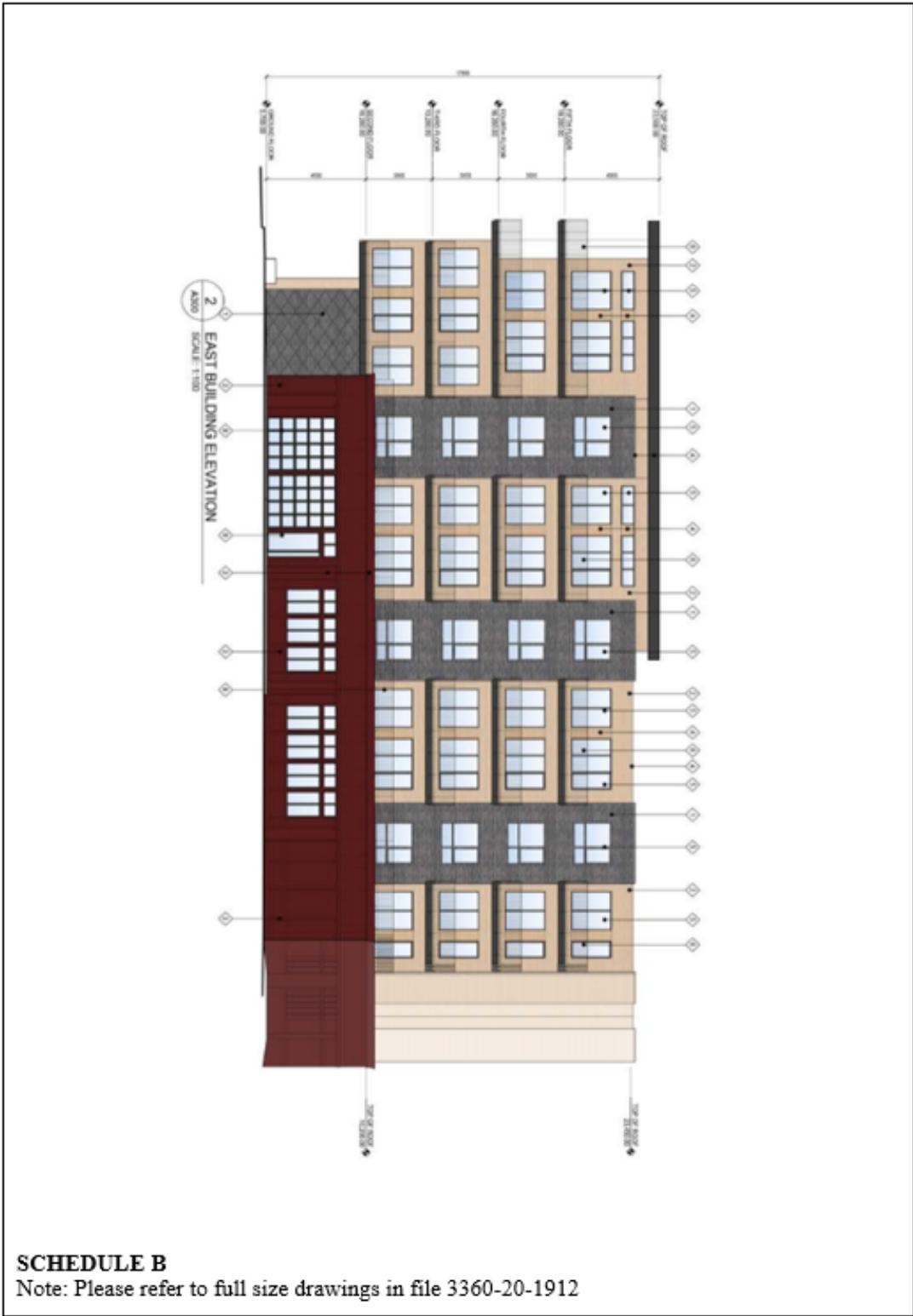
**SCHEDULE B**

Note: Please refer to full size drawings in file 3360-20-1912

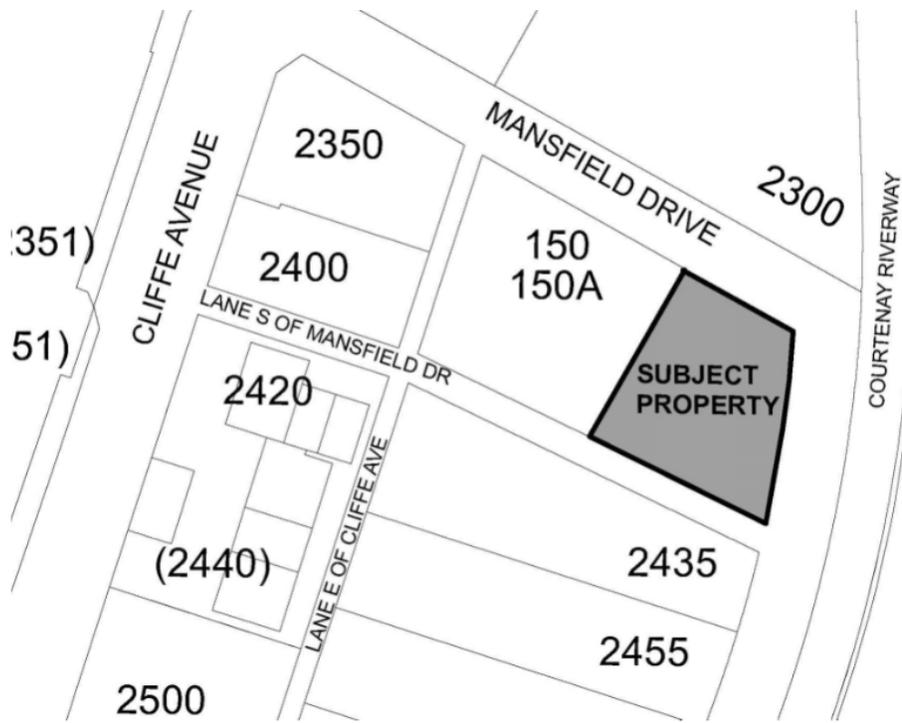


**SCHEDULE B**

Note: Please refer to full size drawings in file 3360-20-1912



**Attachment B**



**Subject Property Map**









---

Mayor

---

Corporate Officer

## 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 2,966m<sup>2</sup> 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 2.6m<sup>2</sup> 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 DOCUMENT IS THE PROPERTY OF IWA ARCHITECTS AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF IWA ARCHITECTS.



DATE: 10/15/2018

PROJECT NO: 1808

CLIENT: [REDACTED]

GENERAL NOTES: [REDACTED]

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



CONTRACT NO: 1808

PROJECT NAME: RYAN ROAD RESIDENTIAL

PROJECT ADDRESS: 1808 RYAN ROAD, NORTH WINDSOR, ONTARIO, CANADA

PROJECT NO: 1808

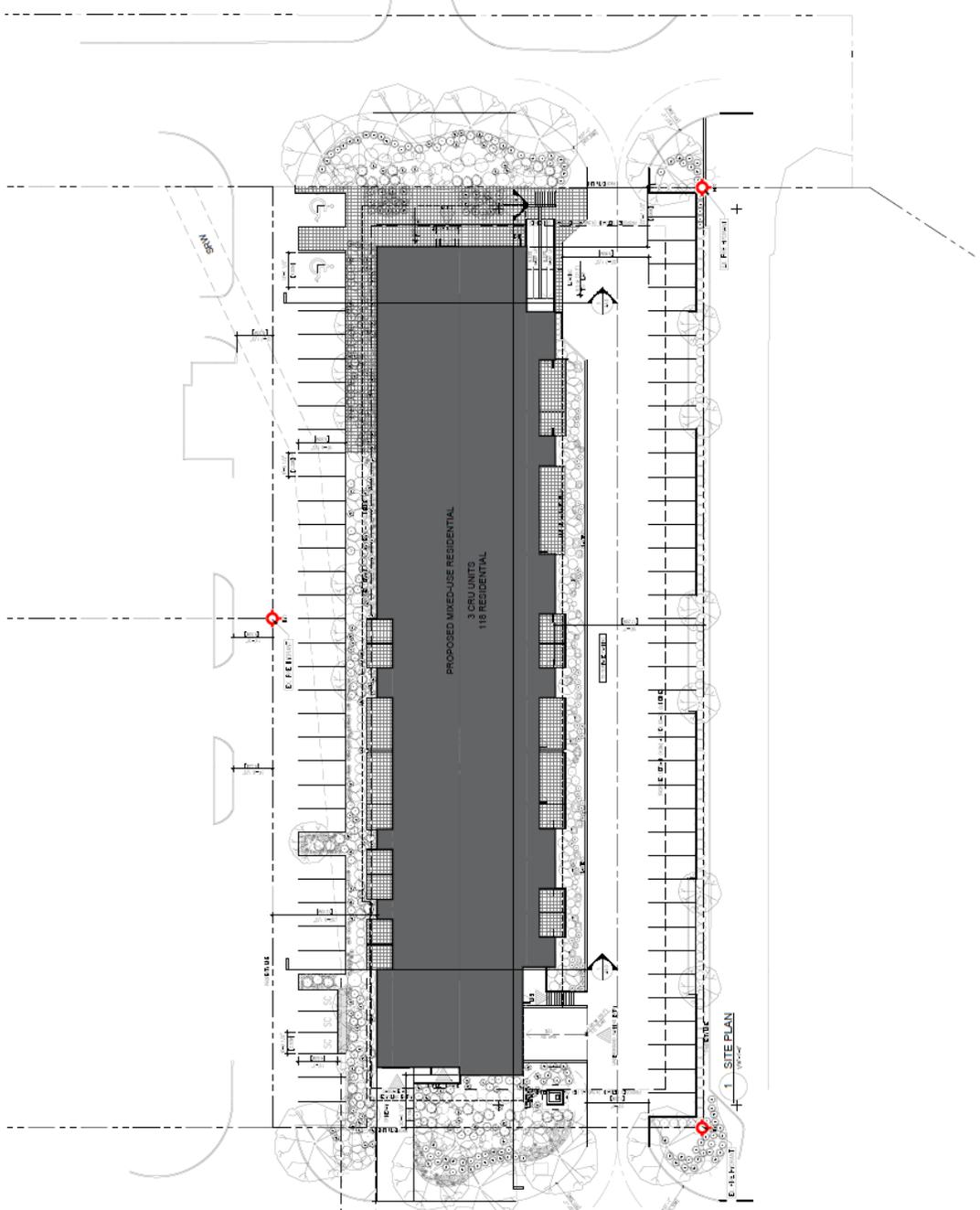
CLIENT: [REDACTED]

DATE: 10/15/2018

PROJECT NO: 1808

CLIENT: [REDACTED]

DATE: 10/15/2018



GENERAL NOTES:  
 1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE IBC AND ALL APPLICABLE LOCAL ORDINANCES.  
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.  
 3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.  
 4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.  
 5. THE CONTRACTOR SHALL MAINTAIN THE EXISTING LANDSCAPE AND PLANTING.  
 6. THE CONTRACTOR SHALL MAINTAIN THE EXISTING DRIVEWAYS AND PAVEMENT.  
 7. THE CONTRACTOR SHALL MAINTAIN THE EXISTING SIDEWALKS AND CURBS.  
 8. THE CONTRACTOR SHALL MAINTAIN THE EXISTING FENCES AND BARRIERS.  
 9. THE CONTRACTOR SHALL MAINTAIN THE EXISTING SIGNAGE AND MARKINGS.  
 10. THE CONTRACTOR SHALL MAINTAIN THE EXISTING UTILITIES AND STRUCTURES.  
 11. THE CONTRACTOR SHALL MAINTAIN THE EXISTING LANDSCAPE AND PLANTING.  
 12. THE CONTRACTOR SHALL MAINTAIN THE EXISTING DRIVEWAYS AND PAVEMENT.  
 13. THE CONTRACTOR SHALL MAINTAIN THE EXISTING SIDEWALKS AND CURBS.  
 14. THE CONTRACTOR SHALL MAINTAIN THE EXISTING FENCES AND BARRIERS.  
 15. THE CONTRACTOR SHALL MAINTAIN THE EXISTING SIGNAGE AND MARKINGS.

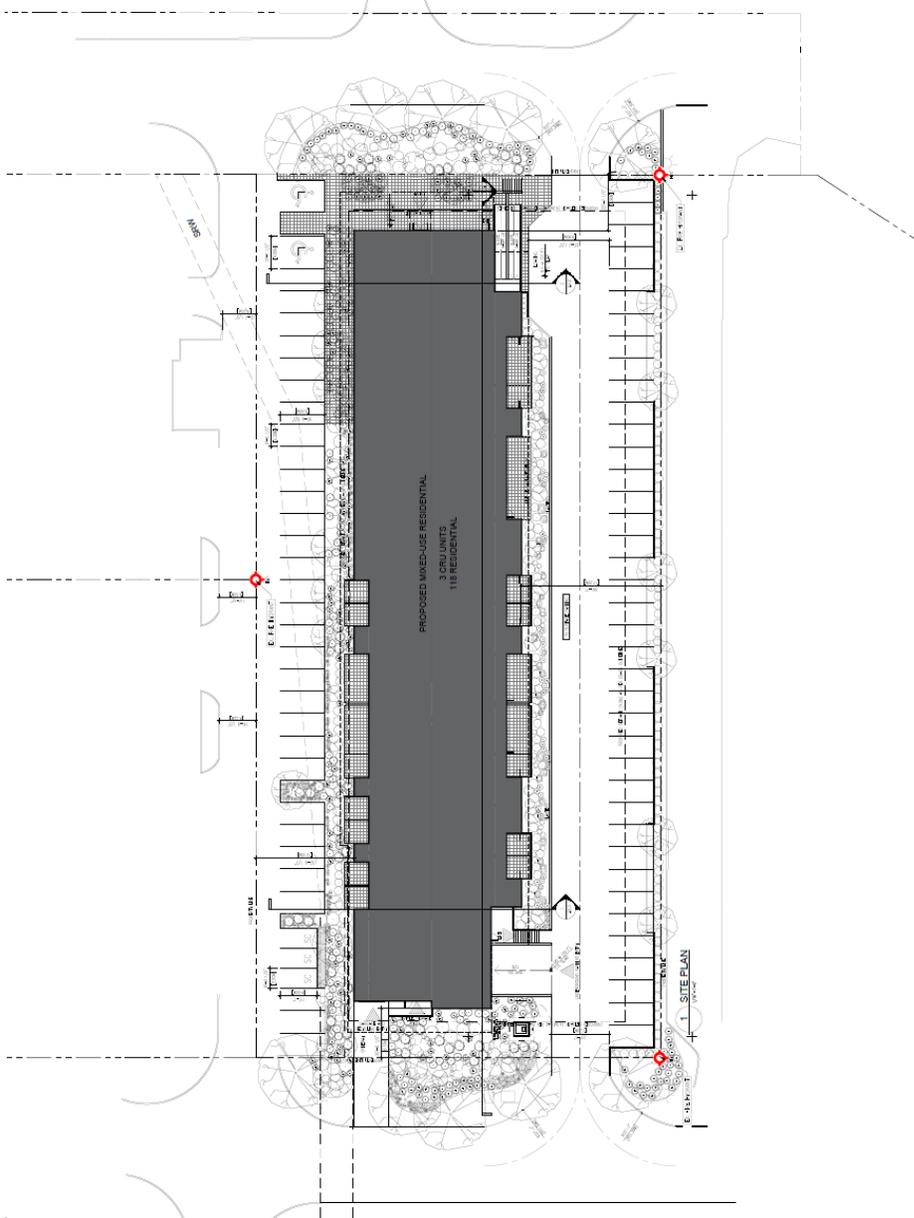
DATE: 08/15/2024

PROJECT NO: 24-001

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITTING	08/15/2024
2	ISSUED FOR PERMITTING	08/15/2024
3	ISSUED FOR PERMITTING	08/15/2024
4	ISSUED FOR PERMITTING	08/15/2024
5	ISSUED FOR PERMITTING	08/15/2024
6	ISSUED FOR PERMITTING	08/15/2024
7	ISSUED FOR PERMITTING	08/15/2024
8	ISSUED FOR PERMITTING	08/15/2024
9	ISSUED FOR PERMITTING	08/15/2024
10	ISSUED FOR PERMITTING	08/15/2024
11	ISSUED FOR PERMITTING	08/15/2024
12	ISSUED FOR PERMITTING	08/15/2024
13	ISSUED FOR PERMITTING	08/15/2024
14	ISSUED FOR PERMITTING	08/15/2024
15	ISSUED FOR PERMITTING	08/15/2024

**W&A ARCHITECTS**  
 CONSULTANT  
 1000 WEST 10TH AVENUE, SUITE 100  
 DENVER, CO 80202  
 TEL: 303.733.1111  
 WWW.WANDARCHITECTS.COM

**RYAN ROAD RESIDENTIAL**  
 PROJECT ADDRESS:  
 1000 WEST 10TH AVENUE, SUITE 100  
 DENVER, CO 80202  
 PROJECT NO: 24-001  
 SHEET NO: 24  
 SCALE: 1/8"=1'-0"  
 DATE: 08/15/2024  
 DRAWN BY: JLM  
 CHECKED BY: JLM  
 PROJECT NO: 24-001  
 SHEET NO: 24  
 SCALE: 1/8"=1'-0"  
 DATE: 08/15/2024  
 DRAWN BY: JLM  
 CHECKED BY: JLM



Page 327 of 384

**W&A ARCHITECTS**  
 CONSULTANT  
 1000 WEST 10TH AVENUE, SUITE 100  
 DENVER, CO 80202  
 TEL: 303.733.1111  
 WWW.WANDARCHITECTS.COM

**RYAN ROAD RESIDENTIAL**  
 PROJECT ADDRESS:  
 1000 WEST 10TH AVENUE, SUITE 100  
 DENVER, CO 80202  
 PROJECT NO: 24-001  
 SHEET NO: 24  
 SCALE: 1/8"=1'-0"  
 DATE: 08/15/2024  
 DRAWN BY: JLM  
 CHECKED BY: JLM

**GENERAL NOTES:**  
 1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE IBC AND ALL APPLICABLE LOCAL ORDINANCES.  
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.  
 3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.  
 4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.  
 5. THE CONTRACTOR SHALL MAINTAIN THE EXISTING LANDSCAPE AND PLANTING.  
 6. THE CONTRACTOR SHALL MAINTAIN THE EXISTING DRIVEWAYS AND PAVEMENT.  
 7. THE CONTRACTOR SHALL MAINTAIN THE EXISTING SIDEWALKS AND CURBS.  
 8. THE CONTRACTOR SHALL MAINTAIN THE EXISTING FENCES AND BARRIERS.  
 9. THE CONTRACTOR SHALL MAINTAIN THE EXISTING SIGNAGE AND MARKINGS.  
 10. THE CONTRACTOR SHALL MAINTAIN THE EXISTING UTILITIES AND STRUCTURES.  
 11. THE CONTRACTOR SHALL MAINTAIN THE EXISTING LANDSCAPE AND PLANTING.  
 12. THE CONTRACTOR SHALL MAINTAIN THE EXISTING DRIVEWAYS AND PAVEMENT.  
 13. THE CONTRACTOR SHALL MAINTAIN THE EXISTING SIDEWALKS AND CURBS.  
 14. THE CONTRACTOR SHALL MAINTAIN THE EXISTING FENCES AND BARRIERS.  
 15. THE CONTRACTOR SHALL MAINTAIN THE EXISTING SIGNAGE AND MARKINGS.

DATE: 08/15/2024

PROJECT NO: 24-001

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITTING	08/15/2024
2	ISSUED FOR PERMITTING	08/15/2024
3	ISSUED FOR PERMITTING	08/15/2024
4	ISSUED FOR PERMITTING	08/15/2024
5	ISSUED FOR PERMITTING	08/15/2024
6	ISSUED FOR PERMITTING	08/15/2024
7	ISSUED FOR PERMITTING	08/15/2024
8	ISSUED FOR PERMITTING	08/15/2024
9	ISSUED FOR PERMITTING	08/15/2024
10	ISSUED FOR PERMITTING	08/15/2024
11	ISSUED FOR PERMITTING	08/15/2024
12	ISSUED FOR PERMITTING	08/15/2024
13	ISSUED FOR PERMITTING	08/15/2024
14	ISSUED FOR PERMITTING	08/15/2024
15	ISSUED FOR PERMITTING	08/15/2024

PROJECT: 1000 WEST MAIN ROAD, COUNTYWAY, E.C.  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 DATE: 10/10/2023

GENERAL NOTES:  
 1. ALL WORK TO BE IN ACCORDANCE WITH THE NATIONAL BUILDING REGULATIONS 2011 AND ALL APPLICABLE STANDARDS.  
 2. THE ARCHITECT'S DESIGN IS BASED ON THE INFORMATION PROVIDED BY THE CLIENT AND THE CONSULTANTS.  
 3. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT AND THE CONSULTANTS.

NO.	REVISION	DATE
1	ISSUE FOR PERMIT	10/10/2023
2	ISSUE FOR PERMIT	10/10/2023
3	ISSUE FOR PERMIT	10/10/2023
4	ISSUE FOR PERMIT	10/10/2023
5	ISSUE FOR PERMIT	10/10/2023
6	ISSUE FOR PERMIT	10/10/2023
7	ISSUE FOR PERMIT	10/10/2023
8	ISSUE FOR PERMIT	10/10/2023
9	ISSUE FOR PERMIT	10/10/2023
10	ISSUE FOR PERMIT	10/10/2023

CONTRACTOR:  
 [Name]

PROJECT CODE:  
 [Code]

CONTRACT NO:  
 [Number]

BUILDING ELEVATIONS

PROJECTED: [Date] DRAWN BY: [Name] DATE: [Date]  
 SCALE: 1/2000 CHECKED BY: [Name] DATE: [Date]  
 SHEET: [Number] OF: [Total] REVISION: [Number] A3.1

PROJECT: 1000 WEST MAIN ROAD, COUNTYWAY, E.C.  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 DATE: 10/10/2023

GENERAL NOTES:  
 1. ALL WORK TO BE IN ACCORDANCE WITH THE NATIONAL BUILDING REGULATIONS 2011 AND ALL APPLICABLE STANDARDS.  
 2. THE ARCHITECT'S DESIGN IS BASED ON THE INFORMATION PROVIDED BY THE CLIENT AND THE CONSULTANTS.  
 3. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT AND THE CONSULTANTS.

NO.	REVISION	DATE
1	ISSUE FOR PERMIT	10/10/2023
2	ISSUE FOR PERMIT	10/10/2023
3	ISSUE FOR PERMIT	10/10/2023
4	ISSUE FOR PERMIT	10/10/2023
5	ISSUE FOR PERMIT	10/10/2023
6	ISSUE FOR PERMIT	10/10/2023
7	ISSUE FOR PERMIT	10/10/2023
8	ISSUE FOR PERMIT	10/10/2023
9	ISSUE FOR PERMIT	10/10/2023
10	ISSUE FOR PERMIT	10/10/2023

CONTRACTOR:  
 [Name]

PROJECT CODE:  
 [Code]

CONTRACT NO:  
 [Number]

BUILDING ELEVATIONS

PROJECTED: [Date] DRAWN BY: [Name] DATE: [Date]  
 SCALE: 1/2000 CHECKED BY: [Name] DATE: [Date]  
 SHEET: [Number] OF: [Total] REVISION: [Number] A3.1

LOCAL BOARD

PROJECTED: [Date] DRAWN BY: [Name] DATE: [Date]  
 SCALE: 1/2000 CHECKED BY: [Name] DATE: [Date]  
 SHEET: [Number] OF: [Total] REVISION: [Number] A3.1

# Attachment B

**1** GLASS GUARDRAIL

**2** CORRUGATED POWDER COATED METAL PANEL

**3** 3-LAYER OFF-WHITE STUCCO

**4** WHITE VINYL WINDOW AND DOOR FRAMES

**5** WOOD LOOK CLADDING

**6** BLUE ALUMINUM COMPOSITE PANEL

**7** ALUMINUM STOREFRONT (FOR GROUND FLOOR)

**CONTRACTOR:**

**PROJECT CODE:**

**WESTERN PANEL COMPANY, S.L.**

**COMPANY SIZE:**

**MATERIAL BOARD**

PROJECTED: 1984    DRAWN: 00

SCALE: AS SHOWN    REVISION: 00

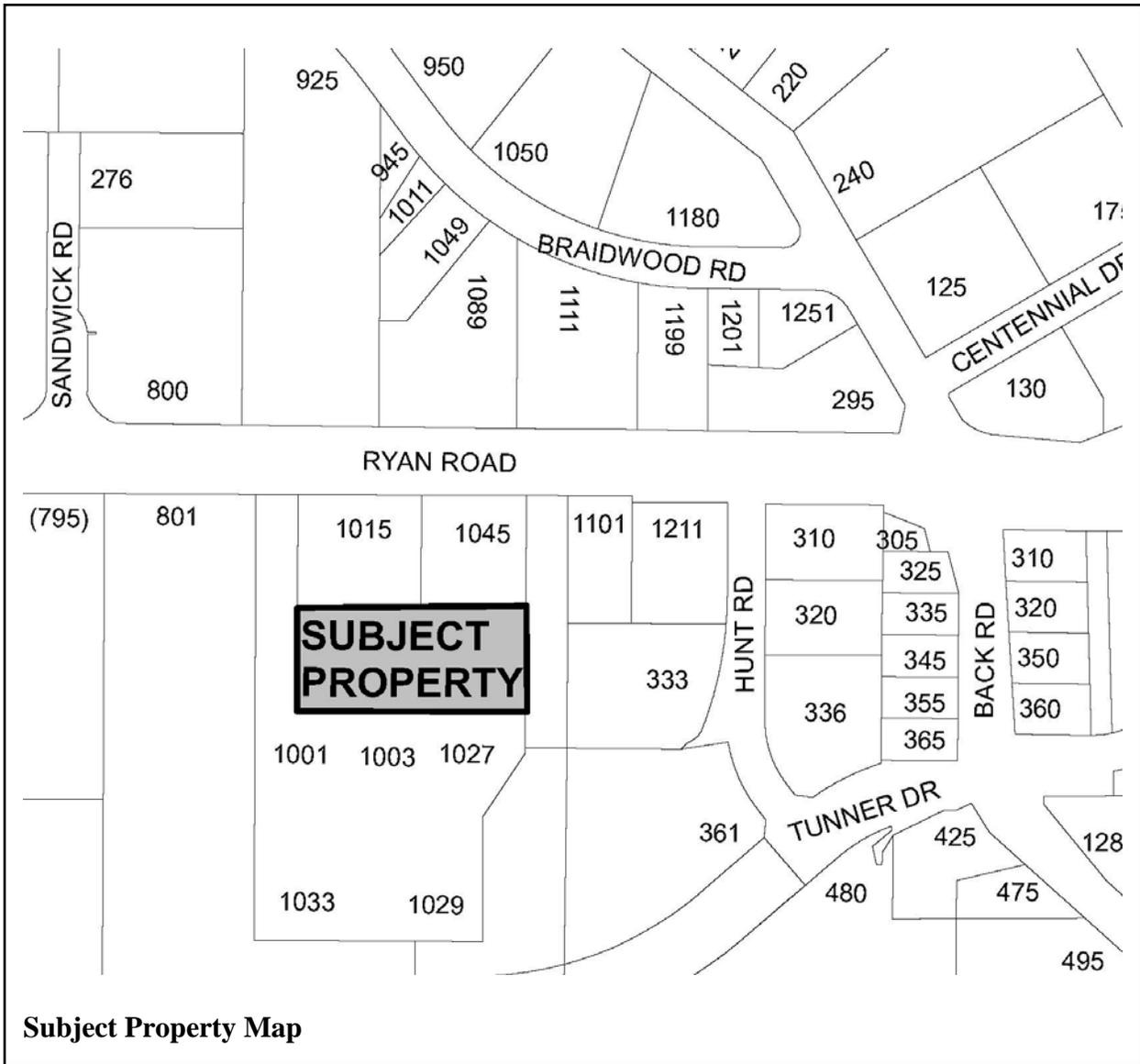
DATE: 01/11/2017    SHEET: 01

**A3.1**

**WA ARCHITECTS**

**RYAN ROAD RESIDENTIAL**

1000 10th Street, Suite 1000, San Francisco, CA 94103  
 415.774.1111 | www.waarchitects.com



**Subject Property Map**

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2993**

**A bylaw to amend Zoning Bylaw No. 2500, 2007**

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

1. This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 2993, 2020”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - (a) by rezoning Lot 4, District Lot 159, Comox District Plan 50262 (1028 Arrowsmith Avenue), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S); and
  - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 6<sup>th</sup> day of April, 2020

Read a second time this 6<sup>th</sup> day of April, 2020

Public Hearing waived this 15<sup>th</sup> day of June, 2020 (pursuant to Section 464 (2) of the *Local Government Act*)

Public Hearing notice of waiver published in two editions of the Comox Valley Record on the 24<sup>th</sup> day of June, 2020 and the 1<sup>st</sup> day of July, 2020 (pursuant to Section 467 of the *Local Government Act*)

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2020

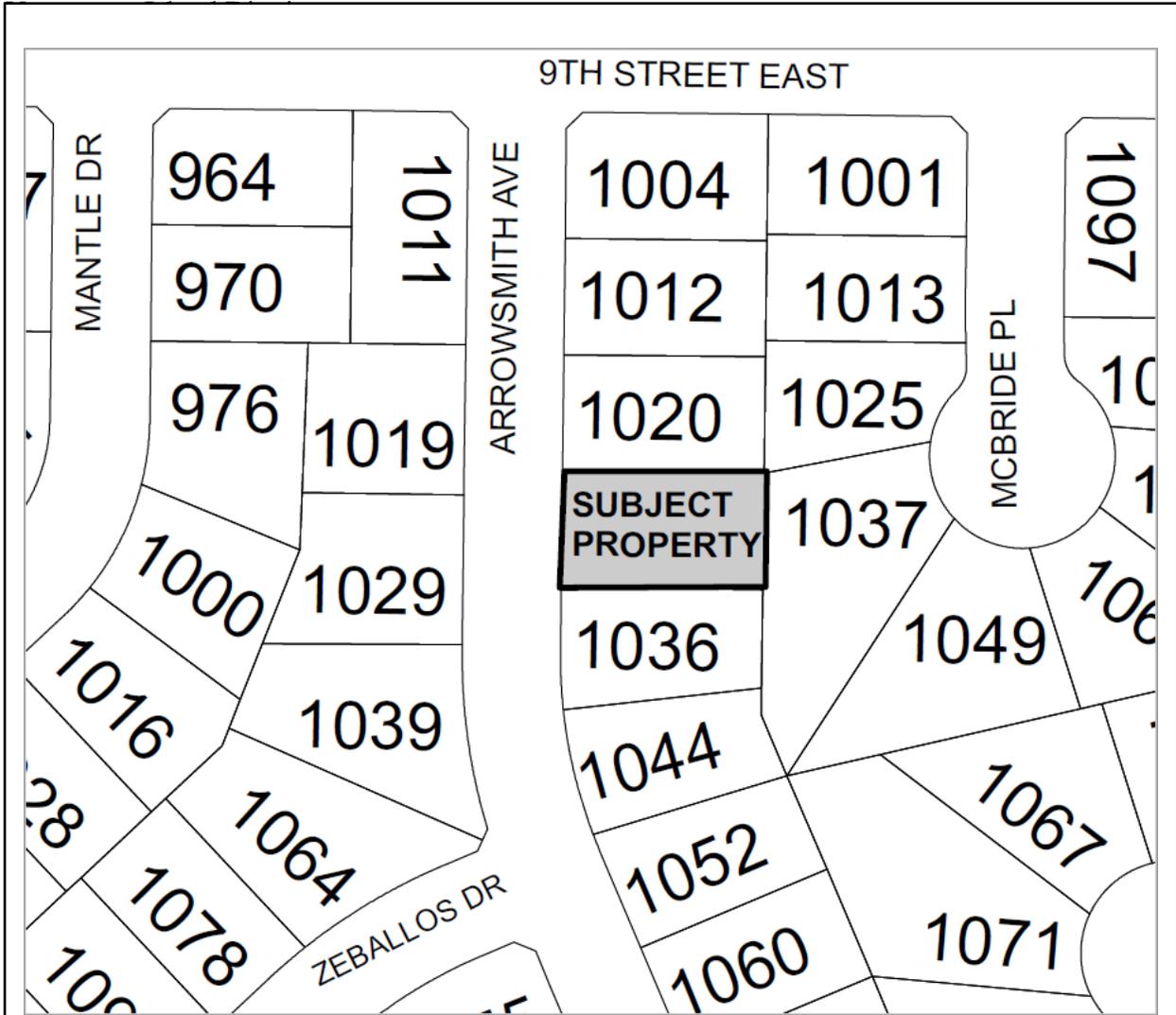
Finally passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor

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

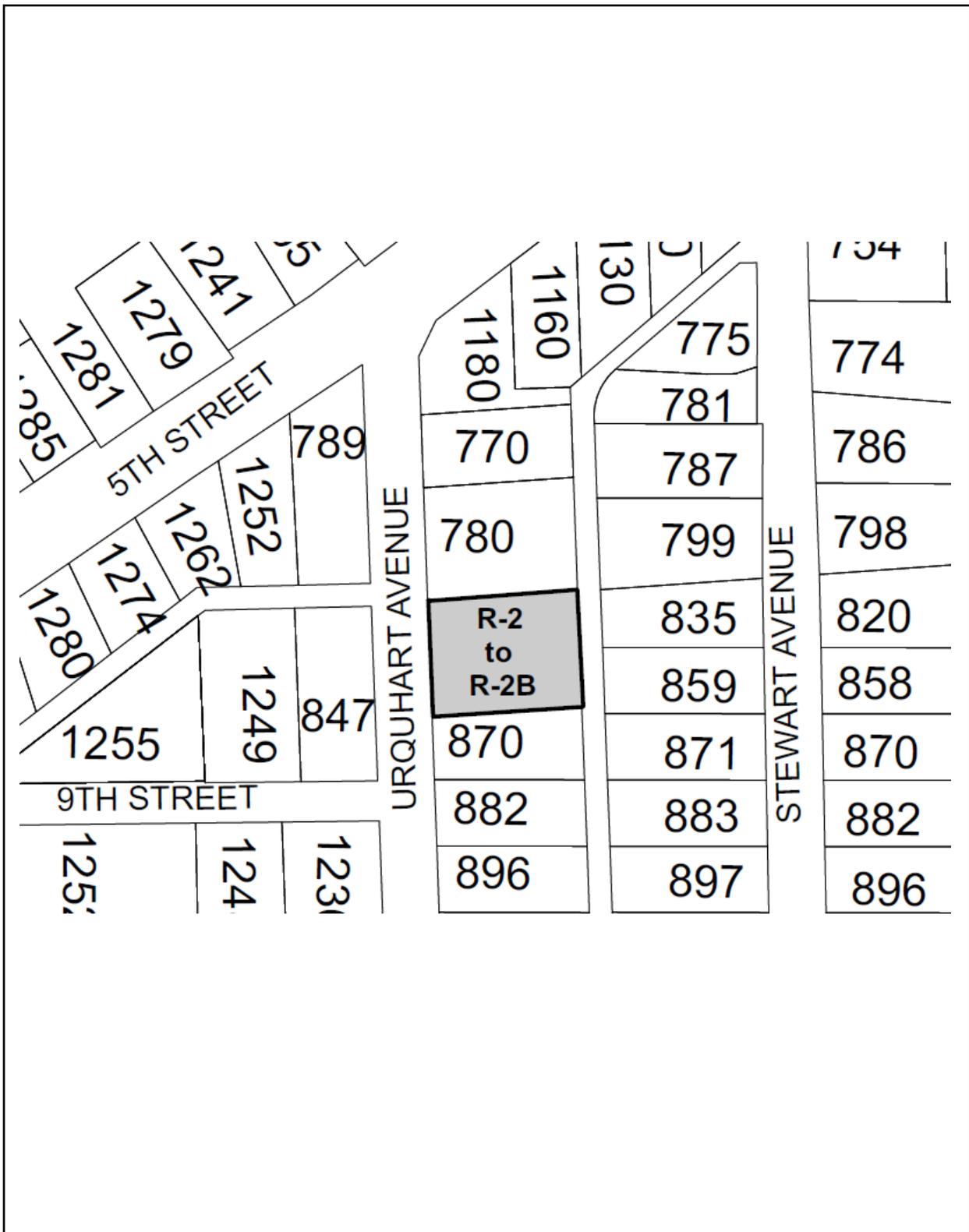
Approved under S.52(3)(a) of the *Transportation Act*

\_\_\_\_\_  
Brendan Kelly, Senior District Development Technician  
Ministry of Transportation and Infrastructure



**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 2993, 2020  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007





**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 2999, 2020  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007