

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

Date: September 8, 2020
Time: 4:00 p.m.
Location: City Hall Council Chambers

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. M192 Local Government Meetings & Bylaw Process (COVID-19) Order No. 3 implemented changes to its open Council meetings.

In the interest of public health and safety, and in accordance with section 3(1) of Ministerial Order No. 3 M192, in-person attendance by members of the public at Council meetings will not be permitted 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.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

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1.1 Adopt August 17th, 2020 Regular Council meeting minutes

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2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

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Strategy Presentation

Presentation facilitated by:

- Dan Casey, Transportation Planner, Urban Systems
- Eric Sears, Municipal Engineer, Urban Systems
- Katie Hamilton, Principal, Tavola Strategy Group

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8. RESOLUTIONS OF COUNCIL

8.1 Councillor Morin Resolution - Home Occupation Business

Whereas the onset of COVID-19 has created significant challenges for local businesses, and in some cases, has contributed to their permanent closures;

Whereas businesses are adapting to these challenges by reducing costs such as rent by working from home, and the City's zoning bylaw is considered restrictive in the types of allowable home occupations, particularly in relation to other local jurisdictions; and

Whereas the City of Courtenay has joined with other local governments to implement a COVID economic recovery task force, and has identified economic growth as a strategic priority;

Therefore be it resolved that Council expand support of small business by directing staff to look at options for an amendment to the zoning bylaw to expand permitted home occupations to include (but is not limited to) hairdressing, dog grooming, counselling, massage, and acupuncture; and other such businesses that do not create additional noise and parking challenges.

8.2 Councillor McCollum Resolution - Air Quality - Wood Burning

Whereas, the impact of wood smoke to local air quality and health is a major concern in our community; and

Whereas, the proper storage of wood and operation of a wood burning appliance significantly reduces the negative impacts on local air quality;

Therefore be it resolved, that Council direct staff to prepare a report to consider options for a bylaw to address nuisance wood burning and ensure responsible storage of wood and operation of wood burning appliances.

8.3 In Camera Meeting

That a Special In-Camera meeting closed to the public will be held September 8th, 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) (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.

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1 For First and Second Reading

12.1.1 Zoning Amendment Bylaw No. 2989, 2020 (4070 Fraser Road) 175

(A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Rural Eight (RU-8) to Comprehensive Development Zone Twenty-One Zone (CD-21) and Public Use and Assembly Two Zone (PA-2); and amend Schedule No. 8 Zoning Map to facilitate a 12 lot subdivision and City parkland - 4070 Fraser Road).

12.1.2 Zoning Amendment Bylaw No. 3012, 2020 (1520 Thorpe Avenue) 179

(A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Residential One Zone (R-1) to Residential One S Zone (R-1S); and amend Schedule No. 8 Zoning Map to permit the addition of a secondary suite - 1520 Thorpe Avenue)

12.2 For First, Second and Third Reading

12.2.1 Tax Exemption 2021 Bylaw No. 3019, 2020 181

(A bylaw to exempt certain lands and improvements from taxation for the year 2021)

12.2.2 Tax Exemption Churches 2021 Bylaw No. 3020, 2020 187

(A bylaw to exempt certain lands and improvements, set apart for public worship, from taxation for the year 2021)

13. ADJOURNMENT

Minutes of a Regular Council Meeting

Meeting #: R21/2020
Date: August 17, 2020
Time: 4:00 pm
Location: City Hall, Courtenay, BC, via video/audio conference

Attending:

Mayor:: B. Wells, via video/audio conference
Councillors: W. Cole-Hamilton, via video/audio conference
D. Frisch, via video/audio conference
D. Hillian, via video/audio conference
M. McCollum, via video/audio conference
W. Morin, via video/audio conference
M. Theos, via video/audio conference

Staff: T. Kushner, Interim CAO, via video/audio conference
W. Sorchta, Corporate Officer, via video/audio conference
I. Buck, Director of Development Services, via video/audio conference
C. Davidson, Director of Engineering Services, via video/audio conference
J. Nelson, Director of Financial Services, via video/audio conference
K. Shaw, Director of Public Works Services, via video/audio conference
D. Snider, Director of Recreation and Cultural Services, via video/audio conference
A. Berard, Manager of Financial Planning, Payroll and Business Performance, via video/audio conference
B. Guderjahn, Manager of Purchasing, via video/audio conference
A. Guillo, Manager of Communications, via video/audio conference
E. Gavelin, Network Technician, via video/audio conference
D. Salmon, Acting Manager of Information Systems

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1. ADOPTION OF MINUTES

1.1 Adopt August 4th, 2020 Regular Council meeting minutes

Moved By Frisch

Seconded By Morin

That the August 4th, 2020 Regular Council meeting minutes be adopted.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

3.1 Home Occupation Business and Possible Amendments to City Bylaws

Lisa Christensen, Business Owner, Sirius Beauty Dog Spa, and Lori Ball, President, Comox Valley Home Based Business Association, presented information for Council to consider possible amendments to the City's bylaws relating to home occupation business that would allow more types of home based businesses to operate in Courtenay.

3.1.1 Example Brochure - Village of Cumberland

Moved By Frisch

Seconded By Cole-Hamilton

That the Home Occupation Business presentation and correspondence "Example Brochure - Village of Cumberland" provided by the Comox Valley Home Based Business Association, be received for information.

Carried

3.2 Electric Vehicle Charging Infrastructure - Natural Resources Canada (NRCAN) Grant Proposal

Randy Chatterjee, Comox Valley Electric Vehicle Association (CVEVA), Helen Boyd, Comox Valley Nurses for Health and the Environment, and Lindsay Eason, EmotiveBC and Global Affinity Communications, presented information to Council about an opportunity for the CVEVA to apply for a federal grant from Natural Resources Canada (NRCAN) to help fund a zero-emission vehicle awareness campaign in our community. The delegation is proposing to invest in a public outreach and education campaign in partnership with the City that would build capacity for electric vehicle infrastructure, technology and charging stations

in Courtenay to provide alternative clean transportation options for residents and visitors.

Moved By McCollum

Seconded By Cole-Hamilton

That the presentation and materials from the Comox Valley Electric Vehicle Association for a community zero-emission vehicle awareness campaign and Natural Resources Canada - Zero-Emission Vehicle Awareness grant initiative presented in partnership with the Comox Valley Nurses for Health and the Environment and EmotiveBC and Global Affinity Communications, be received for information.

Carried

3.2.1 Request for Letter of Support for a Comox Valley Zero-Emission Vehicle Awareness Campaign

3.2.2 Zero-Emission Vehicle Awareness Initiative - Natural Resources Canada

Moved By Cole Hamilton

Seconded By McCollum

That the correspondence dated August 12th, 2020 from the Comox Valley Electric Vehicle Association requesting a letter of support from Council, be received for information; and,

That Council provide a letter to the Comox Valley Electric Vehicle Association in support of their grant application to the Natural Resources Canada (NRCAN) Zero-Emission Vehicle Awareness Initiative to expand electric vehicle charging infrastructure in Courtenay before the grant intake deadline of September 8th, 2020.

Carried

4. STAFF REPORTS/PRESENTATIONS

4.1 CAO and Legislative Services

4.1.1 Lease Agreement Amendment for Courtenay Airpark (2380-30)

Moved By Frisch

Seconded By Hillian

That based on the August 17th, 2020 staff report “Lease Agreement Amendment for Courtenay Airpark” subsequent to the publication of notice, Council adopt OPTION 1 and authorize the attached lease between the Courtenay Airpark Association and the City of Courtenay for the property having a legal description of:

- PID: 000-892-149, Lot 1, Section 66, Comox District, Plan 14942 except any portion of the bed of the Courtenay River;
- PID: 000-892-068, Lot A, Section 66 and 67, Comox District, Plan 14521 except any portion of the bed of the Courtenay River;
- PID: 004-154-665, Lot 1, Section 68, Comox District, Plan 15512;
- Licence of Occupation, Crown License No. V933091 (Floatplane Ramp)
- Lease Area A Plan EPP99020 (Floatplane Dock); and,

That the Mayor and Corporate Officer be authorized to execute all documentation relating to the lease.

Not voted on (Council postponed decision on the main motion by resolution)

New motion:

Moved By Hillian

Seconded By Theos

That Council postpone a decision on the main motion (OPTION 1) of the August 17th, 2020 staff report “Lease Agreement Amendment for Courtenay Airpark” until a future Council meeting as determined by staff; and,

That this item be referred back to staff to allow for a report that provides additional information about the environmental and insurance issues raised during discussion at the August 17th, 2020 regular Council meeting.

Carried

4.1.2 Consideration of the 2019 Annual Municipal Report - Pursuant to Section 99 of the Community Charter

Moved By Hillian

Seconded By Frisch

That the 2019 Annual Municipal Report be received for information; and,

That Council consider the 2019 Annual Municipal Report and any submissions from the public.

Carried

4.2 Financial Services

5:28 p.m. Councillors Hillian and Morin recused themselves citing a possible conflict of interest as Councillor Hillian is involved with one of the one of the organizations applying for the permissive tax exemption in 2020; and, Councillor Morin is employed by one of the organizations applying for the permissive tax exemption in 2020.

4.2.1 Consideration of 2021 Permissive Property Tax Exemptions (1960-20[2021])

Moved By Frisch

Seconded By McCollum

That based on the August 17th, 2020 staff report “2021 Permissive Property Tax Exemptions”, Council approve OPTION 1 as follows:

1. That Council consider the list of new applications for permissive tax exemption for 2021 as detailed on Schedule A attached;
2. That Council approve exemptions for new applications as recommended in Schedule A;
3. That Council direct staff to prepare the applicable bylaws for permissive tax exemption in 2021 based on the attached schedules A, B, C, D and E; and
4. That statutory notice of the proposed permissive exemption bylaws pursuant to Section 227 of the *Community Charter* be published for two consecutive weeks prior to final adoption of the bylaws.

Carried

5:36 p.m. Councillors Hillian and Morin returned to the meeting.

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

5.1 Correspondence - Minister Claire Trevena, Ministry of Transportation and Infrastructure Re: 5th Street Bridge Rehabilitation Project - Funding Assistance (0410-20 / 5335-20 / 5400-02)

Moved By Frisch

Seconded By Hillian

That the correspondence dated August 5th, 2020 from Minister Claire Trevena, Ministry of Transportation and Infrastructure, in response to the City's May 26th, 2020 letter regarding alternative funding opportunities for the 5th Street Bridge Rehabilitation project, be received for information.

Carried

5.2 Correspondence - Union of BC Municipalities (UBCM) Application for 2020 Community Excellence Awards - Operationalizing Asset Management (0390-20)

Moved By Frisch

Seconded By Hillian

That the correspondence from the Union of BC Municipalities (UBCM) regarding the 2020 Application for Community Excellence Awards - Operationalizing Asset Management, be received for information.

Carried

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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

7.1 Councillor Cole-Hamilton

Councillor Cole-Hamilton participated in the following events:

- Comox Valley Drug Strategy Committee meeting
- Overdose Working Group Community Action Team meeting
- Climate Caucus Board of Directors meeting
- Climate Caucus Coordinating Committee meeting (6 Total)
- Climate Caucus Summit 2020 Facilitator
- CVRD Board meeting
- Comox Valley Sewage Commission meeting

- PACE BC Steering Committee meeting
- Meeting with Jasmine Bradet, Outreach Officer, Federation of Canadian Municipalities (FCM) Re: PACE BC
- Meeting with James Coccola, Executive Vice-President, BC Government and Service Employees Union (BCGEU) and PACE BC Steering Committee
- Meeting with Don Lidstone, Lidstone and Company, and PACE BC Steering Committee
- Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee meeting

7.2 Councillor Frisch

Councillor Frisch reviewed his attendance at the following events:

- Black Lives Matter - “Black is Beautiful” event
- Letter signing on behalf of Comox Valley Sewage Commission encouraging municipalities to use Skyrocket compost material produced as part of the Comox Strathcona Waste Management organics collection pilot project

7.3 Councillor Morin

Councillor Morin participated in the following events for the period of July 1st to August 16th:

- Drug Strategy Dialogue sessions with the Canadian Drug Policy Coalition
- Comox Valley Food Policy Council - Food Supply Disruption Subcommittee meetings (3 Total)
- Comox Valley Sewage Commission meeting (3 Total)
- Comox Valley Water Committee meeting
- Comox Valley Sports Centre Commission meeting
- CVRD Board meetings (3 Total)
- Vulnerable Populations Housing meeting
- Community Drug Strategy Committee meeting
- Climate Caucus Virtual Climate Summit 2020
- “Black is Beautiful” community dialogue event on systemic racism hosted at Cornerstone
- Communications with residents and business owners re: 5th Street road closure, home based business bylaw restrictions, nuisance residences, rodent control, medical masks, Official Community Plan (OCP) update, and proposed developments

7.4 Mayor Wells

Mayor Wells reviewed his attendance at the following event:

- Economic Recover Task Force Co-Chair meeting and presentation to CVRD

8. RESOLUTIONS OF COUNCIL

8.1 Councillor Hillian Resolution - Assertive Community Treatment (ACT) Team

That the City write to Island Health and the provincial government requesting that an Assertive Community Treatment (ACT) team be implemented in the Comox Valley to enhance mental health outreach and crisis intervention services.

Motion withdrawn

8.2 Rise and Report - Chief Administrative Officer (CAO) Recruitment - PFM Executive Search (2790-20)

Moved By Frisch

Seconded By Hillian

That Council commences a formal executive search process to hire a Chief Administrative Officer (CAO) for the City of Courtenay;

That based on quotes received from two professional executive search consulting firms, that PFM Executive Search be awarded the contract to provide executive recruitment services for the City's CAO search;

That the costs for these services be funded through the Human Resources Management Consulting budget; and,

That subject to approval of the terms of the consulting agreement that Council rise and report at a future open meeting as deemed appropriate by staff.

Carried

8.3 Councillor Cole-Hamilton Resolution - Nomination to the 2020 Union of BC Municipalities (UBCM) Executive (0400-20)

Moved By Frisch

Seconded By Theos

That City of Courtenay Mayor and Council endorse Councillor Will Cole-Hamilton's candidacy for the position of "Director at Large" on the Union of British Columbia Municipalities (UBCM) Executive; and,

That Council provide a letter addressed to "UBCM Members" in support of Councillor Cole-Hamilton's run for the UBCM Executive office prior to the September 2020 election.

Carried

8.4 In Camera Meeting

Moved By Hillian

Seconded By Theos

That a Special In-Camera meeting closed to the public will be held August 17th, 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.

Carried

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

10.1 Councillor Morin - Home Occupation Business

Councillor Morin presented the following notice of motion to be considered by Council at the September 8th, 2020 regular Council meeting:

“Whereas the onset of COVID-19 has created significant challenges for local businesses, and in some cases, has contributed to their permanent closures;

Whereas businesses are adapting to these challenges by reducing costs such as rent by working from home, and the City’s zoning bylaw is considered restrictive in the types of allowable home occupations, particularly in relation to other local jurisdictions; and

Whereas the City of Courtenay has joined with other local governments to implement a COVID-19 economic recovery task force, and has identified economic growth as a strategic priority;

Therefore be it resolved that Council expand support of small business by directing staff to look at options for an amendment to the zoning bylaw to expand permitted home occupations to include (but is not limited to) hairdressing, dog grooming, counselling, massage, and acupuncture; and other such businesses that do not create additional noise and parking challenges.”

10.2 Councillor McCollum - Air Quality - Wood Burning

Councillor McCollum presented the following notice of motion to be considered by Council at the September 8th, 2020 regular Council meeting:

“Whereas, the impact of wood smoke to local air quality and health is a major concern in our community; and

Whereas, the proper storage of wood and operation of a wood burning appliance significantly reduces the negative impacts on local air quality;

Therefore be it resolved, that Council direct staff to prepare a report to consider options for a bylaw to address nuisance wood burning and ensure responsible storage of wood and operation of wood burning appliances.”

11. NEW BUSINESS

**11.1 Council Appointment - Liaison to Comox Valley Kiwanis Village Board
(0360-20)**

Moved By Theos

Seconded By Hillian

That Councillor Frisch be appointed as Council liaison to the Comox Valley
Kiwanis Village Board.

Carried

12. BYLAWS

13. ADJOURNMENT

Moved By McCollum

Seconded By Frisch

That the meeting now adjourn at 6:13 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 8th day of September, 2020

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 8000-25

From: Chief Administrative Officer

Date: September 8, 2020

Subject: COVID-19 Recovery Plan Policy: Indoor Recreation Facility Use

PURPOSE:

This report is for Council to authorize staff to lift the facility closure affecting the City's recreation facilities to allow for indoor recreation facility use after September 8, 2020.

POLICY ANALYSIS:

In phase 3 of the BC Restart Plan, we are authorized to again provide services to the public within facilities. The authorization is conditional in many respects and we are prepared to again suspend those services if the COVID-19 rate of infections rises to an unacceptable level in our community as determined by the Public Health Officer.

The City's solicitor has advised that Public Health and Ministerial Orders carry the weight of law. In addition, Public Health Guidelines issued by the Public Health Officer contain the minimum standard of enhanced protocols to be met in delivering services during the COVID-19 pandemic.

Unless altered by a Public Health or Ministerial Order, the City remains subject to all the normal senior government statutes and regulations.

Also, the Courts have established that a government body, including a municipality, will likely only owe a duty of care when engaged in operational decision making, but not when the conduct arises from a policy decision. A resolution of Council is typically a policy decision, whereas a decision of staff without the policy direction of Council is typically an operational decision.

Therefore, operationally we must comply with all statutes, Health and Ministerial Orders and the approved Guidelines yet will continue to owe a duty of care unless our operational decisions are endorsed by a resolution of Council. Consequently, as the recovery process continues through the BC Restart Plan phases, each service or group of like services will have a recovery plan provided to Council by staff reports. Each will contain a unique, recommended resolution to stipulate Council's specific policy decision to again provide the service or services according to the proposed operational plan.

The Ministry Order MO120 in which those organizations deemed as providing essential services (including local governments) are not liable (gross negligence excepted) for damages resulting, directly or indirectly, from an individual being infected or exposed to COVID-19 continues to be in effect during the provinces state of emergency.

CAO RECOMMENDATIONS:

That based on the September 8th, 2020 staff report “COVID-19 Recovery Plan Policy: Indoor Recreation Facility Use”, Council approves OPTION 1 as follows:

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

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 3 which, under enhanced protocols allows the return to provision of certain services including preschool childcare, indoor recreational programming and facility rentals;

Therefore be it resolved that effective immediately, Council authorizes the re-opening of the City’s recreation facilities for the purpose of preschool childcare, indoor recreational programming and facility rentals with the following conditions:

- a) That in the interest of public health and safety, staff amend facility use agreements and indoor use waiver forms to include COVID-19 language regarding provincial and federal guidelines.
- b) That Worksafe BC Employee Safety Plans for City staff engaged in the provision of this service has been prepared under public health aligned industry guidelines and Worksafe BC regulations.
- c) That a COVID-19 Safety Plan is completed and readily available to participants and has been prepared under public health aligned industry guidelines including orders issued by the public health officer, the Minister of Public Safety and Solicitor General and Worksafe BC regulations.
- d) That re-opening of the recreation facilities for the purposes of indoor recreation facility use and facility rentals comply with existing applicable City policies or bylaws.
- e) That City staff will review operations on a regular basis to ensure the re-opening of the recreation facilities, recreational program offerings, facility rentals and supporting facility operations are in compliance with the City of Courtenay COVID-19 Indoor Recreation Facility Use Plan Policy.

That the City of Courtenay COVID-19 Indoor Recreation Facility Use Plan Policy during the COVID-19 pandemic be effective immediately and may be subject to change:

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

Respectfully submitted,



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

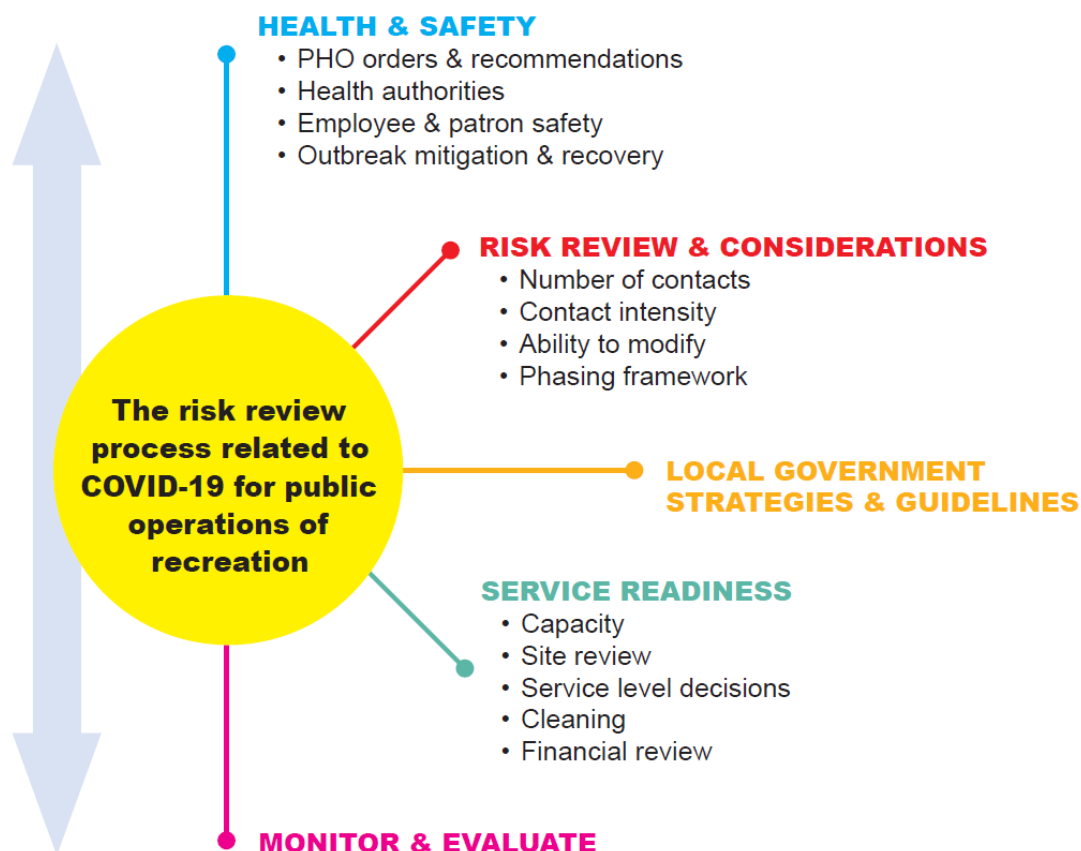
BACKGROUND:

All City of Courtenay recreation facilities have been closed to the public since the announcement of the COVID-19 pandemic.

As the province continues in phase 3 of the BC Restart Plan the City of Courtenay recognizes the on-going importance of supporting the social, physical, and emotional well-being of our community during these unprecedented times, while protecting the health, safety and welfare of all participants. With the cooler weather approaching, there is a need to move to indoor recreation facilities.

As part of the BC Restart Plan, child care and recreation centres may re-open with the established guidelines and extra safety precautions still in place. As identified in previous staff reports regarding COVID-19 Recovery Plan Policy, staff have utilized the provincially mandated British Columbia Recreation and Parks Association Guidelines for Restart Operations to guide the planning process for re-opening services identified in this report including other specific industry guidelines.

Below is a summary of major policy commonalities each municipality is to consider for recreational service areas when creating their safety plans and considering local government policies.



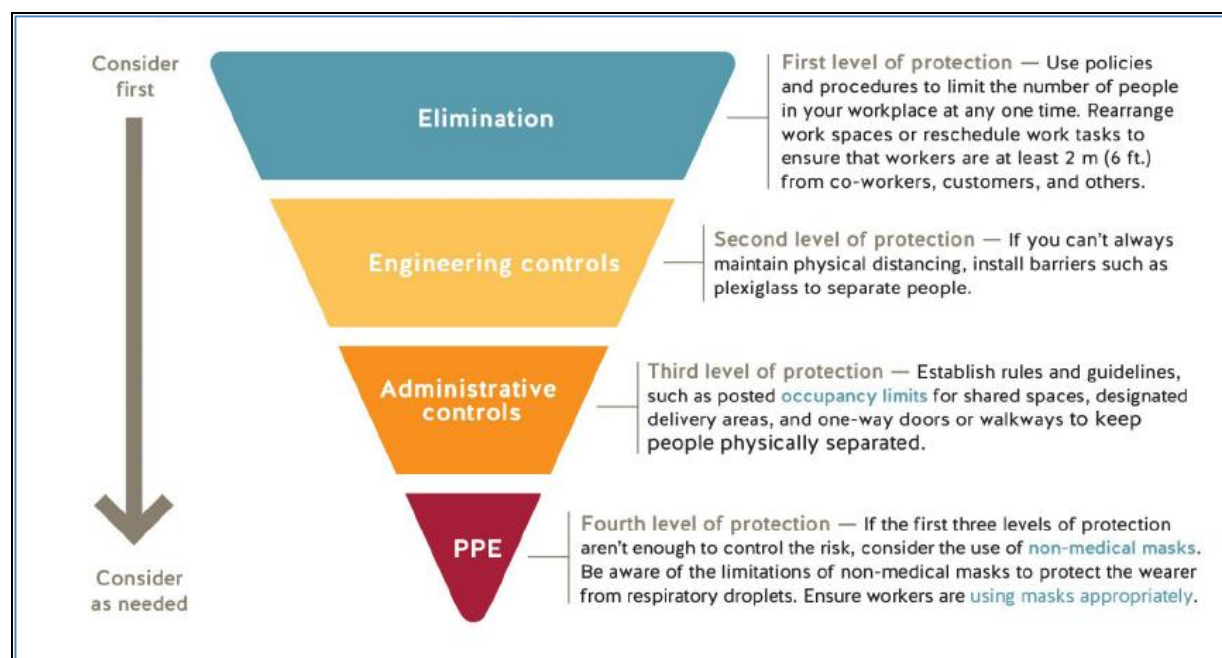
In regards to child care, based on the current epidemiological understanding of the much lower risk of COVID-19 transmissions in children, childcare providers are encouraged to re-open under the provincial and industry safety protocols established by the BC Centre for Disease Control and BC Ministry of Health.

Childcare facility closures have significant negative mental health and socioeconomic impacts on vulnerable children and youth, and in the opinion of the province, the benefits outweigh the negative impacts of continued childcare facility closures.

DISCUSSION:

This report is to address the fourth step of service offerings: the re-opening of the recreation facilities for recreation programming, preschool and facility rentals. The recreation programming and facility use will function under a “new normal” and will follow the provincial and industry COVID-19 guidelines. The proposed changes are adaptations based on risk assessments and provincial guidance.

In order to develop safety plans for indoor facility use, staff have followed WorkSafe BC guidelines. These guidelines provide information and resources to assist in ensuring the risk of exposure to COVID-19 is minimized in the workplace. WorkSafe BC guidelines also identify the responsibilities of employers and workers to prevent COVID-19 in the workplace. As illustrated below, the general process includes an initial risk assessment of the service areas, followed by the creation of an employee safety plan which includes protocols to reduce or eliminate the risk of transmission of COVID-19.



Source: Worksafe BC Website - Sports and recreation: Protocols for returning to operation

To ensure these safety plans are available to City staff and the public, service specific safety plans will be posted to the City website for reference. The Recreation and Cultural Services department will also be posting the City of Courtenay Recreation Services Safe Re-start Guide. This document will be a condensed summary of the department's service safety plans and provide an overarching outline of recreation services safety protocols during COVID-19.

In addition to the above mentioned BCRPA and WorkSafe BC general guidelines, and before re-opening the recreation facilities to offer indoor programming and facility rentals to the public, City staff will consider the following additional industry guidelines for the inclusion of enhanced protocols in their safety plans:

- (a) BC Municipal Safety Association guidelines for best practice in physical distancing in an office environment will be included in employee safety plans.
- (b) Recreation Facility Association of BC guidelines will be included as best practice in the development of cleaning protocols for the recreation facilities.
- (c) [WorkSafe BC Child Care and Day Camps: Protocols for Returning to Operation](#) will be included in the development of employee safety plans for the preschool.

Re-start Considerations under COVID-19 Protocols

The restart of indoor recreation facility use will be a stepped approach beginning with facility rentals, Cozy Corner Preschool, followed by indoor recreation programs. All recreation facility use scheduling will be staggered and entry and exits by participants into the recreation facility will be through direct exterior doors where possible to limit hallway use for access to washrooms.

Initially, user groups will only be able to book facility space over the phone and program registration is limited to online registration or over the phone. Next steps include in person appointments, with last steps allowing for front desk service.

Staff work stations have been repositioned to allow physical distancing in the front office of the Florence Filberg Centre and Lewis Centre. Clear protective barriers have been installed where physical distancing is not possible for coworkers, and between staff and public.



Florence Filberg Offices



Florence Filberg Offices



Lewis Centre Offices



Lewis Centre Offices

Facility Rentals

User Group facility rentals will be permitted in recreation facilities, provided the following requirements are met:

- No more than 50 people per group rental.

- Each facility rental user group must have a COVID-19 Exposure Control Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Officer, local authorities, and other relevant regulators (i.e. WorkSafeBC).
- All user groups must submit a safety plan outlining its safe practices to reduce transmission of COVID-19.
- Mandatory submission of registry of user group gathering and events attendees as required by Provincial Health Officer (PHO) Order of the Provincial Health Officer on Gatherings and Events, August 7, 2020. The PHO Order requires the collection and retention of this information for 30 days for contact tracing purposes. Freedom of Information Privacy Protection Act (FIPPA) requires the retention of collected information for one year. This includes user group meetings but excludes activities in municipal recreation for which individuals participate independently (i.e. Wellness Centre).



Other Sport Requirements:

- Each local sport organization is expected to follow its Board of Directors approved Provincial Sport Organization's Return to Sport plan and in reference to the guidelines provided for the sport sector by viaSport.
- Attendees must be able to physical distance in the facility space based on City pre-determined space allocations based on BCRPA space guidelines:
 - 2 metre minimum distance between people
 - 1 metre radius per person for static activities
 - 2 metre radius or more per person for active activities
 - 5 metre square distance per person suggested to calculate occupancy for ensuring 2 metre distance can be maintained between people
- Facility User Agreements have been updated to include COVID-19 risk transmission mitigation expectations (as reviewed in consultation with the Municipal Insurance Association of BC).

Cozy Corner Preschool

As announced by the province, effective September 1st, 2020:

- licenced child care facilities no longer need to prioritize spaces for children of essential service workers, and are permitted to invite families back to their previous space.
- staff to child ratios remain in place and unchanged. However, facilities may request approval for a temporary exemption in certain circumstances from their licensing officer.

The City's Cozy Corner Preschool will return to the same service levels offered prior to COVID-19 closures by offering three pre-registered sessions per week on Monday, Wednesday and Friday mornings (9AM – 11:30AM), Tuesday and Thursday mornings (9AM-11:30AM) or Tuesday and Thursday afternoons (1PM – 3:30PM). The total spaces offered will be within the maximum permitted under the licence guidelines: 22 children per session or 66 preschool spots.

To meet physical distancing requirements for licensed child care centres and WorkSafe BC, each centre must have sufficient space to support physical distancing between staff without reducing the number of children in care at any one time. Staff will endeavour to minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other.

Indoor Recreation Programming

When choosing which indoor programming to offer, staff adhered to the following guiding principles:

- Reduced quantity of programs will be advertised based on room availability and reduced room capacities
- Only proven, popular programs will be offered to ensure high enrollment
- All programs that require physical contact or close contact will not be offered
- Rooms may be dedicated to a set of common programs so that an arrangement of tables and chairs may be setup and left for that purpose. This will ensure safety plans are achieved, and reduce custodial setup time so that cleaning requirements can be met
- Minimum program registration must be achieved or the program will be cancelled. Where programs exceed minimums the overall subsidy will be reduced
- Programs will be offered for free where grant funds have been provided to remove barriers for involvement.

Service Area Specific Measures planning templates will be used by staff in developing safety plans for each program area. The templates outline the commonalities around measures to keep people safe, avoiding further outbreaks, and with a focus on identifying mitigation procedures. The commonalities are referenced for Council in Attachment 1.

Indoor recreation programming spacing guides will be based on BCRPA space guidelines with the understanding that participants in early years, children's programs and adapted programs will be encouraged to minimize physical contact with other program participants.

The COVID-19 Recovery Plan Policy for Indoor Facility Use will remain the core policy for on-going indoor recreation facility use until all recreation facilities can open for "new norm" use under Phase 4 of BC's Restart Plan.

FINANCIAL IMPLICATIONS:

Cozy Corner preschool projected revenue is based on the current registration of 39 spots as of August 17, 2020. 27 additional preschool spots are available to be filled and are reflected in the Max Registration column of the summary below. Due to the current childcare shortage in our community, it is anticipated the additional preschool spots will be filled.

The financial projections for indoor programming are based on a minimum registration breakeven model. Each program will run if a minimum required subscription is achieved. If minimum registration numbers cannot be met, the program is cancelled. Some programs are offered for free through grants that are intended to reduce financial barriers for participants. These programs do not have a minimum required subscription.

Based on the participation levels experienced in summer camps this past summer, staff anticipate higher than minimum levels of participation in indoor programs which would have a positive revenue impact on the financial projections below.

Renting recreation facilities to the community generates moderate revenues. These revenues begin to offset some of the indirect costs outlined in the next chart. Rental revenues are projected at just over \$21,500 for 2020.

Indoor Facility Use Financial Projections by Service Area		
Cozy Corner Pre-school	Scenarios Pro-Forma Sept to Dec 31, 2020	
	Projected	Max Registration
Cozy Corner Revenue	\$22,875	\$37,495
Cozy Corner Direct Expenses	\$24,834	\$24,834
Cozy Corner Preschool Net Revenue/Net Loss	(\$1,959)	\$12,661
Fall Indoor Programming	Projected Minimum Enrollment Scenario	Any registrations over the minimum enrollment level will result in increased revenues. With few programs requiring materials there will be minimal increases in corresponding expenses.
Indoor Programming Revenue	\$171,690	
Indoor Programming Direct Expenses	\$160,616	
Indoor Programming Net Revenue/Net Loss	\$11,074	
	Projected	
Indoor Facility Rentals	\$21,500	

Recreation Services Pro Forma Year End Final Projections

Below is a summary of the projected year end forecast for the Recreation Services Department.

Staff have reviewed the anticipated expenditures for the remainder of the year and identified a substantial reduction to the costs associated with the indirect delivery of recreation services. While revenues are projected to be \$1.39M less than budget due to the COVID-19 pandemic closures, expenses are projected to be \$1.43M under budget.

Recreation Services Department Year End Pro Forma Financial Statements			
Revenue	Projected YTD Dec 31, 2020		
	Budgeted	Projected	Variance
Rec Admin Revenue	\$39,100	\$9,179	(\$29,921)
Program Revenue	\$1,435,200	\$487,586	(\$947,614)
Facility Operation Revenue	\$647,100	\$233,687	(\$413,413)
Total Revenue	\$2,121,400	\$730,451	(\$1,390,949)

Expenses			
	Budgeted	Projected	Variance
Rec Admin Expenses	\$1,322,500	\$1,158,934	(\$163,566)
Rec Program Expenses	\$1,970,600	\$993,718	(\$976,882)
Facility Operation Expenses	\$1,871,100	\$1,586,075	(\$285,025)
Total Projected Recreation Expenses	\$5,164,200	\$3,738,728	(\$1,425,472)
Net Recreation Cost	(\$3,042,800)	(\$3,008,277)	\$34,523

**Projected revenues are based on 'worst case scenarios' and expense projections are developed conservatively.*

Indirect Costs:

- The net recreation costs identified above generally reflect the operation and administrative support for all recreation facilities and the programs and services they offer at: Native Sons Hall, Florence Filberg Centre, Lewis Centre, LINC Youth Centre, Lewis Centre Outbuildings (Tsolum and Salish), Valley View Club House, Park Washrooms, Bill Moore Park Clubhouse, Lawn Bowling Club and park and field bookings. These expenses are not directly attributable to a program but support community centre use. Included in this category are custodial, reception, utilities, management, equipment and materials.
- Further to the above, the recreation administration expenses include administrative costs to support cultural services, park planning and capital project management and community services.
- The operation of these community centres is roughly equivalent to the annual three million dollar subsidy for recreation services. Individual subsidy levels will be reviewed and determined by policy developed through the Recreation Fees and Charges Review using the Benefits Based Approach and is expected to be completed by the end of this year.
- Both reception and custodial resources do not vary based on the quantity of programs offered as resources are redistributed based on levels of service required by facility safety plans.
- The cost related to facility modifications due to COVID-19 safety plan requirements was \$2,400 for the Florence Filberg Centre and \$15,800 for the Lewis Centre.

Unknown COVID-19 financial implications:

- Although programs have been chosen based on past popularity, it's unclear how many patrons will register for each in 2020. However, if enrolment for any program fails to meet the required minimum subscription, it will be cancelled.
- Preschool operations typically follow the school district calendar. If SD71 alters the school year it may have implications to the operation of the preschool.
- SD71 has opted to not permit the rental of school facilities. There may be a higher than normal demand on City rental facilities including gym spaces.
- Participants who are uncomfortable returning to a public facility due to underlying medical conditions or are living with immune compromised family members may not register.

ADMINISTRATIVE IMPLICATIONS:

The Recreation and Cultural Services Department will administer and operationalize the City of Courtenay COVID-19 Recovery Policy for Indoor Facility Use. As the RCS Department moves to the next steps of opening as outlined in the RCS Re-opening Plan.

Enforcement of Orders is the responsibility of WorkSafe BC inspectors and provincial government compliance officers.

ASSET MANAGEMENT IMPLICATIONS:

Related operations and maintenance support for these services will not exceed approved limits.

STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay
- ▲ Look for regional infrastructure solutions for shared services
- Value and recognize the importance of our volunteers
- ■ 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:

Recreation

4.7.2 Goals

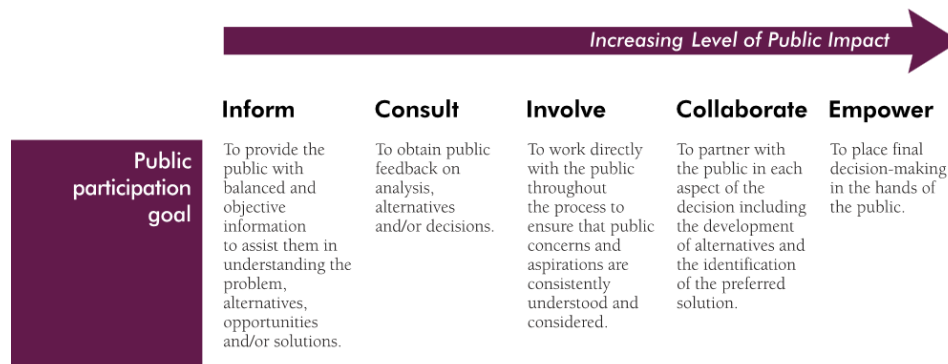
1. People: To further the growth and development of the individual (ie. social, emotional, moral, physical, wellness, educational, mental and spiritual).
2. Community: To foster the growth and development of the community (economic, community spirit, environmental, social and quality of life).
3. Quality: To provide quality recreation services that meets the changing needs of the community with the available resources.
4. Resources- To generate the resources necessary to allow us to achieve our objectives.

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

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



OPTIONS:

1. Council approves the lifting of the recreation facility closures for the purpose of permitting indoor recreation facility use after September 8th, 2020;

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

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 3 which, under enhanced protocols allows the return to provision of certain services including preschool childcare, indoor recreational programming and facility rentals;

Therefore be it resolved that effective immediately, Council authorizes the re-opening of the City's recreation facilities for the purpose of indoor recreational programming and facility rentals with the following conditions:

- a) That in the interest of public health and safety, staff amend facility use agreements and indoor use waiver forms to include COVID-19 language regarding provincial and federal guidelines.
- b) That Worksafe BC Employee Safety Plans for City Staff engaged in the provision of this service has been prepared under public health aligned industry guidelines and Worksafe BC regulations.
- c) That a COVID-19 Safety Plan is completed and readily available to participants and has been prepared under public health aligned industry guidelines including orders issued by the public health officer, the Minister of Public Safety and Solicitor General and Worksafe BC regulations.
- d) That re-opening of the recreation facilities for the purposes of indoor recreation facility use and facility rentals comply with existing applicable City policies or bylaws.
- e) That City Staff will review operations on a regular basis to ensure the re-opening of the recreation facilities, recreational program offerings, facility rentals and supporting facility operations are in compliance with the City of Courtenay COVID-19 Indoor Recreation Facility Use Plan Policy.

That the City of Courtenay COVID-19 Indoor Recreation Facility Use Plan Policy during the COVID-19 pandemic be effective immediately and may be subject to change:

- a) as directed under the authority of the provincial or federal governments through the Emergency Program Act or Emergencies Act Canada,
 - b) until such time as the provincial state of emergency for the COVID-19 pandemic has been rescinded and local governments may resume regular operations, or
 - c) by resolution of Council.
2. Council refer this item back to staff for further consideration or consultation.
 3. Council refer this matter to the Parks and Recreation Advisory Commission for further consideration and consultation.

Respectfully submitted,



Dave Snider MBCSLA
Director of Recreation and Cultural Services

Concurrence by:



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

Attachment 1: *WorkSafe BC COVID 19 Safety Plan Template*

Attachment 1

- Creating physical distancing – two metres
- Determining maximum capacity based on five metre radius distancing calculations & unencumbered floor space
- Providing engineered and administrative controls (i.e. installation of physical barriers and creation of COVID-19 safe work procedures)
- Providing non-medical PPE for employees to be used as established in facility safety plans
- Providing employee training for COVID-19 protocols, measures, and prevention procedures
- Ensuring enhanced cleaning and disinfecting
- Creating and following a schedule for enhanced cleaning
- Providing the ability for frequent hand washing or sanitizing
- Ensuring clear and consistent signage/messaging for the public and employees regarding facility and amenity COVID-19 transmission mitigation policies and procedures (date, logo, physical distancing and hand hygiene expectations, special instructions, etc.)
- Providing self-isolation containment area for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home
- Following and ensuring Provincial and Local Health Authority practices are being met
- Insuring user groups have a COVID-19 safe practices plan (e.g. Provincial Sports Organization/Local Sports Organization)
- Ensuring that the facility's local government policies are being followed

(Source: BCRPA Guidelines for Restart Operations)

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

Employers are not required to submit plans to WorkSafeBC for approval, but in accordance with the order of the [provincial health officer](#), this plan must be posted at the worksite. This Safety Plan can also be completed from any mobile device using the [COVID-19 Safety Plan app](#).

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

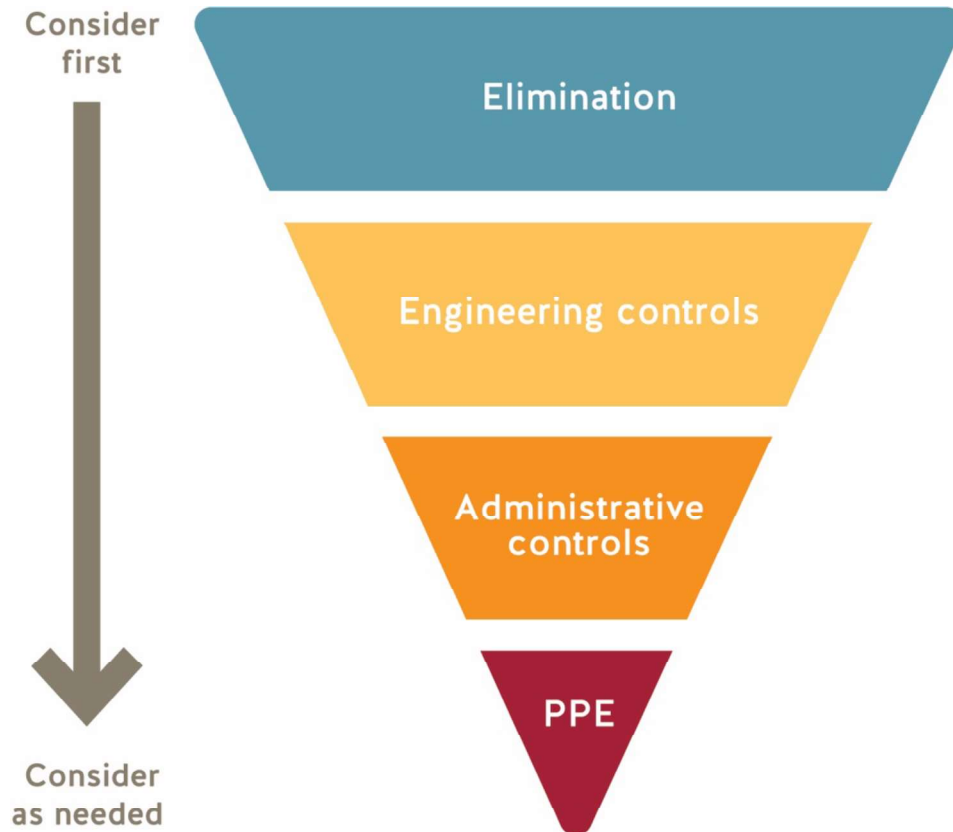
- ☐ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- ☐ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ☐ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- ☐ We have identified the tools, machinery, and equipment that workers share while working.
- ☐ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ☐ Review [industry-specific protocols](#) on [worksafebc.com](#) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- ☐ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- ☐ [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- ☐ Your health and safety association or other professional and industry associations.

Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- ☐ We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- ☐ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ☐ We have [established and posted occupancy limits](#) for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- ☐ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

If this information is in another document, identify that document here.

Second level protection (engineering): Barriers and partitions

- ☐ We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others.
- ☐ We have included barrier cleaning in our cleaning protocols.
- ☐ We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

Describe how barriers or partitions will be used in your workplace.
If this information is in another document, identify that document here.

Third level protection (administrative): Rules and guidelines

- ☐ We have identified rules and guidelines for how workers should conduct themselves.
- ☐ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of person-to-person transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

If this information is in another document, identify that document here.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ☐ We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- ☐ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ☐ We have trained workers in the proper use of masks.

Measures in place

Who will use masks?

What work tasks will require the use of masks?

How have workers been informed of the correct use of masks?

If this information is in another document, identify that document here.

Implement effective cleaning and hygiene practices

- ☐ We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- ☐ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ☐ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at [worksafebc.com](https://www.worksafebc.com).]
- ☐ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ☐ Workers who are cleaning have adequate training and materials.
- ☐ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here.

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- ☐ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ☐ Anyone directed by Public Health to self-isolate.
- ☐ Anyone who has arrived from outside of Canada must **self-isolate for 14 days and monitor** for symptoms.
- ☐ Visitors are prohibited or limited in the workplace.
- ☐ First aid attendants have been provided **OFAA protocols** for use during the COVID-19 pandemic.
- ☐ We have a **working alone policy** in place (if needed).
- ☐ We have a **work from home policy** in place (if needed).
- ☐ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate **violence prevention program** is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- ☐ Sick workers should report to first aid, even with mild symptoms.
- ☐ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]
- ☐ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- ☐ Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ☐ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ☐ All workers have received the policies for staying home when sick.
- ☐ We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable **occupancy limit poster** and **handwashing signage** are available on worksafebc.com.]
- ☐ We have posted signage at the main entrance indicating who is restricted from entering the premises, including **visitors** and **workers** with symptoms.
- ☐ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- ☐ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☐ Workers know who to go to with health and safety concerns.
- ☐ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- ☐ We have a training plan for new staff.
- ☐ We have a training plan for staff taking on new roles or responsibilities.
- ☐ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ☐ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- ☐ We have identified a safe process for clearing systems and lines of product that have been out of use.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal, or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: COVID-19 Recovery Plan Policy: Wellness Centre

File No.: 8000-21
Date: September 8, 2020

PURPOSE:

This report is for Council to authorize staff to lift the facility closure affecting the Lewis Centre to allow for the re-opening of the Wellness Centre after September 8, 2020.

POLICY ANALYSIS:

In phase 3 of the BC Restart Plan, we are authorized to again provide services to the public within facilities. The authorization is conditional in many respects and we are to be prepared to again suspend those services if the COVID-19 rate of infections rises to an unacceptable level in our community as determined by the Public Health Officer.

The City's solicitor has advised that Public Health and Ministerial Orders carry the weight of law. In addition, Public Health Guidelines issued by the Public Health Officer contain the minimum standard of enhanced protocols to be met in delivering services during the COVID-19 pandemic.

Unless altered by a Public Health or Ministerial Order, the City remains subject to all the normal senior government statutes and regulations.

The Courts have established that a government body, including a municipality, will likely only owe a duty of care when engaged in operational decision making, but not when the conduct arises from a policy decision. A resolution of Council is typically a policy decision, whereas a decision by staff without the policy direction of Council is typically an operational decision.

Therefore, operationally we must comply with all statutes, Health and Ministerial Orders and the approved Guidelines, yet will continue to owe a duty of care unless our operational decisions are endorsed by a resolution of Council. Consequently, as the recovery process continues through the BC Restart Plan phases, each service or group of like services will have a recovery plan provided to Council by staff reports. Each will contain a unique, recommended resolution to stipulate Council's specific policy decision to again provide the service or services according to the proposed operational plan.

The Ministry Order MO120 in which those organizations deemed as providing essential services (including local governments) are not liable (gross negligence excepted) for damages resulting, directly or indirectly, from an individual being infected or exposed to COVID-19 continues to be in effect during the provinces state of emergency.

CAO RECOMMENDATIONS:

That based on the September 8th, 2020 staff report “COVID-19 Recovery Plan Policy: Wellness Centre”, Council approves OPTION 1 as follows:

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

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 3 which, under enhanced protocols allows the return to provision of certain services including fitness centres;

Therefore be it resolved that effective immediately, Council authorizes the re-opening of the Wellness Centre with the following conditions:

- a) That in the interest of public health and safety, staff amend Wellness Centre user waiver forms to include COVID-19 language regarding provincial and federal guidelines.
- b) That Worksafe BC Employee Safety Plans for City Staff engaged in the provision of this service has been prepared under public health aligned industry guidelines and Worksafe BC regulations.
- c) That a COVID-19 Safety Plan is completed and readily available to participants and has been prepared under public health aligned industry guidelines including orders issued by the Public Health Officer, the Minister of Public Safety and Solicitor General and Worksafe BC regulations.
- d) That the re-opening of the Wellness Centre complies with existing applicable City policies or bylaws.
- e) That City Staff will review operations on a regular basis to ensure the re-opening of the Wellness Centre and supporting facility operations are in compliance with the City of Courtenay COVID-19 Wellness Centre Recovery Plan Policy.

That the City of Courtenay COVID-19 Wellness Centre Recovery Plan Policy during the COVID-19 pandemic be effective immediately and may be subject to change:

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

Respectfully submitted,



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

BACKGROUND:

When the COVID-19 pandemic was announced along with the City's facility closures, the Lewis Centre closed including access to the Wellness Centre, and facility room rentals were no longer available.

In phase 3 of the BC Restart Plan, the City of Courtenay recognizes on-going importance of supporting the social, physical, and emotional well-being of our community during these unprecedented times, while protecting the health, safety and welfare of all participants.

As part of the BC Restart Plan, fitness centres are permitted to re-open under enhanced public health protocols that align with industry guidelines. As identified in the June 29th 2020, Staff Report COVID-19 Recovery Plan Policy – Summer Camps, Staff have utilized the provincially mandated British Columbia Recreation and Parks Association Guidelines for Restart Operations to guide the planning process for re-opening services.

Below is a summary of commonalities each municipality is to consider for recreational service areas when creating their safety plans and restarting a service safely:

- Creating physical distancing – two metres
- Determining maximum capacity based on five metre radius distancing calculations & unencumbered floor space
- Providing engineered and administrative controls (i.e. installation of physical barriers and creation of COVID-19 safe work procedures)
- Providing non-medical PPE for employees to be used as established in facility safety plans
- Providing employee training for COVID-19 protocols, measures, and prevention procedures
- Ensuring enhanced cleaning and disinfecting
- Creating and following a schedule for enhanced cleaning
- Providing the ability for frequent hand washing or sanitizing
- Ensuring clear and consistent signage/messaging for the public and employees regarding facility and amenity COVID-19 transmission mitigation policies and procedures (date, logo, physical distancing and hand hygiene expectations, special instructions, etc.)
- Providing self-isolation containment area for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home
- Following and ensuring Provincial and Local Health Authority practices are being met
- Insuring user groups have a COVID-19 safe practices plan (e.g. Provincial Sports Organization/Local Sports Organization)
- Ensuring that the facility's local government policies are being followed

(Source: BCRPA Guidelines for Restart Operations)

DISCUSSION:

This report addresses the third step of service offerings: the re-opening of the Wellness Centre. The facility will function quite differently while restrictions are in place. The following changes are adaptations based on risk assessments and provincial guidance.

Participants will pre-pay and pre-book their work out time slots online or over the phone. This will ensure the maximum number of participants permitted per time slot is never exceeded (to allow the two meter physical separation) and will reduce in person contact with reception staff and the risk of transmission.

All Wellness Centre equipment will allow for appropriate separation between participants. For equipment where the user's relative position is static (e.g. treadmill, bikes) equipment is spaced at a one metre radius around where the person is situated and a larger radius around equipment where the person's relative position is moving (e.g. rowing machine). Where this cannot be accomplished, equipment has been removed or closed to allow adequate spacing between equipment that is in use.





Some Wellness Centre room equipment has been moved to the adjacent Activity Room A. Access to the Wellness Centre will be restricted to the north parking lot entrance closest to the outdoor stage. Wellness Centre participants will only be permitted to utilize the adjacent washrooms, and change rooms will remain closed. Access to the remaining areas of the building may be limited for participants depending on other program use. The other Lewis Centre public entry doors may remain locked.

Custodial staff have deep cleaned the Wellness Centre and associated equipment. Participants will be required to wipe down equipment after use with supplied spray and cloths. Wellness Centre Attendants will also be on site to ensure proper cleaning before and after each use and Custodial staff will deep clean equipment each night.

The Wellness Centre will require additional staff monitoring. This will consist of a Wellness Centre Attendant that is on site for all open hours and that a Receptionist is relocated to a new desk outside the Wellness Centre to receive patrons. The kiosk is a fully functional reception desk enabling this Receptionist to perform regular functions unrelated directly to the Wellness Centre. The Attendant will ensure that COVID-19 protocols are followed in the Wellness Centre and the Receptionist will ensure that patrons are registered and appropriate services are available in this portion of the building.



City Staff have utilized WorkSafe BC guidelines in the development of safety plans, which provide information and resources to assist in ensuring the risk of exposure to COVID-19 is minimized in the workplace. WorkSafe BC guidelines also identify the responsibilities of employers and workers to prevent COVID-19 in the workplace. The general process includes an initial risk assessment of the service areas, followed by the creation of an employee safety plan which includes protocols to reduce or eliminate the risk based on transmission of COVID-19. Wellness Centre specific risk assessments and safety plans are posted to the City website for reference.

In addition to the above mentioned BCRPA and WorkSafe BC general guidelines, and before re-opening the Wellness Centre to public, City Staff will consider the following industry guidelines for the inclusion of enhanced protocols in their safety plans:

- (a) [WorkSafe BC guidelines for fitness centres](#) and Vancouver Island Health Guidance for Gyms and Fitness Centres in Island Health's Region will be followed in the creation of public safety plans for the access to the facility, Wellness Centre, Activity Room A, and any supporting facility services such as washroom use.
- (b) BC Municipal Safety Association guidelines for best practice in physical distancing in an office environment will be included in employee safety plans.
- (c) Recreation Facility Association of BC guidelines will be included as best practice in the development of cleaning protocols for the recreation facilities.

As with the revision of summer program participant user waivers, City Staff have amended their Wellness Centre participant waiver forms to include the BCRPA/Municipal Insurance Association BC recommended risk awareness language.

While the provincial state of emergency exists, Staff will allow participants to suspend memberships or obtain a pro-rated refund on their memberships.

FINANCIAL IMPLICATIONS:

Before the COVID-19 related facility closures, the revenue from the sale of Wellness Centre punch cards and memberships totalled \$61,850. This represents a snapshot of the City's current service liability to the public which can be discharged in the following ways:

- 1) open the Wellness Centre to allow the public to utilize their memberships and punch cards,
- 2) defer to a later date when a customer unsuspends their membership (when the provincial state of emergency ends),
- 3) issue a pro-rated refund for Wellness Centre memberships (permitted only until the provincial state of emergency ends).

Two projected revenue scenarios have been summarized below based on a maximum of 16 participants in each time slot with 7 timeslots available per weekday and 3 time slots available per weekend day:

- 1) Worst Case: if fully subscribed, and all participants book using pre-paid (prior to COVID-19 shutdown) Wellness Centre memberships and punch cards, fall revenue will be \$0.
- 2) Average Case : if fully subscribed, and half of the patrons (8) register for their time slot using a pre-paid (prior to COVID-19 shutdown) Wellness Centre memberships or punch cards, fall revenue will be \$25,000. Participants using a pre-paid membership or punch card will not have a revenue impact as the revenue from the sale of these products were realized at the time they were paid for.

Note that both scenario 1 and 2 assume that 50% of membership holders will pursue a refund on their memberships.

Should the Wellness Centre remain closed, to discharge the service liability, Staff would need to refund \$61,850 of membership and punch card revenue.

Financial breakdown Showing Re-opening Scenarios			
	Scenarios Pro-Forma Dec 31, 2020		
	1) Worst Case	2) Average Case	No Re-opening
Wellness Centre Revenue Year to Date	\$61,850	\$61,850	\$61,850
Anticipated Revenue (Sept 10 th to Dec 31 st)	0	\$25,000	0
	\$61,850	\$86,850	\$61,850
Anticipated Refunds (50% of YTD in Scenario 1 and 2) and 100% no re-opening	\$30,925	\$30,925	\$61,850
Attendant Wages and Benefits Year to Date	\$20,012	\$20,012	\$20,012
Attendant Wages and Benefits (Sept 10th to Dec 31 st)	\$32,704	\$32,704	
	\$52,716	\$52,716	\$20,012
Wellness Centre Net Revenue/Net Loss	(\$21,791)	\$3,209	(\$20,012)

Staff anticipate scenario 2 will come to fruition if facility access is granted.

Indirect Service Costs:

The following indirect costs have not been included in the financial breakdown above as they are considered indirect service costs:

Custodial, receptionist, management, equipment and fixtures. These cost are considered fixed overhead facility costs and are expenses that would have been incurred regardless if the Wellness Centre re-opens now or in the future. Both reception and custodial resources are fixed and levels of service are redistributed based on the facility safety plans.

Recreation Services Pro Forma Year End Final Projections

Below is a summary of the projected year end forecast for the Recreation Services Department.

Staff have reviewed the anticipated expenditures for the remainder of the year and have identified a substantial reduction to the costs associated with the indirect delivery of recreation services. While revenues are projected to be \$1.39M less than budget due to the COVID-19 pandemic closures, expenses are projected to be \$1.43M under budget.

Recreation Services Department Year End Pro Forma Financial Statements			
Revenue	Projected YTD Dec 31, 2020		
	Budgeted	Projected	Variance
Rec Admin Revenue	\$39,100	\$9,179	(\$29,921)
Program Revenue	\$1,435,200	\$487,586	(\$947,614)
Facility Operation Revenue	\$647,100	\$233,687	(\$413,413)
Total Revenue	\$2,121,400	\$730,451	(\$1,390,949)
Expenses			
	Budgeted	Projected	Variance
Rec Admin Expenses	\$1,322,500	\$1,158,934	(\$163,566)
Rec Program Expenses	\$1,970,600	\$993,718	(\$976,882)
Facility Operation Expenses	\$1,871,100	\$1,586,075	(\$285,025)
Total Projected Recreation Expenses	\$5,164,200	\$3,738,728	(\$1,425,472)
Net Recreation Cost	(\$3,042,800)	(\$3,008,277)	\$34,523

**Projected revenues are based on 'worst case scenarios' and expense projections are developed conservatively.*

Indirect Costs:

- The net recreation costs identified above generally reflect the operation and administrative support for all recreation facilities and the programs and services they offer at: Native Sons Hall, Florence Filberg Centre, Lewis Centre, LINC Youth Centre, Lewis Centre Outbuildings (Tsolum and Salish), Valley View Club House, Park Washrooms, Bill Moore Park Clubhouse and Lawn Bowling

Club and park and field bookings. These expenses are not directly attributable to a program but support community centre use. Included in this category are Custodial, reception, utilities, management, equipment and materials.

- Further to the above, the recreation administration expenses include administrative cost to support cultural services, park planning and capital project management and community services.
- The operation of these community centres is roughly equivalent to the annual three million dollar subsidy for recreation services. Individual subsidy levels will be reviewed and determined by policy developed through the Recreation Fees and Charges Review using the Benefits Based Approach and is expected to be completed by the end of this year.
- Both reception and custodial resources do not vary based on the quantity of programs offered as resources are redistributed based on levels of service required by facility safety plans.
- The cost related to facility modifications due to COVID-19 safety plan requirements was \$2,400 for the Florence Filberg Centre and \$15,800 for the Lewis Centre.

Unknown COVID-19 financial implications:

Participants who would have normally utilized the Wellness Centre may have joined other private or local government gyms and may not be returning to the Wellness Centre. With other workout facilities available in the community, Staff have been receiving requests for refunds and have been issuing them on a pro-rated basis. Staff anticipate that subscription will be slow at first but will increase over the first few weeks. Historically, use of the Wellness Centre rises in the fall as participants move indoors due to inclement weather and should return to the facility to fill the limited space offered.

Participants who are uncomfortable returning to the Wellness Centre due to underlying medical conditions or are living with immune compromised family members may request refunds.

All costs associated with re-opening the Wellness Centre are expensed through the approved 2020 General Operating Budget. The Wellness Centre will generate less revenue compared to previous years while restrictions are in place but it's difficult to determine the exact financial year end outcome due to the number of unknown factors that COVID-19 presents. If enrolment is low for a prolonged period, Staff will recommend closing the facility again.

ADMINISTRATIVE IMPLICATIONS:

The Recreation and Cultural Services Department will administer and operationalize the City of Courtenay COVID-19 Wellness Centre Recovery Plan Policy. As the RCS Department moves to the next steps of opening as outlined in the RCS Re-opening Plan, Staff will be preparing subsequent staff reports for Council to approve the COVID-19 Recovery Plan Policy for the next steps in service.

Enforcement of Orders is the responsibility of WorkSafe BC inspectors and provincial government compliance officers.

ASSET MANAGEMENT IMPLICATIONS:

Related operations and maintenance support for these services will not exceed approved limits.

STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay
- ▲ Look for regional infrastructure solutions for shared services
- Value and recognize the importance of our volunteers
- ■ 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:

Recreation

4.7.2 Goals

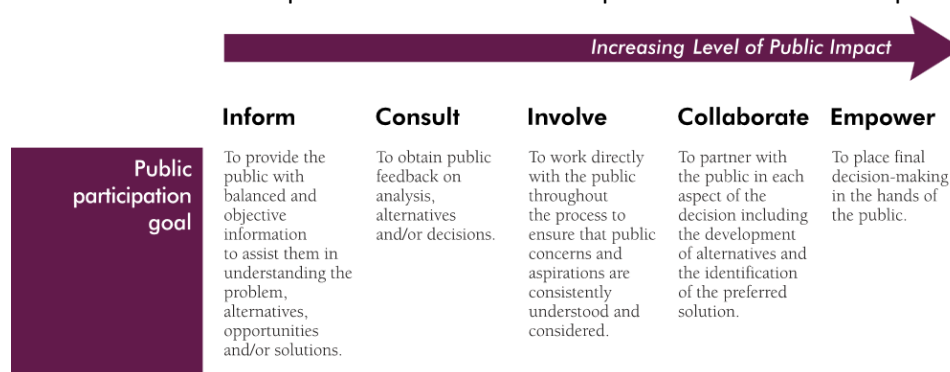
1. People: To further the growth and development of the individual (ie. social, emotional, moral, physical, wellness, educational, mental and spiritual).
2. Community: To foster the growth and development of the community (economic, community spirit, environmental, social and quality of life).
3. Quality: To provide quality recreation services that meets the changing needs of the community with the available resources.
4. Resources- To generate the resources necessary to allow us to achieve our objectives.

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

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



OPTIONS:

1. Council approves the lifting of the Lewis Centre closure for the purpose of permitting the offering of Wellness Centre services after September 8th, 2020;

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

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 3 which, under enhanced protocols allows the return to provision of certain services including fitness centres;

Therefore be it resolved that effective immediately, Council authorizes the re-opening of the Wellness Centre with the following conditions:

- a) That in the interest of public health and safety, Staff amend Wellness Centre user waiver forms to include COVID-19 language regarding provincial and federal guidelines.
- b) That Worksafe BC Employee Safety Plans for City Staff engaged in the provision of this service has been prepared under public health aligned industry guidelines and Worksafe BC regulations.
- c) That a COVID-19 Safety Plan is completed and readily available to participants and has been prepared under public health aligned industry guidelines including orders issued by the public health officer, the Minister of Public Safety and Solicitor General and Worksafe BC regulations.
- d) That re-opening of the Wellness Centre comply with existing applicable City policies or bylaws.
- e) That City Staff will review operations on a regular basis to ensure the re-opening of the Wellness Centre and supporting facility operations are in compliance with the City of Courtenay COVID-19 Wellness Centre Recovery Plan Policy.

That City of Courtenay COVID-19 Wellness Centre Recovery Plan Policy during the COVID-19 pandemic be effective immediately and may be subject to change:

- a) as directed under the authority of the provincial or federal governments through the Emergency Program Act or Emergencies Act Canada,
 - b) until such time as the provincial state of emergency for the COVID-19 pandemic has been rescinded and local governments may resume regular operations, or
 - c) by resolution of Council.
2. Council refer this item back to staff for further consideration or consultation.
 3. Council refer this matter to the Parks and Recreation Advisory Commission for further consideration and consultation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D Snider', with a stylized flourish at the end.

Dave Snider MBCSLA
Director of Recreation and Cultural Services

Concurrence by:

A handwritten signature in black ink, appearing to read 'Trevor Kushner', with a stylized flourish at the end.

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

Attachment 1: *WorkSafe BC COVID 19 Safety Plan Template*

Attachment 1

- Creating physical distancing – two metres
- Determining maximum capacity based on five metre radius distancing calculations & unencumbered floor space
- Providing engineered and administrative controls (i.e. installation of physical barriers and creation of COVID-19 safe work procedures)
- Providing non-medical PPE for employees to be used as established in facility safety plans
- Providing employee training for COVID-19 protocols, measures, and prevention procedures
- Ensuring enhanced cleaning and disinfecting
- Creating and following a schedule for enhanced cleaning
- Providing the ability for frequent hand washing or sanitizing
- Ensuring clear and consistent signage/messaging for the public and employees regarding facility and amenity COVID-19 transmission mitigation policies and procedures (date, logo, physical distancing and hand hygiene expectations, special instructions, etc.)
- Providing self-isolation containment area for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home
- Following and ensuring Provincial and Local Health Authority practices are being met
- Insuring user groups have a COVID-19 safe practices plan (e.g. Provincial Sports Organization/Local Sports Organization)
- Ensuring that the facility's local government policies are being followed

(Source: BCRPA Guidelines for Restart Operations)

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

Employers are not required to submit plans to WorkSafeBC for approval, but in accordance with the order of the [provincial health officer](#), this plan must be posted at the worksite. This Safety Plan can also be completed from any mobile device using the [COVID-19 Safety Plan app](#).

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

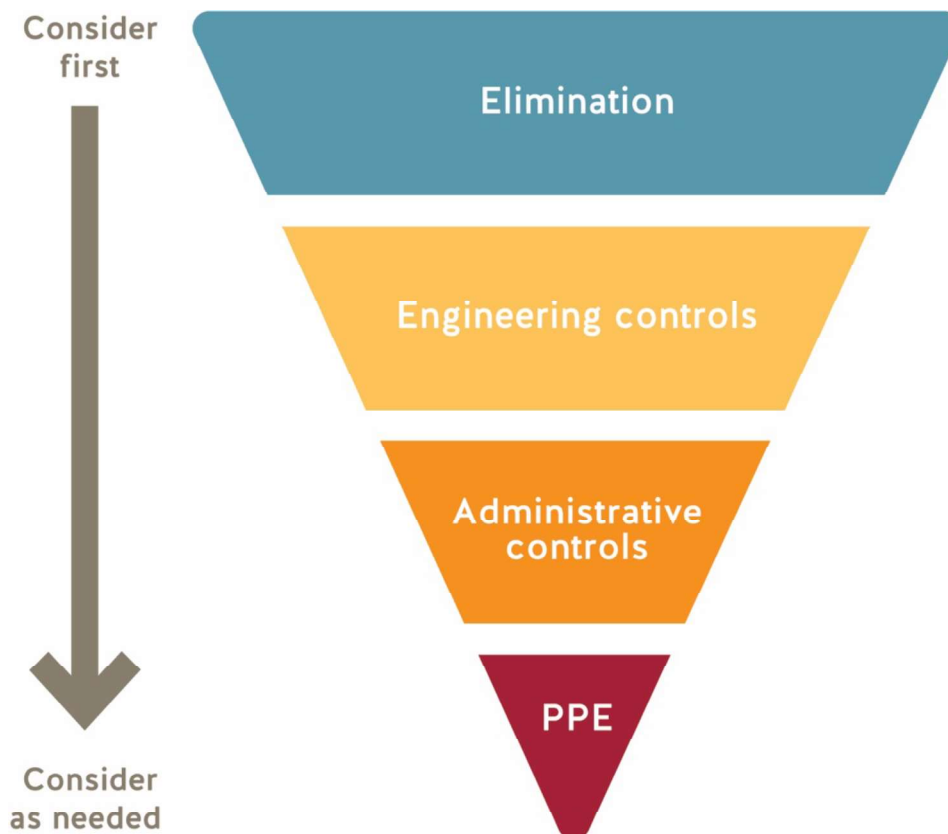
- ☐ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- ☐ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ☐ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- ☐ We have identified the tools, machinery, and equipment that workers share while working.
- ☐ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ☐ Review [industry-specific protocols](#) on [worksafebc.com](#) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- ☐ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- ☐ [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- ☐ Your health and safety association or other professional and industry associations.

Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- ☐ We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- ☐ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ☐ We have [established and posted occupancy limits](#) for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- ☐ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

If this information is in another document, identify that document here.

Second level protection (engineering): Barriers and partitions

- ☐ We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others.
- ☐ We have included barrier cleaning in our cleaning protocols.
- ☐ We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

Describe how barriers or partitions will be used in your workplace.
If this information is in another document, identify that document here.

Third level protection (administrative): Rules and guidelines

- ☐ We have identified rules and guidelines for how workers should conduct themselves.
- ☐ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of person-to-person transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

If this information is in another document, identify that document here.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ☐ We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- ☐ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ☐ We have trained workers in the proper use of masks.

Measures in place

Who will use masks?

What work tasks will require the use of masks?

How have workers been informed of the correct use of masks?

If this information is in another document, identify that document here.

Implement effective cleaning and hygiene practices

- ☐ We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- ☐ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ☐ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at worksafebc.com.]
- ☐ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ☐ Workers who are cleaning have adequate training and materials.
- ☐ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here.

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- ☐ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ☐ Anyone directed by Public Health to self-isolate.
- ☐ Anyone who has arrived from outside of Canada must **self-isolate for 14 days and monitor** for symptoms.
- ☐ Visitors are prohibited or limited in the workplace.
- ☐ First aid attendants have been provided **OFAA protocols** for use during the COVID-19 pandemic.
- ☐ We have a **working alone policy** in place (if needed).
- ☐ We have a **work from home policy** in place (if needed).
- ☐ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate **violence prevention program** is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- ☐ Sick workers should report to first aid, even with mild symptoms.
- ☐ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]
- ☐ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- ☐ Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ☐ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ☐ All workers have received the policies for staying home when sick.
- ☐ We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable **occupancy limit poster** and **handwashing signage** are available on worksafebc.com.]
- ☐ We have posted signage at the main entrance indicating who is restricted from entering the premises, including **visitors** and **workers** with symptoms.
- ☐ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- ☐ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☐ Workers know who to go to with health and safety concerns.
- ☐ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- ☐ We have a training plan for new staff.
- ☐ We have a training plan for staff taking on new roles or responsibilities.
- ☐ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ☐ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- ☐ We have identified a safe process for clearing systems and lines of product that have been out of use.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal, or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-2009

From: Chief Administrative Officer

Date: September 8th, 2020

Subject: Zoning Amendment Bylaw No. 3012 to allow for a secondary suite at 1520 Thorpe Avenue

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 1520 Thorpe Avenue from Residential One (R-1) to Residential One S Zone (R-1S) to permit the addition of a secondary suite to an existing house.

CAO RECOMMENDATIONS:

THAT based on the September 8th, 2020 staff report, "Zoning Amendment Bylaw No. 3012 to allow for a secondary suite at 1520 Thorpe Avenue" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3012, 2020; and,

THAT Council considers Zoning Amendment Bylaw No. 3012, 2020 consistent with the City's Official Community Plan; and

THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No. 3012, 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 considerations of 3rd Reading of the bylaw.

Respectfully submitted,

Trevor Kushner, BA, DLGM, CLGA, PCAMP

Interim Chief Administrative Officer

BACKGROUND:

The subject property is an approximately 820m² residential lot located at 1520 Thorpe Avenue in East Courtenay, legally described as Lot 15, District Lot 157, Comox District, Plan 46644 (**Figure 1**). The property is currently zoned Residential One (R-1) and there is an existing 198.6m² (2,138ft²) two-storey single family dwelling on the parcel. The home contains a two car garage. The applicant is intending to use some of the garage space to accommodate the proposed suite. There is space for three vehicles on the driveway. Plans and elevations are shown in **Attachment No. 1**.

The secondary suite is proposed within the ground floor of the existing home. The proposed suite is 60.8m² (654ft²) in size and includes one bedroom, one bathroom, laundry, a living room, dining room, and a kitchen (**Attachment No. 1**). The applicant's rationale for the rezoning can be found in **Attachment No. 4**.

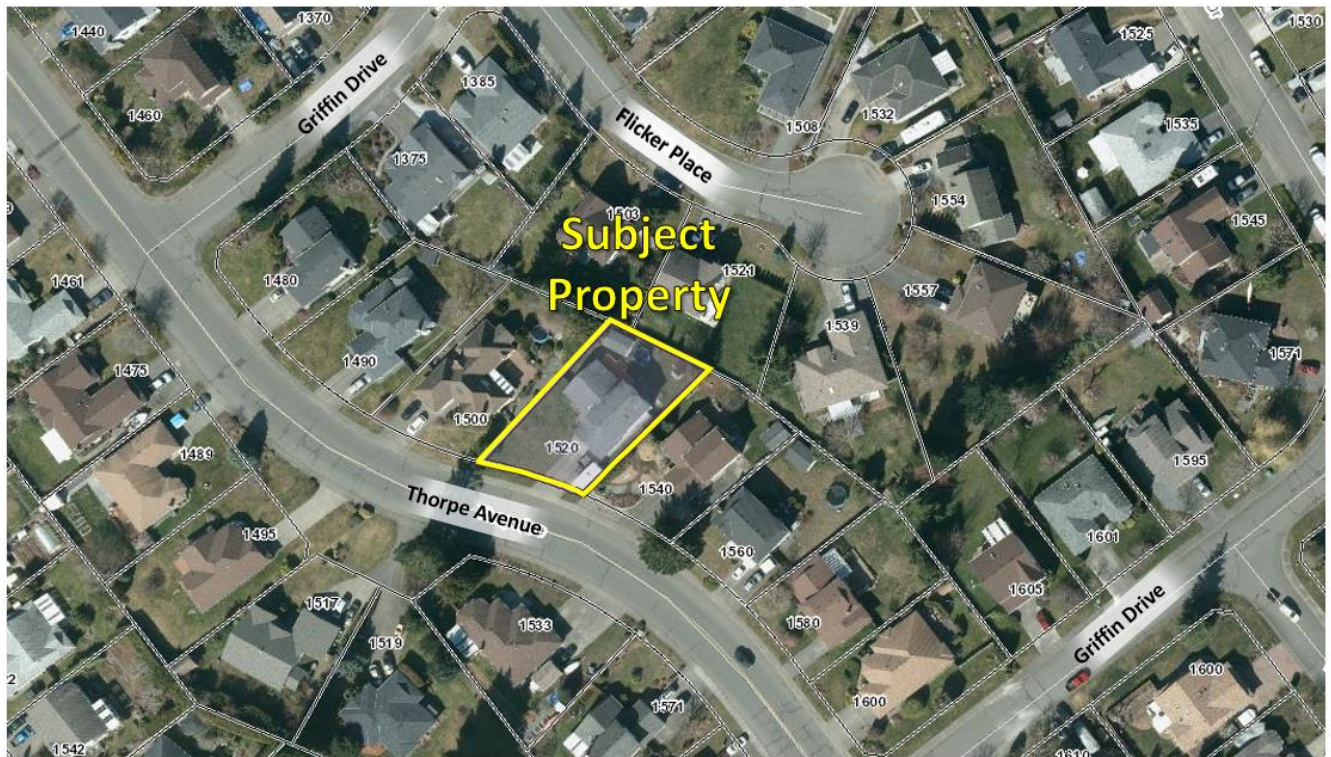


Figure 1. Context map with the Subject Property outlined in yellow.

DISCUSSION:

The subject property is located within less than two kilometres of North Island College, Crown Isle Plaza, the Comox Valley Aquatic Centre, North Island Hospital and several parks. These destinations are accessible by cycling, walking, or transit (with two bus routes that travel along Thorpe Avenue).

OCP Review

The proposed application represents infill development within an established neighbourhood designated Urban Residential in the Official Community Plan (OCP).

The OCP and the Affordable Housing Policy support infill development within existing Urban Residential areas provided it is in keeping with the character and scale of the surrounding neighbourhood. Infill housing provides more rental housing stock and diversity of housing types, and promotes more efficient use of land that is already serviced.

Zoning Review

This application meets zoning requirements, including building height, lot coverage, building setbacks and parking for both R-1 and R-1S zones. It also specifically meets all R-1S zoning requirements for secondary suites, summarized in the table below.

Requirements	Proposal
Total not more than 90.0 m ²	Approximately 60.8 m ² (includes 1 bedrooms, 1 bathroom, living room, kitchen)
Floor Area Less than 40% of the total habitable floor space of the building	~29%
Located within a building of residential occupancy containing only one other dwelling unit	Yes
Located within a building which is a single real estate entity	Yes
Three Parking Spaces (2 spaces for the principal dwelling unit and 1 additional space for the secondary suite)	3 parking spaces: 3 full-sized driveway spaces (Attachment No. 1)

FINANCIAL IMPLICATIONS:

Application fees in the amount of \$500 have been collected in order to process the rezoning amendment application. Should the proposed Zoning Amendment Bylaw be adopted, Building Permit application fees will apply.

Properties with a secondary residence are charged a second utility fee (sewer, water, garbage) for the additional dwelling unit. Should the rezoning application be approved, the additional utility fees will be charged to the property at the time of occupancy permit. Secondary residences are exempt from paying Development Cost Charges to the City and Regional District.

ADMINISTRATIVE IMPLICATIONS:

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 18 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional two hours of staff time will be required to prepare notification for public hearing and to process the bylaw. Additional staff time will be required to process the subsequent building permit application including plan checking and building inspections.

ASSET MANAGEMENT IMPLICATIONS:

The proposed development utilizes existing infrastructure and is connected to City water, sewer and storm mains. There are no direct asset management implications associated with this application.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

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

OFFICIAL COMMUNITY PLAN REFERENCE:

The proposed zoning amendment is consistent with the Urban Residential land use designation of the Official Community Plan. It represents infill residential development near existing amenities and services, providing a range of housing choice, while fulfilling OCP Section 4.4.3 4 a) – limited infill will be considered

only in keeping with the character and scale of an existing neighbourhood and 4.4.3.4 d) – secondary suites will be considered as part of a principle single family residential building subject to zoning approval.

REGIONAL GROWTH STRATEGY REFERENCE:

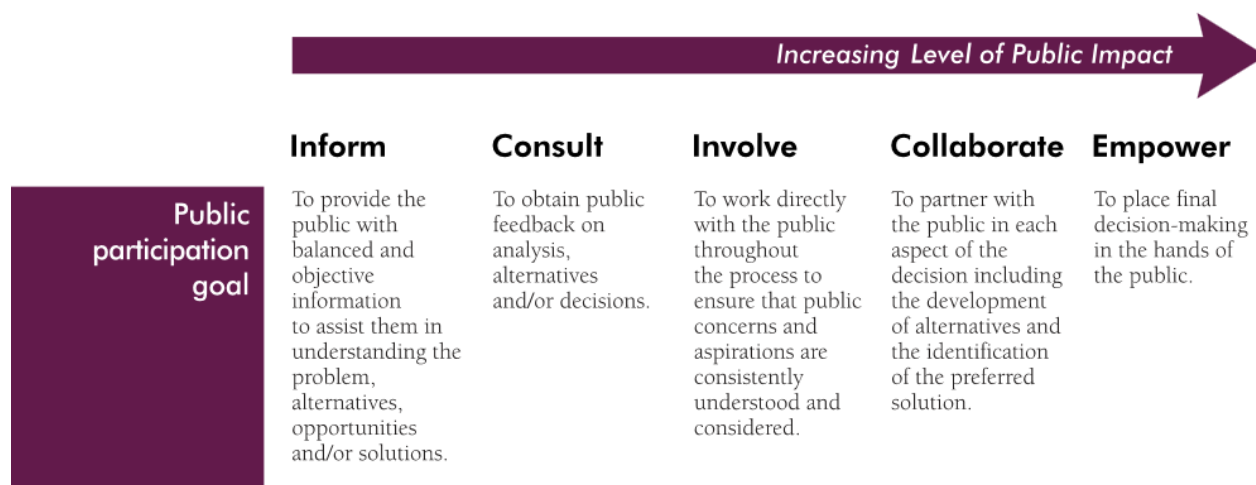
The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

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

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

CITIZEN/PUBLIC ENGAGEMENT:

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



Should Zoning Amendment Bylaw No. 3012, 2020 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant distributed an alternative public information package to property owners and occupiers within 100m of the property and collected and summarized feedback, over a two week period as per the new Alternative Development Information Meeting process. The information provided to neighbours and the summary of the process can be found in **Attachment No. 2**. According to the applicant, two members of the public submitted a response to the applicant. Neither had concerns. The City has received three pieces of correspondence directly from the public regarding the proposal. Two in support, and one opposed.

All feedback can be found in **Attachment No. 3**. The one neighbour who had opposition cited the following as their reasons:

- Maintaining single-family zoning in the neighbourhood
- Privacy
- Parking
- Traffic
- Noise

It is important to note that the zoning bylaw requires one additional off-street parking space be provided for a suite, and these requirements for parking will be met on the subject property.

OPTIONS:

OPTION 1: (Recommended)

THAT based on the September 8th, 2020 staff report, "Zoning Amendment Bylaw No. 3012 to allow for a secondary suite at 1520 Thorpe Avenue" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3012, 2020; and,

THAT Council considers Zoning Amendment Bylaw No. 3012, 2020 consistent with the City's Official Community Plan; and

THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No. 3012, 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 considerations of 3rd Reading of the bylaw.

OPTION 2

THAT Council approve OPTION 2 and proceed to First and Second Readings of Zoning Bylaw No. 3012; 2020; and

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

OPTION 3: Defer consideration of Bylaw No. 3012 with a request for more information.

OPTION 4: Defeat Bylaw No. 3012.

Prepared by:



Cassandra Marsh,
Planner I

Concurrence by:



Ian Buck, RPP, MCIP
Director of Development Services

Reviewed by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by:

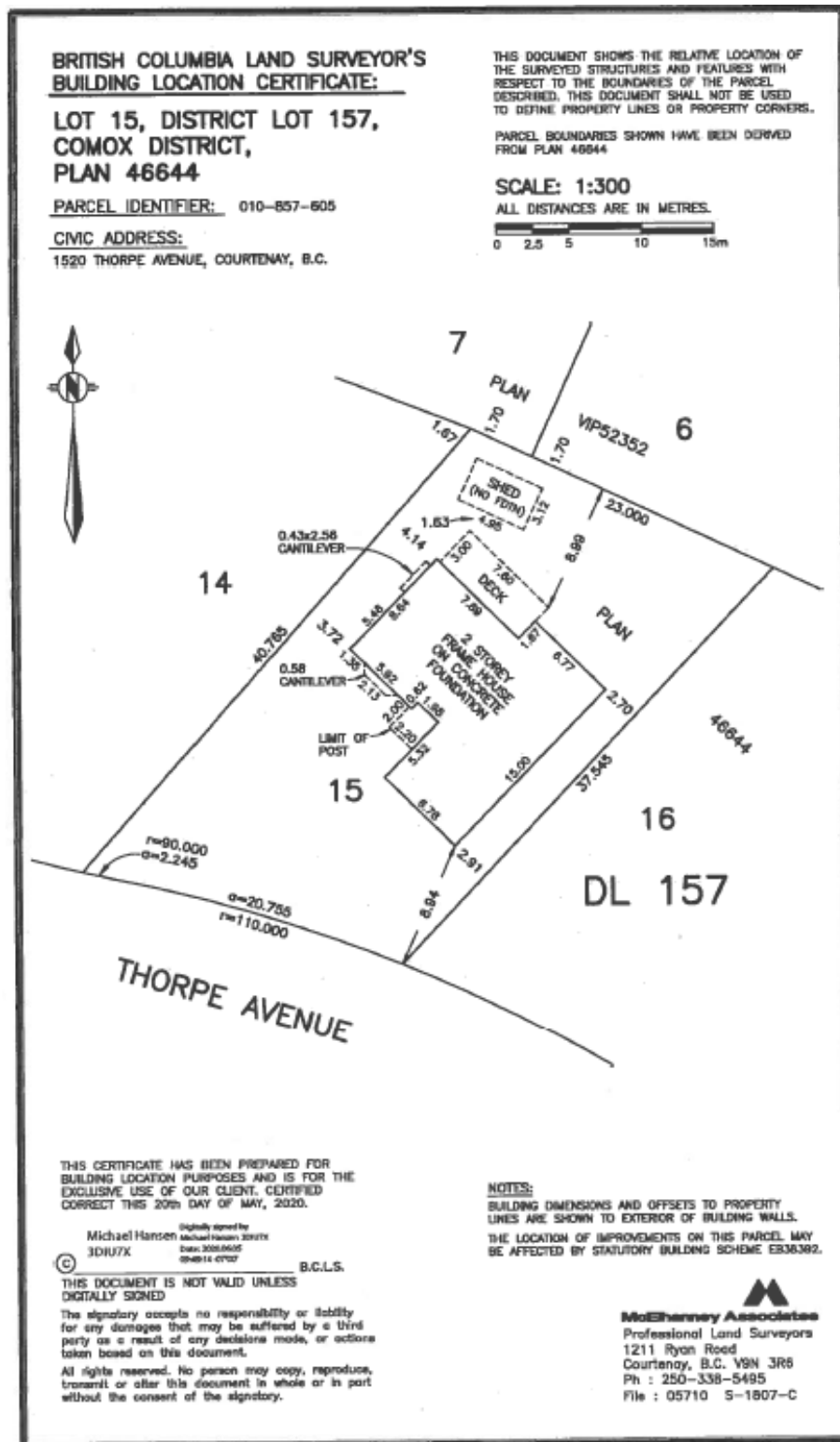


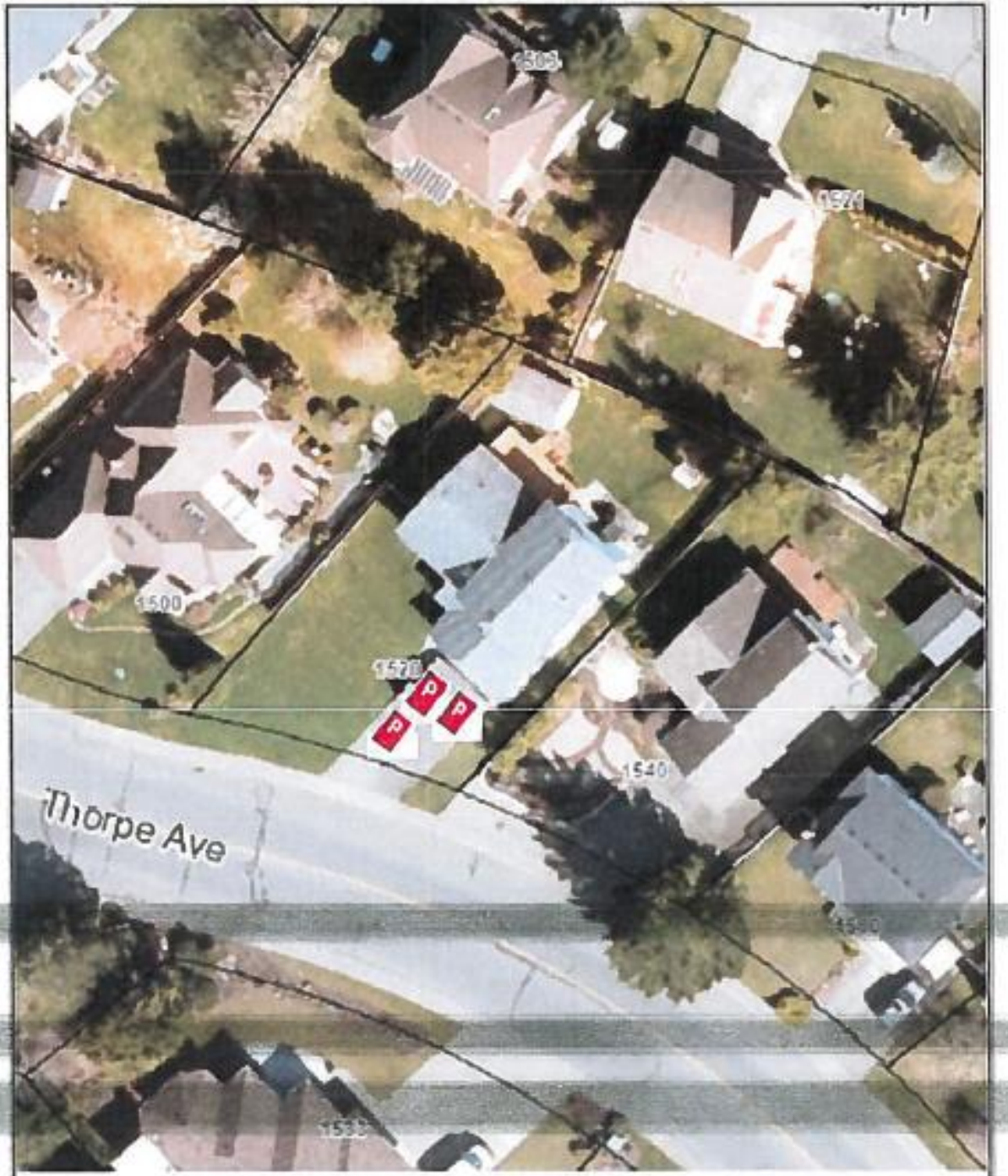
Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

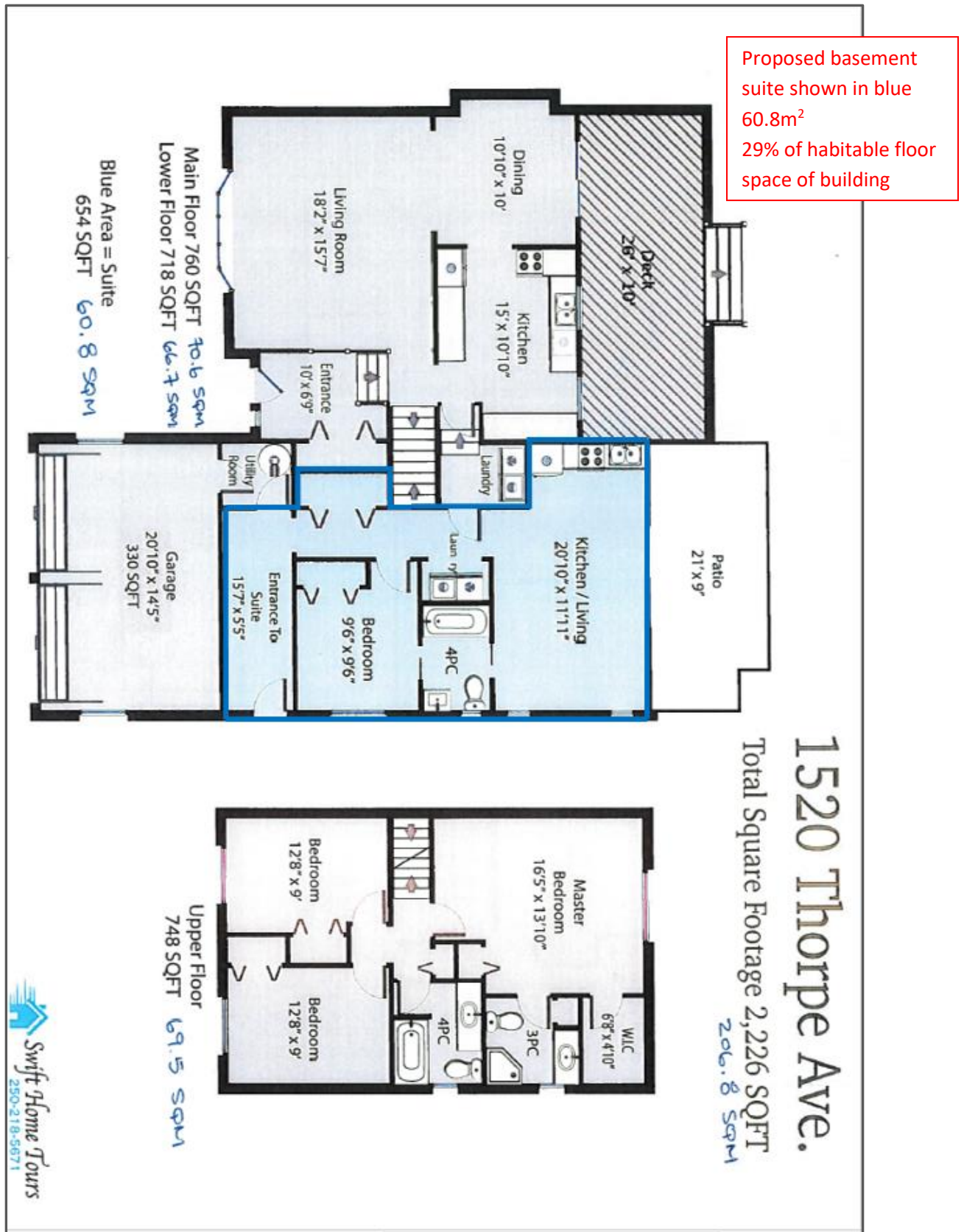
Attachments:

1. *Attachment No. 1: Plans and Elevations*
2. *Attachment No. 2: Alternative Public Information Meeting Mail Out and Summary*
3. *Attachment No. 3: Public Comments*
4. *Attachment No. 4: Applicant's Rationale*
5. *Attachment No. 5: Sustainability Evaluation Checklist*

Attachment No. 1: Plans and Parking







Attachment No. 2: Public Information Meeting Summary

Post-Meeting Summary:

a) Date of mail out and sign posting:

June 26, 2020

b) Comments received:

Two comments received, one by phone and one by email, see attached below "Comments from Neighbours pdf"

c) Information provided in mail out:


A copy of what we mailed out is attached below. Please refer to: "Mailout Package pdf" and "Mailout Package Insert".

d) Summary of questions raised/response:

Comment #1 was an email giving us their support. No questions asked, no concerns raised.

Comment #2 was a phone message that we returned. Ross on Sitka had questions about the rezoning application process because he is also interested in applying to rezone. He had no questions or concerns about our rezoning application specifically.


Attachment No. 3: Public Comments



Sun 7/5/2020 6:22 AM

Re: proposed zoning amendment bylaw no. 3012, 2020

To PlanningAlias

 You replied to this message on 7/6/2020 11:21 AM.

My name is . I own and live at 1490 Thorpe Avenue, 2 doors away from the subject property. I am very much opposed to the proposed bylaw amendment for the following reasons:

I moved into a quiet, single family neighbourhood and I see no good reason to change that, in fact ours houses are already close enough together that many of us have fences in order to create some illusion of peace and privacy in our lives. Increasing the population density will destroy the character of the neighbourhood because if one neighbour is allowed to turn their house into a multi-family residence, it opens the floodgates to any number of such dwellings. This is at least the second application for such a change of zoning that I am aware of on Thorpe Avenue during the last 3 years, and that application was not approved.

I think that with increased population density we would have an increased demand for street parking which is not desirable as Thorpe is a busy "collector street" with bus traffic as well as all the rest of the traffic. Many visitors to our neighbours already park on the street when visiting because many residents already use their own driveways for parking their own cars and so their guests have to park on the street.

There would be more noise which relates back to my first comments.

There are many other desirable areas in the City of Courtenay where multifamily residences are welcome. I think that the occupants of 1520 Thorpe should pursue that option and leave our neighbourhood alone.

Yours truly,



Thu 7/2/2020 1:57 PM

[Redacted subject line]

Rezoning of 1520 Thorpe

To PlanningAlias



Follow up. Start by Thursday, July 2, 2020. Due by Thursday, July 2, 2020.

I would like to let you know I fully support the rezoning of this property. Courtenay needs to start building carriage homes and allowing people to build secondary suites. We are desperate for housing in the Valley and as long as they have enough off street parking nobody should be denied.

Thank you and have a great day.

[Redacted signature]

1650 Sitka Ave



Fri 7/3/2020 9:43 AM

[Redacted]

Rezoning at 1520 Thorpe Ave

To PlanningAlias



Follow up. Start by Friday, July 3, 2020. Due by Friday, July 3, 2020.

We, [Redacted] at 1535 Griffin Drive have no issue with the Boulanger Family rezoning from R1 to R1S and wish them well with their renos. Cheers.

Attachment No. 4: Applicant's Rationale

1520 Thorpe Avenue
Courtenay, BC

Project Summary

The reason for our application to rezone from R-1 to R-1S is so that we can add a one bedroom, one bathroom suite to the ground floor of our home. The process would involve reclaiming a portion of the garage for the entry, keeping the existing bedroom, adding a shower to the existing bathroom, and adding a kitchen to one end of the current family room. There would also be a laundry area added for the suite.

There is a two car garage and our driveway has enough off-street parking to meet the requirements set out in Division 7.

The exterior of the house will remain untouched and will keep the original look and footprint. The project will be of very little inconvenience to the neighbours since it will be only an interior layout change.

We love this neighbourhood, and our children are well established in the local school system. Our plan is to have the suite available for our mother/mother-in-law to move into the city from Black Creek when she is ready.

Affordable Housing Policy Summary:

This rezoning will create extra affordable housing in a neighbourhood where there is no more room for new construction and in an area where all the required services are within walking distance which 1) has the potential to lessen the predictable environmental impact of densification and 2) can allow low income persons the ability to meet their daily needs without the added expense of owning a vehicle or using a taxi service.

The suite would be ideal for students or young professionals, as it is located within walking distance to North Island College, Comox Valley Hospital, the Aquatic Centre, and several shopping centres. The suite is also directly on a transit corridor.

Jason & Anne-Marie Boulanger
[REDACTED]
jayandanna@shaw.ca

Attachment No. 5: Sustainability Evaluation 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: 1520 Thorpe Ave - Courtenay Date: March 15, 2020

Applicant: Jason & Anne-Marie Baulanger Signature: [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;	Yes, one bedroom suite, and 3 bedroom family home.
b) Balances the scale and massing of buildings in relation to adjoining properties;	n/a
c) Complements neighboring uses and site topography;	n/a
d) Provides or supports mixed used developments or neighborhoods;	n/a
e) Promotes walking to daily activities and recreational opportunities;	Yes, many amenities within walking distance.
f) Supports a range of incomes;	Yes, provides two different sized suites - one bedroom & three bedroom
g) Is a positive impact on views and scenery;	n/a
h) Preserves and provides greenspace, trails and landscaping;	n/a

Building Design. The application:	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	No change to exterior
b) Maintains a high standard of quality and appearance;	No change to exterior
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;	No change to exterior
d) Avoids creating a strip development appearance;	No change to exterior
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	N/A
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	Yes, LED Lighting
g) Builds and improves pedestrian amenities;	N/A
h) Provides underground parking;	N/A
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	N/A
Transportation. The application:	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	Suite is located on a bus route, and is walking distance to hospital, North Island college, Aquatic Centre, and shopping centre.
b) Provides multi-functional street(s);	N/A
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	N/A
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	N/A
Infrastructure. The application:	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;	N/A
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	N/A

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	No change to exterior
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	N/A
c) Provides public and private amenity space;	N/A
d) Preserves heritage fixtures;	N/A
e) Orients to views, open space and street;	N/A
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;	N/A
c) Includes tree lined streetscapes.	N/A



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-1915

From: Chief Administrative Officer

Date: September 8th, 2020

Subject: Zoning Amendment Bylaw No. 2989 to allow for a Subdivision at 4070 Fraser Road

PURPOSE:

The purpose of this report is for Council to consider a Zoning Bylaw amendment application to rezone the property at 4070 Fraser Road from RU-8 to CD-21 and PA-2 to facilitate a 12 lot subdivision and City parkland.

CAO RECOMMENDATIONS:

THAT based on the September 8th, 2020 Staff report, "Zoning Amendment Bylaw No. 2989 to allow for a subdivision of 4070 Fraser Road " Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Reading of Zoning Amendment Bylaw No. 2989, 2020 to rezone the subject property to CD-21 and PA-2;
2. THAT Council considers Zoning Amendment Bylaw No. 2989, 2020 consistent with the City's Official Community Plan;
3. THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No. 2989, 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 3rd Reading of the bylaw;
4. THAT Final reading of the bylaw be withheld pending the completion of the park land disposal process; and
5. THAT Final Reading of the bylaw be withheld pending the registration of a Section 219 covenant on the subject property.

Respectfully submitted,

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

The subject property is located in South Courtenay and was annexed into the City during a 2007 municipal boundary extension. The property is bound by Fraser Road and Millard Creek to the west, parkland to the north and east and agricultural land to the west and south which also correspond with the City's boundary with the CVRD.

The subject property is a 2.21 ha (5.46 acres) rural residential lot located at 4070 Fraser Road in South Courtenay (**Figure 1**). The property is relatively flat with a sloped area near Millard Creek which transects the property. The site is mainly cleared with remaining trees along the edges and clustered along Millard Creek.

The property is zoned Rural Eight (RU-8) and is occupied by a 163m² (1,800 ft²) single family dwelling and two barns (**Figure 2**). The development proposal includes the retention of the existing single family dwelling on one of the proposed lots, the demolition of the two barns and the development of 12 bare land strata lots.

The property's existing access is from Fraser Road with a driveway bridge crossing Millard Creek to the house. Fraser Road is classified as a Rural-Collector Road under the jurisdiction of the Ministry of Transportation. New vehicular access will be established from a private road connected from Harbourview Boulevard ensuring that all servicing infrastructure for the development is located within municipal boundaries. The City's Transportation Master Plan classifies Harbourview Boulevard as a collector road.



Figure 1: Subject Property and Context



Figure 2: Existing Single Family Dwelling (to be retained on proposed Strata Lot 1)

Consistent with the properties to the north and east of the site, the subject property was designated Master Planned Residential with the adoption of the South Courtenay Local Area Plan. The proposed development is consistent with that designation.



Figure 3: Zoning Context

The subdivision will create 12 strata lots with sizes between 603m² and 1328m² with the exception of proposed lot 1 at approximately 6,830m², where the owner plans to reside in the existing single family dwelling. Strata lot 1 is a substantially larger than the remaining lots as it contains some land that is located within the 30m setback from Millard Creek.

As part of the zoning amendment application the applicant submitted a preliminary subdivision plan (as seen in **Attachment No. 1**). Staff note that this plan has not yet been finalized, this will be completed through the City's subdivision process should the parcel be rezoned.

Millard Creek is situated on the western portion of the site. *Zoning Bylaw No. 2500* requires all development to be located 15m from the natural boundary of the creek. The applicant has provided a larger buffer of 30m as a no disturbance zone to minimize disturbance to this watercourse and its associated riparian vegetation and habitat. Millard Creek has confirmed fish presence and the development site overlaps with potential critical habitat for the western painted turtle. Providing buffering between the creek and the proposed subdivision is important for the maintenance of a healthy aquatic resources (as it limits the probability of erosion, flooding and bank instability) and provides both movement corridors and nesting areas for wildlife, birds and waterfowl. An environmental development permit will be required prior to subdivision approval should the development proceed.

For the strata road to be constructed a 233m² portion of City Park (i.e. the Millard Greenway) is proposed to be closed. Also, a 151.7m² strip of land will be dedicated as parkland east of Lot 44 on Harbourview Boulevard which will provide a pedestrian connection to the adjacent "Ridge subdivision". Lot 44 was created in 2019 during the third phase of "The Ridge" subdivision.

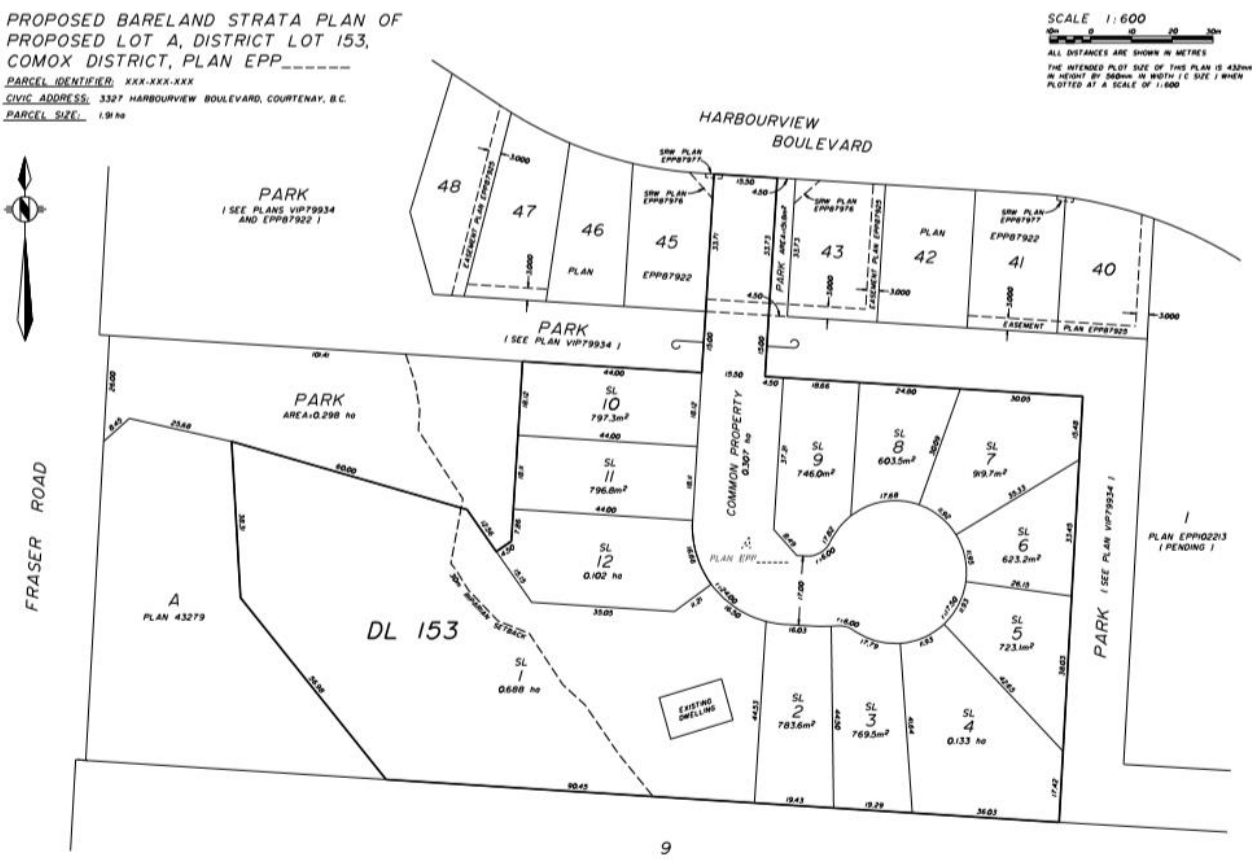


Figure 4: Proposed Site Access, Park Closure and Dedication

The park disposal process will be initiated if Zoning Amendment Bylaw No. 2989 is granted first and second reading and will run concurrently with the rezoning application.

Disposing of Parkland is a separate City process from the zoning amendment application. Under the powers of the Community Charter, Council may dispose of municipal parkland through the adoption of a bylaw that has received the approval of the electors (for example through an Alternative Approval Process). Council can choose to take proceeds (funds) from the disposal of parkland or choose to take land. Council may also choose to take a combination of both proceeds (funds) and lands. Any proceeds from the disposal are required to be placed into a parkland acquisition reserve fund.

Regarding parkland dedication, the applicant is proposing to dedicate and approximately 0.298ha (2,980m²) of City parkland on the northwest portion of the site. Within this dedicated park approximately 2,087m² of land is within the Millard Creek riparian area with the remaining park dedication located outside the riparian area. Additionally, the 151.8m² portion of land dedicated to the east of Lot 44 on Harbourview Boulevard is proposed as a strip park and will provide connectivity to the lands to the “Ridge” subdivision to the north.

Staff note that there is strong policy support in the City’s OCP and LAP for residential developments in this neighborhood to promote walking and biking through a system of parks and greenway systems. There is also policy support for the expansion of parkland, natural areas and greenway systems. During the application process staff discussed park dedication options with the applicant and presented a proposal for the applicant’s consideration. To enhance the existing greenway system City staff recommended the

dedication of the 30m setback and associated riparian area of Millard Creek on the northwest portion of the site (currently located on proposed lot 1); a 15m strip of parkland dedicated at the rear of proposed strata lots 2, 3 and 4 which would extend the existing greenway connection in a western direction; a 6m wide trail at the rear of proposed strata lot 1 that would provide a connection through the park on the northwest portion of the site and a new trail corridor constructed around the perimeter of the subdivision in the greenway. The dedication of the riparian area would also be consistent with OCP policy to support protection of the Millard Creek.

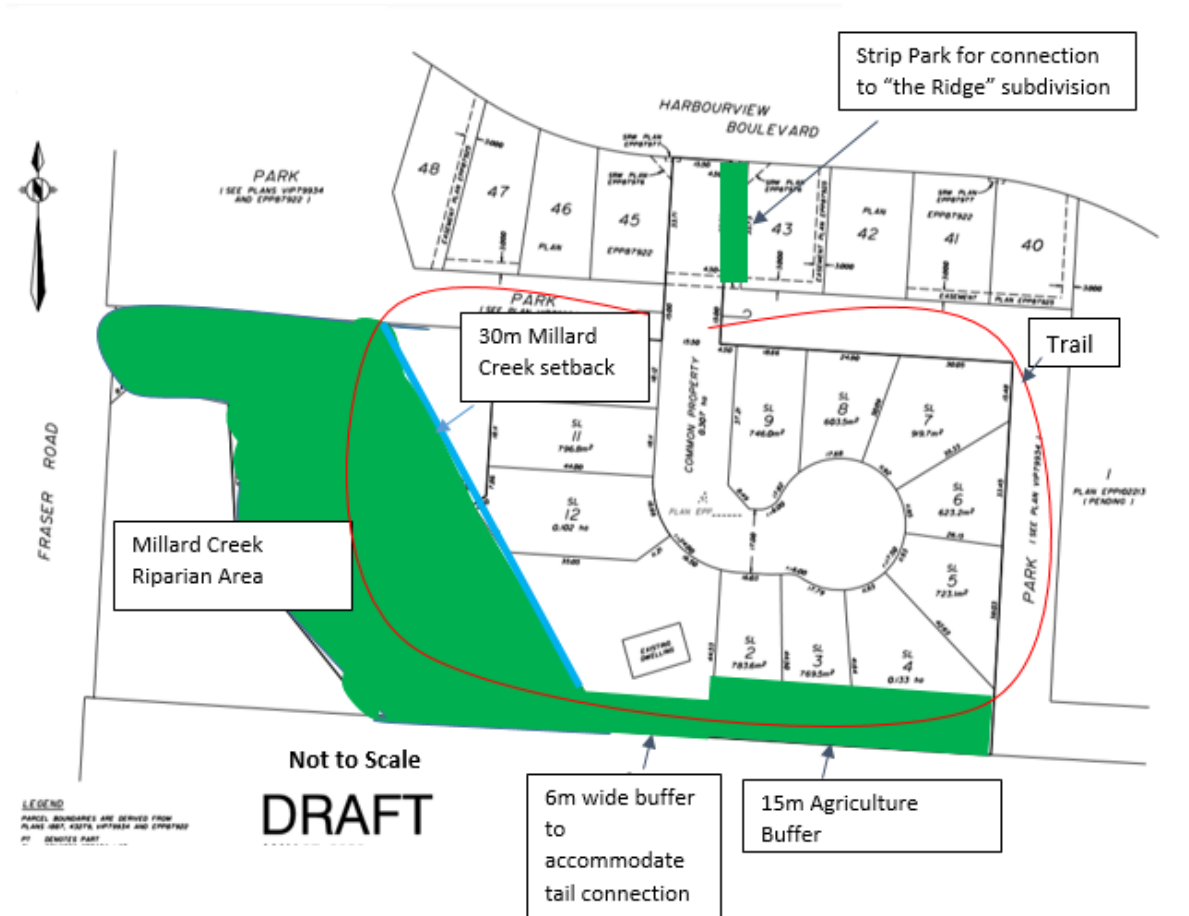
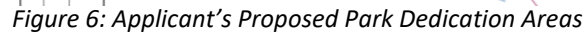


Figure 5: City Staff Recommended Park Dedication Areas



DISCUSSION

Over 20ha of land located in South Courtenay is designated “Master Plan Residential” including the subject parcel. Lands in this designation are intended to facilitate intensive residential development that provides a mix of housing types, live-work uses and active transportation opportunities.

1. Land Use Compatibility; and
2. Implementing the South Courtenay Local Area Plan.

The City supports the protection of farmland and the OCP contains policies that aim to preserve agricultural lands and minimize conflicts between farm and non-farm uses. Land use conflicts that can arise from siting residential uses adjacent to farmland include trespass and complaints from residents about noise and odor and dust from farming operations. Also, domestic pets from new subdivisions can harass livestock on adjacent farmland pastures.

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This buffering is achieved through a 15m land buffer and the rear yard setbacks on the proposed lots. As recommended by the Ministry of Agriculture, 15m of the buffer will be vegetated with the exception of the buffer separating lot 1 which is 14 .1m. Also, the Ministry of Agriculture recommended that fencing be installed along the ALR boundary.

The development is adjacent to two residential subdivisions approved to the north and northeast of the site; the “Ridge “and the development approved at 4100 Fraser Road. A review of the applicant’s subdivision plan indicates that the proposal is similar to adjacent subdivisions in terms of lot layout (dwellings orientated towards the street), building setbacks, lot depth and lot size.

The architecture of the proposed dwellings is consistent with the style and building materials used in neighboring developments. The proposed dwellings will include a mix of ranchers with walk out basements and two-storey split level homes with asymmetrical front facades, varied rooflines (hip and gable rooflines), and trim and detailing on facades and around windows and doorways. Building materials utilized will include cement fiber board, acrylic stucco and stone.

Also, parking arrangements, garages and driveways are consistent with the prevailing pattern in the neighborhood with respect to location of the garage relative to the house, the size and configuration of the garage and the manner of access.

The applicant has provided housing typologies with the rezoning application (as seen in **Attachment No. 1**) which demonstrate compatibility with the surrounding neighborhood as well as consistency with the form and character development permit guidelines in the South Courtenay Local Area Plan.

Residents living in the development will have access to the walkways within the Buckstone Trail system in the adjacent Ridge subdivision. This trail system provides connections through the subdivision and extends from Lockwell Road south to Eagleview Crescent. This system of trails will connect overtime to the waterfront and the Riverway trail via Beachwood Road.

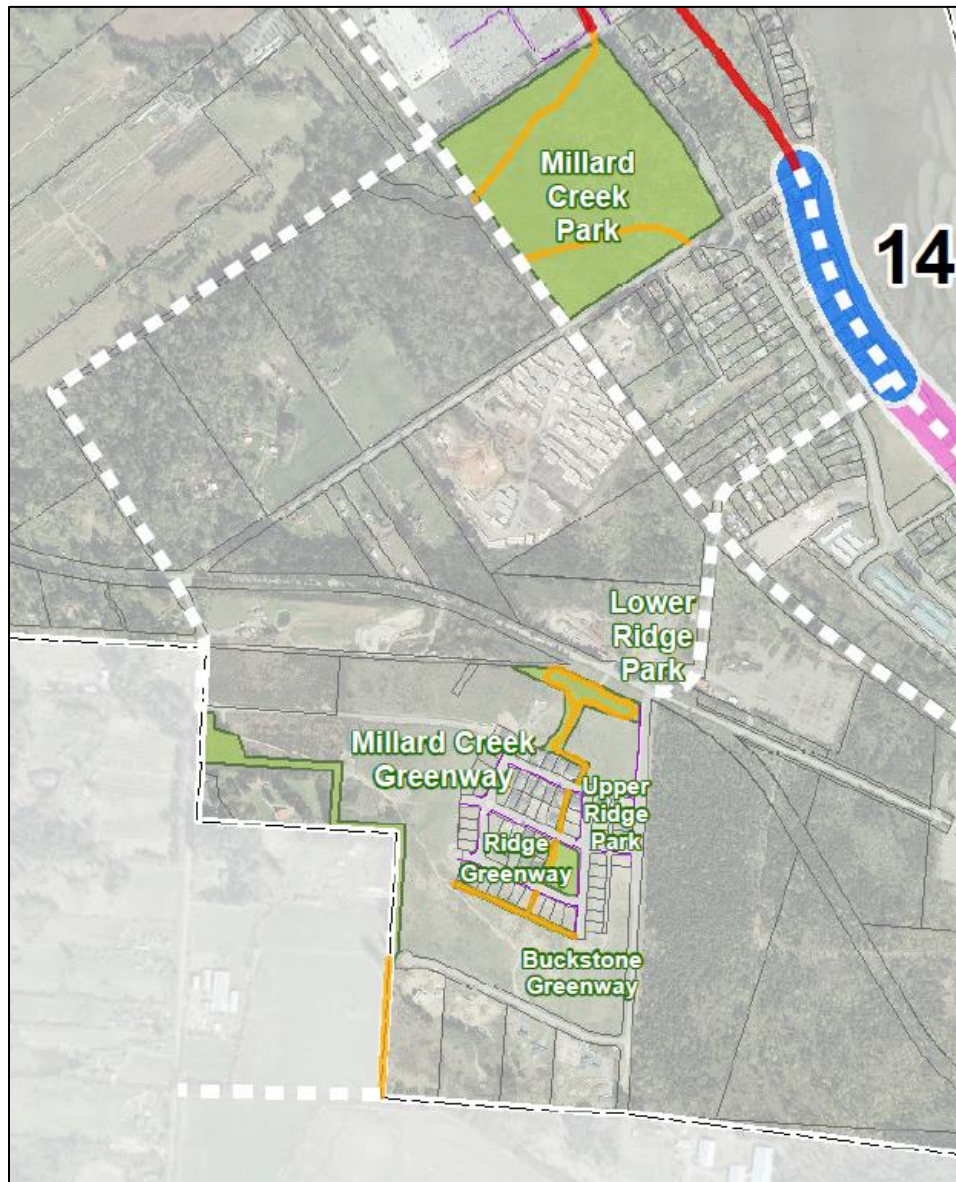


Figure 7: Millard Greenway and Adjacent Park and Trails

Locating residential uses in close proximity to the greenway and trail system is beneficial because it provides opportunities for active living and transportation (walking and cycling).

Implementation of the South Courtenay Local Area Plan (SCLAP)

The South Courtenay area is comprised of approximately 217 hectares (536 acres). This area was incorporated into the City in 2007 and in 2009 the Local Area Plan was adopted by Council after extensive community consultation.

The Local Area Plan forms part of the OCP and provides a policy framework for addressing issues such as land use, infrastructure, transportation, environment, housing and parks. The Plan also contains policies that guide where and how future growth and redevelopment should happen.

In the Plan the property is designated master planned residential and envisions residential neighborhoods that:

- provide a mix of housing types and units for residents of various ages and income levels as well as opportunities for live-work uses;
- contribute affordable housing units, land or funds;
- dedicate park land through the subdivision process;
- provide urban services that are developer financed;
- promote walking and biking through a fine-grained system of parks and greenways;
- maintain a clear separation between rural and urban lands;
- keeps environmentally sensitive areas free of development;
- require development permits for all subdivisions; and
- improve energy and water conservation.

The proposal encourages a mix of housing types for residents of various ages and income levels by providing opportunities for single family dwellings with secondary suites. Secondary suites assist in increasing the supply of rental housing within the City for single occupants, couples and small families. The proposed zoning also contributes to complete communities by supporting live work uses (home occupations). Staff note that with this development the applicant will be allocating funds towards the City's affordable housing reserve fund through their amenity contribution offer.

The proposal dedicates 0.298ha (2,980m²) of parkland to the City at the time of subdivision and assists in promoting walkability through the dedication of a pedestrian trail to the east of the proposed cul-de-sac. Also, the developer will be financing all services for the development. Furthermore, as a bare land strata ongoing operating and maintenance costs of the infrastructure within the development will be the responsibility of the strata, not the City.

As discussed previously, the subdivision layout provides a clear separation between residential uses and rural farmlands to the west and south of the development.

In order to preserve and protect environmentally sensitive and natural areas onsite, particularly those areas along watercourses Policy 4.10.3 of the OCP requires all development be located a minimum 30m from Millard Creek. The applicant has designed the subdivision to meet this requirement and the proposal provides a 30m no disturbance buffer on both sides of the creek. Because the no disturbance zone is partially located on private property (i.e. proposed strata lot 1) a covenant protecting the land from any disturbance or development will be registered on the land title prior to final adoption of the zoning amendment bylaw. Additionally, the lands within 30m of the creek will be zoned Public Areas Two Zone (PA-2) and the applicant will be required to install permanent fencing along the 30m creek setback to ensure encroachment does not occur.

To ensure the development exhibits a high standard of design and that appropriate protection measures are put in place for Millard Creek and its associated habitat, the applicant is required to obtain an approved form and character and an environmental development permit from the City prior to development occurring.

Energy and water conservation measures are also being incorporated into the development. In this regard builders will be required to construct at minimum to Step 3 of the BC Energy Step Code for permits applied for after January 1, 2021. Also, builders and homeowners will be encouraged to utilize pervious surfaces for

driveways, rainwater collection schemes and drip irrigation systems with moisture sensors for landscaped areas.

In assessing this development proposal, staff have deemed it consistent with the intent of the Master Planned Residential designation and policies contained in the SCLAP. Also, the proposed density and zoning of this subdivision is similar to the CD-21 zone, which is prominent zoning in the surrounding neighbourhood.

Zoning Review

The proposal requires rezoning as the current zoning (RU-8 Zone) does not permit the density the applicant is seeking. The proposed zoning for the residential subdivision is the CD-21 zone and PA-2 for the lands that are dedicated as City Parkland.

Table No. 1 below summarizes the proposal relative to the current RU-8 zone and the CD-21 zone, the zone in the adjacent “Ridge” subdivision. The applicant is proposing minor modifications to the CD-21 zone to accommodate smaller front yard setbacks (6.0m rather than 7.5m), lot frontages (11m rather than 16m) and rear yard setbacks of 7.5m for all lots. Within the CD-21 zones structured so that lots that have depths that are 36m or larger require rear yard setbacks of 9.0.

The proposal will reflect the CD-21 standards with the exception of the modified lot frontages and front and rear yard setbacks. The proposal meets the remaining CD-21 zoning regulations for use, lot size, lot depth and coverage and building height.

	Existing Zone (RU-8)	CD-21 Zone	Proposal
Permitted Uses:	Single Family Dwelling Home Occupation Secondary Suite Carriage Home Accessory Buildings Home Based Business <u>Other:</u> Agriculture Amental Hospital Fish Hatchery Silviculture Aquaculture	Single Family Dwelling Home Occupation Secondary Suite Duplex Carriage Home Accessory Buildings	Single Family Dwelling Home Occupation Secondary Suite Duplex Carriage Home Accessory Buildings
Minimum Lot Size	8.0 hectares	Single Family Dwelling (600m ²) Duplex (900m ² must be corner or double frontage lot) Carriage House (750m ² must have lane access, have frontage onto Buckstone Road or a corner lot)	Single Family Dwelling (600m ²) Duplex (900m ² must be corner or double frontage lot) Carriage House (750m ² must have lane access, have frontage onto Buckstone Road or a corner lot)
Lot Coverage	15%	60%	60%
Minimum Lot Frontage	10% of the perimeter of the lot	16m 20m (for corner lots)	11m* 20m (for corner lots)

Lot Depth	N/A	Not less than 26 m	Not less than 26m
Setbacks Single Family Residence			
Front yard setback	7.5m	7.5m	6.0m*
Rear yard setback	7.5m	9.0m for lots with depths over 36m) 7.5m (for lots with depths less than 36 m)	7.5m (for all lots)*
Side yard setback	1.75 m 7.5m - for flanking street	4.5m with a minimum of 1.5m on one side 4.5m –for flanking street	4.5m with a minimum of 1.5m on one side 4.5m –for flanking street
Building Height	Principal Building - 10m Accessory Building 4.5m - 6m	Principal Building - 9m Carriage House – 7.5m Accessory Building - 4.5m	Principal Building - 9m Carriage House – 7.5m Accessory Building - 4.5m
Parking Base Requirements	Single Family Residence - 2 stalls Secondary Suite - 1 stall Carriage Home - 1 stall	Single Family Residence or Duplex - 2 stalls Secondary Suite - 1 stall Carriage Home - 1 stall	Single Family Residence or Duplex - 2 stalls Secondary Suite - 1 stall Carriage Home - 1 stall

Table 1: Zoning Analysis (* denotes minor modifications made to CD-21 zoning for this application)

Other Related Regulations

Amenity Contributions

The applicant is making contributions towards the City's *Parks, Recreation Culture and Senior's Facilities Amenity Reserve Fund* and the City's *Affordable Housing Amenity Reserve Fund* as outlined in Section 7.7 of the OCP.

Form and Character Development Permit

Subsequent to the rezoning application the applicant will require a development permit. Based on the plans submitted in support of the rezoning application, the building design is consistent with the policies contained in the South Courtenay Development Permit Area (DPA).

Environmental Development Permit

Due to the presence of environmentally sensitive features (Millard Creek) and the fact the property overlaps with the potential habitat area for the Western Painted Turtle, a species at risk, the applicant will be required to obtain an approved Environmental Development Permit (EDP).

Tree Cutting Permit

A tree cutting permit was applied for and approved for this property in 2018 for the removal of hazard trees outside the Millard Creek Area. There are approximately 75 trees remaining on the property. The tree retention plan submitted with this application notes that further tree removal is required to accommodate the proposed lots, therefore, a tree cutting permit is required.

Covenant

As set out in a formula in the OCP, the applicant will make monetary contributions towards the City's Affordable Housing Fund and the City's Parks, Recreation, Cultural, and Senior's amenity reserve fund for the additional density created through rezoning. The amenity contributions will be secured through a covenant registered on the land title and will be payable at time of subdivision.

Additionally, the covenant will address park land dedication, protection of the non-disturbance zone for the Millard Creek riparian area including the installation of permanent fencing and the maintenance of the buffer, fencing and signage between the development site and the agricultural lands to the south. All legal fees will be paid by the developer.

FINANCIAL IMPLICATIONS:

The development is subject to City and Comox Valley Regional District Development Cost Charges. Amenity contributions as outlined in Section 7.7 of the OCP are required. Should the proposed zoning amendment bylaw be adopted, development permit, subdivision and building permit application fees will also apply.

Properties with a secondary residence are charged a second utility fee (sewer, water, garbage) for the additional dwelling unit. Should the rezoning and subsequent applications be approved, the additional utility fees will be charged to the property at the time of occupancy.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent 28 hours processing and reviewing this application, conducting a site visit and communicating with the applicant to request additional information.

Should the proposed bylaws receive First and Second Readings, staff will spend an additional five hours in preparation for the public hearing, preparation of the covenant, final reading of the bylaw, and updating the bylaws and maps.

ASSET MANAGEMENT IMPLICATIONS:

The rezoning application has no asset management implications, but it would facilitate subdivision of new lots that require water, sanitary sewer and storm service connections at Harborview Boulevard. The City will inherit this infrastructure (storm, water, sewer) built to City standards and they will be incorporated to the City's asset registers for ongoing maintenance. As noted above, the assets internal to the bare land strata will be the responsibility of the strata.

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

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

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

Official Community Plan

3.1 Growth Management:

3.1.2 Goals

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

3.2 Regional Context Statement

3.2.2 Goals

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

Principles:

- (1) balance land uses to create a vibrant and diverse neighbourhood and community.
- (3) preserve and enhance open spaces, greenways and environmentally sensitive areas.
- (5) lead in creating inclusive neighbourhoods for housing.

4.4 Residential

4.4.2 Goals

1. Optimize the use of existing lands in the City with a long term consideration to expand boundaries and protect adjoining lands from further development to meet the future needs of the City.
2. Encourage housing opportunities and convenient community services for individuals having special housing requirements.
3. Ensure new housing projects introduce innovative and creative design and streetscapes.
4. Preserve the integrity and character of existing residential areas with any redevelopment proposal.
5. Ensure all new development includes the provision of amenities including buffer areas along roads, parks and sidewalks and trails.

Agricultural

4.5.3 Policies

4. The City will work towards reducing conflicts between agricultural uses by ensuring buffering requirements for non-agricultural uses adjacent to agricultural lands.

Parks

4.6.3 Goals

5. To ensure that parks, both active and passive, are distributed throughout the community.
7. To acquire and protect environmentally sensitive areas.

REGIONAL GROWTH STRATEGY REFERENCE:

The development proposal is consistent with the RGS goal (3.2.1) “to ensure a diversity of housing options to meet evolving demographic needs” as well as the objectives 1A, 1B, 1C and 1D, 2D, 2C, 5A, 5D, and 6A listed below:

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

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

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

1A-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-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.

Objective 2-C: Promote environmental best practices in Agricultural and Resource Areas.

2C-5 All local governments will ensure appropriate buffers and transition zones between working landscapes and residential areas to minimize negative impacts from residential development on farm and resource land. Buffer and transition zones will be promoted to support ecological connectivity and ecological system functions.

Objective 2-D: Ensure access to parks, recreation areas.

2D-2 Require new developments to link to, improve or expand the existing greenway network.

Objective 5-A: Promote water conservation and efficiency throughout the Comox Valley.

5A-1 The majority of growth should be focused in Core Settlement Areas where appropriate publicly owned water servicing systems already exists.

Objective 5-D: Encourage sewage management approaches and technologies that respond to public health needs and maximize existing infrastructure.

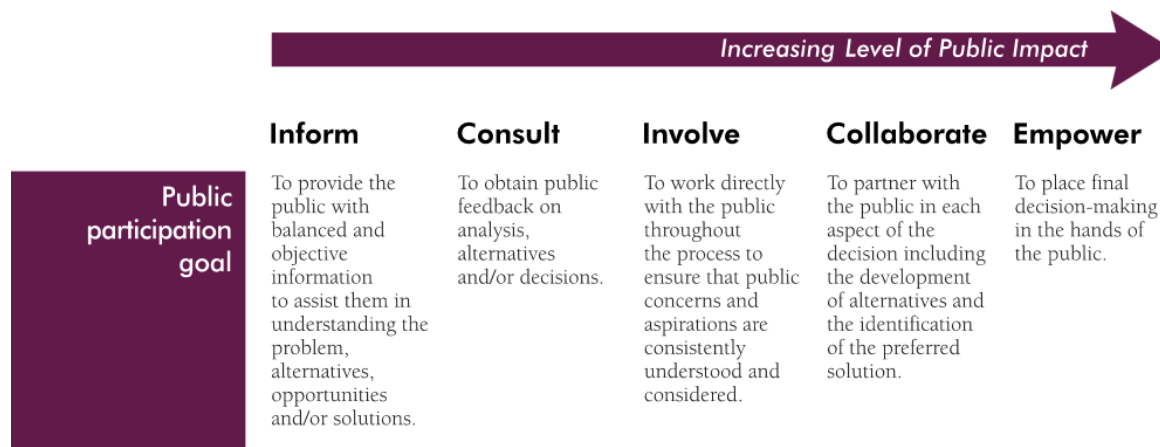
5D-1 The majority of growth should be focused in Core Settlement Areas where appropriate sewer servicing already exists.

Objective 6-A: Protect land for existing and future agriculture and associated activities.

6A-3 All local governments will ensure appropriate buffers and transition zones between working landscapes and residential areas to minimize negative impacts from residential development on farm and resource land. The need for and extent of buffers and transition zones will be site specific.

CITIZEN/PUBLIC ENGAGEMENT:

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



Prior to this application proceeding to Council, the applicant held a public information meeting on Wednesday January 29th, 2020 at 5:00 pm at the McElhanney Consulting offices located at 1211 Ryan Road and four persons attended. During the meeting the land use, site servicing and tree retention plans for the proposal were provided to the meeting attendees. A review of the meeting minutes note that the public had questions on the timeline for City approval of the project, servicing, protection of the creek area and the character of the dwellings. Overall attendees were supportive of the proposal. No public comments were received by the applicant or by City staff. A copy of the sign in sheet provided at the meeting for the summary is included in **Attachment No. 2**.

Should Zoning Amendment Bylaw No. 2989, 2020 receive First and Second Readings, staff are recommending the public hearing be waived in accordance with Section 464 of the *Local Government Act*. In this regard, where Council considers a zoning bylaw is consistent with the Official Community Plan (OCP) for the area that is subject to the bylaw it may waive the holding of a public hearing.

In respect of this bylaw there was no opposition at the public information meeting and in the opinion of staff, as outlined above, the bylaw is consistent with the OCP. Notice of waiver of the public hearing will be provided and the public will have an opportunity to provide written comments for Council’s consideration.

OPTIONS:

OPTION 1: (Recommended)

1. That Council give First and Second Reading of Zoning Amendment Bylaw No. 2989, 2020 to rezone the subject property to CD-21 and PA-2;
2. THAT Council considers Zoning Amendment Bylaw No. 2989, 2020 consistent with the City's Official Community Plan;
3. THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No. 2989, 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 3rd Reading of the bylaw;
4. THAT Final reading of the bylaw be withheld pending the completion of the park land disposal process; and
5. THAT Final Reading of the bylaw be withheld pending the registration of a Section 219 covenant on the subject property.

OPTION 2:

1. THAT based on the September 8th, 2020 Staff report, "Zoning Amendment Bylaw No. 2989 to allow for a subdivision of 4070 Fraser Road "Council approve OPTION 2 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2989, 2020;
2. THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2989, 2020 when regular Council meetings resume or an alternative public hearing format is approved by Council;
3. THAT Final reading of the bylaw be withheld pending the completion of the park land disposal process; and
4. THAT Final Reading of the bylaw be withheld pending the registration of a Section 219 covenant on the subject property.

OPTION 3: THAT Council postpone consideration of Bylaw No. 2989 with a request for more information.

OPTION 4: Defeat Bylaw No. 2989.

Prepared by:



Dana Beatson
Planner II – Planning Services

Reviewed by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by:



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

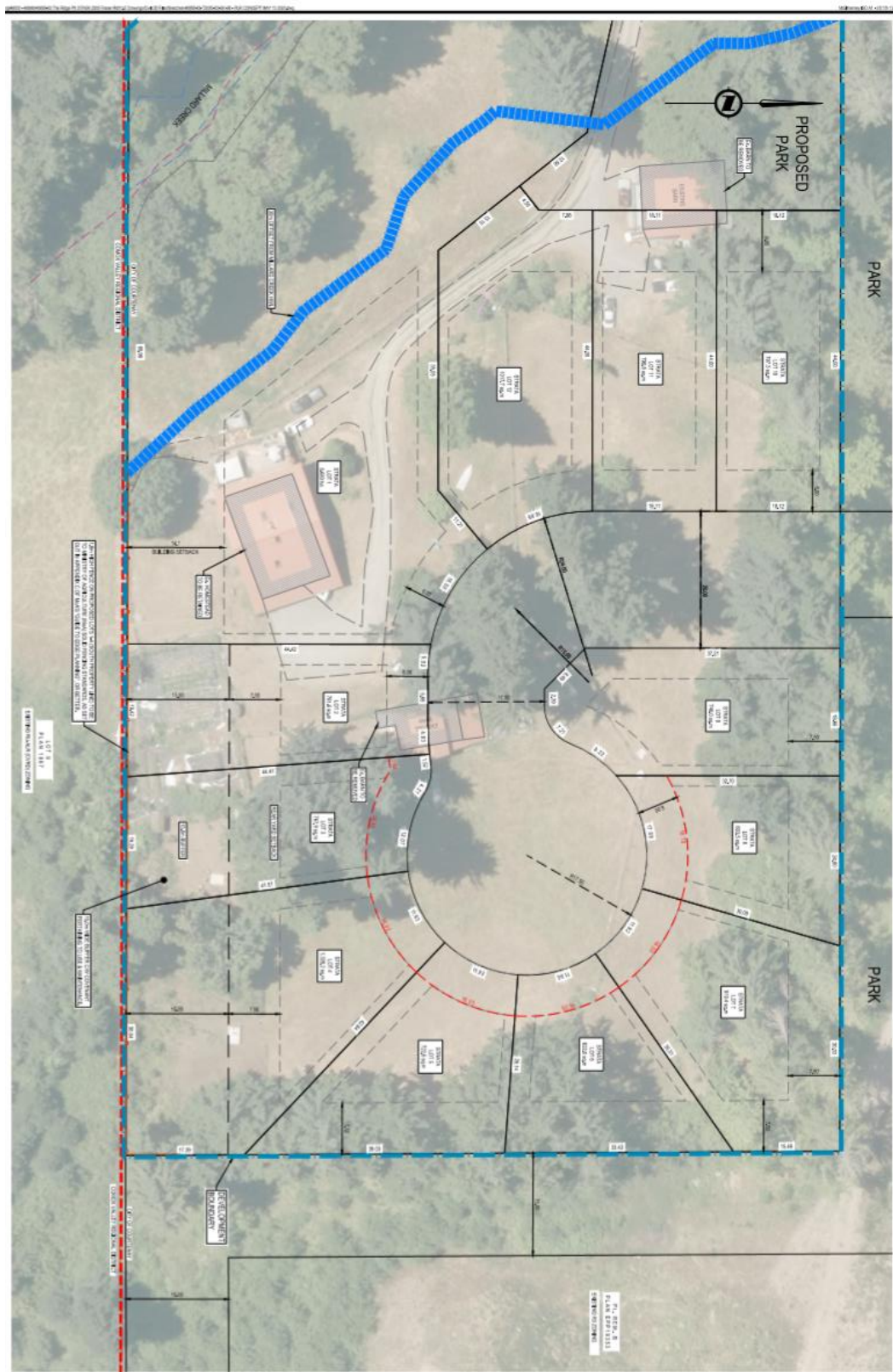


Ian Buck, RPP, MCIP
Director of Development Services

Attachments:

1. *Attachment No. 1: Conceptual Subdivision Plan and Housing Typologies*
2. *Attachment No. 2: Public Information Meeting Sign in Sheet, Public Comment and Meeting Summary*
3. *Attachment No. 3: Applicant's Development Synopsis and Sustainability Evaluation Checklist*
4. *Attachment No. 4: Applicant's Response Letter to City Staff's Park Recommendation*

Attachment No. 1: Conceptual Subdivision Plan (s) and Housing Typologies





Single Family Ranchers (some with walk-out basements)



Two Story Single Family



Rezoning of 4070 Fraser Road

Page 102 of 190

PUBLIC INFORMATION MEETING

January 29, 2020

Mohler Rezoning Application - 4070 Fraser Road

COMMENT SHEET

Name: [REDACTED]

Address: 4220 Charrelln Cres. Courtenay Phone: [REDACTED]

John and Linda Mohler have applied to the City of Courtenay for a Zoning Bylaw Amendment. This application is to being made to allow for the development of 10 strata lots and parkland in addition to existing home. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

I think this is a wonderful idea and would be
a logical extension of the Ridge.

Please return your comments by: February 7, 2020

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

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

Public Information Meeting Summary

From: Chris Ewing [mailto:cewing@mcelhanney.com]
Sent: July-02-20 11:05 AM
To: Beatson, Dana <dbeatson@courtenay.ca>
Subject: RE: public information meeting comments and meeting summary

Dana,

- Buckstone Investments asked questions regarding timing. This is a big one to Bruce as his Lot 44 is on hold waiting for the Mohler development. Additionally, he was interested in the contents of the City review letter; specifically, the portions which pertained to the access from Harbourview Blvd and potential works within Harbourview Blvd.
- Bruce indicated that he was in support of the project noting that the zoning and building scheme was to be as per The Ridge. Additionally, he noted he would be happy to see the barn and accessory buildings be removed.
- Bruce did convey some concern over the City's requested park strip in Lot 44 and indicated that he would want to see the final grading and landscape plans; this to convince himself that his lots 43 and 45 were not getting the short end of the stick.
- John's parents asked process questions: timing, applications, etc. Understandably, they were in support of the development.
- Steve asked questions regarding the SPEA and Riparian Area setbacks. He was more interested in how City bylaws, policy, etc, which was being applied to John's property, could be applied to his property.
- Steve also wanted to know how his property could be serviced noting that the Mohler's development was going to be a strata. We discussed the sanitary servicing issue at length and provided some thoughts on how his property could be serviced for both sanitary and water either through the strata or along Fraser Road; both options would have to cross Millard Creek.
- Steve indicated his support for John and the development. He noted that this process would give him an opportunity to discuss his property with the City (I told him that you were the person to start his chat with).

With regards to the information provided in hard copy at the meeting, we had copies of the following.

- City Application Review letter dated January 23, 2020
- McElhanney Land Use Plan, C-200, Rev. PA
- McElhanney Site Servicing Plan, C-102, Rev. PA
- McElhanney Tree Retention Plan, C-300, Rev. PA

Chris Ewing, ASCT | Engineering Technologist
McElhanney
D 778 225 0208 | T 250 338 5495

Attachment No. 3: Applicant's Development Synopsis and Sustainability Evaluation Checklist



November 15, 2019,

Our File: 2211-46958-03 TASK 2005

Matthew Fitzgerald, MCIP, RPP
Planning Supervisor - Development Services
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Matthew,

**Rem LOT 8, DISTRICT LOT 153, COMOX DISTRICT, PLAN 1887
PROPOSED SINGLE FAMILY DEVELOPMENT AT 4070 FRASER ROAD- DEVELOPMENT SYNOPSIS**

The following development synopsis has been prepared on behalf of John and Linda Mohler in support of the rezoning application for the subject project.

1.0 GENERAL

The subject property is legally described as Rem lot 8, District Lot 153, Comox District, Plan 1887 and is located at 4070 Fraser Road. The 2.12 ha property lies within the area bound by Fraser Road, and Millard Creek to the west, a linear park along the north and east side of the property, and ALR land to the south. The proposed development will be accessed off Harbourview Boulevard which was recently constructed as part of the Ridge Phase 3. Refer to drawing titled "Land Use Plan" for reference.

The property generally slopes from east to west to Millard Creek and is covered in a mixture of grasses, natural vegetation along the creek corridor, and mature trees. Please refer to drawing titled "Tree Retention Plan".

The development proposes (11) single family bare land strata lots, contribution of park and a trail network.

2.0 LAND USE

The subject property currently carries the RU-8 Zoning and is proposed to be rezoned to CD-21 designation and represents a continuation of the prior and similar development in the area.

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

- Provides higher density development and housing proximal to downtown which will expand business markets.



- Existing infrastructure promotes alternate modes of transportation to local businesses; while also providing opportunities for leisure activities.
 - New trail network immediately adjacent to the development site.
 - BC Transit bus stops are available in the area (Comox Valley Parkway)
 - Sidewalks are available from the development along Harbourview Boulevard.
- Expands the existing housing diversity within the local area; providing options for various social and economic needs.
- Represents an infill development; utilizing existing municipal infrastructure capacity.
- The location is proximal to public facilities, shopping, and employment; while maintaining the character and scale of the existing neighborhood.
- Stormwater management designs will be in accordance with the City current servicing bylaw.

3.0 SINGLE FAMILY DEVELOPMENT PERMIT

This application reflects the owner's desire to create a development that is architecturally compatible with the adjacent single detached homes, consistent with the neighborhood's existing diversity of housing types; while also maintaining continuity with previous development phases.

The proposed development is compliant with the Single Family Residential Development Permit guidelines as follows:

- Meets the objectives of the OCP as demonstrated within Section 2.0.
- Building assimilation with the local neighborhood will be achieved by utilizing the following architectural details and building materials:
 - Diverse external building treatment orientation.
 - Private entrance/garage.
 - Private rear patio.
 - Natural building exterior finishing products; including rock and "Hardi Plank".
 - Building wall and roof articulation.
- All buildings are accessed from an external road network.
- Stormwater management designs will be in accordance with the City's current servicing bylaw.
- Extensive landscaping will cover all permeable areas, supported by an automatic irrigation system.
- On-site curbside refuse and recycling collection is proposed.

4.0 SUSTAINABILITY

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

- The application complies with the OCP policies and priorities.



- Creation of an infill development within the current City boundaries; which utilizes existing infrastructure capacity.
- Expands on the existing housing type diversity within the local neighbourhood.
- The subject property is located within walking distance to both daily activities as well as recreational opportunities. All of which can be accessed by existing sidewalk and greenway pedestrian networks.
- Overall density and building layout promotes Crime Prevention Through Environmental Design principles.
- The site is positioned within proximity to BC Transit pickup locations.
- All plumbing fixtures will be of a low flow designation.
- Stormwater management designs will be in accordance with the City's current servicing bylaw.

Yours truly,

McELHANNEY LTD.

Randy Watson, P. Eng.
Senior Project Manager

Chris Ewing, AscT
Senior Designer

Enclosures

RW:ldg

cc. John and Linda Mohler



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: 4070 Fraser Road, Courtenay, BC	Date: November 15, 2019
Applicant: McElhanney Ltd.	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;	Residential Development (single family homes). Rancher and two storey design. Opportunity to have basement suites.
b) Balances the scale and massing of buildings in relation to adjoining properties;	Housing is evenly spaced with mix of rancher and two storey.
c) Complements neighboring uses and site topography;	Walk-out basement provided on low side (north) of road.
d) Provides or supports mixed used developments or neighborhoods;	Neighbouring the "The Ridge" development with a mix of residential and potential commercial opportunities.
e) Promotes walking to daily activities and recreational opportunities;	Will be providing multi-use trails/sidewalks with connection to neighbouring development and near-by commercial areas.
f) Supports a range of incomes;	Opportunity for basement suites, which would help support income and affordability.
g) Is a positive impact on views and scenery;	Continuation of neighbouring development - including park and tree preservation.
h) Preserves and provides greenspace, trails and landscaping;	Designation of park area to protect Millard Creek.

Building Design. The application:	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	House designers will be encouraged to utilize & promote the use of quality design standards, landscaping to enhance & integrate to match surrounding "green" area and design features to protect
b) Maintains a high standard of quality and appearance;	Will be implemented.
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;	Will be implemented.
d) Avoids creating a strip development appearance;	Accomplished with cul-de-sac configuration, varied housing layout, heights and setbacks
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	Will be implemented.
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	Will be implemented.
g) Builds and improves pedestrian amenities;	Sidewalks and multi-use pathway connections are planned.
h) Provides underground parking;	N/A.
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	Provided as part of our design requirements and standards.
Transportation. The application:	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	Increasing the density in the area will help promote the need for local transit service.
b) Provides multi-functional street(s);	With sidewalks/pathways and low volume roadway, the opportunity for walking and biking is greatly enhanced and encouraged.
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	Sidewalks/pathways and greenways promote opportunity for walking and biking.
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	Will be providing pathways/greenways and a park within and around the development.
Infrastructure. The application:	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;	Will be implementing Storm Water Best Management practice to reduce run-off and improve water quality.
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	Houses will be designed to provide a high level of energy efficiency and utilize other energy sources where available.

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	Cul-de-sac configuration and design features function to integrate this development with surrounding areas.
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	To meet or exceed the standard requirements of the City's & local guidelines.
c) Provides public and private amenity space;	Park and greenway connection is planned.
d) Preserves heritage fixtures;	Not applicable.
e) Orients to views, open space and street;	Will be encouraged and provided if applicable.
Environmental Protection & Enhancement. <i>The application:</i>	Description of how the criteria are met
a) Protects riparian areas and other designated environmentally sensitive areas;	All environmentally sensitive areas shall be protected using best management practices and setbacks.
b) Provides for native species, habitat restoration/improvement;	Coordination with Strategic Natural Resources to ensure preservation and restoration of habitat.
c) Includes tree lined streetscapes.	Yes.

Attachment No. 4: Applicant's Response Letter to City Staff's Park Recommendation



Our File: 2211-46958-03 (T2005)

August 21, 2020

Dana Beatson, MCIP, RPP
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Dana,

4070 FRASER ROAD – PARK DEDICATION REQUEST

On Friday, August 14, 2020, City staff and McElhanney's Chris Durupt participated in a video conferencing meeting to discuss a City proposal / preference for park dedication and trail creation (see attached sketch provided by the City). As indicated during the meeting, McElhanney has put the option / preference to the Owner for consideration. At this time, we note that the Owner wishes to decline the City option.

With regards to Owner rationale for declining the City option, four separate parts have been identified / discussed for said option:

PARK DEDICATION OF HOMESTEAD LANDS WITHIN RIPARIAN AREA

As discussed at previous meetings with City staff, the Owner wishes to retain a portion of the property within the riparian area; this to be part of Strata Lot 1. The Owner is of the understanding that this will be accomplished by covenant on the aforementioned land which limits use, building, landscaping, etc, as previously discussed with City staff. This was originally understood to be a benefit by the City as it would be maintained by the Owner.

PARK DEDICATION ALONG SOUTH PROPERTY LINE

- a) With regard to the 8m wide park request behind the existing dwelling, the Owner does not wish to introduce a walking trail this close to the rear of his home.
- b) With regard to the 15m wide park request behind proposed strata lots 2-4, McElhanney and the City discussed/negotiated the proposed buffer/covenant area earlier this year, to the eventual agreement of both parties. Assuming that those discussions / negotiations are still valid, the Owner would like to continue on with the ALR interface buffer as shown on McElhanney dwg. 2211-46958-03 (T2005), sketch SK-06, Rev. 2, dated June 17, 2020.

McElhanney
1211 Ryan Road, Courtenay BC Canada V9N 3R6
Tel. 250-338-5495 | Fax. 1-855-407-3895 | www.mcelhanney.com

Page 1

TRAIL CONSTRUCTION

Noting the points above, we believe the trail construction should be discussed during the Development Permit stage and once the park dedication, park swap, and/or park purchase have been finalized.

OVERALL PARK CONTRIBUTION

The assumed park contribution requirement of 5% of the total development (or 1,112 sq. m) plus the area required for the park "swap" (232 sq. m.) is equal to 1,344 sq. m. This new proposal would increase the park dedication to 7,455 sq.m. (27.7% of the total development area). This is not currently acceptable to the Owner and is a significant departure to what the Owner had assumed was agreed upon with City planning staff to date.

Please contact the undersigned if the City requires any further information regarding this item.

Sincerely,
McElhanney Ltd.

Reviewed by:



Chris Ewing, ASiT
Senior Designer
cewing@mcelhanney.com



Chantal Richard, P.Eng.
Project Engineer
crichard@mcelhanney.com

CE/njg
Enclosure
cc: John and Linda Mohler





THE CORPORATION OF THE CITY OF COURTENAY

BRIEFING NOTE

To: Council

File No.: 8000-04

From: Director of Recreation and Cultural Services

Date: August 24, 2020

Subject: Recreation Fall Registration & Comox Valley Recreation Guide

ISSUE:

The Comox Valley Fall Recreation Guide scheduled release date is Wednesday, August 26 with Fall program registration taking place on Monday, August 31.

BACKGROUND:

The popular Comox Valley Recreation Guide is a quarterly joint Municipal project which features recreation programs, services and facility information for Comox, CVRD, Cumberland and Courtenay. The publication of the Recreation Guide and program registration dates are set annually in coordination with our municipal partners.

KEY CONSIDERATIONS:

Courtenay Recreation's facilities are currently still closed, however, the Fall Recreation Guide was predetermined to be released on August 26, with Fall program registration taking place on August 31. The publication and registration dates are identified and set annually with our Municipal partners, as each Guide contains program information for partnered Municipalities. Registration dates are also coordinated between Municipalities in order to create consistency for Comox Valley residents regardless of where they choose to participate in programs.

Fall Registrations will be processed online through our new Recreation Software and/or over the phone only. Registration will begin at 7:15am the morning of August 31.

Staff are anticipating a September staff report for Council consideration with a detailed financial analysis of Courtenay's Fall recreation programs and services. Safety plans and new procedures adhering to BC health guidelines have been created in order to ensure the safety of the public and our staff.

If not approved, all Fall programs will be cancelled and any registered participants will be refunded accordingly.

Respectfully submitted,

Dave Snider *RLA*

Director of Recreation and Cultural Services



THE CORPORATION OF THE CITY OF COURTENAY

BRIEFING NOTE TO COUNCIL

To: Council
From: Chief Administrative Officer
Subject: 5th Street Bridge Rehabilitation Update

File No.: 5335-20 / 5400-02
Date: September 8, 2020

PURPOSE:

The purpose of this briefing note is to present the 5th Street Bridge Traffic Management Strategy as well as provide an update on the status of the project.

BACKGROUND:

The 5th Street Bridge plays an important role in the entire Comox Valley transportation network serving 20,000 vehicles, 650 pedestrians and 500 cyclists each day. Completed in 1960, the 72-metre steel truss bridge has two vehicle lanes and 1.5 metre sidewalks on both sides of the bridge.

The following Council resolutions regarding the 5th Street Bridge Project have provided direction to staff.

June 24th, 2019

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

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

Following a period of extensive community and stakeholder engagement and the refinement of project options, Council passed the following subsequent motion.

February 3rd, 2020

That Council direct staff not to include cantilevers in the final design of the 5th Street Bridge Rehabilitation Project; and,

That based on the January 27th, 2020 staff report “5th Street Bridge Rehabilitation” that Council direct staff to obtain elector approval for a loan authorization bylaw for the 5th Street Bridge Rehabilitation Project through the Alternate Approval Process.

UPDATE AND NEXT STEPS:

1. TRAFFIC MANAGEMENT STRATEGY

Purpose

The Traffic Management Strategy for the 5th Street Bridge Rehabilitation project has been prepared to identify and evaluate various traffic management scenarios and develop a recommended strategy. The goal of this strategy is to provide a safe environment for all road users during the construction phase while minimizing impacts to the public, businesses, and priority vehicles (transit, emergency services, etc.).

The recommendations are intended to be used by the City to communicate both internally and externally as well as forming the basis of the contractor's detailed Traffic Management Plan. Some items may be refined/revised, depending on contractor workplan, and available project budget.

Stakeholder Engagement November 2019

Courtenay residents and various stakeholders and organizations were engaged early in the project. Letters were sent out to over 20 stakeholders in the region inviting them to a one-on-one meeting with City staff and project consultants. One-on-one meetings were held in late 2019 with the following stakeholders:

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

The city received no response from the following stakeholders:

- 1) Accessibility Advisory Committee
- 2) Town of Comox
- 3) Village of Cumberland
- 4) Comox Valley Economic Development
- 5) K'omoks First Nation
- 6) RCMP

Extensive feedback was considered to understand the community's needs and identify potential mitigation options. Listed below are the most important considerations identified through stakeholder consultations, and documented in our What We Heard report which was presented to council on January 27 2020:

- Reducing congestion and maintaining access for all modes of travel, as the highest priority.
- Adjustments in travel behaviors are expected and are most likely to include taking an alternate route, planning for additional travel time, and travelling outside peak periods (limited support was shown for taking the bus and carpooling).
- Maintaining priority access for emergency services, public transit, school buses, etc. are important considerations.
- Reduced congestion on 5th Street was a priority. Traffic delays backing up 5th Street would prevent access to downtown businesses in the area. Access to businesses in downtown Courtenay needs to be maintained throughout construction and should be made a priority.

Stakeholder Engagement August 2020

The Traffic Management Strategy was released to the above list of stakeholders for a three week comment period in August 2020. The City received comments from three stakeholders during the three week comment period: Courtenay Fire Department, CVCC, and CVRD/Transit. Feedback received from stakeholders was positive for the core concepts of the Traffic Management Strategy, specifically: Single Lane Alternating Traffic flow, the proposed detour routes, and the proposed priority lanes.

Some of the other comments the City received during the comment period were:

- Can the project be delayed by a few months so that the contractor-submitted detailed Traffic Management Plan be reviewed and approved by external stakeholders?
- Can the priority lanes and other considerations noted in the Traffic Management Strategy be made mandatory in the Request for Proposal?
- Extend the priority lane on the East side further along Ryan Road.
- Education/enforcement program regarding traffic changes and detour routes.
- Increased cyclist access.
- Community goals for greenhouse gas emission targets, and traffic modal shift.
- Considerations around signal control for emergency vehicles.

The above comments are currently being reviewed, and where possible, will be included in a finalized Traffic Management Strategy.

Regarding the external stakeholder review of the contractors Traffic Management Plan, the anticipated review time between contractor submittal and City approval is expected to be quite short, likely a few weeks. Including any further external review and potential negotiation, at this phase of the project, would likely result in impacts to the construction schedule. That being said, efforts will be made by the project team, to be as communicative as possible with key stakeholders, as project details develop.

Although possible, the question of making priority lanes and other considerations mandatory in the Request for Proposal comes with risk. Any mandatory items could potentially result in additional costs, and may prevent the contractor from providing value added proposals (innovative solutions), derived from previous project experiences.

The Traffic Management Strategy will be included in the contractor procurement process and is expected to be used as a guiding document. As noted previously, the recommendations are intended to form the basis of the contractor's detailed Traffic Management Plan. Although some items may be refined/revised, depending on contractor workplan, and available project budget, the intent is to include the identified accommodations.

Traffic Evaluation

Results of the evaluation showed that a Single Lane Alternating Traffic pattern was the preferred option for traffic management on the bridge. This option provides a more balanced network performance at nearby bridges, as well as highways and municipal roads, and is most responsive to the concerns identified by the public and stakeholders.

General Considerations:

- Vehicles taller than 3.6 metres will not be able to use the 5th Street Bridge, due to the planned scaffolding, and will have to use the 17th Street Bridge, Condensory Bridge, or an alternative route. This height will however allow for most vehicles and buses, and all fire trucks except for the largest one.
- Pedestrian/Cyclist travel on the bridge will be maintained in protected lanes at all times.

- Access to the Lewis Park and/or Millennium Simms Park parking lots should be maintained for park users, and as a potential park-and-ride or park-and-walk/bike location, but may have intermittent short-term interruptions.

Leaving Downtown (Eastbound Travel)

- General purpose traffic leaving downtown will be directed to access the bridge via a detour route, involving travelling northbound on Cliffe Avenue, right on 3rd Street, left into the laneway between Cliffe Avenue and Anderton Avenue, right on 1st Street and finally right onto Anderton Avenue.
- Priority vehicles (transit, emergency services, school buses, and potentially car-pool or high occupancy vehicles) can use a planned queue-jumper lane on Anderton Avenue to bypass the queue and get to the front of the line for the bridge.
- 5th Street eastbound (towards the bridge) will be closed at Cliffe Avenue except for local traffic.

Entering Downtown (Westbound Travel)

- Priority vehicles will have a dedicated priority vehicle lane on Old Island Highway from Ryan Road to the bridge.
- No other significant changes to current traffic patterns for general purpose traffic have been identified.

2. BORROWING BYLAW

With the first three readings of the bylaw on Monday April 20th, the borrowing process is now underway. The Inspector of Municipalities has already provided statutory approval on May 5th allowing this bylaw to proceed to electoral approval when necessary.

Electoral approval, in the form of an Alternate Approval Process, is scheduled to advance this fall. Council will have an opportunity to establish the number of electors and deadline prior to commencing this process.

3. DETAILED DESIGN/PROCUREMENT PACKAGE DEVELOPMENT

Detailed design is continuing to advance. Both design and procurement package are on schedule to be ready for a fall procurement process.

PROJECT SCHEDULE

The project is progressing as per the below schedule. While the on-going COVID pandemic has delayed some items by a few months, overall the project is still on track to meet the original schedule for construction.

City of Courtenay Fifth Street Bridge - Summary Schedule								
	2020			2021				2022
	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar
Communications and Public Consultation								
Complete Traffic Management Strategy								
Complete Design								
Borrowing Process								
Procurement								
Contractor Submittals								
Construction								
Project Close-out								

PROJECT BUDGET

Project budget is still estimated to be as per below.

Project Element	Estimated Cost
Outcome	Rehabilitated crossing with 20-year updated useful service life with full utilization of the grant and cathodic protection versus deck replacement.
Bridge Recoating & Deck Renewal	\$4.1 million
Structural and Traffic	\$2.2 million
Total	\$6.3 million
Fed/Provincial Grant	\$1.96 million
Reserves	\$0.94 million
City Borrowing Amount	\$3.4 million
Tax Implications (based on 2019 assessments and tax rates)	Average residential property \$13 per year Average commercial property \$82 per year

Prepared by:



Chris Davidson, P.Eng.
Interim Director of Engineering Services

Concurrence by:



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

Attachments (1):

5th Street Bridge Rehabilitation Traffic Management Strategy

FIFTH STREET BRIDGE REHABILITATION **Traffic Management Strategy**

DRAFT Report



Prepared for
The City of Courtenay

July 2020

File no.
3222.0045.02

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Executive Summary

The City of Courtenay is currently preparing for the proposed upgrades to the Fifth Street Bridge which is planned for the Spring and Summer of 2021. The Fifth Street Bridge rehabilitation works require reducing the bridge to a single travel lane for vehicles plus a sidewalk/pathway for pedestrians and cyclists. The work timeline is anticipated to take up to six months.

The Traffic Management Strategy for the Fifth Street Bridge Rehabilitation has been prepared to identify and evaluate various traffic management scenarios and develop a recommended strategy. The goal of this strategy is to provide a safe environment for all road users during the construction phase while minimizing impacts to the public, businesses, and priority vehicles (transit, emergency services, etc.). The recommendations are intended to be used by the City to communicate both internally and externally as well as forming the basis of the contractor's Traffic Management Plan.

The recommendations in this report are based on the anticipated construction approach and resulting traffic management requirements. However, the recommendations in this Traffic Management Strategy will likely be refined in conjunction with the successful contractor and implementation will be subject to the contractor's work plan and the available budget.

Courtenay residents and various stakeholders and organizations were engaged early in the development of this traffic management strategy. Extensive feedback was considered to understand the community's needs and identify potential mitigation options. The most important considerations identified through stakeholder consultations were:

- ▶ Reducing congestion and maintaining access for all modes is the highest priority.
- ▶ Adjustments in travel behaviors are expected and are most likely to include taking an alternate route, planning for additional travel time, and travelling outside peak periods (limited support was shown for taking the bus and carpooling).
- ▶ Maintaining access for emergency services and public transit are important considerations.

Technical analysis of single lane traffic during pre-construction conditions and during construction conditions was completed, and four options were developed: eastbound traffic only, westbound traffic only, single lane alternating traffic, and mid-day direction change. The analysis concluded that single lane alternating is the preferred method for managing traffic during the construction phase. In comparison to the other three options, single lane

alternating allows residents and commuters similar access to what they currently enjoy, albeit maybe more slowly. It also provides continued access to and from the downtown. Additionally, single lane will provide more balanced network performance at bridges as well as highways and municipal roads and is most responsive to the concerns identified by the public and stakeholders.

The recommended traffic management strategy is illustrated in **Figure E-1** and described as follows.

General Purpose Traffic

Leaving Downtown

- ▶ General purpose traffic will be directed to access the bridge via a detour route involving travelling northbound on Cliffe Avenue, right on 3rd Street, left into the laneway between Cliffe Avenue and Anderton Avenue, right on 1st Street and finally right onto Anderton Avenue.
- ▶ This detour will minimize impacts to business and provide storage for most of the traffic queues on Anderton Avenue instead of 5th Street.
- ▶ Use of the laneway between Cliffe Avenue and Anderton Avenue for bridge traffic is recommended since the laneway has minimal direct accesses and its use would minimize the impact of queues on the residents on Cliffe Avenue between 3rd Street and 1st Street¹.
- ▶ On Anderton Avenue, parking on the west side can be re-allocated for queue storage. This would enable 2-way free flow traffic to be maintained for access to destinations on Anderton Avenue, such as the Filberg Centre. This lane would also act as a priority lane for transit leaving downtown.
- ▶ On 1st Street, there appears to be sufficient room to accommodate a queue lane on the right side while maintaining two-way traffic. This will enable access to the Condensory Bridge and destinations on Anderton Avenue to be maintained.
- ▶ Traffic control personnel may be required to help manage the queue, especially during the initial phase of the construction.
- ▶ To facilitate general traffic detour 5th Street eastbound (towards the bridge) will be closed at Cliffe Avenue except for local traffic and Anderton Avenue will be closed at 6th Street except for local traffic and large trucks.

¹ As an alternative to using the laneway, traffic could be directed to continue on Cliffe Avenue to 1st Street. This can be considered further at future stages of the Traffic Management Plan Development with consideration of the trade-offs of potential impacts to residents versus a higher volume of traffic utilizing the laneway.

Entering Downtown

- ▶ No significant changes to current traffic patterns for general purpose traffic have been identified. There are changes required for access to the park that are discussed below.

Priority Vehicles

Priority vehicles include transit, emergency services, school buses, and potentially car-pool or high occupancy vehicles.

Entering Downtown

- ▶ Create a dedicated priority vehicle lane on Old Island Highway from Ryan Road to the bridge to enable BC Transit and emergency services to bypass the general traffic queues.
- ▶ Old Island Highway provides sufficient space to accommodate a temporary priority lane (queue jumper) lane, assuming 3.3m for a general-purpose travel lane, 3.5m for a left turn lane and 3.5m for a queue jumper lane (13.6m in total).
- ▶ Locating the priority vehicle lane in the curb (right lane) is recommended to enable vehicles destined to Lewis Park can also utilize the priority vehicle lane.
- ▶ Once on the downtown side of the bridge, transit will need to be re-routed since the current right-in only from the Fifth Street Bridge to Anderton Avenue will be changed to left-out only to facilitate the general traffic routing.
- ▶ It is proposed that transit entering downtown will proceed straight on 5th Street, turn right onto Cliffe Avenue, right onto 1st Street, and finally right to Anderton Avenue. This is the same route used now, just in the opposite direction.

Leaving Downtown

- ▶ As noted above, transit will need to be re-routed to be leaving downtown via 1st Street and Anderton Ave.
- ▶ As two-way traffic is being maintained on Anderton Avenue in addition to the bridge queue, buses can use the travel lane to by-pass the queue and get to the front of the line for the bridge.
- ▶ Temporary relocation of bus stops to the opposite side of the road will need to be coordinated with BC Transit.
- ▶ As general-purpose traffic will be detoured and not able to access the bridge from 5th Street, emergency services may find it more efficient to use 5th Street rather than Anderton Avenue or the bus routing when leaving downtown.

- ▶ Communications with traffic control personnel will be explored in order to ensure access to the bridge by emergency services can happen as easily as possible.

Commercial Vehicles/Oversize Vehicles

- ▶ As the bridge will have a maximum height of 3.6m, some large vehicles will not be able to use the Fifth Street Bridge. Instead these vehicles will need to use the 17th Street Bridge. The signage and communication regarding this will need to be developed as part of the communications strategy.

Pedestrians and Cyclists

- ▶ It is preferable to keep the underpass open to pedestrians and cyclists on both sides of the bridge, but the park side is higher priority. Use of shipping containers or another measure can be considered to separate pedestrians and cyclists from construction activities and protect them from any potential overhead hazards. Shipping containers are frequently used to protect pedestrians from overhead hazards when there is construction adjacent to the sidewalk. However, the bridge has very low clearance and there may not be sufficient space for a shipping container.
- ▶ On the Lewis Park side, if the underpass is closed to pedestrians and cyclists, flaggers should be used to direct the pedestrian and cyclist movements and facilitate crossing of 5th Street. However, each crossing of 5th Street on the Lewis Park side will impact the single lane alternating operation and reduce the vehicle capacity.
- ▶ On the downtown side, pedestrians and cyclists will be able to cross Anderton Avenue without any conflicts while traffic is entering downtown and then cross 5th Street without any conflicts while traffic is leaving downtown.

Park Access

- ▶ Access to the Lewis Park and/or Millennium Simms Park parking lots should be maintained for park users and as a potential park-and-ride or park-and-walk/bike location.
- ▶ Traffic accessing the parking lots could be permitted to utilize the priority vehicle lane which would provide a time savings and incentive to bike/walk across the bridge.

- ▶ The right-out access from Lewis Park to the bridge is proposed to be closed to prevent short-cutting traffic from using the park to bypass the traffic queues on 5th Street/Old Island Highway.
- ▶ If it is not practical to maintain vehicle access under the bridge between Lewis Park and Millennium Simms Park, the splitter islands at the parking lot accesses will need to be modified to enable left-out from Lewis Park and left-in to Millennium Simms Park. Alternatively, a traffic control person could be used to facilitate these movements.
- ▶ During any periods where vehicle access under the bridge between the parks cannot be maintained, closure of the Simms Millennium Parking lot should be considered to minimize the disruption to traffic crossing the bridge caused by vehicles attempting to make a left-turn into the parking lot.

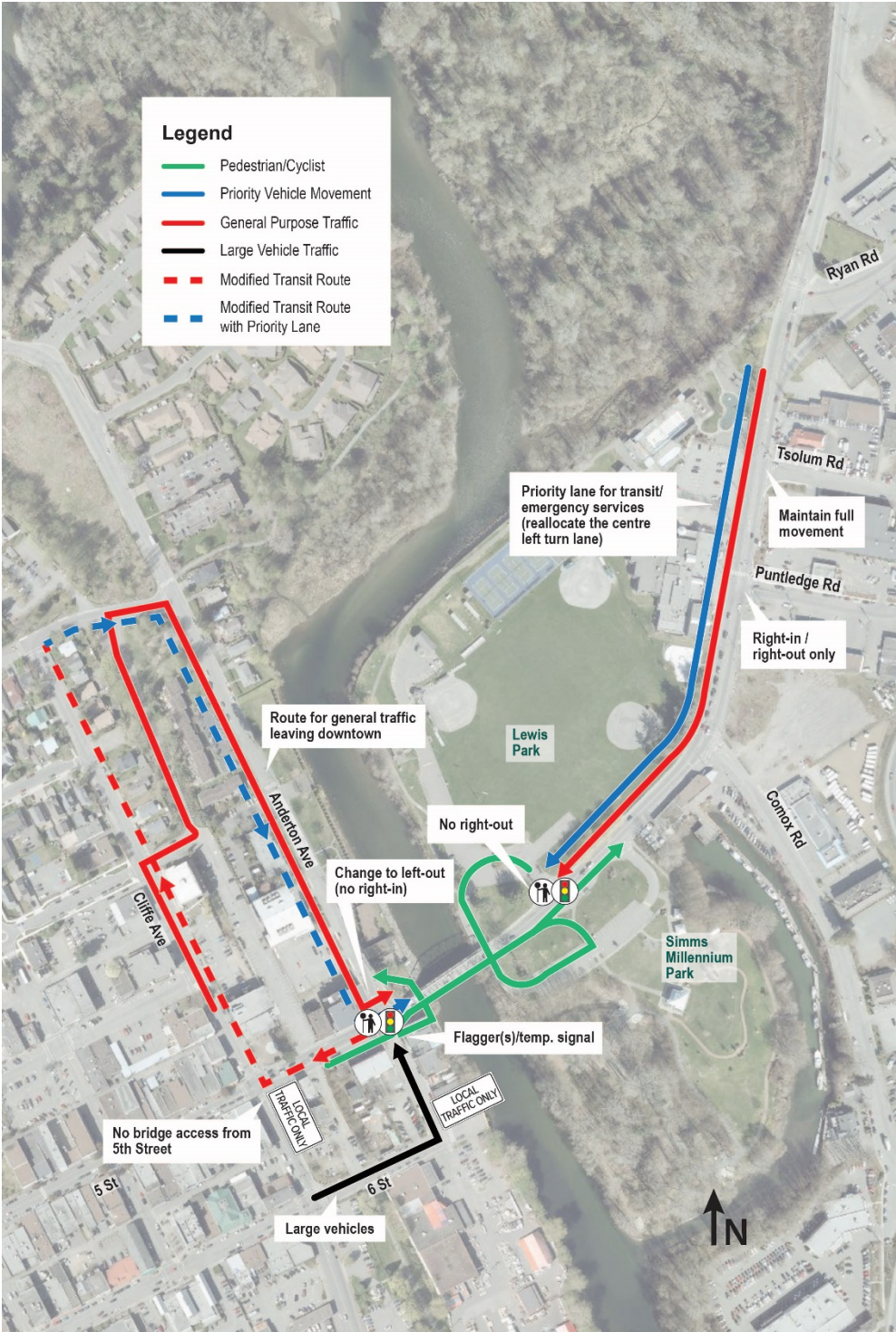


Figure E-0-1: Recommended Traffic Management Strategy

Transportation Demand Management

While the measures outlined above are intended to minimize the construction impacts on road users, reducing the travel demand during peak periods is also an important strategy and can provide significant benefits. Potential opportunities to encourage people to switch from driving to walking, cycling or taking transit have been identified, including:

- ▶ Park-and-ride (transit subsidy, rideshare, and shuttle)
- ▶ Park-and-walk/bike

The proposed traffic management approach must be supported by a detailed communications plan to ensure timely and broad awareness raising efforts across the Comox Valley prior to and during construction.

1.0 Overview

The Fifth Street Bridge plays an important role in the entire Comox Valley transportation network. Completed in 1960, the 72-metre steel truss bridge has two vehicle lanes and 1.5-metre sidewalks on both sides. Four important utilities run underneath the bridge - two water mains, a Fortis gas line and Telus telecommunications line.

The bridge requires rehabilitation of various elements to maximize its service life to the City of Courtenay (City). The City was successful in receiving \$1.96-million in funding from the New Building Canada- Small Communities fund, which requires rehabilitation of the bridge to occur by March 31, 2022. Construction is planned for 2021.

To address the structural condition and safety of the current bridge, the scope of the Fifth Street Rehabilitation Project includes:

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

1.1 Purpose

The purpose of the traffic management strategy is to understand the impact that the bridge rehabilitation will have on all modes of travel and to identify a pro-active strategy for mitigating community impacts to the greatest extent possible. Mitigation strategies range from traffic management, to travel demand management and strategic communications. The strategy is intended to address concerns identified by the public and stakeholders, and to be refined through on-going discussions.

The details of construction parameters and the impact on pedestrian, cycling and vehicle traffic is identified in *Section 2.0*.

1.2 Key Characteristics

The following are key characteristics of the Fifth Street Bridge:

- ▶ It is a 72-metre steel truss bridge that was constructed in 1960.
- ▶ Two travel lanes (one in each direction) are provided, each is approximately 3.5m wide. 1.5m sidewalks are provided on both sides.
- ▶ Dedicated cycling facilities are not currently provided on the bridge. Cyclists either ride in line with vehicles or dismount and use the sidewalks.
- ▶ Underpasses are provided on both the west and east sides of the bridge that allow people who walk and cycle to pass from one side to the other.
- ▶ Four utilities run underneath the bridge - two watermains, a Fortis gas line, and Telus telecommunications line.
- ▶ Approximately 20,000 vehicles, 160 buses, 650 pedestrians and 500 cyclists cross the bridge each day².

² Vehicle volumes based on figures from the Transportation Master Plan (2019), pedestrian and cyclist data based on summertime counts completed by the Comox Valley Cycling Coalition, and bus data provided by BC Transit.

2.0 Construction Parameters

The rehabilitation work is anticipated to take approximately six months. Timing will ultimately depend on the final extent of the rehabilitation works and the approach to construction phasing. The traffic management strategy plans for one travel lane to remain open and access for pedestrians and cyclists will be maintained through the duration of construction. The recommendations in this report are based this construction approach and resulting traffic management requirements. However, the recommendations in this Traffic Management Strategy will likely be refined in conjunction with the successful contractor and implementation will be subject to the contractor's work plan and the available budget.

The rehabilitation includes two primary elements that would impact all modes of traffic:

- ▶ The existing concrete bridge deck will be removed and replaced; and
- ▶ Structural repairs to the underside of the bridge and a complete re-coating of the steel structure, which includes a scaffolding and wrap structure that reduces the vertical and horizontal clearances for travel on the bridge

To safely complete the rehabilitation work, multi-modal travel will be impacted by the following conditions:

- ▶ The scaffolding required to allow the recoating work may reduce the height clearance to 3.6m (reduced from the current 4.6m);
- ▶ The travel lane width may be reduced to 3.0m during construction (reduced from the current approximately 3.5m width);
- ▶ The free space within the wrapping will be approximately 6.0m with half of the space being allocated to pedestrians and cyclists;
- ▶ The scaffolding is expected to encapsulate the existing bridge sidewalks, requiring that people who walk and cycle are accommodated in a dedicated space on the bridge roadway.

3.0 Community Input

Courtenay residents and representatives from local stakeholder organizations were engaged in the process of developing this traffic management strategy for rehabilitation of the Fifth Street Bridge. The intent was to ensure that concerns related to traffic interruptions during the rehabilitation works were understood and could be considered fully when planning the traffic management strategy.

The following sections provide a summary of key feedback from the public and stakeholders.

3.1 Methods

Public and stakeholder feedback has been primarily received via three methods:

1. A survey was made available to the public from Tuesday, November 12 to December 06, 2019 seeking feedback on the bridge rehabilitation project. A total of 643 survey responses were received online and in print.
2. An open house was hosted on Thursday, November 21st from 5:00 to 7:00pm at the Florence Filberg Centre. A total of 98 people attended.
3. Letters were sent out to over 20 stakeholder organizations in the Comox Valley inviting them to a one-on-one meeting with City staff and project consultants. Meetings have been held with many of the invited groups.

3.2 Feedback Received

The feedback received has helped inform the traffic management strategy, including developing a full understanding of public and stakeholder concerns as well as helping to identify management approaches. The following are some of the key feedback that was received:

- ▶ Reducing congestion and maintaining access for all modes is of highest priority.
- ▶ Adjustments in travel behavior are most likely to include taking an alternate route, planning for additional travel time, and travelling outside peak periods (limited support was shown for taking the bus and carpooling).
- ▶ Maintaining access for emergency services and public transit is an important consideration.

A full summary of public and stakeholder feedback is provided in the *What We Heard: Fifth Street Bridge Rehabilitation Project, Phase 1 Engagement Summary* document, which was presented to council on January 27th, 2020.

4.0 Traffic Conditions - No Construction

The current traffic conditions and travel patterns in Courtenay, including daily traffic profiles, typical congestion and travel times near the bridges and the origins and destinations of traffic using the Fifth Street Bridge have been reviewed and are summarized in the sections below.

4.1 Daily Traffic Profile at the Bridges

24-hour traffic counts have been analyzed for the three bridge crossings (Fifth Street Bridge, 17th Street Bridge, Piercy Bridge) to obtain an understanding of the traffic profile in terms of peak hour and traffic volume.

The traffic for all three bridges generally reaches a morning peak around 8 am and then continuously builds throughout the day and reaches the afternoon peak at between 4 pm and 5 pm. The directional traffic on all three bridges is generally balanced. During the PM peak hour, Fifth Street Bridge, 17th Street Bridge, and Piercy Bridge carry approximately 1000, 1500, and 250 vehicles per hour per direction respectively. See **Figure 4-1** through **Figure 4-3**.

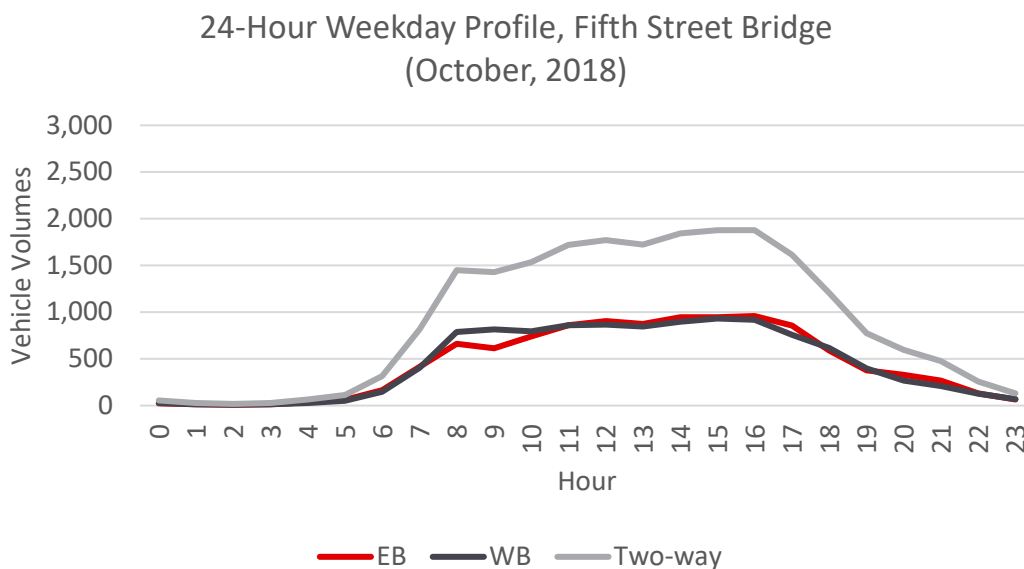


Figure 4-1. 24-Hour Traffic Volume Profile (Fifth Street Bridge)

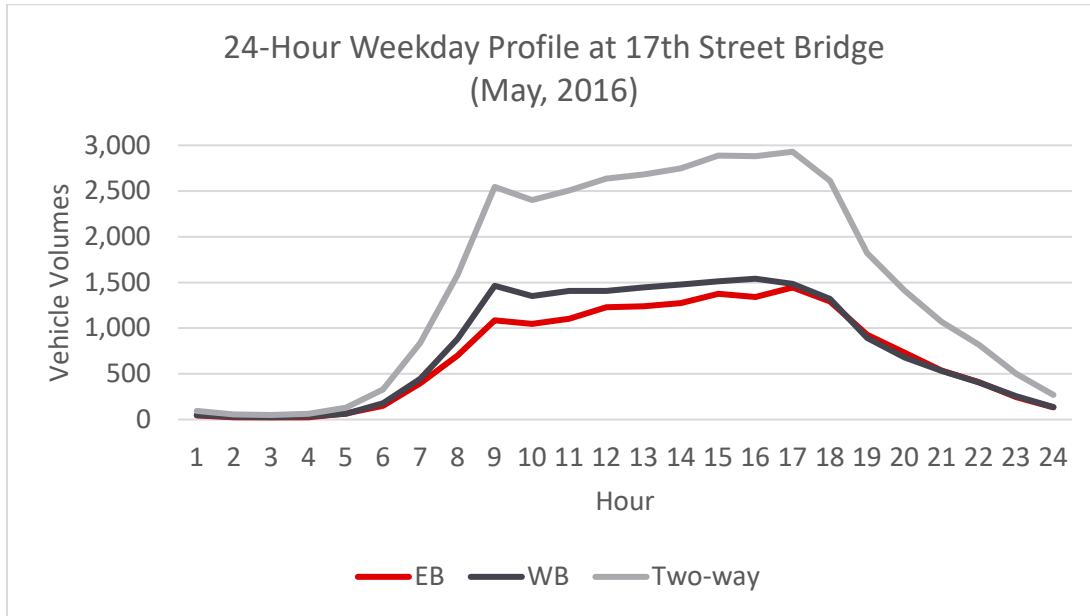


Figure 4-2. 24-Hour Traffic Volume Profile (17th Street Bridge)

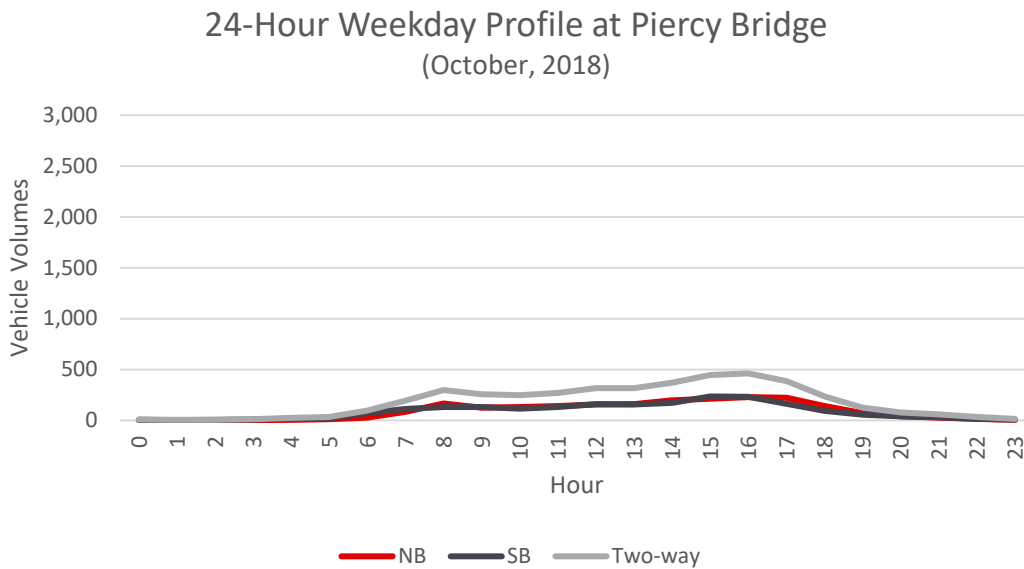


Figure 4-3. 24-Hour Traffic Volume Profile (Piercy Bridge)

4.2 Typical Traffic Condition

Google Typical Traffic indicates that afternoon traffic conditions are typically worse than morning conditions. Traffic pressure is generally concentrated around the City's core areas and major connections including the Fifth and 17th Street bridges, Cliffe Avenue and Ryan Road. See **Figure 4-4**. Based on observed traffic counts and traffic performance from Google Traffic, the Fifth Street and 17th Street bridges appear to operate near or at full capacity during the PM peak period.

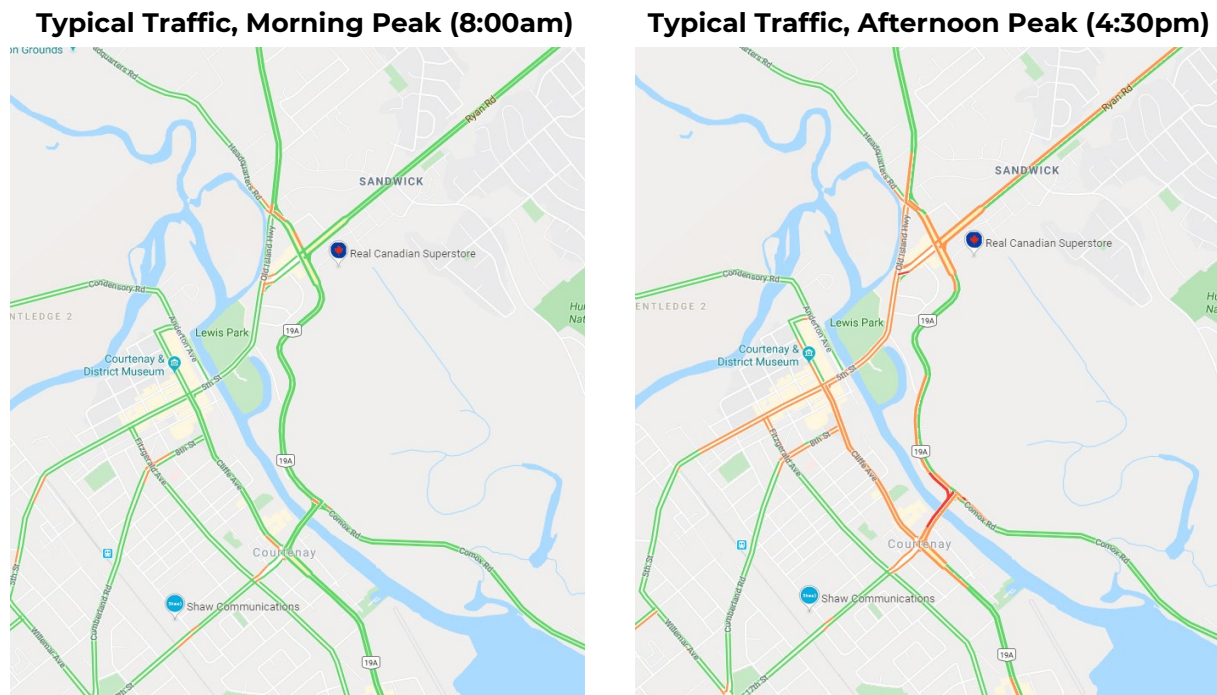


Figure 4-4. Typical Traffic Conditions in Courtenay (Source: Google Traffic)

On certain days, actual traffic performance is worse than Google Typical Traffic's long-term average. **Figure 4-5** below illustrates one Thursday in November 2019 where the travel speeds on bridges and major connections were much slower than usual.

Google Live Traffic (4:30pm Thursday November 28, 2019)

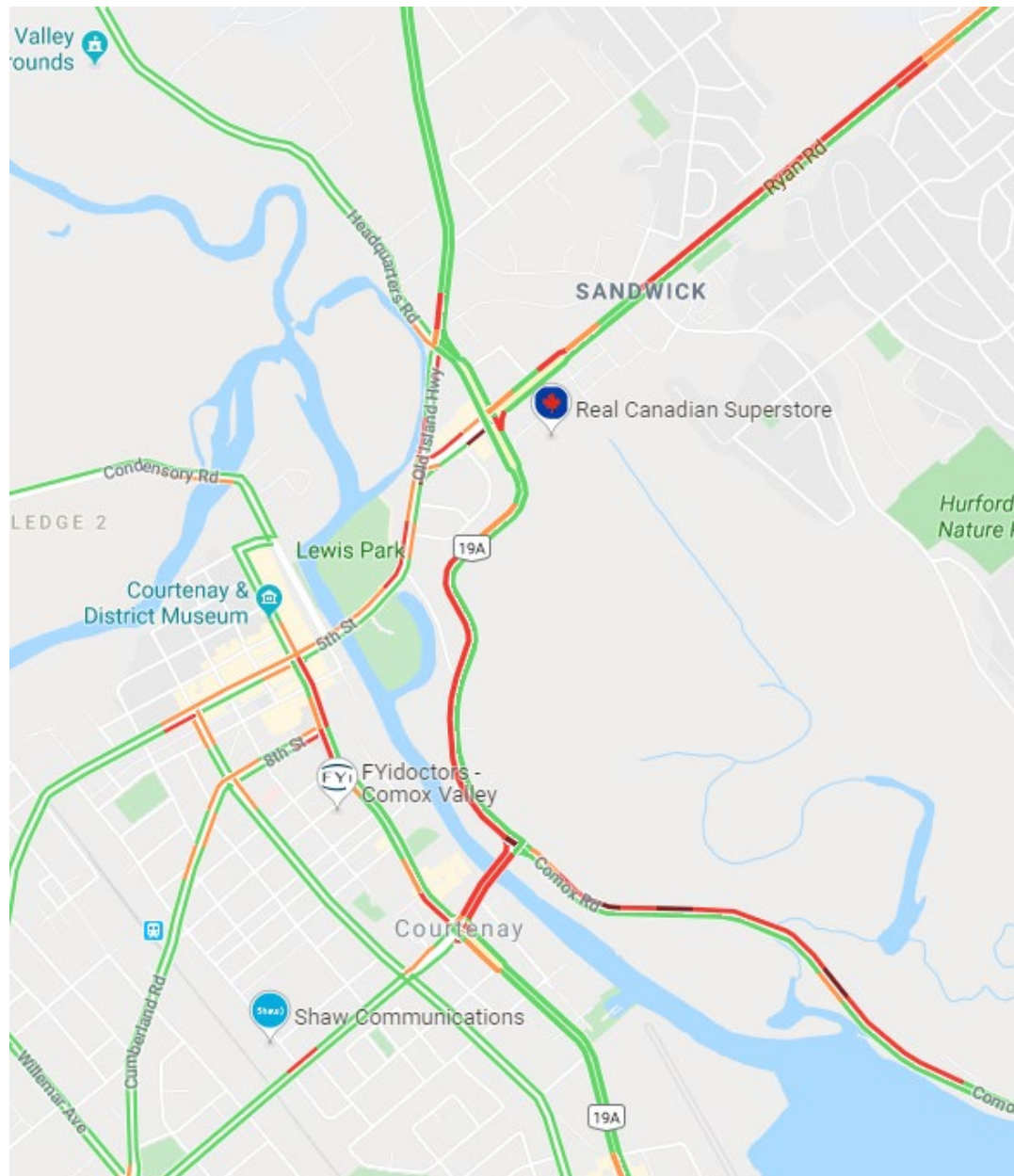


Figure 4-5. Live Traffic Conditions in Courtenay (Source: Google Traffic)

4.3 Travel Pattern (Origin + Destination)

The majority of vehicles using the Fifth Street Bridge travel between downtown Courtenay and areas in east Courtenay via Ryan Road or Old Island Highway. Origins and destinations of Fifth Street Bridge traffic is illustrated in **Figure 4-6**.

A limited number of Fifth Street Bridge vehicles access the area via Cliffe Avenue and Highway 19a/Comox Road. These vehicles are assumed to cross the Courtenay River via the 17th Street Bridge.

Eastbound (Leaving Downtown)



Westbound (Entering Downtown)



Figure 4-6. Origin and Destination of Fifth Street Bridge Traffic (Source: Travel Demand Model)

4.4 Travel Time

There are three options to cross the Courtenay River when travelling between east and west Courtenay, as shown in **Figure 4-7**. Generally, the travel distance via the Fifth Street Bridge or 17th Street Bridge is much less as compared to the Piercy Bridge, which requires circuitous routing via Piercy Road / Condensory Road.

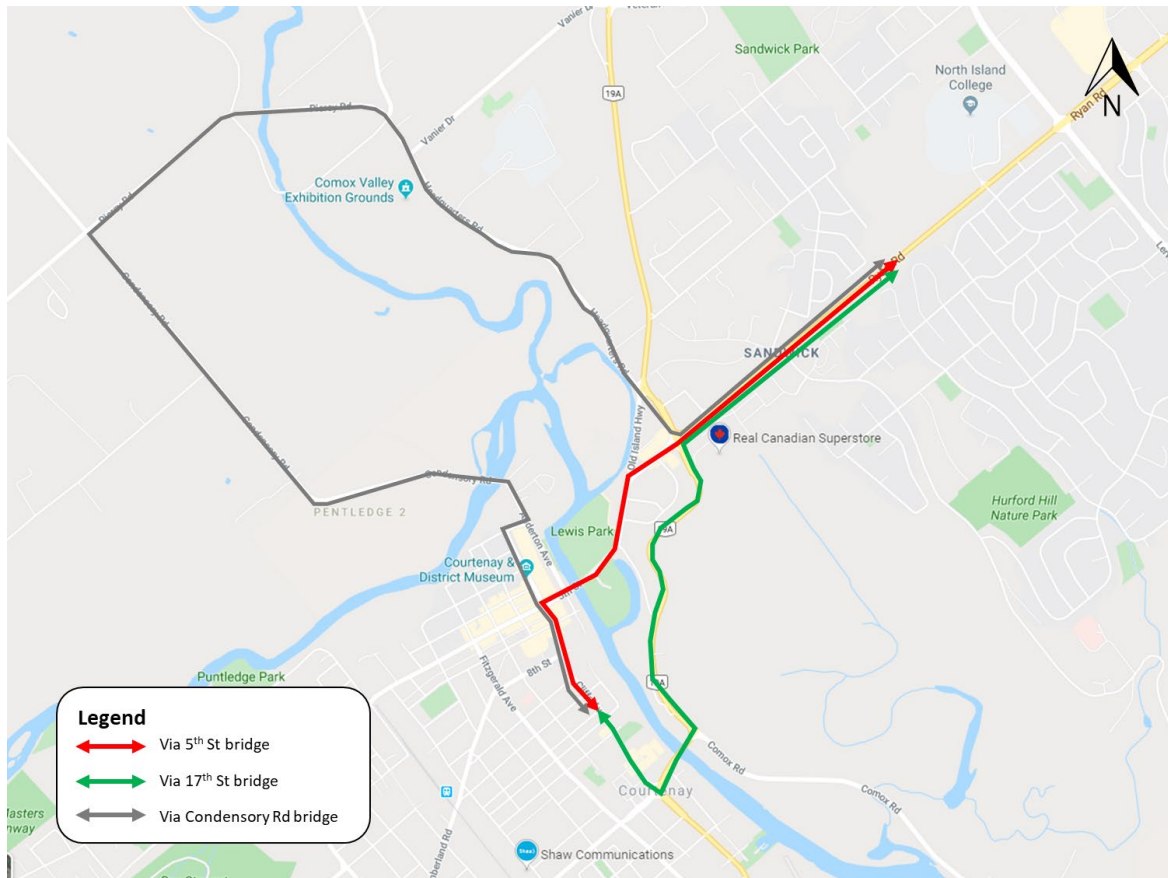


Figure 4-7. Courtenay River crossing options between east and west Courtenay

Travel times to leave and enter downtown Courtenay during a typical weekday PM peak hour have been estimated using Google Typical Traffic information.

Table 4-1 summarizes the typical travel time and distance between Cliffe Avenue and Ryan Road via the three routes illustrated in the figure above.

	Fifth Street Bridge		17th Street Bridge		Condensory Rd Bridge	
	Distance (km)	Travel Time	Distance (km)	Travel Time	Distance (km)	Travel Time
From Cliffe Ave to Ryan Rd	2.4km	4-8 min	3.5km	5-10 min	8.1km	10-14 min
From Ryan Rd to Cliffe Ave		5-10 min		6-12 min		10-16 min

Table 4-1. Google Travel Time between Cliffe Avenue and Ryan Road

5.0 Traffic Conditions - During Construction

The following describes how the planned rehabilitation works will impact traffic. This includes both the impact on the transportation function and capacity on the bridge, as well as the impact on local and network-wide traffic conditions. The preceding analysis also provides a baseline against which possible mitigation options can be tested to ensure they will have value in addressing traffic challenges.

During the rehabilitation work, the capacity on the Fifth Street Bridge will be reduced from two lanes to one lane, as described in *Section 2.0*. Four scenarios for how the single lane could be operated were developed. These scenarios are:

1. **Single lane alternating** - This scenario maintains traffic from both directions by alternating eastbound and westbound traffic flows. Traffic control persons or temporary traffic signals will be required at both ends of the bridge to allow / stop traffic safely.
2. **Westbound (WB) only open** - This scenario closes the bridge to eastbound traffic and keeps it open in the westbound direction.
3. **Eastbound (EB) only open** - This scenario closes the bridge to westbound traffic and keeps it open in the eastbound direction.
4. **Mid-day direction change** – This scenario operates the bridge in the westbound direction in the morning and the eastbound direction in the afternoon, or vice-versa

A high-level analysis of the impact of the construction on the Fifth Street Bridge's traffic capacity and resulting network wide traffic performance has been assessed for the scenarios during the PM peak hour. Visum³ was utilized to estimate the change in traffic on each link resulting from the reduced bridge capacity associated with each scenario. Traffic analysis software Synchro and SimTraffic were used to perform traffic operational analysis. Signal timing was optimized as necessary. For this analysis it was assumed that the mode share splits remain unchanged and there are no impacts from emergency vehicles and transit buses. Once a preferred option(s) is identified then more detailed analysis, including consideration of transit and emergency vehicle accommodation will be completed.

The results and network impacts described below are for the PM peak hour which is the busiest period for Courtenay's road network. For most of the day the impacts will be less

³ Visum is a macro transportation demand model and was previously used to support the City's Transportation Master Plan

significant. However, supporting the use of alternative transportation and encouraging off-peak travel to mitigate traffic pressures will be critical and highly recommended.

5.1 Scenario 1: Single Lane Alternating

With single lane alternating traffic, the resulting capacity of the bridge is anticipated to be reduced by half to 500 vehicles per hour per lane. Most traffic is expected to divert to the 17th Street Bridge while a small number of motorists will divert via the Piercy Bridge. It is anticipated that both the Fifth Street and 17th Street bridges will operate over capacity during the peak periods. The Piercy Bridge has spare capacity but due to the much longer travel distance it is not an attractive option for many motorists. Consequently, more severe delays and queues are expected to occur resulting in longer peak periods along 17th Street, 5th Street, Cliffe Avenue and Ryan Road.

SimTraffic results indicate that the average network travel time in Courtenay during the PM peak hour will increase by approximately 40% under this scenario.

5.2 Scenario 2: Westbound Only Open

In this scenario, all eastbound traffic needs to travel via other bridges and the 17th Street Bridge is expected to receive most of the diverted traffic. Analysis shows that this scenario would result in gridlock, excessive delays, and long queue lengths throughout the network. The 17th Street Bridge eastbound and its intersection with Comox Road is the main constraint restricting downstream capacity. Eastbound queues from the 17th Street / Comox Road intersection extend back to the 17th Street / Cliffe Avenue intersection (as they currently do during select periods). Consequently, the diverted eastbound and northbound traffic cannot proceed through the 17th Street / Cliffe Avenue intersection. Significant construction would be required to increase capacity for the affected movements, and therefore this option is not recommended and is not further evaluated.

5.3 Scenario 3: Eastbound Only Open

In this scenario, all westbound traffic needs to travel via other bridges, and 17th Street Bridge is expected to receive most of the diverted traffic. With no network modifications this scenario would also result in gridlock, excessive delays, and long queue lengths. One of the critical movements is the westbound right turn at 17th Street / Cliffe Avenue. Currently the westbound right turn is channelized with yield control since there is only one northbound receiving lane on Cliffe Avenue. Additionally, long southbound queues occur on Comox Road at 5th Street as there is a significant increase in demand for the westbound left-turn

movement by motorists diverting to the 17th Street Bridge. The network constraints can be mitigated through the following network changes:

- ▶ **17th Street / Cliffe Avenue** - Convert one of the dual southbound to eastbound left-turn lanes on Cliffe Avenue to create a second westbound receiving lane. This enables the northbound right-turn traffic to have its own receiving lane and operate as a free flow movement.
- ▶ **5th Street / Comox Road** - Extend the existing westbound left-turn lane into the current TWLTL (two-way left turn lane) at the 5th Street / Comox Road intersection to provide more storage and add a protected westbound left-turn phase to the signal (or use a traffic control person).

With the network improvements listed above, 17th Street Bridge is expected to accommodate the additional westbound traffic to some degree. However, the 17th Street Bridge is expected to be over capacity during the peak periods with more severe delays and queues compared to current conditions, particularly in the southbound direction on Comox Road approaching the 17th Street Bridge. SimTraffic results indicate that the average network travel time in Courtenay during the PM peak hour will increase by approximately 35% under the eastbound only open scenario.

5.4 Scenario 4: Mid-day Direction Change

This scenario is a hybrid of Scenarios 2 and 3 where the bridge would be operated as eastbound only in the morning and westbound only in the afternoon or vice-versa (westbound only in the morning and eastbound only in the afternoon). This can provide benefits where there is different peak travel direction during the morning and afternoon rush-hours. However, as illustrated in **Figure 4-1**, there is no peak travel direction in Courtenay on the Fifth Street Bridge. During any hour of the day, the volume of vehicles travelling eastbound or westbound across the bridge is essentially the same. Therefore, changing the direction of the bridge operation mid-day will not provide any traffic efficiency benefits over Scenario 2 or 3. This option is also likely to be more confusing to the public as they must remember which direction traffic is flowing at different times of day and make the signage/public information more complex as time of day and directional information would also need to be communicated. Therefore, this option is not recommended or evaluated further.

5.5 Summary and Recommendation

A high-level analysis of the three scenarios for the Fifth Street Bridge has identified that the westbound only open scenario causes network-wide gridlock. All traffic leaving downtown

must divert to the 17th Street Bridge which results in a significant increase in demand for the left-turn from 17th Street to Comox Road. This movement does not have sufficient capacity which causes congestion on 17th Street, Cliffe Avenue, 5th Street and eventually across the 5th Street Bridge and Ryan Road. Therefore, this option is not recommended. Queuing during the PM peak hour is significantly higher under this scenario, as shown in **Figure 5-1**.

The mid-day direction change scenario was found to provide no traffic benefits since there is not a peak travel direction on the Fifth Street Bridge and therefore is not recommended.

The single lane alternating and eastbound only open options both result in a similar level of overall delay on the network. However, both options will result in long delays and queue lengths during the peak periods. Single lane alternating allows residents and commuters similar access to what they currently enjoy, albeit maybe more slowly. It also provides continued access to and from the downtown. Additionally, single lane will provide more balanced network performance at bridges as well as highways and municipal roads. Therefore, single lane alternating is recommended.

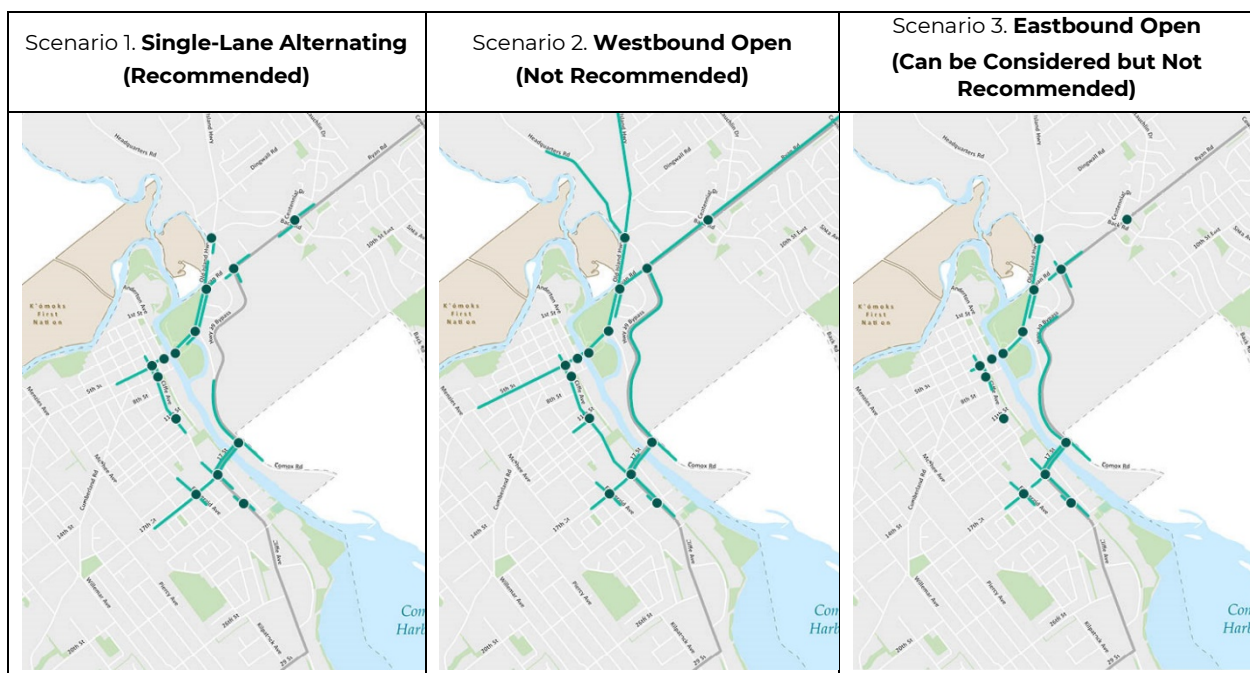


Figure 5-1. Estimated PM Peak Hour Queuing for Traffic Management Options

6.0 Traffic Management

Based on the traffic analysis results in *Section 5.0*, review of community and stakeholder input, and through discussions with the City Staff, the Single Lane Alternating option was selected as the preferred option for traffic management on the bridge. This option provides a more balanced network performance at the bridges as well as highways and municipal roads and is most responsive to the concerns identified by the public and stakeholders. Details of the traffic management plan in the following section of this document correspond to the Single Lane Alternating option, which includes consideration of the following items:

- ▶ Traffic queue storage locations to minimize disruption to local businesses.
- ▶ Accommodation of priority vehicles.
- ▶ Connectivity for pedestrian and cyclist facilities.
- ▶ Traffic control methods including time-of-day modifications to the traffic management to best accommodate peak and off-peak traffic.
- ▶ Intersection Modifications; and
- ▶ Travel time forecasts.

Figure 6-1: illustrates the key considerations to the Traffic Management Strategies.

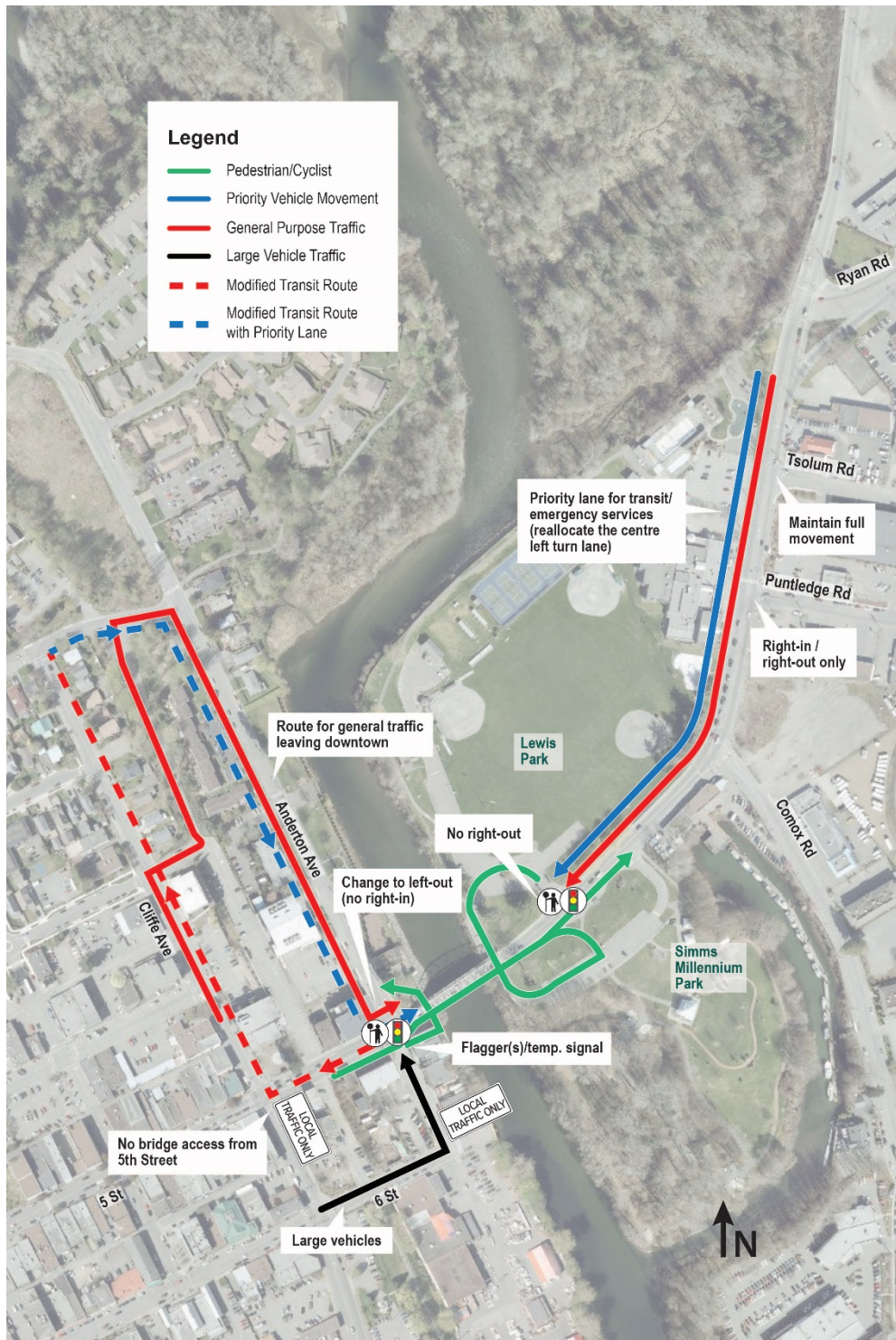


Figure 6-1: Overall Traffic Management Strategy

6.1 Queue Storage Location Comparison (General Purpose Traffic)

With the reduced capacity due to use of single lane alternating traffic, congestion and queues can be expected. For traffic leaving downtown two options for managing the queue have been identified:

- ▶ 5th Street – illustrated in **Figure 6-2**, this option requires minimal network changes and uses 5th Avenue to store traffic queues; or
- ▶ Anderton Avenue – illustrated in **Figure 6-3**, this option uses Cliffe Avenue and Anderton Avenue north of 5th Street to store traffic queues by converting the right-in at Anderton Avenue to left-out and restricting a few movements on 5th Street.



Figure 6-2: 5th Street Queue Option

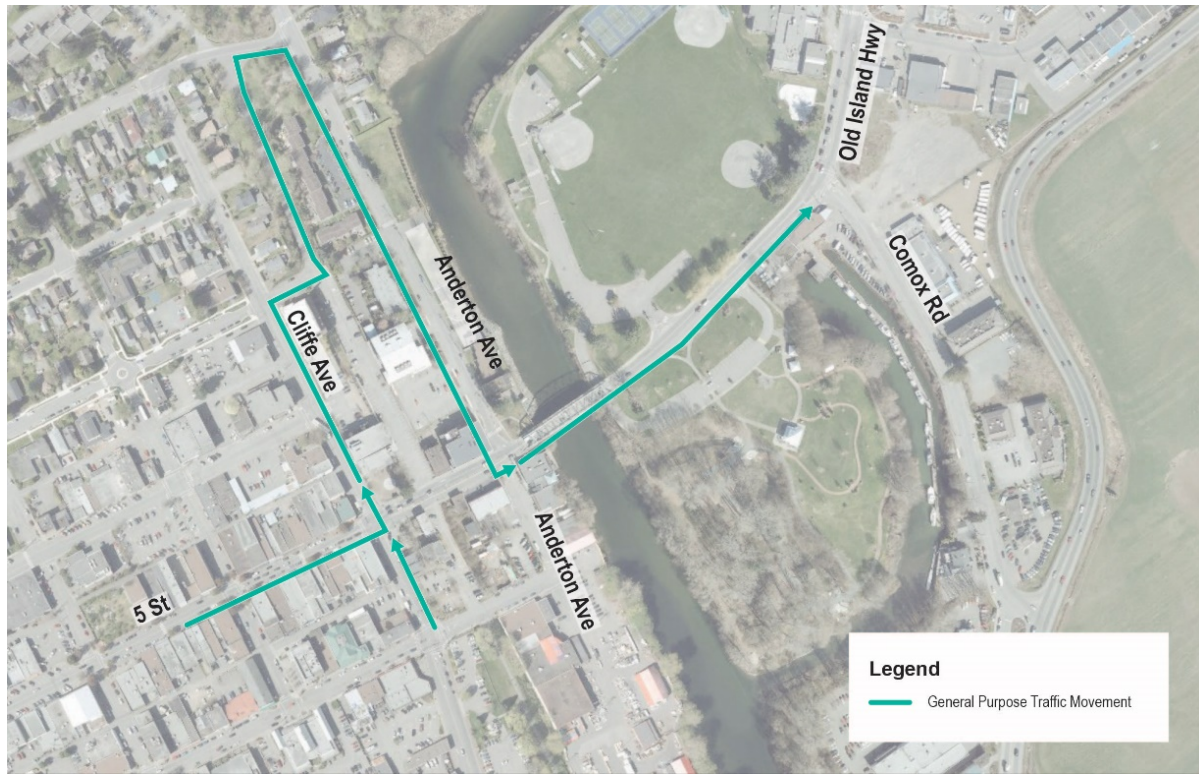


Figure 6-3: Anderton Avenue Queue Option

6.1.1 5th Street Queue Option

In this option there are minimal changes to the existing road network and routing for traffic leaving downtown via the Fifth Street Bridge. Traffic would queue along 5th Street and the various side roads, including Cliffe Avenue. Estimated queue lengths during the PM peak hour are illustrated in **Figure 6-4**, below. The actual queue lengths will vary depending upon day-to-day traffic fluctuations and how behaviour changes in response to the construction (change of trip time, use of 17th Street Bridge, walk or cycle, etc.). However, congestion on 5th Street and the side roads can be expected which will limit access to local businesses and access to parking downtown.

6.1.2 Anderton Avenue Queue Option

An alternative approach is to restrict 5th Street from Cliffe Avenue to Anderton Avenue to local traffic only (no access to the bridge) and require all traffic leaving downtown to access the bridge from the north side of Anderton Avenue as shown in **Figure 6-3**. This would require converting the right-in at Anderton Avenue and 5th Street to a left-out and re-routing transit. The transit re-routing is discussed further in Section 6.2 as part of the Priority Vehicles.

Estimated queue lengths during the PM peak hour are illustrated in **Figure 6-4**, below. The actual queue lengths will vary depending upon day-to-day traffic fluctuations and how behaviour changes in response to the construction (change of trip time, use of 17th Street Bridge, walk or cycle, etc.). This option is intended to minimize the impact of congestion and queuing on local businesses by moving the queue out of the downtown core, off 5th Street and most of Cliffe Avenue to Anderton Avenue.

On Anderton Avenue, removing the parking on the west side of the road should be considered with use of this space as a lane for traffic queuing to access the bridge. This would enable 2-way free flow traffic to be maintained for access to destinations on Anderton Avenue, such as the Filberg Centre. Similarly, creation of a dedicated queueing lane on 1st Street should be considered. There appears to be sufficient room to accommodate a queue on the right side of 1st Street while maintaining two-way traffic. This will enable access to the Condensory Bridge and destinations on Anderton Avenue to be maintained. Traffic control personnel may be required to help manage the queue, especially during the initial phase of the construction.

Additionally, use of the laneway between Cliffe Avenue and Anderton Avenue for traffic destined to the bridge is suggested for consideration⁴. This laneway appears to have minimal direct accesses and its use would minimize the impact of queues on the residents on Cliffe Avenue between 3rd Street and 1st Street.

6.1.3 Queue Storage Location Recommendation

As discussed, above, a high-level traffic analysis has been completed to compare the PM peak hour queues for the 5th Street and Anderton Avenue options as illustrated in **Figure 6-4**. The Anderton Avenue Detour scenario will store most of the queues on Anderton Avenue instead of 5th Street, which will minimize impacts to the downtown core businesses. Therefore, the Anderton Avenue Queue option is recommended and is the basis of the subsequent sections. Traffic control methods/devices at key locations will be discussed in detail in Section 6.4 along with intersection modifications in Section 6.5.

⁴ As an alternative to using the laneway, traffic could be directed to continue on Cliffe Avenue to 1st Street. This can be considered further at future stages of the Traffic Management Plan Development with consideration of the trade-offs of potential impacts to residents versus a higher volume of traffic utilizing the laneway.

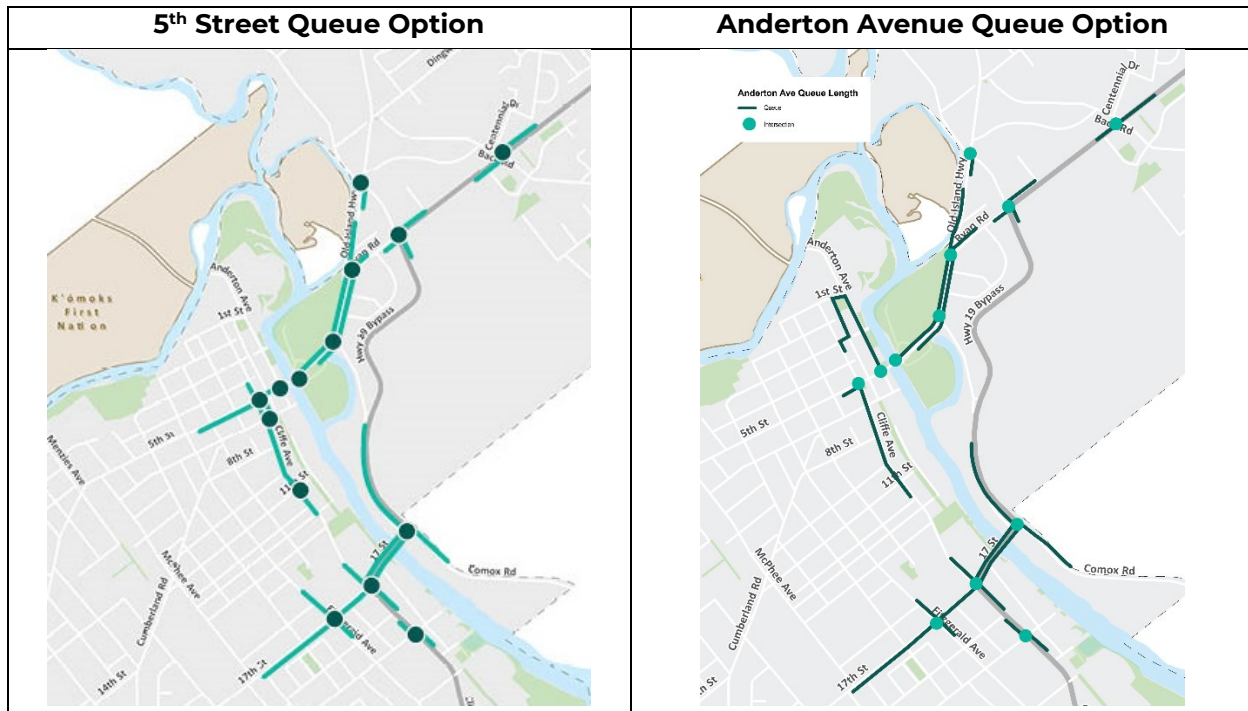


Figure 6-4: Estimated Queue Lengths

Under the Anderton Avenue Queue option, large vehicles (for example, trucks that are less than 3.6m in height) leaving Downtown Courtenay will be directed to travel via 6th Street/Anderton Avenue. Additionally, large vehicles that exceed the 5th Street Bridge's height restriction (approximately 3.6m) or vehicles with trailers/boats will be directed to use the 17th Street Bridge or Piercy Bridge instead.

Turning templates for key movements at key locations along Cliffe Avenue, have been reviewed to ensure that vehicles can turn safely during the construction phase. The movements that were evaluated include:

Cliffe Avenue/6th Street/Anderton Avenue route for trucks (Truck Route)

- ▶ Right turn from 5th Street onto Cliffe Avenue
- ▶ Left turn from Cliffe Avenue onto 6th Street
- ▶ Left turn from 6th Street onto Anderton Avenue
- ▶ Right turn from Anderton Avenue onto the Fifth Street Bridge

Cliffe Avenue/3rd Street/Laneway/1st Street/Anderton Avenue route for general purpose traffic (GP Route)

- ▶ Left turn from 5th Street to Cliffe Street

- ▶ Right turn from Cliffe Street to 3rd Street
- ▶ Left turn from 3rd Street to laneway
- ▶ Right turn from laneway to 1st Street
- ▶ Right turn from 1st Street to Anderton Avenue
- ▶ Left turn from Anderton Avenue to the Fifth Street Bridge

The review indicates that the design vehicles (heavy single unit trucks for trucks and motorhomes for general purpose traffic) generally are able to turn along the designed detours. For the truck route, trucks may need to make a wider right turn from 5th Street onto Cliffe Avenue by using the middle lane instead of the curbside lane. At Anderton Avenue where trucks need to turn right onto the Fifth Street Bridge, they may drive over the painted median on 5th Street. For the general-purpose route, the full width of 3rd Street and laneway will be taken for turning, which are as expected and acceptable.

Clear signage and a comprehensive communications strategy will be required to direct these vehicles to travel via 6th Street/Anderton Avenue and/or the 17th Street and Piercy Bridges.

6.2 Priority Vehicles

The needs of priority vehicles (emergency services, BC Transit, School Buses, etc.) require specific consideration as part of the traffic management strategy development to ensure they experience as little delay as possible. The following opportunities have been identified:

- ▶ For traffic entering downtown, creation of a priority vehicle (queue jumper) lane on the westbound bridge approach to enable BC Transit and emergency services to bypass the general traffic queues.
- ▶ For traffic leaving downtown, utilizing a separate queuing space for general purpose traffic to provide priority access to the bridge for BC Transit and emergency services.
- ▶ Enabling communication between the traffic control people and emergency services to enable them to pro-actively manage traffic for any approaching emergency vehicles. This could be achieved by providing the traffic control people and emergency services with radios on the same frequency.
- ▶ Use of temporary signals instead of traffic control people is recommended for the night time period when traffic volumes are lower. The signals should be able to be operated with a relatively short cycle length that will minimize delays for emergency services. However, opportunities to provide emergency services pre-emption as part of any temporary traffic signals can also be explored. If emergency pre-emption is not possible with the temporary traffic

signals and emergency services priority is necessary at night, an alternative approach would be to have traffic control people on-site overnight.

- ▶ Volunteer fire department members may need to cross the bridge in a personal vehicle to access the fire hall and respond to a call. These first responders would also be able to use the priority vehicle lane/route. Each responder could have a bright sign or piece of paper to put on their dash or otherwise display to indicate to the traffic control people that they are responding to a call and permitted to use the priority vehicle facilities.

6.2.1 *Westbound (Entering Downtown) Priority Vehicle (Queue Jumper) Lane*

On the park side of the bridge, 5th Street has a 3-lane cross-section from the bridge to Comox Road. It consists of one through lane in each direction and an eastbound right turn lane to Comox Road. Given the relatively low eastbound right turn volumes, the right turn lane can be combined with the through lane to allow for adding a queue jumper lane.

The segment of Old Island Highway between Comox Road and Ryan Road is also a three-lane road consisting of one through lane in each direction and left turn lanes or TWLT (two-way left turn) lanes in the middle. A variety of factors including current lane geometry, expected queue length during construction, and bus routes, were reviewed to determine if it is feasible to temporarily add a fourth lane on Old Island Highway to accommodate priority vehicles.

Key findings include:

- ▶ According to BC Transit' bus routes and schedule information, most of the buses heading to Downtown Courtenay via the Fifth Street Bridge come from Ryan Road;
- ▶ The queue length on 5th Street/Old Island Highway during construction is expected to build up beyond Ryan Road; and
- ▶ The road width of this segment ranges between 13.7m to 15.2m (roughly measured using aerial images).

Based on the findings, the segment of Old Island Highway provides sufficient space to accommodate a temporary priority lane, assuming 3.3m⁵ for a general-purpose travel lane, 3.5m for a left turn lane and 3.5m for a queue jumper lane (13.6m in total)⁶. Most access along

⁵ 3.0m is the minimal width for general travel through lane as per TAC's Geometric Design Guide for Canadian Roads, Chapter 4, Table 4.2.3

⁶ 3.3m as the minimal width for bus lanes as per BC Transit Design Guidelines, Chapter 5.

Old Island Highway should be restricted to right-in/right-out to minimize conflicts. This is discussed further in *Section 6.5.2*.

The queue jumper lane, located on the right side of the westbound approach, can serve priority vehicles including emergency vehicles and transit buses. Park users can also utilize this lane to bypass traffic queues with a few exceptions which will be further discussed in *Section 6.5.3*. **Figure 6-5** illustrates the recommended queue jumper lane location.

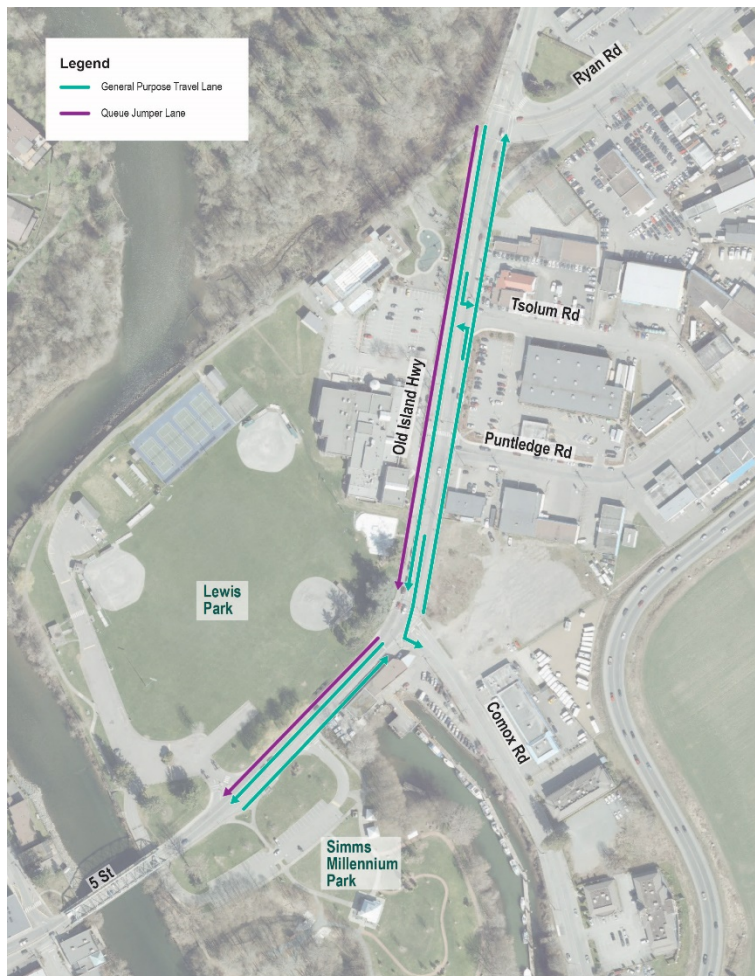


Figure 6-5: Queue Jumper Lane (East Side)

6.2.2 Eastbound (Leaving Downtown) Priority Route

The current right-in only from the Fifth Street Bridge to Anderton Avenue is changed to left-out only to enable general purpose traffic to access the bridge via Cliffe Avenue, 1st Street and Anderton Avenue as discussed in *Section 6.1*. Therefore, all buses entering downtown Courtenay via the Fifth Street Bridge can no longer turn right onto Anderton Avenue and will

need to be rerouted. As illustrated in **Figure 6-6**, the proposed re-routing for buses is to proceed straight on 5th Street before turning right onto Cliffe Avenue, right onto 1st Street, and finally right to Anderton Avenue. This route will enable the same locational stops with temporary relocation of bus stops to the opposite side of the road which will need to be coordinated with BC Transit.

As two-way traffic is being maintained on Anderton Avenue in addition to the bridge queue, buses can use the travel lane to by-pass the queue and get to the front of the line for the bridge.

If general purpose traffic is directed to use the laneway between Cliffe Avenue and Anderton Avenue, large trucks may find some of the turns too tight. Instead large trucks can use the same routing as the buses or access the bridge via the south side of Anderton Avenue (6th Street, left on Anderton Avenue, right onto the bridge).

Emergency services can use the same routing as buses, or alternatively they can access the Fifth Street Bridge directly from Fifth Street by ignoring the local traffic only restriction at 5th Street and Cliffe Avenue.

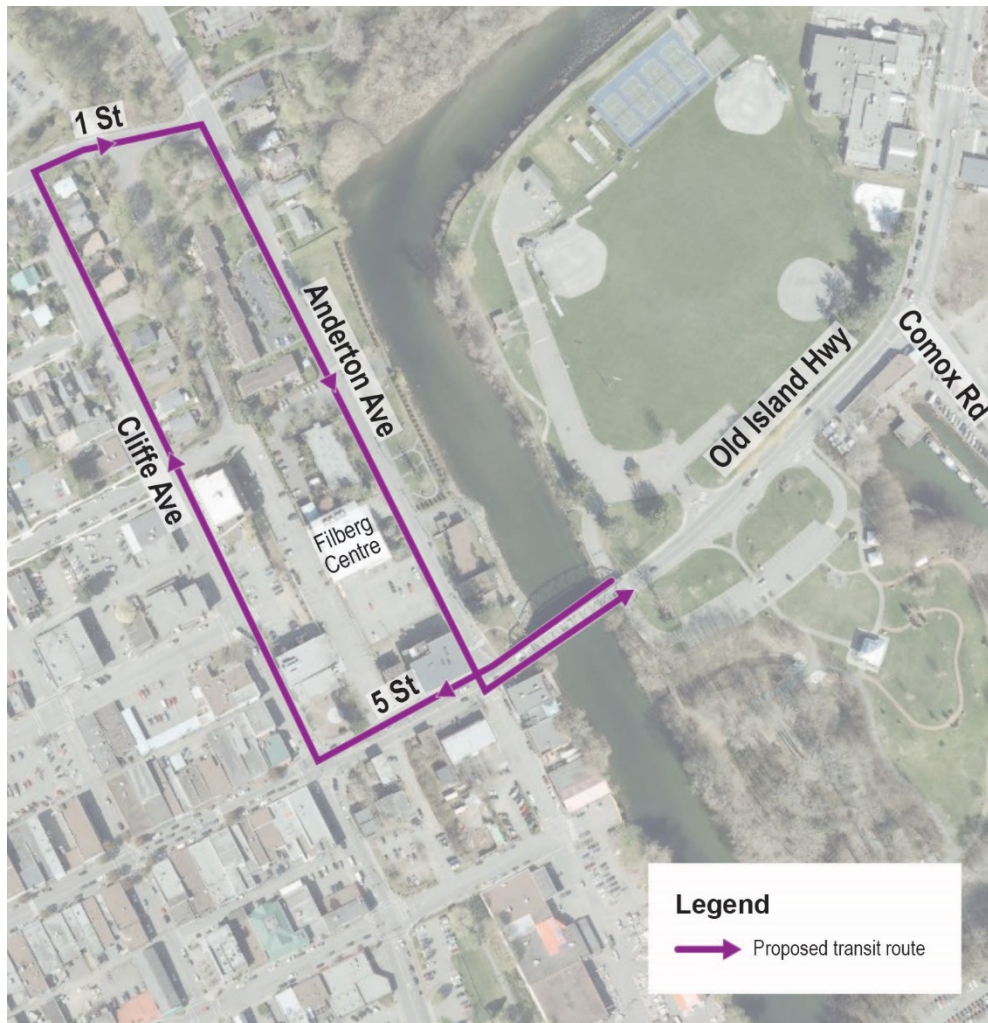


Figure 6-6: Transit Routes (West Side)

6.3 Pedestrians and Cyclists

Providing pedestrian and cyclist facilities for individuals to safely navigate during the construction phase is crucial. Good connectivity for pedestrians and cyclists will not only ensure the users' safety but also encourage individuals to choose walking or cycling instead of driving and help reduce congestion.

The Fifth Street Bridge currently allows pedestrians and cyclists on both sides of the bridge. On the west (downtown) side of the bridge, there is a pathway underneath the bridge that connects to Anderton Avenue. On the east side of the bridge, there is a pathway underneath the bridge connecting Lewis Park and Simms Millennium Park.

During construction, the bridge should maintain connections for pedestrians and cyclists on one side at a minimum. The south side is preferred because it involves fewer conflicting points between pedestrians and cyclists and vehicles on the west (downtown) end of the bridge.

It is recommended to maintain the underpass on both sides of the bridge open for pedestrians and cyclists. However, some construction activities may necessitate a closure. Use of shipping containers or another method to separate pedestrians and cyclists from construction activities and protect them from any overhead work occurring on the underside of the bridge could be considered to enable pedestrians and cyclists to use the underpass while there is construction in the vicinity. Shipping containers are frequently used to protect pedestrians from overhead hazards when there is construction adjacent to the sidewalk and the sidewalk would otherwise need to be closed. However, the bridge has very low clearance and there may not be sufficient space for a shipping container.

If the underpass needs to be closed to pedestrians and cyclists, use of flaggers on the Lewis Park side to direct their movements and facilitate crossing of 5th Street should be considered. However, it is important to note that each crossing of 5th Street on the Lewis Park side will impact the single lane alternating operation and reduce the vehicular capacity. Therefore, closing the underpass to pedestrians and cyclists on the Lewis Park side should be considered a less desirable solution and only utilized if absolutely necessary and/or for a limited period when there is work occurring in the immediate vicinity of the underpass.

On the downtown side pedestrians and cyclists can cross Anderton Avenue, then 5th Street. The proposed operation of the single lane alternating traffic with vehicles entering downtown using 5th Street while traffic exiting downtown using Anderton Avenue will result in opportunities to cross both roads with no conflicting traffic.

6.4 Traffic Control Methods

During the daytime peak period (between approximately 7:00am and 7:00pm), use of traffic control people on both sides of the bridge to direct traffic and facilitate the single lane alternating is recommended. Traffic control people are better able than temporary traffic signals to respond to variations in traffic demand to maximize the throughput of the bridge. Additionally, they can adjust the traffic control to prioritize emergency services and transit.

Figure 6-7 illustrates the locations of the traffic control people. Additional traffic control people may be required to monitor signs and the detour operations.



Figure 6-7: Locations of Flaggers (Peak Periods)

On the west (downtown) side, the traffic control person will manage the single lane alternating traffic to ensure the westbound traffic flows through the 5th Street and Cliffe Avenue intersection and doesn't back up to the bridge. They will also ensure emergency services and transit gets priority access to the bridge.

On the east side, the traffic control person will manage the single lane alternating traffic and monitor park usage and prevent short-cutting traffic, which is discussed in detail in *Section 6.6.2*.

During off-peak periods, the traffic volumes are much lower, and a temporary signal can be used instead of traffic control people on both sides of the Fifth Street Bridge. The signal's cycle length will be determined following the recommendations from the Ministry's *Traffic Management for Work on Roadways (2015)*.

This document was prepared based on the assumption that the bridge can only accommodate one travel lane during the construction phase, therefore, flaggers/temporary signals will be required at all times during the construction phase. If the contractor is able to open both travel lanes during part of the day, it is recommended to open both lanes during the daytime and return to single-lane alternating at night with temporary signal on both ends of the Fifth Street Bridge.

6.5 Intersection Modifications

Intersection modifications have been identified in the immediate vicinity of the Fifth Street Bridge, plus on the wider road network to accommodate the change in traffic patterns associated with more traffic using the 17th Street Bridge and the Piercy Bridge. These changes will include both signal optimization and layout modifications.

6.6 Signal Optimization

Signal optimization (phase/cycle length and phasing changes) are recommended for a number of MoTI and City of Courtenay intersections to best accommodate the traffic patterns during the construction phase. Intersections recommended for signal optimization by priorities include:

High Priority

- ▶ 5th Street & Cliffe Avenue
- ▶ 5th Street & Comox Road
- ▶ 17th Street & Cliffe Avenue
- ▶ 17th Street & Comox Road

Medium Priority

- ▶ Old Island Highway & Ryan Road
- ▶ Ryan Road & Highway 19A
- ▶ Cliffe Avenue & Westerly Access Road
- ▶ Cliffe Avenue & 6th Street

Low priority

- ▶ Rest of the signalized intersections in Courtenay

Locations ranked as high priority mean that their signal timings would require to be re-timed to ensure the detour traffic can flow through the Fifth Street Bridge and 17th Street Bridge efficiently. Locations ranked as a medium priority mean that these locations will likely require signal re-timing to best accommodate the traffic patterns at a network level. Locations ranked as low priority mean that these locations will not likely require immediate signal re-timing. They can be monitored throughout the construction phase on an as-needed basis.

In particular, the signal at the intersection of 5th Street & Cliffe Avenue should operate concurrently with the flagger/temporary signal at the Fifth Street Bridge to allow westbound traffic (traffic entering Downtown Courtenay) to flow through without stopping. This

operation can be achieved by having a fixed cycle length that is consistent with the single lane alternating operating time and appropriate timing splits during peak periods and off-peak hours.

The signal controllers are anticipated to have the capability of handling revised signal timings and different timing plans by time-of-day; however, this needs to be confirmed. If the controllers do not have this ability, queues and congestion are likely to be greater than forecast in this strategy. In particular, if the 5th Street & Cliffe Avenue controller cannot be optimized for the single lane alternating, it may result in reduced capacity across the bridge during construction. An alternative would likely require the use of temporary signals at this intersection.

Among the four intersections that are ranked as high priority, the two signals under the City's jurisdictions could be considered for an upgrade. According to the findings from the *City of Courtenay Traffic Controller Condition Assessment Report (2018)*, prepared by PBX Engineering, the signal controllers at the intersections of 5th Street & Cliffe Avenue and 5th Street & Comox Avenue are recommended to be upgraded to a newer standard. While the two MOTI's signals (17th Street & Cliffe Avenue and 17th Street & Comox Road) were not reviewed as part of the PBX's report. All four signals should be assessed and may benefit from upgrades as needed prior to the construction phase.

6.6.1 Turn Restrictions/Modifications

In addition to the signal optimization outlined above, some turn restrictions or intersection modifications were identified. These changes will enable the intersections to operate as efficiently as possible with the change in traffic patterns.

Cliffe Avenue and 5th Street

Since no traffic will be permitted to access the bridge via 5th Street, 5th Street should be restricted to local traffic only at Cliffe Avenue. As illustrated in **Figure 6-8**, all traffic travelling towards the bridge on 5th Street would be directed to turn onto Cliffe Avenue. The left-turn restriction from 5th Street to Cliffe Avenue would be removed. Vehicles will be still permitted to access the businesses in the block between Cliffe Avenue and Anderton Ave but will have to turn right onto Anderton Avenue rather than cross the bridge.



Figure 6-8: 5th Street and Cliffe Avenue Modifications

Anderton Avenue and 6th Street

Anderton Avenue should be restricted to local traffic and large trucks at 6th Street since no general-purpose traffic will be permitted to access the bridge from this side of Anderton Avenue. Any vehicles visiting a business in this block of Anderton Avenue would need to turn around and return to 6th Street.

Anderton Avenue and 5th Street

As shown in **Figure 6-9**, traffic would be permitted to make the left-turn from Anderton Avenue on to the bridge since this is the proposed queue storage location for general purpose traffic. No traffic entering downtown would be permitted to make a right-turn to Anderton Avenue. On the south side of Anderton Avenue buses and emergency services will be permitted to make a right turn from Anderton Avenue on to the bridge, but no general traffic. The configuration of the concrete barriers on Anderton Avenue may need to be adjusted to facilitate the right-turn from the bridge to Anderton Avenue.

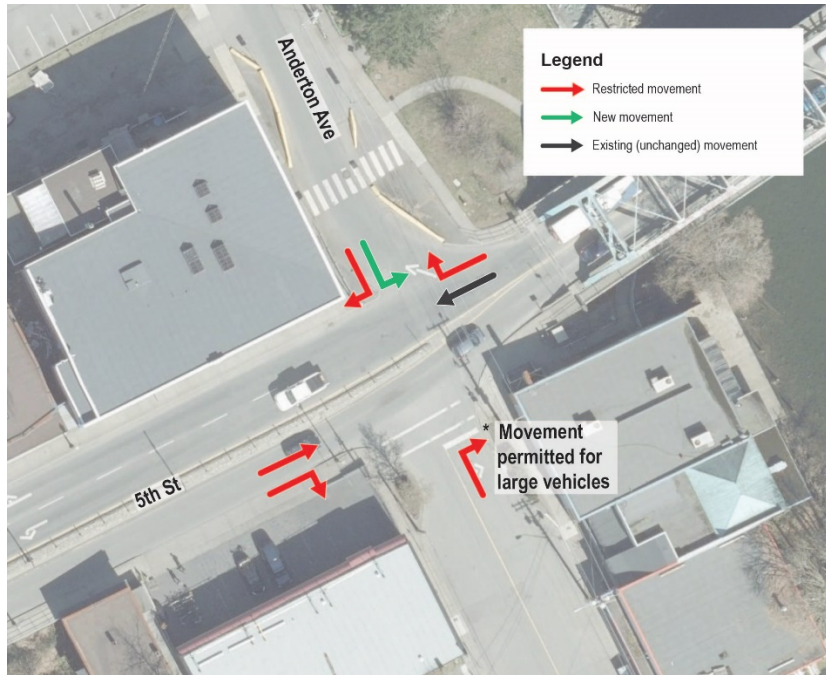


Figure 6-9: Anderton Avenue and 5th Street Modifications

Old Island Highway and Comox Road

The southbound left-turn lane from Old Island Highway to Comox Road would need to be temporarily extended to facilitate the increase in traffic using the 17th Street Bridge.

Comox Road -Puntledge Road to Tsolum Road

Some access management to allow a smoother traffic flow during the construction phase and also minimize confusion and challenges with travelling through traffic cones is recommended for Comox Road from Puntledge Road to Tsolum Road as illustrated in **Figure 6-10**. Specifically restricting the following accesses to right-in, right-out only: Puntledge Road, the south driveway to the Lewis Recreation Centre/Outdoor Pool, and the driveway to National Car and Truck Sales. All turning movements would be permitted at the Tsolum Road/north driveway to the Lewis Recreation Centre.

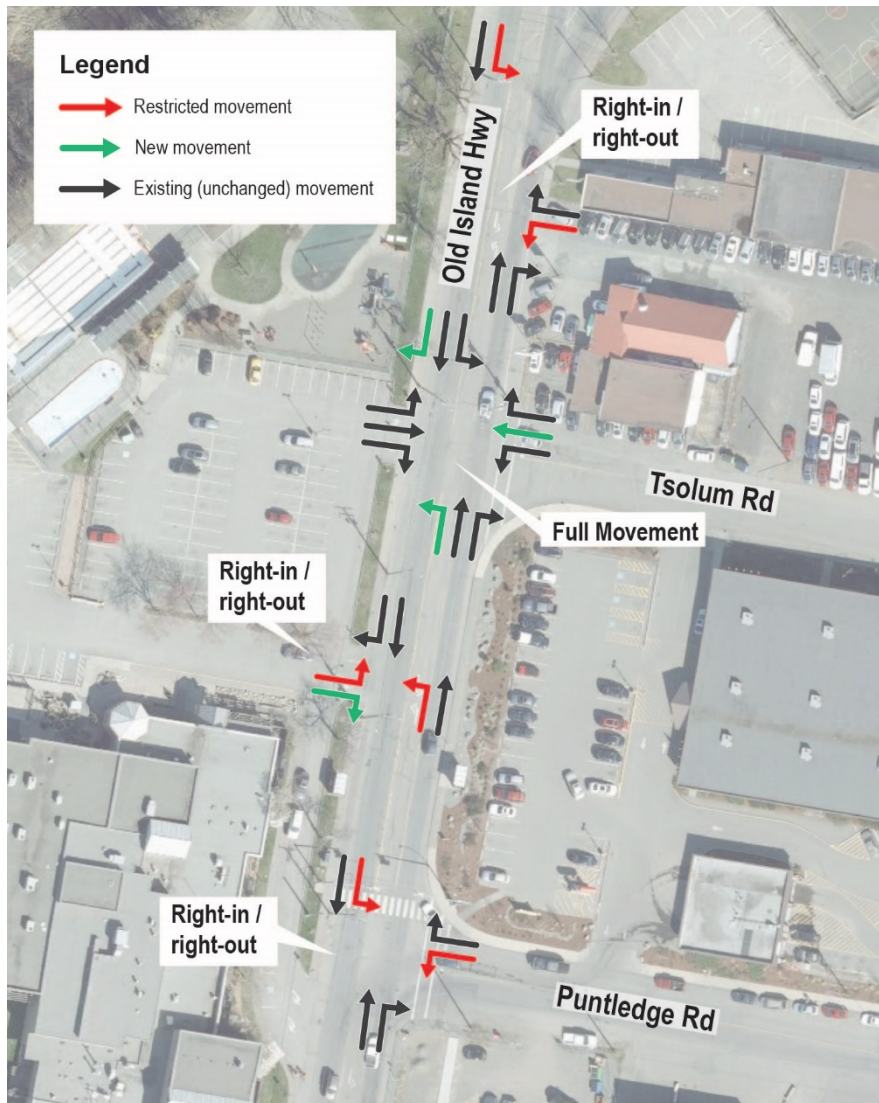


Figure 6-10: Comox Road Modifications

6.6.2 Park Access and Traffic Management

Currently there are parking lots on either side of 5th Street for Simms Millennium Park and Lewis Park. Access to these parking lots is restricted to right-in, right-out using median islands. Motorists are able to enter/exit in any direction to/from 5th Street by using the underpass between the two parks. These parking lots have a number of potential uses during the construction phase including: parking for park users, facilitating Park-and-Ride/Walk/Bike to reduce single occupancy vehicles, and/or construction staging.

The priority vehicle lane can be utilized by motorists accessing these parking lots to avoid being stuck in any congestion. However, to prevent abuse of the priority vehicle lane closing the right-out from Lewis Park to the bridge is recommended.

The underpass between Lewis Park and Simms Millennium Park is currently open to all modes including pedestrians, cyclists, and vehicles (with height restrictions). During the construction phase, it may be necessary to close the underpass to facilitate construction. (However, opportunities to maintain access for pedestrians and cyclists throughout construction by providing protection from construction activities/overhead hazards should be considered. This is discussed further in *Section 6.3.*)

Underpass Open to Vehicular Traffic

If the underpass is open to vehicular traffic, individuals can choose to park at either Lewis Park or Simms Millennium Park. The right-out access from Lewis Park to the bridge should be closed to prevent short-cutting traffic using the park to bypass the traffic queues on 5th Street/Old Island Highway.

Underpass Closed to Vehicular Traffic

If the underpass is closed to vehicular traffic, maintaining the right-out restriction from Lewis Park is still recommended. To enable users to exit the Lewis Park parking lot, either the concrete median would need to be reconfigured, or a flagger positioned to enable 2-way traffic (right-in, left-out) to use the existing entrance.

For the Simms Millennium Park parking lot users would only be able to access the parking lot by first crossing the bridge based on the current island configuration. This means that the trips destined to this park cannot use the westbound queue jumper lanes to prevent short cutting traffic.

The travel routes under these scenarios are illustrated in **Figure 6-11**. A hybrid scenario that closes the underpass for a portion of the construction and maintains the connection for the rest of the phase can also be considered.

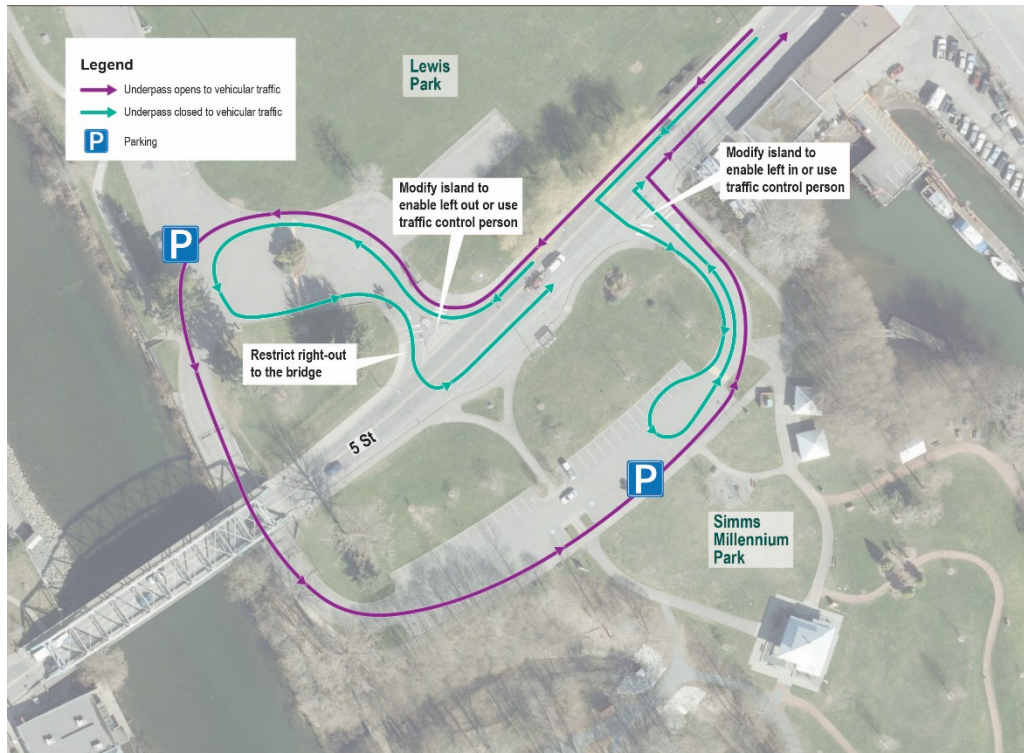


Figure 6-11: Park Access Routes

The strategies for traffic management described in this document are designed for the regular times during the construction phase. During special events that take place at the parks, special considerations will be given on case by case basis.

6.6.3 Laneway Between Cliffe Avenue and Anderton Avenue

If the laneway between Cliffe Avenue and Anderton Avenue is used as a queue storage location some minor improvements should be made including basic asphalt patching at the corner from the 3rd Street to the laneway, signage indicating the laneway is 1-way only, and some brush clearing to improve sightlines at the exit from laneway at 1st Street along with the addition of a stopbar and stop sign.

6.7 Travel Time Forecast

Forecasts of the potential delay associated with the construction activities have been developed. These forecasts represent the average delay during the PM peak hour on a typical day and assuming no one switches to a different mode or shifts their travel to another time of day. Depending upon daily fluctuations, weather and a variety of other factors, some motorists are likely to experience more delay while others may experience less delay.

6.7.1 General Purpose Traffic

The travel time for general purpose traffic was forecasted based on a trip between the north of the intersection of Back Road and Ryan Road and the intersection of Cliffe Avenue and 13th Street as shown in **Figure 6-12**. As shown in

Table 6-1, motorists are anticipated to experience 6 to 10 minutes of additional delay.



Figure 6-12: Travel Time Origin and Destination for General Purpose Traffic

Direction	Pre-construction	During Construction	Change
Entering Downtown (Ryan Rd to Cliffe Ave)	9 minutes	15 minutes	6 minutes
Leaving Downtown (Cliffe Ave to Ryan Rd)	7 minutes	17 minutes	10 minutes

Table 6-1: Travel Time for General Purpose Traffic

6.7.2 Transit

The travel time impacts for transit were also assessed. The transit assessment is based on a bus starting at the intersection of Old Island Highway and Ryan Road, entering downtown, then returning to the same start point as shown in **Figure 6-13**, below. Transit is anticipated to experience approximately 5 minutes of additional delay, as shown in **Table 6-2**. However, if there is congestion on the wider network the overall impact of the construction on transit could be more significant.



Figure 6-13: Travel Time Route for Transit

Route	Pre-construction	During Construction	Change
5 th St/Ryan Rd to Downtown and return	5 minutes	10 minutes	5 minutes

Table 6-2: Travel Time for Transit

7.0 Transportation Demand Management

Transportation demand management (TDM) refers to strategies that influence travel behavior. Opportunities to use TDM approaches to address challenges during the bridge rehabilitation works are explored in the following sections, both in terms of shifting travel demand to mode/options that are less impacted and shifting travel demand to off-peak periods.

7.1 Mode Shift

A number of opportunities to facilitate and support shifting travel to modes that are less impacted by the bridge rehabilitation have been identified.

7.1.1 Park-and-Ride

Park-and-ride would require establishing and promoting parking locations available to commuters throughout the construction period. These could be located in both downtown/west Courtenay and east Courtenay, to facilitate park-and-ride activities in both directions over the bridge. Typical target parking areas may include public facilities or commercial sites with under-utilized parking supply. Currently the Lewis Park/Simms Millennium Park parking lots have been identified as potential park-and-ride locations⁷.

There are three travel options that may be considered for transporting individuals between the identified park-and-ride parking areas and key end destinations such as downtown Courtenay, North Island College and North Island Hospital. Important for all options is that they result in greater convenience and/or reduced travel time as compared to a single-occupant vehicle, which may be achieved by bridge traffic control facilitating priority vehicles and/or identified detour routes that are more effective than the Fifth Street Bridge.

The three opportunities are as follows:

1. **Transit** – Encourage use of route no.1 (Comox Mall / Anfield Centre) or other routes in east or west Courtenay that might access dedicated parking areas. A subsidy or free Transit could be provided for any passenger using the park-and-ride. For example, free Transit or a reduced fare could be provided for individuals boarding the bus at specified park-and-ride locations (such as Lewis or Millennium Simms Park). A dated

⁷ It is difficult to predict the level of park and ride demand. It is our understanding that during weekdays Lewis Park has excess parking capacity which is likely to provide sufficient space for park-and-ride. Limited utilization of park-and-ride is anticipated during the evening or weekends however. However, if park-and-ride demand in Lewis Park exceeds capacity an area on the grass could be used as overflow as necessary.

voucher for a free or reduced fare return trip could be given to the individual to identify them as a park-and-ride user.

This approach has the benefit of utilizing an existing service and potentially exposing new users to transit which may encourage increased Transit use post construction. Transit service across the Fifth Street Bridge is very frequent which means minimal wait times, depending upon the park-and-ride location. However, this may cause some existing transit users to change patterns and start driving to the park-and-ride location to access the subsidy. If Lewis or Millennium Simms Parks are used for park-and-ride, motorists could use the queue jumper lane to reduce their travel time. The financial impact of providing a transit subsidy would depend upon the level of subsidy and the number of users.

2. **Rideshare** – Targeted communications could be used to encourage ridesharing and reduce the number of vehicles crossing the Fifth Street Bridge. Allowing high-occupancy vehicles to utilize the priority vehicle route/lanes could also be considered to further encourage rideshare. Creation of dedicated parking spaces at key end-point locations such as North Island College (outside peak semesters such as summer months) and some of the commercial areas along Ryan Road would also support rideshare. Some potential locations for priority parking spaces are illustrated in **Figure 7-1**.

The parking spaces for rideshare will be subject to interest and cooperation from the property owners, including issues of liability. Temporary signage and information would need to be made available clarifying which areas of identified parking are available for rideshare and the conditions of using the parking area. For example, a maximum stay of 10 to 12 hours and rideshare activities only.



Figure 7-1: Potential Parking Locations for Rideshare

3. **Shuttle** – Consideration may be given to operating a shuttle service during the construction period operating between identified park-and-ride locations and key destinations. For this to be an appealing option the shuttle must operate throughout the day (or timed to align with key shift start/end time) and have high enough frequency to be competitive with driving. The daily cost to operate a shuttle is likely at least \$1000⁸ per day. This approach may be challenging to justify given the considerable operating cost over the project life and unknown demand. In many

⁸ This is based on an assumed hourly rate of \$100, a single vehicle and 10 hours of service (7:30am-5:30pm)

cases it might be more cost effective to provide a Transit subsidy rather than operate a separate shuttle.

7.1.2 Park-and-Walk/Bike

There is opportunity for dedicated parking spaces in Lewis Park, Simms Park and/or Lewis Recreation Centre that allow motorists originating east Courtenay and destined for downtown Courtenay to park in these locations and walk/bike over the Fifth Street Bridge to access downtown. If using park-and-bike, individuals would drive to the designated parking location with their bike on/in their vehicle, cycle to their destination, secure their bike at their destination then cycle back to their vehicle at the end of the day. This option will not appeal to all motorists as the walk/bike trip may be further than many are willing to make or they lack secure bicycle parking at their destination. Traffic accessing the parking lots could be permitted to utilize the priority vehicle lanes which would provide a time savings and incentive to bike/walk across the bridge.

7.2 Time-of-Day Travel

Opportunities will be identified to encourage travel outside peak periods to minimize congestion during busy times. The following are opportunities that may be explored:

- ▶ Options to stagger work shift times to avoid peak congestion periods
- ▶ Altering school or post-secondary class / bell times to avoid peak congestion periods
- ▶ Ensuring elective activities and special events are scheduled outside peak periods where possible

Another approach taken will be to explore opportunities to encourage working from home to avoid the need to travel altogether. This may be pursued by encouraging / incentivizing individuals throughout the Comox Valley to work remotely and/or by working with some of the larger employers and organizations to encourage working remotely among their employees.

8.0 Communications

Construction has potential to impact a variety of stakeholders and residents. As a result, strategic and timely communications will be an important mitigation effort to assist in minimizing impacts to the community. Proactive communications will occur throughout all stages of construction in an effort to mitigate impacts to the travelling public and to adjacent areas.

A detailed communications plan will guide communications prior and throughout construction to keep the public informed and to appropriately anticipate and respond to unplanned issues.

THE CORPORATION OF THE CITY OF COURTENAY

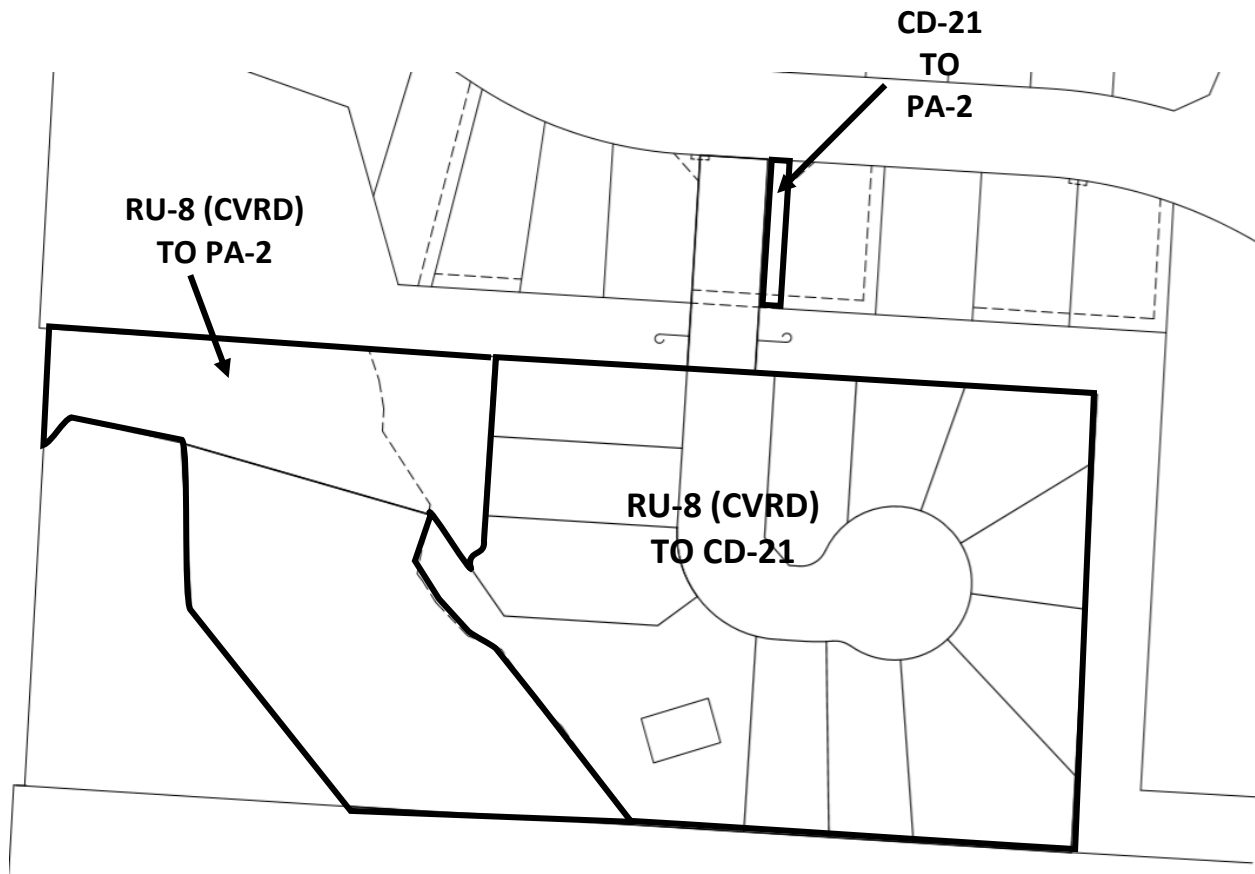
BYLAW NO. 2989

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. 2989, 2020**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - a. by rezoning Lot 8, District Lot 153, Comox District, Plan 1887, Except Part in Plan 43279 (4070 Fraser Road) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Rural Eight (RU-8) to Comprehensive Development Zone Twenty-One Zone (CD-21) and Public Use and Assembly Two Zone (PA-2);
 - b. by rezoning a portion of Lot 44, Plan EPP87922, District Lot 153, Comox Land District, as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Comprehensive Development Zone Twenty-One Zone (CD-21) to Public Use and Assembly Two Zone (PA-2);
 - c. by amending Section 8.48.4 by adding (a) notwithstanding the above, a minimum lot frontage of 11.0m is permitted on Lot 8, District Lot 153, Comox District, Plan 1887, Except Part in Plan 43279 (4070 Fraser Road) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw;
 - d. by amending Section 8.48.7 (1) by adding (a) notwithstanding the above, front yard setbacks of 6.0m are permitted on Lot 8, District Lot 153, Comox District, Plan 1887, Except Part in Plan 43279 (4070 Fraser Road) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw;
 - e. by amending Section 8.48.7(2) by adding (a) notwithstanding the above, rear yard setbacks of 7.5m are permitted on Lot 8, District Lot 153, Comox District, Plan 1887, Except Part in Plan 43279 (4070 Fraser Road) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw; and
 - f. That Schedule No. 8, Zoning Map be amended accordingly.

ATTACHMENT A



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3012

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. 3012, 2020**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 15, District Lot 157, Comox District, Plan 46644 (1520 Thorpe 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 _____ 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. 3012, 2020
Amendment to the
Zoning Bylaw No. 2500, 2007

CITY OF COURTENAY
BYLAW REFERENCE FORM

BYLAW TITLE

- 1) Tax Exemption 2021 Bylaw No. 3019, 2020
- 2) Tax Exemption Churches 2021 Bylaw No. 3020, 2020

REASON FOR BYLAW

To consider three readings of the above permissive tax exemption bylaws for the 2021 taxation year.

STATUTORY AUTHORITY FOR BYLAW

Section 224 of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Bylaws are prepared in accordance with the August 17, 2020 Council approved list of recipients and prescribed exemption levels.

Final adoption required by October 31, 2020 to take effect for the 2021 taxation year

OTHER PROCEDURES REQUIRED

Statutory Advertising required will be completed for two weeks prior to the expected final adoption of the bylaw on October 5, 2020

September 8, 2020

A. Berard
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3019

A bylaw to exempt certain lands and improvements from taxation for the year 2021

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 224 of the *Community Charter*;

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 for all purposes as "**Tax Exemption 2021 Bylaw No. 3019, 2020**".
2. The following properties are hereby exempt from taxation for land and improvements to the extent indicated for the year 2021:

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
49.000	LOT 41, SECTION 61, CD, PLAN 311	280 – 4 TH STREET	EUREKA SUPPORT SOCIETY	100%
112.002	PARCEL A OF LOT 124&125 DD, PLAN 80170N, SECTION 61, CD, EXCEPT PLAN 472BL OF L PID 004-863-682	243-4 TH STREET	BOYS AND GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND (LEASED FROM CITY OF COURTENAY)	100% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
122.000 1650.000	LOT 1, PLAN 40587 PARCEL A, DD59610N OF LOT B, SECTION 16, PL 5618	367 CLIFFE AVENUE 101 ISLAND HIGHWAY	ROYAL CANADIAN LEGION	100%
169.000	PARCEL B (BEING A CONSOLIDATION OF LOTS 14, 17, 18, 21, 22 SEE CA6169477) SECTION 61, CD, PLAN VIP1517	237 – 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	100%
170.002	LOT A, SECTION 61, PLAN 54105 PID 017-752-141	280 2 ND STREET	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM FOUR PAWS INVESTMENTS LTD.)	100%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
348.000	LOT 15, SECTION 61, CD, PLAN 4906	543 – 6 TH STREET	ALANO CLUB OF COURTENAY	100%
400.000	LOT A, SECTION 61, CD, PLAN 18979	A1-310 8 TH STREET	CITY OF COURTENAY (LEASED FROM WEST ISLAND CAPITAL CORP)	100% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
513.000	LOT A, DL 127, CD, PLAN 7719	755 HARMSTON AVENUE	OLD CHURCH THEATRE SOCIETY	100%
750.020	LOT 1, DL 127, CD, PLAN VIP62285	641 MENZIES AVENUE	COMOX VALLEY RECOVERY CENTRE SOCIETY (LEASED FROM CITY OF COURTENAY)	100%
1037.000	LOTS 1 AND 2, SECTION 41, CD, PLAN 3930	1415 CLIFFE AVENUE	COMOX VALLEY FAMILY SERVICES ASSOCIATION	100%
1494.000 1494.010	LOT 1 AND 2, SECTION 6 AND 8, CD, PLAN 2849, EXCEPT PLAN 35008	2470 BACK ROAD	GLACIER VIEW LODGE SOCIETY	100%
1494.050	LOT A, SECTION 6 AND 8, CD, PLAN 35008	2450 BACK ROAD		
1566.000	LOT 1, PLAN 27169 SECTION 16, LD 15 PID 002-568-098	810 BRAIDWOOD ROAD	M'AKOLA HOUSING SOCIETY	100%
1577.018	LOT 4, SECTION 16, PLAN VIS2269, PID 017-693-071	#4 - 204 ISLAND HWY N	COMOX VALLEY PREGNANCY CARE CENTRE	100%
1960.300	LOT A PLAN 15464	SANDPIPER DRIVE	THE NATURE TRUST OF BRITISH COLUMBIA	100%
2016.007	LOT 7, PLAN 27200 PID 002-577-321	1571 BURGESS ROAD	STEPPING STONES RECOVERY HOUSE FOR WOMEN (LEASE)	100%
2023.014	LOT 1, SECTION 79, CD PLAN 8249, EXCEPT PLAN 8464, & EXC PCL A DD 666650 & EXC	656 ARDEN ROAD	THE NATURE TRUST OF BRITISH COLUMBIA	100%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
2200.044	LOT 3, DL 138, CD, PLAN 20288	2564 CUMBERLAND ROAD	COURTENAY & DISTRICT HISTORICAL SOCIETY IN TRUST	100%
3200.072	LOT A, SECTION 18, CD, PLAN 12735	4835 HEADQUARTERS RD	COMOX VALLEY CURLING CLUB	100%
757.000	LOT A, BLOCK 2, PLAN 1951	1061 – 8 TH STREET	COMOX VALLEY KIWANIS VILLAGE SOCIETY	75%
757.001	LOT A, BLOCK 2, PLAN 1951 EXCEPT PLAN 4288 & 4941	1051 – 8 TH STREET		
758.000	LOT A&B, PLAN 16907	635 PIDCOCK AVE		
1286.045	LOT 8, BLOCK 3, PLAN 16252	534 – 19 TH STREET	L'ARCHE COMOX VALLEY	75%
34.000	LOT 2, SECTION 61, CD, PLAN 20159 PID 003-698-254	231 6 TH STREET	COURTENAY ELKS' LODGE #60 OF THE BENEVOLENT AND PROTECTIVE ORDER OF THE ELKS' OF CANADA	40%
131.002	LOT A, SECTION 61, PLAN EPP61970, PID 029-906-431	356 3 RD STREET	COMOX VALLEY TRANSITION SOCIETY	40%
166.000	LOT 8 PLAN 2834 PID 003-451-941	267 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	40%
409.000	LOT A, SECTION 61, PLAN 1674, PID 001-159-526	625 ENGLAND AVENUE	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM SECRET VENTURE HOLDINGS LTD)	40%
432.000	LOT 14, SECTION 61, LD 15, PLAN VIP3939 PID 004-154-894	A & C 450 – 8 TH STREET	1124430 BC LTD (LEASED TO COMMUNITY JUSTICE CENTRE OF THE COMOX VALLEY)	40%
459.000	LOT B, PLAN 20211 PID 003-519-376	956 GRIEVE AVENUE	UPPER ISLAND WOMEN OF NATIVE ANCESTRY	40%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
750.100	LOT 1, PLAN VIP 62247	994 – 8 TH ST	JOHN HOWARD SOCIETY OF NORTH ISLAND	40%
1038.000	LOT A, SECTION 41, PLAN VIP 60527, PID 023-021-128	1455 CLIFFE AVENUE	JOHN HOWARD SOCIETY OF NORTH ISLAND (LEASED FROM LUCK'S DENTAL LABORATORY LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1113.000	LOT 19, SECTION 41, DL 15, PLAN 9230, PID 005-583-314	1465 GRIEVE AVENUE	L'ARCHE COMOX VALLEY	40%
1171.005	LOT C, PLAN 13660, SECTION 41, LD 15 PID 004-619-048	1625 MCPHEE AVENUE	WACHIAY FRIENDSHIP CENTRE SOCIETY	40% OF THE ASSESSMENT – EXCLUDING 26% OF FACILITY USED FOR REVENUE GENERATING BUSINESS (WACHIAY STUDIO AND MULTIMEDIA AND DAYCARE)
1171.006	LOT 5, PLAN 13075, SECTION 41, LD 15 EXCEPT PLAN VIP68431 PID 004-711-823	1679 MCPHEE AVENUE		
1175.034	STRATA LOT 13, PLAN VIS2667, SECTION 41, LD 15 PID 018-180-876	#13, 1520 PIERCY ROAD	DAWN TO DAWN ACTION ON HOMELESSNESS SOCIETY	40%
1224.080	STRATA LOT 26, PLAN VIS2232, SECTION 68, LD 15 PID 017-586-801	#17, 375 - 21 ST STREET		
1288.060	STRATA LOT 30, PLAN VIS932, DL 104, LD 15 PID 000-806-471	#311, 1015 CUMBERLAND ROAD		
1700.332	STRATA LOT 2, SECTION 67, LD 15, PLAN VIS3934 PID 023-378-158	#10-12, 2683 MORAY AVENUE	THE CANADIAN RED CROSS SOCIETY (LEASED FROM 670431 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
1960.004	LOT B, SECTION 67, CD, PLAN 33851 PID 000-262-170	#8, 468 - 29 TH STREET	THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA (LEASED FROM LENCO/NORCO AND FERNCO DEVELOPMENT LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.006	LOT C, SECTION 67, CD, PLAN 33851 PID 000-217-158	2966 KILPATRICK AVE	AARON HOUSE MINISTRIES (LEASED FROM LENCO/NORCO AND FERNCO DEVELOPMENT LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
2016.006	LOT 6, PLAN 27200 PID 002-344-408	1535 BURGESS ROAD	STEPPING STONES RECOVERY HOUSE FOR WOMEN (LEASE)	40%
2024.009	LOT 2 PLAN VIP53672 PID 017-650-097	1755 13 TH STREET	HABITAT FOR HUMANITY VANCOUVER ISLAND NORTH SOCIETY	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE USED FOR ADMINISTRATION OFFICES
3200.032	LOT A, SECTION 18, CD, PLAN VIP 75369 PID 025-673-017	4729 HEADQUARTERS RD	YOUTH FOR CHRIST COMOX VALLEY	40% OF THE ASSESSMENT – <i>EXCLUDING</i> CARETAKER RESIDENTIAL SPACE

Read a first time this day of September, 2020

Read a second time this day of September, 2020

Read a third time this day of September, 2020

Finally passed and adopted this day of October, 2020

Mayor

Corporate Officer

CITY OF COURTENAY

BYLAW REFERENCE FORM

BYLAW TITLE

- 1) Tax Exemption 2021 Bylaw No. 3019, 2020
- 2) Tax Exemption Churches 2021 Bylaw No. 3020, 2020

REASON FOR BYLAW

To consider three readings of the above permissive tax exemption bylaws for the 2021 taxation year.

STATUTORY AUTHORITY FOR BYLAW

Section 224 of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Bylaws are prepared in accordance with the August 17, 2020 Council approved list of recipients and prescribed exemption levels.

Final adoption required by October 31, 2020 to take effect for the 2021 taxation year

OTHER PROCEDURES REQUIRED

Statutory Advertising required will be completed for two weeks prior to the expected final adoption of the bylaw on October 5, 2020

September 8, 2020

A. Berard
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3020

A bylaw to exempt certain lands and improvements, set apart for public worship, from taxation for the year 2021

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 220 of the *Community Charter*;

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 for all purposes as "**Tax Exemption Churches 2021 Bylaw No. 3020, 2020**".
2. Pursuant to Section 224(2)(a)(f)(g) of the *Community Charter*, the following properties on which a church hall or facility is situated, the land on which such a hall stands, the remaining area of land surrounding the building set apart for public worship, and the remaining area of land surrounding the exempted building, exempted hall, or both, are hereby exempted from taxation for land and improvements to the extent indicated for the year 2021 *except for that portion of the property used for residential or commercial purposes*:

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
1.	143.000	LOT AM 11, SECTION 61, CD, PLAN 33854N	467 – 4 TH STREET	GRACE BAPTIST CHURCH OF THE COMOX VALLEY	100%
2.	313.100	LOT 1, SECTION 62, CD, PLAN VIP 74608	579 – 5 TH STREET	ANGLICAN SYNOD DIOCESE OF B.C.	100%
3.	341.000	AMENDED LOT 1, PLAN 55886N, SECTION 61 CD, PLAN 4906	566 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	100%
4.	342.000	LOTS 3 & 4, BLOCK 6, CD, PLAN 472B	576 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	100%
5.	346.000	LOTS 10,11,12, AND 13, SECTION 61, CD, PLAN 4906	505 – 6 TH STREET	ST. GEORGES CHURCH	100%
6.	568.000	LOT A (DD EL132291), DL 127, PLAN 1464 EXCEPT PLAN VIP67475	765 MCPHEE AVENUE	CENTRAL EVANGELICAL FREE CHURCH	100%
7.	618.220	LOT 1, DL 118, CD, PLAN VIP 73074	2201 ROBERT LANG DRIVE	RIVER HEIGHTS CHURCH SOCIETY	100%

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
8.	1074.050	LOT A, PLAN 54316P, SECTION 41, CD, PLAN 7449	1580 FITZGERALD AVENUE 1590 FITZGERALD AVENUE	GOVERNING COUNCIL SALVATION ARMY CANADA WEST	100%
9.	1166.000	LOT A, PLAN 121193EF, SECTION 41, CD, FORMERLY LOTS 32 & 33, CD, PLAN 10725	771 – 17 TH STREET	TRUSTEES LUTHERAN CHURCH	100%
10.	1211.004	LOT 4, SECTION 68, CD, PLAN 14176	1814 FITZGERALD AVE	VALLEY UNITED PENTACOSTAL CHURCH OF BC	100%
11.	1524.102	LOT B, SECTION 15, CD, PLAN 54793 EXCEPT PLANS 14713, 36414, 51121	1599 TUNNER DRIVE	BISHOP OF VICTORIA, CHRIST THE KING CATHOLIC CHURCH	100%
12.	1594.000	LOT 16, SECTION 16, CD, PLAN 7037 EXCEPT PLAN 44368	1581 DINGWALL RD	TRUSTEES OF THE KINGDOM HALL OF JEHOVAH WITNESS	100%
13.	1691.030	LOT 1, SECTION 17, CD, PLAN VIP 79479	4660 HEADQUARTERS ROAD	SEVENTH DAY ADVENTIST CHURCH	100%
14.	1691.044	LOT 2, SECTION 17, CD, PLAN VIP 61425	4634 ISLAND HWY	ANGLICAN SYNOD DIOCESE OF BC	100%
15.	1691.046	LOT 3, SECTION 17, CD, PLAN VIP 61425	1514 DINGWALL ROAD	ANGLICAN SYNOD DIOCESE OF BC	100%
16.	2005.000	LOT 12, DL 96 & 230, CD, PLAN 1406	1901 – 20 TH STREET	LDS CHURCH	100% EXCEPT THE PART ASSESSED FOR SCHOOL USE
17.	2017.034	LOT 1, DL 96, CD, PLAN VIP 59504	1640 BURGESS RD	FOURSQUARE GOSPEL CHURCH OF CANADA	100%
18.	2200.088	LOT A, PLAN 27596	2963 LAKE TRAIL ROAD	COURTENAY BAPTIST CHURCH	100%

Read a first time this day of September, 2020

Read a second time this day of September, 2020

Read a third time this day of September, 2020

Finally passed and adopted this day of October, 2020

Mayor

Corporate Officer

