

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

Date: July 20, 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

Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. MO192 *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 during this period.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

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3.1 Habitat for Humanity Vancouver Island North - Community Project Updates - 1330 Lake Trail Road and 1375 Piercy Avenue	
Presentation Facilitated By:	
• Pat McKenna, Executive Director, Habitat for Humanity Vancouver Island North	
• Tom Dishlevoy, Architect and Designer	
• Greg Merchant, Wedler Engineering	

4. STAFF REPORTS/PRESENTATIONS

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5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

5.1	2020 Union of BC Municipalities (UBCM) Virtual Convention September 22 - 24, 2020	
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Staff Note: Ministerial Meetings will be scheduled via conference call the week prior to the 2020 UBCM Virtual Convention; meeting registration deadlines are as follows:

John Horgan, Premier and Provincial Cabinet Minister Meetings

(Conference Calls September 14 - 18, 2020)

Deadline for Submission: Tuesday, August 4th, 2020

Selina Robinson, Minister of Municipal Affairs and Housing Meetings

(Conference Calls September 14 - 18, 2020)

Deadline for Submission: Tuesday, August 4th, 2020

Provincial Ministries, Agencies, Commissions & Corporations
(MACC) Staff Meetings

(Conference Calls September 15 – 17, 2020)

Deadline for Submission: Monday, August 31st, 2020

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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

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

8. RESOLUTIONS OF COUNCIL

8.1 In Camera Meeting

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

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

8.2 Rise and Report - Interim Chief Administrative Officer

From the July 13th, 2020 Closed (Restricted In Camera) Meeting - Council Rises and Reports as follows:

"That Trevor Kushner, Deputy CAO, be appointed Interim Chief Administrative Officer (CAO) while the City completes a formal recruitment process for a permanent CAO;

That Mr. Kushner's appointment be effective July 21st, 2020; and,

That Council rise and report at a future open meeting as deemed appropriate by staff."

9. UNFINISHED BUSINESS

9.1 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 17th 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 17th Street, McPhee Avenue to Willemar Avenue.

Staff Note: At its July 6th, 2020 Regular Council meeting Council agreed to postpone consideration of the above resolution until the July 20th, 2020 Regular Council meeting.

10. NOTICE OF MOTION

11. NEW BUSINESS

11.1 2020 UBCM Community Excellence Awards

11.1.1 2020 UBCM Program & Application Guide 215

11.1.2 Courtenay 2020 UBCM Community Excellence Awards Application 219

Suggested Resolution:

Whereas the annual Union of British Columbia Municipalities (UBCM) Community Excellence Awards recognizes and celebrates UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC;

Whereas the awards are designed to profile promising practices and to encourage local governments to learn from the success of other members in order to implement changes in their own communities; and,

Whereas Council considers the City's ongoing Asset Management Program worthy of this form of recognition;

Therefore be it resolved that Council supports and encourages staff to submit the Asset Management Program for consideration of the 2020 UBCM Community Excellence Awards.

11.2 Comox Valley Art Gallery Letter of Request - Re: proposal for additional facility space - Comox Valley Centre for the Arts (580 Duncan Avenue) in partnership with CVAG 225

11.3 Comox Valley Arts Council - Letter of Request - Re: proposal for additional facility space - Comox Valley Centre for the Arts (580 Duncan Avenue) and licencing agreement consideration 227

11.4 Comox Valley Affordable Housing Society - Request for Letter of Support 229

12. BYLAWS

12.1 For First and Second Reading

- 12.1.1 Official Community Plan Amendment Bylaw No. 3014, 2020 (1375 Piercy Avenue) 231

(A bylaw to amend Official Community Plan Bylaw No. 2387, 2005 to change the land use designation to Multi-Residential and amend Map #2 Land Use Plan -1375 Piercy Avenue)

- 12.1.2 Zoning Amendment Bylaw No. 3005, 2020 (1375 Piercy Avenue) 233

(A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Residential Two (R-2) to Comprehensive Development Zone Twenty Nine (CD-29) and amend Schedule No. 8 Zoning Map accordingly - 1375 Piercy Avenue)

12.2 For First, Second and Third Reading

- 12.2.1 2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020 239

(A bylaw to defer tax sale for the year 2020)

12.3 For Third Reading

- 12.3.1 Zoning Amendment Bylaw No. 2993, 2020 (1028 Arrowsmith Avenue) 241

(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)

Staff Note: At its July 6th, 2020 Regular Council meeting, Council agreed to postpone third reading of Bylaw No. 2993, 2020 until the July 20th, 2020 Regular Council meeting.

12.4 For Final Adoption

- 12.4.1 Zoning Amendment Bylaw No. 2999, 2020 (820 Urquhart Avenue) 243

(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)

12.4.2 2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020

(A bylaw to defer tax sale for the year 2020)

See Page 239

12.4.3 Zoning Amendment Bylaw No. 2993, 2020 (1028 Arrowsmith Avenue)

(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)

See Page 241

13. ADJOURNMENT

Minutes of a Regular Council Meeting

Meeting #: R18/2020
Date: July 6, 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:

D. Allen, 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
E. Gavelin, Network Technician, via video/audio conference
R. Matthews, Executive Assistant/ Deputy Corporate Officer, via video/audio conference

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1. ADOPTION OF MINUTES

1.1 Adopt June 29th, 2020 Regular Council meeting minutes (0570-03)

Moved By Morin

Seconded By Frisch

That the June 29th, 2020 Regular Council meeting minutes be adopted as amended.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

3.1 Integrated Regional Transportation Select Committee (IRTSC) - Draft Memorandum of Understanding (MOU) Re: Regional Transportation Planning (0360-20)

Alana Mullaly, Senior Manager Sustainability and Regional Growth Strategy (RGS) Planning, Comox Valley Regional District (CVRD); David Frisch, Director, CVRD and Chair, Integrated Regional Transportation Select Committee (IRTSC); and Angela Holmes, Vice-Chair, IRTSC, presented information to Council regarding a regional plan to develop an accessible, efficient and affordable multi-modal transportation network that connects core settlement areas and designated town centers, and to link neighbouring communities and regions as part of the broader Comox Valley Regional Growth Strategy.

3.1.1 Regional Transportation Draft Memorandum of Understanding (MOU)

Moved By Frisch

Seconded By McCollum

That the Regional Transportation Planning presentation and Draft Regional Transportation Memorandum of Understanding (MOU) as presented by the Integrated Regional Transportation Select Committee (IRTSC), be received for information.

Carried

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

3.2.1 Presentation Facilitated By:

Erica Lowe, Architect, LOLA Architecture Inc., and Chantal Richard, Engineer, McElhanney, presented information to Council regarding proposed Official Community Plan and zoning amendments specific to land use, design and access parking related to the proposed comprehensive commercial/residential development at the Whistle Stop site, 2355 Mansfield Drive.

Moved By Morin

Seconded By Frisch

That the Whistle Stop development presentation (2355 Mansfield Drive) from LOLA Architecture Inc. be received for information.

Carried

4. STAFF REPORTS/PRESENTATIONS

4.1 Development Services

4.1.1 Zoning Amendment Bylaw No. 2977 - 2355 Mansfield Drive (3360-20-1912)

Moved By Frisch

Seconded By Cole-Hamilton

That based on the July 6th, 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, 2020" 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.

Carried

Council expressed concerns for pedestrian safety and vehicle movements along the Ministry of Transportation and Infrastructure (MoTI) corridor of Cliffe Avenue (19th Street to 26th Street) and lack of a pedestrian crossing in this area. A discussion followed about the possibility of allocating the developer amenity contributions from the 2355 Mansfield Drive project to help fund a new pedestrian crossing along this portion of Cliffe Avenue.

Staff agreed to review the City's Transportation Master Plan and Cycling Network Plan, in partnership with MoTI, to investigate options to address this initiative.

4.1.2 Zoning Amendment Bylaw 2990 - Third Reading Report - 1025 Ryan Road (3360-20-1916)

Moved By McCollum

Seconded By Hillian

That based on the July 6th, 2020 Staff report, "Zoning Amendment Bylaw 2990 - Third Reading Report - 1025 Ryan Road" Council approve OPTION 1 and amend Zoning Amendment Bylaw No. 2990, 2020 after second reading as outlined in the staff report; and

That Zoning Amendment Bylaw No. 2990, 2020, as amended, proceed to Third Reading.

Carried

4.1.3 Zoning Amendment Bylaw No. 2992 to Allow for Office Use at 2459 Cousins Avenue (3360-20-1917)

Moved By Theos

Seconded By Morin

That based on the July 6th, 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 consider Zoning Amendment Bylaw No 2992, 2020 consistent with the City's Official Community Plan; and

That Council waive 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 Third Reading of the bylaw.

Carried

4.1.4 Development Permit with Variance No. 2005 - 508 - 3rd Street (3060-20-2005)

Moved By Frisch

Seconded By Cole-Hamilton

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

Carried

4.2 Financial Services

4.2.1 Financial Information Act - 2019 Statement of Financial Information (SOFI) (1870-06 [2019])

Moved By Hillian

Seconded By McCollum

That based on the July 6th, 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 31st, 2019.

Carried

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

5.1 Letter from The John Howard Society North Island in Response to June 8th, 2020 Delegation Presentation from Comox Valley Kiwanis Village

Moved By Morin

Seconded By Frisch

That the letter dated June 29th, 2020 from the John Howard Society of North Island regarding the Junction in response to the Comox Valley Kiwanis Village's delegation to Council on June 8th, 2020, be received for information.

Carried

5.2 Letter from the Comox Valley Cycling Coalition - East-West (Connector Multi-use Pathway)

Moved By Cole-Hamilton

Seconded By Frisch

That the correspondence dated June 26th, 2020 from the Comox Valley Cycling Coalition, encouraging Council to prioritize the design and construction of an east-west connector multi-use pathway to connect the downtown area with east Courtenay, be received for information.

Carried

New motion:

Moved By Frisch

Seconded By Cole-Hamilton

That Council direct staff to provide a report investigating options and implications for the design and construction of a possible east-west connector multi-use pathway.

Carried

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.1 Briefing Note - Rotary Water Park - 2020 Operational Season (6140-103 - Rotary Water)

Moved By McCollum

Seconded By Hillian

That the June 30th, 2020 Briefing Note, "Rotary Water Park - 2020 Operational Season", be received for information.

Carried

6.2 Briefing Note - New Ministerial Order 192 (MO192) - Updated Local Government Meetings & Bylaw Process COVID-19 (7130-20)

Moved By Theos

Seconded By Morin

That the June 30th, 2020 Briefing Note, "New Ministerial Order 192 (MO192) - Updated Local Government Meetings & Bylaw Process COVID-19", be received for information.

Carried

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

7.1 Councillor Cole-Hamilton

Councillor Cole-Hamilton mentioned his participation on a new steering committee:

- Property Assessed Clean Energy (PACE) BC steering committee meeting; the steering committee is working to develop a PACE program in BC which is a financing initiative that allows property owners to borrow money on the value of their home to undertake clean energy improvements to their dwellings

7.2 Mayor Wells

Mayor Wells reviewed his participation at the following events:

- Economic Recovery Task Force Steering Committee meeting
- Local Leaders call with MP, Gord Johns and MLA, Ronna-Rae Leonard
- COVID-19 Teleconference call with Selina Robinson, Minister of Municipal Affairs and Housing

8. RESOLUTIONS OF COUNCIL

8.1 Councillor Frisch Resolution - 17th Street Protected Bike Lane Design

Moved By Frisch

Seconded By Cole-Hamilton

That Council direct staff to reallocate the \$30,000 approved in the 2020 General Capital Budget for the buffered bike lane painting on 17th 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 17th Street, McPhee Avenue to Willemar Avenue.

(POSTPONED)

Moved By McCollum

Seconded By Hillian

That Council postpone consideration of the 17th Street Protected Bike Lane Design resolution until the July 20th, 2020 regular Council meeting.

Carried

A discussion followed regarding the design for protected cycling facilities along the 17th Street corridor, including consideration of project and maintenance costs for this pilot program and potential amendments to the existing Cycling Network Plan (CNP). It was established that a broader review of the CNP, to clarify levels of service and gap analysis within the plan (such as options for an east/west connector multi-use pathway), would be beneficial; it was suggested that a future lunch and learn session between Council and staff, to allow further discussion regarding a review of the CNP and its connection with the Transportation Master Plan be scheduled in the coming months.

8.2 Councillor Cole-Hamilton Resolution - 6th Street Multi-use Pedestrian-Bike Bridge Options Analysis

Moved By Cole-Hamilton

Seconded By Morin

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

Carried

9. UNFINISHED BUSINESS

9.1 Development Permit with Variances No. 1906 - 925 Braidwood Road (3060-20-1906)

Moved By Hillian

Seconded By McCollum

That based on the June 1st, 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.

Carried

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 (2355 Mansfield Drive)

Moved By Morin

Seconded By Theos

That “Zoning Amendment Bylaw No. 2977, 2020” pass first and second reading.

Carried

12.1.2 Zoning Amendment Bylaw No. 2992, 2020 (2459 Cousins Avenue)

Moved By Frisch

Seconded By Cole-Hamilton

That “Zoning Amendment Bylaw No. 2992, 2020” pass first and second reading.

Carried

12.2 For Third Reading

12.2.1 Zoning Amendment Bylaw No. 2990, 2020 (1025 Ryan Road)

Moved By McCollum

Seconded By Hillian

That “Zoning Amendment Bylaw No. 2990, 2020” pass third reading.

Carried

12.2.2 Zoning Amendment Bylaw No. 2993, 2020 (1028 Arrowsmith Avenue)

Moved By Frisch

Seconded By Theos

That “Zoning Amendment Bylaw No. 2993, 2020” pass third reading.

(POSTPONED)

Moved By Hillian

Seconded By Theos

That Council postpone third reading of Bylaw No. 2993, 2020 until a future Council meeting.

Carried with Councillors Frisch and McCollum opposed

12.2.3 Zoning Amendment Bylaw No. 2999, 2020 (820 Urquhart Avenue)

Moved By Cole-Hamilton

Seconded By Frisch

That “Zoning Amendment Bylaw No. 2999, 2020” pass third reading.

Carried

13. ADJOURNMENT

Moved By Theos

Seconded By Frisch

That the meeting now adjourn at 7:18 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 20th day of July, 2020

Mayor

Minutes of a Special Council Meeting

Meeting #: S2/2020
Date: July 13, 2020
Time: 6:04 pm
Location: City Hall Council Chambers, Courtenay, BC, via video/audio conference

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

Staff: T. Kushner, Deputy CAO
W. Sorichta, Corporate Officer

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1.00 RESOLUTIONS OF COUNCIL

.01 Moved by Cole-Hamilton and seconded by Theos that notice is
IN-CAMERA hereby given that a Special In-Camera meeting closed to the public will
MEETING be held July 13th, 2020 at the conclusion of the Special Council Meeting
pursuant to the following sub-sections of the *Community Charter*:

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

Carried

2.00 ADJOURNMENT

- .01** Moved by Hillian and seconded by Cole-Hamilton that the meeting now adjourn at 6:06 p.m.
Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 20th day of July, 2020

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-2006, 6480-20-2002

From: Chief Administrative Officer

Date: July 20, 2020

Subject: OCP Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 – 1375 Piercy Avenue

PURPOSE:

The purpose of this report is for Council to consider an Official Community Plan and Zoning Bylaw amendment application to change the land use designation and rezone the property legally described as Lot 7, District Lot 104, Comox District, Plan 5659. The proposed amendments will 1) Redesignate the subject property from “Urban Residential” to “Multi-Residential”, 2) create a new CD-29 Zone, and 3) rezone the subject property from R-2 to CD-29.

CAO RECOMMENDATIONS:

That based on the July 20th, 2020 staff report “OCP Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 - 1375 Piercy Avenue” Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Reading of “OCP Amendment Bylaw No. 3014” to designate the subject property as “Multi-Residential”;
2. That Council give First and Second Reading of “Zoning Amendment Bylaw No. 3005” to create a new CD-29 Zone and rezone the subject property to CD-29;
3. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaws following the resumption of regular Council meetings or upon approval of an alternative process.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is 2272m² (0.56ac.) in area, vacant and surrounded by a mix of housing types and densities as well as light industrial businesses.



Figure 1: Subject Property and Context

The City's Official Community Plan (OCP) designates the subject property as "Urban Residential" which is a designation primarily intended for duplexes and single family homes. The current R-2 zone reflects the land use designation and allows single family homes as well as duplexes and also different forms of secondary suites/residences.

Proposed is an amendment to the OCP and zoning bylaw to facilitate the construction of a 12 unit townhome development and associated open spaces and parking areas. The development will be comprised of three – fourplex buildings with side-by-side one and two storey units. Parking for the units will be provided off the adjacent lane which flanks two sides of the subject property. Framed by the buildings is a central courtyard area and green space with associated pedestrian connections and landscaping.

The applicant proposes a comprehensive development zone (CD zone) driven by the fact that none of the existing zones within the Zoning Bylaw would permit the type of development proposed without a series of subsequent variances. As a result, a CD zone is proposed to streamline the development approval process while still giving Council, staff and the general public an equal say in the proposal. The applicant's plans for the property are summarized in **Schedule No. 2**. Given that this is a CD zone, the applicant has provided development permit plans to inform the process and CD zone (**Schedule No. 3**). A servicing study was also provided in support of the concurrent request for variances to the City's Subdivision and Development Servicing Bylaw No. 2919.



Figure 2: Proposal as seen from Piercy Ave.

Zoning Review

The proposed development requires the bylaw amendments as the current R-2 zone does not permit townhomes or the applicant's requested increase to density. In addition, the applicant proposes reduced setback requirements while aspects like lot coverage, parking and specifically building height remain unchanged. The table below summarizes the proposal relative to the existing R-2 zone. There are also changes to parking lot standards as detailed in the attached zone (**Schedule No. 1**)

	Current R2 Zone	Proposed CD Zone
Density	1 unit/450m ²	12 units (1 unit/189m ²)
Lot Coverage	40%	35%
Front Yard Setback	7.5m	1.0m
Rear Yard Setback	9.0m	6.0m
Side Yard Setback	4.5m	2.0m
Building Height	8.0m	8.0m
Minimum Lot Size	900m ²	2274m ²
Parking stalls	1.25 stalls/unit* (15 stalls)	1.25 stalls/unit

Table 1: Zoning Comparison

* As per Section 7.1.11 parking stalls per unit can be reduced to 1.25 stalls per unit when an additional 30m² of open space is provided.

DISCUSSION:

The Comox Valley Regional Growth Strategy (RGS) is the guiding document for changes to the City's OCP land use designations. The RGS supports directing the vast majority of the Region's growth to Core Settlement areas which includes the City of Courtenay. The strategy continues by supporting infill and intensification of existing areas over development in fringe areas or outside of the Core Settlement Centres. In turn, the proposed Multi-Residential designation supports all forms of multi-unit housing at a variety of densities and layouts which is ultimately shaped by the context of the specific proposal.

Land Use Compatibility

The subject property is situated adjacent to a mix of land uses as shown in Figure 2 below. On the opposite side of Piercy Ave. is a large construction yard as well as a strip of Multi-unit residential in the form of townhomes but also a relatively high density, two storey apartment complex. To the northwest there is a series of duplexes, followed by another cluster of apartments on the opposite side of Cumberland Rd. To the south, the neighbourhood transitions to primarily single family homes which shapes the site design and

intensity as detailed below. This area is in a gradual state of transition. Several surrounding sites, from a land use perspective, such as the adjacent house (immediately southwest) and the construction yard on the opposite side of Piercy Ave. are also ideal candidates for intensification based on many of the same factors outlined below.

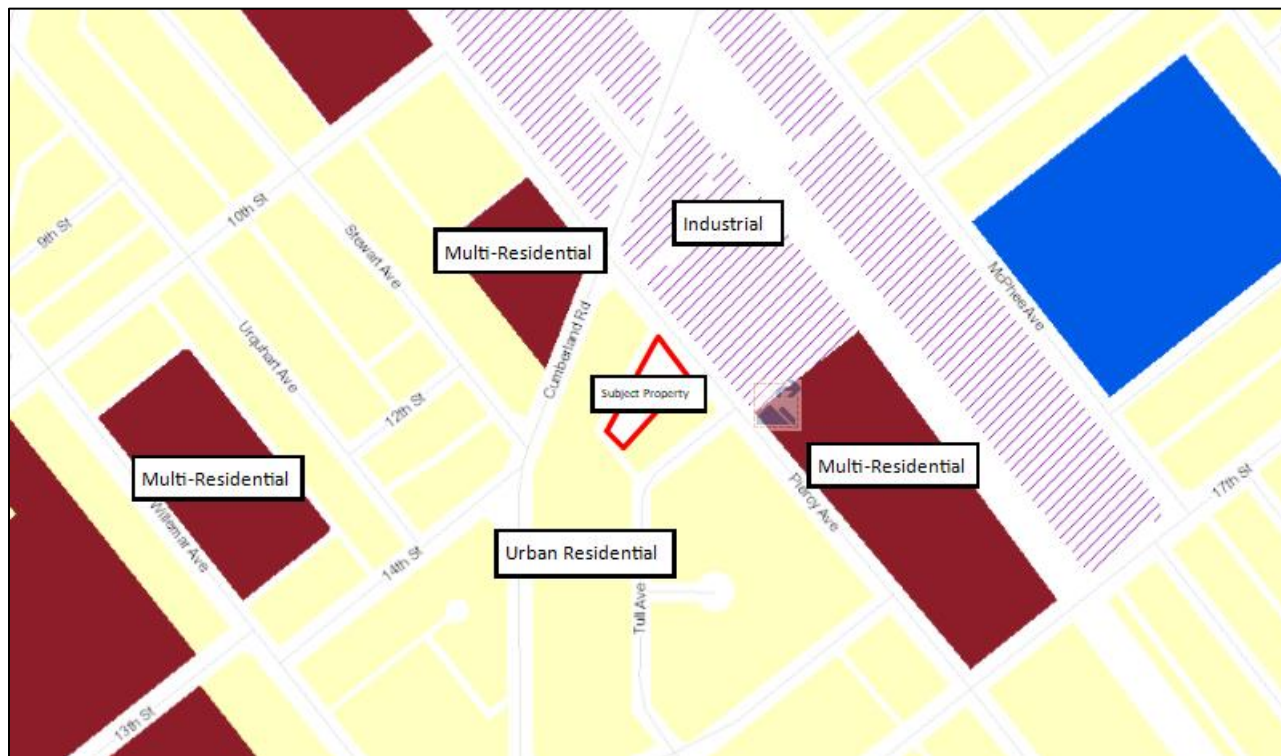


Figure 3: OCP Land Use Designations

The OCP encourages 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. The plan states that multi residential development shall be limited in scale and size outside the downtown area. While recognizing that sensitive to adjacent single family areas is needed, this proposal fits with the established, and evolving, land use pattern in the area and is a good candidate for intensification given its location, connections and use of existing infrastructure as well as the overall need to integrate a diversity of different forms of housing into neighbourhoods throughout the City.

Location and Connectivity

The proposal is located within a short walk to the Downtown area. Within one kilometre future residents will be able to benefit from the established commercial and retail services which meet all daily needs and include grocery stores, retail services, restaurants, pharmacies and medical services. They will also be in close proximity to different levels of schools, parks, and recreational facilities. Further, Downtown Courtenay is a dominant regional employment centre with many office and service jobs easily accessible to future residents.

While the location makes walking convenient for daily needs, it is enhanced by public transit and active transportation options for travel beyond the Downtown area. There is a bus route with stops on Cumberland Rd. about 100m away branching out into the rest of the region. Cycling or E-bikes present another transportation option with Piercy Ave. currently designated a cycling route according to the City's Cycling Network Plan with Cumberland Rd. being added and linking directly with the key spines of the

developing network. Currently bike parking is not identified on the site plan but this will be required as part of the subsequent development permit. While there are financial, timesaving, and environmental benefits to the subject property's location and connections, one benefit of the location is that it reduces the need for residents to own vehicle) which is key when situating housing targeting lower income individuals and families.

Use of Existing Infrastructure

The development will benefit from the use of existing City infrastructure. While full water and sanitary models have not been completed, the scale of the development is unlikely to trigger capacity issues. The development also benefits from the established roadway and drainage network. In general terms, the more people using a particular service makes that service more efficient and avoids further extensions to the system which may be required to be constructed and then maintained should the development be located in the fringe areas of the City.

Housing Diversity

The neighbourhood already benefits from a healthy mix of housing types and tenures. The OCP encourages a mix of housing and specifically encourages affordable and social housing to be integrated throughout the City. The benefits of housing diversity are numerous and include the concept of "aging in place" where residents could potentially live their entire lives in one neighbourhood by moving into different unit types and sizes depending on the needs during different phases of life.

A further benefit to affordability is the integration of two adaptable units designed to be used for those with mobility challenges. Adaptable units are designed to accommodate those in wheel chairs and are a single level with other alterations such as lower light switches and countertops. This is enhanced through the site design which provides ramp connection to facilitate mobility. The OCP supports the integration of accessible housing and neighbourhood design.

Site and Building Design

The development is comprised of three fourplex buildings. Currently, under the R2 zone if subdivision was possible the parcel could be hypothetically developed into three duplexes or six unit. While much less intensive than most other multi-family projects in the City, the bylaw amendments will allow the overall density of the site to increase. Surrounded by duplexes and single family homes, the sensitive site and building design is key to integrating the development into the neighbourhood. Staff believe this proposed development does this well.

The subject parcel's shape results in a site design where the parking is pushed to the outside, with the buildings framing common green spaces and amenity areas. Consistent with the surrounding neighbourhood the height is limited to two storeys which steps down to one storey in two of the fourplexes. While the proposed setbacks are less than would otherwise be required, the limited height and additional buffering provided by the laneway reduce impacts such as shadowing or loss of privacy for the adjacent homes. For the property immediately adjacent to the subject property, the building locations have been staggered to be sited as far as possible from the existing house. In addition, landscaping will be required along this property line as well as fencing to be detailed in the subsequent development permit.

The building proposal contains a diversity of siding materials which are intended to reduce the massing of the building into smaller components. Both the facades and roofline are articulated to avoid a box-like appearance while also delineating the individual units. As detailed by the applicant, the building will also

be built to meet Step 3 or 4 of the BC Building Code exceeding the City’s current requirement of Step 2 which began in April 2020 and which will increase to Step 3 in January 2021.

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

Other Related Regulations

Local Government Act – s.477 (3)

The proposed OCP amendment has been reviewed in relation to the City’s Financial Plan and the Regional Waste Management Plan. Staff have found the bylaw to be complementary to these plans.

Form and Character Development Permit

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

FINANCIAL IMPLICATIONS:

The development is subject to City and the Regional District Development Cost Charges. Additional financial implication of the associated Works and Services variance have been provided in the concurrent report.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent 40 hours processing and reviewing this application. Should the proposed bylaws receive First and Second Readings, staff will spend an additional 5 hours in preparation for the public hearing, preparation of the housing agreement and covenant, final reading of the bylaw, and updating the bylaws and maps.

ASSET MANAGEMENT IMPLICATIONS:

Asset management implication of the associated Works and Services variance have been provided in the concurrent report.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

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

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

- Housing Need Assessment

OFFICIAL COMMUNITY PLAN REFERENCE:

Official Community Plan

3.1 Growth Management:

3.1.2 Goals

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

4.4 Residential

4.4.2 Goals

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

REGIONAL GROWTH STRATEGY REFERENCE:

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

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

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

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

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

There will be a minimum of one Town Centre in the City of Courtenay, one Town Centre in the Town of Comox and one Town Centre in the Village of Cumberland.

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

Objective 1-B: Increase affordable housing options

1B-2 Encourage residential multi-unit or multi-lot developments to contribute to affordable housing options including, but not limited to a range of unit sizes and types, lot sizes, multifamily or attached-unit buildings, rental units, and secondary suites. These contributions could take the form of land, cash, buildings or other such items as supported by the local governments.

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

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

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

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

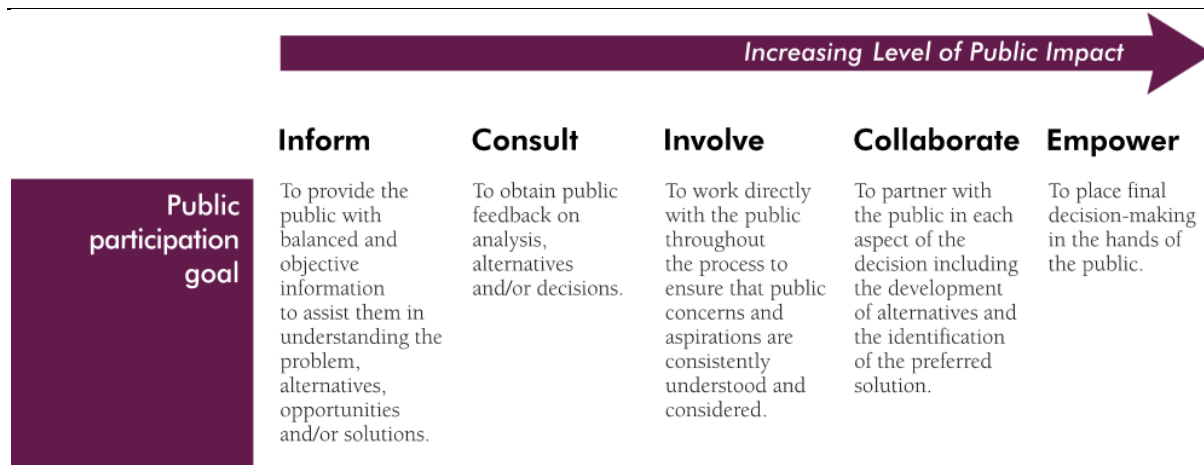
Objective 1-D: Minimize the public costs of housing

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

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

CITIZEN/PUBLIC ENGAGEMENT:

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



Should OCP Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

The applicant mailed out a public information meeting package on May 6, 2020 to adjacent property owners and occupiers. The notice concerned both the bylaw and the variance requests. As the responses overlap or are unclear which component of the proposal the respondent is referring to, the entirety of the responses are provided in both reports. The mail-out and the responses to the alternative public information process are provided in **Attachment No. 4**.

OPTIONS:

OPTION 1: (Recommended)

That based on the July 20, 2020 staff report entitled "OCP Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 – 1375 Piercy Avenue" Council approve Option No. 1 and complete the following steps:

1. That Council give First and Second Reading of "OCP Amendment Bylaw No. 3014" to designate the subject property as "Multi-Residential";
2. That Council give First and Second Reading of "Zoning Amendment Bylaw No. 3005" to create a new CD-29 Zone and rezone the subject property to CD-29;
3. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaws following the resumption of regular Council meetings or upon approval of an alternative process.

OPTION 2: That Council postpone consideration of OCP Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 with a request for more information.

OPTION 3: That Council not proceed with Bylaw OCP Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005.

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

Attachments:

Schedule No. 1 Draft OCP Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005
Schedule No. 2 Applicant's Letter of Intent and Project Description
Schedule No. 3: Alternative Public Information Meeting Summary
Schedule No. 4: Site and Building Plans
Schedule No. 5: Sustainability Evaluation Compliance Checklist

A bylaw to amend Official Community Plan Bylaw No. 2387, 2005

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

1. This bylaw may be cited for all purposes as “**Official Community Plan Amendment Bylaw No. 3014, 2020**”.
2. That “Official Community Plan Bylaw No. 2387, 2005” be hereby amended as follows:
 - (a) by changing the land use designation of Lot 7, District Lot 104, Comox District, Plan 5659 as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, to Multi-Residential; and
 - (b) That Map #2, Land Use Plan be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this _____ day of _____, 2020

Read a second time this _____ day of _____, 2020

Considered at a Public Hearing this day of , 2020

Read a third time this _____ day of _____, 2020

Finally passed and adopted this day of , 2020

Mayor

Corporate Officer



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:

4. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 3005, 2020**”.
5. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) Amending Division 8 – Classification of Zones through the addition of:

Part 54 – Comprehensive Development Twenty Nine Zone (CD-29) 1375 Piercy Road as attached in **Attachment A**.
 - (c) by rezoning Lot 7, District Lot 104, Comox District, Plan 5659 (1375 Piercy Ave.) as shown in bold outline on **Attachment B** which is attached hereto and forms part of this bylaw, from Residential Two (R-2) to Comprehensive Development Zone Twenty Nine (CD-29)
 - (d) That Schedule No. 8, Zoning Map be amended accordingly.
6. This bylaw shall come into effect upon final adoption hereof.

Read a first time this _____ day of _____, 2020

Read a second time this _____ day of _____, 2020

Considered at a Public Hearing this day of , 2020

Read a third time this _____ day of _____, 2020

Finally passed and adopted this day of , 2020

Mayor

Director of Legislative Services

Attachment A

Part 56 – Comprehensive Development Twenty Nine Zone (CD-29) (1375 Piercy Ave.)

8.56.1 Intent

The CD-29 Zone is intended to accommodate an affordable housing development composed of three, four unit townhomes on the property legally described as Lot 7, District Lot 104, Comox District, Plan 5659. The property shall be developed substantially in accordance with Schedule A which form part of this zone.

8.56.2 Permitted Uses

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

1. Dwelling, Townhouse

8.56.3 Lot Coverage

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

8.56.4 Minimum Lot Size

A lot shall have an area of not less than 2274m².

8.56.5 Setbacks

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

(1) Front Yard: 1.0m

(2) Rear Yard: 6.0m

(3) Side Yards: 2.0m

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.

8.56.6 Height of Buildings

Maximum building height shall be 8.0m.

8.56.7 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:

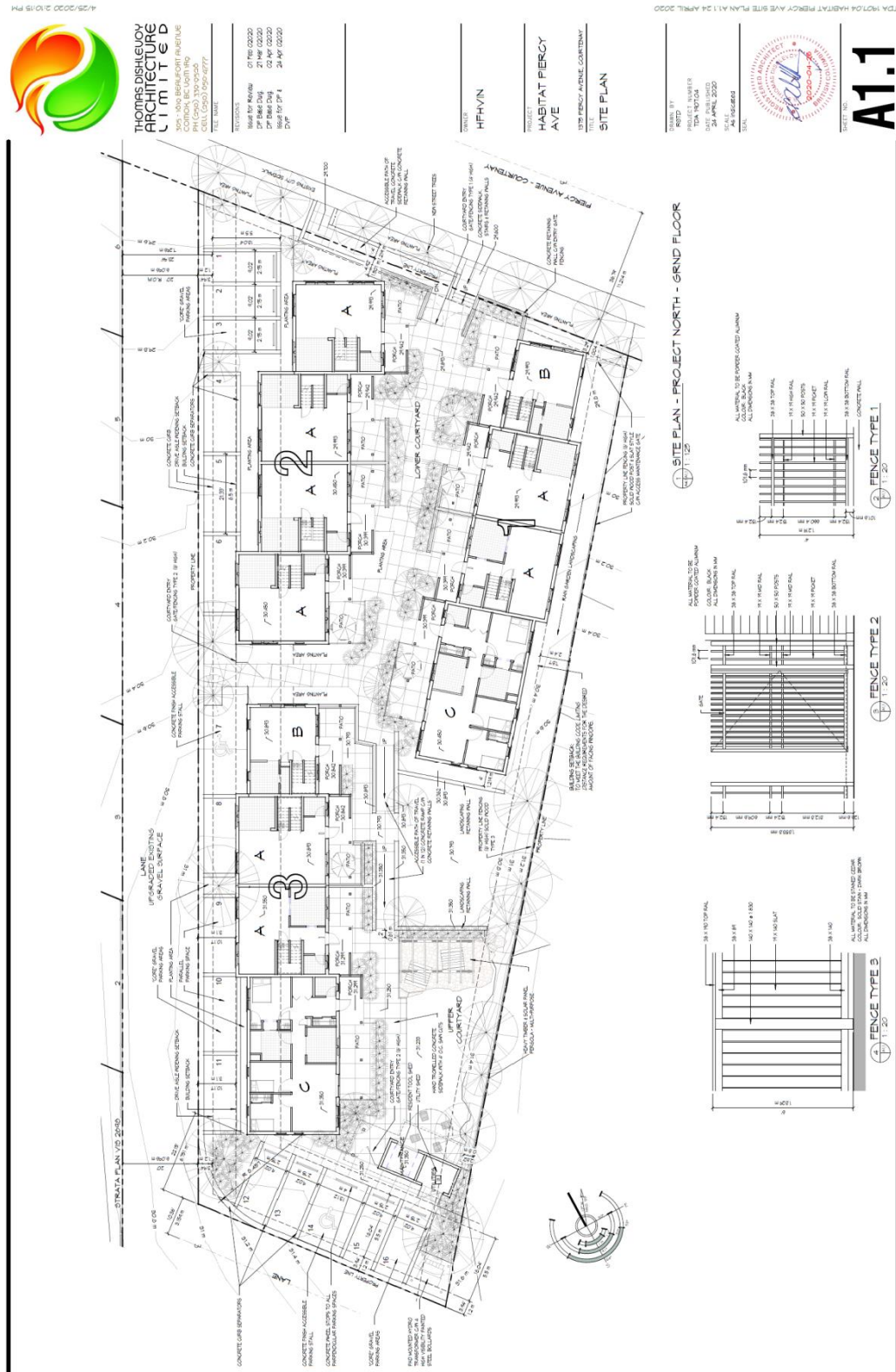
- (1) In this zone, parking shall be provided at a rate of 1.25 parking spaces per dwelling unit inclusive of visitor parking;
- (2) Bicycle parking facilities must be provided at a rate of two secure stalls per unit.

All driveways and parking shall be located in the yard with direct access from the lane.

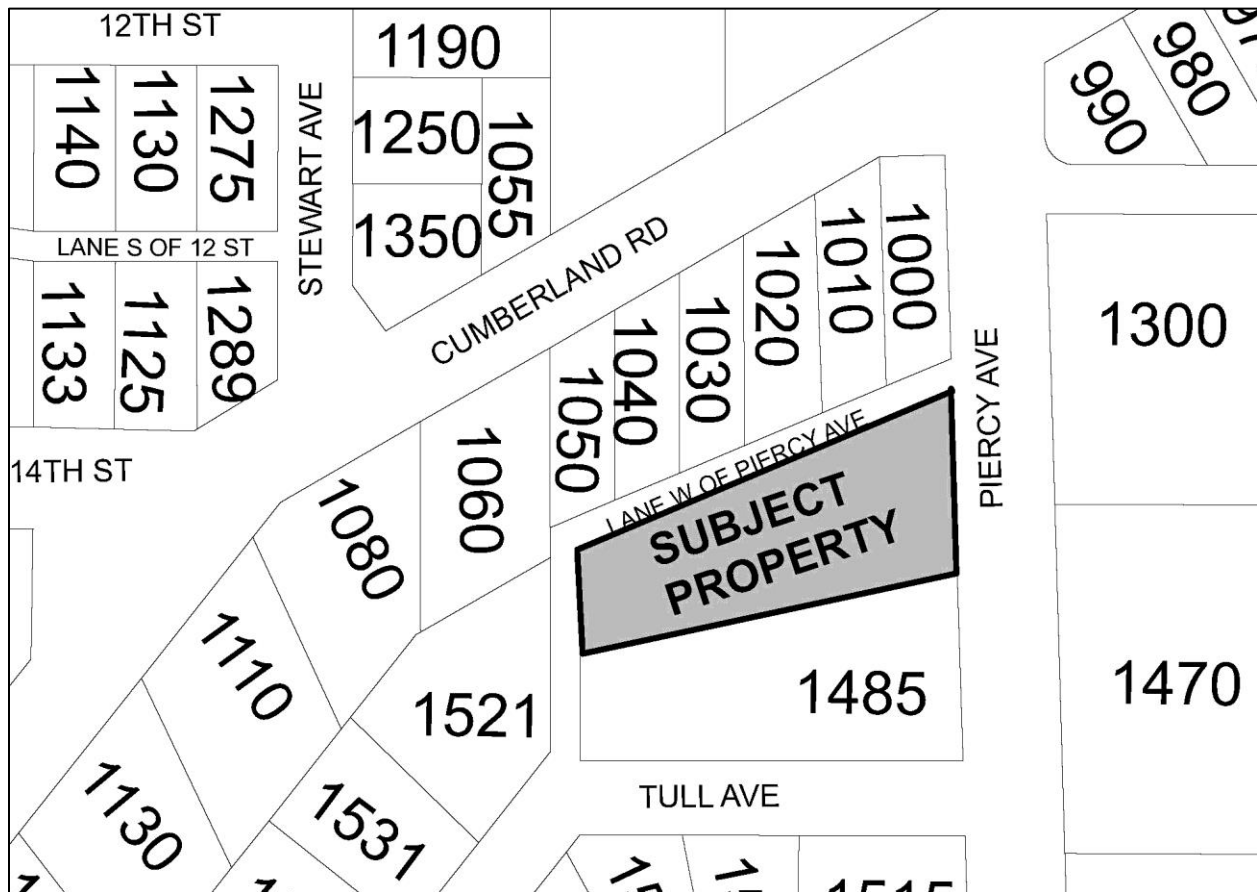
Parking stalls shall be delineated using concrete curbs.

Schedule A

Note: Please refer to full size drawings in file 3360-20-2006



Attachment B



Schedule No. 2 Applicant's Letter of Intent and Project Description

24 April 02020

Application for Development Permit

Project Location: 1375 Piercy Avenue, Courtenay, BC

Present Use: Vacant, Residential Lot

Project Description:

Re-zoning, Development Permit and Development Variance for Habitat for Humanity Vancouver Island North to develop a two-storey, 12 unit residential project consisting of three, four unit "townhomes" including two "accessible" single level living units.

Design Rationale:

The proposed 12 unit HABITAT project is located on Piercy Avenue on a previously developed single family lot. The lot is currently zoned single family residential (R-2) and has an "urban residential" official community plan (OCP) designation. The surrounding area contains a mix of single family and multi-family residential housing forms in a range of ages. The neighbourhood also includes a large commercial/industrial property, a childcare operation, and the nearby Woodcote Park. The subject property is located one half block from Cumberland Road which provides direct access into downtown Courtenay as well convenient access to the Inland Island Highway.

The project meets many of the "goals", "policies" and "guidelines" of the Courtenay Official Community Plan's section 4 "Land Use Designations" as well as section 8 "Development Permit Areas – Residential":

- Optimize the use of existing lands in the City . . .
- To encourage multi residential development in the Downtown area of the City;
- Ensure the provision and integration of special needs and affordable housing;
- Encourage housing opportunities and convenient community services for individuals having special housing requirements;
- Ensure new housing projects introduce innovative and creative design and streetscapes;
- Preserve the integrity and character of existing residential areas with any redevelopment proposal;
- The provision of non-profit housing as a means of increasing the supply of rental housing is strongly encouraged. Preference is for affordable and social housing to be dispersed throughout the City and not concentrated in one area;

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tda.ca



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- The design of the buildings reflect the heritage of the City of Courtenay and the use of materials representing traditional wood construction with varied details and columns;
- The project fronts onto Piercy Avenue. The exteriors of building units facing the street are given special treatment. The main pedestrian entranceway to the project is located directly at the street;
- The arrangement of the proposed buildings is such that no building is located adjacent to the neighbouring single family residential building. The proposed buildings step down from two storeys to one storey in a number of locations that enhance the liveability of the development and adjacent properties;
- The introduction of the proposed townhouse, courtyard scheme has been done in a manner to provide harmony and continuity within the existing residential neighbourhood;
- The proposed project includes a comprehensive design concept giving attention to the overall architectural style, detailing, two storey pedestrian scale, representative natural materials, character of fenestration, articulation of shingled roofs, individualistic treatment of entrances, stepping of building heights that follow the natural topography, relationship of indoor and outdoor spaces, design and placement of play areas, parking arrangement and circulation exploiting the existing lane, and a verdant and functional landscape character and design;
- The project has been designed with only four residential townhouse units included in each building;
- The proposed parking has been provided with all access from the existing lane. Contrary to the "Guidelines" each stall has its own individual access which eliminates the paved space needed for driveways and combined access points. The land not used for parking access and circulation has been reallocated to space for the resident's recreational uses;
- The proposed arrangement of buildings on the site creates enclosing courtyards and outdoor living spaces. These courtyards are oriented to allow sun exposure to every unit while providing protection from more extreme weather conditions;
- The proposed building massing is stepped vertically to follow the natural topography of the site, and horizontally to create space for the exterior courtyards between the buildings. The steps break up the overall massing of the blocks. The steps are further emphasised by changes in building materials, enhancing the feeling of a "street" of individual dwelling units;
- The proposed buildings have stepped and sloped roofs, maintaining the small scale harmony and character of the surrounding residential neighbourhood;
- The project seeks to achieve a balance of exterior privacy and neighbourly interaction amongst residents. Interior courtyard patios are provided with enclosures but not privacy screens, encouraging interactions and casual surveillance while defining boundaries between units;
- The project includes a communal landscape courtyard located away from all proposed parking spaces that will be designed/programmed for shared recreation/play/gardening;
- A minimal landscape buffer is provided at the Piercy Avenue frontage, contrary to the "Guidelines" of the OCP. The approach relocates the land required for large setbacks to the interior of the lot where it will benefit the residents, while at the same time creating a strong urban street edge typical of desirable, higher density neighbourhoods;
- The buildings are arranged on the site to create courtyards that will naturally

- attenuate the noise of Piercy Avenue, a designated collector road;
- There are no existing trees or shrubs on the site. Refer to the Landscaping Concept Plan for all new proposed trees and plantings;
- The buildings have been arranged with stepped foundations and roofs to follow the existing natural topography of the site. Internal circulation on the site includes retaining walls and accessible ramps to provide access to every unit and amenity as well as create functional and useable outdoor spaces;
- Individual units will be provided with screened outdoor areas for refuse containers. Individual unit garbage pickup will be provided from Piercy Avenue;
- The project proposes to preserve the existing municipal sidewalk on Piercy as well as the existing laneway curb cut (refer to Civil Engineering design). Street trees are proposed within the existing space between the sidewalk and the building setback;

The following is a description of the proposed design and it's rationale. We will demonstrate how the proposed design meets the intention of the various bylaws, regulations and guidelines, and provide explanations for where the proposed design does not conform to them. A list of Development Variances will be provided where necessary for the current stage of approvals, as well as for the future stages of approvals that typically occur after a Development Permit is issued, i.e., typically public works and services requirements and requests. We have met with City of Courtenay planning and engineering staff on multiple occasions prior to making this submission and we have been made aware of the anticipated scope of requirements for both on and off site works and services. Our submission, complete with preliminary engineering drawings for both on and off site works and services, demonstrates the scope of work that the applicant is prepared to provide for this project. We recognize that works and services will likely exceed our proposed scope of work and the applicant's recourse will be to apply for a Development Variance. It is requested that the itemized list of Development Variances be considered by Council during this round of approvals, eliminating the need for a second round of Development Variance requests prior to detailed design and a Building Permit application.

Designing the Site:

The existing site is approximately 2 274.3 m² (24,481 sq.ft.) in area, located one half block south of Cumberland Road on the west side of Piercy Avenue. The site is bounded on one side (north) and across the rear (west) by a city lane; and by a single family dwelling/lot on the south side. The site has a frontage along Piercy Avenue of approximately 37.4 m.

The site slopes gently downward from back to front for a total grade change of approximately 2 m (6 ft). There is no evidence of any overland drainage flow, channels or water courses on the site. A storm water management



plan accompanies this application and describes this existing condition and the proposed plan for the new facilities, addressing future site drainage, water quality, water quantity and erosion. A more detailed plan addressing erosion control during construction will be provided during the detailed design stage of the project. There are no trees on this site and vegetation is limited to the wild (unmaintained lawn) grasses leftover from the landscaping of a previous residence. A landscaping plan has been prepared and included in this submission. Vegetation species have been selected to suit the soil, light and groundwater conditions of the site. The replanted site will be maintained by the property owner. There are no picturesque views from the site in any direction.

The three proposed buildings are located on the site in a very specific arrangement in order to achieve an internally focused concept due in part to the site shape. The site is narrow and deep; almost twice as deep as it is wide. It also has three public sides, although two of them are facing a services and utility lane. The main frontage on Piercy is limited in its ability to accommodate more than two building fronts. It is therefore the project's concept to create its own street onto which all the residential units will face. This is achieved by orienting all the units to face inward and planning the project circulation to occur in the spaces between the buildings, creating an internal pedestrian street. The internal street is also designed to provide for all of the resident's out door needs including access, front porches, and semi-private outdoor space as well as a common multipurpose space.

The three buildings and the accessory building total 736.3 m² in *building area*, for a total site coverage of approximately 32.4%.

- Building One = 249.2 m²
- Building Two = 221.5 m²
- Building Three = 249.2 m²
- Accessory Building = 16.4 m²

All of the buildings are located towards to the perimeter of the site, thereby maximizing the space between the buildings for the internal street. The space between the buildings and the property lines is minimized, and where required it is used for utility and parking. All project parking will be accessed from the lane, using both perpendicular and parallel type parking stalls. A setback of 1.2 metres from the lane property line to the perpendicular parking stalls. The existing lane width plus the 1.2 metre setback creates a "drive aisle" wide enough to meet City of Courtenay parking bylaw requirements. The stalls are located in small clusters with landscaping in between them to prevent a monotonous unbroken line of parked vehicles. The parking stalls will be delineated with 8" wide concrete edging bands and the parking surface created from a pervious gravel grid. The existing gravel lane will remain with minor improvements (refer to Civil drawings).

The number of parking stalls will be provided as follows:

Residential Units (1.25 spaces per unit) = 15 spaces (16 stalls proposed)

Accessible Spaces (1 per Accessible/Adaptable unit) = 2 accessible spaces (included in total)

Piercy Avenue is extremely wide for the amount of traffic it receives and it is capable of accommodating an additional 5 parallel parking stalls in the 37 metres of street frontage.

Pedestrian access to the project is provided at three locations for residents & visitors. The main entrance is located on Piercy Avenue via a small set of landscape steps as well as an accessible path of travel/ramp that meets the requirements of the BC Building Code. This main site entrance leads into the internal street between buildings no. 1 and no. 2. A second entrance is provide from the lane, between buildings no. 2 and no. 3. This entrance is located at grade and will meet the accessible path of travel requirements. A third entrance is located at the rear of the project, also accessed from the lane, between building no. 3 and a small utility and storage accessory building. All entrances will be provided with a "good neighbor" picket style fence and gate, creating the perception of a sophisticated public/private boundary without creating a feeling of high security.

The internal street will be paved with broom finished concrete sidewalks and ramps, connecting all units on all levels by accessible paths of travel. All units will have individual, separated access points to their own porches, at or near grade. Patios will be provided with low picket fences and bordering landscaping to define and separate the owner's private outside space from the internal street. Higher privacy screen fencing will be provided where patio spaces are directly adjacent to one another. Patios will also be provided with overhead weather protection in the form of individual unit porch roofs, making the patios useable through all four seasons.

The back half of the site contains a landscaped courtyard for all the resident's use. The landscaping is planned for recreational as well as a resident's food garden. The space will have good solar access and will be suitable for all forms of gardening. A small accessory building is proposed at the rear of the courtyard for storage of the project's maintenance equipment as well as building utilities. The small shed adds to the feeling of courtyard enclosure and privacy. An open air pergola is planned in the center of the courtyard as a possible barbecue and outdoor dining area. A 6 foot high privacy fence/screen will be provided along the interior property line between the project and the neighbouring single family residence.

Page 5 of 10



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Designing the Building:

Three townhouse style buildings are proposed for this project. Each building contains 4 residential units, providing a total of 12 residential units. Each building is 2 storeys in building height, with two of the buildings stepping down to 1 storey at one end where single level Accessible/Adaptable dwelling units are provided.

The proposed unit mix includes:

- 8 – three bedroom units, ~ 107 m² (1,152 sq.ft.) in total floor area¹;
- 2 – two bedroom units, ~ 85 m² (920 sq.ft.) in total floor area;
- 2 – three bedroom "accessible/adaptable" units, ~ 96 m² (1,038 sq.ft.) in total floor area;
- Accessory Building = 16.4 m²

The total gross floor area is approximately 1 234 m².

The proposed buildings will be traditional wood framed construction over an insulated/heated crawlspace, with engineered wood truss roofs with 4 in 12 slopes. The buildings will be designed to the latest requirements of the BC Energy Step Code and will be pursuing a higher performance rating/step than the minimum requirement in the City of Courtenay at this time.

The proposed townhouse buildings are designed to represent individual residential units along an urban street, each having their own identity. End units facing Piercy Avenue will be provided with an enhanced level of detailing. As such, two different cladding profiles and two colours are used throughout the project. Vinyl siding has been proposed for its durability and minimum long term maintenance requirements, as well as its ability to represent traditional wood sidings and trims (beveled lapped siding, and shingle siding). Vinyl, high performance windows and fiberglass, high performance doors are proposed and will be provided with 4" wide trims. Each dwelling unit within the buildings will be provided with covered entry porch, supported by stained timber posts and beams. All project roofing will be from asphaltic shingles in a natural "dark weathered wood" colour.

¹ The floor plans of these units are based on the recently completed units at the very successful HABITAT project on Lake Trail Road.



Designing the Landscape:

The project landscaping has been designed to achieve the following objectives:

- Low maintenance, zero irrigation (after established);
- Provide a clear and comprehensible path for residents and visitors upon arrival;
- Slow the flow of the site's storm water in a natural way, increasing the time it takes to reach the municipal sewers and decreasing the need for expensive underground infrastructure.
- Increase the cities tree canopy with multiple deciduous trees
- Provide a pleasing residential streetscape with street trees and shrub planting along Piercy Street
- Provide a pleasing laneway with street trees and shrub planting

Varying conditions and landscaping responses are designed at various locations around the site. This includes:

- A fully accessible site to permit access to everyone, everywhere
- An internal pedestrian 'street' with 'street trees' and colourful planting
- Private outdoor living spaces for each unit in the form of front door porches large enough for table and chairs
- A common outdoor living space which includes a trail for toddlers on trikes, grass for children's play, and an area for dining, visiting, and supervising children
- The opportunity for growing food with raised planters for vegetables and fruit bearing shrubs on site

The landscape is designed as defensible space. Although the site is fenced to discourage unwelcome guests, the fencing along Piercy and the lane is translucent. Gates, which can be closed to keep young children contained, are located at three entry points – one on Piercy Road, and one on each section of the lane.

All planted areas will be constructed with the following minimum depth of soil:

- Shrubs – 450 mm;
- Ground cover & grasses – 300 mm;
- Trees – 300 mm around and below the root ball.

All landscaped areas will be provided with an automatic underground irrigation system, unless it can be shown by detailed design that the system is not required, as in a xeriscape installation for example.

Designing for Night:

The lighting for the project is designed for security and safety. All project exterior lighting will be provided by wall mounted lighting fixtures, except for low level bollard style lighting where necessary in the landscaped areas.

All lighting will be designed to avoid direct *overspill and glare* onto the neighboring residential properties. All lighting will be automatically controlled to dim during normal sleeping hours. All lighting fixtures, including pole mounted parking area/landscape, building mounted fixtures and landscape bollards, will have full cut-off, flat lens (FCO/FL) luminaires.

Designing for Sustainability:

The project is planning to exceed the minimum standard of BC Step Code Level 3 as mandated by the City of Courtenay for residential buildings.

An energy model will be performed during the design stage to evaluate the proposed building envelope, windows and doors, and building systems. The model will be used as a tool in order to provide the maximum energy efficiency (minimizing heat loss) for the dollars spent on the various components. With a minimal heat loss envelope, any heat required throughout the heating season will be minimized and can be provided with simple, cost effective systems. A thermally efficient building envelope will also help to keep the building cooler during the summer season and reduce the demand for air conditioning and its associated energy requirements.

All of the building detailing will be done to facilitate straight forward, uncomplicated construction of a continuous air barrier allowing the building to achieve a high degree of air tightness. A blower door test will be performed initially during construction to evaluate the building's air tightness performance allowing any problems to be discovered and corrected before the building is finished. A final test will be performed to validate the building's performance once it is completed.

With a low energy use, air tight building, air quality will be handled with the installation of HRVs (*heat recovery ventilators*). These ventilators will bring fresh air continuously into the building while exhausting the stale, used air. The HRV will have an efficient heat exchanger which will warm the incoming fresh air with the heat of the outgoing exhaust air. The combination of minimal heat loss through the building envelope, air tightness, and HRV fresh air supply will create comfortable, healthy and affordable places to live.

The building roofs are suitable for the installation of solar PV panels. The roof structures will be designed and constructed to accommodate the addition of such panels in the future and rough-in electrical conduit will be provided to accommodate their installation.

Modern, low flow plumbing fixtures will be used throughout the project. All of the proposed landscaping materials will require little or no irrigation once established.

During construction, every attempt will be made to make use of re-cycled materials to reduce resource consumption, source locally manufactured materials to minimize transportation costs/energy, and avoid the use of materials containing toxic materials in order to create a healthy living environment for the occupants.

Development Variances Requested

Landscape Setbacks: The applicant requests a variance to permit minimal landscaped setback along all sides of the project, and almost no landscaped setback to Piercy Avenue.

Building Setbacks: The applicant requests a variance to permit minimal building setbacks along all sides of the project, and almost no building setback to Piercy Avenue. The project will meet the requirements of the BC Building Code in terms of *"Limiting Distance"* requirements and fire protection.

On Site Storm Water:

The applicant requests a variance to the City of Courtenay SDS bylaw 2919 subsection 4.3.3 to limit site detention requirements up to and including the 1 in 10 year rainfall event.

Considering the use of permeable paving, the applicant requests a variance to City of Courtenay SDS bylaw 2919 subsection 4.11.8 to omit the requirement for an oil and grit separator for this proposed development.

Off Site Storm Water:

The applicant requests a variance to the City of Courtenay SDS bylaw 2919 section 11 to exclude the requirement to complete additional downstream storm water review or improvements to address overcapacity in the downstream minor and major storm systems.

Road Works:

The applicant requests a variance to bylaw 2919 - Section 11 to exclude the requirement for the developer to alter the roadway works for the section of Piercy Avenue fronting the proposed development. The requested exclusions include alteration to the road structure, pavement, curbs, and sidewalks.

The applicant requests a variance to bylaw 2919 - Section 11 to exclude the requirement for the developer to alter the existing intersections of Piercy Avenue and lane, and Tull Avenue and lane.

The applicant requests a variance to bylaw 2919 section 11 to exclude the requirement for the developer to alter the existing lane between Piercy



Avenue and Tull Avenue. The omitted alterations requested include dedication of road right of way, improvements to the existing lane road structure and addition of asphalt paving, curbs, and drainage infrastructure. As required, the developer proposes to regrade and supplement the crushed gravel surface of the lane to ensure suitable grading transition between the proposed development site, lane and adjacent properties.

Parking Bylaw:

Section 7.1.4 – The applicant requests a variance to allow direct access from all proposed parking stalls to city lane.

Section 7.1.6 (1) – The applicant requests a variance to allow use of Core Gravel permeable surface instead of bituminous surface.

Section 7.1.7 – The applicant requests a variance to allow 1.25 parking stalls per unit.

Section 7.1.12 (4) – The applicant requests a variance to allow the use of concrete curbs as parking stall lines instead of painted lines.



Schedule No. 3: Alternative Public Information Meeting Summary

From: Tom Dishlevoy [<mailto:tom@tda.ca>]
Sent: Wednesday, June 10, 2020 11:06 AM
To: Blamire, Susan <sblamire@courtenay.ca>
Cc: Logan Ronhovde <logan@habitatnorthisland.com>; Pat McKenna <pat@habitatnorthisland.com>
Subject: HABITAT - Alternative Public Information Responses

[↑ Next](#) [⬆ Last](#)

Hi Susan

The time has well elapsed for the receiving of comments from our mailout for the HABITAT project on Piercy Avenue.

1. The mail out was sent 06 May 2020. We received a copy of the mail out sent to our office as a control about 6 days later. A copy of the mail out was also sent to the City of Courtenay. 4 of the mail outs were returned to sender.
2. We received 3 telephone calls: 1 of support from a senior citizen looking for a low cost place to live. 2 were opposed. Summaries of these calls are attached. My caller followed up with a letter of opposition (attached). Logan's caller was abusive. We had 6 letters of support;
3. A copy of the mail out letter is attached;
4. See letters attached. Some of the opposition points can be summarized as follows:
 - thought they had just recently won this battle to prevent a multi family, high density, from coming into the neighbourhood;
 - worried about projet parking from residents and visitors spilling out onto Tull. Wants the lane closed where it accesses Tull.
 - will lower single family home values;
 - will increase crime in the neighbourhood due to HABITAT precedent for providing affordable housing for single parent families.
 - zoning should never be changed, or not in their back yards anyways.

Please call me if you have any questions.

T

Thomas Dishlevoy, ARCHITECT AIBC, MRAIC, LEED® A.P.
Studio 305 - 1819 Beaufort Avenue
Comox, BC V9M 1R9
P: 250.339.9528 M: 250.650.4777
E: tom@tda.ca
W: www.tda.ca



06 May 2020

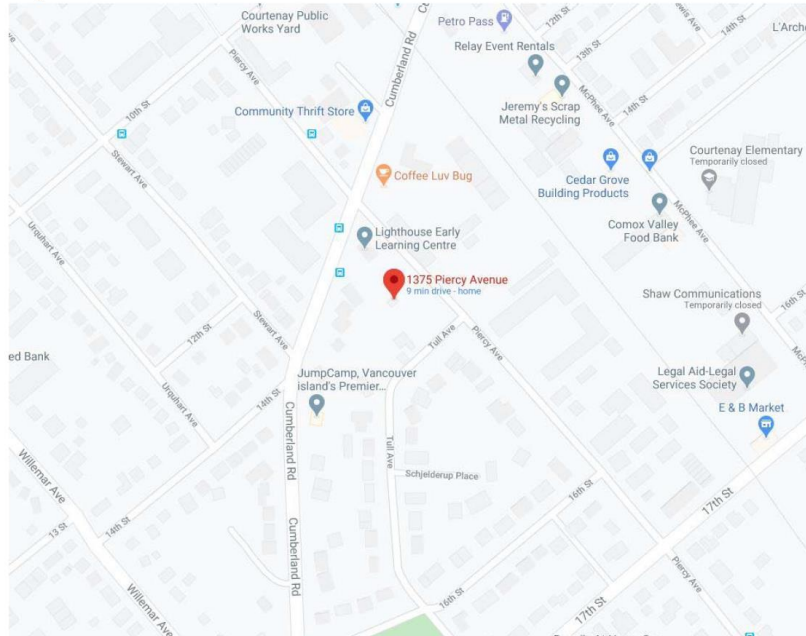
Dear Owner/Occupant

As part of the approvals process for new developments in the City of Courtenay, comments are sought by the City of Courtenay and the Applicant from all neighbouring properties deemed to be impacted by the proposed development. A new development project in your neighbourhood is pursuing a Re-zoning, and a Development Permit that includes a number of Development Variances.

Project Description:

Habitat for Humanity Vancouver Island North (HFHVIN) is continuing their mission to develop affordable housing in the City of Courtenay. They are seeking approval to develop the empty lot located at 1375 Piercy Avenue in Courtenay. The proposed residential development will consist of 12 dwelling units located in 3 buildings. Each building will include 4 townhouse type dwelling units. The buildings will be a maximum of 2 storeys in height. Two of the dwelling units will be one storey in building height, providing single level living with adaptable/accessible designs. Parking for 16 vehicles will be provided on the development property. A small accessory building is also planned at the rear of the lot.

Project Location:



Project Information:

Studio 305, 1819 Beaufort Avenue Comox, BC V9M1R9 250.339.9528 info@tda.ca



THOMAS DISHLEUOY ARCHITECTURE LIMITED

tda.ca

The complete application submission for this proposed development, including all details of the building and site development, can be viewed online at the City of Courtenay Development Tracker website:

www.courtenay.ca/devapptracker

(Search by file number or project address **1375 Piercy Avenue**)

Applicant Information:

Habitat for Humanity, 877 - 5th Street, Courtenay, BC, V9N 1K8
Telephone: 250-202-3462, email: logan@habitatnorthisland.com
Contact: Logan Ronhovde

Or

Thomas Dishlevoy Architecture Limited, Studio 305-1819 Beaufort Avenue, Comox BC, V9M 1R9
Telephone: 250-650-4777, email: tom@tda.ca
Contact: Tom Dishlevoy

Time Frame:

Please return your Comments by: **May 22nd, 2020**

Comments and questions can be submitted directly to the applicant above, or 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 your comments to: City of Courtenay
Planning Services Department
830 Cliffe Avenue
Courtenay BC, V9N 2J7
- Email your comments to planning@courtenay.ca
- Fax your comments to: 250-334-4241



[REDACTED]
1050A Cumberland Road
[REDACTED]

May 21, 2020

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

Dear Sir or Madam:

Re: Proposed rezoning/development of property at 1375 Piercy Avenue

Last week I received a letter from Thomas Dishlevoy Architecture Limited regarding the above referenced property. Immediately, I went on to the City's Planning Department's website to view the information available there. I specifically checked for dates of meetings for community input, but nothing was scheduled at that point. I printed the documents and read them over the next few days. When I visited the website two days later to show a neighbour how to access the information, we were shocked to discover that a 'neighbourhood information meeting' had been held the day before. We also wondered why the meeting was omitted in the architect's letter. I have made a note to check your site daily so that I can be sure that neither I nor my neighbours miss any future meetings.

Upon viewing the application documents posted on your website, it is apparent that a lot of planning and expense has gone into the plans for the development, which to a non-resident looks like a viable, yet insular, plan that is dependent on The City accepting variances to several bylaws. As a 14-year resident of the area, I will address my concerns with some of those variance requests in this letter.

Building Setbacks (Zoning Bylaw 8.2.7)

- Reducing the building setback on Piercy Road from 7.5M to 1.0M. This, along with the planned trees and shrubbery in front of the proposed development, will severely impact visibility for vehicles exiting the lane at Piercy and checking for traffic travelling northwest on Piercy. There is a busy daycare on the corner of Cumberland Road and Piercy, so weekday traffic on Piercy includes parents with children destined for the daycare. Parents park their vehicles on Piercy and utilize the sidewalks to drop off/pick up their children. It goes without saying that impeding driver vision at the Piercy/lane intersection by having trees and two-storey buildings so close to the property line would be a great hazard to both pedestrians and vehicle traffic.
- Reducing the building setback on the side yard lane by 1.4M. This, in effect, reduces the width of the lane by at least that amount, depending on the size of the vehicles in the parallel parking spots. The proposal is for 11 parking spaces off of the side yard lane, eight of which are parallel parking spaces. Looking at the schematics, parallel parking spaces numbered eight and nine

.../2

(behind building three) are particularly narrow – a large SUV or pick-up truck parked in these spaces would impede lane traffic. At present, the lane is not wide enough for two-way traffic (one has to pull over onto Habitat’s vacant lot to let another vehicle pass) and the weekly garbage truck cannot turn the corner of the lane without cutting across Habitat’s lot. It should be noted that when a previous owner of the subject property installed fencing around the lane, I witnessed a garbage truck accidentally knock down the fence while trying to navigate this sharp corner. It would be impossible to have two-way traffic and garbage service in the lane if the width is narrowed. The lane is also the emergency access for fire trucks and ambulances, who would have trouble traversing a lane any narrower than the one in place.

Parking

- Request for variance to bylaw 2500 Division 7, Section 7.1.4 to allow direct access from all proposed parking stalls to City Lane. While it is tempting for developers to “exploit” the existing lane, it is to the detriment of existing residents whose properties are only accessible by vehicle through the lane (1020, 1030A, 1030B, 1050A and 1050B Cumberland Road). At two vehicles per property, ten vehicles currently using the lane on a daily basis (plus non-residents who drive through the lane from Tull to Piercy as a “shortcut” to Cumberland Road). Adding 16 lane parking spaces for the proposed development means that 26+ vehicles will be using the short, dusty, lane as the primary access to their homes. Cumberland Road is extremely busy, day and night, and adding heavy traffic/road noise at the rear of our small lots would detrimentally affect our property values, not to mention quality of life.
- No accommodation has been made for guest parking for the development, and having lived in my home for 14 years, I can state with certainty that guests visiting units at the back of the property in particular will not park on Piercy or Tull: they will pull over to the side of the lane, blocking access. This is an ongoing source of tension for existing residents, and will only be compounded by a development with vehicle access via the lane. Lane parking is not regulated, nor will tow trucks remove vehicles blocking lane traffic (I have checked).
- An additional concern with this variance request is that I have a “blind spot” when exiting my parking spot off the lane: my neighbour’s fence blocks my view of the lane for traffic entering off of Piercy. Adding traffic in the lane would only increase this hazard.

Lane Improvements

- Request for variance on lane improvements, specifically “to bylaw 2919 section 11 to exclude the requirement for the developer to alter the existing lane between Piercy Avenue and Tull Avenue. The omitted alterations required include dedication of road right of way, improvements to the existing lane road structure and addition of asphalt paving, curbs and drainage infrastructure.” While I object to lane access for parking for the aforementioned reasons, I will address ‘lane improvements’ in the event that the variance for lane-access parking is granted. It is almost negligent to propose increasing lane traffic by 16 vehicles and not make any improvements to the infrastructure other than upgrading the gravel surface. Gravel erodes with rain and traffic, and will be ‘kicked up’ by vehicles speeding around the corner of the lane (my parking area). Additionally, it should be noted that the dirt lane is in a different category for the

.../3

City Works Department and does not receive the same care and attention as that of paved streets. With current traffic levels, potholes regularly form at either end of the lane, which my 83-year-old father repairs several times a year. Current traffic levels stir up a lot of dust, which is a nuisance and adds to building and vehicle maintenance costs. I cannot imagine what the dust will be like with 16 more vehicles and their visitors traversing the lane on a daily basis. If the variance for lane-access parking is granted, the lane must be paved and, most importantly, include a drainage system: the grade of my lot is significantly lower than any other property bordering the lane, which puts me at risk of flooding from stormwater runoff (see next section).

Stormwater

- The Engineering Report states that “Currently, stormwater drains overland in a general northerly direction off the site to the lane and Piercy Avenue.” No mention is made of any stormwater draining off to the lowest graded nearby property, which is my lot, just off the corner of the lane. My property receives a significant amount of runoff from the lane and property in question. In fact, in the first few years of owning my property, I experienced a flood in my basement from lane runoff during a period of extended heavy rainfall (this is British Columbia, after all). While I am not an Engineer, I am surprised that the low grade of my lot was not mentioned in the report. I read with concern the Engineer’s comments that “...the site subsurface soils are comprised of a shallow layer of topsoil overlaying a dense till. This dense till layer provides low suitability for stormwater infiltration and groundwater recharge.” The report adds that “an onsite inground storm sewer system will manage stormwater and limit post-development peak flows to pre-development levels up to and including the 1 in 10 year rainfall event.” The table included in the report that details peak flow capacities for existing and post-development site detention conditions shows that the plan does not meet the 1 in 25 year return period storm event, thus the variance request to “SDS bylaw 2919 subsection 4.3.3 to limit site detention requirements up to and including the 1 in 10 year rainfall event.” Given the susceptibility of my low lot grade, the dense till layer of the subject property, and that its onsite inground storm sewer system will not meet the full peak flow requirements of the existing bylaw, I trust that The City will not approve this variance.

Roadworks/Intersection Improvements

- Variance request to SDS Bylaw 2919. The bylaw identifies a requirement for curb returns with a 3:1 flare to property corners on intersections of lanes and collector roads. As mentioned in my comment under ‘Building Setbacks’, the Piercy intersection of the lane is a concern because of daycare traffic and the obstruction created by the proposed greatly reduced building setbacks and landscaping/trees for traffic exiting the lane at Piercy. This intersection will need curb returns and the required flare to the property corners, in addition to adhering to the required building setbacks, to keep this area safe for residents and daycare patrons. The intersection at Tull and the lane should also be upgraded with the required flare to property corners because of increased population density in the residential homes on Tull. Currently, vehicles park on Tull extremely close to both sides of the lane, which makes it difficult to see oncoming traffic when exiting the lane.

.../4

Page 4

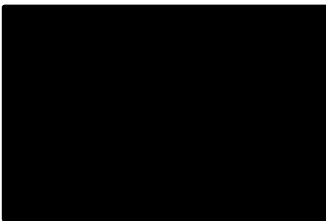
I noted with interest the architect's comment that there are no picturesque views from the site, which resulted in an insular design that focusses on creating a small community for Habitat for Humanity, while leaving the current residents off the lane with a view of the 'backside' of the development: a wall of vinyl siding, 16 parked cars, and 31 windows overlooking our properties.

While I appreciate the developer's plea to create affordable housing for hardworking families, bylaws are in place to protect the community as a whole, and especially to prevent developers from taking "shortcuts" to keep costs down. If the size of the project means it exceeds acceptable peak flow levels for stormwater drainage, the bylaw must be upheld for all developers, including non-profit agencies. The same holds true for lane improvement requirements, particularly when the plan involves parking access via the lane. Building setback variances must not be approved when safety for lane traffic and patrons of the daycare is compromised. A smaller development would help the developer meet the bylaw requirements, particularly those involving building setbacks, exploitation of the lane, and stormwater runoff flows.

I would support a design that mimics the Habitat Development just down the road, at 1580 Piercy, where community parking is accessed through a long driveway connected to Piercy Avenue only. This would direct all traffic away from the lane, allow residents to park in front of their units for both ease of access and security reasons, negate the need for lane upgrades (other than drainage concerns), and encourage their guests to park on Piercy. Completely fencing the property would ensure privacy for both existing residents and those of the Habitat for Humanity development.

Thank you for the opportunity to voice my concerns with the proposed development.

Regards,



Dear Courtenay Council and Staff,

May 6, 2020

I am writing this letter in support of Habitat for Humanity's proposed housing project on Piercy

Avenue. As a homeless outreach worker I am keenly aware of the housing needs for our community

and the vital role that Habitat plays in working to meet those needs. Habitat has a demonstrated

ability to provide housing for families that not only have a demonstrated need but are also part of the

solution.

I encourage Courtenay Council and staff to approve a project that will be a welcome addition to the

neighbourhood.

Sincerely,

A solid black rectangular box used to redact the signature of the sender.

Outreach, Dawn to Dawn Action on Homelessness Society



Dawn to Dawn
ACTION ON HOMELESSNESS SOCIETY

Unit 6C - 821 Shamrock Place, Comox, BC Canada V9M 4G4

Mayor and Council
City of Courtenay
830 Cliffe Ave
Courtenay, B.C.
V9N 2J7
|
May 25th, 2020

Dear Honorable Mayor and Council of the City of Courtenay

I write to you in support of the Habitat for Humanity development proposal for 1375 Piercy Road.

Habitat for Humanity has as had a huge positive impact on our community since its introduction to the Valley in 2004. They have helped marginalized families in the valley realize the dream of owning their own home. This project will allow 12 more families that opportunity.

The City of Courtenay has been a great supporter of Dawn to Dawn and the Coalition to End Homelessness and we appreciate the continued support. Habitat for Humanity is an important piece of our quest to end homelessness in the Comox Valley. More than ever we need more affordable housing in our city. Without affordable housing we will start to see a shortage of labour. This could have a drastic effect on our business community and in turn on the tax base in our city.

I know the current council is committed to provide more options for people. Therefore, I urge you all to say yes to this valuable project.

Sincerely

Sue Finneron
President
Dawn to Dawn Action on Homelessness

May 21, 2020

City of Courtenay
Planning Services Department
830 Cliffe Ave.
Courtenay, BC V9N 2J7
planning@courtenay.ca

RE: Proposed Development at 1375 Piercy Avenue,
12 Dwelling Units for Habitat for Humanity

To Whom It May Concern,

We are the homeowners at 1541 Tull Avenue and are **voicing our concerns for the 2nd time** in less than two years with regards to development of the above said property.

We are **STRONGLY Opposed** to this development! It is zoned for Single Family use for a reason. Our Street, Tull Avenue is zoned for Single Family use only. Putting in a Multi Unit dwelling at the corner of our street will have a serious negative impact on our current home values. We already have Multi Unit apartments on Piercy, we do not need any more in this neighbourhood.

In the last three years we have seen an increase in crime in this area, (stats would be available from the RCMP) mostly stemming from residents in the Piercy Road complex. After speaking with Tom Dishlevoy, Architect for the project, he informed me that the current demographic for Habitat for Humanity is mostly single mothers. We have grave concerns as to how this will translate into greater crime/mischief in our neighbourhood.

I include a brief statement below:

Analysis indicates that, in general, a 10 percent increase in the number of children living in single-parent homes (including divorces) accompanies a 17 percent increase in juvenile crime.

Taken from: marripedia.org/effects_of_fatherless_families_on_crime_rate

The other issue is the increase in parking. The current proposal on the table lists 12 dwellings which could have the impact of two vehicles per dwelling. This is not including any potential visitor parking. The current proposal allows for parking of only 16 vehicles. Where will the remaining 8 vehicles park?

We bought our home as it was in a SINGLE FAMILY USE area only. We have opposed the last proposal and feel that the current tax payers on Tull Avenue should not have to go through this every time a new application is submitted. **It is Zoned for Single Family Use Only, so should stay that way.** Sell the property to someone who is prepared to build ONLY single family homes in the allowable square footage for the vacant property.

Concerned Home Owner

██████████
1541 Tull Ave.
Courtenay, BC
V9N 3J4

Cc: Tom Dishlevoy
tom@tda.ca



May 25th, 2020

RE: Habitat for Humanity Vancouver Island North's proposed development at 1375 Piercy Rd.

Dear City of Courtenay Mayor and Council,

The Comox Valley Coalition to End Homelessness (the Coalition) works as a collective to plan, coordinate, recommend and implement community responses to homelessness. We are writing this letter in support of Habitat for Humanity Vancouver Island North's proposal to build three buildings, each containing 4 residential units on 1375 Piercy Rd.

The Coalition is committed to supporting and promoting initiatives such as Habitat for Humanity's proposed development, as they fill an affordable housing gap in our community through their unique model of affordable home ownership that helps local families build strength, stability, and independence. We are proud to have Habitat for Humanity Vancouver Island North as a member of the Coalition and have been pleased to recommend and support their past developments through the CVRD Homelessness Supports Service Fund as well as annual contributions from the Town of Comox. Habitat's plans are listed as part of the Coalition's larger 5 Year Plan to End Homelessness. Our 28 member agencies never hesitate to endorse Habitat for Humanity as they have a proven track record, an excellent reputation and successfully bring together members of the community including intended future home-owners, community groups, non profit agencies, business owners, faith organizations and municipal governments to build much needed homes.

We know from experience how the power of collaboration and partnership can provide much needed affordable housing for our community members, and we highly encourage the City of Courtenay to support Habitat's plan to build 12 affordable homes at 1375 Piercy Rd., Courtenay.

Should you have any questions about or wish to discuss further our support for this proposed development please do not hesitate to reach out.

Thank you,

A handwritten signature in black ink, appearing to read "Andrea Cupelli".

Andrea Cupelli
Coordinator for the Comox Valley Coalition to End Homelessness

May 25, 2020

RE: Habitat for Humanity Proposed Development at 1375 Piercy Rd.

Dear Mayor Wells and City of Courtenay Councillors:

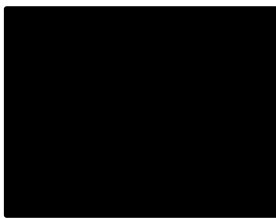
I am writing in support of Habitat for Humanities proposed housing project for 1375 Piercy Road

As I know you all appreciate, like many communities Courtenay and indeed the entire Comox Valley has a shortage of affordable housing, both rental and resident owned. H4H's proposed project will create twelve very needed affordable homes. And, with their proven approach to assisting families become home owners, it will very much be a hand-up, as opposed to a hand-out. This project will make a difference in the lives of 12 local families.

At the same time the project will be a much better use of the land and the City's existing infrastructure, than the single dwelling on the property has to date. Indeed this project seems to be an on point response to Article 2.3 in the City's Affordable Housing Policy *"Provision for small lot infill development in existing neighbourhoods through the Local Area Plan process"*.

I would urge Council to approve this project and enable Habitat for Humanity to increase our stock of truly affordable housing and assist 12 families acquire a permanent home.

Sincerely,





5 June 2020

To whom it may concern:

I am writing from *L'Arche Comox Valley* in support of *Habitat for Humanity's* Piercy Avenue build.

L'Arche CV's role as a champion for people with developmental disabilities in the Comox Valley has evolved with a focus on housing, in addition to other program activities. As a local housing provider working with a disadvantaged population, we see on a daily basis the need for safe and affordable housing and struggle to meet the demand. Habitat's Piercy Avenue build seeks to address this demand for a different demographic - vulnerable families in our community - but the values are the same: We must find a way for people who disadvantaged to access the most basic of human needs, housing. The value of this project to the Comox Valley is unquestionable.

The Piercy Avenue build makes sense for many other reasons as well: walking distance to community amenities (downtown shops, parks, library, etc.), proximity to bus routes, and siting within an established residential neighbourhood, to name a few. And it is a perfect example of urban infill, that ultimately lessens the load on our shared municipal tax bill.

L'Arche CV stands behind Habitat in their desire to build on the Piercy Avenue property and is pleased to support them in whatever way we can.

Sincerely,

Wendy Dyck
Housing Project Development Team
L'Arche Comox Valley

100-1465 Grieve Avenue
office@larchecomoxvalley.org

Courtenay, BC
250.334.8320



May 11, 2020

Mr. Pat McKenna
Executive Director
Habitat for Humanity

To whom it may concern,

RE: LETTER OF SUPPORT – 1375 Piercy Road project

This letter of support is to confirm the Chamber's long-term organizational support for Habitat for Humanity VI North. The Chamber of Commerce strongly supports Habitat's development application for the 1375 Piercy Road project. The Chamber of Commerce is a vibrant organization representing 500 members including over 60 non profit organizations of which Habitat for Humanity is a member. The Chamber knows the tremendous value and contribution Habitat for Humanity plays in our community in providing affordable homes for families.

The Comox Valley Chamber endorses Habitat for Humanity's application to build a 12 unit complex for families providing them with the opportunity to build equity as they pay their mortgage. The Comox Valley community has a great need for affordable housing, both for citizens and employers seeking employees, building the complex will ensure affordable housing will be, and continue to be, accessible in our community.

Habitat for Humanity plays a vital role in the economic and social well-being of the Comox Valley as well as builds community and pride through its build programs, restore program and involvement with other not-for-profits and businesses. Habitat for Humanity is a vibrant part of the Comox Valley and we as a community take great pride in their accomplishments and their role in our community.

As a result of Habitat for Humanity's collaboration and involvement in the business and not-for-profit sector, the Comox Valley has responded positively and supportively to the mandate and efforts of Habitat for Humanity Vancouver Island and recognizes the positive impact it has made in the Valley.

The Comox Valley Chamber asks that you support Habitat for Humanity Vancouver Island North by granting them their application request.

Sincerely,

A handwritten signature in blue ink, reading 'D. Hawkins', is placed above the printed name and title of the signatory.

Dianne Hawkins
CEO

Serving the business community since 1919

2040 Cliffe Avenue, Courtenay, BC V9N 2L3 • T: 250.334.3234 • F: 250.334.4908

www.comoxvalleychamber.com



Tom Dishlevoy <tom@tda.ca>

Comment - 1541 Tull - Shannon Kilbery

1 message

Tom Dishlevoy <tom@tda.ca>

Thu, May 21, 2020 at 12:30 PM

To: Logan Ronhovde <logan@habitatnorthisland.com>, Pat McKenna <pat@habitatnorthisland.com>

Hi Guys

I had a decent chat this morning with [REDACTED] from 1541 Tull. She and a few of her neighbours are concerned about overflow parking all over their neighbourhood, spilling out from the lane onto Tull. I explained the situation at Lake Trail and the single parent ownership that has occurred there. I also let them know that there was plenty of closer parking on Piercy. They will be requesting that the City maintain the Piercy street parking (no more no parking areas) and close the lane at the Tull entrance.

There was no sense trying to explain that unless they barricaded the lane against pedestrians too, people could still park on Tull and walk in the back way to the project.

She was somewhat upset that she and her neighbours were going to have to rally their forces again, having only just vanquished the previous multi-unit project.

T

ps She was of the opinion that today was the last day for comments? Are we there already?

Thomas Dishlevoy, ARCHITECT AIBC, MRAIC, LEED® A.P.
Studio 305 - 1819 Beaufort Avenue
Comox, BC V9M 1R9
P: 250.339.9528 M: 250.650.4777
E: tom@tda.ca
W: www.tda.ca



This email contains confidential and privileged information belonging to the sender, Thomas Dishlevoy Architecture Limited. If you are not the intended recipient you are hereby notified that any disclosure or use of the contents or attachments to this email is prohibited. If you are not the intended recipient, we request that you destroy/delete it immediately and notify Thomas Dishlevoy Architecture.

To PlanningAlias

To Whom it May Concern,

We reside at 1525 Piercy Ave, and have quite a few concerns regarding the direction and maintenance on this street. We have only been here 3 yrs, originally from Qualicum Beach, and we have had three shooting incidents, as well as numerous issues with homeless people going through the garbage and drug use. I personally wrote an email over a year ago, regarding the lack of bylaw enforcement in this area, which has directly influenced the homeless and drug activity. I never received a reply or acknowledgement from the City, which speaks volumes. The bylaw concerns I wrote about was regarding the unsightly commercial/industrial yard on the corner of Piercy and Cumberland and the open dumpster at the Pacific Court condos on Piercy, this dumpster attracts many homeless, and although the commercial/industrial sight was developed before the green regulations were put in place, they are still operating and should be responsible for their appearance for the good of the community, frankly it is very embarrassing and shameful. Our property taxes went up at least 40%, yet Habitat for Humanity thinks this would be good for families to raise their children? right now its not good for anyone.

I understand the need for affordable housing and have seen the one being built across the street from Lake Trail, personally I would prefer to see this one with a 55 and over policy, as they are in desperate need of affordable housing as well, and as long as they keep their dumpster is locked and the grounds landscaped I would support it, which brings the question, who is they?? who is going to maintain the grounds etc on this property?

I would also strongly encourage that the City do what they can to enforce,encourage, and support the commercial/industrial property in cleaning it up. Perhaps plant cedars along the fence, landscape the Cumberland front, and close the gate on Piercy to restrict their traffic to use the Cumberland exit/entrance way only. This will help alleviate the extra traffic at the corner for those families and residence that are using that busy cross walk.

Kind regards,

[REDACTED]



May 18, 2020

To whom it may concern:

Re: Habitat for Humanity North Island 1375 Piercy Ave proposed development

We at St George's United Church, Courtenay, are pleased to be able to write a letter of support for Habitat for Humanity North Island's proposal to build three four-unit townhouse buildings (12 units in total) with 2 of the units accessible, at 1375 Piercy Avenue.

We are very aware of the work of Habitat for Humanity North Island, having selected them as our charity partner of the year in 2018. Our support for Habitat for Humanity involved donations (both financial and in-kind) as well as volunteer hours towards their Lake Trail project.

We support the provision of safe, affordable, and appropriate community-based housing for all, especially those who face difficulties in accessing that housing. It is important that there is a continuum of housing available to meet people's different needs, challenges, and resources. Habitat for Humanity fills an important gap on the continuum – that of housing for low-income working families, often those led by single parent. Habitat for Humanity's model of housing involves and empowers the new householder as they contribute volunteer hours in the creation of the housing in place of providing a down payment, usually beyond their means to provide. Habitat for Humanity, by building multi-family housing, generally townhouses, gives families a chance to live in a caring and supportive community with other families who understand the struggles they have been able to overcome.

We believe that God calls us to support the vulnerable in our society; those considered the "working-poor" often have few options and supports and are easily forgotten. Habitat for Humanity fills an important gap in meeting their housing needs. We enthusiastically support their application to house 12 more families in the Comox Valley.

Regards,

A handwritten signature in black ink, appearing to read "Ryan Slifka", is written over the printed name.

Ryan Slifka

Lead Minister, St George's United Church, Courtenay



Tom Dishlevoy <tom@tda.ca>

Re: Record of Phone Comment

1 message

Tom Dishlevoy <tom@tda.ca>

Thu, May 14, 2020 at 1:35 PM

To: Logan Ronhovde <logan@habitatnorthisland.com>

Cc: Pat McKenna <pat@habitatnorthisland.com>

Hi Guys

LOL!

No sooner did I get off the phone with you Logan than my phone rang and I got a lovely lady and senior citizen who lives around the corner, in a not so ideal situation with her neighbour. She was very interested in the tenure of the units, and whether she would be eligible. I am not very well versed in the HABITAT selection criteria, so I directed her to the HABITAT offices for more information.

A lovely experience non the less and a question we should answer as I don't think any of our submission documents make mention of how these units find owners. Does HABITAT have this process nicely documented somewhere that we can use in the reply?

Awaiting your reply.

T

Thomas Dishlevoy, ARCHITECT AIBC, MRAIC, LEED® A.P.

Studio 305 - 1819 Beaufort Avenue

Comox, BC V9M 1R9

P: 250.339.9528 M: 250.650.4777

E: tom@tda.ca

W: www.tda.ca



THOMAS DISHLEVOY
ARCHITECTURE
L I M I T E D

This email contains confidential and privileged information belonging to the sender, Thomas Dishlevoy Architecture Limited. If you are not the intended recipient you are hereby notified that any disclosure or use of the contents or attachments to this email is prohibited. If you are not the intended recipient, we request that you destroy/delete it immediately and notify Thomas Dishlevoy Architecture.

On Thu, May 14, 2020 at 1:23 PM Logan Ronhovde <logan@habitatnorthisland.com> wrote:
Phonecall from (250) 884-1402

Comments from the caller:

Why are you doing this again?

We've just been through this less than a year ago.

We do not want multifamily.

We do not want density.

The neighborhood is already too dense.

What the hell is Habitat for Humanity anyway.

You're just going ruin our neighborhood and disappear.

How the hell are they going to do the townhall meeting with the [REDACTED]-virus?

[REDACTED]

Logan Ronhovde

Build Coordination Volunteer


Habitat for Humanity Vancouver Island North

Cell: 250.202.3462



Virus-free. www.avast.com

To PlanningAlias

 You forwarded this message on 5/15/2020 11:48 AM.

Hello,

As a neighbor for the proposed development at 1375 Piercy, I received a letter in the mail two days ago from Thomas Dishlevoy Architecture informing me of the proposed development. The letter explained that further details could be found through the City's Planning Department, which I duly looked up online that day. I looked at both the Zoning Amendment and the Development Permit w/Variances links, and particularly tried to find information about a public hearing. At that time, there was no information about a public hearing on either form.

This evening, when I was helping a neighbor navigate the site, I noticed that there was a 'Neighborhood Information Meeting' held yesterday about the Zoning Amendment! Why was this information not available as soon as all of the material was posted for public information? Are we supposed to check daily to make sure there isn't a meeting scheduled at the last minute that we may miss?


I have a few concerns about this development, primarily with the developer wanting 1.5 meters of the lane that is already too narrow to accommodate two-way traffic and the number of vehicles that will be using the short lane as the only access to their homes (26). I would have liked to see a development that is fenced all around and has their own parking within their property, with a long driveway out to Piercy (exactly like the other Habitat for Humanity Development less than a block away). The lane access cannot be narrowed; as it stand now, the garbage and recycling trucks can barely get around the 90-degree bend in the lane, which is just outside my property. The lane must also accommodate fire trucks for the safety of all residents.

I am keen to attend any and all public information sessions or hearing regarding this matter, so please let me know where on your site this information will be posted and how often I need to check for it.

Thank you,




To PlanningAlias

 You forwarded this message on 5/19/2020 9:33 AM.

Habitat for Humanity seeking approval for 1375 Piercy Avenue.

A couple of issues we have with the proposal. One is the gravel upgrade to the lane. The lane is a dust bowl with the traffic that now uses it. If you are adding 16 vehicles to the lane daily, I would like to see the lane paved and water run off handled properly. Also the noise from the vehicles on gravel. We have enough noise from Cumberland road.


In your plans you want to take some of the lane 's width to be used for the site. Concern for that is, it is hard enough to pass another vehicle at this time, especially the garbage trucks. On the plans it shows parking for 16 vehicles. You have twelve units, so for visitors or for the families with two cars, where do they park? The lane has to be no parking other than on your property.

Please keep in mind, it is a lane not a road. We already have a busy road in front of our house. Not in favor of a busy lane also. Would like to keep some peace and quite.

We would rather see the people that would live there enter from Piercy and park within. That might mean they lose a unit or two for parking.

Also on the meeting that just passed, better notice please. It should of been on your mail out, as your mail gave us until May 22 for comments. We did not go on the site right away so we missed the notice on the meeting.

Regards


1040 Cumberland rd


To PlanningAlias

On behalf of the property at 1015 Tull Avenue, we have no objections to the proposed development.



Sent from my iPhone

To PlanningAlias


 We removed extra line breaks from this message.

comments regarding new development project pursuing a re-zoning and development permit:

Thumbs up. I'm for affordable housing and a mixture of housing in our neighbourhood


Occupant
404 - 1045 Cumberland Rd
Courtenay BC

To PlanningAlias

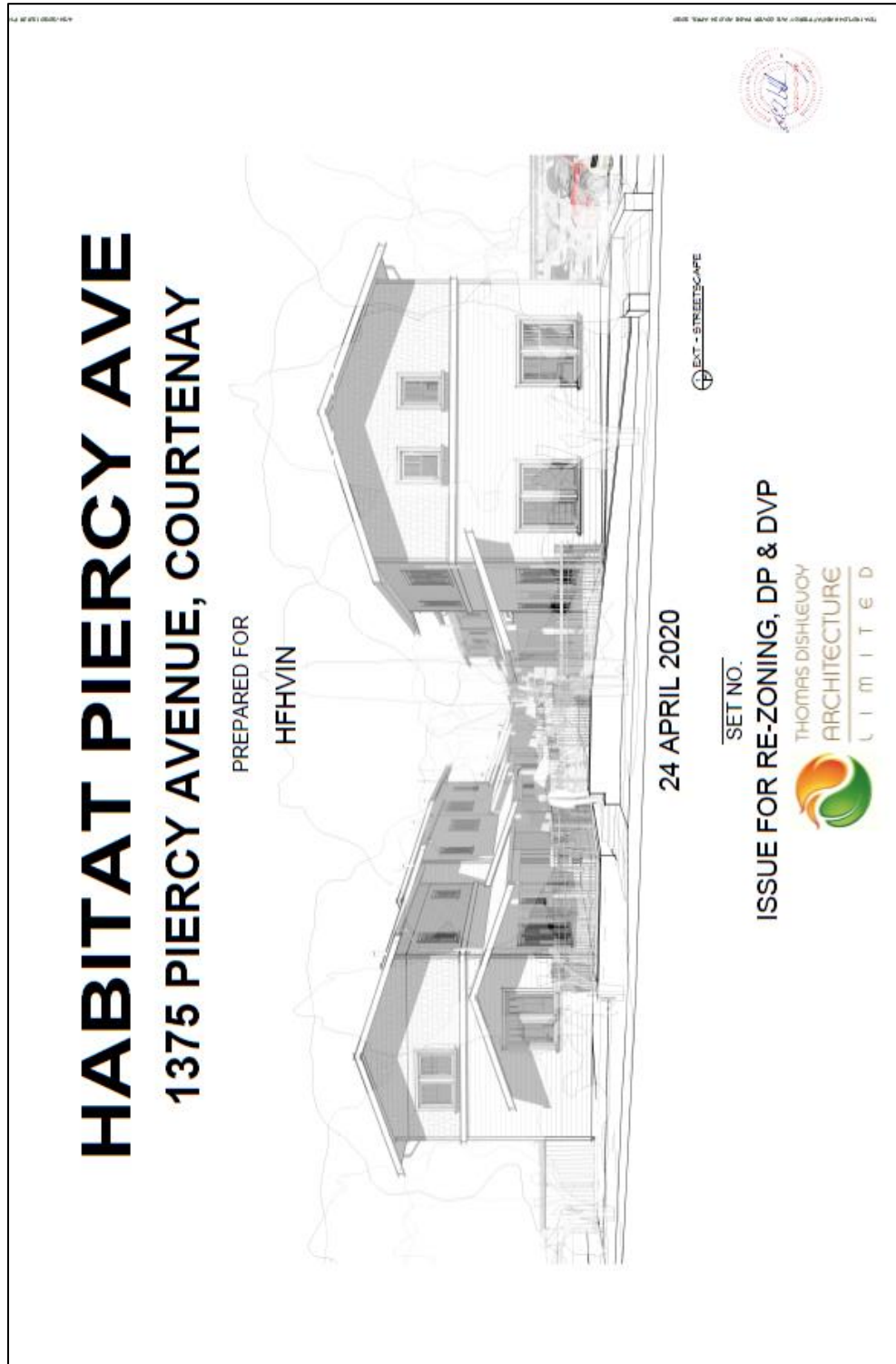
 You replied to this message on 5/12/2020 8:48 AM.

To whom it may concern,

I am wholeheartedly in favour of the proposal to develop the weed patch known as 1375 Piercy.


Owner of Suite 104 Arran house.

Schedule No 4: Site and Building Plans



[illegible]

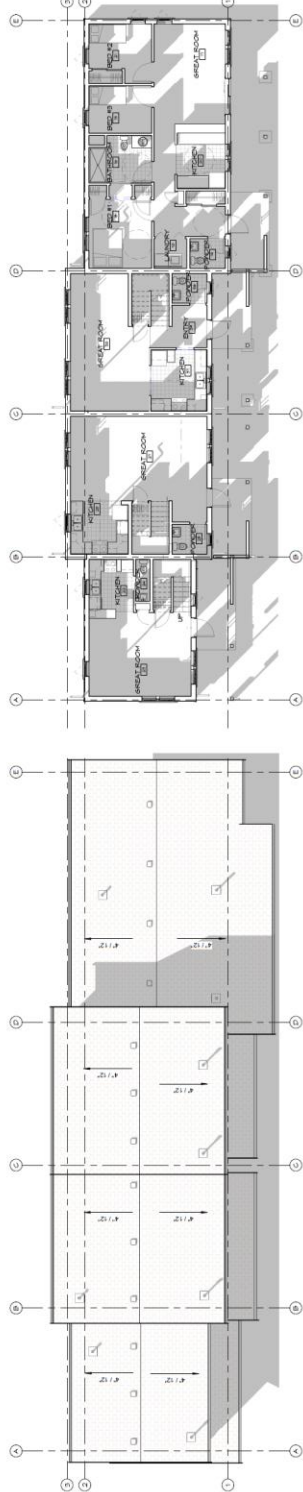






**THOMAS DISHLEVOY
 ARCHITECTURE
 LIMITED**
 3051-140 BERLEFORD AVENUE
 SUITE 100, E. CLONBROOK
 R4 (000) SCAR. 10
 TEL: (905) 599-6777
 FAX: (905) 599-6777

PROJECT NO. 20-04-0000
 DATE 21-07-2020
 PROJECT NAME
 SUPERVISOR



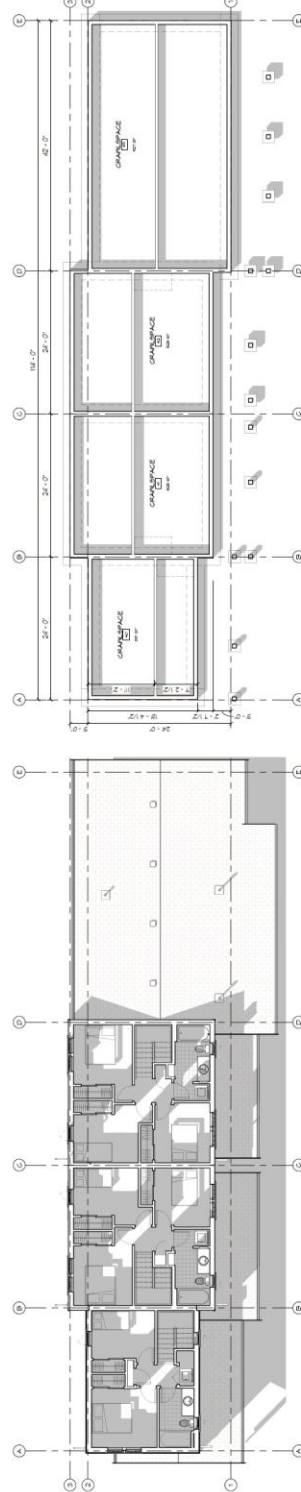
1 MAIN FLOOR PLAN
 1/8" = 1'-0"

2 ROOF PLAN
 1/8" = 1'-0"

PROJECT
 HABITAT NORTH
 ISLAND

PROJECT
 PIERCY 12 UNIT

PROJECT
 PIERCY AVENUE, COURTESY
 BUILDINGS 1 & 3
 PLANS



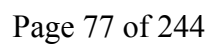
3 FOUNDATION PLAN
 1/8" = 1'-0"

4 2ND FLOOR
 1/8" = 1'-0"

DESIGNED BY
 PROJECT NUMBER
 PROJECT NAME
 DATE PUBLISHED
 SCALE
 1/8" = 1'-0"



A2.1





**THOMAS DISHLEVOY
 ARCHITECTURE
 LIMITED**
 305-100 BURNFORD PARKWAY
 COQUITON, BC V3M 1R9
 TEL: (604) 533-3333
 CELL: (604) 592-8777

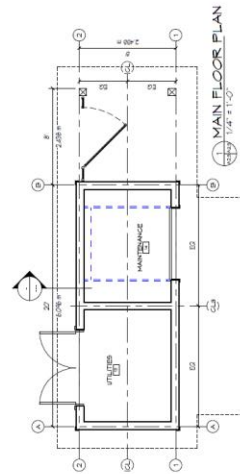
FILE NAME:
 REVISIONS:
 2-MAY-2020
 3-MAY-2020
 30051009

OWNER:
**HABITAT NORTH
 ISLAND**
 PROJECT:
PIERCY 12 UNIT
 PIERCY AVENUE CORNER
 TITLE:
AMENITY BUILDING

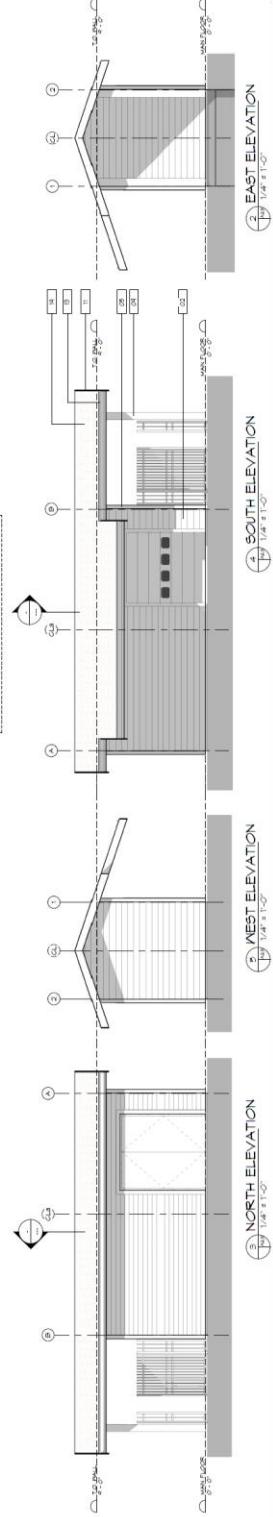
DRAWN BY:
 RSD
 CHECKED BY:
 TDA
 DATE: 04-20-20
 SCALE: 1/8" = 1'-0"



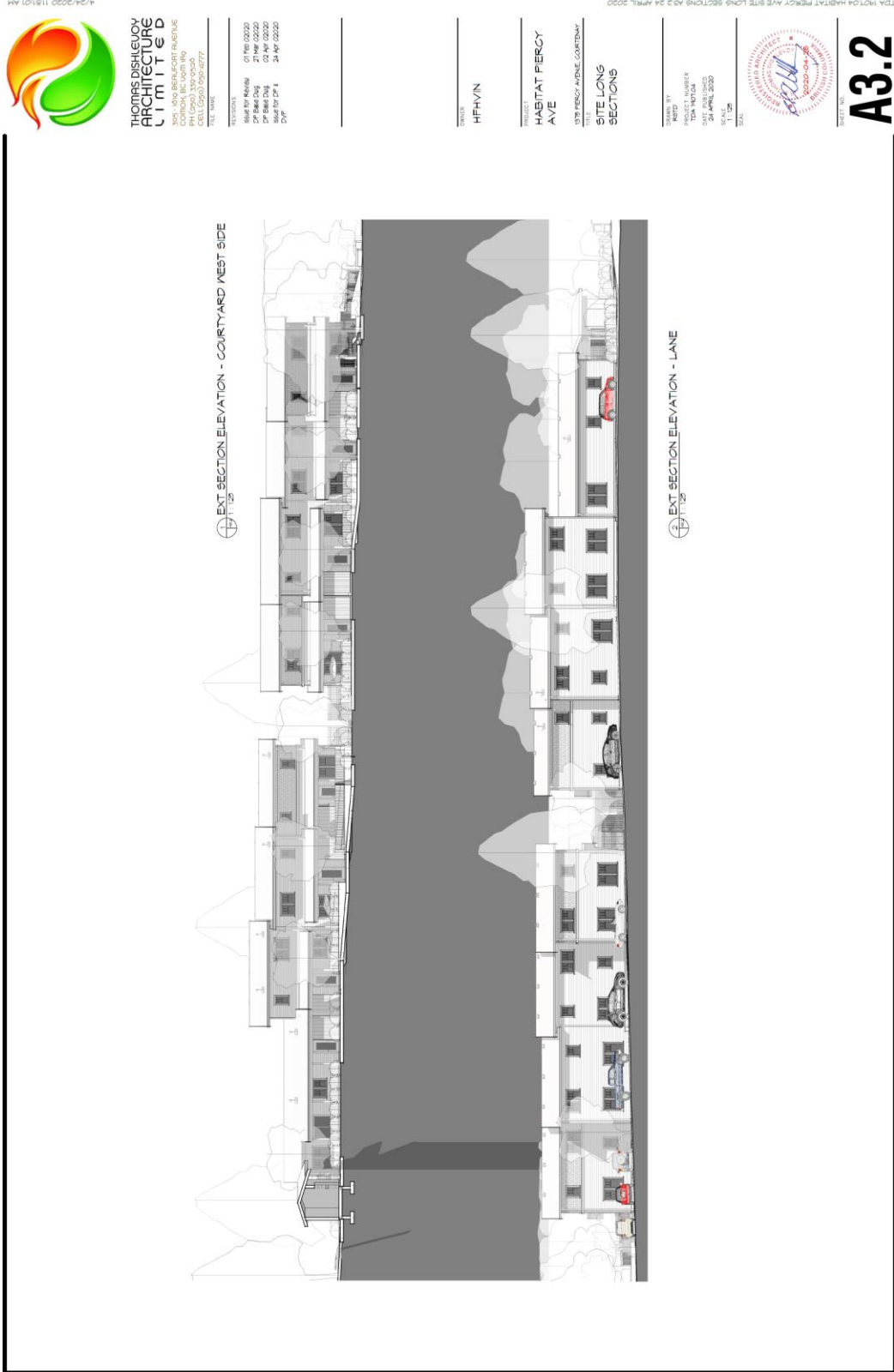
A2.3



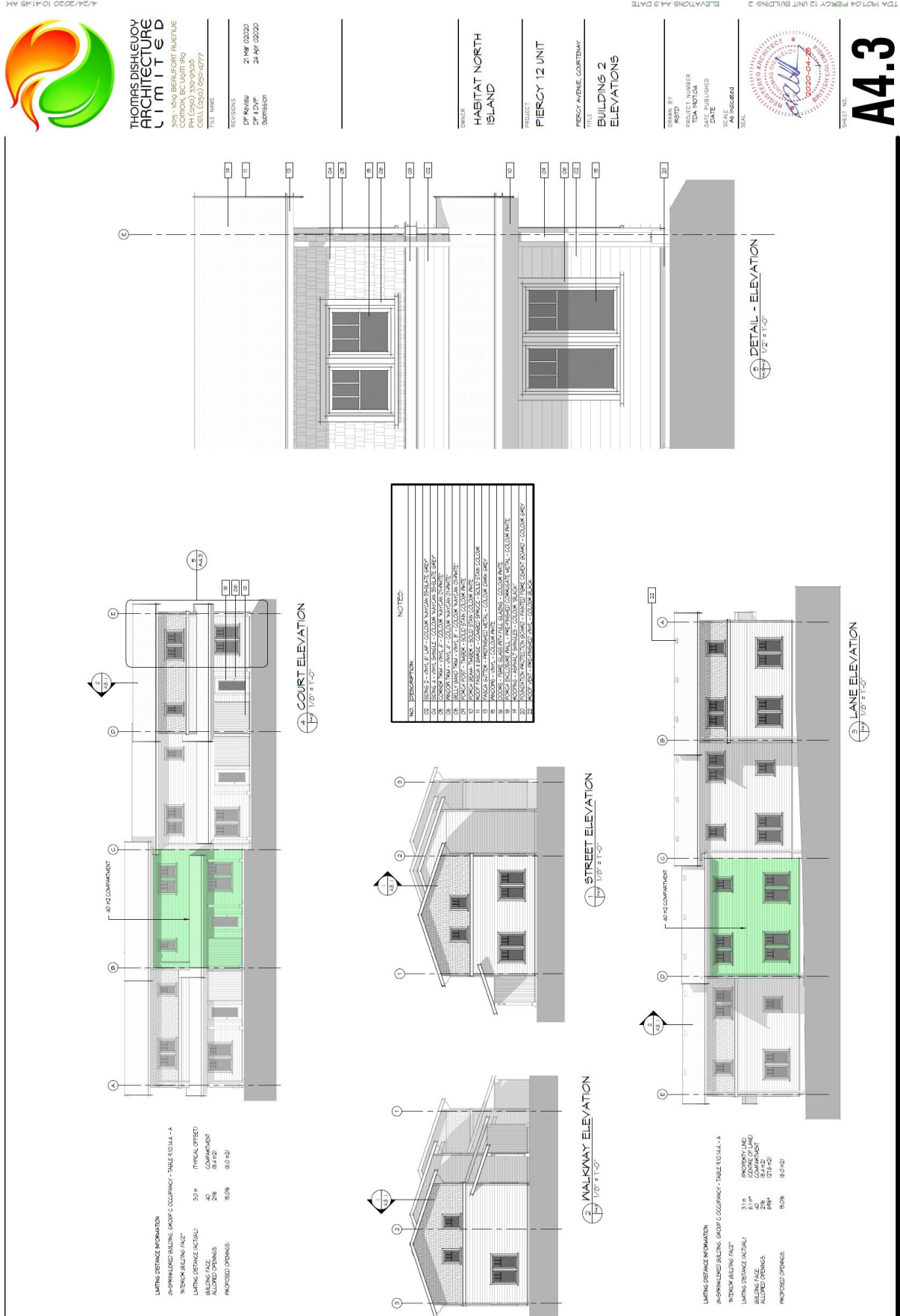
NO.	DESCRIPTION	NOTES
1	1. 1/8" = 1'-0"	
2	2. 1/8" = 1'-0"	
3	3. 1/8" = 1'-0"	
4	4. 1/8" = 1'-0"	
5	5. 1/8" = 1'-0"	
6	6. 1/8" = 1'-0"	
7	7. 1/8" = 1'-0"	
8	8. 1/8" = 1'-0"	



Page 79 of 244



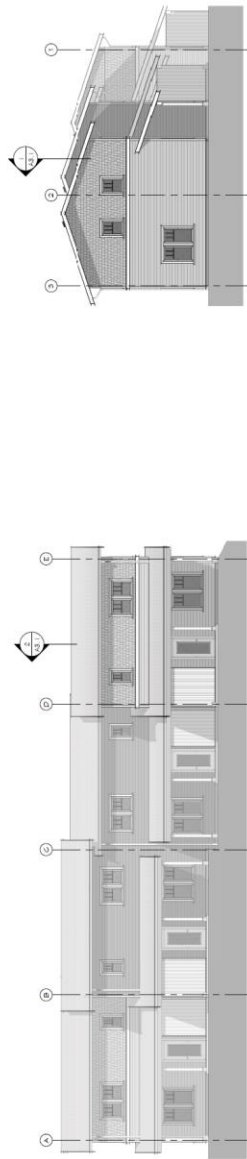
[illegible]





**THOMAS DISHLEVOY
 ARCHITECTURE
 LIMITED**
 3051-10th BURNFORD AVENUE
 COQUITON, BC V3M 1R9
 TEL: (604) 531-5500
 CELL: (604) 531-5577

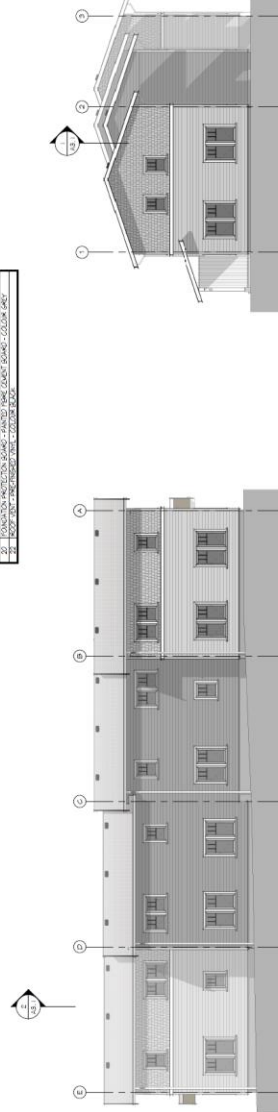
FILE NAME: _____
 REVISIONS: _____
 DATE: 2 MAR 2020
 BY: JH
 APPROVED: 24 MAR 2020
 BY: JH



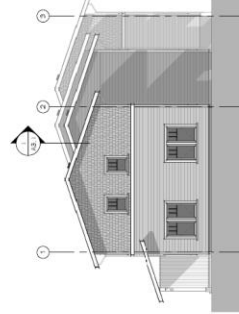
COURT ELEVATION - COLOUR
 1/20" = 1'-0"

NO.	DESCRIPTION	NOTES
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2	ROOF 1 - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
3	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
4	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
5	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
6	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
7	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
8	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
9	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
10	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
11	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
12	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
13	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
14	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
15	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
16	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
17	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
18	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
19	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
20	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
21	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
22	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
23	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
24	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
25	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
26	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
27	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
28	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
29	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	
30	WALLS - 1/2" x 8" x 16" T&G WOOD SHAKES (SLOPE 12%)	

WALKWAY ELEVATION - COLOUR
 1/20" = 1'-0"



LANE ELEVATION - COLOUR
 1/20" = 1'-0"



STREET ELEVATION - COLOUR
 1/20" = 1'-0"

**HABITAT NORTH
 ISLAND**

PIERCY 12 UNIT

PIERCY 12 UNIT, CONTINUED

**BUILDING 2
 ELEVATIONS -
 COLOUR**

DESIGNED BY: _____
 PROJECT NUMBER: _____
 DATE: _____
 SCALE: 1/20" = 1'-0"



A4.4

Schedule No. 5: 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

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.

Project Address: 1375 Piercy Avenue	Date: 14 July 2020
Applicant: Habitat for Humanity Van. Island North	Signature:
APPLICATION REQUIREMENTS To be filled out by applicant	
Land Use. The application:	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	3 & 2 bedroom units are provided as well as 2 adaptable accessible single level units.
b) Balances the scale and massing of buildings in relation to adjoining properties;	Scale and massing are two and one storey, with frequent articulation
c) Complements neighboring uses and site topography;	Complements the neighboring residential community
d) Provides or supports mixed used developments or neighborhoods;	Provides much needed affordable housing.
e) Promotes walking to daily activities and recreational opportunities;	Located near arterial/transit line as well as nearby Woodcote Park.
f) Supports a range of incomes;	Targeting lower income families in keeping with the HABITAT mandate.
g) Is a positive impact on views and scenery;	Nicely detailed residential buildings (porches, sidings) in a landscaped setting
h) Preserves and provides greenspace, trails and landscaping;	Adds new landscaping to the site as well as usable resident landscapes

Building Design. <i>The application:</i>	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	Articulated massing reinforced with siding changes and trims. Innovative rainwater landscaping.
b) Maintains a high standard of quality and appearance;	Durable, maintenance free vinyl sidings and trims
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;	Yes - all as mentioned previously.
d) Avoids creating a strip development appearance;	Two masses fronting Piercy divided by human scaled entrance courtyard.
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	Targeting high step code energy performance, low water use.
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	With the budget constraints and the availability of alternative products.
g) Builds and improves pedestrian amenities;	Site is fully door to door "accessible with pedestrian entrances at front, side and rear.
h) Provides underground parking;	No, all gravel grid, permeable surface parking at grade in landscaped clusters around the site.
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	Raised grade at Piercy, Transparent fencing with entry gates. Eyes to the street and lane.
Transportation. <i>The application:</i>	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	Close to Cumberland Road, 1/2 block from bus Route #08
b) Provides multi-functional street(s);	Street parking and pedestrian street frontage. Suitable for future bike lane and transit
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	Parking for vehicles pushed to the perimeter. Cycle parking dispersed amongst the units for security.
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	Centrally located in Courtenay close to the business district as well as the municipal boundaries.
Infrastructure. <i>The application:</i>	Description of how the criteria are met
a) Includes stormwater techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention;	Full soil depth for storage, rain garden perimeters, permeable paving
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	Roof design will accept future solar PV and/or solar hot water, including all rough-ins.

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	Residential scale and character to fronting road with new street tree landscaping
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	Fully accessible pathways, site for community garden, solar pergola gathering, childrens play
c) Provides public and private amenity space;	Tool shed for maintenance equipment, shaded Piercy sidewalk
d) Preserves heritage fixtures;	N/a
e) Orients to views, open space and street;	Internal dwelling orientation creating semi-public street with publicly visible entrances
Environmental Protection & Enhancement. <i>The application:</i>	Description of how the criteria are met
a) Protects riparian areas and other designated environmentally sensitive areas;	N/a
b) Provides for native species, habitat restoration/improvement;	All new landscaping to barren site - may include food trees and native species for habitat.
c) Includes tree lined streetscapes.	Yes - street trees indicated in landscape drawings.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Development Variance Permit for 1375 Piercy Avenue

File No.: 3060-20-2011

Date: July 20, 2020

PURPOSE:

The purpose of this report is for Council to consider the issuance of a Development Variance Permit to waive the requirements to provide works and services required as part of a 12-unit multi-family development proposal.

CAO RECOMMENDATIONS:

THAT based on the July 20th, 2020 staff report, "Development Variance Permit No. 2011 – 1375 Piercy Avenue", Council approve OPTION 1 and deny Development Variance Permit No. 2011.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The applicant proposes to construct a 12 unit multi-family housing complex on the subject parcel. A separate, concurrent staff report provides a detailed description of the proposal. In conjunction with the proposed OCP amendment and rezoning, the applicant has applied for a development variance to waive the requirement for works and services detailed below.

The *Local Government Act* gives municipalities the ability to require works and services when stipulated through bylaw. "Works and Services" is the legal term used to identify infrastructure more commonly referred to as "off-sites" or "frontage improvements". This includes a wide range of elements such as road surfacing, sidewalks, and street lighting which is all detailed within the City's Subdivision and Development Servicing Bylaw No. 2919 (SDS).

The SDS bylaw requires that works and services are provided as a condition obtaining a building permit and starting construction. This means that the developer is required to upgrade all road frontage (including laneways) to the centre line or midpoint of the right-of-way. Throughout the City, works and services requirements can vary significantly based on the local infrastructure conditions. For example, in newer areas where the infrastructure has been newly constructed there may be minimal or no works and services requirements since the infrastructure meets current City standards. However, in other areas this can mean

the complete reconstruction of the abutting roads due to their condition and alignment with the SDS bylaw. This is particularly preannounced in older areas where the infrastructure is decades-old and missing key elements like sidewalks.

From a land development perspective works and services requirements can add significant costs to a development project. These development cost can be particularly challenging for lots with multiple frontages (such as corner lots), or long but shallow lots. The requirement to construct off-site works and services is not unique to Courtenay and is almost universal among local governments in the Province. In most municipalities in the Province, works and services are required with nearby municipalities such as Campbell River, Comox, Cumberland, Parkville and Nanaimo having similar bylaws and requirements of development.

In general, at the time of subdivision or building permit application, the City's Development Engineer assess the road frontages to determine what improvements are considered directly attributable to the project and required to be completed. The bylaw outlines the standard to which the improvements must be constructed.

The applicant has applied for a variance to waive the requirement for works and services to be constructed in conjunction with a 12 unit multi-unit development.



peak flows up to the 1 in 10 year storm events through the use of gravel parking areas, rock rain gardens, oversized storm pipe and amended topsoil. What this means is the rainwater from more severe storm events (beyond 1 in 10 years events) would not be detained onsite and instead run off into the City systems causing a spike in flows headed for the outfall locations in the estuary. Figures 1-5 of Attachment No. 2 provides a graph illustration of this spike in the five scenarios.

2. **Installation of an Oil Grit Separator:** The SDS bylaw requires that that oil grit separators are installed for all parking areas greater than 11 stalls. An oil grit separator is a trap that separates contaminants and debris from parking lot rainwater runoff within catch basins before it is released into the City system and ultimately discharged at one of the outfall locations in the estuary. The applicant requests that they are not required to install and oil grit separator due to the use of permeable paving.
3. **Offsite Stormwater:** The SDS bylaw requirements ensure that the flows from new development will not overwhelm the downstream system or adversely affect other downstream properties. The SDS bylaw requires applicants to show that excess flows up to the 100 year storm event may be safely conveyed overland without adversely affecting other downstream properties by showing the approximate water depth along the route as well as any backwater effects. The applicant has not provided the results for any offsite impacts for any rain event past the 10 years storm and would like to exclude the requirement to complete any additional downstream review or subsequent improvements. The applicant's analysis shows that existing 10 year peak downstream flows currently surcharge the existing pipes capacity but does not do this to the extent that stormwater exits the manhole structures. The applicant's consultant reports that additional flows up to the 10 year storm event will also not cause any surcharge past the top of the manholes. As a result, they are requesting that no further review of improvements are required as a result of the proposed development.
4. **Roadwork:** The SDS bylaw requires that all frontages are upgraded to current standards to the centre line. The applicant requests that no asphalt paving, curbs, and drainage infrastructure is required for the Piercy Avenue frontage as well as the flanking lane. The developer proposed to regrade and supplement the gravel lane to ensure level transitions to the proposed development and other properties use the lane.
5. **Off Street Parking Standards:** The applicant also proposes to vary standards outlined in the zoning bylaw relative to off-street parking requirements. The requests regarding access locations, the number of required stalls, and parking stall lines is encompassed within the concurrent rezoning proposal and Comprehensive Development Zone. However, the request to use a Core Gravel rather the required bituminous (asphalt/concrete/paver bricks) or other dust free surfacing is a further variance request. Core Gravel is a plastic honeycomb shaped grid system which is filled with gravel.

DISCUSSION:

The applicant's engineering consultant justifies the request based on the costs associated with providing this infrastructure and the fact that this not for profit housing developer is trying to keep costs as low as possible to in turn pass that savings onto the eventual homeowners.

While staff support the project and redesignation and rezoning of the subject property, the uniform and consistent application of the SDS bylaw is needed. With exemptions such as the one proposed here, the burden of improving the frontages is off-loaded onto the general tax payer rather than the developer. Granting this variance would mean that either the infrastructure is left in a deficient state or the City would have to allocate funds through general taxation to construct the improvements. Understanding that this is an affordable housing development, if this variance is granted it would be advisable to determine what improvement the City would undertake and how the off-site improvements would be integrated and financed through the City's capital improvements program. One financing option could be the City's affordable housing reserve fund. It should also be noted that the approval of this variance is in conflict with the Official Community Plan policies listed below.

Staff recommend that the requested variances are denied.

FINANCIAL IMPLICATIONS:

The discussion above provides details on the financial implications of this variance. Staff have completed an estimate of the cost of the works and services implicated in the variance totalling \$99,365 as shown below. These estimates are based on the cost of similar works undertaken by the City in the past and are subject to change based on detailed design and a clearer understanding of site conditions. These numbers do not include the onsite stormwater detention costs (such facilities are private) or any potential (but unidentified) offsite stormwater improvements between the development site and receiving watercourse, since upgrades to these facilities would be the result of further analysis. They also don't include engineering/design costs.

Requested Variance / Offsite Frontage Improvements: including reconstruction of the lane (property frontage only) and complete new sidewalk/curb on Piercy Ave	
1	Costs
Laneway excavation and reconstruction	\$ 26,108.00
Laneway rollover curb (one side)	\$ 16,050.00
Laneway catchbasin	\$ 1,800.00
Laneway 200mm catchbasin lead (if CB located at Piercy Road)	\$ 7,700.00
Laneway 50mm Asphalt Pavement, laneway (entire of laneway frontage)	\$ 24,717.00
Piercy New 1.5 m wide sidewalk, highback curb and 0.6m asphalt strip	\$ 22,990.00
Replace laneway access sidewalk letdown	\$ 4,961.00
	\$ 99,365.00

Figure 2: Estimated Cost of Works and Services

As noted above, Council may wish to deny some or all of the variances requested but provide funding support from the Affordable Housing Reserve Fund to offset some of the costs. This reserve fund currently has a balance of approximately \$800,000.

The application fee for the DVP was \$1,500. However, in line with the City's Affordable Housing Policy, the fees were reduced by 50% to \$750.

Development Cost Charges (DCCs) will be collected at the time Building Permit at the rates set out in the City and Comox Valley Regional District DCC Bylaws.

ADMINISTRATIVE IMPLICATIONS:

Processing development variance permits is a statutory component of the work plan. Staff has spent approximately 15 hours processing this application to date. Should the proposed development variance permit be approved, an additional two hours of staff time will be required to register the permit and close the file.

ASSET MANAGEMENT IMPLICATIONS:

The asset management implications are discussed above. Granting this variance would mean that either the infrastructure is left in a deficient state or the City would have to allocate funds through general taxation to construct the improvements.

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- Focus on asset management for sustainable service delivery

OFFICIAL COMMUNITY PLAN REFERENCE:

5.3.9 The City will require sidewalks to be constructed a minimum of 1.5 metres from the back of curb with street trees planted in the boulevard along all arterial and collector roads outlined on the Road Network Plan.

6.3.1 For major new developments, the City shall consider the downstream capacity of existing sewer mains to ensure adequate capacity.

6.4.1 Large scale development projects shall be evaluated to determine the impact on downstream storm water facilities. On-site storm drainage retention is to be required as a means of stabilizing flows.

6.4.2 New development in the City shall satisfy the requirements of the latest City of Courtenay Storm Sewer Study. This includes the authority to inspect and enforce the installation and maintenance of oil and grit interceptors on land zoned for all uses requiring more than 10 parking spaces

6.4.3 The City shall continue to use existing natural drainage patterns as the primary storm drainage system. Natural watercourses shall be protected from encroaching development and enhanced and improved where necessary. The City will continue to use stormwater detention/retention as its principal means of meeting the objective of maintaining post development flows at predevelopment levels.

6.4.4 The City will continue to work towards reducing or mitigating the impacts of development on the drainage system to protect the quality of the river systems.

6.4.5 The City will implement the Water Balance Model of BC to manage the natural environment and the built environment as integrated components of the same watershed.

7.10.2 Proposed developments will be considered where a development:

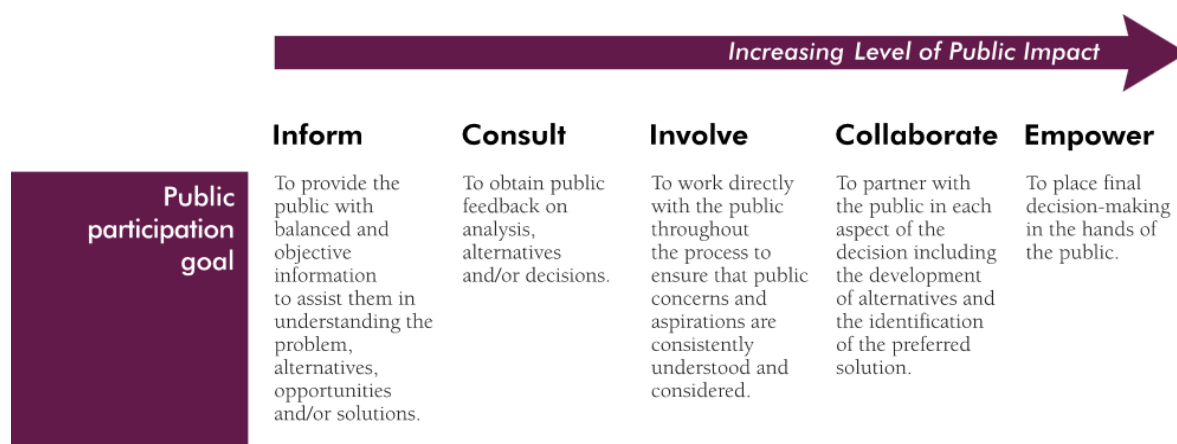
- a) provides substantial benefits to the City;
- b) will not negatively impact on the City's infrastructure, neighbourhood or environment
- c) new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community.
- d) Meets applicable criteria set out in the OCP.

REGIONAL GROWTH STRATEGY REFERENCE:

There are no direct references in the RGS concerning variances to City's Subdivision and Development Servicing Bylaw No. 2919.

CITIZEN/PUBLIC ENGAGEMENT:

As per Council's direction, under the IAP2 Spectrum of Public Participation the level of public input that has been undertaken is "Consult".



The applicant mailed out a public information meeting package on May 6, 2020 to adjacent property owners and occupiers. The notice concerned both the rezoning and the variance requests. As the responses overlap or are unclear which component of the proposal the respondent is referring to, the entirety of the responses are provided in both reports. The mail-out and the responses to the alternative public information process are provided in **Attachment No. 3**.

In accordance with *the Local Government Act*, the City has notified property owners and occupants within 100 metres of the subject property of the requested variances and provided the opportunity to submit written feedback. To date, staff has not received any responses.

OPTIONS:

OPTION 1: (Recommended)

THAT based on the July 20th, 2020 staff report, "Development Variance Permit No. 2011 – 1375 Piercy Avenue", Council approve OPTION 1 and deny Development Variance Permit No. 2011.

OPTION 2: Defeat the variance and provide Habitat for Humanity financial support through the Affordable Housing Reserve Fund, in an amount to be specified by Council, to assist in offsetting the cost of providing the required works and services.

OPTION 3: Approve Development Variance Permit No. 2011.

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

Attachments:

- Attachment No. 1 Draft Development Variance Permit
- Attachment No. 2 Applicant's Letter of Intent and Proposed Subdivision Plan
- Attachment No. 3: Alternative Public Information meeting Summary

Attachment 1: Draft Development Variance Permit

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3060-20-2011

DEVELOPMENT VARIANCE PERMIT

To issue a Development Variance Permit

To: Name: Habitat for Humanity Vancouver Island north Society, Inc. No. S-0047474
 Address: 1755 – 13th Street
 Courtenay BC V9N 7B6

Property to which permit refers:

Legal: Lot 7, District Lot 104, Comox District, Plan 5659
Civic: 1375 Piercy Avenue

Conditions of Permit:

Permit issued to for the property legally described Lot 7, District Lot 104, Comox District, Plan 5659, waiving the requirement for works and services in accordance with *The Subdivision and Development Servicing Bylaw No. 2919* and the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

The Subdivision and Development Servicing Bylaw No. 2919

Section 4.3.3 Stormwater Detention Release Rates

From: post-development peak flows to equal to the corresponding pre-development peak flows for the 1 in 2, 1 in 5, 1 in 10, and 1 in 25 year return period.

To: post-development peak flows to equal to the corresponding pre-development peak flows for the 1 in 2, 1 in 5, and 1 in 10 year return period.

Section 4.11.8 Oil Grit Separator

From: An oil grit separators is required to be installed for sites with parking for 11 or more vehicles.

To: No oil grit separator

Section 11: Downstream Stormwater Review or Improvements

From: Show that excess flows up to the 100 year storm event may be safely conveyed overland without adversely affecting other downstream properties by showing the approximate water depth along the route as well as any backwater effects

To: exclude the requirement to complete any additional downstream review or subsequent improvements.

Section 11: Improvements to Piercy Avenues and Lane Right-of-Ways

From: Upgrade all frontage to current standards

To: Not require any frontage improvements

City of Courtenay Zoning bylaw 2500

Section 7.1.6 (1) Specification

From: Every off-street motor vehicle parking area required by this Bylaw to accommodate two or more vehicles shall be surfaced with a bitumous or other dust free surface.

To: Allow use of Core Gravel permeable surface

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

Attachment No. 2: Preliminary Servicing Brief

Wedler Engineering LLP
211-2459 Cousins Avenue
Courtenay, BC V9N 3N6



March 10, 2020

File Ref: V20-0409/A

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

Attention: Rich Feucht, P.Eng., Development Engineer, City of Courtenay

Reference: Habitat for Humanity North Island – Piercy Affordable Housing Project
1375 Piercy Avenue, Courtenay, BC
Preliminary Servicing Brief

Per the requirements of the City of Courtenay, this letter presents an outline of the anticipated servicing needs for the proposed development located at civic address 1375 Piercy Avenue, legally described as Lot 7, District Lot 104, Comox District, PLAN 5659.

Site Information

The existing lot is approximately 2,274 sq.m. (0.227 ha) in size and is located along Piercy Avenue. At present, the site is zoned as R-2 Residential and identified as urban residential in the City's Official Community Plan. Previously the site contained a single-family residence, but at this time is vacant. The property is bounded by a gravel lane along the North West and South West, a single-family residence to South East, and Piercy Avenue to the North East. Surrounding properties are a mix of urban residential and multi-family residential and industrial across the street.

Proposed Development

The proposed development is comprised of three buildings, each containing 4 residential units, totalling 12 housing units. The buildings will be two storey wood frame buildings and units will be made up of a combination of two, three, and four bedrooms. Two of the units shall be single storey and fully handicap accessible units. As currently proposed, the building units will be constructed as Part 9 buildings in accordance with the BC Building Code.

Habitat for Humanity North Island is the developer and builder whose mission is to empower hard-working families and make homeownership affordable by mobilizing community spirit and generosity.

Habitat for Humanity North Island | Piercy Affordable Housing Project
March 10, 2020

File Ref: V20-0409/A

Anticipated Servicing Needs

Wedler Engineering LLP has prepared the anticipated servicing requirements for the proposed site including waterworks, wastewater, stormwater, transportation, and erosion and sediment control. This has been based on the best known information at the time of preparation of this report. All servicing sizes proposed will be confirmed when the detailed design documents are prepared.

The preliminary servicing plan is included as Attachment 1, preliminary stormwater management plan is included as Attachment 2, and site servicing calculations are included as Attachments 4 and 5.

Waterworks

The waterworks will include servicing all 12 residential units. Domestic water service to the units will be provided by a water service line which will tie-in to an existing 150 mm diameter watermain on Piercy Avenue. Per City requirements, a new water meter will be provided for the development as part of the installation of a new water service to the property. Sizing of the proposed meter will be completed when the detailed design documents are prepared.

In accordance with the City of Courtenay Subdivision and Development Servicing Bylaw 2919 (City of Courtenay SDS Bylaw) hydrants are to be no more than 90 m from a building. The nearest existing fire hydrant is located approximately 55m to the south of the subject property at the intersection of Piercy Avenue and Tull Avenue. Based on the proposed building layout the existing hydrant will not be within sufficient proximity to all proposed dwellings for firefighting purposes. It is therefore anticipated one new fire hydrant will be required to provide adequate fire protection for the proposed development.

The new hydrant is proposed to be located within City of Courtenay boulevard, fronting the subject property on Piercy Avenue. Attachment 1 shows the proposed location of new hydrant, along with 90m radius hydrant coverage.

Domestic water demands (including fire flows) calculated for the development are presented in Table 1 below.

TABLE 1: Estimation of Water Demand	
	L/sec
Average Annual Daily Demand	0.2
Maximum Day Demand	0.7
Peak Hour Demand	1.0
Fire Flows	97.4
Maximum Day Demand + Fire Flow	98.1



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Estimated domestic water demand was calculated in accordance with the City of Courtenay SDS Bylaw. Fire flows were estimated in accordance with the Fire Underwriter Survey standards. Water demand calculations have been provided in Attachment 4.

We request the City of Courtenay undertake water modeling and advise if there is sufficient capacity within the existing water system to accommodate this proposed development. If sufficient capacity is not available, the proposed development may consider constructing fire walls between the units to reduce fire flow requirements.

Wastewater

The sanitary works will include servicing of all 12 residential units from the existing 200 mm sanitary sewer located along Piercy Avenue. The calculated flow of wastewater from the proposed development is 0.57 L/s. This value includes the estimated infiltration into the system and assumes 2.4 people per residential unit. Sanitary loading calculations have been provided in Attachment 5.

Based on the estimated low sanitary discharge from the site, it is presumed the existing sewer and downstream system can accommodate the site development. However, we request the City of Courtenay perform sanitary sewer modeling of the downstream system to confirm.

Onsite Stormwater

Currently, stormwater drains overland in a general northerly direction off the site to the lane and Piercy Avenue. The storm water then enters the municipal system by way of catch basins located on Piercy Avenue. Developing this site will lower the quantity of overland run-off which flows onto the existing lane and will re-direct site run-off into the storm main running along Piercy Avenue. In general, the site subsurface soils are comprised of a shallow layer of topsoil overlaying a dense till. This dense till layer provides low suitability for stormwater infiltration and groundwater recharge.

The proposed site development will convey all stormwater for the minor system flows to an onsite inground storm sewer system which will manage stormwater and limit post-development peak flows to pre-development levels up to and including the 1 in 10 year rainfall event.

The City of Courtenay SDS bylaw section 4.3.3 Stormwater Detention Release Rates requires that all stormwater detention facilities shall be designed to limit post-development peak flows to equal to the corresponding pre-development peak flows for the 1 in 2, 1 in 5, 1 in 10, and 1 in 25 year return period storm events. **The developer is requesting a variance to City of Courtenay SDS bylaw 2919 subsection 4.3.3 to limit site detention requirements up to and including the 1 in 10 year rainfall event.**

The onsite stormwater management system will incorporate a combination of stormwater best management practices which include:

- The use of Core Gravel in parking areas as a substitute for impervious pavements to reduce rate of runoff and provide temporary inground stormwater storage.
- Installation of rock rain gardens augmented with subsurface gravel trenches to reduce rate of runoff, and provide opportunities for both surface and subsurface stormwater storage.
- Installation of oversized portions of the onsite storm sewer pipes to provide supplementary stormwater storage.



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- Placement of 300 mm deep amended topsoil medium in all grassed areas and 450 mm deep amended topsoil in all planting areas to promote inground stormwater retention and detention where feasible.

It is proposed to tie the onsite storm sewer into the existing 300 mm AC storm sewer fronting the property along Piercy Avenue. Please refer to the preliminary servicing plan in Attachment 1 and preliminary stormwater management plan in Attachment 2.

Onsite stormwater pre-development and post-development runoff conditions were analyzed using InfoSWMM modeling software. Runoff analysis modelling was completed in accordance with the City of Courtenay SDS Bylaw using hyetographs provided within the bylaw. Software parameters used to model the pre-development and post-development runoff conditions are presented in Table 2 below.

TABLE 2: Site Stormwater Modeling Parameters		
Parameter	Existing Site	Proposed Site
Area (ha)	0.231	0.231
Width (m)	80	80
Slope (%)	2	2
% Impervious	16	60
N Impervious	0.014	0.012
N Pervious	0.4	0.15
Dstore Impervious (mm)	2	2
Dstore Pervious (mm)	7.5	5
% Impervious w/ zero Dstore	38	60
Outlet Routing	Outlet	Outlet
Green Ampt Infiltration Values		
Suction Head (mm)	170	170
Conductivity (mm/hr)	5	5
Initial Moisture Deficit	0.4	0.4

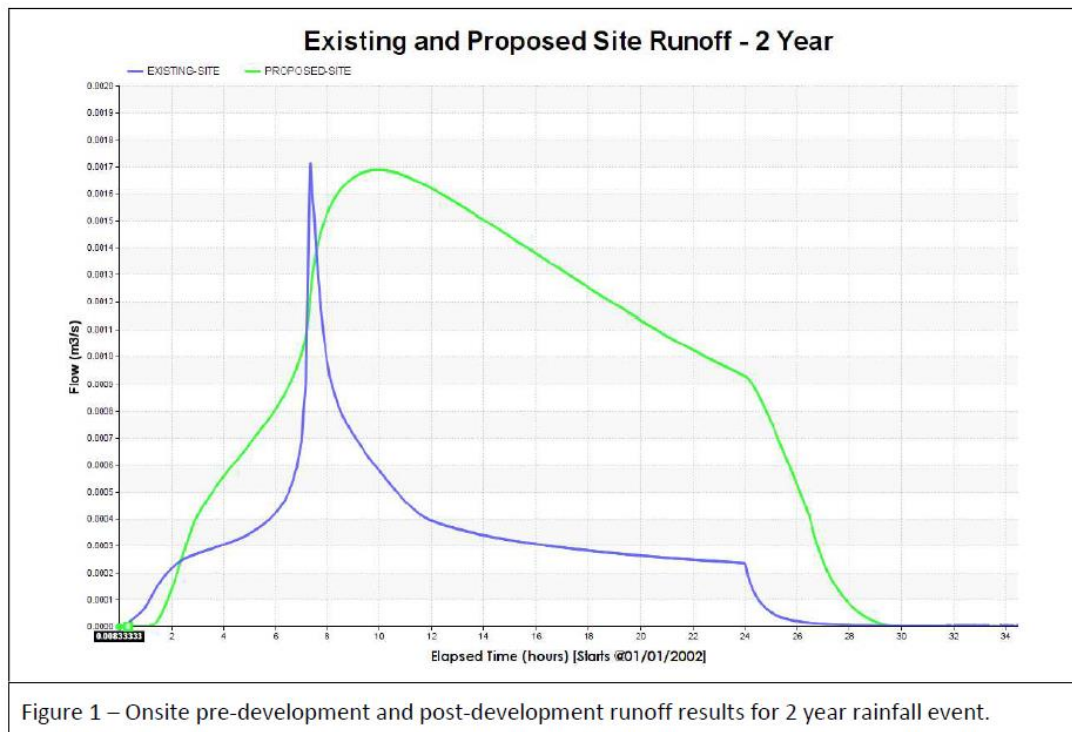
Pre-development and post-development onsite runoff results are presented in Table 3 on the following page. The post-development runoff results include the proposed stormwater management practices to limit post development peak flows to pre-development levels up to the 10 year rainfall event. Figures 1 through 5 on the following pages provide graphical comparisons of the existing and proposed onsite runoff for the 2 year, 5 year, 10 year, 25 year, and 100 year 24 hour rainfall events.



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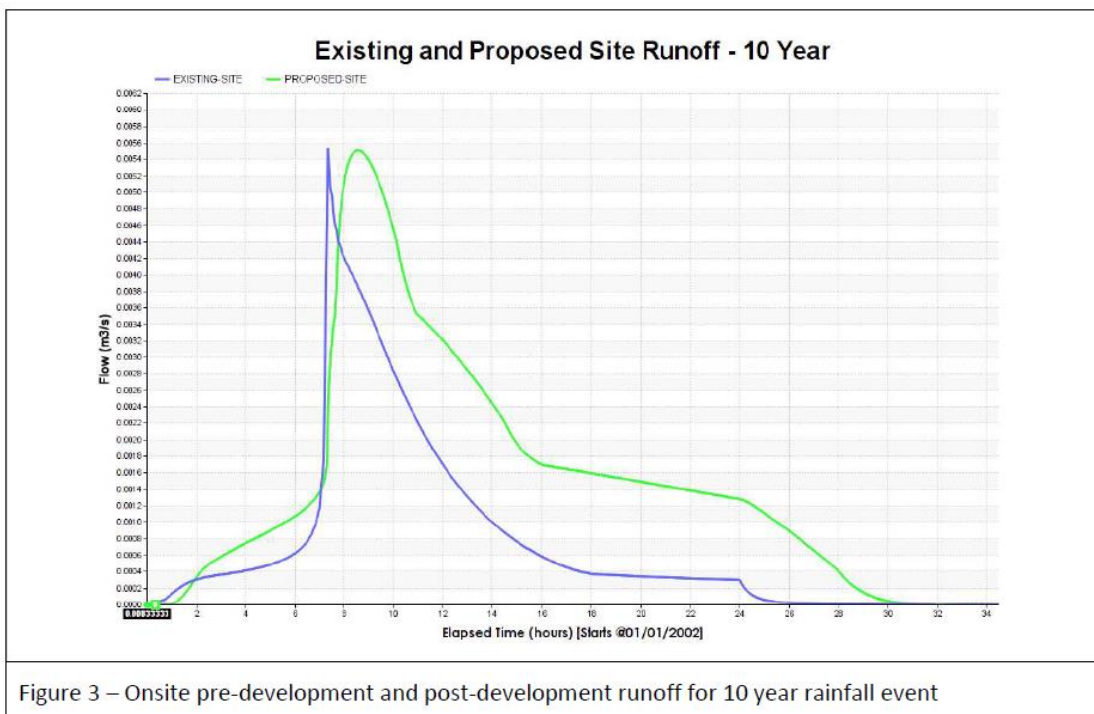
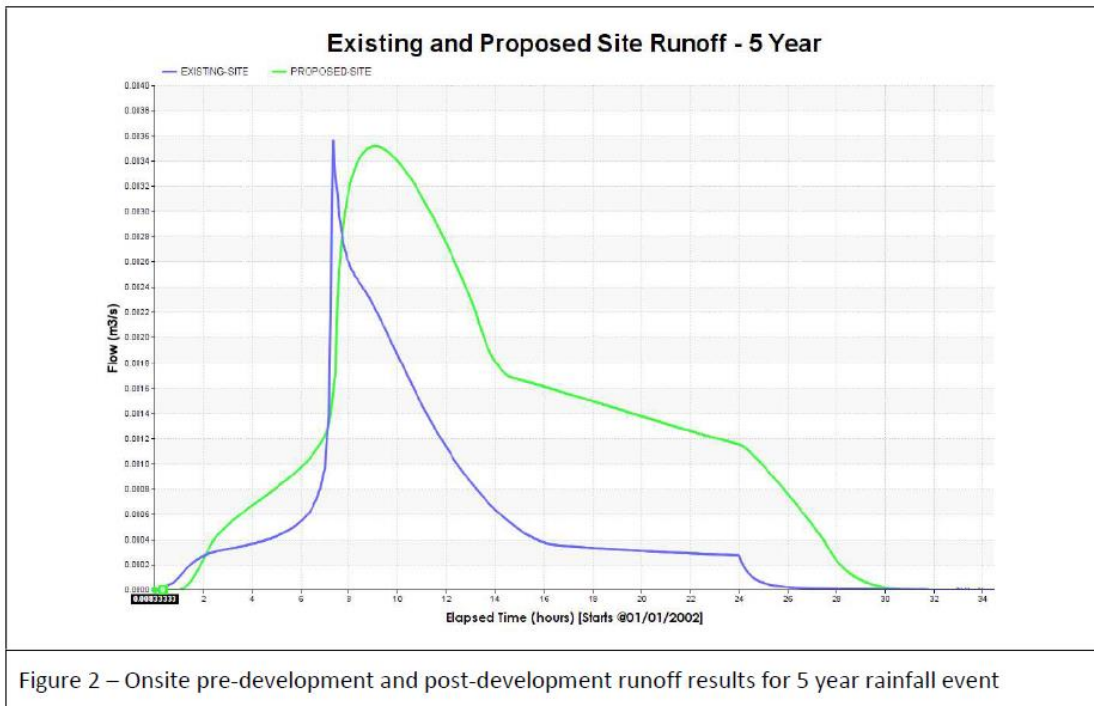
File Ref: V20-0409/A

TABLE 3: Pre-Development and Post-Development Runoff Flows				
		Existing Site	Post-Development with BMP's	
24 Hour Rainfall Return Frequency	Total Precipitation (mm)	Peak Flow (l/sec)	Peak Flow (l/sec)	Total Storage (m³)
2 – Year	89	1.72	1.69	26.3
5 – Year	115	3.58	3.52	42.1
10 – Year	133	5.56	5.51	51.1
25 – Year	154	7.41	10.0	51.1
100 - Year	187	11.5	20.5	51.1



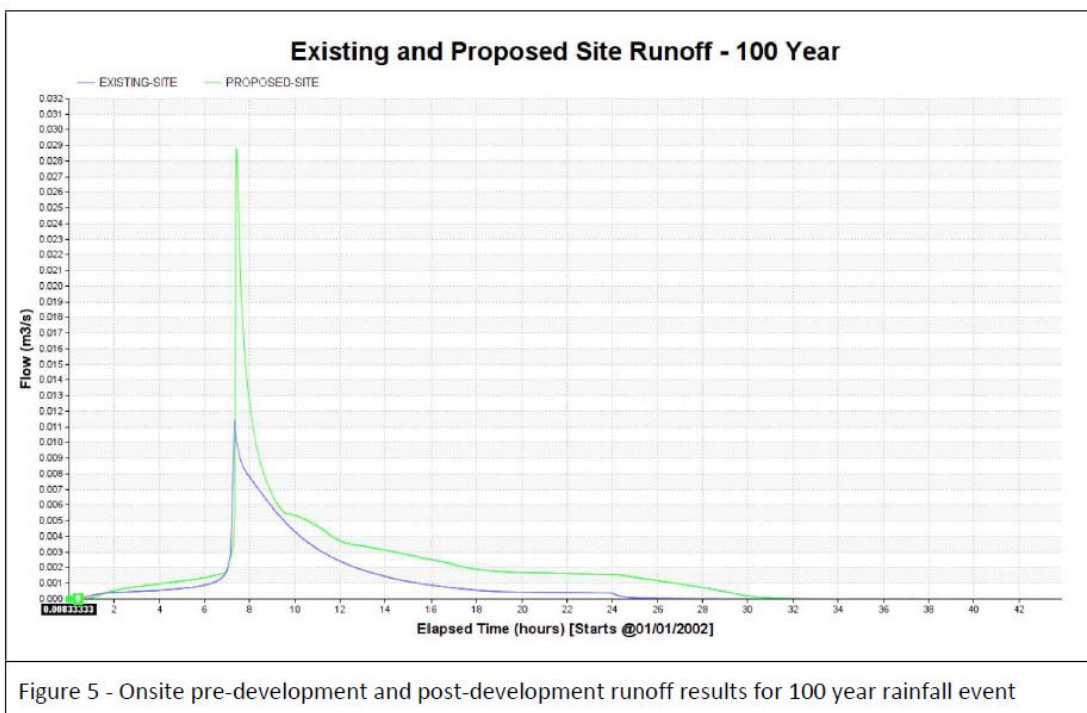
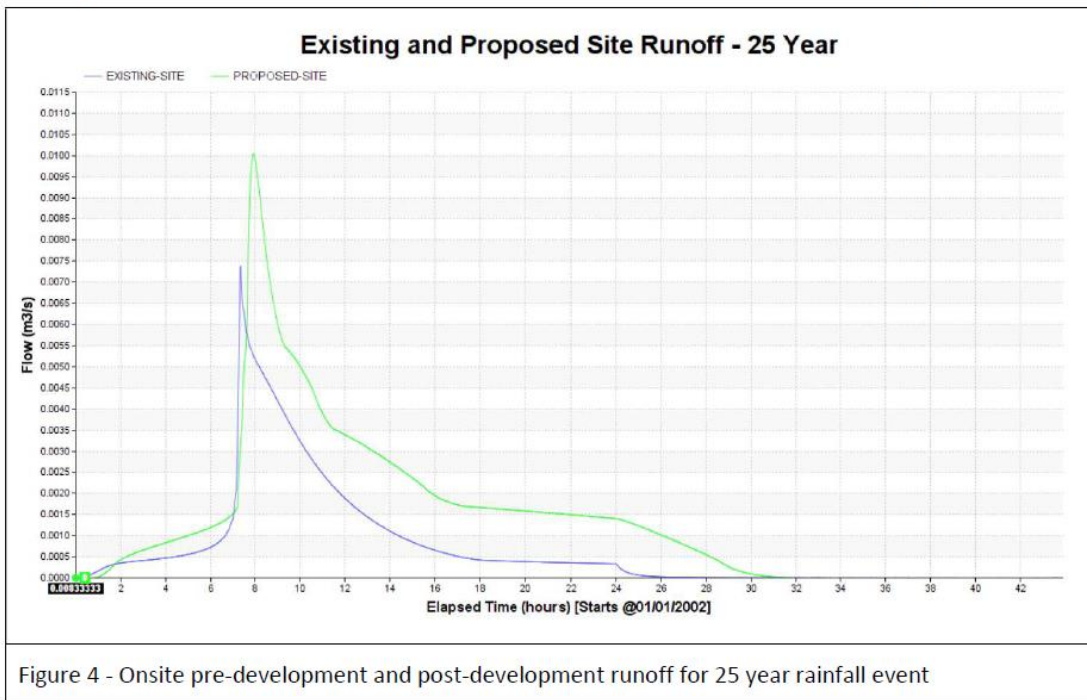
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All onsite runoff from impervious areas will be directed to catch basins and manholes with grit sumps upstream of stormwater detention facilities. The development is proposing a total of 14 vehicle parking stall. These parking stalls (with the exception of 2 handicap parking stalls) are proposed to be surfaced with a Core Gravel permeable parking surface.

The City of Courtenay SDS bylaw 2919 subsection 4.11.8 requires oil and grit separators be installed for sites with parking for 11 or more vehicles. **Considering the use of permeable paving, the developer is requesting a variance to City of Courtenay SDS bylaw 2919 subsection 4.11.8 to omit the requirement for an oil and grit separator for this proposed development.**

The onsite major stormwater flows will be managed by surface grading and directed to overland flow outlets along Piercy Avenue. The emergency overland flow routes will be designed to convey up to the post-development 100 year 24 hour rainfall event. The site stormwater design will incorporate three sub-catchments with separate outflow locations to Piercy Avenue to reduce concentration of overland flows and therefore potential erosion concerns at outlet locations. Major overland flow velocities will be reviewed for erosion concerns when the detailed design documents are prepared.

Floodplain Management Bylaw

Based on a review of the City of Courtenay floodplain management bylaw, the proposed site is not located within the floodplain boundary and, as proposed, is not impacted by the flood construction level requirements of the bylaw.

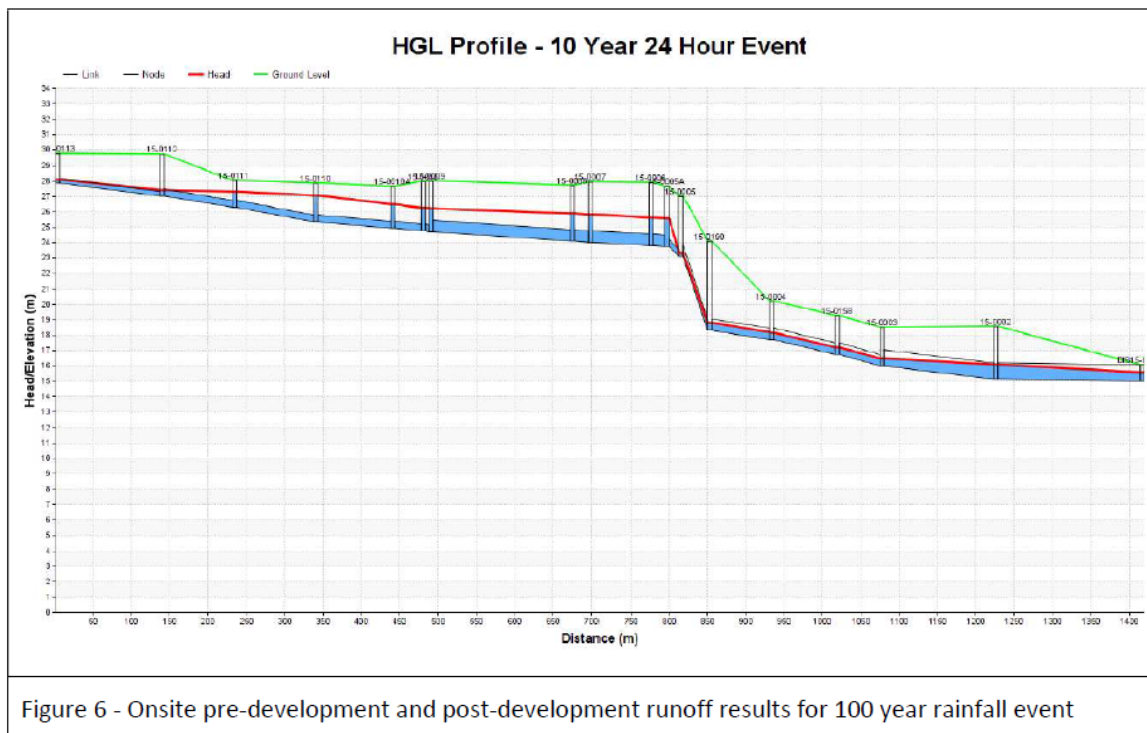
Offsite Stormwater

The proposed development site is located within stormwater catchment area 15 per the City of Courtenay's 1995 storm sewer study. Catchment 15 is approximated at 45.6 ha of land consisting of primarily residential use. The proposed development site area contributes approximately 0.5% of the total catchment area. See Attachment 3 – Offsite Stormwater Catchment Plan, which provides an overview of Catchment 15 including layout of existing storm mains, manholes, and sub catchments with percent imperviousness based on current land use.



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In accordance with the current City of Courtenay SDS bylaw, the downstream minor system has been analysed using InfoSWMM modeling software for the 10 year 24 hour rainfall event. Modeling results for indicate that during peak runoff of the rainfall event the existing storm system will surcharge within the existing manhole structures. Further analysis of the downstream storm system indicates that the surcharging will be contained below road grade within the existing manhole structures. Figure 6 below provides a graphical representation of the peak runoff event for the modeled 10 year 24 hour rainfall event within the downstream storm sewer system. The red line in figure 6 represents the hydraulic grade line and estimated level of surcharge within the storm system.

Considering that the surcharging is a pre-existing condition and the development is controlling peak flows to match pre-development rates up to the 1 in 10 year rainfall event, which is consistent with the offsite minor storm system design parameter, the development will have no substantial impact on the downstream minor storm system.

The developer is requesting a variance to City of Courtenay SDS bylaw 2919 section 11 to exclude the requirement to complete additional downstream stormwater review or improvements to address overcapacity in the downstream minor and major storm systems.

Erosion and Sediment Control

An erosion and sediment plan will be developed to manage the quality and the quantity of water runoff from the site during construction. The plan will be made in accordance with the criteria set forth by the City of Courtenay.



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Refuse collection

Each residential unit will include a private storage shed for weekly interim garbage and recycling storage. Garbage refuse and recycling pickup is proposed to be by way of weekly roadside pickup on Piercy Avenue. The final site grading design will provide safe accessible access for residents from each unit's storage shed to the roadside on Piercy Avenue for pickup and removal of garbage and recycling.

Roadworks

Habitat for Humanity is requesting a relaxation on the following costly roadworks which will allow them to achieve their mission of providing affordable housing to hard working families:

- Piercy Road Improvements – Piercy Road fronting the development is identified as a collector road in the City of Courtenay Transportation Master Plan. The existing road does not comply to the current City of Courtenay SDS bylaw standards for collector roads. **The developer requests a variance to bylaw 2919 - Section 11 to exclude the requirement for the developer to alter the roadway works for the section of Piercy Avenue fronting the proposed development. The requested exclusions include alteration to the road structure, pavement, curbs, and sidewalks.**
- Intersection Improvements – The existing intersections of Piercy Avenue and lane, and Tull Avenue and lane, do not comply to the City of Courtenay SDS bylaw 2919. The bylaw identifies a requirement for curb returns with a 3:1 flare to property corners on intersections of lanes and collector roads. **The developer requests a variance to bylaw 2919 - Section 11 to exclude the requirement for the developer to alter the existing intersections of Piercy Avenue and lane, and Tull Avenue and lane.**
- Lane Improvements – The existing lane adjacent to the development does not conform to the current City of Courtenay SDS bylaw for lanes (Courtenay Supplementary Standard Drawing A3). **The developer requests a variance to bylaw 2919 section 11 to exclude the requirement for the developer to alter the existing lane between Piercy Avenue and Tull Avenue. The omitted alterations requested include dedication of road right of way, improvements to the existing lane road structure and addition of asphalt paving, curbs, and drainage infrastructure. As required, the developer proposes to regrade and supplement the crush gravel surface of the lane to ensure suitable grading transition between the proposed development site, lane and adjacent properties.**
- The developer requests a variance to City of Courtenay Zoning bylaw 2500 Division 7 with respect to off-street parking for the following items:
 - **Section 7.1.4 – Request variance to allow direct access from all proposed parking stalls to City lane.**
 - **Section 7.1.6 (1) – Request variance to allow use of Core Gravel permeable surface instead of bituminous surface.**
 - **Section 7.1.7 – Request variance to allow 1.25 parking stalls per unit.**
 - **Section 7.1.12 (4) – Request variance to allow the use of concrete curbs as parking stall lines instead of painted lines.**



Habitat for Humanity North Island | Piercy Affordable Housing Project
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Conclusion

With the exception of the variances requested in the above report, the design of all proposed site services will conform to the City of Courtenay bylaws. The variances request are necessary to achieve financial feasibility of the project, and will allow Habitat for Humanity North Island to achieve their goal of providing affordable housing for hard working families.

Habitat for Humanity North Island will be the prime contractor for the development, and they will retain the services of qualified contractors where necessary to ensure quality and compliance with municipal and provincial standards.

Proposed servicing tie-ins completed within City of Courtenay right of ways will conform to the City of Courtenay's SDS bylaw 2919 standards.

If you have any further questions, please feel free to contact the undersigned.

Yours truly,

Wedler Engineering LLP

Per:



Greg Merchant, B.Eng., EIT
Project Manager and Engineer
gmerchant@wedler.com



Eric Galt, P.Eng.
Project Engineer
egalt@wedler.com

cc: Wedler Engineering

Listing of Attachments:

- Attachment 1 – Preliminary Site Servicing Plan
- Attachment 2 – Preliminary Stormwater Management Plan
- Attachment 3 – Water Servicing Calculations
- Attachment 4 – Sanitary Servicing Calculations
- Attachment 5 – Offsite Stormwater Catchment Plan



Attachment No. 3: Alternative Public Information Meeting Summary

From: Tom Dishlevoy [<mailto:tom@tda.ca>]
Sent: Wednesday, June 10, 2020 11:06 AM
To: Blamire, Susan <sblamire@courtenay.ca>
Cc: Logan Ronhovde <logan@habitatnorthisland.com>; Pat McKenna <pat@habitatnorthisland.com>
Subject: HABITAT - Alternative Public Information Responses

[↑ Next](#) [↩ Last](#)

Hi Susan

The time has well elapsed for the receiving of comments from our mailout for the HABITAT project on Piercy Avenue.

1. The mail out was sent 06 May 2020. We received a copy of the mail out sent to our office as a control about 6 days later. A copy of the mail out was also sent to the City of Courtenay. 4 of the mail outs were returned to sender.
2. We received 3 telephone calls: 1 of support from a senior citizen looking for a low cost place to live. 2 were opposed. Summaries of these calls are attached. My caller followed up with a letter of opposition (attached). Logan's caller was abusive. We had 6 letters of support;
3. A copy of the mail out letter is attached;
4. See letters attached. Some of the opposition points can be summarized as follows:
 - thought they had just recently won this battle to prevent a multi family, high density, from coming into the neighbourhood;
 - worried about projet parking from residents and visitors spilling out onto Tull. Wants the lane closed where it accesses Tull.
 - will lower single family home values;
 - will increase crime in the neighbourhood due to HABITAT precedent for providing affordable housing for single parent families.
 - zoning should never be changed, or not in their back yards anyways.

Please call me if you have any questions.

T

Thomas Dishlevoy, ARCHITECT AIBC, MRAIC, LEED® A.P.
Studio 305 - 1819 Beaufort Avenue
Comox, BC V9M 1R9
P: 250.339.9528 M: 250.650.4777
E: tom@tda.ca
W: www.tda.ca



06 May 2020

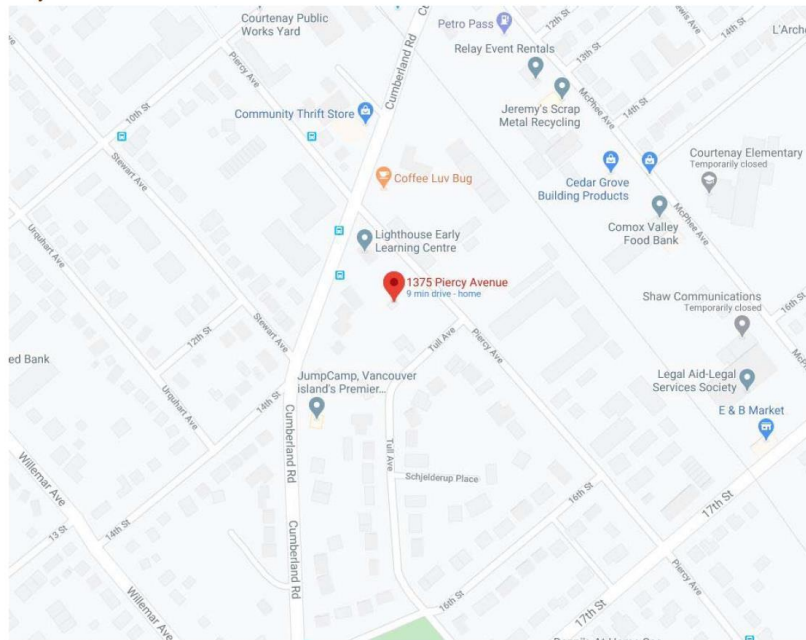
Dear Owner/Occupant

As part of the approvals process for new developments in the City of Courtenay, comments are sought by the City of Courtenay and the Applicant from all neighbouring properties deemed to be impacted by the proposed development. A new development project in your neighbourhood is pursuing a Re-zoning, and a Development Permit that includes a number of Development Variances.

Project Description:

Habitat for Humanity Vancouver Island North (HFHVIN) is continuing their mission to develop affordable housing in the City of Courtenay. They are seeking approval to develop the empty lot located at 1375 Piercy Avenue in Courtenay. The proposed residential development will consist of 12 dwelling units located in 3 buildings. Each building will include 4 townhouse type dwelling units. The buildings will be a maximum of 2 storeys in height. Two of the dwelling units will be one storey in building height, providing single level living with adaptable/accessible designs. Parking for 16 vehicles will be provided on the development property. A small accessory building is also planned at the rear of the lot.

Project Location:



Project Information:

Studio 305, 1819 Beaufort Avenue Comox, BC V9M1R9 250.339.9528 info@tda.ca



THOMAS DISHUEVOY ARCHITECTURE LIMITED

tda.ca

The complete application submission for this proposed development, including all details of the building and site development, can be viewed online at the City of Courtenay Development Tracker website:

www.courtenay.ca/devapptacker

(Search by file number or project address **1375 Piercy Avenue**)

Applicant Information:

Habitat for Humanity, 877 - 5th Street, Courtenay, BC, V9N 1K8
Telephone: 250-202-3462, email: logan@habitatnorthisland.com
Contact: Logan Ronhovde

Or

Thomas Dishlevoy Architecture Limited, Studio 305-1819 Beaufort Avenue, Comox BC, V9M 1R9
Telephone: 250-650-4777, email: tom@tda.ca
Contact: Tom Dishlevoy

Time Frame:

Please return your Comments by: **May 22nd, 2020**

Comments and questions can be submitted directly to the applicant above, or 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 your comments to: City of Courtenay
Planning Services Department
830 Cliffe Avenue
Courtenay BC, V9N 2J7
- Email your comments to planning@courtenay.ca
- Fax your comments to: 250-334-4241



[REDACTED]
1050A Cumberland Road
[REDACTED]

May 21, 2020

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

Dear Sir or Madam:

Re: Proposed rezoning/development of property at 1375 Piercy Avenue

Last week I received a letter from Thomas Dishlevoy Architecture Limited regarding the above referenced property. Immediately, I went on to the City's Planning Department's website to view the information available there. I specifically checked for dates of meetings for community input, but nothing was scheduled at that point. I printed the documents and read them over the next few days. When I visited the website two days later to show a neighbour how to access the information, we were shocked to discover that a 'neighbourhood information meeting' had been held the day before. We also wondered why the meeting was omitted in the architect's letter. I have made a note to check your site daily so that I can be sure that neither I nor my neighbours miss any future meetings.

Upon viewing the application documents posted on your website, it is apparent that a lot of planning and expense has gone into the plans for the development, which to a non-resident looks like a viable, yet insular, plan that is dependent on The City accepting variances to several bylaws. As a 14-year resident of the area, I will address my concerns with some of those variance requests in this letter.

Building Setbacks (Zoning Bylaw 8.2.7)

- Reducing the building setback on Piercy Road from 7.5M to 1.0M. This, along with the planned trees and shrubbery in front of the proposed development, will severely impact visibility for vehicles exiting the lane at Piercy and checking for traffic travelling northwest on Piercy. There is a busy daycare on the corner of Cumberland Road and Piercy, so weekday traffic on Piercy includes parents with children destined for the daycare. Parents park their vehicles on Piercy and utilize the sidewalks to drop off/pick up their children. It goes without saying that impeding driver vision at the Piercy/lane intersection by having trees and two-storey buildings so close to the property line would be a great hazard to both pedestrians and vehicle traffic.
- Reducing the building setback on the side yard lane by 1.4M. This, in effect, reduces the width of the lane by at least that amount, depending on the size of the vehicles in the parallel parking spots. The proposal is for 11 parking spaces off of the side yard lane, eight of which are parallel parking spaces. Looking at the schematics, parallel parking spaces numbered eight and nine

.../2

(behind building three) are particularly narrow – a large SUV or pick-up truck parked in these spaces would impede lane traffic. At present, the lane is not wide enough for two-way traffic (one has to pull over onto Habitat's vacant lot to let another vehicle pass) and the weekly garbage truck cannot turn the corner of the lane without cutting across Habitat's lot. It should be noted that when a previous owner of the subject property installed fencing around the lane, I witnessed a garbage truck accidentally knock down the fence while trying to navigate this sharp corner. It would be impossible to have two-way traffic and garbage service in the lane if the width is narrowed. The lane is also the emergency access for fire trucks and ambulances, who would have trouble traversing a lane any narrower than the one in place.

Parking

- Request for variance to bylaw 2500 Division 7, Section 7.1.4 to allow direct access from all proposed parking stalls to City Lane. While it is tempting for developers to "exploit" the existing lane, it is to the detriment of existing residents whose properties are only accessible by vehicle through the lane (1020, 1030A, 1030B, 1050A and 1050B Cumberland Road). At two vehicles per property, ten vehicles currently using the lane on a daily basis (plus non-residents who drive through the lane from Tull to Piercy as a "shortcut" to Cumberland Road). Adding 16 lane parking spaces for the proposed development means that 26+ vehicles will be using the short, dusty, lane as the primary access to their homes. Cumberland Road is extremely busy, day and night, and adding heavy traffic/road noise at the rear of our small lots would detrimentally affect our property values, not to mention quality of life.
- No accommodation has been made for guest parking for the development, and having lived in my home for 14 years, I can state with certainty that guests visiting units at the back of the property in particular will not park on Piercy or Tull: they will pull over to the side of the lane, blocking access. This is an ongoing source of tension for existing residents, and will only be compounded by a development with vehicle access via the lane. Lane parking is not regulated, nor will tow trucks remove vehicles blocking lane traffic (I have checked).
- An additional concern with this variance request is that I have a "blind spot" when exiting my parking spot off the lane: my neighbour's fence blocks my view of the lane for traffic entering off of Piercy. Adding traffic in the lane would only increase this hazard.

Lane Improvements

- Request for variance on lane improvements, specifically "to bylaw 2919 section 11 to exclude the requirement for the developer to alter the existing lane between Piercy Avenue and Tull Avenue. The omitted alterations required include dedication of road right of way, improvements to the existing lane road structure and addition of asphalt paving, curbs and drainage infrastructure." While I object to lane access for parking for the aforementioned reasons, I will address 'lane improvements' in the event that the variance for lane-access parking is granted. It is almost negligent to propose increasing lane traffic by 16 vehicles and not make any improvements to the infrastructure other than upgrading the gravel surface. Gravel erodes with rain and traffic, and will be 'kicked up' by vehicles speeding around the corner of the lane (my parking area). Additionally, it should be noted that the dirt lane is in a different category for the

.../3

City Works Department and does not receive the same care and attention as that of paved streets. With current traffic levels, potholes regularly form at either end of the lane, which my 83-year-old father repairs several times a year. Current traffic levels stir up a lot of dust, which is a nuisance and adds to building and vehicle maintenance costs. I cannot imagine what the dust will be like with 16 more vehicles and their visitors traversing the lane on a daily basis. If the variance for lane-access parking is granted, the lane must be paved and, most importantly, include a drainage system: the grade of my lot is significantly lower than any other property bordering the lane, which puts me at risk of flooding from stormwater runoff (see next section).

Stormwater

- The Engineering Report states that “Currently, stormwater drains overland in a general northerly direction off the site to the lane and Piercy Avenue.” No mention is made of any stormwater draining off to the lowest graded nearby property, which is my lot, just off the corner of the lane. My property receives a significant amount of runoff from the lane and property in question. In fact, in the first few years of owning my property, I experienced a flood in my basement from lane runoff during a period of extended heavy rainfall (this is British Columbia, after all). While I am not an Engineer, I am surprised that the low grade of my lot was not mentioned in the report. I read with concern the Engineer’s comments that “...the site subsurface soils are comprised of a shallow layer of topsoil overlaying a dense till. This dense till layer provides low suitability for stormwater infiltration and groundwater recharge.” The report adds that “an onsite inground storm sewer system will manage stormwater and limit post-development peak flows to pre-development levels up to and including the 1 in 10 year rainfall event.” The table included in the report that details peak flow capacities for existing and post-development site detention conditions shows that the plan does not meet the 1 in 25 year return period storm event, thus the variance request to “SDS bylaw 2919 subsection 4.3.3 to limit site detention requirements up to and including the 1 in 10 year rainfall event.” Given the susceptibility of my low lot grade, the dense till layer of the subject property, and that its onsite inground storm sewer system will not meet the full peak flow requirements of the existing bylaw, I trust that The City will not approve this variance.

Roadworks/Intersection Improvements

- Variance request to SDS Bylaw 2919. The bylaw identifies a requirement for curb returns with a 3:1 flare to property corners on intersections of lanes and collector roads. As mentioned in my comment under ‘Building Setbacks’, the Piercy intersection of the lane is a concern because of daycare traffic and the obstruction created by the proposed greatly reduced building setbacks and landscaping/trees for traffic exiting the lane at Piercy. This intersection will need curb returns and the required flare to the property corners, in addition to adhering to the required building setbacks, to keep this area safe for residents and daycare patrons. The intersection at Tull and the lane should also be upgraded with the required flare to property corners because of increased population density in the residential homes on Tull. Currently, vehicles park on Tull extremely close to both sides of the lane, which makes it difficult to see oncoming traffic when exiting the lane.

.../4

Page 4

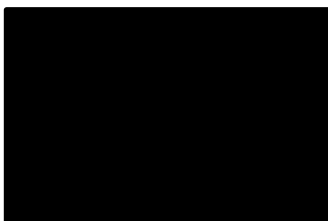
I noted with interest the architect's comment that there are no picturesque views from the site, which resulted in an insular design that focusses on creating a small community for Habitat for Humanity, while leaving the current residents off the lane with a view of the 'backside' of the development: a wall of vinyl siding, 16 parked cars, and 31 windows overlooking our properties.

While I appreciate the developer's plea to create affordable housing for hardworking families, bylaws are in place to protect the community as a whole, and especially to prevent developers from taking "shortcuts" to keep costs down. If the size of the project means it exceeds acceptable peak flow levels for stormwater drainage, the bylaw must be upheld for all developers, including non-profit agencies. The same holds true for lane improvement requirements, particularly when the plan involves parking access via the lane. Building setback variances must not be approved when safety for lane traffic and patrons of the daycare is compromised. A smaller development would help the developer meet the bylaw requirements, particularly those involving building setbacks, exploitation of the lane, and stormwater runoff flows.

I would support a design that mimics the Habitat Development just down the road, at 1580 Piercy, where community parking is accessed through a long driveway connected to Piercy Avenue only. This would direct all traffic away from the lane, allow residents to park in front of their units for both ease of access and security reasons, negate the need for lane upgrades (other than drainage concerns), and encourage their guests to park on Piercy. Completely fencing the property would ensure privacy for both existing residents and those of the Habitat for Humanity development.

Thank you for the opportunity to voice my concerns with the proposed development.

Regards,



Dear Courtenay Council and Staff,

May 6, 2020

I am writing this letter in support of Habitat for Humanity's proposed housing project on Piercy

Avenue. As a homeless outreach worker I am keenly aware of the housing needs for our community

and the vital role that Habitat plays in working to meet those needs. Habitat has a demonstrated

ability to provide housing for families that not only have a demonstrated need but are also part of the

solution.

I encourage Courtenay Council and staff to approve a project that will be a welcome addition to the

neighbourhood.

Sincerely,

A black rectangular box redacting the signature of the sender.

Outreach, Dawn to Dawn Action on Homelessness Society



Unit 6C - 821 Shamrock Place, Comox, BC Canada V9M 4G4

Mayor and Council
City of Courtenay
830 Cliffe Ave
Courtenay, B.C.
V9N 2J7
|
May 25th, 2020

Dear Honorable Mayor and Council of the City of Courtenay

I write to you in support of the Habitat for Humanity development proposal for 1375 Piercy Road.

Habitat for Humanity has as had a huge positive impact on our community since its introduction to the Valley in 2004. They have helped marginalized families in the valley realize the dream of owning their own home. This project will allow 12 more families that opportunity.

The City of Courtenay has been a great supporter of Dawn to Dawn and the Coalition to End Homelessness and we appreciate the continued support. Habitat for Humanity is an important piece of our quest to end homelessness in the Comox Valley. More than ever we need more affordable housing in our city. Without affordable housing we will start to see a shortage of labour. This could have a drastic effect on our business community and in turn on the tax base in our city.

I know the current council is committed to provide more options for people. Therefore, I urge you all to say yes to this valuable project.

Sincerely

Sue Finneron
President
Dawn to Dawn Action on Homelessness

May 21, 2020

City of Courtenay
Planning Services Department
830 Cliffe Ave.
Courtenay, BC V9N 2J7
planning@courtenay.ca

RE: Proposed Development at 1375 Piercy Avenue,
12 Dwelling Units for Habitat for Humanity

To Whom It May Concern,

We are the homeowners at 1541 Tull Avenue and are **voicing our concerns for the 2nd time** in less than two years with regards to development of the above said property.

We are **STRONGLY Opposed** to this development! It is zoned for Single Family use for a reason. Our Street, Tull Avenue is zoned for Single Family use only. Putting in a Multi Unit dwelling at the corner of our street will have a serious negative impact on our current home values. We already have Multi Unit apartments on Piercy, we do not need any more in this neighbourhood.

In the last three years we have seen an increase in crime in this area, (stats would be available from the RCMP) mostly stemming from residents in the Piercy Road complex. After speaking with Tom Dishlevoy, Architect for the project, he informed me that the current demographic for Habitat for Humanity is mostly single mothers. We have grave concerns as to how this will translate into greater crime/mischief in our neighbourhood. I include a brief statement below:


Analysis indicates that, in general, a 10 percent increase in the number of children living in single-parent homes (including divorces) accompanies a 17 percent increase in juvenile crime.

Taken from: marripedia.org/effects_of_fatherless_families_on_crime_rate

The other issue is the increase in parking. The current proposal on the table lists 12 dwellings which could have the impact of two vehicles per dwelling. This is not including any potential visitor parking. The current proposal allows for parking of only 16 vehicles. Where will the remaining 8 vehicles park?

We bought our home as it was in a SINGLE FAMILY USE area only. We have opposed the last proposal and feel that the current tax payers on Tull Avenue should not have to go through this every time a new application is submitted. **It is Zoned for Single Family Use Only, so should stay that way.** Sell the property to someone who is prepared to build ONLY single family homes in the allowable square footage for the vacant property.

Concerned Home Owner


1541 Tull Ave.
Courtenay, BC
V9N 3J4

Cc: Tom Dishlevoy
tom@tda.ca



May 25th, 2020

RE: Habitat for Humanity Vancouver Island North's proposed development at 1375 Piercy Rd.

Dear City of Courtenay Mayor and Council,

The Comox Valley Coalition to End Homelessness (the Coalition) works as a collective to plan, coordinate, recommend and implement community responses to homelessness. We are writing this letter in support of Habitat for Humanity Vancouver Island North's proposal to build three buildings, each containing 4 residential units on 1375 Piercy Rd.

The Coalition is committed to supporting and promoting initiatives such as Habitat for Humanity's proposed development, as they fill an affordable housing gap in our community through their unique model of affordable home ownership that helps local families build strength, stability, and independence. We are proud to have Habitat for Humanity Vancouver Island North as a member of the Coalition and have been pleased to recommend and support their past developments through the CVRD Homelessness Supports Service Fund as well as annual contributions from the Town of Comox. Habitat's plans are listed as part of the Coalition's larger 5 Year Plan to End Homelessness. Our 28 member agencies never hesitate to endorse Habitat for Humanity as they have a proven track record, an excellent reputation and successfully bring together members of the community including intended future home-owners, community groups, non profit agencies, business owners, faith organizations and municipal governments to build much needed homes.

We know from experience how the power of collaboration and partnership can provide much needed affordable housing for our community members, and we highly encourage the City of Courtenay to support Habitat's plan to build 12 affordable homes at 1375 Piercy Rd., Courtenay.

Should you have any questions about or wish to discuss further our support for this proposed development please do not hesitate to reach out.

Thank you,

A handwritten signature in black ink, appearing to read "Andrea Cupelli".

Andrea Cupelli
Coordinator for the Comox Valley Coalition to End Homelessness

May 25, 2020

RE: Habitat for Humanity Proposed Development at 1375 Piercy Rd.

Dear Mayor Wells and City of Courtenay Councillors:

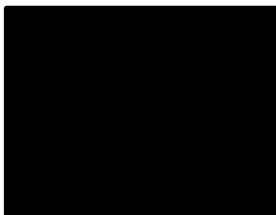
I am writing in support of Habitat for Humanities proposed housing project for 1375 Piercy Road

As I know you all appreciate, like many communities Courtenay and indeed the entire Comox Valley has a shortage of affordable housing, both rental and resident owned. H4H's proposed project will create twelve very needed affordable homes. And, with their proven approach to assisting families become home owners, it will very much be a hand-up, as opposed to a hand-out. This project will make a difference in the lives of 12 local families.

At the same time the project will be a much better use of the land and the City's existing infrastructure, than the single dwelling on the property has to date. Indeed this project seems to be an on point response to Article 2.3 in the City's Affordable Housing Policy *"Provision for small lot infill development in existing neighbourhoods through the Local Area Plan process"*.

I would urge Council to approve this project and enable Habitat for Humanity to increase our stock of truly affordable housing and assist 12 families acquire a permanent home.

Sincerely,





5 June 2020

To whom it may concern:

I am writing from *L'Arche Comox Valley* in support of *Habitat for Humanity's* Piercy Avenue build.

L'Arche CV's role as a champion for people with developmental disabilities in the Comox Valley has evolved with a focus on housing, in addition to other program activities. As a local housing provider working with a disadvantaged population, we see on a daily basis the need for safe and affordable housing and struggle to meet the demand. Habitat's Piercy Avenue build seeks to address this demand for a different demographic - vulnerable families in our community - but the values are the same: We must find a way for people who disadvantaged to access the most basic of human needs, housing. The value of this project to the Comox Valley is unquestionable.

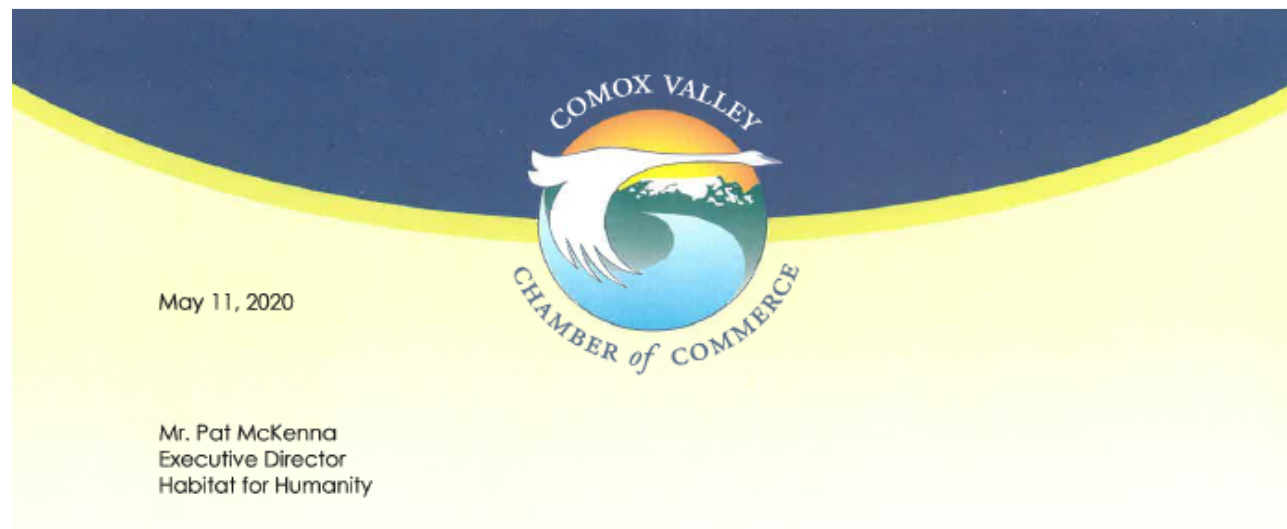
The Piercy Avenue build makes sense for many other reasons as well: walking distance to community amenities (downtown shops, parks, library, etc.), proximity to bus routes, and siting within an established residential neighbourhood, to name a few. And it is a perfect example of urban infill, that ultimately lessens the load on our shared municipal tax bill.

L'Arche CV stands behind Habitat in their desire to build on the Piercy Avenue property and is pleased to support them in whatever way we can.

Sincerely,

Wendy Dyck
Housing Project Development Team
L'Arche Comox Valley

100-1465 Grieve Avenue Courtenay, BC
office@larchecomoxvalley.org 250.334.8320



May 11, 2020

Mr. Pat McKenna
Executive Director
Habitat for Humanity

To whom it may concern,

RE: LETTER OF SUPPORT – 1375 Piercy Road project

This letter of support is to confirm the Chamber's long-term organizational support for Habitat for Humanity VI North. The Chamber of Commerce strongly supports Habitat's development application for the 1375 Piercy Road project. The Chamber of Commerce is a vibrant organization representing 500 members including over 60 non profit organizations of which Habitat for Humanity is a member. The Chamber knows the tremendous value and contribution Habitat for Humanity plays in our community in providing affordable homes for families.

The Comox Valley Chamber endorses Habitat for Humanity's application to build a 12 unit complex for families providing them with the opportunity to build equity as they pay their mortgage. The Comox Valley community has a great need for affordable housing, both for citizens and employers seeking employees, building the complex will ensure affordable housing will be, and continue to be, accessible in our community.

Habitat for Humanity plays a vital role in the economic and social well-being of the Comox Valley as well as builds community and pride through its build programs, restore program and involvement with other not-for-profits and businesses. Habitat for Humanity is a vibrant part of the Comox Valley and we as a community take great pride in their accomplishments and their role in our community.

As a result of Habitat for Humanity's collaboration and involvement in the business and not-for-profit sector, the Comox Valley has responded positively and supportively to the mandate and efforts of Habitat for Humanity Vancouver Island and recognizes the positive impact it has made in the Valley.

The Comox Valley Chamber asks that you support Habitat for Humanity Vancouver Island North by granting them their application request.

Sincerely,

Dianne Hawkins
CEO

Serving the business community since 1919

2040 Cliffe Avenue, Courtenay, BC V9N 2L3 • T: 250.334.3234 • F: 250.334.4908

www.comoxvalleychamber.com



Tom Dishlevoy <tom@tda.ca>

Comment - 1541 Tull - Shannon Kilbery

1 message

Tom Dishlevoy <tom@tda.ca>

Thu, May 21, 2020 at 12:30 PM

To: Logan Ronhovde <logan@habitatnorthisland.com>, Pat McKenna <pat@habitatnorthisland.com>

Hi Guys

I had a decent chat this morning with [REDACTED] from 1541 Tull. She and a few of her neighbours are concerned about overflow parking all over their neighbourhood, spilling out from the lane onto Tull. I explained the situation at Lake Trail and the single parent ownership that has occurred there. I also let them know that there was plenty of closer parking on Piercy. They will be requesting that the City maintain the Piercy street parking (no more no parking areas) and close the lane at the Tull entrance.

There was no sense trying to explain that unless they barricaded the lane against pedestrians too, people could still park on Tull and walk in the back way to the project.

She was somewhat upset that she and her neighbours were going to have to rally their forces again, having only just vanquished the previous multi-unit project.

T

ps She was of the opinion that today was the last day for comments? Are we there already?

Thomas Dishlevoy, ARCHITECT AIBC, MRAIC, LEED® A.P.
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W: www.tda.ca



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To PlanningAlias

To Whom it May Concern,

We reside at 1525 Piercy Ave, and have quite a few concerns regarding the direction and maintenance on this street. We have only been here 3 yrs, originally from Qualicum Beach, and we have had three shooting incidents, as well as numerous issues with homeless people going through the garbage and drug use. I personally wrote an email over a year ago, regarding the lack of bylaw enforcement in this area, which has directly influenced the homeless and drug activity. I never received a reply or acknowledgement from the City, which speaks volumes. The bylaw concerns I wrote about was regarding the unsightly commercial/industrial yard on the corner of Piercy and Cumberland and the open dumpster at the Pacific Court condos on Piercy, this dumpster attracts many homeless, and although the commercial/industrial sight was developed before the green regulations were put in place, they are still operating and should be responsible for their appearance for the good of the community, frankly it is very embarrassing and shameful. Our property taxes went up at least 40%, yet Habitat for Humanity thinks this would be good for families to raise their children? right now its not good for anyone.

I understand the need for affordable housing and have seen the one being built across the street from Lake Trail, personally I would prefer to see this one with a 55 and over policy, as they are in desperate need of affordable housing as well, and as long as they keep their dumpster is locked and the grounds landscaped I would support it, which brings the question, who is they?? who is going to maintain the grounds etc on this property?

I would also strongly encourage that the City do what they can to enforce, encourage, and support the commercial/industrial property in cleaning it up. Perhaps plant cedars along the fence, landscape the Cumberland front, and close the gate on Piercy to restrict their traffic to use the Cumberland exit/entrance way only. This will help alleviate the extra traffic at the corner for those families and residence that are using that busy cross walk.

Kind regards,

[REDACTED]



May 18, 2020

To whom it may concern:

Re: Habitat for Humanity North Island 1375 Piercy Ave proposed development

We at St George's United Church, Courtenay, are pleased to be able to write a letter of support for Habitat for Humanity North Island's proposal to build three four-unit townhouse buildings (12 units in total) with 2 of the units accessible, at 1375 Piercy Avenue.

We are very aware of the work of Habitat for Humanity North Island, having selected them as our charity partner of the year in 2018. Our support for Habitat for Humanity involved donations (both financial and in-kind) as well as volunteer hours towards their Lake Trail project.

We support the provision of safe, affordable, and appropriate community-based housing for all, especially those who face difficulties in accessing that housing. It is important that there is a continuum of housing available to meet people's different needs, challenges, and resources. Habitat for Humanity fills an important gap on the continuum – that of housing for low-income working families, often those led by single parent. Habitat for Humanity's model of housing involves and empowers the new householder as they contribute volunteer hours in the creation of the housing in place of providing a down payment, usually beyond their means to provide. Habitat for Humanity, by building multi-family housing, generally townhouses, gives families a chance to live in a caring and supportive community with other families who understand the struggles they have been able to overcome.

We believe that God calls us to support the vulnerable in our society; those considered the "working-poor" often have few options and supports and are easily forgotten. Habitat for Humanity fills an important gap in meeting their housing needs. We enthusiastically support their application to house 12 more families in the Comox Valley.

Regards,

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

Ryan Slifka

Lead Minister, St George's United Church, Courtenay



Tom Dishlevoy <tom@tda.ca>

Re: Record of Phone Comment

1 message

Tom Dishlevoy <tom@tda.ca>

Thu, May 14, 2020 at 1:35 PM

To: Logan Ronhovde <logan@habitatnorthisland.com>

Cc: Pat McKenna <pat@habitatnorthisland.com>

Hi Guys

LOL!

No sooner did I get off the phone with you Logan than my phone rang and I got a lovely lady and senior citizen who lives around the corner, in a not so ideal situation with her neighbour. She was very interested in the tenure of the units, and whether she would be eligible. I am not very well versed in the HABITAT selection criteria, so I directed her to the HABITAT offices for more information.

A lovely experience non the less and a question we should answer as I don't think any of our submission documents make mention of how these units find owners. Does HABITAT have this process nicely documented somewhere that we can use in the reply?

Awaiting your reply.

T

Thomas Dishlevoy, ARCHITECT AIBC, MRAIC, LEED® A.P.
Studio 305 - 1819 Beaufort Avenue
Comox, BC V9M 1R9
P: 250.339.9528 M: 250.650.4777
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W: www.tda.ca



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On Thu, May 14, 2020 at 1:23 PM Logan Ronhovde <logan@habitatnorthisland.com> wrote:
| Phoncall from (250) 884-1402

Comments from the caller:


Why are you doing this again?
We've just been through this less than a year ago.
We do not want multifamily.
We do not want density.
The neighborhood is already too dense.
What the hell is Habitat for Humanity anyway.
You're just going ruin our neighborhood and disappear.
How the hell are they going to do the townhall meeting with the [REDACTED]-virus?
[REDACTED]

Logan Ronhovde
Build Coordination Volunteer
Habitat for Humanity Vancouver Island North
Cell: 250.202.3462



Virus-free. www.avast.com

To PlanningAlias

 You forwarded this message on 5/15/2020 11:48 AM.

Hello,

As a neighbor for the proposed development at 1375 Piercy, I received a letter in the mail two days ago from Thomas Dishlevoy Architecture informing me of the proposed development. The letter explained that further details could be found through the City's Planning Department, which I duly looked up online that day. I looked at both the Zoning Amendment and the Development Permit w/Variations links, and particularly tried to find information about a public hearing. At that time, there was no information about a public hearing on either form.

This evening, when I was helping a neighbor navigate the site, I noticed that there was a 'Neighborhood Information Meeting' held yesterday about the Zoning Amendment! Why was this information not available as soon as all of the material was posted for public information? Are we supposed to check daily to make sure there isn't a meeting scheduled at the last minute that we may miss?

I have a few concerns about this development, primarily with the developer wanting 1.5 meters of the lane that is already too narrow to accommodate two-way traffic and the number of vehicles that will be using the short lane as the only access to their homes (26). I would have liked to see a development that is fenced all around and has their own parking within their property, with a long driveway out to Piercy (exactly like the other Habitat for Humanity Development less than a block away). The lane access cannot be narrowed; as it stand now, the garbage and recycling trucks can barely get around the 90-degree bend in the lane, which is just outside my property. The lane must also accommodate fire trucks for the safety of all residents.


I am keen to attend any and all public information sessions or hearing regarding this matter, so please let me know where on your site this information will be posted and how often I need to check for it.

[REDACTED]

[REDACTED]

1050-A Cumberland Road

To PlanningAlias

 You forwarded this message on 5/19/2020 9:33 AM.

Habitat for Humanity seeking approval for 1375 Piercy Avenue.

A couple of issues we have with the proposal. One is the gravel upgrade to the lane. The lane is a dust bowl with the traffic that now uses it. If you are adding 16 vehicles to the lane daily, I would like to see the lane paved and water run off handled properly. Also the noise from the vehicles on gravel. We have enough noise from Cumberland road.

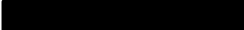
In your plans you want to take some of the lane 's width to be used for the site. Concern for that is, it is hard enough to pass another vehicle at this time, especially the garbage trucks. On the plans it shows parking for 16 vehicles. You have twelve units, so for visitors or for the families with two cars, where do they park? The lane has to be no parking other than on your property.

Please keep in mind, it is a lane not a road. We already have a busy road in front of our house. Not in favor of a busy lane also. Would like to keep some peace and quite.

We would rather see the people that would live there enter from Piercy and park within. That might mean they lose a unit or two for parking.


Also on the meeting that just passed, better notice please. It should of been on your mail out, as your mail gave us until May 22 for comments. We did not go on the site right away so we missed the notice on the meeting.

Regards



1040 Cumberland rd

To PlanningAlias

On behalf of the property at 1015 Tull Avenue, we have no objections to the proposed development.


Sent from my iPhone

To PlanningAlias


 We removed extra line breaks from this message.

comments regarding new development project pursuing a re-zoning and development permit:

Thumbs up. I'm for affordable housing and a mixture of housing in our neighbourhood

Occupant
404 - 1045 Cumberland Rd
Courtenay BC

To PlanningAlias

 You replied to this message on 5/12/2020 8:48 AM.

To whom it may concern,

I am wholeheartedly in favour of the proposal to develop the weed patch known as 1375 Piercy.



Owner of Suite 104 Arran house.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3090-20-2002

From: Chief Administrative Officer

Date: July 20, 2020

Subject: Development Variance Permit No. 2002 - 3200 Majestic Drive

PURPOSE:

The purpose of this report is for Council to consider the issuance of a Development Variance Permit to reduce the minimum front and rear yard setbacks for a proposed 36-lot subdivision.

CAO RECOMMENDATIONS:

That based on the July 20th, 2020 staff report, "Development Variance Permit No. 2002 – 3200 Majestic Drive", Council approve OPTION 1 and issue Development Variance Permit No. 2002.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is centrally located within the Crown Isle community and currently a vacant pocket of land surrounded by golf course fairways. While the immediate surroundings have been developed for several years this parcel remains vacant.

The applicant has applied for a Development Variance Permit (DVP) to reduce the minimum front yard and rear yard setback requirements for all 36 lots within the proposed subdivision (See **Attachment No. 2** for the applicant's letter of intent and proposed subdivision plan).



Figure 1: Subject Property and Context

DISCUSSION:

The proposal is located within the Comprehensive Development Zone One, Area B (CD-1B) zone. This zone allows a minimum lot size of 465m². Many of the proposed lots are near this minimum but others much larger at 900m² to 1000m² which is primarily a result of the irregular shape of the subject property. The applicant rationalizes the variances as necessary to allow for a higher density of development (more lots) without shrinking the anticipate building footprints/house size typical of the Crown Isle community. In the case of the larger lots, reduced front and rear yards are also proposed to ensure neighbourhood cohesion with uniform setback distances in addition to design flexibly.

Table 1 below summarizes the requested variances. In all zones building elements such as eaves, porches, and decks are allowed to project into the required setback to a maximum of 0.6m. Since variances are from the closest building elements to the property line, the variance request has been adjusted as shown below.

	Required	Proposed Variance (to building face)	Proposed Variance (factoring in projections)
Front Yard	7.5m	6.0m	5.4m
Rear Yard Single residential Lot	9.0m	7.5m	6.9m
Rear Yard Multi residential lot	10.0m	7.5m	6.9m

Table 1: Proposed Variances

Given that this is a new neighbourhood surrounded by fairways, staff have no concerns with the proposed variances especially since they will enable smaller lot sizes and add design flexibility which should translate into a more compact and visually diverse streetscape and neighbourhood.

As part of the subdivision there are two multifamily lots shown as lot 6 and 13. This variance will also apply to these lots. Given the irregular shape the reduced setbacks will have marginal impact on the eventual site layout but, again, allow for some design flexibility and consistency.

Staff assess the requested variances as minor and supportable.

FINANCIAL IMPLICATIONS:

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

Development Cost Charges (DCCs) will be collected at the time of subdivision at the rate set out in the DCC Bylaw.

ADMINISTRATIVE IMPLICATIONS:

Processing development variance permits is a statutory component of the work plan. Staff has spent approximately 15 hours processing this application to date. Should the proposed development variance permit be approved, an additional two hours of staff time will be required to register the permit and close the file. Additional staff time will be required to process subsequent subdivision and building permit applications including inspections.

ASSET MANAGEMENT IMPLICATIONS:

There are no immediate asset management implications related to the proposed development. The developer is responsible for the design and installation of all required infrastructure. However, once the infrastructure is installed, sidewalks, street trees, street lighting, stormwater, water and sewer systems, the City will assume ownership and maintenance of the infrastructure. Staff works closely with the applicant through both the subdivision and building phases to ensure that the infrastructure is design and installed to City specifications.

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- ▲■ Identify and support opportunities for lower cost housing and advocate for senior government support
- ▲ Encourage and support housing diversity

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

- Housing Need Assessment

OFFICIAL COMMUNITY PLAN REFERENCE:

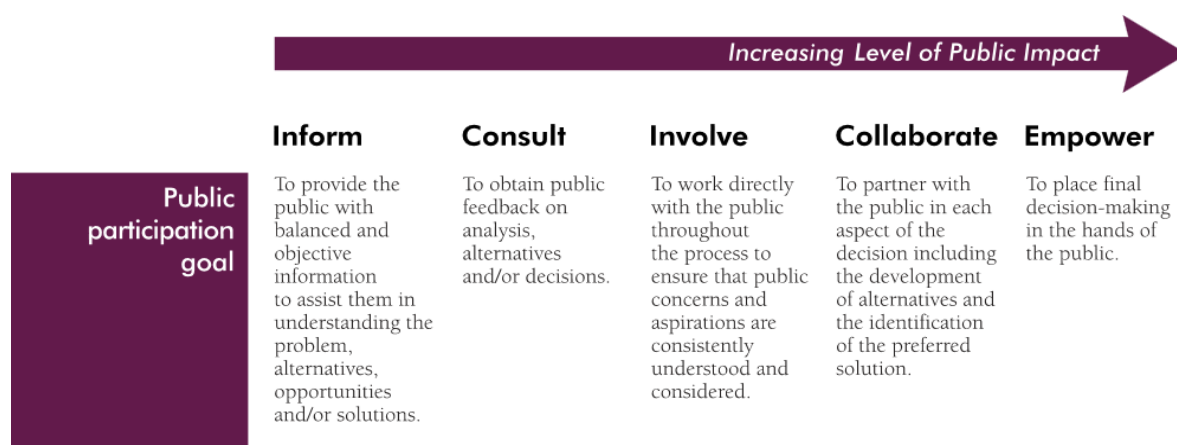
The subject property is designated as “Mixed Use” in the OCP and consistent with the limited policy direction provided.

REGIONAL GROWTH STRATEGY REFERENCE:

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

CITIZEN/PUBLIC ENGAGEMENT:

As per Council’s direction, under the IAP2 Spectrum of Public Participation the level of public input that has been undertaken is “Consult”.



The applicant mailed out a public information meeting package on June 3, 2020 to adjacent property owners and occupiers. The materials contained in the public information package are referenced in **Attachment No. 3**.

In accordance with *the Local Government Act*, the City has notified property owners and occupants within 30 metres of the subject property of the requested variances and provided the opportunity to submit written feedback. To date, staff has not received any responses.

OPTIONS:**OPTION 1: (Recommended)**

THAT based on the July 20th, 2020 staff report, “Development Variance Permit No. 2002 – 3200 Majestic Drive”, Council approve OPTION 1 and issue Development Variance Permit No. 2002.

OPTION 2: Defer consideration of Development Variance Permit No. 2002 pending receipt of further information.

OPTION 3: Not approve Development Variance Permit No. 2002.

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

Attachments:

- Attachment No. 1 Draft Development Variance Permit
- Attachment No. 2 Applicant's Letter of Intent and Proposed Subdivision Plan
- Attachment No. 3: Alternative Public Information meeting Summary

Attachment 1: Draft Development Variance Permit

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-2002

DEVELOPMENT VARIANCE PERMIT

To issue a Development Variance Permit

To: **Name:** Silverado Land Corporation, Incorporation No. BC1170070
 Address: 201-467 Cumberland Road
 Courtenay BC V9N 2C5

Property to which permit refers:

Legal: Lot B, Block 72, Comox District, Plan VIP74891 Except Part in Plan EPP11322
Civic: 3200 Majestic Drive

Conditions of Permit:

Permit issued to for the property legally described Lot B, Block 72, Comox District, Plan VIP74891 Except Part in Plan EPP11322, allowing for future subdivision creating 36 residential lots with the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

Section 8.32.9 – Setbacks

1. Reduce the minimum front yard for proposed lots 1 to 36 from 7.5m to 5.4m.
2. Reduce the minimum rear yard for proposed lots 1 to 5, 7 to 12 and 14 to 36 from 9.0m to 6.9m.
3. Reduce the minimum rear yard for proposed lots 6 and 13 from 10.0m to 6.9m.

Development Variance Permit No. 2002 is subject to the following conditions:

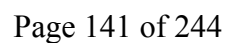
- That the development shall conform to the plan as shown in Schedule No. 1.

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



Attachedment 2: Applicant's Letter of Intent and Proposed Subdivision Plan



Tel: (250) 703-5050 Toll Free: (888) 338-8439
Fax: (250) 703-5051 info@crownisle.com
399 Clubhouse Drive, Courtenay, BC Canada V9N 9G3

April 14, 2020

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

Attention: Matthew Fitzgerald

**Re: Development Variance Permit Application for Lot B, Plan VIP74891, Block 72,
Comox Land District**

Dear Matthew:

Please find enclosed the Development Variance Permit application for Lot B, Plan VIP74891, Block 72, Comox Land District. Also enclosed are the following:

- Current Certificate of Title
- Subdivision plan showing proposed setbacks
- Development Variance Permit application fee of \$ 1,000

The purpose of the variance application is to vary the front yard and rear yard setbacks for each single-family lot in the proposed development (Lots 1 to 36 in plan EPP97226 and Lots 1 to 5, 7 to 12 and 14 to 20 in plan EPP97227) from 7.5m to 6.0m and from 9.0m to 7.5m respectively. We have designed this development to be of higher density with the lots being slightly smaller than typical lots in Crown Isle. The reduced setbacks will provide design flexibility and the ability to accommodate construction of reasonably sized houses within a smaller lot footprint. This setback model replicates Area G and Area H in Crown Isle, also having 6.0m front yard and 7.5m rear yard setbacks, which has been very desirable and resulted in a very pleasing streetscape.

Should you have any questions or require any additional information, please do not hesitate to contact me.

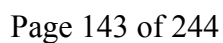
Yours truly,

A handwritten signature in black ink, appearing to read "Rick Waldhaus", with a long horizontal flourish extending to the right.

Rick Waldhaus, C.P.A. - C.G.A.
CFO, Silverado Land Corp.

www.crownisle.com

GOLF SHOP RESORT CENTRE VILLAS REAL ESTATE RESTAURANTS GOLF ACADEMY



Attachment No. 3: Alternative Public Information meeting Summary



Tel: (250) 703-5050 Toll Free: (888) 338-8439
Fax: (250) 703-5051 info@crownisle.com
399 Clubhouse Drive, Courtenay, BC Canada V9N 9G3

June 22, 2020

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

Attention: Matthew Fitzgerald
Re: Development Variance Permit Application for Lot B, Plan VIP74891, Block 72,
Comox Land District

Dear Matthew:

Please find enclosed our report on the alternative public information mail out we sent out on June 03, 2020 regarding the Variance Permit Application for the above captioned property. A copy of the mail out is enclosed for your reference. Also enclosed is the list of residents the package was sent to and copies of the various comments received.

Should you have any questions or require any further information, please do not hesitate to call me.

Yours truly,

A handwritten signature in black ink, appearing to read "Rick Waldhaus", with a long horizontal flourish extending to the right.

Rick Waldhaus, CFO
Silverado Land Corp.

www.crownisle.com

GOLF SHOP RESORT CENTRE VILLAS REAL ESTATE RESTAURANTS GOLF ACADEMY

SILVERADO LAND CORP.
REPORT ON ALTERNATIVE PUBLIC INFORMATION MAIL OUT
RE: DEVELOPMENT VARIANCE PERMIT APPLICATION
DVP00024-3200 MAJESTIC DRIVE

An Alternative Public Information Mail Out was sent out on June 3, 2020 to the list of residents provided by the City of Courtenay.

I met directly with two of the residents, neither of which had any concerns with the application.

Each individual resident was sent a package that included the following:

Development Variance Permit Application Information including:

1. The site map of the project
2. Variance details

No other comments have been received regarding the application.

[REDACTED]

Thu, Jun 11,
8:25 AM (11
days ago)

to me

Hi Rick

I have no problem with your proposal on changing the setbacks as outlined in your letter.

Thanks

[REDACTED]

[REDACTED]

Fri, Jun 19,
1:33 PM (3
days ago)

to me

Hello Rick.

Judy and I have no problem with the proposed changes to the setbacks outlined in your letter and site plan dated June 3rd.

We are looking forward to the completion of the new neighbourhood.

[REDACTED]



Tel: (250) 703-5050 Toll Free: (888) 338-8439
Fax: (250) 703-5051 info@crownisle.com
399 Clubhouse Drive, Courtenay, BC Canada V9N 9G3

June 3, 2020

Dear Residents:

Re: Alternative Public Information Mail Out - Application for Variance for Lot B, Plan VIP74891, Block 72, Comox Land District, 3200 Majestic Drive

Silverado Land Corp. is planning to develop a new residential development at 3200 Majestic Drive. A copy of the development site plan is attached for your reference. Please be advised that Silverado Land Corp. has applied to the City of Courtenay for a variance to the front yard and rear yard setbacks for the single family lots in the development from 7.5 meters to 6.0 m and 9.0m to 7.5m respectively. The City requires that the developer notify the adjacent property owners to inform them of the variance application. A link to the City of Courtenay's website where the application submission can be viewed is below:

<https://prospero.courtenay.ca/TempestLive/ourcity/Prospero/Details.aspx?folderNumber=DVP00024>

Please review the enclosed information at your earliest convenience. I can be reached at my contact details below if you have any questions regarding the application. Please ensure to provide any comments by June 18, 2020.

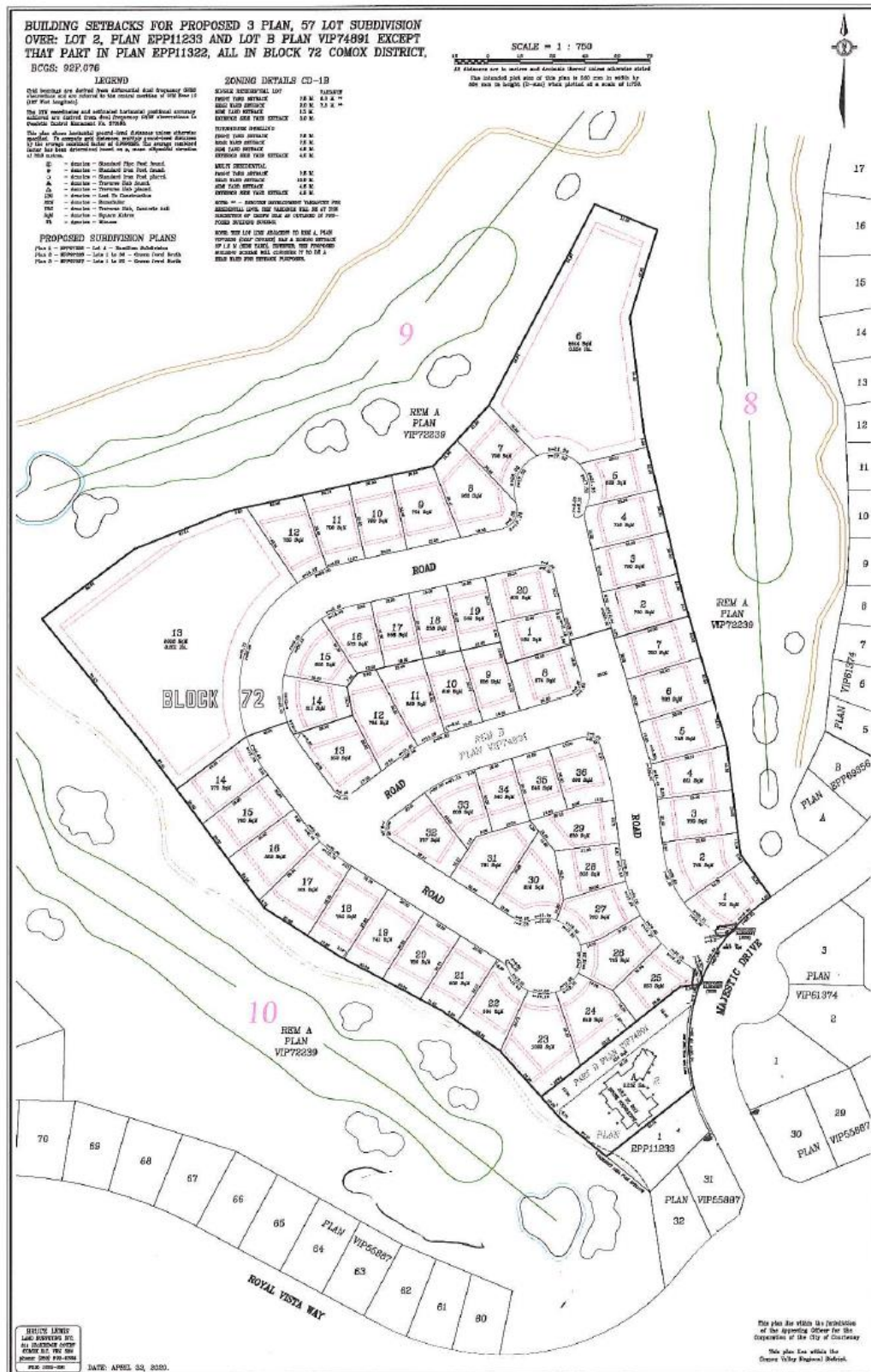
Yours truly,

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

Rick Waldhaus, CPA – CGA
CFO, Crown Isle Resort and Golf Community
Phone: 250-703-5006
Email: rwaldhaus@crownisle.ca

www.crownisle.com

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THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 11th Street Road End Land Exchange

File No.: 0940-20
Date: July 20, 2020

PURPOSE:

The purpose of this report is for Council to provide direction on the sale of the City property located at the 11th Street road end adjacent to the Courtenay River.

CAO RECOMMENDATIONS:

That based on the July 20, 2020 staff report, "11th Street Road End Land Exchange" Council direct staff to advise Mr. Laver that the City is no longer interested in a formal agreement for a land exchange related to the 11th Street road end; and

That the 11th Street road end be included in the City's Land Acquisition and Disposition Strategy.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In the fall of 2017 the City entered into a sales agreement with the land owner (Mr. Laver) adjacent to the 11th Street road end. The intent of the agreement was to sell the City land to Mr. Laver (less the riparian area) for the purpose of consolidating it with his existing properties to build a seniors facility. The agreement had a number of conditions precedent to the sale and a two year window to complete those requirements. The deadline for completion was September 30th 2019.

In June of 2019, Mr. Laver had not begun the necessary processes including subdivision, rezoning and development permit to complete the sales agreement. With only three months remaining to complete these tasks Mr. Laver requested that the agreement be extended.

Staff prepared a report requesting that the agreement be extended and at the June 17, 2019 Council meeting Council passed the following resolution:

That the main motion be amended to remove the timeline for the extension of the agreement *for another two years* to permit staff to consult with the City's solicitor and Mr. Laver to negotiate and draft a revised land exchange agreement between the City and Mr. Laver with options for extension.

Following the June meeting there was no direct communication between staff and Mr. Laver until December 2019. At that time Mr. Laver indicated he was still pursuing a partner and had an interested party.

In February 2020, staff were contacted by Mr. Laver who forwarded a request from a development interest asking that staff confirm information related to heritage and archaeological resources on the property. Staff advised this was not a service the City provided and that they should retain a consultant to undertake the necessary assessments. At that time staff also requested that Mr. Laver provide an update on where he was in the process of completing the necessary processes to meet the conditions of the original agreement. Staff advised that the issue had been dragging on for years without any substantive progress and would be recommending that Council not further renew the agreement. The City did not receive a response to that email.

In June 2020, staff were contacted by a party who had an interest in the lands. While there was genuine interest, the plan that was proposed had a few challenges. Staff advised the third party that at this stage there was no formal agreement in place to sell the land to Mr. Laver and a report was being prepared for Council to consider withdrawing a specific offer to sell the lands.

DISCUSSION:

Over the last 3-4 years there have been many discussions indicating that something was coming and there were developers showing an interest in the properties. To date nothing substantive has materialized. At this point staff recommend that Council make clear the City is not interested in entering into a new agreement.

Further, staff recommend that the 11th Street road end be included in the City's Land Acquisition and Disposition Strategy. In the future should the City receive a legitimate development interest in the property negotiations could begin at that time.

FINANCIAL IMPLICATIONS:

Pursuant to the 2017 agreement all costs associated with this land exchange are to be paid by Mr. Laver. In 2017 Mr. Laver deposited \$5,000 with the City to cover the City's legal costs related to this project. To date \$3,150.00 remains deposited. These funds will be returned to Mr. Laver should Council decide to support the staff recommendation and not proceed with the sale of the 11th Street property to Mr. Laver.

ADMINISTRATIVE IMPLICATIONS:

Staff have spent approximately 60 hours on this file dating back to the original agreement in 2017 and including all subsequent phone calls, meetings, a report to Council in June 2019 and the preparation of this report.

ASSET MANAGEMENT IMPLICATIONS:

There are no immediate asset management implications with this request. There is a storm main within the closed road area that may need relocation depending on the final development plan. This will be done at the expense of any future developer.

STRATEGIC PRIORITIES REFERENCE:

In the November 2019 strategic priorities update “City Land Strategy/Acquisition and Disposal” is included as a **Next** priority.

The following section of the City of Courtenay 2019-2022 Strategic Priorities applies to this proposal.

We support diversity in housing and reasoned land use planning

- Assess how city-owned lands can support our strategic land purchases and sales.

OFFICIAL COMMUNITY PLAN REFERENCE:

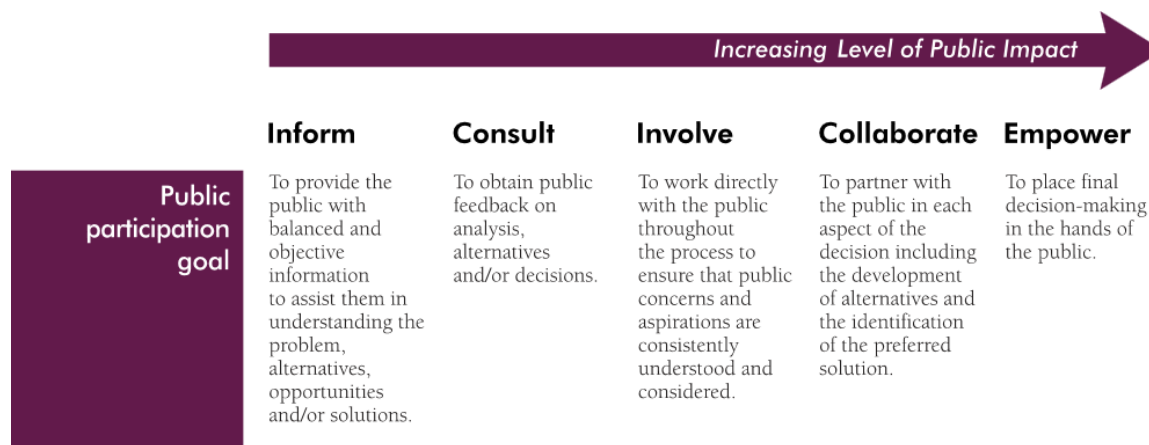
Not specifically referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not specifically referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Should the City proceed to dispose of the land in the future there will be a road closure and land disposition notification. Staff will **consult** the public during those processes based on the IAP2 Spectrum of Public Participation:



OPTIONS:

- OPTION 1: That based on the July 20, 2020 staff report, “11th Street Road End Land Exchange” Council direct staff to advise Mr. Laver that the City is no longer interested in a formal agreement for a land exchange related to the 11th Street road end; and

That the 11th Street road end be included in the City's Land Acquisition and Disposition Strategy.

(Recommended)

- OPTION 2: Direct staff to continue discussion and negotiation with Mr. Laver regarding the land sale/exchange.
- OPTION 3: Request additional information (to be specified) prior to making a decision.

Prepared by:



Ian Buck, RPP, MCIP
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1970-02

From: Chief Administrative Officer

Date: July 20, 2020

Subject: COVID 19 - 2020 Financial Impact Update and Tax Sale Considerations

PURPOSE:

The purpose of this report is to provide Council with an update on the estimated financial implications of COVID-19 on the City of Courtenay's 2020 budget, tax collection, and statutory tax sale process.

POLICY ANALYSIS:

The tax sale process is governed by Section 254 of the *Community Charter* and Part 16 Division 7 of the *Local Government Act*.

EXECUTIVE SUMMARY:

The COVID-19 pandemic continues to impact the City's financial situation and staff continue to carefully monitor the City's financial position as plans are made to gradually and safely re-open limited services. Changes to the legislation that governs local government finance have now been formally released by the Province through Ministerial Order No. M159. Council has been made aware of these changes and impacts to the City through previous updates and this report will focus on the outstanding decision to delay the 2020 Tax Sale. In addition this report will provide Council with an update on the 2020 tax collection season and estimates of the potential impact to the 2020 Fiscal year.

CAO RECOMMENDATIONS:

That based on the July 20, 2020 Staff Report "COVID 19 – 2020 Financial Impact Update and Tax Sale Considerations", Council approve delaying the 2020 Tax; and

That Council proceed to three readings and final adoption of the 2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Council was presented with the confidential staff report, "COVID 19 – 2020 Preliminary Financial Impact and Tax Cycle Considerations" on May 11, 2020. This provided Council with preliminary high level scenarios

and estimates of the potential financial impacts faced by the City of Courtenay due to the global Coronavirus (COVID-19) outbreak. In addition, Council was presented with several changes to the legislation that governs local government finance announced by the Province in a circular format. Staff provided Council with detailed information and impacts specific to Courtenay, which Council carefully considered and passed the following resolution:

"That based on the May 11th, 2020 Staff Report "COVID 19 - 2020 Preliminary Financial Impact and Tax Cycle Considerations", Council not approve an Alternative Tax Collection Scheme bylaw in 2020 and default to the regular July 2nd due date with the 10% penalty for Class 1, 2, and 9 properties on July 3rd; and

That Council direct staff to draft an operating reserve fund bylaw to address current year cash flow short falls as a precaution; and

That Council direct staff to update the current Revenue Anticipation bylaw in place to allow for up to \$10 Million dollars to be borrowed to meet current year lawful expenditures as a precaution; and

That Council rise and report on this resolution as deemed appropriate by staff."

Staff are currently working on drafting the operating reserve fund bylaw and have completed all other requests in the above resolution.

DISCUSSION:

Impact on 2020 Budget:

As a result of the COVID-19 outbreak, the City is experiencing negative financial impacts in 2020 and potentially beyond. Other sources of revenue that the City relies on besides taxation have been impacted, such as recreation revenue, gaming funds, and interest earnings. In addition there will be some savings related to program and event cancellations, staff vacancies, and conference and travel cancellations. The full net impact is difficult to estimate given there may be a second wave of the virus in the fall and it's unclear of how that could affect our finances.

The following financial impact estimate in Table 1 below, is based on the full facility closures experienced for approximately 3.5 months (mid-March to July) with gradual re-opening and limited program offering through the summer and more services being offered in the fall, however at lower capacity than normal due to physical distancing measures. Finance has been advised that Emergency Management BC will not be covering any restart costs related to opening up and offering services. Therefore all costs to modify facilities, provide additional sanitation, signage, etc. to comply with health and safety requirements are up to the Municipality to cover. All departments have been informed that these costs must come out of their regular operating budgets and there will be no additional funding for these expenses.

Staff are cautiously estimating that the City could experience a loss of up to approximately \$700,000 in Gaming Revenue in 2020. The Gaming fund will be revisited later in the year through the 2021 budget process for future year spending.

Table 1: Estimated COVID-19 Pandemic 2020 Budget Impact – As at June 30, 2020

	2020 Annual Forecast as at June 30, 2020
Impact on Revenues	
Investment and Penalty Revenue	(289,400)
Development Services Revenues	63,700
Solid Waste Revenues	(234,400)
Parking Revenues	(5,200)
Police Services Revenues	(59,800)
Recreation Programs Revenues	(892,200)
Recreation Facilities Revenues	(377,900)
Parks Revenue	(10,300)
Other Revenues	8,400
Total Reduction in Revenues	(1,797,100)
Impact on Expenses	
Recreation Programs Expenses	(463,000)
Recreation Facilities Expenses	(46,200)
Training / Conference & Travel	(274,500)
Total Reduction in Expenses	(783,700)
Net impact - General Operating (shortfall)	(1,013,400)
Gaming Revenue - Impact to 2021 Fin Plan	(700,000)

As outlined in the previous update to Council on May 11, 2020, the City did not need to utilize all of the budgeted prior year surplus in 2019, therefore carried forward an additional \$1 million dollars available to assist with offsetting some of the losses experienced in 2020 due to COVID-19. The City also has approximately \$100,000 in a risk reserve that could be used if required. Staff will continue to monitor the impacts and will report back to Council regularly with updates on the financial situation and any budget amendments required for year end.

It should be noted that these are still preliminary estimates and staff will continue to review essential service levels and prioritize capital and operating projects in 2020 as the situation evolves.

2020 Tax Collection Update:

The doors to City Hall remained closed this tax season due to the COVID-19 pandemic and all tax collection was done through online options, mail, and the drop box. Communications were enhanced through newspaper, radio, social media, and our website to support this. Effective June 15th city staff were able to start offering a safe in person payment option by appointment only. We received 31 requests for appointments. Overall we experienced a large increase to our backend workload providing support over

the phone, email, and data entry, but the general consensus from Finance staff is that it went smoothly and it was a great opportunity to promote remote methods which we are hoping will continue into the future. This year we experienced a 70% increase in the number of electronic home owner grants claimed versus 2019. There was some negative feedback from the public around completing deferrals online. However, this is a Provincial program that was moved to an online platform this year and the City has no control or involvement with it. Staff did their best to support these clients but were instructed to redirect their concerns to the Province.

The City's total collection status as of the July 2nd deadline was 87.8%. (91.5% Residential, 75.3% Commercial). Although 12.2% or \$7,256,597 remains outstanding, the majority is made up of commercial properties. The Province extended the penalty for these properties to October 1 this year only therefore we are expecting this outstanding amount to decrease as we approach September 30th. Our collection status in 2019 at the same time was 92%.

Staff do not anticipate having to borrow funds to meet the City's 2020 obligations at this time.

2020 Tax Sale Considerations

The Province has now formally released Local Government Finance (COVID-19) Ministerial Order M159 (Attachment #1) and provided additional context to Municipalities for implementation. The final outstanding item for Council to consider is delaying the 2020 Tax Sale by one year. The annual tax sale auction is normally held in Council Chambers on the last Monday in September each year. The collector must offer for sale by public auction each parcel of real property on which taxes are delinquent (2 years behind). There is a formal statutory process leading up to this auction which includes notifying property owners and statutory advertising. As at July 10, 2020 there are 25 properties on the delinquent list. Section 15 of Ministerial Order M159 allows Municipalities to delay the Tax Sale by one year by adopting a bylaw before August 31, 2020. Council must then send notice to each property owner with delinquent taxes within two weeks of the bylaw adoption. If left unpaid, the delinquent balance including accrued interest will remain as delinquent until the next tax sale is held on September 27, 2021. Staff will continue to make best efforts to collect delinquent taxes with regular reminders. There is no requirement for public notice.

Staff are recommending that Council delay the 2020 Tax Sale for the following reasons:

- Limited access to City Hall Council Chambers during COVID-19 pandemic.
- Auction draws several members of the public into close quarters. Social distancing would be difficult to adhere to.
- The Province extended the penalty for commercial properties to October 1, therefore staff will be busy with a second mini tax season and penalty run concurrently with the tax sale process.
- May reduce stress for those already experiencing financial hardship.

A draft bylaw has been prepared if Council chooses to proceed. (Attachment #2) Three readings and final adoption is recommended, as per Ministerial Order No. M192 approved by the Minister of Public Safety and Solicitor General under the authority of the Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10 (COVID-19).

ADMINISTRATIVE IMPLICATIONS:

Staff continue to monitor the financial impacts of COVID-19 and stay abreast of any changing municipal financial legislation. Once the bylaw to delay the tax sale is adopted, staff will prepare notifications to the appropriate property owners within the two week requirement. Staff will report back to Council as necessary with any new information affecting the City's financial situation.

ASSET MANAGEMENT IMPLICATIONS:

Not Applicable

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

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

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

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

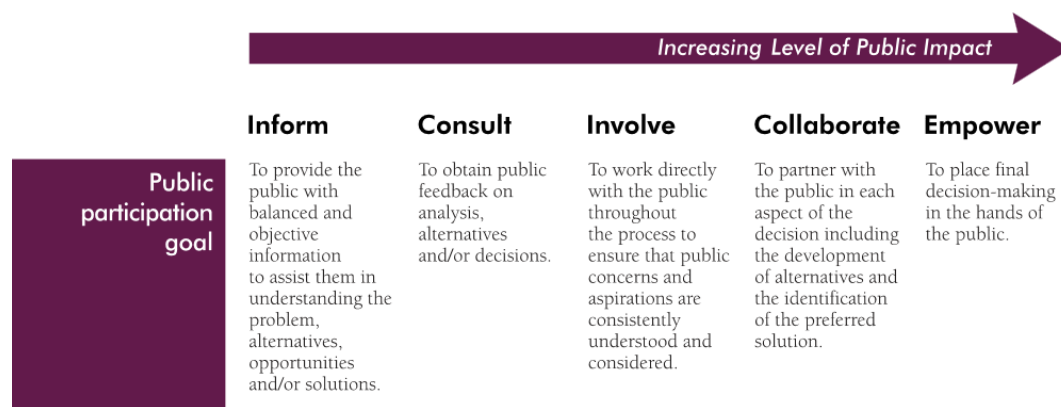
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

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

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



OPTIONS:

- OPTION 1: That Council approve delaying the 2020 Tax Sale; and
- That Council proceed to three readings and final adoption of the 2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020. **[RECOMMENDED]**
- OPTION 2: That Council not approved delaying the 2020 Tax Sale and direct staff to proceed with the normal statutory process.
- OPTION 3: That Council delay this decision and request further information from staff at a future Council meeting.

Prepared by:



Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence by:



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

- Attachments: #1 Local Government Finance (COVID-19) Ministerial Order No. M159
- #2 Draft 2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL*Emergency Program Act*

Ministerial Order No. M159

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;

AND WHEREAS it is in the public interest to ensure that certain financial measures be authorized so that local governments have operating funds during the emergency and the impacts of the emergency are lessened by varying, extending or deferring requirements;

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 the attached Local Government Finance (COVID-19) Order is made.

May 15, 2020

Date



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; OIC 241/2020

LOCAL GOVERNMENT FINANCE (COVID-19) ORDER

Division 1 – General

Definitions

1 In this order:

- “**board**” has the same meaning as in the Schedule of the *Local Government Act*;
- “**City of Vancouver**” has the same meaning as “city” in section 2 of the *Vancouver Charter*;
- “**council**” has the same meaning as in the Schedule of the *Community Charter*;
- “**Greater Vancouver Sewerage and Drainage District**” has the same meaning as “Corporation” in section 2 of the *Greater Vancouver Sewerage and Drainage District Act*;
- “**Greater Vancouver Sewerage and Drainage District Administration Board**” has the same meaning as “Board” in section 2 of the *Greater Vancouver Sewerage and Drainage District Act*;
- “**Greater Vancouver Water District**” has the same meaning as “Corporation” in section 2 of the *Greater Vancouver Water District Act*;
- “**Greater Vancouver Water District Administration Board**” has the same meaning as “Board” in section 2 of the *Greater Vancouver Water District Act*;
- “**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;
- “**Municipal Finance Authority**” means the Municipal Finance Authority of British Columbia continued under section 2 [*authority continued*] of the *Municipal Finance Authority Act*;
- “**municipality**” has the same meaning as in the Schedule of the *Community Charter*;
- “**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;
- “**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*.

Application

- 2 This order applies during the period that starts on the date this order is made and ends on the date on which the last extension of the declaration of a state of emergency made March 18, 2020 under section 9 (1) [*declaration of state of emergency*] of the *Emergency Program Act* expires or is cancelled.

Division 2 – Reserve Fund Borrowing

Reserve fund borrowing – municipalities

- 3 (1) A municipality may, during the 2020 calendar year, borrow from a reserve fund established under section 188 [*establishment of reserve funds*] of the *Community Charter*.

- (2) The money borrowed under subsection (1) of this section
 - (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the council of the municipality,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the municipality as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 189 [*use of money in reserve funds*] of the *Community Charter*.

Reserve fund borrowing – regional districts

- 4 (1) A regional district may, during the 2020 calendar year, borrow from a reserve fund established under section 377 [*financial management: application of Community Charter*] of the *Local Government Act*.
- (2) The money borrowed under subsection (1) of this section
 - (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the board of the regional district,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the regional district as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 377 of the *Local Government Act*.

Reserve fund borrowing – improvement districts

- 5 (1) An improvement district may, during the 2020 calendar year, borrow from a reserve fund established under section 706 [*renewal of works and related reserve funds*] of the *Local Government Act*.
- (2) The money borrowed under subsection (1) of this section
 - (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the improvement district board,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the improvement district as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 706 of the *Local Government Act*.

Reserve fund borrowing – City of Vancouver

- 6** (1) The City of Vancouver may, during the 2020 calendar year, borrow from a reserve fund established under the following sections of the *Vancouver Charter*:
- (a) section 193D (5) (d) and (8) [*single room accommodation permits*];
 - (b) section 201A [*property acquisition fund*];
 - (c) section 306 (7) to (9) [*reserve fund for off-street parking and other transportation infrastructure*];
 - (d) section 523D (16) to (17.1) [*development cost levies*].
- (2) The money borrowed under subsection (1) of this section
- (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the Vancouver council,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the City of Vancouver as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite the following provisions of the *Vancouver Charter*:
- (a) section 193D (5) (d) and (8);
 - (b) section 201A;
 - (c) section 306 (7) to (9);
 - (d) section 523D (16) to (17.1).

Reserve fund borrowing – Greater Vancouver Sewerage and Drainage District

- 7** (1) The Greater Vancouver Sewage and Drainage District may, during the 2020 calendar year, borrow from a reserve fund established under section 34.1 [*reserve and special reserve funds*] of the *Greater Vancouver Sewage and Drainage District Act*.
- (2) The money borrowed under subsection (1) of this section
- (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the Greater Vancouver Sewage and Drainage District board,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the Greater Vancouver Sewage and Drainage District as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 34.1 of the *Greater Vancouver Sewage and Drainage District Act*.

**Reserve fund borrowing –
Greater Vancouver Water District**

- 8** (1) The Greater Vancouver Water District may, during the 2020 calendar year, borrow from a reserve fund established under section 57.1 [*reserve funds*] of the *Greater Vancouver Water District Act*.
- (2) The money borrowed under subsection (1) of this section
- (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the Greater Vancouver Water District board,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the Greater Vancouver Water District as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 57.1 of the *Greater Vancouver Water District Act*.

Division 3 – Revenue Anticipation Borrowing

Municipal Finance Authority

- 9** The Municipal Finance Authority may enter into agreements with the following institutions to provide financing for the following purposes, as applicable to the institution, in accordance with section 11 [*interim financing*] of the *Municipal Finance Authority Act* and in the same manner as if each of the following institutions was a public institution under that Act:
- (a) in respect of the City of Vancouver, borrowing under section 263 [*borrowing pending collection of real-property taxes*] of the *Vancouver Charter*;
 - (b) in respect of the Greater Vancouver Sewerage and Drainage District, borrowing under section 35 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Sewerage and Drainage District Act*;
 - (c) in respect of the Greater Vancouver Water District, borrowing under section 58 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Water District Act*.

Extension of borrowing – municipalities

- 10** (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 177 [*revenue anticipation borrowing*] of the *Community Charter* in respect of a municipality, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
 - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit, and need not be included in the calculation of, the

maximum allowable amount of borrowing in anticipation of revenue in 2021 in respect of the municipality.

- (3) This section applies despite section 177 of the *Community Charter*.

Extension of borrowing – regional districts

- 11** (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 404 [*revenue anticipation borrowing*] of the *Local Government Act* in respect of a regional district, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
 - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021 in respect of the regional district.
- (3) This section applies despite section 404 of the *Local Government Act*.

Extension of borrowing – City of Vancouver

- 12** (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 263 [*borrowing pending collection of real-property taxes*] of the *Vancouver Charter*, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
 - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit, and need not be included in the calculation of, the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 263 of the *Vancouver Charter*.

**Extension of borrowing –
Greater Vancouver Sewerage and Drainage District**

- 13** (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 35 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Sewerage and Drainage District Act*, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
 - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 35 of the *Greater Vancouver Sewerage and Drainage District Act*.

**Extension of borrowing –
Greater Vancouver Water District**

- 14** (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 58 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Water District Act*, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
 - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 58 of the *Greater Vancouver Water District Act*.

Division 4 – Annual Tax Sales

Deferral of tax sale – municipalities

- 15** (1) A council of a municipality may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020, provided for under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*, until September 27, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 649 [*upset price for tax sale*] of that Act.
- (2) If a bylaw is adopted deferring the annual tax sale,
- (a) written notice must be sent within 2 weeks of the bylaw's adoption to the property owner of a property that is subject to the deferred annual tax sale advising the owner that
 - (i) the annual tax sale for 2020 has been deferred to September 27, 2021,
 - (ii) any taxes that are delinquent will remain delinquent for 2021, with applicable interest charges, and
 - (iii) unless the delinquent taxes are paid before the start of the tax sale on September 27, 2021, the property will be subject to tax sale on September 27, 2021,
 - (b) it is not required to provide public notice of the deferral of the annual tax sale, and
 - (c) for certainty, any taxes that are delinquent, as described in section 246 (1) [*delinquent taxes*] of the *Community Charter*, remain delinquent for 2021, with interest charges that are carried under that Act.
- (3) For certainty, this section does not limit the application of the *Local Government Act* to an annual tax sale in respect of a municipality that does not defer its annual tax sale.
- (4) This section applies despite Division 7 of Part 16 of the *Local Government Act*.

Deferral of tax sale – City of Vancouver

- 16** (1) The Vancouver council may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020, provided for under section 422 [*tax sale each year*] of the *Vancouver Charter*, until November 10, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 427 [*price to be paid*] of that Act.
- (2) If a bylaw is adopted deferring the annual tax sale,
- (a) written notice must be sent within 2 weeks of the bylaw’s adoption to the property owner of a property that is subject to the deferred annual tax sale advising the owner that
 - (i) the annual tax sale for 2020 has been deferred to November 10, 2021,
 - (ii) any taxes that are delinquent will remain delinquent for 2021, with applicable interest charges, and
 - (iii) unless the delinquent taxes are paid before the start of the tax sale on November 10, 2021, the property will be subject to tax sale on November 10, 2021,
 - (b) it is not required to provide public notice of the deferral of the annual tax sale, and
 - (c) for certainty, any taxes that are delinquent, as described in section 407 [*further warning of tax sale*] of the *Vancouver Charter*, remain delinquent for 2021, with interest charges that are carried under that Act.
- (3) This section applies despite Part XX [*Real-Property Taxation*] of the *Vancouver Charter*.

Deferral of tax sale – improvement districts

- 17** (1) In this section, “**deferral date**” means, as applicable,
- (a) a date specified for the annual tax sale deferred by a bylaw in accordance with subsection (2), or
 - (b) September 27, 2021, if no date is specified in the bylaw.
- (2) An improvement district board may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020, provided for under Division 6 [*Tax Sales*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, until the deferral date, with the effect that the annual tax sale would be on the deferral date in respect of the upset price described in section 720 (2) (e) [*tax sale notice to affected owners and charge holders*] of that Act.
- (3) If a bylaw is adopted deferring the annual tax sale,
- (a) written notice must be sent within 2 weeks of the bylaw’s adoption to the registered owner of land that is subject to the deferred annual tax sale advising the owner
 - (i) that the annual tax sale for 2020 has been deferred to the deferral date,
 - (ii) of the applicable deferral date of the deferred annual tax sale,
 - (iii) any taxes that remain owing will remain owing for 2021, with applicable interest charges, and

- (iv) that, unless the upset price, as set under section 720 (2) (e) of the *Local Government Act*, is paid before the start of the tax sale on the deferral date, the land will be subject to tax sale on the deferral date,
- (b) it is not required to provide public notice of the deferral of the annual tax sale, and
- (c) for certainty, any taxes that remain owing, as described in section 718 (1) (a) [*tax sale for recovery of taxes*] of the *Local Government Act*, remain owing for 2021, with interest charges that are carried under that Act.
- (4) For certainty, this section does not limit the application of the *Local Government Act* to tax sales in respect of an improvement district that does not defer its annual tax sale.
- (5) This section applies despite Division 6 of Part 17 of the *Local Government Act*.

Division 5 – Tax Sale Redemption Periods

Extension of redemption period – municipalities

- 18** (1) A council of a municipality may, by bylaw adopted on or before August 31, 2020, extend the expiration of the redemption period for all properties that have a redemption period ending in 2020, provided for under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*, to September 27, 2021.
- (2) If a bylaw is adopted extending the expiration of the redemption period,
- (a) written notice, advising that the redemption period has been extended to September 27, 2021, must be sent within 2 weeks of the bylaw's adoption
 - (i) to the property owner of a property that is subject to a redemption period that has been extended in accordance with subsection (1) of this section, and
 - (ii) to the tax sale purchaser, and
 - (b) it is not required to provide public notice of the extension of the redemption period.
- (3) For certainty, this section does not limit the application of the *Local Government Act* in respect of a municipality that does not extend the expiration of the redemption period.
- (4) This section applies despite Division 7 of Part 16 of the *Local Government Act*.

Extension of redemption period – City of Vancouver

- 19** (1) The Vancouver council may, by bylaw adopted on or before August 31, 2020, extend the expiration of the redemption period for all properties that have a redemption period ending in 2020, provided for under sections 422 [*tax sale each year*] to 454 [*period of limitation*] of the *Vancouver Charter*, to November 10, 2021.
- (2) If a bylaw is adopted extending the expiration of the redemption period,
- (a) written notice, advising that the redemption period has been extended to November 10, 2021, must be sent within 2 weeks of the bylaw's adoption

- (i) to the property owner of a property that is subject to a redemption period that has been extended in accordance with subsection (1) of this section, and
 - (ii) to the tax sale purchaser, and
- (b) it is not required to provide public notice of the extension of the redemption period.
- (3) This section applies despite Part XX [*Real-Property Taxation*] of the *Vancouver Charter*.

Division 6 – Annual Reporting and Other Annual Requirements

Annual reporting requirements – annual municipal report

- 20** Despite the date referred to in section 98 (1) [*annual municipal report*] of the *Community Charter*, the applicable date for the requirements described in that section is August 31.

Annual reporting requirements – regional district finances reporting

- 21** Despite the date referred to in section 376 (1) [*annual reporting on regional district finances*] of the *Local Government Act*, the applicable date for the requirements described in that section is August 31.

Annual requirements – *Financial Information Act*

- 22**
- (1) In this section, “**corporation**” has the same meaning as in section 1 of the *Financial Information Act*.
 - (2) This section only applies to a corporation to which a grant or advance may be made, or the borrowings of which may be guaranteed by the government, under the authority of the following enactments:
 - (a) the *Islands Trust Act*;
 - (b) the *Local Government Grants Act*;
 - (c) the *Municipal Aid Act*.
 - (3) Despite the time period set out in section 2 (2) [*statement of financial information*] of the *Financial Information Act*, a corporation is to comply with the requirements of that subsection on or before August 31, 2020.
 - (4) Despite the time period set out in section 2 (3) of the *Financial Information Act*, a corporation is to comply with the requirements of that subsection on or before August 31, 2020.

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3013

A Bylaw to Defer Tax Sale for the Year 2020

WHEREAS, pursuant to Division 4 of Local Government Finance (Covid-19) Ministerial Order No. M159 Council may, by bylaw adopted on or before August 31, 2020 defer the annual tax sale for 2020 until September 27, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 649 of that Local Government Act;

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

1. This bylaw may be cited as **"2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020"**
2. The annual tax sale for 2020 is deferred to September 27, 2021.
3. All delinquent taxes on properties within the City of Courtenay as at September 28, 2020 will remain as delinquent taxes for 2021 with applicable interest charges.
4. **Delinquent taxes** include Taxes in arrears and means any taxes remaining unpaid on December 31, two years after the year the tax was imposed.
5. **Taxes in arrears** means outstanding property taxes plus applicable penalties and interest that are unpaid on December 31 in the year they were imposed.

Read a first time this day of , 2020

Read a second time this day of , 2020

Read a third time this day of , 2020

Finally passed and adopted this day of , 2020

Mayor

Corporate Officer



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 5400-04

From: Chief Administrative Officer

Date: July 20, 2020

Subject: Reallocation of Roadway Space for Physical Distancing in Downtown Courtenay

PURPOSE:

The purpose of this report is for Council to authorize the Downtown Courtenay Business Improvement Association's (DCBIA) request for the City to close 5th Street from Cliffe Avenue to England Avenue, on Saturdays from July 25 to September 12, 2020, in order to provide space for physical distancing while enhancing the downtown experience for business and patrons alike.

CAO RECOMMENDATIONS:

That based on the July 20th, 2020 staff report "Reallocation of Roadway Space for Physical Distancing in Downtown Courtenay" Council approve OPTION 1 and endorse the temporary closure of 5th Street between Cliffe Avenue and England Avenue beginning on July 25th, 2020, and that Council further supports expanding the footprint of the closure and extending the closures on Saturdays to September 12th, 2020, if the initial pilot road closure is successful for Downtown Courtenay Business Improvement Association (DCBIA) and participating downtown businesses.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The COVID-19 outbreak has impacted virtually all aspects of daily life, including businesses and restaurants that are essential to the City's economic health. Ensuring that businesses can re-start safely is important to the City's overall recovery. As we enter Phase 3 and public health restrictions ease, managing urban space is key to ensuring safe and public mobility as Courtenay's downtown businesses' re-start. This can include rebalancing streets to provide more space, not only to provide safe access to businesses, but also to increase usable space for people, and to effectively promote social and physical distancing while shopping in the downtown core. City streets can provide this necessary room for restaurants and shops to serve customers outdoors, allowing businesses to re-start and invite more people to return to the downtown core safely.

At the June 15 council meeting Council amended the May 19th parklet resolution, at the DCBIA's request, to read:

That whereas 'revitalizing our downtown' is a strategic priority of the City of Courtenay; and

Whereas social distancing now requires more space to be available for patrons of downtown businesses and other members of the public;

Therefore be it resolved that staff provide a report to Council regarding the options and implications of temporary street closures on 5th Street and Duncan Avenue, the use of street space by merchants and restaurants during such closures, and the use of signage to request pedestrians follow a voluntary one-way flow of movement on downtown sidewalks."

DISCUSSION:

Space can be found to support downtown businesses' ability to meet physical distancing requirements by closing 5th Street to vehicular traffic and allocating street space to give downtown businesses an expanded footprint to operate safely. The DCBIA proposes to close 5th Street from Cliffe Avenue to England Avenue on Saturday July 25th as a provisional Market Street modelled after the DCBIA's annual Market Day event. A recent survey of DCBIA members showed 73% of the respondents to be in support of this type of road closure. During the closure of 5th Street, the DCBIA will track customer counts and conduct member surveys to inform updated market protocols as necessary, including the possibility of extending the market footprint to adjacent blocks or making the road closure a weekly event until mid-September, weather permitting. Staff will meet with the DCBIA immediately after the first event in order to determine what changes may be necessary to make possible ongoing events successful for downtown businesses. If the DCBIA chooses to move forward with subsequent Saturday road closures, staff will meet regularly with the DCBIA in order to provide support to ensure ongoing events continue to be successful. A map of the proposed closure area is shown in Appendix A.

The Ministry of Transportation and Infrastructure (MOTI) has made recommendations and created resources for the reallocation of roadway space for physical distancing in order to ensure that road closures comply with current legislation. An example of this is shown in Appendix B.

The Federation of Canadian Municipalities has also created a guide that includes a toolbox of design guidance for street closures including a recommendation for informational signage that explains the rationale and duration of the closure in order to raise public awareness and to generate support. Simple printed signs can be supplied by the City for rapid implementation, including branding that will make rebalancing signs easily recognizable throughout the City. These signs will remind downtown visitors to maintain physical distancing requirements. In consultation with the DCBIA, voluntary directional arrows will be replaced with these informative signs.

FINANCIAL IMPLICATIONS:

Based on historical Market Day events, the cost for the administrative portion of traffic control is estimated at \$500 to create a traffic control plan with an additional \$300 weekly for equipment rentals. This total cost for 8 road closures from July 25 to September 12 is \$2900.

Signs to remind patrons of physical distancing requirements will be erected at entrance points. The cost to produce these signs is approximately \$500.

Labour costs must be added for the set up and take down of the road closure. At past events the City has contracted this work to a local Traffic Control company, however contractor availability is limited during COVID-19 and in particular during off-hours, such as the weekend. As a result, staff will be required to set up and take down the road closures for this event. This cost will be approximately \$1120 weekly, for a total cost of \$8960.

The total cost for all events, if approved, is approximately \$12,400. This amount can be absorbed into the 2020 PWS operating budget.

ADMINISTRATIVE IMPLICATIONS:

A traffic control plan would need to be created by City staff. Each plan takes approximately 1 hour of staff time. Approximately 1 hour of administrative time would be spent on processing equipment and public and emergency services notifications. A meeting between staff and the DCBIA following the initial road closure will take approximately 2 hours of administrative time.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:**We focus on organizational and governance excellence**

- Recognize staff capacity is a finite resource and support staff training and development
- Responsibly provide services at levels which the people we serve are willing to pay
- ▲ Value community safety and support our protective services

We actively pursue vibrant economic development

- ▲ Engage with businesses and the public to continue revitalizing our downtown

We continually invest in our key relationships

- Consider effective ways to engage with and partner for the health and safety of the community

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

OFFICIAL COMMUNITY PLAN REFERENCE:

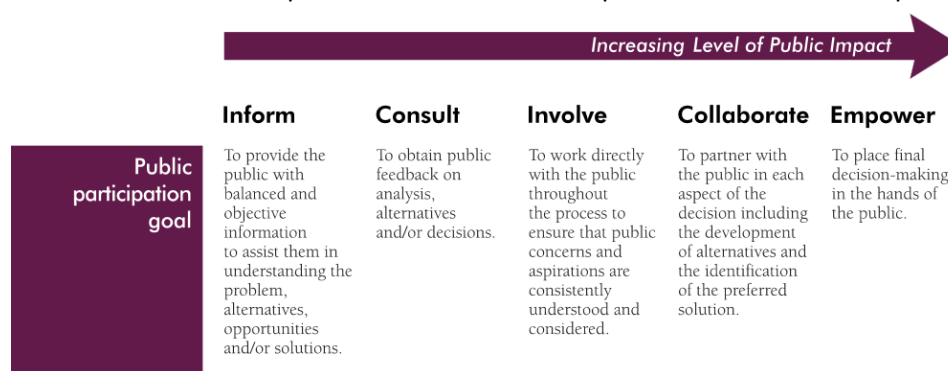
N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

OPTIONS:

- OPTION 1:** THAT Council approve the temporary closure of 5th Street between Cliffe Avenue and England Avenue beginning on July 25, 2020, and that Council further supports expanding the footprint of the closure and extending the closures on Saturdays to September 12, 2020, if the initial pilot road closure is successful for DCBIA and participating downtown businesses.
- OPTION 2:** That Council not approve the temporary closure of 5th Street.

Prepared by,



Kyle Shaw, ASCT, CPWI
(Interim) Director of Public Works Services

Reviewed by:



Trevor Kushner, BA, DLGM, CLGA
Deputy Chief Administrative Officer

Concurrence by,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Attachments:

Appendix A - Proposed Closure Area

Appendix B - COVID-19 Physical Distancing - Full Road Closure

APPENDIX A

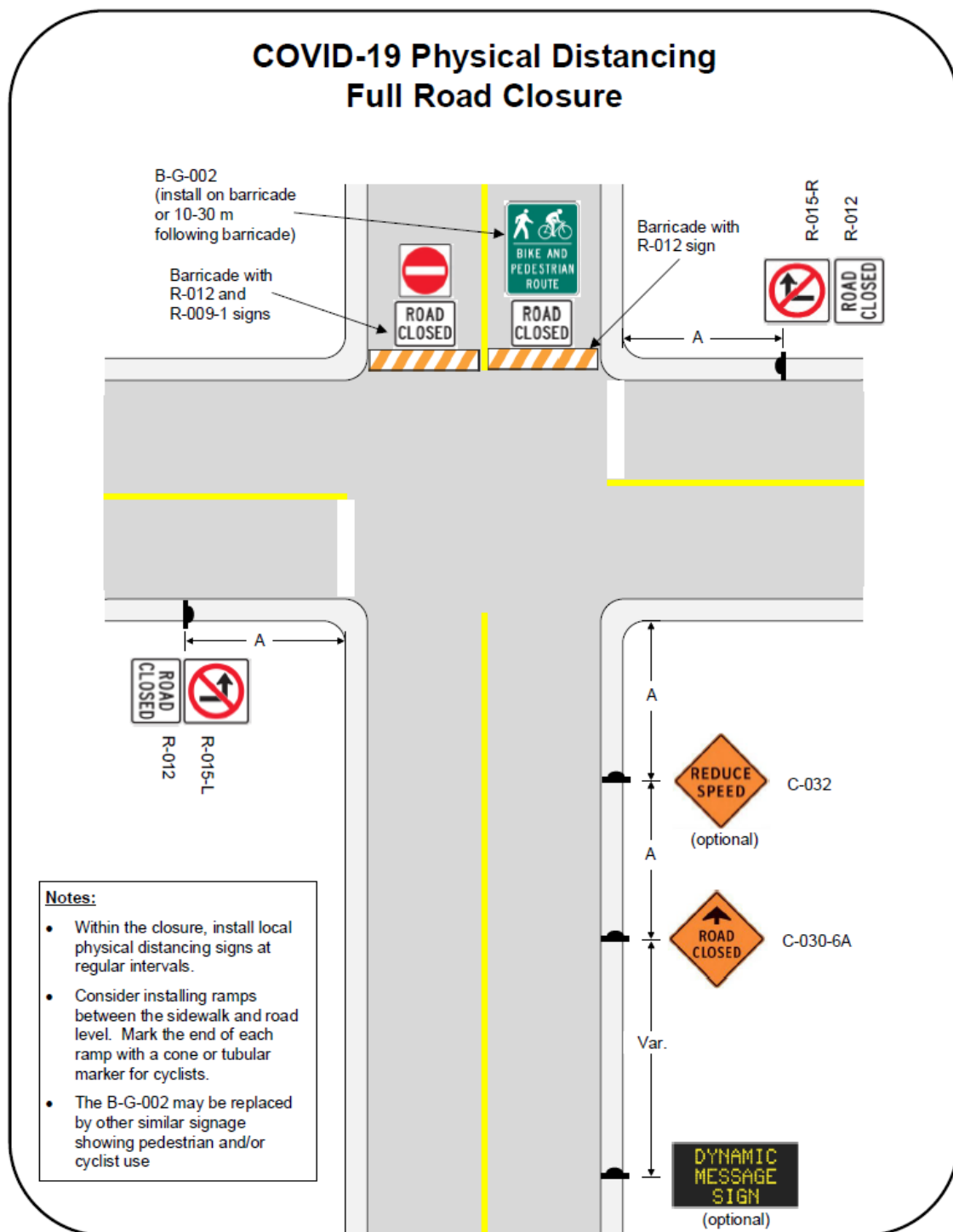
Proposed Closure Area



APPENDIX B

COVID-19 Physical Distancing

Full Road Closure



2020 PROVINCIAL APPOINTMENTS BOOK

Meeting Requests with:

The Premier and Cabinet Ministers and
Provincial Government Staff from Ministries,
Agencies, Commissions and Corporations (MACC)

Will be scheduled the week prior to 2020 UBCM CONVENTION
September 14 – 18, 2020

Via Conference Call



Ministry of
Municipal Affairs
and Housing



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INTRODUCTION

This Provincial Appointment Book will provide UBCM local government and First Nations members directions on how to request a meeting with the Premier, Cabinet Ministers and Provincial ministries, agencies, commissions and corporations (MACC) program staff, to be scheduled the week prior to 2020 UBCM Convention.

Within this document are three individual links to meeting request forms for meetings with:

1. Premier and Cabinet Ministers;
2. Host Minister Selina Robinson, Municipal Affairs and Housing and responsible for local governments; and
3. Provincial Ministries, Agencies, Commissions and Corporations staff (MACCs).

Information on the MACCs available to meet is also included.

All activities are taking place in a virtual format for the 2020 UBCM Convention.

All meetings for the 2020 UBCM Convention will take place by conference call. Conference call details will be provided when meetings are confirmed.

Meeting Dates

Meetings with the Premier and Cabinet Ministers including the Minister of Municipal Affairs and Housing will take place by conference call during the following dates:

**Monday, September 14, 2020
to
Friday, September 18, 2020**

Meetings with MACC staff will take place by conference call during the following dates:

**Tuesday, September 15, 2020
to
Thursday, September 17, 2020**

Provincial Appointment Desk

If you have any questions or need assistance regarding your meeting request, contact:

Eri Moriya

MACC UBCM Meeting Request Coordinator

Phone: 778 698-1686

Katie Carrothers

Minister's UBCM Meeting Request
Coordinator

Phone: 236 478-0537

Email:

MAH.UBCM.MeetingRequests@gov.bc.ca

MEETING REQUEST INFORMATION AND LINKS

**Honourable John Horgan,
Premier and Cabinet Ministers**
(except Minister of Municipal Affairs and
Housing)

Click: <https://UBCMreg.gov.bc.ca>

Invitation Code: MeetingRequest2020
(case sensitive)

Deadline: Tuesday, August 4, 2020

Questions:

Contact the Premier's UBCM Meeting
Request Coordinator by email at:
UBCM.Meetings@gov.bc.ca,

or by telephone at: 250 213-3856

**Honourable Selina Robinson,
Minister of Municipal Affairs
and Housing**

Click: [Municipal Affairs and Housing
Minister's Meeting Requests](#)

Deadline: Tuesday, August 4, 2020

Questions:

Contact the Minister's UBCM Meeting
Request Coordinator, Katie Carrothers by
email at:
MAH.UBCM.MeetingRequests@gov.bc.ca,

or by telephone at: 236 478-0537

Provincial Government Staff
(Ministries, Agencies, Commissions and
Corporations (MACCs))

Click: [Provincial Staff \(MACCs\) Meeting
Requests](#)

Deadline: Monday, August 31, 2020

Questions:

Contact the UBCM MACC Meeting Request
Coordinator, Eri Moriya, by email at:
MAH.UBCM.MeetingRequests@gov.bc.ca,

or by telephone at: 778 698-1686

Once meetings are scheduled, confirmation
will be sent to UBCM local government and
First Nations members.

PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2020 UBCM CONVENTION

MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING

DIVISION/BRANCH	TOPIC
<i>Governance, Legislation and Corporate Planning Division</i>	<ul style="list-style-type: none"> • Post-secondary governance, legislation, degree quality assurance, private career training regulation, data and analytical support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, sector labour relations and bargaining.
<i>Post-Secondary Policy and Programs and Division Responsible for Learner Supports</i>	<ul style="list-style-type: none"> • 25 public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, health and medical education, student mental health initiatives, and leading strategic policy/liaison function for the sector.
<i>Finance, Technology and Management Services and Division Responsible for Student Housing</i>	<ul style="list-style-type: none"> • Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, Ministry's 10-year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.
<i>Workforce Innovation and Division Responsible for Skills Training</i>	<ul style="list-style-type: none"> • Development and management of targeted labour market programs and, policies, including the Community Workforce Response Grant and the BC Employer Training Grant, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs.

MINISTRY OF AGRICULTURE

DIVISION/BRANCH	TOPIC
<i>Food Safety and Inspection Branch</i>	<ul style="list-style-type: none"> Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement.
<i>Corporate Governance, Policy and Legislation</i>	<ul style="list-style-type: none"> Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, Intergovernmental Relations, trade for agriculture and seafood policy.
<i>Plant and Animal Health</i>	<ul style="list-style-type: none"> The Plant and Animal Health Branch supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.
<i>Innovation and Adaptation Service Branch</i>	<ul style="list-style-type: none"> Provides innovative solutions to the agriculture, food and seafood sectors as essential parts of the social and economic fabric of B.C.; facilitates competition, adaptation and innovation in response to economic, environmental, social influences and market change.
<i>Sector Development Branch</i>	<ul style="list-style-type: none"> Builds (agricultural) industry capacity by supporting business development, First Nations agriculture, youth participation and succession, and agroforest and range use development; provides in-depth knowledge of the challenges and needs of various sectors, and emergency preparedness and coordination required for the Agriculture sector in B.C.
<i>Business Risk Management Branch</i>	<ul style="list-style-type: none"> Helps producers manage risks that cause income losses and lead to financial instability, including weather hazards, natural disasters, wildlife, diseases, pests and market declines. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - which offers insurance protection for agricultural crops against weather perils; Agri-Stability - which protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<i>Strategic Priorities / Strategic Initiatives</i>	<ul style="list-style-type: none"> The Strategic Initiatives Branch is responsible for leadership, oversight and coordination of key ministry priorities and leads a variety of complex, large-scale and cross-divisional projects in collaboration across the ministry. The branch's current projects are: <ul style="list-style-type: none"> reimagining how the ministry delivers prevention and family supports improving Youth Transitions; and supplementary youth-focused projects.
<i>Strategic Priorities/ Strategic Services Branch</i>	<ul style="list-style-type: none"> The Strategic Services Branch consists: Strategic Planning & Engagement, Project Management & Lean Services, Implementation and Change Management, Intergovernmental Relations. Strategic Planning & Engagement directs planning, reporting, internal communications and staff engagement. This team provides strategic advice to executive; leads ministry-wide planning and assists divisions when required; reports on priority initiatives; supports internal engagement; and manages internal web services. Project Management & Lean Services supports the development of new projects and the continuous improvement of existing ministry services and programs. This team handles priority projects; promotes project management practice; helps divisions streamline processes; facilitates Lean and project management capacity building; and creates and provides resources for Lean improvement. Implementation & Change Management coordinates the rollout of new initiatives and plans for their human impact. This team develops the quarterly Implementation Schedule; manages implementation through the Implementation Table; communicates priorities ministry-wide; develops plans for engaging and supporting staff during change; supports leaders managing organizational transitions; offers training and online tools for change management; and measures impact of implementation and change activities.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<p><i>Strategic Priorities/ Strategic Integration Branch</i></p>	<ul style="list-style-type: none"> • The Strategic Integration Branch works collaboratively with senior leadership and subject matter experts across the ministry and within the division to enhance collaboration and integration across the four strategies of the Strategic Framework. The branch is responsible for: tracking, issues management and reporting of key Framework milestones and deliverables; ensuring the voice of Service Delivery Division and Practice is included in the development and implementation of the Framework; and oversight and coordination of consultations across the ministry on all major strategies and work plans. This branch also leads complex and cross divisional projects. The current project is: <ul style="list-style-type: none"> ○ service delivery redesign for the in-care network.
<p><i>Early Years and Inclusion</i></p>	<ul style="list-style-type: none"> • The Early Years and Inclusion Division leads the development and implementation of B.C.'s Childcare BC plan, policy and provincially-delivered programs for the early years and children and youth with special needs. • Childcare BC: <ul style="list-style-type: none"> ○ New Spaces Fund ○ UBCM Child Care New Spaces Grants ○ UBCM Child Care Planning Grants ○ BC Maintenance Fund ○ Start-up Grants ○ Child Care Fee Reduction Initiative ○ Affordable Child Care Benefit ○ Child Care Operating Funding ○ Early Childhood Educator (ECE) Wage Enhancement ○ Funding for ECE Bursaries ○ ECE Registry • Early Years Policy and Programs: <ul style="list-style-type: none"> ○ Early Years Service Framework ○ Aboriginal Service Innovations – Early Years grants ○ Aboriginal Head Start • Policy and Provincial Programs for Children and Youth with Special Needs (CYSN): <ul style="list-style-type: none"> ○ CYSN Service Framework ○ Autism Funding Program ○ Medical Benefits Program ○ Autism Information Services • Provincial Deaf and Hard of Hearing Services

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<i>Policy and Legislation</i>	<ul style="list-style-type: none"> The Policy & Legislation Division (PLD) creates and implements strategic and operational policy, manages the ministry's legislation and litigation processes and research programs. Policy areas include child welfare, adoption, child and youth mental health, cross-divisional policy and quality assurance.
Service Delivery Division	<ul style="list-style-type: none"> Service Delivery Division is committed to providing children, youth and families across the province with an effective, integrated and coordinated service delivery system. The division is responsible for the delivery of community services, including youth justice, working closely with Delegated Aboriginal Agencies, foster caregivers and the community social service sector. Divisional staff also work in collaboration with other ministry divisions, social sector partners, schools, Health Authorities, and First Nations communities to implement ministry and government strategic initiatives.

MINISTRY OF CITIZENS' SERVICES

DIVISION/BRANCH	TOPIC
<i>Government Digital Experience</i>	<ul style="list-style-type: none"> Provides and manages public engagement across government and leverages digital technology to improve services for citizens, making government's web presence easier to navigate. The division also delivers technology services to Government Communication and Public Engagement (GCPE) to support its day-to-day operations.
<i>Information, Communication and Technologies</i>	<ul style="list-style-type: none"> Provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the Province. NetworkBC provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program. Public Safety Broadband is a Canadian initiative led by the federal government to establish a secure, high-speed and mobile wireless communications network. The network can be used by first responders and public safety personnel to communicate, access and share information during day-to-day operations, weather-related incidents, natural disasters, emergencies and major events.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

Office of Chief Information Officer	<ul style="list-style-type: none"> • The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the Province. The OCIO is responsible for the Province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations. It provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security.
Procurement and Supply	<ul style="list-style-type: none"> • The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide venders with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
Real Property	<ul style="list-style-type: none"> • The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the Province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

<i>Service BC</i>	<ul style="list-style-type: none"> Service BC is government's chief provider of citizen and business centered services. The division enables the design and delivery of accessible, responsive and cost-effective services, making it easier for citizens and businesses to interact with government. Through a provincial network of 65 offices and the provincial contact center, Service BC provides approximately 300 services for more than 40 partner ministries and agencies. These services can range from improving citizens' experiences accessing income assistance services through partnership with Ministry of Social Development and Poverty Reduction to the renewal of a driver's license on behalf of ICBC. Through BC Registries and Online Services, we register and maintain businesses, societies and personal property. Our BC Service Card and BCeID programs delivers secure and privacy-enhancing identity services for citizens and businesses to support access to digital government services and information.
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MINISTRY OF EDUCATION

DIVISION/BRANCH	TOPIC
<i>Libraries Branch</i>	<ul style="list-style-type: none"> The Libraries Branch works together with public library boards, library staff and local government to improve and ensure the public's access to information, resources, and services under the Library Act. Responsible for areas covering legislation, provincial funding, digital infrastructure, provincial-wide services and provincial policies.
<i>Capital Branch</i>	<ul style="list-style-type: none"> The Capital Branch establishes and administers the Ministry of Education's Capital Program, estimated at \$800 million annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.

MINISTRY OF EDUCATION CONTINUED...

<i>Resource Management Division</i>	<ul style="list-style-type: none"> The Resource Management Division is responsible for the oversight and management of approximately \$6 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. In addition, the division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; risk management; and planning/reporting.
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MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES

DIVISION/BRANCH	TOPIC
<i>Oil and Gas Division</i>	<ul style="list-style-type: none"> This Division is accountable for the management and responsible development of the province's oil and gas resources. This includes issuing and administering Crown petroleum and natural gas subsurface tenures, as well as the revenues associated with those tenures; incenting infrastructure that supports resource development and contributes to lowering carbon intensity; undertaking analysis to develop and implement policies and programs, including the province's royalty regime. The Division is responsible for identifying, stimulating and facilitating development and market opportunities, such as development of the province's liquefied natural gas industry and other industries that add value to British Columbia's oil and gas resources. The Division develops provincial statutes and regulations that apply to the oil and gas sector; and represents the province's interests before energy regulatory tribunals. This includes facilitating and leading the development and implementation of intra-provincial liquefied natural gas pipelines and related infrastructure and facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects. The Division develops and maintains petroleum geology databases. It assesses and collaborates across-government on environmental monitoring and research, as well as managing cumulative effects, guiding land planning and resource access.
<i>Mines Health, Safety and Enforcement Division</i>	<ul style="list-style-type: none"> The Division was created in 2019 and is responsible for mine worker health and safety, investigations of serious incidents at mines, audits for regulatory effectiveness, orphaned and abandoned mines, and the ongoing review of the Health, Safety and Reclamation Code for Mines in BC.

MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES

CONTINUED...

<i>Mines Competitiveness and Authorizations Division</i>	<ul style="list-style-type: none"> • Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation. Supports the competitiveness of B.C.'s mining sector helps position B.C. as an attractive jurisdiction for investment, providing a fair, effective and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation and leading environmental standards.
<i>Electricity and Alternative Energy Division</i>	<ul style="list-style-type: none"> • The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency. • The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors. In association with the Ministry of Environment and Climate Change Strategy, the Division has responsibility for policies, regulations and legislation to support legislated short and long-term, province-wide greenhouse gas reduction targets, including: Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act, the Zero-Emission Vehicle Act, the Utilities Commission Act, and the Clean Energy Act. • The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.
<i>LNG Canada Implementation Secretariat</i>	<ul style="list-style-type: none"> • This division is responsible for the effective implementation of LNG Canada and its associated pipeline, Coastal GasLink by liaising with federal, provincial, municipal governments, Indigenous Nations and the companies on key implementation issues management.

MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES CONTINUED...

<i>Strategic and Indigenous Affairs Division</i>	<ul style="list-style-type: none"> • Supports mandate delivery of the Ministry of Energy, Mines and Petroleum Resources' (EMPR) and EMPR's Divisions on its energy, mining and natural gas mandates. • Leads implementation of the Environmental Stewardship Initiative (ESI), and the development of policy related to collaborative stewardship with Indigenous Nations, in partnership with other NR ministries. • Supports EMPR efforts to advance reconciliation with Indigenous Nations including: supporting the negotiation of revenue sharing and accommodation agreements and Reconciliation Agreements, engaging with Indigenous Nations on strategic policy matters, and the delivery of the ESI with over 30 northern Indigenous Nations. This work is consistent with Government's objectives under the Declaration on the Rights of Indigenous Peoples Act and ensures that First Nations actively participate in natural resource development in their Traditional Territories. • Corporate oversight and coordination of policies, intergovernmental relations and reporting requirements by SIAD to ensure that EMPR takes a strategic approach to the delivery of its programs and services.
<i>Woodfibre Implementation Group</i>	<ul style="list-style-type: none"> • Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

DIVISION/BRANCH	TOPIC
<i>BC Parks</i>	<ul style="list-style-type: none"> • Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<i>Climate Change Strategy</i>	<ul style="list-style-type: none"> Province-wide coordination and management with other ministries of systems to address and respond to climate change including CleanBC, CleanBC Communities Fund, Climate Preparedness and Adaptation Strategy, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Municipal Affairs and Housing, and Ministry of Energy, Mines and Petroleum Resources legislated short and long-term, province-wide greenhouse gas reduction targets, carbon tax, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges and hospitals), carbon offsets, Climate Solutions Council, GHG Provincial Inventory, including the community GHG Inventory, and climate action pieces of legislation related to climate change including: Greenhouse Gas Industrial Reporting and Control Act, Climate Change Accountability Act (formerly called Greenhouse Gas Reduction Targets Act), Carbon Tax, Greenhouse Gas Reduction (Emissions Standards), Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements Act, Greenhouse Gas Reduction (Vehicle Emissions Standards) Act, and Clean Energy Act.
<i>Conservation Officer Service</i>	<ul style="list-style-type: none"> A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.
<i>Environmental Assessment Office</i>	<ul style="list-style-type: none"> Environmental Assessment Act. Environmental assessment (EA) process. Federal EA Substitution. Relationship to federal environmental assessment and review processes, including Canada National Energy Regulator (CER). Compliance and enforcement of certified projects. Public consultation regarding EAS or EA certificate amendment applications. Implementation of the 2018 EA Act. COVID-19 impact and response
<i>Environmental Protection Division</i>	<ul style="list-style-type: none"> Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, Environmental Management Act, contaminated sites, brownfields, hazardous and industrial waste, Integrated Pest Management Act, extended producer responsibility, recycling, Provincial Plastics Action Plan, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<i>Environmental Sustainability and Strategic Policy</i>	<ul style="list-style-type: none"> Species at Risk policy and legislation development; conservation and sustainability of living resources; conservation science; Conservation Data Centre; species and ecosystem status assessments; conservation data and information; terrestrial ecosystem mapping; habitat supply modelling. Water Sustainability Act: development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; Lake Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry); services and provincial laboratory quality assurance and standards; Natural Resource Sector, library services. Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan. Corporate Indigenous relations and partnership development.
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MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
<i>Tax Policy Branch</i>	<ul style="list-style-type: none"> Provincial tax policy, including: <ul style="list-style-type: none"> Provincial property taxes (school, rural, police) Property Transfer Tax Speculation and Vacancy Tax Provincial Sales Tax Carbon Tax Motor Fuel Tax Provincial Income Tax Cannabis Tax Indigenous Taxation Employer Health Tax

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

DIVISION/BRANCH	TOPIC
<i>BC Wildfire Service</i>	<ul style="list-style-type: none"> Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative.
<i>Forest Policy and Indigenous Relations</i>	<ul style="list-style-type: none"> Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations.
<i>Integrated Resource Operations</i>	<ul style="list-style-type: none"> Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails
<i>Office of the Chief Forester</i>	<ul style="list-style-type: none"> The Office of the Chief Forester provides provincial leadership for forest management and stewardship. Activities that occur within the Office of the Chief Forester include: continuous improvement of policies, legislation and practices, acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values, allowable annual cut determination, silviculture, seed supply, forest health, land based research, climate change, carbon management, integrated planning, forest genetic resource management, developing the bio economy and supporting the ministry dealing with intergovernmental affairs. All these activities are carried out to achieve sustainable management of BC's forests and maintain a balance between a healthy environment and economic sustainability. This Division is comprised of the Office of the Chief Forester and five branches and one unit: Forest Analysis and Inventory Branch, Forest Improvement and Research Management Branch, Climate Change and Integrated Planning Branch and Resource Practices Branch and Innovation, Bioeconomy and Indigenous Opportunities and the Inter-governmental Affairs unit.
<i>Regional Operations</i>	<ul style="list-style-type: none"> FrontCounter BC, resource management coordination, land use planning and implementation, Crown land water, fish & wildlife and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire response and recovery. Range Branch: Invasives and Ecosystem Restoration.

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT CONTINUED...

<i>Resource Stewardship</i>	<ul style="list-style-type: none"> Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat; Strategic Projects and Indigenous Policy; Provincial Stewardship Strategies and Planning. Includes land use planning, cumulative effects, integrated monitoring, resource practices, land-based investment planning, sustainable forest management, resource management objectives, species at risk recovery, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship, old growth, land use policy.
<i>Rural Opportunities, Tenures and Engineering Division</i>	<ul style="list-style-type: none"> Engineering, Resource Roads, Resource Worker Safety, Lands, Forest Tenures, Crown Land Opportunities and Restoration and Rural Development.

MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
<i>Office of Indigenous Health</i>	<ul style="list-style-type: none"> Works in partnership with BC First Nations, Metis, and Indigenous Services Canada, across provincial ministries, with regional health authorities, First Nations Health Authority, and Indigenous organizations, to ensure the implementation of Government key strategic directions and commitments regarding Indigenous health and wellness.
<i>Finance and Corporate Services</i>	<ul style="list-style-type: none"> Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations.
<i>Health Sector Workforce and Beneficiary Services</i>	<ul style="list-style-type: none"> Responsible for workforce planning and development and operational delivery of beneficiary services that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.
<i>Population and Public Health</i>	<ul style="list-style-type: none"> Focus on improving people's overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm, and ensuring particular focus on key groups including women and children.

MINISTRY OF HEALTH CONTINUED...

<i>Primary Care</i>	<ul style="list-style-type: none"> • Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs. • The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.
<i>COVID Response and Health Emergency Management</i>	<ul style="list-style-type: none"> • Ensure an ongoing, focused response to supporting the health system within the context of COVID-19. • Coordinate the Ministry of Health and Health Sector's response to the pandemic over the coming 12 months. • Continue to provide health system coordination for new emergency events and ongoing provincial level response planning for natural hazard and public health emergencies that may disrupt health service delivery.
<i>Health Services</i>	<ul style="list-style-type: none"> • Focuses on implementing specialized community, and surgical services and programs, provincial health services and regional hospital services. • Community Care – Seniors services and Mental health and substance use services. • Work on wait times – Surgical services; Colonoscopy services; Diagnostic services; Implementing waitlist policies and approaches in the specialized community services programs and other general health services. • The Division works closely with providers and stakeholders, provides strategic oversight, policy development and evaluation.

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
<i>Negotiations and Regional Operations Division</i>	<ul style="list-style-type: none"> • Leading provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION CONTINUED...

<i>Reconciliation Transformation & Strategies Division</i>	<ul style="list-style-type: none"> Leads cross-government development and implementation of strategic reconciliation initiatives such as the Declaration on the Rights of Indigenous Peoples Act, the Commitment Document with the First Nations Leadership Council, and the Draft 10 Principles. This work includes the implementation of a clear, cross-government strategic vision for reconciliation in an inclusive and partnered way with Indigenous peoples, local governments and stakeholders. This division is responsible for managing the MOU between MIRR and UBCM that supports working in partnership with Indigenous peoples in BC and implementation of UNDRIP, TRC Calls to Action as well as the Tsilhqot'in Supreme Court decision.
<i>Implementation and Lands Services Branch</i>	<ul style="list-style-type: none"> Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> Provincial representative on treaty Implementation Committees; Tri-partite treaty closing to reach Effective Date; Research/advice and survey for crown land negotiations; and, Implementation best practices to ensure agreement obligations are met.
<i>Socio-Economic Partnerships Branch</i>	<ul style="list-style-type: none"> Leads the development and implementation of key corporate Indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous peoples in B.C. living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government.
<i>Community and Social Innovation Branch</i>	<ul style="list-style-type: none"> Leads the Ministry's efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities.
<i>Major Project and Cross Gov't Initiatives Branch</i>	<ul style="list-style-type: none"> Leads and/or supports initiatives and provides strategic advice to other Governmental departments, First Nations, and industry proponents in a variety of initiatives in the fields of environmental stewardship, resource development, and emerging economic opportunities. The Branch also holds Provincial accountability for strategic consultation and accommodation procedures and associated tools to support statutory decision makers.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND COMPETITIVENESS

DIVISION/BRANCH	TOPIC
<i>International Trade Division</i>	<ul style="list-style-type: none"> • Coordinates and implements the government's framework to take advantage of Canada's free trade agreements and our own international networks in support of diversified and growing exports and investment attraction; • Maintains representation and support for BC businesses and collaboration with Global Affairs Canada in the USA, Europe and Asia; • Plans and coordinates international missions and events to support awareness and networking for BC businesses in priority international marketplaces; • Manages international marketing to create a unique BC brand and business proposition for international buyers and investors; • Trade readiness and trade services programs including support to communities across the province including indigenous communities; • International trade promotion and export capacity building through programs such as Export Navigator. • Initiatives to attract and retain international investors and businesses, and align efforts with B.C. communities and federal programs; • International and domestic trade negotiations, agreements and disputes; • International research; • Stakeholder engagement, aligning trade and investment efforts with the consular corps, trade/business associations and other partners.
<i>Technology, Connectivity and Distributed Growth Division</i>	<ul style="list-style-type: none"> • Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives. The branch also provides expertise on B.C.'s research strengths and leads the planning and coordination of provincial technology and innovation policy and programming. • Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness. • Develop and implement "pan-economic" frameworks to support provincial investment policy decision-making. • Leads the ministry's investment evaluation process.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND COMPETITIVENESS CONTINUED...

<i>Small Business, Jobs and Workforce Division</i>	<ul style="list-style-type: none"> • Small business initiatives, programs, resources and available supports including the Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians. • Cannabis economic development including challenges and opportunities for local and indigenous governments in supporting the development of licit cultivation and retail operations in their communities. Economic Policy and Support including: emerging issues, workforce, specific sector (manufacturing aerospace and marine) Engagement and provincial economic development • Immigration policy, programs and services; including Provincial Nominee Program (PNP), Entrepreneur Regional Immigration Pilot, Tech Pilot and PNP Concierge availability; Settlement and Integrations services, foreign qualifications recognition, interprovincial labour mobility. • BC Stats Information and Analysis including population projections, economic analysis, and public and staff surveys
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MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<i>Labour Relations</i>	<ul style="list-style-type: none"> • Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the Fire and Police Services Collective Bargaining Act.
<i>Employment Standards</i>	<ul style="list-style-type: none"> • Administration of the Employment Standards Act to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the new Temporary Foreign Worker Protection Act.

MINISTRY OF LABOUR CONTINUED...

<i>Workers' Compensation</i>	<ul style="list-style-type: none"> Administration of the Workers Compensation Act and responsible for WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The Ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.
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MINISTRY OF MENTAL HEALTH AND ADDICTIONS

DIVISION/BRANCH	TOPIC
<i>Mental Health and Addictions</i>	<ul style="list-style-type: none"> Leading the immediate response to the overdose public health emergency, including harm reduction, public awareness, treatment and recovery services and prevention initiatives; Setting strategic direction for provincial mental health and addictions services through research, policy development and evaluation, including in relation to designated facilities under the Mental Health Act.

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

DIVISION/BRANCH	TOPIC
<i>Local Government Division</i>	
<i>Community Gaming Grants</i>	<ul style="list-style-type: none"> Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including; Arts & Culture, Sport, Public Safety, Environment, Human & Social Services and Parent Advisory Councils. Eligible not-for-profit can also apply for Capital Grants through the program.
<i>Governance Structures Governance Services Governance Relations</i>	<ul style="list-style-type: none"> Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services. Local government First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations, legislation and guidance.

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING CONTINUED...

<i>Infrastructure and Engineering</i>	<ul style="list-style-type: none"> Asset management, drinking water, wastewater, stormwater, solid waste, green energy, community, recreation and other capital grants, infrastructure planning grants and programs [Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund), Clean Water and Wastewater Fund and Small Communities Fund].
<i>Local Government Finance</i>	<ul style="list-style-type: none"> Local government finance, including: <ul style="list-style-type: none"> budgeting and financial plans; audited financial statements; unconditional grants; reserve funds; investments and municipal corporations; long-term liabilities; development financing (including Development Cost Charges); user-fees; taxation (including tax sale); and, COVID response temporary financial measures.
<i>Local Government Policy, Research and Legislation</i>	<ul style="list-style-type: none"> Overall responsibility for local government legislation development for Community Charter, Local Government Act, Local Elections Campaign Financing Act and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.
<i>Office of Housing and Construction Standards</i>	
<i>Building and Safety Standards Branch</i>	<ul style="list-style-type: none"> Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas elevator and energy codes, site specific and jurisdiction specific regulations (e.g., tall wood), safety standards for technical systems (e.g., refrigeration in arenas), homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing), and policy advice relating to the built environment, including climate leadership. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, and National Research Council. Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g. earthquakes, flooding, and wildfires). Building and safety requirements related to secondary suites and accessory dwelling units.

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING CONTINUED...

<i>Housing and Policy Branch</i>	<ul style="list-style-type: none"> Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as tracking actions in the Homes for BC: A 30-Point Plan For Housing Affordability. Long-term residential leases; Crown grants for housing.
<i>Residential Tenancy Branch</i>	<ul style="list-style-type: none"> The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.
<i>Management Services Division</i>	
<i>Mass Timber Implementation</i>	<ul style="list-style-type: none"> Recently established Office tasked with leading the expansion and use of mass timber in B.C. buildings. Working towards transitioning the forestry sector to high value over high-volume production. Expected outcomes include opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC.
<i>Strategic Planning and Land Use Division</i>	
<i>Community Policy and Legislation</i>	<ul style="list-style-type: none"> TransLink legislation and governance; Ministry liaison with Auditor General for Local Government; Coordination of Ministry-wide legislation, regulations and board appointments.
<i>Planning and Land Use Management Programs</i>	<ul style="list-style-type: none"> Local government planning and land use management framework, including: rental zoning, housing needs reports; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review.
<i>Local Government Climate Action</i>	<ul style="list-style-type: none"> CleanBC, Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action.
<i>Dispute Resolution Guidance</i>	<ul style="list-style-type: none"> Dispute resolution guidance related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.
<i>Property Assessment Services</i>	<ul style="list-style-type: none"> Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, long-term business property tax relief and housing affordability.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
<i>Policing and Security Branch</i>	<ul style="list-style-type: none"> • Police Services provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. • Security Programs administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, regulation of the security industry in B.C., as well as programs regulating Metal Dealers and Recycler, Pill Presses, and Armored Vehicles / Body Armor. • The Community Safety Unit was established under the Cannabis Control and Licensing Act. It delivers a province wide regulatory compliance and enforcement program to enhance public safety by focusing on the illegal sale of cannabis.
<i>Community Safety and Crime Prevention Branch</i>	<ul style="list-style-type: none"> • Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; Restorative Justice; and Combating Trafficking in Persons.
<i>BC Corrections Branch</i>	<ul style="list-style-type: none"> • Community Corrections: supervision and programs to reduce reoffending for offenders who live outside of correctional centres. • Adult Custody: operation of correctional centres.
<i>RoadSafety BC</i>	<ul style="list-style-type: none"> • Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.
<i>Emergency Management BC</i> **Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.	<ul style="list-style-type: none"> • Is the lead coordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer. • Works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness. • Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.
<i>Cannabis Legalization and Regulation Secretariat</i>	<ul style="list-style-type: none"> • The Secretariat leads and supports the development and implementation of provincial cannabis policy. • Questions about provincially authorized legal cannabis retail should be directed to the Ministry of Attorney General – Associate Deputy Minister's Office.

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<p><i>Research, Innovation and Policy Division</i></p> <p><i>Service Delivery Division</i></p>	<ul style="list-style-type: none"> • TogetherBC, British Columbia's first poverty reduction strategy, sets a path to reduce overall poverty in B.C. by 25 percent and child poverty by 50 percent by 2024. • With investments from across Government, TogetherBC reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty and build a better B.C. for everyone. • Built on the principles of Affordability, Opportunity, Reconciliation, and Social Inclusion, TogetherBC focuses on six priority action areas: <ul style="list-style-type: none"> ○ More affordable housing for more people ○ Supporting families, children and youth ○ Expanding access to education and training ○ More opportunities, more jobs ○ Improving income supports ○ Investing in social inclusion • Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C. • Income and Disability Assistance – Income Assistance provides support and shelter payments to help low income singles and families while they are looking for work. Disability assistance provides support and shelter payments to people who are low-income with a severe disability and cannot fully support themselves or gain independence. Income and Disability Assistance programs and services are delivered at 47 ministry office locations and 36 partnership Service BC offices around the province. Clients can also access services through the ministry's toll-free phone line or through the online client portal My Self-Serve.
<p><i>Employment and Labour Market Services Division</i></p>	<ul style="list-style-type: none"> • How to access employment supports through the Employment Program of BC and the 84 WorkBC Employment Service Centres located throughout the province. • How to apply for project-based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.

MINISTRY OF TOURISM, ARTS AND CULTURE

DIVISION/BRANCH	TOPIC
Arts and Culture	<p>BC Arts Council</p> <ul style="list-style-type: none"> • Implementation of the Strategic Plan focusing on equity, diversity and access; sustainability and creative development; and Indigenous arts and culture. • Administer application-based grant programs using peer adjudication processes. <p>Arts and Culture</p> <ul style="list-style-type: none"> • Research, analysis and policy and program development that aims to enrich communities, provide broad access to and increase participation in the arts and leverage partnerships for impactful and innovative programming in all corners of B.C. Provides oversight of the Royal BC Museum and the modernization project as well as establishment of a Chinese Canadian Museum.
Sport	<ul style="list-style-type: none"> • Policy development on Sport issues; B.C.'s Sport Framework (<i>Pathways to Sport</i>); sport participation; athlete development; sport event hosting.
BC Athletic Commission	<ul style="list-style-type: none"> • Legislation and regulatory oversight of professional boxing and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration.
Tourism	<ul style="list-style-type: none"> • Policy development and strategic issues management to support B.C.'s tourism sector; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with Ministry of Finance.) Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism strategy.
Creative Sector	<ul style="list-style-type: none"> • Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.'s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to advance opportunities. Provides oversight and strategic direction for Creative BC and the Knowledge Network.
Multiculturalism	<ul style="list-style-type: none"> • Multiculturalism Grant program, Legacy Initiatives, Report on Multiculturalism, Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives; Multicultural Advisory Council.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
<i>Highway Operations</i>	<ul style="list-style-type: none"> The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways.
<i>Highway Services</i>	<ul style="list-style-type: none"> The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles. Highway Services also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter and inter-city (scheduled) buses, in accordance with the Passenger Transportation Act.
<i>Major Projects, Infrastructure and Properties Department</i>	<ul style="list-style-type: none"> The Major Projects, Infrastructure and Properties Department is responsible for all aspects of strategic planning, programming, procurement and major projects delivery within the province including development and management of the provincial 10-year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation.
<i>Transportation Policy & Programs Department</i>	<ul style="list-style-type: none"> The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy. This includes air, rail and marine modes, inter-governmental relations, active transportation, cycling and airport grant programs, climate leadership, corporate planning, strategic initiatives and writing services as well as to maintain and optimize the delivery of transit services in participating communities throughout the province. The department also has provincial oversight of the inland and coastal ferry system in British Columbia.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION

DIVISION/BRANCH	TOPIC
<i>Agricultural Land Commission</i>	<ul style="list-style-type: none"> Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
<i>Auditor General for Local Government</i>	<ul style="list-style-type: none"> The office of the Auditor General for Local Government conducts performance audits of local governments in order to provide them with objective information and relevant advice that will assist them in their accountability and the achievement of value for money in their operations. Our office is in the process of closing however, we would be pleased to meet virtually and discuss areas of risk or concerns.
<i>BC Emergency Health Services (BCEHS)</i>	<ul style="list-style-type: none"> As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics and emergency medical call takes and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to the appropriate level of care both within and outside of B.C. <ul style="list-style-type: none"> Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION CONTINUED...

<i>BC Housing</i>	<ul style="list-style-type: none"> • BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing. • Through the Homeowner Protection Act, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.
<i>BC Hydro</i>	<ul style="list-style-type: none"> • Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff look forward to addressing any questions that you may have related to their operations.
<i>BC Oil and Gas Commission</i>	<ul style="list-style-type: none"> • The BC Oil and Gas Commission regulates oil and gas activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.
<i>BC Transit</i>	<ul style="list-style-type: none"> • From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION CONTINUED...

<i>Insurance Corporation of British Columbia (ICBC)</i>	<ul style="list-style-type: none"> • ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff present at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.
<i>Police Victim Services British Columbia</i>	<ul style="list-style-type: none"> • Police Victim Services of British Columbia Society (PVSBC) is the BC registered not for profit charity membership-based organization mandated to be the primary advocate for all (92+) police-based victim service (PBVS) organizations within the Province of BC. • Our Vision is - All victims of crime and trauma across BC receive compassionate, professional and consistent services. • PVSBC advocates, represents and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline and advanced training, professional development and member support programs. • Funding is provided by the Provincial and Federal Governments, with additional resources from corporate and individual contributions, sponsorships and program revenues.
<i>Royal Canadian Mounted Police (RCMP)</i>	<ul style="list-style-type: none"> • The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing and traffic enforcement. Additionally, the BC RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. The BC RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the BC RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient and effective police service.



Ministry of
Municipal Affairs
and Housing



Community Excellence Awards

2020 Program & Application Guide

1. Introduction

The Community Excellence Awards recognize and celebrate UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC. The awards are designed to profile promising practices and to encourage local governments to learn from the success of other members in order to implement changes in their own communities.

UBCM has offered the Community Excellence Awards since 2004.

COVID-19 pandemic – UBCM recognizes the unique circumstances and challenges faced by BC local governments during the pandemic. This includes reduced staff and financial capacity in order to address the impacts caused by the pandemic. However, the pandemic, through the Community Excellence Awards, also provides for the opportunity to showcase the leadership and innovation that local governments are providing in their communities. Applicants are encouraged to include any COVID-19 pandemic response actions and/or activities in their applications.

2. Eligible Applicants & Projects

The Community Excellence Awards program is open to UBCM members only, including local government and First Nation members. UBCM members may submit one application per category.

To be eligible for consideration, projects:

- Must have been initiated after January 1, 2015 and be substantially completed.
- Cannot be the subject of an application that was previously awarded a Community Excellence Award.
- May have been funded by grant programs administered by UBCM.

3. Categories

The purposes of local governments in BC are set out in both the *Community Charter* and the *Local Government Act* and generally focus on good governance, providing services for community benefit, providing stewardship of public assets, and fostering sustainability.



Municipal Finance
Authority of BC



GREEN COMMUNITIES
COMMITTEE



Based on this, the categories are:

Excellence in Governance

Governance is the process of decision-making and the means by which decisions are implemented (or not implemented).

This category recognizes UBCM members that utilize governance processes and policies that are outcomes-based and consensus oriented; support and encourage citizen participation in civic decision-making; are efficient, equitable and inclusive, open and transparent; and exemplify best practices in accountability, effectiveness, and long-term thinking. This may include projects focused on staff, elected officials and/or the community at large.

Excellence in Service Delivery

Service delivery involves the actual production and provision of goods and services to the community, and should be integrated with community plans and aligned with financial plans.

This category recognizes UBCM members that provide effective services in a proactive manner, demonstrate benefit to the community, and utilize performance measures, benchmarks and standards to ensure sustainable service delivery.

Excellence in Asset Management

Asset management is an integrated business approach that involves planning, finance, engineering and operations to effectively manage existing and new infrastructure in order to maximize benefits, reduce risk and provide satisfactory levels of service to community users in a sustainable manner.

This category recognizes UBCM members that have developed a comprehensive system of asset management policies and practices, meeting and/or exceeding accepted best practices such as the International Infrastructure Management Manual, ISO 55000 or Asset Management for Sustainable Service Delivery: A BC Framework.

Excellence in Sustainability

Sustainability means meeting current needs without compromising the ability of future generations to meet their own needs.

This category recognizes UBCM members that incorporate a long-term sustainability lens by considering the four pillars - cultural, social, economic and environmental issues - in planning, policy and practice.

4. Program Criteria

All applications will be scored against the following overall program criteria:

- Leadership: the extent to which the applicant acted as a local or regional leader in the development or implementation of the project.
- Financial management and planning: the degree to which the project and/or organization has implemented financial best practices that support long-term financial planning, value for money, financial sustainability and/or economic development.

- Partnerships and collaboration: the breadth and depth of community and/or regional partnerships that supported the project and the extent to which internal and/or external collaboration was evident.
- Innovation and promising practices: the degree to which the project demonstrated creativity and innovation, and contributed to increased efficiency or effectiveness.
- Public engagement and communications: the extent to which public engagement was foundational to the success of the project, including the use of communication tools such as social media.
- Transferability: the degree to which the process or outcomes of the project, or other learnings, could be conveyed to other UBCM members.

5. Application Process

Application Deadline

The application deadline is Friday, July 10, 2020.

Application Contents

All applicants are required to submit:

- Signed application form. Applications should be submitted as Word or PDF files.
- Council, Board or Band Council resolution indicating support for the project to be considered for a 2020 Community Excellence Award. Note: UBCM will accept applications without a resolution, providing they are received by August 14, 2020. Please contact UBCM if the resolution cannot be submitted by the application deadline.
- Five representative photos of the project. Photos should be submitted as JPEG files at a resolution suitable for display.

If you choose to submit your application by e-mail, hard copies do not need to follow.

Review of Applications

UBCM staff will perform a preliminary review of all applications to ensure the required application elements have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Should UBCM staff determine that a submission is more suitable to a different category than the one submitted to, they may transfer the application to that category.

Subject matter experts will assess and score all eligible applications. UBCM's Presidents Committee will then review recommendations and scores from the subject matter experts and select category winners and, if recommended, honourable mentions.

The committee may also consider if applicants have received past awards and the location and type of each project.

6. Awards Ceremony

Awards are to be presented during UBCM's 2020 Convention. All delegates are invited to attend the awards event.

Please note that in the case that an application for a project with multiple partners is selected for an award or honourable mention, only the local government that submitted the application will be identified as the recipient.

Update: Due to the COVID-19 pandemic, UBCM is reviewing delivery options for the 2020 Convention. Decisions are expected in late May 2020. This may impact the Community Excellence Awards Ceremony.

7. Additional Information

Please visit the Community Excellence Awards section of the UBCM website or contact awards@ubcm.ca or 250 356-5193.

Community Excellence Awards 2020 Application Form

Please complete and return the application form by Friday, July 10, 2020. All questions are required to be answered by typing directly in this form. If you have any questions, contact awards@ubcm.ca or (250) 356-5193.

SECTION 1: Applicant Information	AP- (For administrative use only)
Local Government or First Nation: City of Courtenay	Complete Mailing Address: 830 Cliffe Ave., Courtenay, BC V9N 2J7
Contact Person: David Allen	Position: CAO
Phone: 250-218-8312	E-mail: dallen@courtenay.ca

SECTION 2: Category. Please select one:
<div style="margin-bottom: 10px;"> <input type="checkbox"/> Excellence in Governance. <i>Governance processes or policies that are outcomes-based and consensus oriented; support and encourage citizen participation in civic decision-making; are efficient, equitable and inclusive, open and transparent; and exemplify best practices in accountability, effectiveness, and long term thinking.</i> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Excellence in Service Delivery. <i>Projects/programs that provide effective services in a proactive manner, demonstrate benefit to the community, and utilize performance measures, benchmarks and standards to ensure sustainable service delivery.</i> </div> <div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Excellence in Asset Management. <i>Projects/programs that demonstrate a comprehensive system of asset management policies and practices, meeting and/or exceeding accepted best practices.</i> </div> <div> <input checked="" type="checkbox"/> Excellence in Sustainability. <i>Projects/programs that incorporate a long-term sustainability lens by considering cultural, social, economic and environmental issues in planning, policy and practice.</i> </div>

SECTION 3: Project/Program Details
<p>1. Name of the Project/Program:</p> <p style="margin-left: 40px;">Operationalizing Asset Management at the City of Courtenay</p>



2. Project/Program Summary. Please provide a summary of your project/program in 150 words or less.

In 2015 the City of Courtenay began a multi-step process to ensure the City's organizational structure and daily operations align with sound asset management practices to support sustainable service delivery. Starting with Courtenay Council's adoption of the City's Asset Management Policy in June of 2015 (attachment 1), and an accompanying CAO Directive, the City developed a blueprint that considers both accountability for the delivery of core services and asset management practices. This led to the development of Human Resources Action Plan, which essentially represented a 'condition assessment' of the City staffing levels and competencies in the face of significant growth between 2001 and 2016. This identified a significant gap between the City's growth indicators (43%) and staffing increases (27%). Then in 2017 Courtenay Council approved the creation of 17 new FTE's to partially close the staffing short fall, resulting in a shift from reactive to proactive maintenance, and lower capital renewal costs.

3. Demonstrating Excellence. Please describe how your project/program demonstrates excellence in meeting the purposes of local government in BC and provides promising practices for others to follow.

In February 2018 the City of Courtenay submitted a resolution which was subsequently endorsed by the AVICC "Common Asset Management Policy". This resolution was then submitted for consideration at the 2018 UBCM Convention, and was endorsed with a proposed amendment as follows.

Whereas the purposes of a British Columbia municipality and regional district include providing for stewardship of the public assets of its community;

And whereas the powers, duties and functions of British Columbia municipal and regional district Chief Administrative Officers include:

- a) overall management of the operations of the local government;
- b) ensuring that the policies, programs and other directions of the council or board are implemented; and
- c) advising and informing the council or board on the operation and affairs of the local government:

Therefore be it resolved that UBCM support sound asset management practices as the means to achieve local sustainable service delivery;

And be it further resolved that BC municipalities and regional districts, their respective CAOs and staffs would benefit from guidance to a common communications approach to enhance asset management practices;

And be it further resolved that the Asset Management BC partnership develop a common communications approach to enhance asset management practices.

One of the outcomes of this resolution was the City of Courtenay becoming the first local government in BC to adopt an Asset Management Bylaw in November 2019. A copy of this bylaw and related Staff Report are attached as a pdf document to the email that also includes this application form.

4. Category Criteria.

A. Please describe how your project/program meets the objectives of the category you have applied under. Refer to Section 3 of the Program & Application Guide.

Excellence in Asset Management

B. In many cases projects may meet the criteria of more than one category. If applicable, please describe how your project meets the criteria of one or more other categories.

Excellence in Sustainability

SECTION 4: Program Criteria

5. Leadership. Describe the extent to which your local government acted as a local or regional leader in the development or implementation of the project/program.

As the project progressed several of the early outcomes became evident. First was the need for Council to support the Asset Management program, initially via their 2015 AM policy, and in 2019 via their AM Bylaw.

We shared this realization broadly by publishing our results in the widely read Asset Management BC Newsletter No. 15 (fall 2015) in an article entitled "CAOs, Asset Management and the New Paradigm" which emphasized this role. See AMBC website: <https://www.assetmanagementbc.ca/newsletters/>

Additionally, we created a Business Performance unit to identify and periodically report on project variances relative to intentions and accumulate outcomes for the municipal annual report. While still early in its mandate, the purpose is to meet the "Assess" objective of "Asset Management for Sustainable Service Delivery – the BC Framework".

6. Financial management and planning. Describe the degree to which the project and/or organization has implemented financial best practices that support long-term financial planning, value for money, financial sustainability and/or economic development.

Excerpts from Courtenay "Asset Management Bylaw No. 2981, 2019" re Lifecycle Costing defined in the Bylaw as: "the total cost of a Tangible Capital Asset throughout its life, including planning, design, construction, acquisition, operation, maintenance, rehabilitation, and disposal".

"s. 5. The Chief Administrative Officer will endeavour to provide or to coordinate the provision to Council of all available information and advice pertaining to Lifecycle Costs to facilitate decision-making related to the renewal, upgrade, and acquisition of Tangible Capital Assets."

“s. 6. Council will consider Lifecycle Costs in all decisions related to the renewal, upgrade, and acquisition of Tangible Capital Assets and in doing so will consider information provided to Council under section 5.”

The adoption of Lifecycle Costing within a Bylaw was an essential step in long-term capital budget process leading to the use of the Current Replacement Cost of TCA acquisition/renewal, etc. rather than the inaccurate, former practice of historical costing. All our capital budget decisions are now determined in this fashion.

The Bylaw and covering Staff Report stipulating Lifecycle Costing are provided in their entirety for reference (Attachment 2).

7. Partnerships and collaboration. Describe the breadth and depth of community and/or regional partnerships that supported the project/program and the extent to which internal and/or external collaboration was evident.

This project was supported by Council from its inception; led by the CAO and project manager; employed guidance from Asset Management BC, IIMM/NAMS concepts, the BC AGLG; the BC Framework and professional consulting services of INTERACTIONS HR Solutions Inc.

8. Innovation and promising practices. Describe the degree to which the project/program demonstrated creativity and innovation, and contributed to increased efficiency or effectiveness.

The evolution of our 2015 Asset Management Policy (Attachment 1) to our 2019 Asset Management Bylaw (Attachment 2) demonstrates the scalability of Asset Management practices. Specifically, in several years these practices went from a policy objective to mandatory, continuing practice.

Similarly, we learned early on to appreciate the AM practices of the International Infrastructure Management Manual (the guide to the Australian “National Asset Management Strategy, or NAMS). However, we soon determined that our organization required restructuring rather than adapting the mature and proven NAMS approach. This realization is explained in our article “CAO’s, Asset Management and the New Paradigm” (referred to in s. 5 above).

With the assistance of an external Human Resources firm, the first phase of reorganization was to identify the organization's existing functions and competencies relative to 'ideal' Asset Management practices, irrespective of the existing organizational structure. The second phase entailed identifying the competency and capacity shortcomings relative to these 'ideal' requirements. The outcome was the “City of Courtenay Human Resources Action Plan, 2017” (available upon request) and implemented as part of the 2018 five-year financial plan.

This is explained in summary form in to subsequent articles: AMBC Newsletter Edition No. 22 (Winter 2018) “Operationalizing Asset Management – It’s about People, too” and AMBC Newsletter No. 23 (Summer 2018) “Developing a Common Asset Management Policy for Local Governments in BC” (Attachments 3 and 4 respectively).

A comprehensive Change Management program was undertaken (Attachment 5), followed by implementation as depicted in the Change Management plan and then further broad and specific training with most outcomes achieved by the end of 2019.

9. Public engagement and communications. Describe the extent to which public engagement was foundational to the success of the project/program, including the use of communication tools such as social media.

The public was not directly involved with the process. However, information, costs and progress of this project was continually provided to the public via Council meetings, budget discussions and successive Annual Reports. Social media postings were frequently made to continue a dialogue with the public and the City website was extensively used.

We took a further leadership position by collaborating with several respected communications experts in yet another AMBC Newsletter article (No. 20 summer 2017) entitled "Managing the Asset Management Message: Practical Pointers for Communicating with your Council and Community" (Attachment 6). This evolved into a lead-in to the activities identified in s. 3 above.

10. Transferability. Describe the degree to which the process or outcomes of the project, or other learnings, could be conveyed to other UBCM members.

This process and outcomes are directly transferrable to other UBCM members. We are making deliberate efforts via the AMBC Newsletters and various presentations in forums such as AMBC Annual Conferences; BCWWA and other professional conferences as well as the submission of this information for this potential UBCM recognition.

SECTION 5: Additional Information

11. Please share any other information you think may help support your submission.

Components of this submission evolved over previous years as the scalability of our Asset Management program became sufficiently mature. However, in combination, they culminated in a 2020 Five-Year financial plan – our first that fully and reliably developed the capital, operating and preventive maintenance costs of our Tangible Capital Assets needed to support Sustainable Service Delivery.

Additionally, we shared our methods and thoughts freely with other local governments by publishing them incrementally via successive editions of the Asset Management BC Newsletter, recommended resolutions to AVICC and UBCM and the Perspectives Series of publications by the AGLG.

SECTION 6: Required Attachments

- ☐ Council, Board or Band Council resolution indicating support for the project to be considered for a 2020 Community Excellence Award.
- ☐ Five representative photos of the project. Photos should be submitted as JPEG files at a resolution suitable for display.

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow. Submit applications to Local Government Program Services, Union of BC Municipalities.

E-mail: awards@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

SECTION 7: Signature

Applications are required to be signed by an authorized representative of the applicant.

Name: David Allen

Title: CAO

Signature:



Date: July 10, 2020



July 10, 2020

Dear Mayor and Council,

Greetings from the Comox Valley Art Gallery! On behalf of the CVAG Board of Directors I am writing to let you know that we have formally endorsed, and fully support, the proposal for the Gallery to occupy space on the second floor of 580 Duncan Avenue.

We see this as an exciting opportunity to fulfil the long-held vision of transforming entirety of the old fire hall into a Comox Valley Centre for the Arts.

CVAG and the Comox Valley Community Arts Council have a long history of working collaboratively, and we are working together now to develop a long term proposal to utilize the vacant space for maximum community benefit.

However, both organizations have pressing short time needs for space and would like to make immediate use of the vacant area. We believe that our organizations would use the space in a way that provides crucial benefits to the community, especially in the time of COVID-19.

For CVAG's part, we particularly need immediate additional space for:

- **Enabling participants in the Youth Media Project to meet, edit films, and design soundscapes in a safe environment that facilitates social distancing.**
- **Meeting and work space to prepare for this fall's Opioid Project.**
- **Office and editing space for summer students.** We urgently need more space to ensure that our student interns have a safe working space to undertake their work and develop their careers in the cultural sector.

Two quick points about COVID-19:

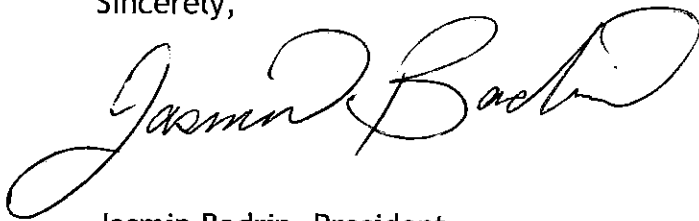
1. We are fully prepared to oversee the safety, custodial, security and technical needs of the second floor (responsibilities formerly held by CVEDS);
2. We have had ongoing problems with ventilation in some parts of the building, which makes it even more imperative to have more space for staff and volunteers.

...2

We ask council to enable CVAG and Comox Valley Arts to utilize this space effective immediately and to task staff with expanding our existing license to include a portion of this space. In the coming months we will work with Comox Valley Arts, in close consultation with City staff, to develop on a long term proposal that may include some improvements to modernize and make the strongest use possible of the facility.

Thank you for considering this, and for your ongoing support of arts and culture in our community.

Sincerely,

A handwritten signature in black ink, reading "Jasmin Badrin". The signature is fluid and cursive, with the first name "Jasmin" and last name "Badrin" clearly distinguishable.

Jasmin Badrin, President
Comox Valley Art Gallery

July 8, 2020

To His Worship Mayor Wells and Council,

On behalf of the Board of Directors of Comox Valley Arts, I would like to express our gratitude for the ongoing support of Arts & Culture.

As per the ongoing conversations with City staff regarding the tenancy of the second floor of the Centre for the Arts at 580 Duncan, CV/Arts would like to request the consideration of taking over the space previously held by the Comox Valley Economic Development Society (CVEDS), in a partnership with Comox Valley Art Gallery (CVAG). CVAG and the CV/Arts have been working together for many years to address and develop a long-term proposal to utilize the vacant space for maximum community benefit. In the meanwhile, both organizations have pressing short term needs for space and would like to make immediate use of the vacant area to ensure a safe and efficient workspace to continue our community outreach.

As you may be aware, CV/Arts and CVAG as well as other key cultural stakeholders have been in continuing conversations about next steps for each organization as well as how we can impact the larger community amidst the ever changing parameters of our Covid -19 response. The demand for responsiveness from our services has grown exponentially within the last months and we have had to undertake a hard pivot, shifting to an online environment, working from remote locations, and meeting in public areas. Our programming has continued and continues to grow in response to our community's needs, and we feel this proposed tenancy will create some much-needed stability in both the short and long term for all parties involved.

We ask Council to support our organizations in the ability to utilize this space effective immediately while we work on a longer-term building and safety program in the coming months. Given the clear benefit that each of our organization plays in the community currently and the enhanced role we are looking to play in the post Covid recovery, we feel this is a beneficial partnership for all parties involved.

Further to this request, as a key partner with the City of Courtenay and as a key organizations in the ongoing development of Arts, Culture and Heritage, we would like to make a request to enter into a license to occupy agreement with the City for a portion of the upper floor of 580 Duncan that will create alignment for our organization alongside our cultural partners.

CV/Arts appreciates the support and direction the City of Courtenay Council and staff have provided over the years as well in the past 5 months as we move forward into some very new and exciting territory. As the Arts community begins to reconnect and carve a path forward we feel these larger infrastructure and connectivity developments will enable CVA and CVAG to become more agile and responsive to a larger proportion of the valleys' arts and culture community as well as other communities in need.

Thank you again for your support.

Don Ferguson, President

On behalf of the Board of Directors of Comox Valley Arts

Sent: Friday, July 10, 2020 2:51 PM

To: bwells@courtenay.ca; bob@courtenay.ca

Subject: Request for Letter of Support, Comox Valley Affordable Housing Society

Hello Mayor Bob,

I am a member of the Monarch Lions Club and a Director on the Board for the Affordable Housing Society. We are requesting a Letter of Support from the Mayor's office on behalf of the Comox Valley Affordable Housing Society. I am copying my email to Ann Janssen, our Administrator and Fred Tutt, the Chairman of our Board. I am serving as a Director on this Board and Mr. Tutt and I are working together on this project.

To give you some background on our projects, I will share the following information:

The Courtenay Low Income Housing Society began in 1990. The Board took over the D'Esterre Senior Citizens Society in 2015. In 2019 the Courtenay Low Income Housing Society changed its name to the Comox Valley Affordable Housing Society. The board believed that the name was a better fit for the Society moving forward.

Shortly after the name was changed, The Comox Valley Affordable Housing Society and the D'Esterre Senior Citizens Society amalgamated. D'Esterre was given to us in a state of extreme disrepair; it had not been properly maintained essentially since it was built. While we have tried to maintain it as best we can, it is to the point we are running at a deficit and if we do not rebuild - we will have to shut the property down and look at other alternatives (such as selling the property). Obviously, we do not want to have to do that.

A tenant relocation plan has been put in place, and we will work with the displaced tenants as best we can to help them find new homes. We have put together a pay-out package including some money towards moving costs, etc. Unfortunately, we can only do so much in the housing market as it is - which is why we are working so hard to build new units. The rents the tenants will have to pay in their new homes WILL be higher as they are paying in many cases less than \$300.00 per month for rent (which is part of the reason that we run in a deficit).

Currently, there are 16 units on about 1 acre of land for D'Esterre in Comox. This is not good use of the property. We are aiming to increase this number to 52. Almost TRIPLE!

I am suggesting a letter of support that might say something along the lines of "the society is not only capable of building the new property, but will ensure all aspects of running and maintaining it are taken care of in the years to come." Or "more low-income housing is needed in the valley, and the society has my full support in this project." Etc. Etc.

Perhaps you can refer to the grossly unaffordable rental rates and severe need for senior's affordable housing valley wide. Also it should be noted the Comox Valley Affordable Housing Society's ability to house 36 more people who desperately need homes at decent rental rates would be one of the results of this extra new seniors housing.

If you have any further questions about this project, I would be happy to answer any questions you may have. I can be reached at rolowebb@telus.net or home phone (250) 338-6603. Should you agree with our request for a letter of support, we would appreciate receiving it as soon as possible.

We look forward to your support of this important project. Your letter of support can be sent to the following: (With a copy to me)

Ann Janssen, Administrator
Comox Valley Affordable Housing Society
#21 - 1547 Dingwall Road
Courtenay, BC V9N 3S8
(250) 334-3340
lvve@shaw.ca

Thank you, Mayor Bob Wells,

Sincerely,
Ron Webber
Director, Comox Valley Affordable Housing Society

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3014

A bylaw to amend Official Community Plan Bylaw No. 2387, 2005

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

1. This bylaw may be cited for all purposes as “**Official Community Plan Amendment Bylaw No. 3014, 2020**”.
2. That “Official Community Plan Bylaw No. 2387, 2005” be hereby amended as follows:
 - (a) by changing the land use designation of Lot 7, District Lot 104, Comox District, Plan 5659 as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, to Multi-Residential; and
 - (b) That Map #2, Land Use Plan be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this _____ day of _____, 2020

Read a second time this _____ day of _____, 2020

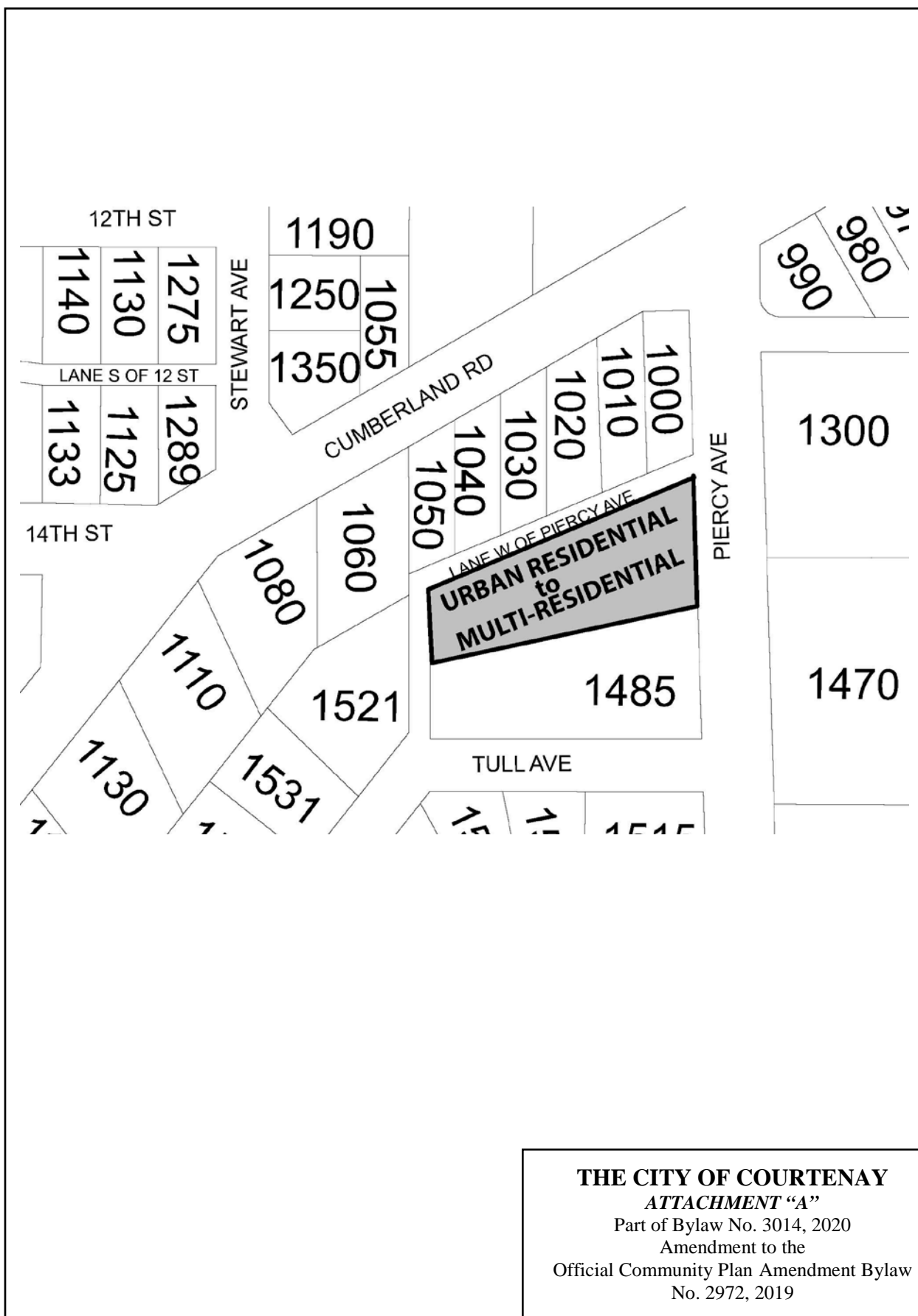
Considered at a Public Hearing this day of , 2020

Read a third time this _____ day of _____, 2020

Finally passed and adopted this day of , 2020

Mayor

Corporate Officer



THE CITY OF COURTENAY
ATTACHMENT "A"
Part of Bylaw No. 3014, 2020
Amendment to the
Official Community Plan Amendment Bylaw
No. 2972, 2019

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3005

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. 3005, 2020”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:

(a) Amending Division 8 – Classification of Zones through the addition of:

Part 54 – Comprehensive Development Twenty Nine Zone (CD-29) 1375 Piercy Road as attached in **Attachment A**.

(c) by rezoning Lot 7, District Lot 104, Comox District, Plan 5659 (1375 Piercy Ave.) as shown in bold outline on **Attachment B** which is attached hereto and forms part of this bylaw, from Residential Two (R-2) to Comprehensive Development Zone Twenty Nine (CD-29)

(d) That Schedule No. 8, Zoning Map be amended accordingly.

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this _____ day of _____, 2020

Read a second time this _____ day of _____, 2020

Considered at a Public Hearing this day of , 2020

Read a third time this _____ day of _____, 2020

Finally passed and adopted this day of , 2020

Mayor

Corporate Officer

Attachment A

Part 56 – Comprehensive Development Twenty Nine Zone (CD-29) (1375 Piercy Ave.)

8.56.1 Intent

The CD-29 Zone is intended to accommodate an affordable housing development composed of three, four unit townhomes on the property legally described as Lot 7, District Lot 104, Comox District, Plan 5659. The property shall be developed substantially in accordance with Schedule A which form part of this zone.

8.56.2 Permitted Uses

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

1. Dwelling, Townhouse

8.56.3 Lot Coverage

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

8.56.4 Minimum Lot Size

A lot shall have an area of not less than 2274m².

8.56.5 Setbacks

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

(1) Front Yard: 1.0m

(2) Rear Yard: 6.0m

(3) Side Yards: 2.0m

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.

8.56.6 Height of Buildings

Maximum building height shall be 8.0m.

8.56.7 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:

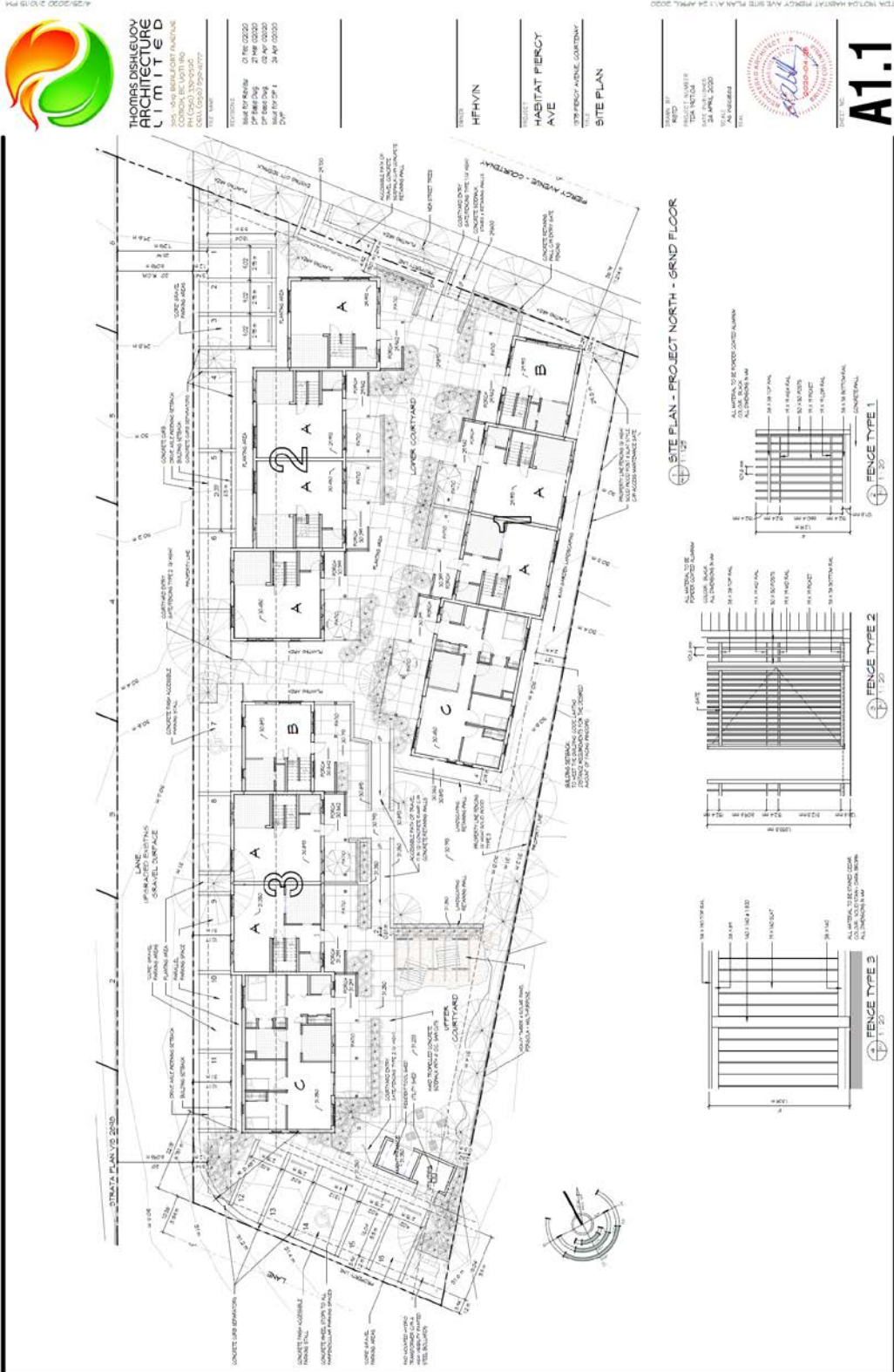
- (1) In this zone, parking shall be provided at a rate of 1.25 parking spaces per dwelling unit inclusive of visitor parking;
- (2) Bicycle parking facilities must be provided at a rate of two secure stalls per unit.

All driveways and parking shall be located in the yard with direct access from the lane.

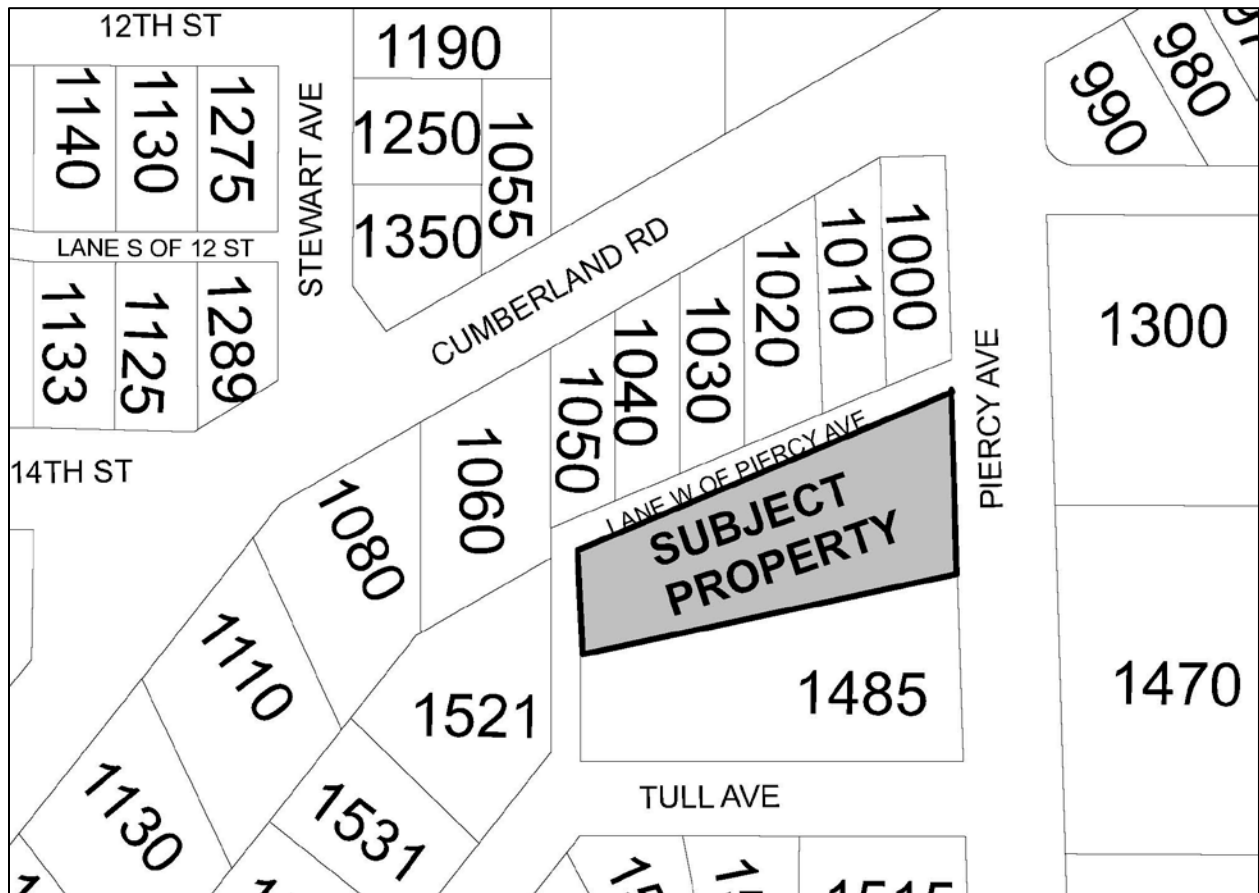
Parking stalls shall be delineated using concrete curbs.

Schedule A

Note: Please refer to full size drawings in file 3360-20-2006



Attachment B



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3013

A Bylaw to Defer Tax Sale for the Year 2020

WHEREAS, pursuant to Division 4 of Local Government Finance (COVID-19) Ministerial Order No. M159 Council may, by bylaw adopted on or before August 31, 2020 defer the annual tax sale for 2020 until September 27, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 649 of that Local Government Act;

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

1. This bylaw may be cited as **“2020 Annual Tax Sale Deferral Bylaw No. 3013, 2020”**
2. The annual tax sale for 2020 is deferred to September 27, 2021.
3. All delinquent taxes on properties within the City of Courtenay as at September 28, 2020 will remain as delinquent taxes for 2021 with applicable interest charges.
4. **Delinquent taxes** include Taxes in arrears and means any taxes remaining unpaid on December 31, two years after the year the tax was imposed.
5. **Taxes in arrears** means outstanding property taxes plus applicable penalties and interest that are unpaid on December 31 in the year they were imposed.

Read a first time this day of , 2020

Read a second time this day of , 2020

Read a third time this day of , 2020

Finally passed and adopted this day of , 2020

Mayor

Corporate Officer

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 6th day of April, 2020

Read a second time this 6th day of April, 2020

Public Hearing waived this 15th 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 24th day of June, 2020 and the 1st day of July, 2020 (pursuant to Section 467 of the *Local Government Act*)

Read a third time this day of July, 2020

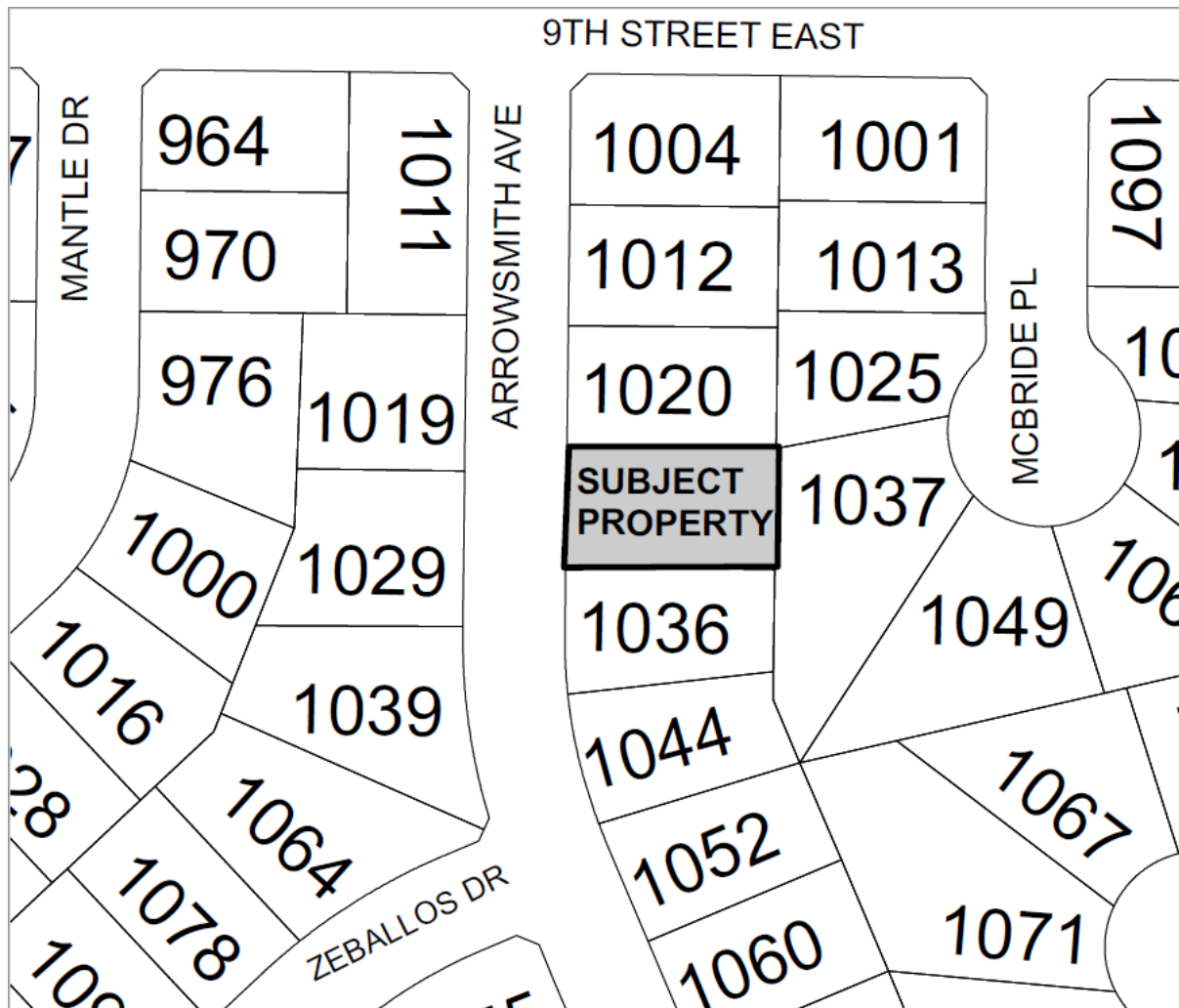
Finally passed and adopted this day of , 2020

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 CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2999

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. 2999, 2020**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 1, District Lot 127, Comox District, Plan 12578 (820 Urquhart Avenue), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential Two Zone (R-2) to Residential Two B Zone (R-2B); 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 15th day of June, 2020

Read a second time this 15th day of June, 2020

Public Hearing waived this 15th day of June, 2020 (pursuant to Section 464 (2) of the *Local Government Act*)

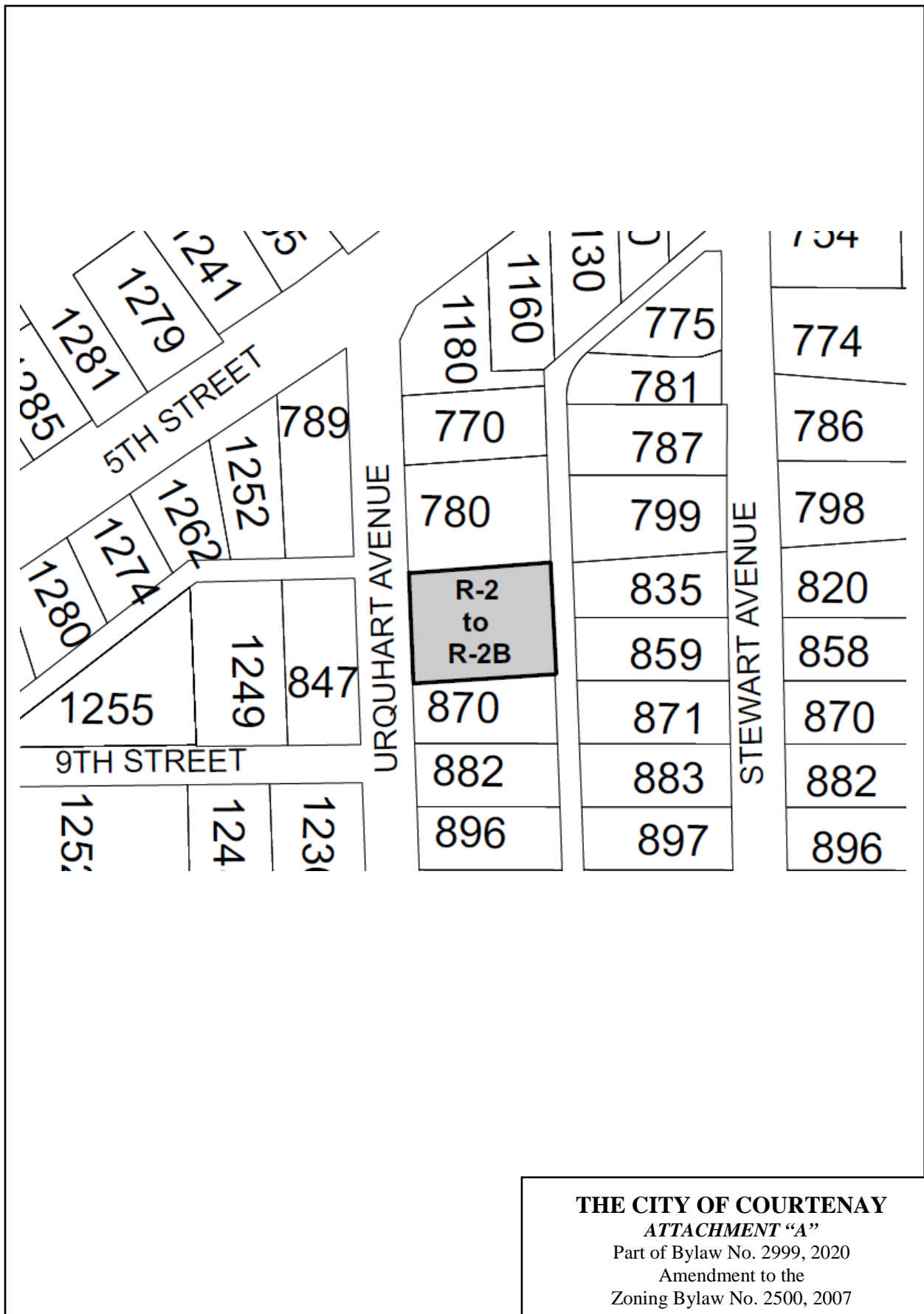
Public Hearing notice of waiver published in two editions of the Comox Valley Record on the 24th day of June, 2020 and the 1st day of July, 2020 (pursuant to Section 467 of the *Local Government Act*)

Read a third time this 6th day of July, 2020

Finally passed and adopted this day of , 2020

Mayor

Corporate Officer



THE CITY OF COURTENAY

ATTACHMENT "A"

Part of Bylaw No. 2999, 2020

Amendment to the

Zoning Bylaw No. 2500, 2007