

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

**Date:** November 2, 2020  
**Time:** 4:00 p.m.  
**Location:** City Hall Council Chambers

**AMENDED AGENDA**

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

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

**Pages**

**1. ADOPTION OF MINUTES**

- |      |   |    |
|------|---|----|
| 1.1. | Adopt October 19th, 2020 Regular Council meeting minutes        | 5  |
| 1.2. | Adopt October 26th, 2020 Committee of the Whole meeting minutes | 17 |
| 1.3. | Adopt October 28th, 2020 Special Council meeting minutes        | 25 |

**2. INTRODUCTION OF LATE ITEMS**

**3. DELEGATIONS**

**4. STAFF REPORTS/PRESENTATIONS**

4.1. Development Services

- |        |  |    |
|--------|--|----|
| 4.1.1. | Updated Proposal - Official Community Plan (OCP) Amendment<br>Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 - 1375<br>Piercy Avenue | 27 |
|--------|--|----|

5. **EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**
6. **INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**
7. **REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES**

7.1. Councillor Cole-Hamilton

7.2. Councillor Frisch

7.3. Councillor Hillian

7.4. Councillor McCollum

7.5. Councillor Morin

7.6. Councillor Theos

7.7. Mayor Wells

## **8. RESOLUTIONS OF COUNCIL**

### **8.1. Mayor Wells - Resolution - Comox Valley RCMP Funding**

Whereas the City of Courtenay has for years used annual Gaming Fund revenues to pay for two full-time RCMP officers;

Whereas the COVID-19 Pandemic has reduced the 2020 Gaming Fund revenues by 75% with future years' revenues unknown;

Whereas the City of Courtenay has applied a very conservative method of spending Gaming Funds by waiting at least one year after receiving them;

Therefore be it resolved, that the City of Courtenay Financial Plan consider the reduction of annual Gaming Funds used to pay for two RCMP Officers by transitioning these costs to the general operating budget where the balance of Courtenay's contribution to annual policing services is funded.

8.2. Councillor Hillian - Resolution - COVID-19 Voluntary Preventative Measures

Whereas the City of Courtenay has continued to adhere to provincial Ministry of Health and Worksafe BC guidelines to maintain essential services and promote the safety of City staff and citizens during the COVID-19 global pandemic;

Whereas guidance from the World Health Organization, the BC Centre for Disease Control and Island Health identifies the most effective ways to prevent the spread of COVID-19 as frequent hand washing, maintaining physical distancing and staying home when sick;

Whereas each of these authorities recommends that masks be used as part of a comprehensive strategy to prevent COVID-19 transmission;

Therefore to help prevent the spread of COVID-19, be it resolved that the City strongly encourages all citizens to follow provincial health guidelines, including the recommendation of wearing of face masks when in indoor public spaces and especially if physical distancing is not possible, and that this information be prominently displayed on the City website along with links to relevant provincial sites.

8.3. Councillor Cole-Hamilton - Resolution - United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) - Indigenous Peoples Reconciliation (AMENDED)

That the October 26<sup>th</sup>, 2020 Council resolution be amended to read as follows:

Whereas, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) was adopted by the United Nations General Assembly in 2007;

Whereas, the Truth and Reconciliation Commission listed in 2015 as the first principle for reconciliation that the UNDRIP, "is the framework for reconciliation at all levels and across all sectors of Canadian Society" and ~~UNDRIP was officially adopted by the Government of Canada in 2016~~ **the Government of Canada announced their commitment to adopt and implement UNDRIP in 2016;**

Whereas, the Government of British Columbia passed the Declaration on the Rights of Indigenous Peoples Act unanimously in November 2019;

And whereas, the City of Courtenay has identified "Build[ing] on our good relations with K'ómoks First Nation and practic[ing] Reconciliation" as a strategic priority for 2019-2022;

Be it resolved that the City of Courtenay adopt the United Nations Declaration on the Rights of Indigenous Peoples as its framework for indigenous reconciliation.

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

- 11.1. Vancouver Island Regional Library Board (VIRL) 2021 Appointments 55

**Staff Note:**

Council to appoint two members to the VIRL Board; one Trustee and one Alternate, for a one year term (January 1 to December 31, 2021).

*2020 Courtenay VIRL Board Trustees: Councillor Theos, Trustee and Councillor McCollum, Alternate*

12. BYLAWS

- 12.1. For First and Second Reading

- 12.1.1. Official Community Plan Amendment Bylaw No. 3014, 2020 (1375 Piercy Avenue) 57

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

- 12.1.2. Zoning Amendment Bylaw No. 3005, 2020 (1375 Piercy Avenue) 59

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

- 12.2. For Final Adoption

- 12.2.1. City of Courtenay Fees and Charges Amendment Bylaw No. 3022, 2020 (Solid Waste Collection Fees) 65

(A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992 to include *Schedule of Fees and Charges Section III, Appendix IV – Solid Waste Collection Fees* to establish municipal solid waste, recyclables, and yard waste user fees)

13. ADJOURNMENT

**Minutes of a Regular Council Meeting**

**Meeting #:** R25/2020  
**Date:** October 19, 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. Sorichta, Corporate Officer, via video/audio conference  
I. Buck, Director of Development Services, via video/audio conference  
J. Nelson, Director of Financial Services, via video/audio conference  
K. O'Connell, Director of Corporate Support Services, via video/audio conference  
K. Shaw, Director of Public Works Services  
T. Sweeney, Manager of Building and Administrative Services, via video/audio conference  
M. Fitzgerald, Manager of Development Planning, via video/audio conference  
E. Gavelin, Network Technician, via video/audio conference  
R. Matthews, Executive Assistant/ Deputy Corporate Officer, via video/audio conference

**Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. M192 Local Government Meetings & Bylaw Process (COVID-19) Order No. 3 implemented changes to its open Council meetings.**

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**1. ADOPTION OF MINUTES**

**1.1 Adopt October 5<sup>th</sup>, 2020 Regular Council meeting minutes**

**Moved By** Frisch

**Seconded By** McCollum

That the October 5<sup>th</sup>, 2020 Regular Council meeting minutes be adopted as amended.

**Carried**

Councillor Hillian requested that *Section 7 - Reports/Updates from Council Members Including Reports from Committees, Item 7.1* of the October 5<sup>th</sup>, 2020 regular Council meeting minutes be amended to read “Meeting with **Chair**, Comox Valley Economic Development **Board**.”

**2. INTRODUCTION OF LATE ITEMS**

**Moved By** Morin

**Seconded By** Frisch

That the request from the Comox Valley Art Gallery for the City of Courtenay's support in principle for their funding application to Service Canada to undertake an interior renovation of the second floor of the City owned facility, Centre for the Arts, 580 Duncan Avenue, be added to the October 19<sup>th</sup>, 2020 Regular Council agenda for consideration under section *11.0 New Business*.

**Carried**

**3. DELEGATIONS**

**3.1 Erik Eriksson - 5<sup>th</sup> Street Bridge Rehabilitation Project and Alternative Approval Process (AAP) - 5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020**

Mr. Erik Eriksson presented information to Council regarding the proposed 5<sup>th</sup> Street Bridge Rehabilitation Project and current Alternative Approval Process (AAP) related to 5<sup>th</sup> Street Bridge Rehabilitation Loan Authorization Bylaw No. 2978, 2020.

Mr. Eriksson suggested that Council postpone the 5<sup>th</sup> Street Bridge project for a period of one year expressing concern that Downtown merchants have been having a tough time the last several months due to COVID-19; he said the one year delay would allow the City to work toward engaging other local governments in the Comox Valley to cost-share in the rehabilitation of the bridge and explore the cost-benefit of a new bridge.

Mr. Eriksson further suggested that qualifying Courtenay electors may not know how to express their opposition to the AAP under the current process and recommended that every qualifying Courtenay elector be sent an *Elector Response Form* by mail.

#### **4. STAFF REPORTS/PRESENTATIONS**

##### **4.1 CAO and Legislative Services**

###### **4.1.1 Licence to Occupy Extension - 685 Cliffe Avenue (Connect Warming Centre) (2380-20)**

**Moved By** Hillian

**Seconded By** Morin

That based on the October 19<sup>th</sup>, 2020 staff report “Licence to Occupy Extension - 685 Cliffe Avenue (Connect Warming Centre)”, Council approve OPTION 1 and the attached Licence to Occupy - Amendment #2 between the Comox Valley Transition Society and the City of Courtenay for the north side of the property having a legal description of PID: 006-102-930, Lot 3, Section 61 Comox District plan VIP3817; and

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

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

**Carried**

## **4.2 Development Services**

### **4.2.1 Extension of Temporary Patio Program (3030-00-01)**

**Moved By Frisch**

**Seconded By McCollum**

That based on the October 19<sup>th</sup>, 2020 staff report “Extension of Temporary Patio Program” Council approve the extension of outdoor patios on both private and public land to October 31, 2021; and,

That Council approves only temporary, daily set up, structures on public land and that building permits are required for all structures greater than 10m<sup>2</sup> on private land.

**Carried**

### **4.2.2 Zoning Amendment Bylaw No. 3009 to Create a New Small Lot R-1E Zone at 1550 Willemar Avenue (3360-20-2007)**

**Moved By Frisch**

**Seconded By McCollum**

That based on the October 19<sup>th</sup>, 2020 Staff report, “Zoning Amendment Bylaw No. 3009 to create a new small lot R-1E zone at 1550 Willemar Avenue” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3009, 2020; and,

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 3009, 2020 when regular Council meetings resume or an alternative Public Hearing format as authorized by the Province and approved by Council.

**Carried**

### **4.2.3 Zoning Amendment Bylaw No. 3010 Proposed Storefront Cannabis Retailer #302-444 Lerwick Road (3360-20-2008)**

**Moved By McCollum**

**Seconded By Frisch**

That based on the October 19<sup>th</sup>, 2020 staff report “Zoning Amendment Bylaw No. 3010 Proposed Storefront Cannabis Retailer - #302-444 Lerwick Road” Council approve OPTION 2;

That Council give First and Second Reading of “Zoning Amendment Bylaw No. 3010” to rezone the subject property to permit a Cannabis Storefront Retailer; 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 upon approval of an alternative process.

**Carried**

**4.2.4 Zoning Amendment Bylaw No. 3016 to Allow for a Secondary Suite at 540 - 17<sup>th</sup> Street (3360-20-2010)**

**Moved By** Frisch

**Seconded By** Morin

That based on the October 19<sup>th</sup>, 2020 staff report “Zoning Amendment Bylaw No. 3016 to Allow for a Secondary Suite at 540 - 17<sup>th</sup> Street” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3016, 2020;

That Council considers Zoning Amendment Bylaw No. 3016, 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. 3016, 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 Third Reading of the bylaw.

**Carried**

**4.3 Financial Services**

**4.3.1 2021 - 2025 Municipal Solid Waste, Recyclables, and Yard Waste Budgets (1705-20/1830-05)**

**Moved By** McCollum

**Seconded By** Hillian

That based on the October 19<sup>th</sup>, 2020 staff report “2021 - 2025 Municipal Solid Waste, Recyclables, and Yard Waste Budgets” Council approve OPTION 1 and increase 2021 user fees by 5.0%, and;

That Bylaw Number 3022, 2020 a bylaw to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992”, proceed to first, second and third reading in order to revise the proposed 2021 Municipal Solid Waste, Recyclables and Yard Waste user fees.

**Carried**

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

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

**6.1 Briefing Note - Solid Waste - 2021 Curbside Collection Schedule Changes (5360-02)**

**Moved By** Hillian

**Seconded By** McCollum

That the October 14<sup>th</sup>, 2020 Briefing Note, “Solid Waste - 2021 Curbside Collection Schedule Changes”, be received for information.

**Carried**

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

**7.1 Councillor Cole-Hamilton**

Councillor Cole-Hamilton participated in the following events for the period of September 14<sup>th</sup> to October 20<sup>th</sup>:

- Climate Caucus Board of Directors meeting (2 Total)
- Climate Caucus Coordinating Committee Team meetings (9 Total)
- Elder College, North Island College (NIC); moderated panel with youth activists Nalan Goosen, Annelies Henckel and Lister deVitre
- Climate Reality presentation to Sustainable Action Group for the Environment
- Comox Valley Drug Strategy Committee meetings (2 Total)
- Overdose Working Group Community Action Team meeting (2 Total)
- Help Cities Lead Steering Committee meeting (3 Total)
- PACE BC Steering Committee meetings (3 Total)
- PACE BC Program Design Committee meetings (2 Total)
- Lunch and Learn Official Community Plan Stakeholder Session and Public Survey Outcomes

- City of Courtenay Official Community Plan review; consultation and engagement session with K'omoks First Nation
- Liquid Waste Management Plan TAC/PAC meeting
- CVRD Economic Development Strategic Planning sessions
- CVRD Board meetings (3 Total)
- CVRD Committee of the Whole meeting
- Comox Valley Water Committee meeting
- Comox Valley Sewage Commission meeting
- Comox Valley Sports Centre Commission meeting
- Comox Strathcona Regional Hospital District Board meeting
- Virtual 2020 Union of British Columbia Municipalities (UBCM) Minister meetings:
  - Minister of Municipal Affairs and Housing; Ministry of Transportation and Infrastructure staff; Ministry of Finance staff, Minister of Finance and Ministry of Environment staff
- Virtual 2020 Union of British Columbia Municipalities (UBCM) Annual Convention, September 21<sup>st</sup> to 24<sup>th</sup>
- Comox Valley Elected Officials COVID-19 teleconference briefing with Dr. Charmaine Enns, Medical Health Officer (2 Total)

## **7.2 Councillor Hillian**

Councillor Hillian provided a verbal update regarding:

- The property purchase of the Kus-kus-sum land located at 1901 Comox Road is nearing realization; the City of Courtenay, Comox Valley Project Watershed Society and K'omoks First Nation have been working collaboratively on an updated Memorandum of Understanding (MOU) for the purchase, restoration and management of the site; the MOU is anticipated to come forward to Council at a future Council meeting
- Councillor Hillian mentioned his intent to bring a motion forward at a future Council meeting to help prevent the spread of COVID-19 by encouraging citizens to follow provincial health guidelines including the recommendation of wearing face masks when in indoor public spaces, especially if physical distancing is not possible

### **7.3 Councillor Morin**

Councillor Morin participated in the following events for the period of September 22<sup>nd</sup> to October 19<sup>th</sup>:

- Virtual 2020 Union of British Columbia Municipalities (UBCM) Annual Convention, September 21<sup>st</sup> to 24<sup>th</sup>; participated in sessions such as Transit Planning and Recovery, Reimagining Leadership women's panel; Systemic Racism; and UBCM resolutions
- Sid Williams Theatre Society 2020 Virtual AGM
- Comox Valley Food Policy Council meetings (3 Total)
- CVRD Board meeting
- Comox Valley Community Drug Strategy Committee meeting
- CVRD Committee of the Whole meeting
- 'Celebrating Project Perseverance' Watershed and Biodiversity Protection Event, representing the Comox Valley Water Committee as Vice-Chair
- CVRD Economic Development Strategic Planning Workshop (2 Sessions Total)
- Annual Comox Valley Person's Day lunch (Virtual)
- Lunch and Learn session with staff and Council regarding the City's Official Community Plan review
- City of Courtenay Official Community Plan review; consultation and engagement session with K'omoks First Nation

### **7.4 Mayor Wells**

Mayor Wells reviewed his attendance at the following event:

- Red Dress Awareness Honouring Missing and Murdered Indigenous Women and Girls hosted at Simms Millennium Park
- Comox Valley Regional District Economic Development Workshop

Mayor Wells mentioned the upcoming Royal Canadian Legion Annual Poppy Campaign starting October 30<sup>th</sup> and encouraged the public to support this annual fundraising campaign established to help Veterans

## 8. RESOLUTIONS OF COUNCIL

### 8.1 In Camera Meeting

**Moved By** Hillian

**Seconded By** Morin

That a Special In-Camera meeting closed to the public will be held October 19<sup>th</sup>, 2020 at the conclusion of the Regular Council meeting pursuant to the following sub-section(s) of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**Carried**

## 9. UNFINISHED BUSINESS

## 10. NOTICE OF MOTION

### 10.1 Councillor Cole-Hamilton - Proposed Notice of Motion - United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) - Indigenous Peoples Reconciliation

Councillor Cole Hamilton presented a notice of motion with a resolution anticipated to come forward at the October 26<sup>th</sup>, 2020 Committee of the Whole meeting.

### 10.2 Councillor Cole-Hamilton - Proposed Notice of Motion - United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) Official Community Plan (OCP)

Councillor Cole Hamilton presented a notice of motion with a resolution anticipated to come forward at the October 26<sup>th</sup>, 2020 Committee of the Whole meeting.

**11. NEW BUSINESS**

**11.1 Comox Valley Economic Recovery Task Force (ERTF) Steering Committee - Letter and Summary of Recommendations**

**Moved By** Frisch

**Seconded By** Hillian

That the correspondence dated October 1<sup>st</sup>, 2020 from the Economic Recovery Task Force (ERTF) Steering Committee and Business Case Action Plan - ERTF Recommendations Summary Report, be received for information.

**Carried**

**Moved By** Frisch

**Seconded By** Hillian

That the correspondence dated October 1<sup>st</sup>, 2020 from the Economic Recovery Task Force (ERTF) Steering Committee; and Business Case Action Plan - ERTF Recommendations Summary Report, be received for information; and,

That in response to the correspondence received from the ERTF Steering Committee; that Council direct staff to provide a report exploring options and implications in response to the recommended actions summarized in the ERTF “Recommendations Summary Report”.

**Carried**

**11.2 Request - Comox Valley Art Gallery (CVAG) - Letter of Support - Service Canada Funding Application - City Owned Facility (580 Duncan Avenue)**

**Moved By** McCollum

**Seconded By** Morin

That in response to the correspondence dated October 16<sup>th</sup>, 2020 from the Comox Valley Art Gallery (CVAG) requesting the City of Courtenay's support for their funding application to Service Canada to undertake an interior renovation of the second floor of the City owned facility, Centre for the Arts, 580 Duncan Avenue;

That Council provide a letter of support in principle for CVAG's funding application to renovate the second floor of the City owned building occupied by CVAG to modify the space for their Youth Media Project.

**Carried**

**12. BYLAWS**

**12.1 For First and Second Reading**

**12.1.1 Zoning Amendment Bylaw No. 3009, 2020 (1550 Willemar Avenue)**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

That “Zoning Amendment Bylaw No. 3009, 2020” pass first and second reading.

**Carried**

**12.1.2 Zoning Amendment Bylaw No. 3016, 2020 (540 - 17<sup>th</sup> Street)**

**Moved By** Cole-Hamilton

**Seconded By** Morin

That “Zoning Amendment Bylaw No. 3016, 2020” pass first and second reading.

**Carried**

**6:13 p.m. Mayor Wells displayed a copy of Zoning Amendment Bylaw No. 3010, 2020 for public viewing during the video/audio conference meeting prior to Council’s consideration of first and second reading of the bylaw.**

**12.1.3 Zoning Amendment Bylaw No. 3010, 2020 (#302-444 Lerwick Road)**

**Moved By** McCollum

**Seconded By** Morin

That “Zoning Amendment Bylaw No. 3010, 2020” pass first and second reading.

**Carried**

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

**12.2.1 City of Courtenay Fees and Charges Amendment Bylaw No. 3022, 2020**

**Moved By** Morin

**Seconded By** Hillian

That “City of Courtenay Fees and Charges Amendment Bylaw No. 3022, 2020” for first, second and third reading.

**Carried**

**13. ADJOURNMENT**

**Moved By** Morin

**Seconded By** Cole-Hamilton

That the meeting now adjourn at 6:16 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 2<sup>nd</sup> day of November, 2020**

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**Mayor**

**Minutes of a Committee of the Whole Meeting**

**Meeting #:** CoW5/2020  
**Date:** October 26, 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  
J. Nelson, Director of Financial Services, via video/audio conference  
K. O'Connell, Director of Corporate Support Services, via video/audio conference  
J. Chan, Manager of Business Administration, via video/audio conference  
E. Gavelin, Network Technician, via video/audio conference  
R. Matthews, Executive Assistant/ Deputy Corporate Officer, via video/audio conference

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**1. STAFF REPORTS/PRESENTATIONS**

**1.1 Boys and Girls Club - Request for Rent Relief (243 - 4<sup>th</sup> Street)  
(2380-20 (243 - 4<sup>th</sup> Street))**

**Moved By** Frisch

**Seconded By** Theos

That based on the October 26<sup>th</sup>, 2020 staff report "Boys and Girls Club Request for Rent Relief" Council approve OPTION 1 and provide a lease grant from the gaming fund of \$2,338.60 to the Boys and Girls Club to cover 75% of the rental costs for April, May and June 2020 to assist with rent shortfalls due to the impact of the COVID-19 pandemic with respect to the municipally owned property located at 243-4<sup>th</sup> Street on lands having a legal description of PID: 004863-682 Parcel A, Plan 472A, Section 61, Comox Land District, OF LOT 124 & 125 DD 80170N.

**Carried**

**1.2 City of Courtenay Signing Authority Amendment**

**Moved By** McCollum

**Seconded By** Hillian

That based on the October 26<sup>th</sup>, 2020 staff report "City of Courtenay Signing Authority Amendment", Council support OPTION 1 and approves the following individuals to be authorized as signing authorities for the City of Courtenay in regards to all banking, investment and financial transactions:

*Robert Wells - Mayor*

*William Cole-Hamilton - Councillor*

*David Frisch - Councillor*

*Douglas Hillian - Councillor*

*Melanie McCollum - Councillor*

*Wendy Morin - Councillor*

*Emmanuel Theos – Councillor*

*Trevor Kushner - Chief Administrative Officer (Interim)*

*Wendy Sorichta - Corporate Officer*

*Rayanne Matthews - Deputy Corporate Officer*

*Jennifer Nelson - Director of Financial Services*

*Renata Wyka - Manager of Finance*

*Annie Berard - Manager of Financial Planning, Payroll and Business Performance.*

**Carried**

**1.3 Consent Agreement for Financial Charges - Consent Agreement - Playtime Gaming Group (Chances Casino - 360 Hunt Road) (2240-20)**

**Moved By** Cole-Hamilton

**Seconded By** Morin

That based on the October 26<sup>th</sup>, 2020 staff report "Consent Agreement for Financial Charges - Playtime Gaming Group (Chances Casino - 360 Hunt Road)", Council authorizes the Mayor and Corporate Officer to sign the consent agreement attached as **Attachment No.1**.

**Carried**

**1.4 COVID 19 - 2020 Financial Impact Update and 2021 Grant-in-Aid Considerations (1970-02)**

**Moved By** Hillian

**Seconded By** McCollum

That based on the October 26<sup>th</sup>, 2020 staff report "COVID 19 - 2020 Financial Impact Update and 2021 Grant-in-Aid Considerations" that Council direct staff to cancel the 2021 Grant-in-Aid intake as a result of ongoing lost revenue in the gaming fund due to the COVID-19 pandemic.

**Carried**

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

**2.1 Briefing Note - Comox Valley Farmers' Market Association - Support for Fall/Winter Venue (0250-20 CVFMA)**

**Moved By** Hillian

**Seconded By** Frisch

That the October 26<sup>th</sup>, 2020 Briefing Note, "Comox Valley Farmers' Market Association - Support for Fall/Winter Venue", be received for information.

**Carried**

**2.2 Briefing Note - LUSH Valley Food Action Society - Request for Use of Lawn Bowling Facility - Bill Moore Memorial Park (0250-20-LUSH)**

**Moved By** Frisch

**Seconded By** Theos

That the October 26<sup>th</sup>, 2020 Briefing Note, "LUSH Valley Food Action Society - Request for Use of Lawn Bowling Facility - Bill Moore Memorial Park", be received for information.

**Carried**

**3. RESOLUTIONS OF COUNCIL**

**3.1 Councillor Cole-Hamilton - Resolution - United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) - Indigenous Peoples Reconciliation**

**Moved By** Cole-Hamilton

**Seconded By** Hillian

Whereas, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) was adopted by the United Nations General Assembly in 2007;

Whereas, the Truth and Reconciliation Commission listed in 2015 as the first principle for reconciliation that the UNDRIP, "is the framework for reconciliation at all levels and across all sectors of Canadian Society" and UNDRIP was officially adopted by the Government of Canada in 2016;

Whereas, the Government of British Columbia passed the Declaration on the Rights of Indigenous Peoples Act unanimously in November 2019;

And whereas, the City of Courtenay has identified "Build[ing] on our good relations with K'ómoks First Nation and practic[ing] Reconciliation" as a strategic priority for 2019-2022;

Be it resolved that the City of Courtenay adopt the United Nations Declaration on the Rights of Indigenous Peoples as its framework for indigenous reconciliation.

**Carried**

**3.2 Councillor Cole-Hamilton - Resolution - United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) Official Community Plan (OCP)**

**Moved By** Cole-Hamilton

**Seconded By** Hillian

Be it resolved that the City of Courtenay will incorporate the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) into the development of its Official Community Plan (OCP);

That the City will work with the K'ómoks First Nation (KFN) to incorporate UNDRIP into its planning and decision making; and further,

That the City will work with the KFN to develop a program to educate City staff about UNDRIP and the history and culture of the KFN.

**Carried**

**3.3 In Camera Meeting**

**Moved By** Frisch

**Seconded By** Morin

That a Special In-Camera meeting closed to the public will be held October 26<sup>th</sup>, 2020 at the conclusion of the Committee of the Whole meeting pursuant to the following sub-section(s) of the Community Charter:

- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90 (1) (g) litigation or potential litigation affecting the municipality.

**Carried**

**4. NEW BUSINESS**

**4.1 Comox Valley Regional District (CVRD) - Request for Approval - Regional Transportation Planning Memorandum of Understanding**

**Moved By** Frisch

**Seconded By** McCollum

That the correspondence dated October 8<sup>th</sup>, 2020 from the Comox Valley Regional District (CVRD) requesting Council's consideration of approval of the Regional Transportation Planning Memorandum of Understanding (MOU)

regarding regional transportation planning and advocacy within the Comox Valley, be received for information;

That the City of Courtenay approve the Regional Transportation Planning MOU; and,

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

**(POSTPONED)**

**New motion:**

**Moved By** Hillian

**Seconded By** Frisch

That Council postpone a decision of the main motion to a future Council meeting pending receipt of staff report exploring options and implications related to the proposed Regional Transportation Planning Memorandum of Understanding (MOU) agreement received from the Comox Valley Regional District October 8<sup>th</sup>, 2020.

**Carried**

**4.2 Courtenay and District Museum - Letter of Support - Community Economic Recovery Infrastructure Program (CERIP) Funding Application - City Owned Facility (207 - 4<sup>th</sup> Street)**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

That in response to the correspondence dated October 21<sup>st</sup>, 2020 from the Courtenay and District Museum (CDM) requesting Council's support for their application to the Community Economic Recovery Infrastructure Program (CERIP) to undertake an expansion on the northeast corner of the City owned building at 207 - 4<sup>th</sup> Street;

That the City of Courtenay provide a letter of support in principle for CDM's funding application to CERIP for their proposed renovation and building expansion.

**Carried**

**5. ADJOURNMENT**

**Moved By** Hillian

**Seconded By** Frisch

That the meeting now adjourn at 5:08 p.m.

**Carried**

**CERTIFIED CORRECT**

---

**Corporate Officer**

**Adopted this 2<sup>nd</sup> day of November, 2020**

---

**Mayor**



## Minutes of a Special Council Meeting

**Meeting #:** S3/2020  
**Date:** October 28, 2020  
**Time:** 3:06 pm  
**Location:** City Hall Council Chambers, Courtenay, BC, via live web streaming

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

**Staff:** W. Sorichta, Corporate Officer  
L. Roach, Manager of Human Resources

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.

### 1.00 RESOLUTIONS OF COUNCIL

**.01**

IN-CAMERA  
MEETING

Moved by Frisch and seconded by Cole-Hamilton that notice is hereby given that a Special In-Camera meeting closed to the public will be held October 28<sup>th</sup>, 2020 at the conclusion of the Special Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

**Carried**

**2.00 ADJOURNMENT**

**.01**

ADJOURNMENT

Moved by Frisch and seconded by Cole-Hamilton that the meeting  
now adjourn at 3:08 p.m.

**Carried**

**CERTIFIED CORRECT**

---

**Corporate Officer**

**Adopted this 2<sup>nd</sup> day of November, 2020**

---

**Mayor**



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

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

**From:** Chief Administrative Officer

**Date:** November 2, 2020

**Subject:** Updated Proposal – Official Community Plan (OCP) Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 – 1375 Piercy Avenue

### PURPOSE:

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

### CAO RECOMMENDATIONS:

That based on the November 2<sup>nd</sup>, 2020 staff report “Updated Proposal – Official Community Plan (OCP) Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 - 1375 Piercy Avenue” Council approve OPTION 1 and complete the following steps:

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

Respectfully submitted,

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

### BACKGROUND:

On July 20<sup>th</sup>, 2020 Council considered a proposal to develop 12 townhome units. The proposal contained two general components: 1) to redesignate and rezone the property, and 2) to vary the offsite frontage improvement requirements specified through the Subdivision and Development Servicing Bylaw (specifically the paving of the adjacent lane).

A detailed overview and assessment of the OCP and zoning bylaw amendments is provided in the July 20<sup>th</sup>, 2020 staff report. At that meeting, Council postponed consideration requesting additional details concerning garbage and recycling bin storage and secure bike parking.

The second component of the development was a variance to the Subdivision and Development Serving bylaw. Again, a detailed assessment of this proposal is provided in a July 20<sup>th</sup>, 2020 staff report. **Council denied this variance request and instead directed that funds from the Affordable Housing Reserve be allocated to contribute to the cost of the required offsite improvements (specifically the paving of the back lane).** The detailed design, review and approval of the offsite frontage improvements will be completed as part of the building permit process. Once complete we will know the precise funds to be allocated from the Affordable Housing Reserve and, at that time, a staff report will be prepared with the details and allocation amount.

**DISCUSSION:**

The proposal has been updated by the applicant to reflect the discussion at the July 20<sup>th</sup> Council meeting. The shed at the rear of the property has been enlarged and now includes a garbage and recycling bin enclosure as well and a secure bike storage area. The utility and storage space previously shown in the shed building remains as part of the building.

The garbage enclosure is provided facing the rear lane with space for a central garbage and recycling bins. Emterra (the City's solid waste collection contractor) has confirmed they are able to access and service the facility.

Concerning bike parking, the enlarged shed building contains 16 bike stalls. The area is completely enclosed and also contains outlets for e-bike or scooter charging. Four outdoor bike stalls have also been added for use by visitors or residents.

As a result of the enlarged shed, three parking stalls were eliminated reducing the proposed off-street parking from 17 stalls to 14 stalls. This results in the provision of 1.17 stalls per unit which has been incorporated into the proposed zone.

**Other Related Regulations*****Local Government Act – s.477 (3)***

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

***Form and Character Development Permit***

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

**FINANCIAL IMPLICATIONS:**

The development is subject to City and the Regional District Development Cost Charges. As directed at the July 20<sup>th</sup> Council meeting, funds from the Affordable Housing Reserve Fund will be utilized to contribute to the required offsite improvements. Once the detailed design has been completed, reviewed and approved, the precise contribution amount will be provided in a future staff report.

**ADMINISTRATIVE IMPLICATIONS:**

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

**ASSET MANAGEMENT IMPLICATIONS:**

As a result of this development the City will inherit upgraded lane and road facilities built to current City standards.

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

That based on the November 2<sup>nd</sup>, 2020 staff report “Updated Proposal – Official Community Plan (OCP) Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005 – 1375 Piercy Avenue” Council approve OPTION 1 and complete the following steps:

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

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

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

Prepared by:



Matthew Fitzgerald, RPP, MCIP  
Manager of Development Planning

Reviewed by:



Ian Buck, RPP, MCIP  
Director of Development Services

Concurrence by:



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

Attachments:

Schedule No. 1: Applicant's Updated Project Description

Schedule No. 2: Updated Architectural and Landscape Plans

Schedule No. 3: Draft OCP Amendment Bylaw No. 3014 and Zoning Amendment Bylaw No. 3005

Schedule No. 4: Sustainability Evaluation Compliance Checklist

## Schedule No. 1: Applicant's Updated Project Description



We build strength, stability and self-reliance.

02 October 2020

### Mayor and Council City of Courtenay, BC

Thank you for all of your efforts in advocating for affordable housing. Please find attached our resubmission for the Rezoning of the Habitat for Humanity Vancouver Island North property located at 1375 Piercy Avenue. The resubmission follows on the City of Courtenay Council meeting held 20 July 2020 where a number of issues were discussed and Council requested that changes to the project design be implemented. This resubmission package summarizes the requested changes in both drawings and written submission.

#### ARCHITECTURAL

- The accessory building located at the rear of the project was changed to include secure, interior bicycle parking for sixteen (16) bicycles, including charging outlets for e-bikes and electric scooters. A covered garbage & recycling storage area was also included in the modified accessory building with access directly off the lane. Three (3) vehicle parking stalls were deleted from the development, dropping the total number of stalls to fourteen (14) including two (2) accessible parking stalls adjacent to the two (2) accessible (convertible) single level units.
- Four (4) visitor bicycle stalls were added between buildings 2 & 3 on a widened portion of sidewalk;
- The L-shaped rear/side Lane was changed from a re-graded gravel surfacing to a re-graded, properly drained, paved surfacing.

#### CIVIL

- The L-shaped rear/side Lane was changed from a re-graded gravel surfacing to a paved lane with rollover curb and gutter. The lane improvements will address concerns raised by neighbours regarding dust and gravel erosion from the existing gravel surfaced lane. In addition, the curbing on the low side of the lane will ensure no runoff from the lane will drain onto adjacent lower properties.
- On-site stormwater detention was increased to provide storage to limit the 25 year design storm event peak flows to pre-development levels.
- Oil and silt separator was added to treat stormwater runoff
- Existing sidewalk along the frontage of Piercy Avenue shall be replaced with City standard sidewalk and curbs as directed by City staff.

#### LANDSCAPE

- There were no landscaping changes required to accommodate the revisions/addition of the amenity building and the bike storage room.
- A few plants were deleted to accommodate the four (4) visitor bicycle stalls were added between buildings 2 & 3 on a widened portion of sidewalk

Affiliate Office | 877 5th Street, Courtenay, BC V9N 1K8 | tel (250) 334-3777 | fax (250) 334-2528 | info@habitatnorthisland.com | habitatnorthisland.com  
 Campbell River ReStore | 1725 B Willow Street, Campbell River, BC V9W 3M8 | tel (250) 830-1493 | restorecr@habitatnorthisland.com  
 Comox Valley ReStore | 1755 13th Street, Courtenay, BC V9N 7B6 | tel (250) 334-3784 | restorecv@habitatnorthisland.com



We build strength, stability and self-reliance.

#### VARIANCES

The re-submission removes all of the requested Development Permit Variances from the application, in response to the various discussions and agreements in principle from the Council meeting and follow-up meetings with City Staff. This submission is made with the following understandings:

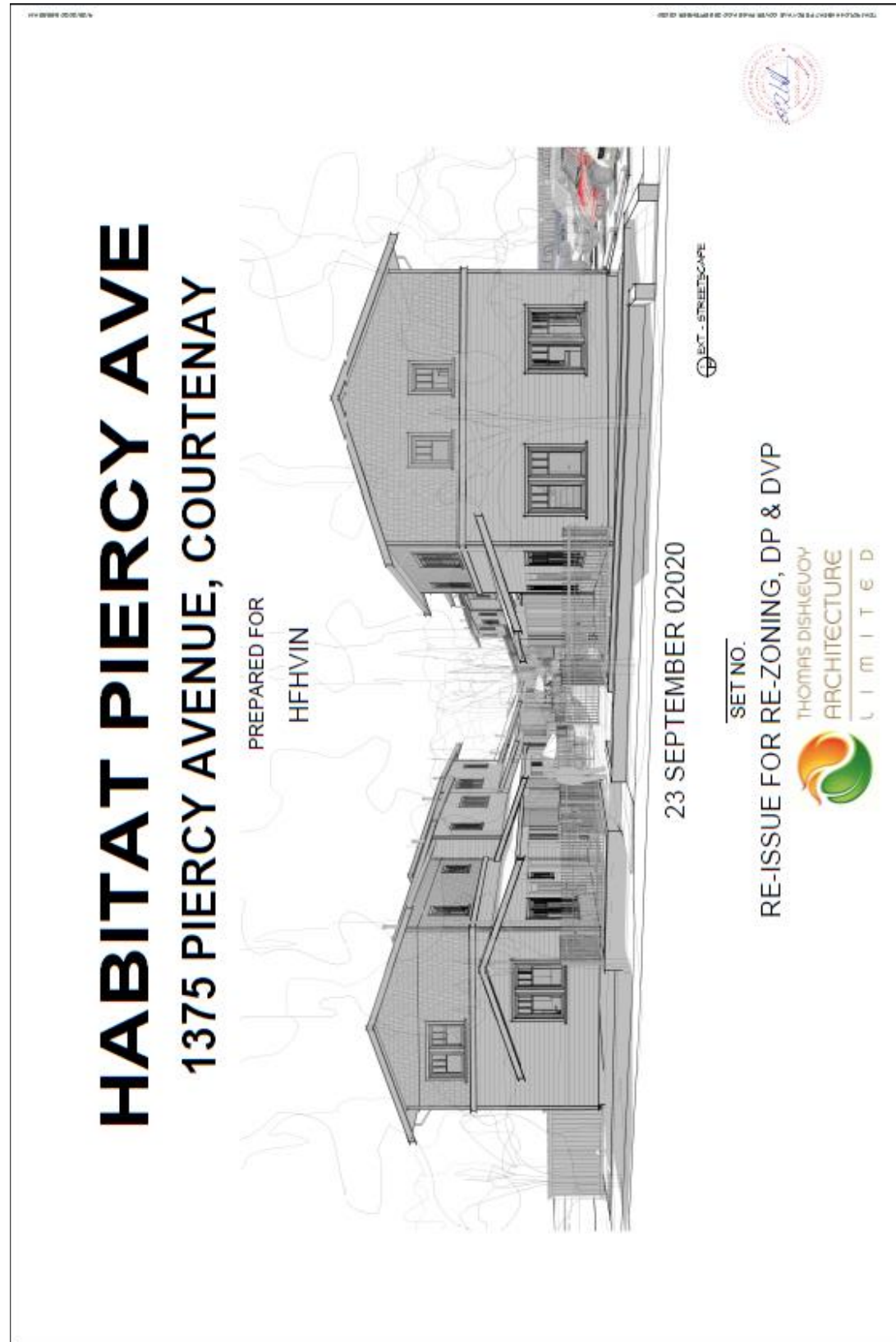
- The City of Courtenay will reimburse/pay the costs for the laneway and frontage improvements.
- The City of Courtenay will not require the downstream stormwater study, nor any off-site costs related to current inadequate municipal stormwater infrastructure;

With respect and thanks,

A handwritten signature in blue ink that reads "Pat McKenna".

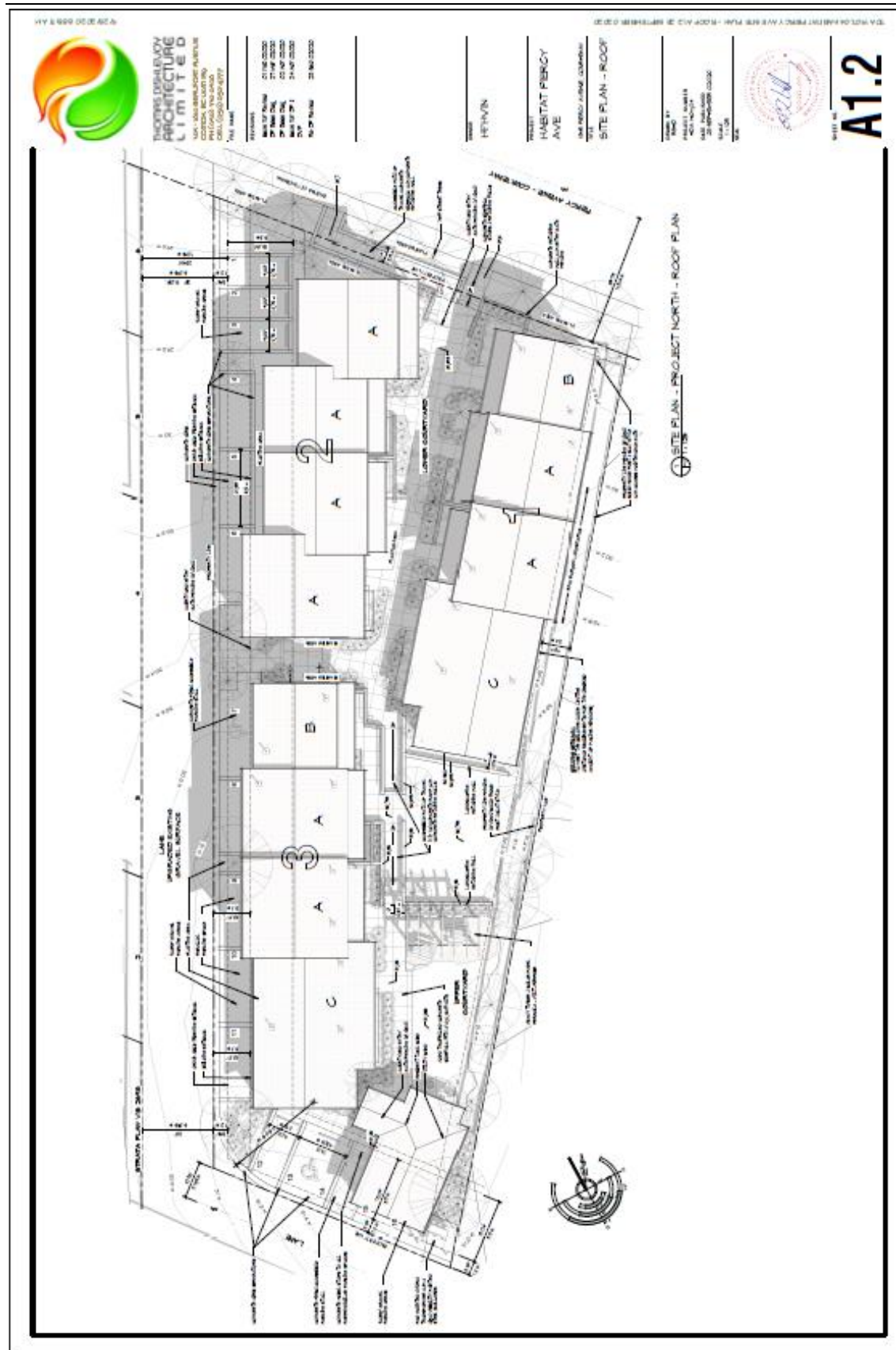
Pat McKenna  
Executive Director  
Habitat for Humanity Vancouver Island North

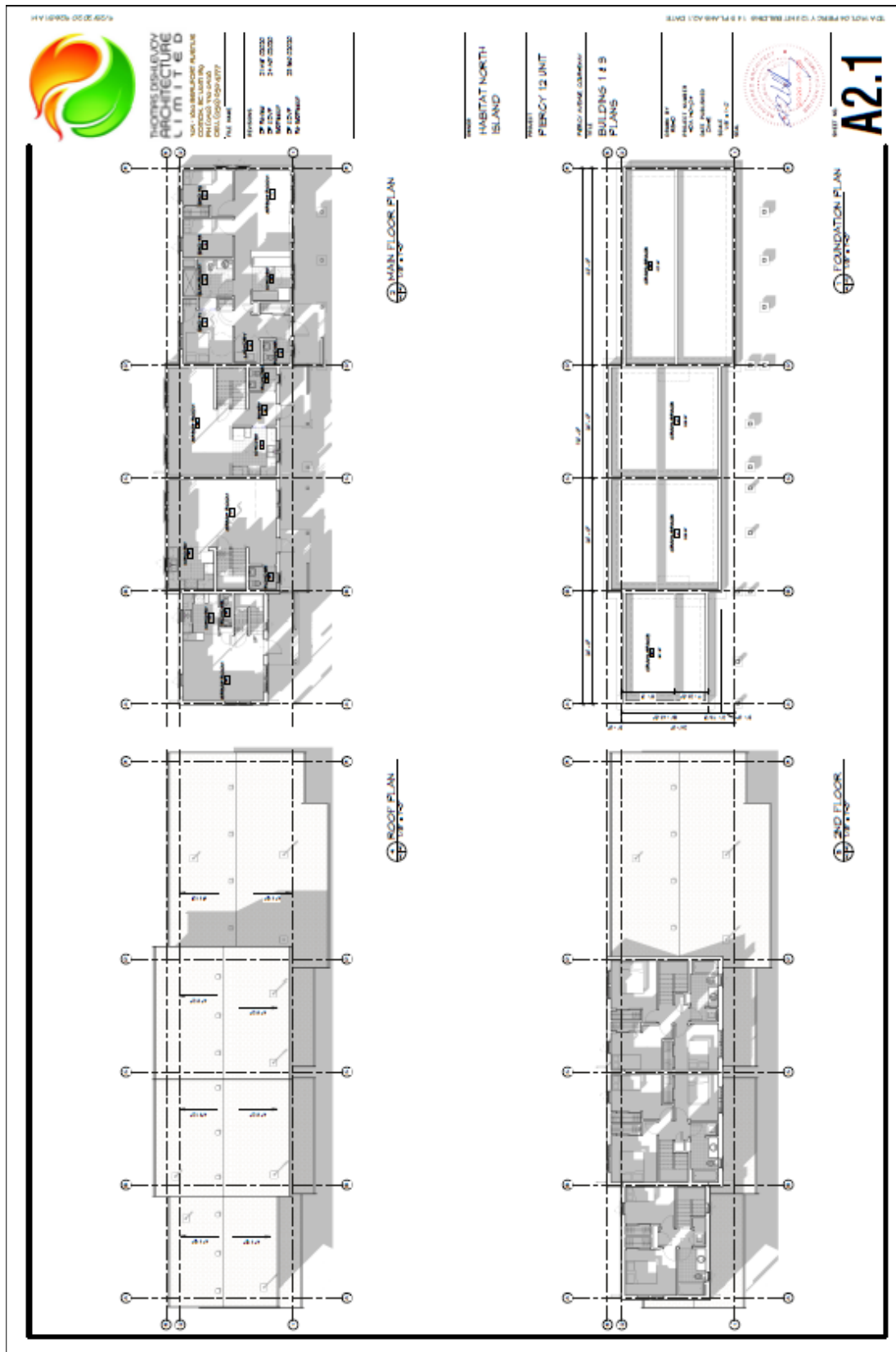
**Schedule No. 2: Updated Architectural and Landscape Plans**

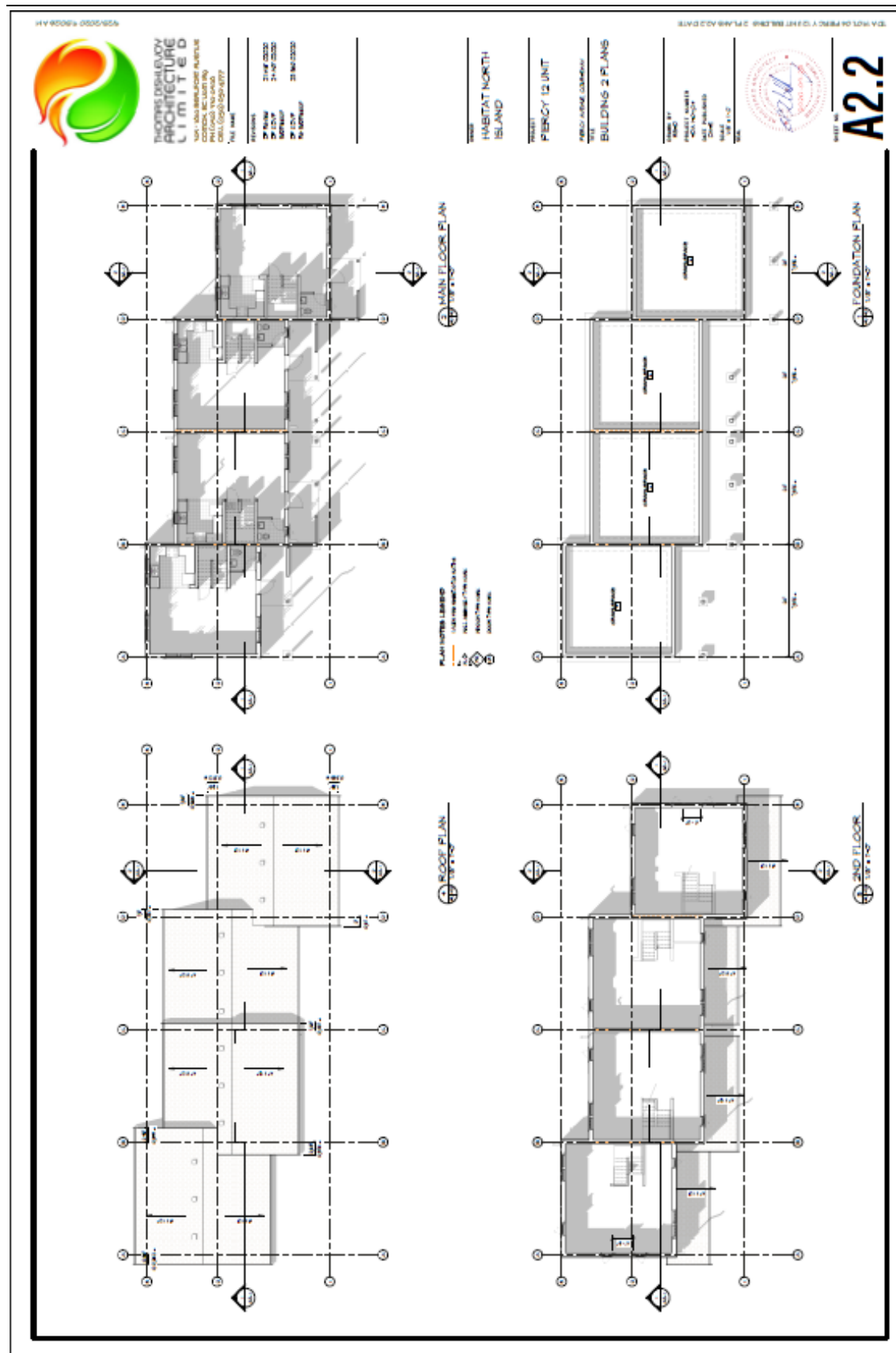


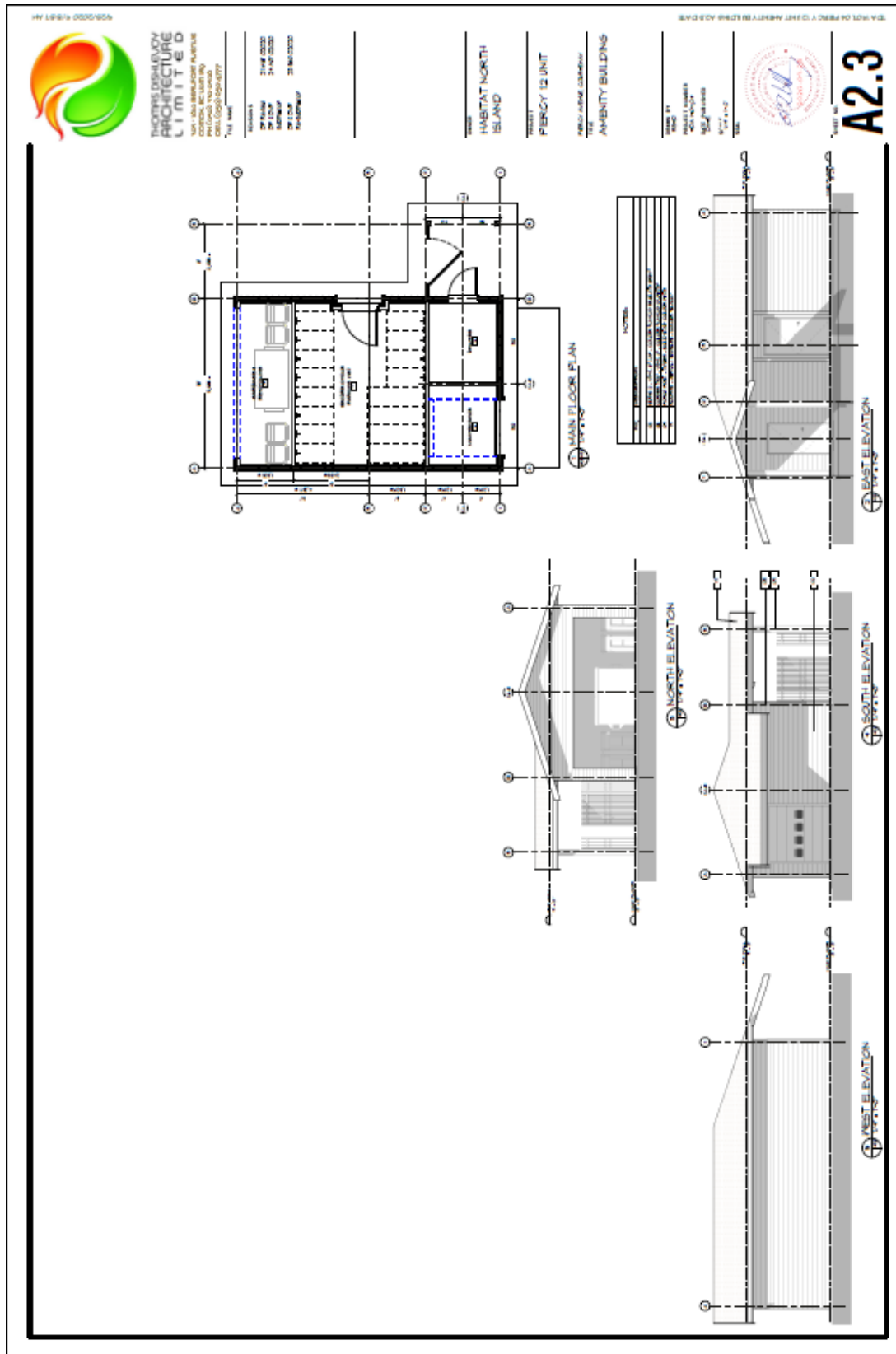
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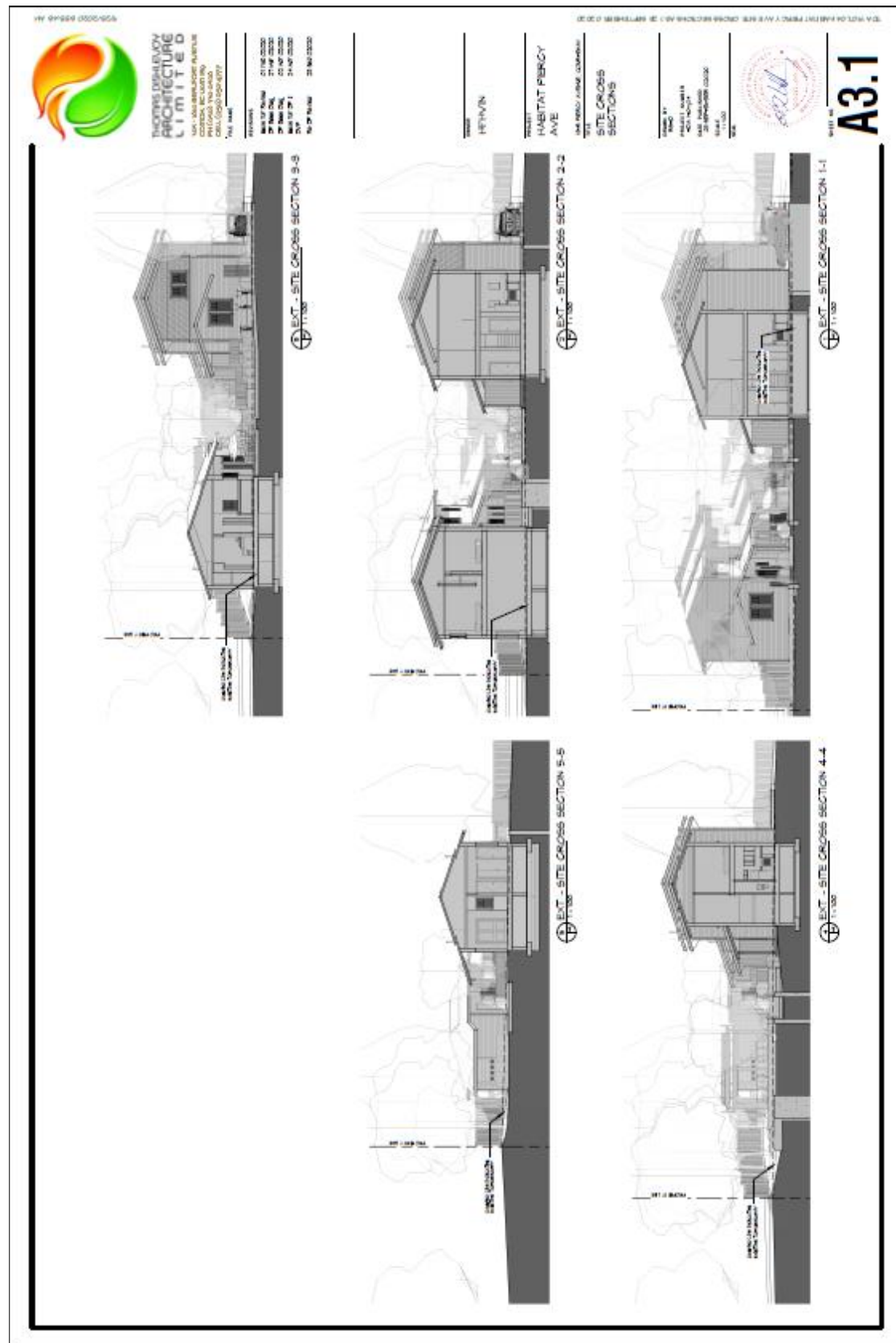


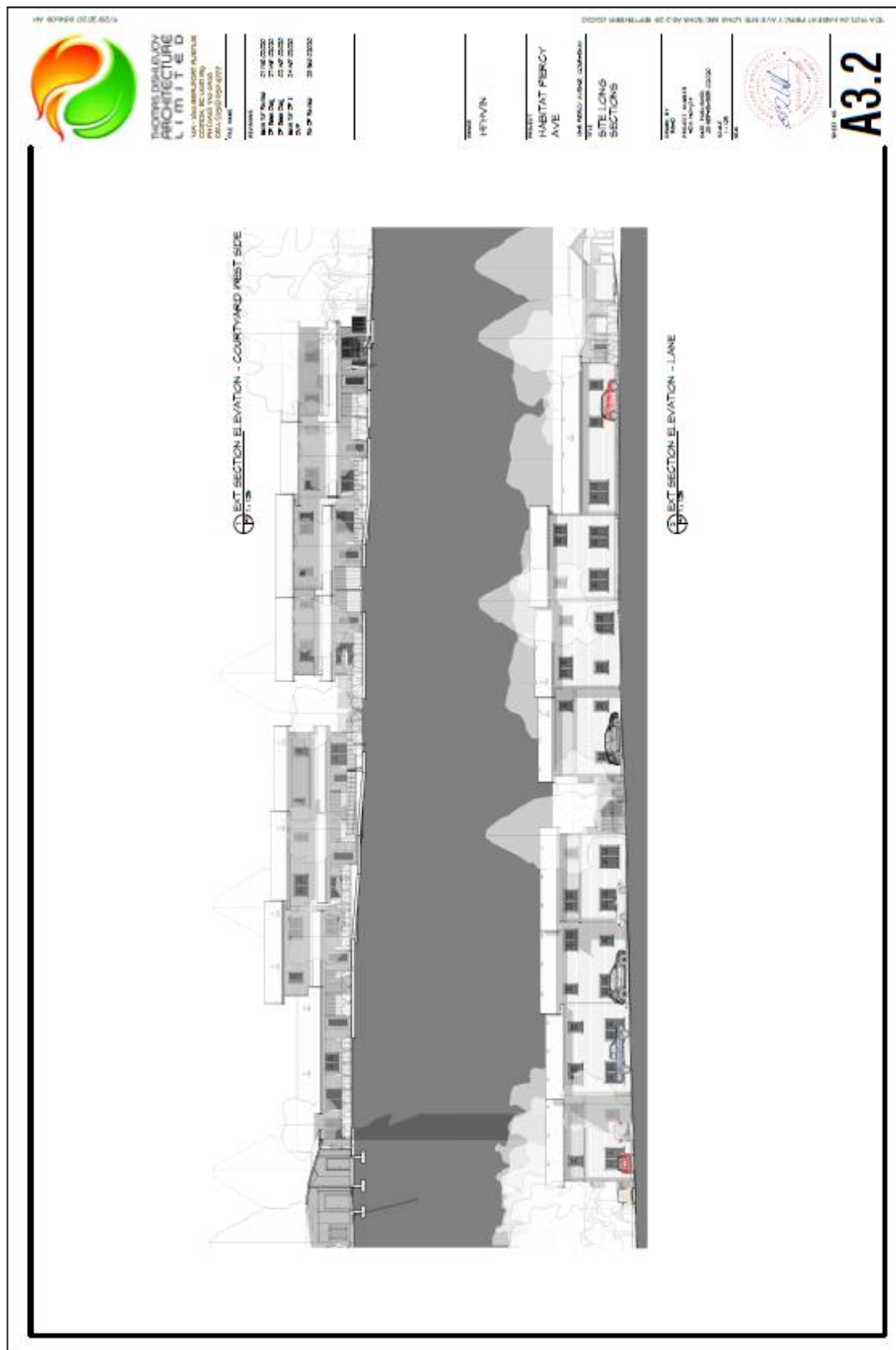


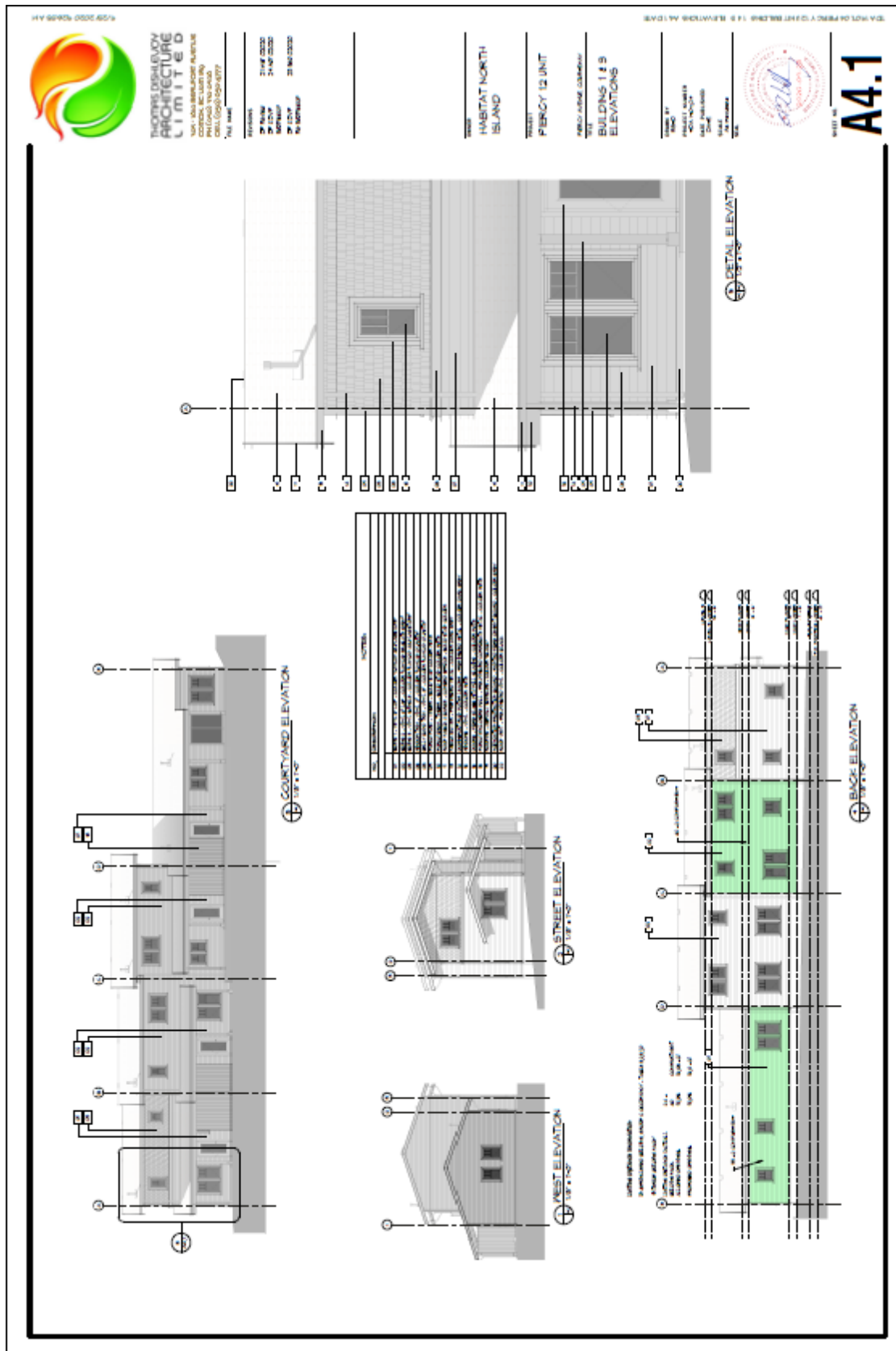


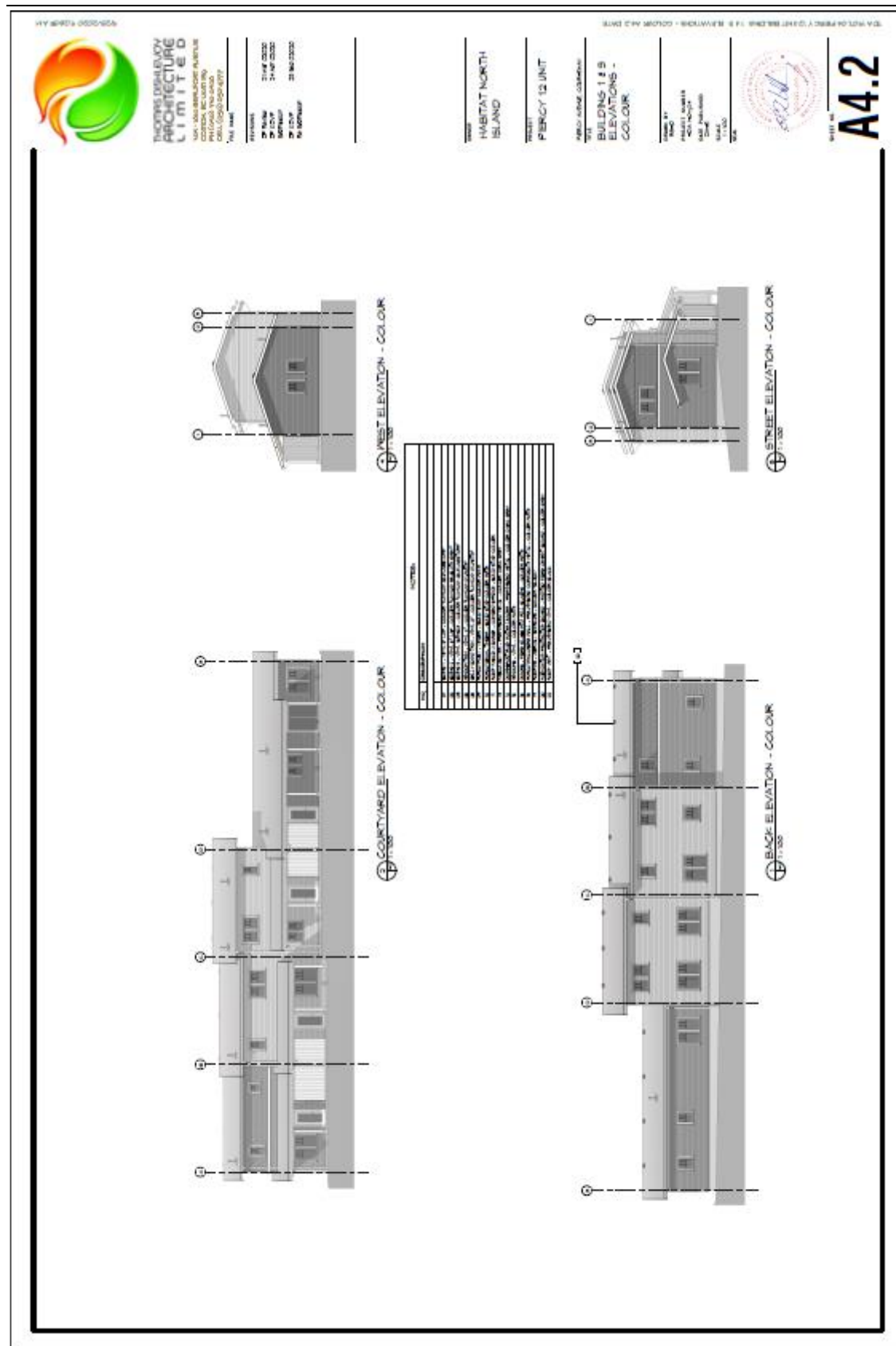


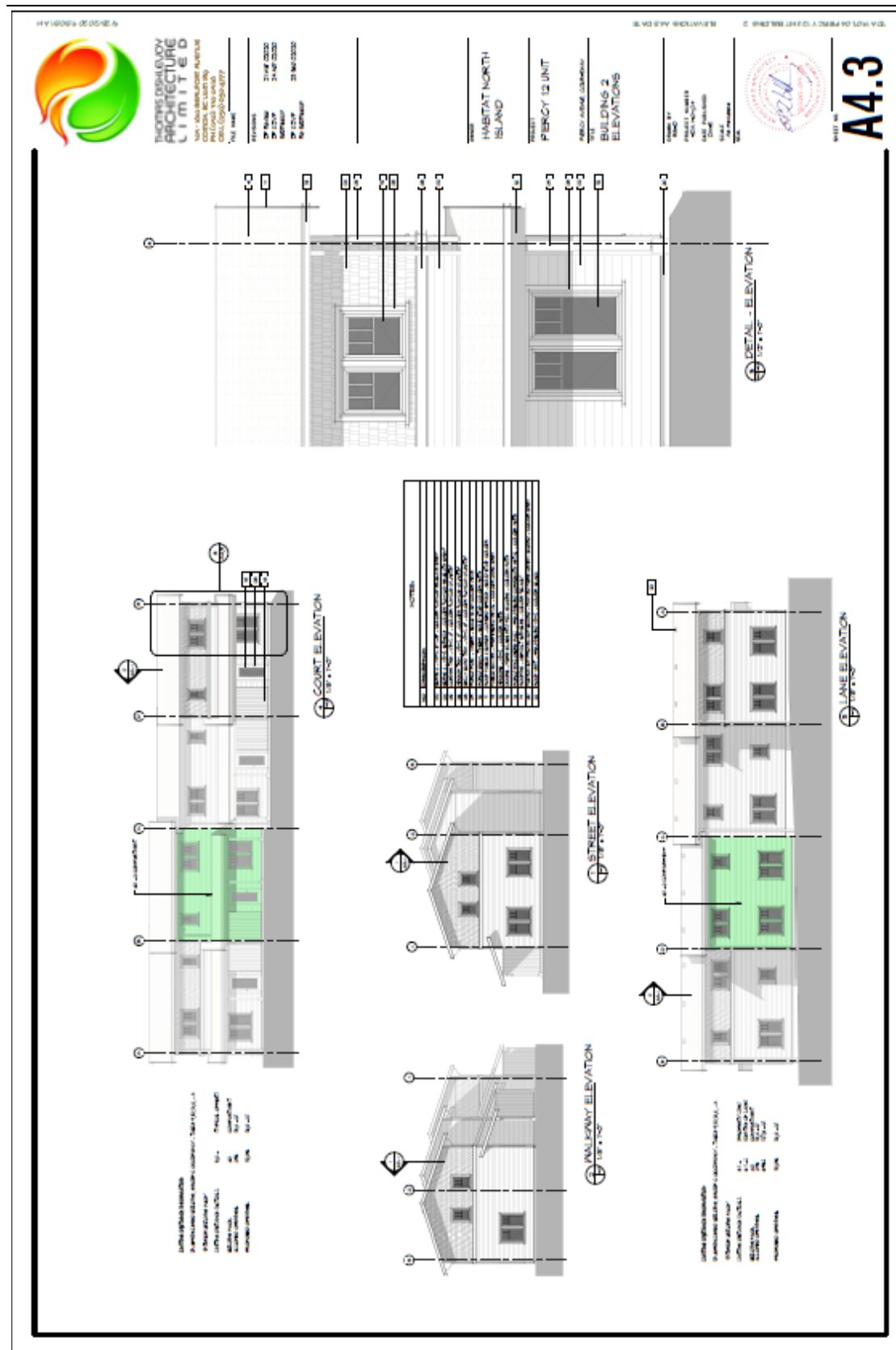


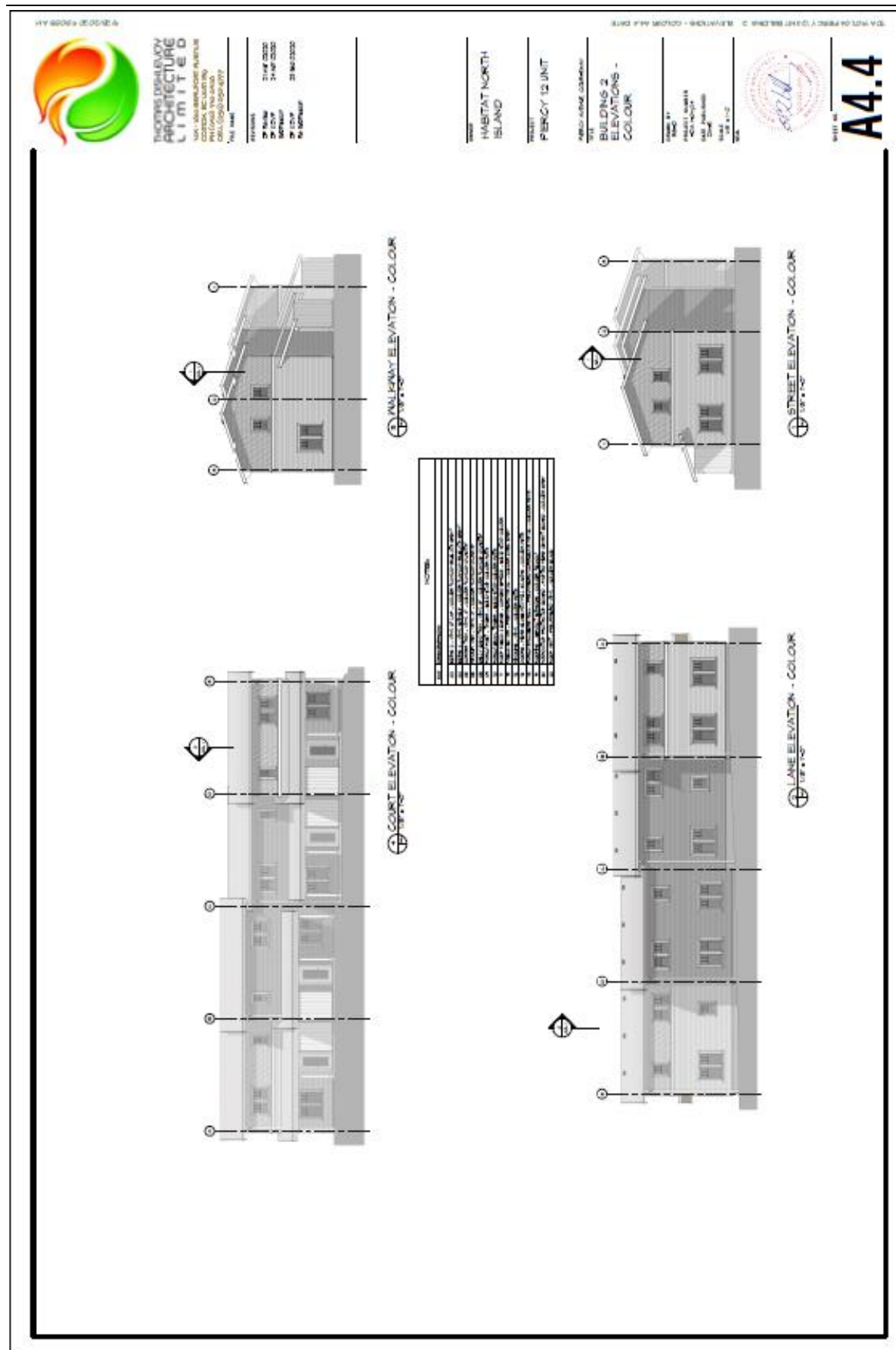




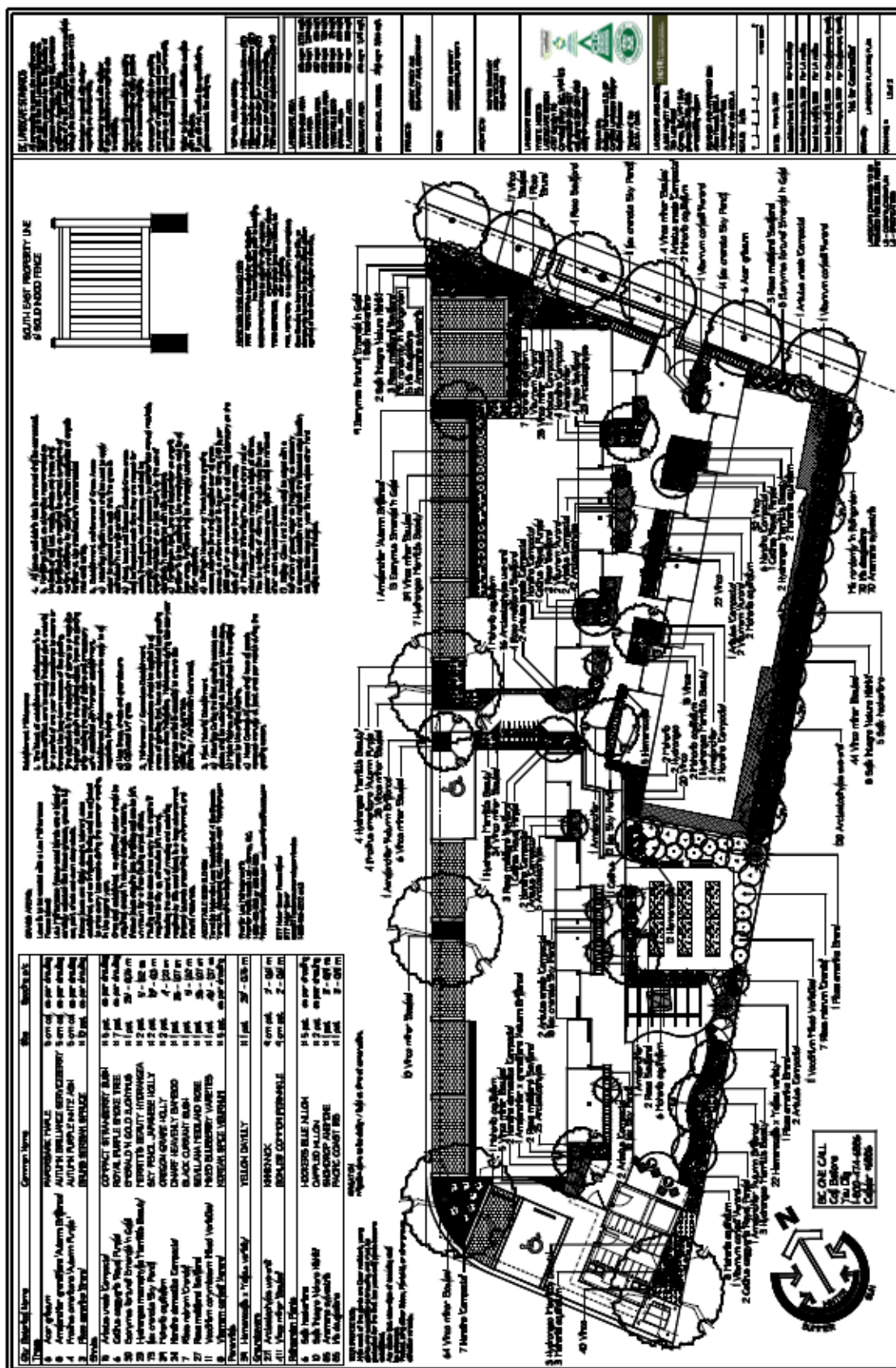


















## Attachment A

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

#### **8.56.1 Intent**

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

#### **8.56.2 Permitted Uses**

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

*1. Dwelling, Townhouse*

#### **8.56.3 Lot Coverage**

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

#### **8.56.4 Minimum Lot Size**

A lot shall have an area of not less than 2274m<sup>2</sup>.

#### **8.56.5 Setbacks**

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

- (1) Front Yard: 1.0m
- (2) Rear Yard: 6.0m
- (3) Side Yards: 2.0m

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

#### **8.56.6 Height of Buildings**

Maximum building height shall be 8.0m.

#### **8.56.7 Off-Street Parking and Loading**

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

- (1) In this zone, parking shall be provided at a rate of 1.17 parking spaces per dwelling unit inclusive of visitor parking;
- (2) A minimum of 14 secure, enclosed bicycle parking stalls and 4 exterior stalls shall be provided.

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

Parking stalls shall be delineated using concrete curbs.

#### **8.56. 8 Accessory Buildings and Structures**

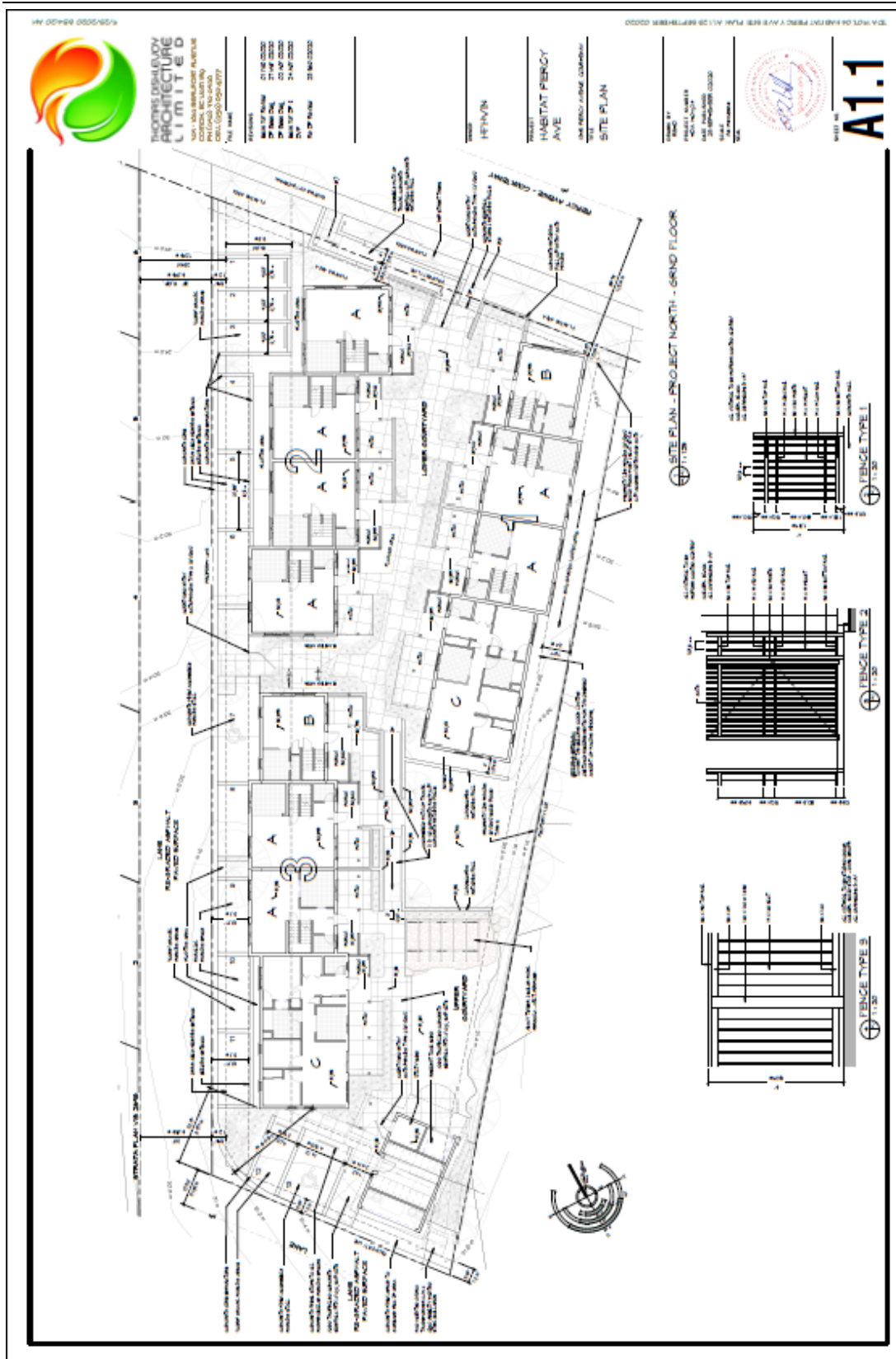
Except where otherwise specified in this bylaw the following minimum building setbacks shall apply:

- (1) Rear Yard: 2.2m
- (2) Side Yards: 1.3m

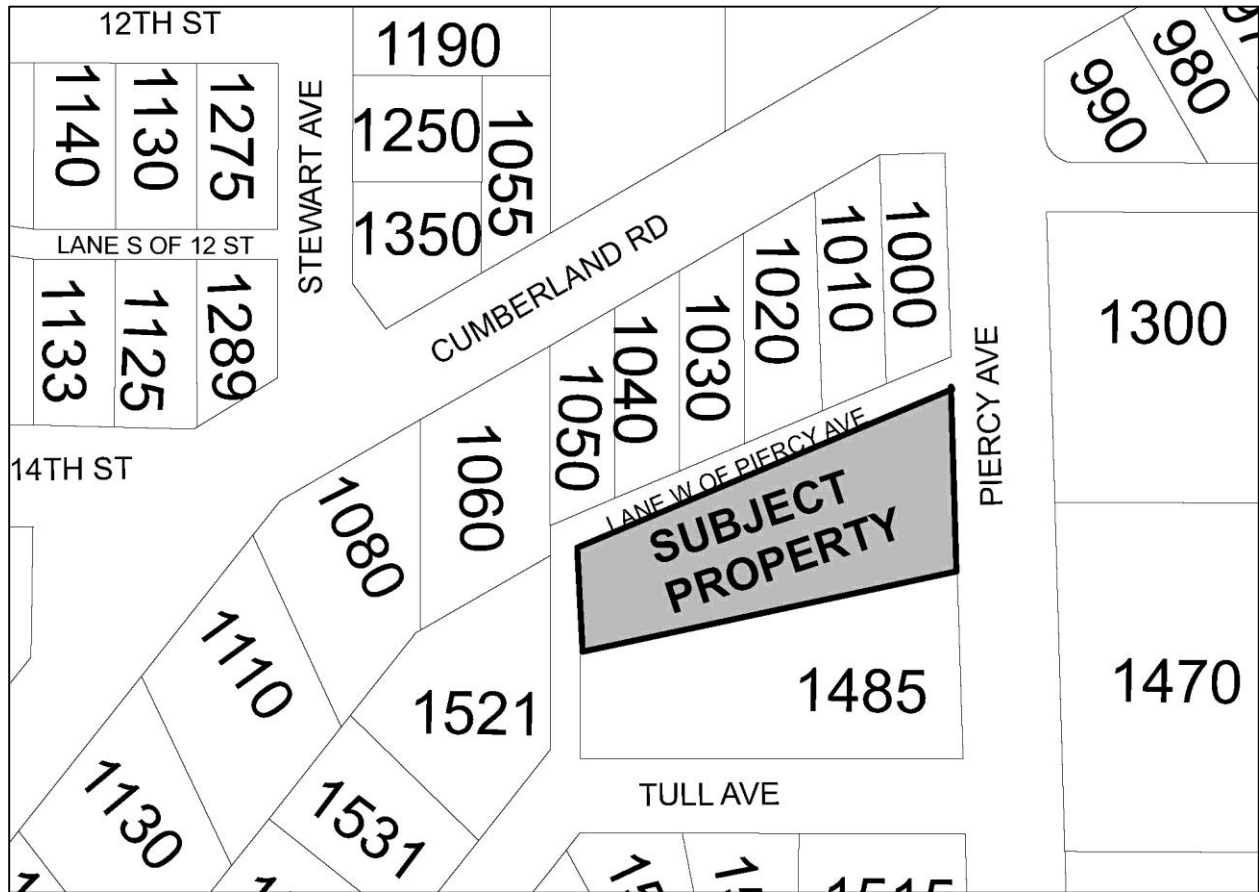
Notwithstanding the required rear, and side yard setbacks specified above, roof overhangs extend up to 0.80m into the required setback.

## **Schedule A**

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



## Attachment B





Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 23, 2020

Mayor Bob Wells  
City of Courtenay  
830 Cliffe Ave.  
Courtenay, BC V9N 2J7  
Original sent: [bwells@courtenay.ca](mailto:bwells@courtenay.ca)

Dear Mayor Wells,

**Re: Appointment to the 2021 Vancouver Island Regional Library Board**

It is time to consider your 2021 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

In appointing your representative, the *Library Act* (August 12, 2020), section 17 (2) states:

**"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."**

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Please submit the following items by December 7, 2020 for both your Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial Statement of Disclosure (original or copy from the municipality/district for 2021)
3. VIRL 2021 Appointment form
4. Electronic File Transfer (EFT) form (for travel expense reimbursement)

**By December 7, 2020, please return completed forms to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).** Please call 250-729-2310 or [email](mailto:mpatterson@virl.bc.ca) if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS  
Executive Director

CC: Trevor Kushner, CAO (Interim), City of Courtenay  
Wendy Sorichta, Corporate Officer, City of Courtenay

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



# THE CORPORATION OF THE CITY OF COURTENAY

# BYLAW NO. 3014

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

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

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

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2020

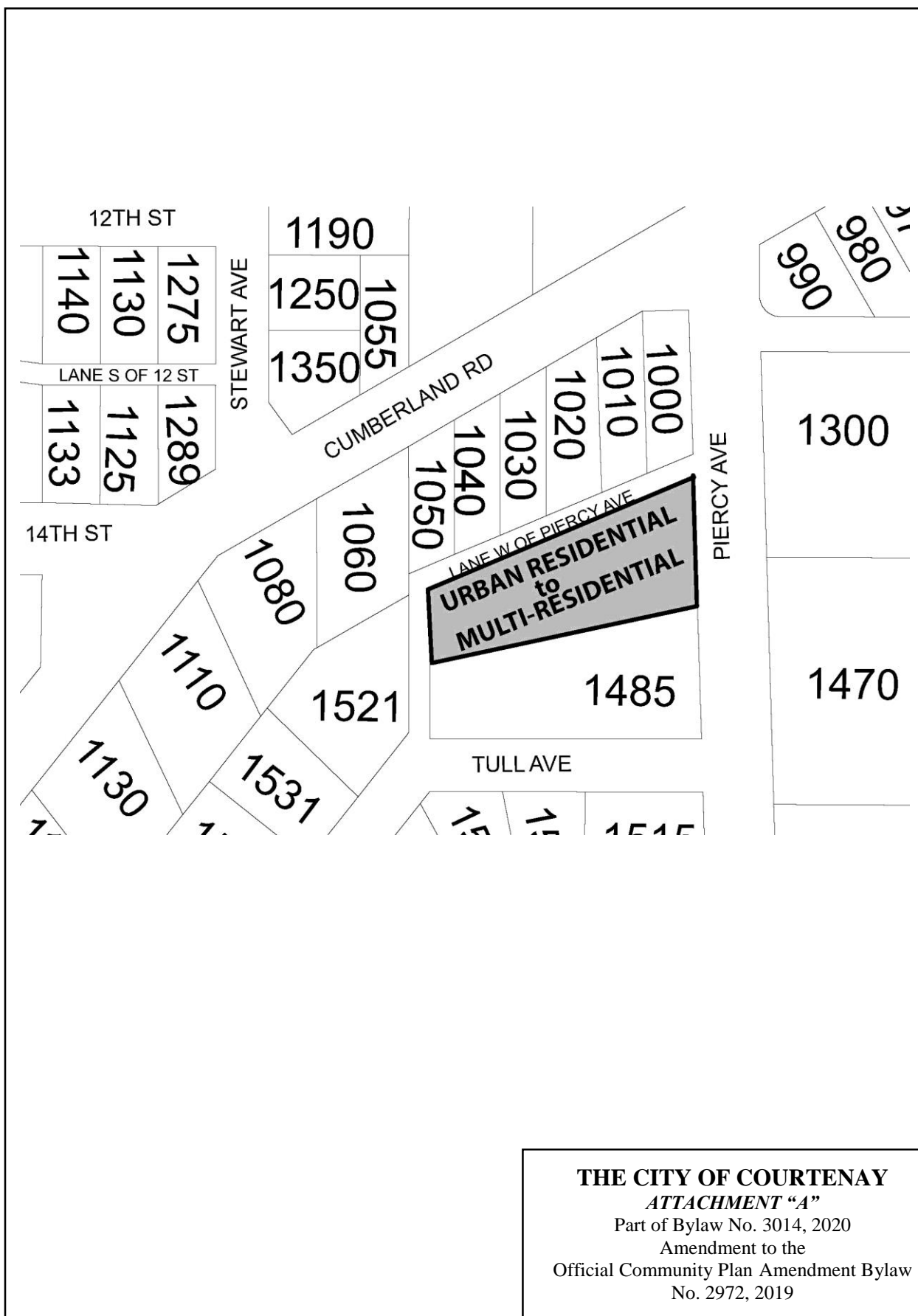
Considered at a Public Hearing this                      day of                      , 2020

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Finally passed and adopted this                      day of                      , 2020

Mayor

Corporate Officer



# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 3005

## A bylaw to amend Zoning Bylaw No. 2500, 2007

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

1. This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 3005, 2020”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:

(a) Amending Division 8 – Classification of Zones through the addition of:

Part 56 – Comprehensive Development Twenty Nine Zone (CD-29) 1375 Piercy Road as attached in **Attachment A**.

(b) by rezoning Lot 7, District Lot 104, Comox District, Plan 5659 (1375 Piercy Ave.) as shown in bold outline on **Attachment B** which is attached hereto and forms part of this bylaw, from Residential Two (R-2) to Comprehensive Development Zone Twenty Nine (CD-29)

(c) That Schedule No. 8, Zoning Map be amended accordingly.

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Considered at a Public Hearing this                      day of                      , 2020

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Finally passed and adopted this                      day of                      , 2020

Mayor

Corporate Officer

# Attachment A

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

### 8.56.1 Intent

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

### 8.56.2 Permitted Uses

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

1. *Dwelling, Townhouse*

### 8.56.3 Lot Coverage

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

### 8.56.4 Minimum Lot Size

A lot shall have an area of not less than 2274m<sup>2</sup>.

### 8.56.5 Setbacks

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

- (1) Front Yard: 1.0m
- (2) Rear Yard: 6.0m
- (3) Side Yards: 2.0m

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

### 8.56.6 Height of Buildings

Maximum building height shall be 8.0m.

### 8.56.7 Off-Street Parking and Loading

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

- (1) In this zone, parking shall be provided at a rate of 1.17 parking spaces per dwelling unit inclusive of visitor parking;
- (2) A minimum of 14 secure, enclosed bicycle parking stalls and 4 exterior stalls shall be provided.

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

Parking stalls shall be delineated using concrete curbs.

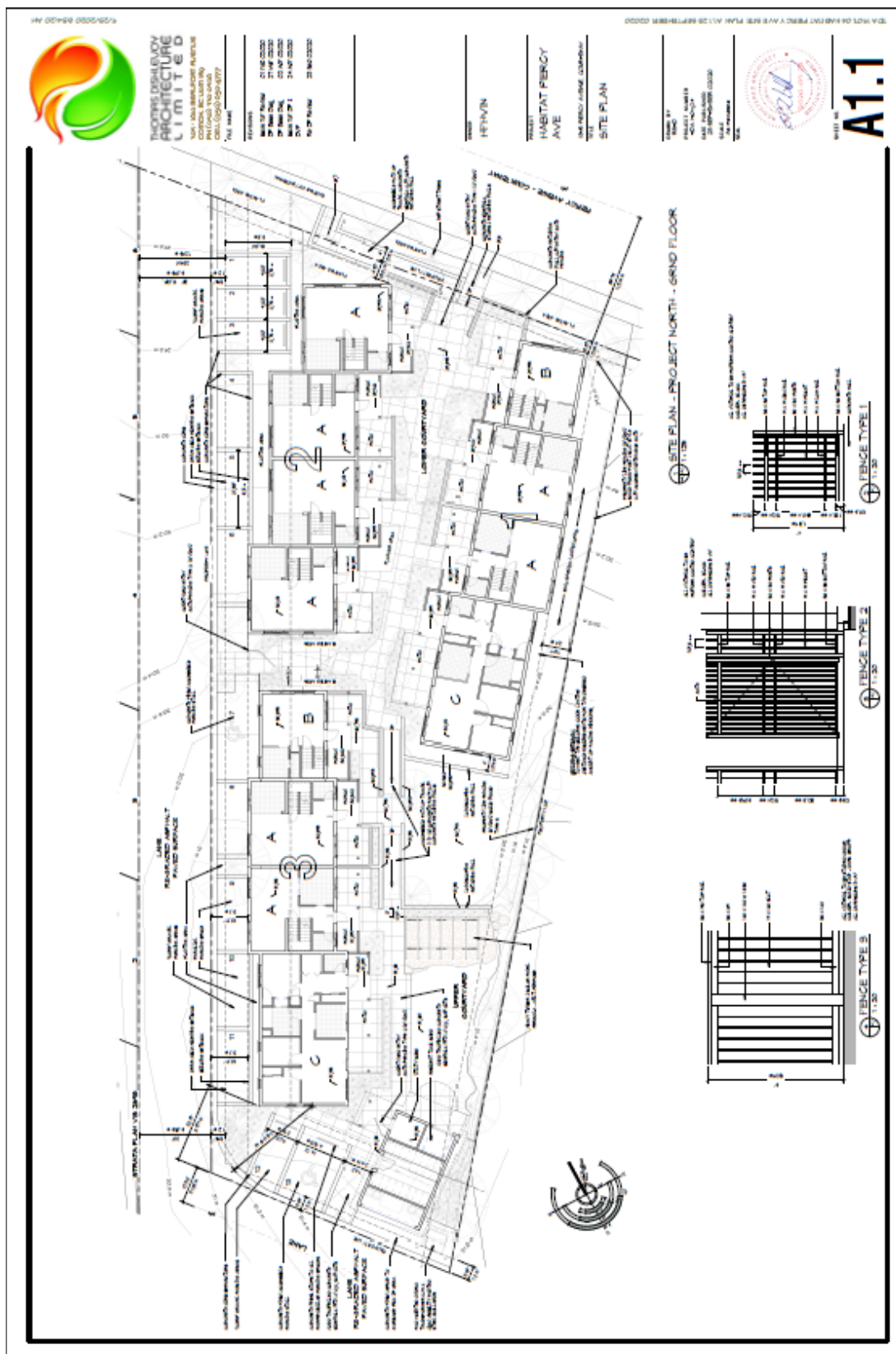
#### **8.56. 8 Accessory Buildings and Structures**

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

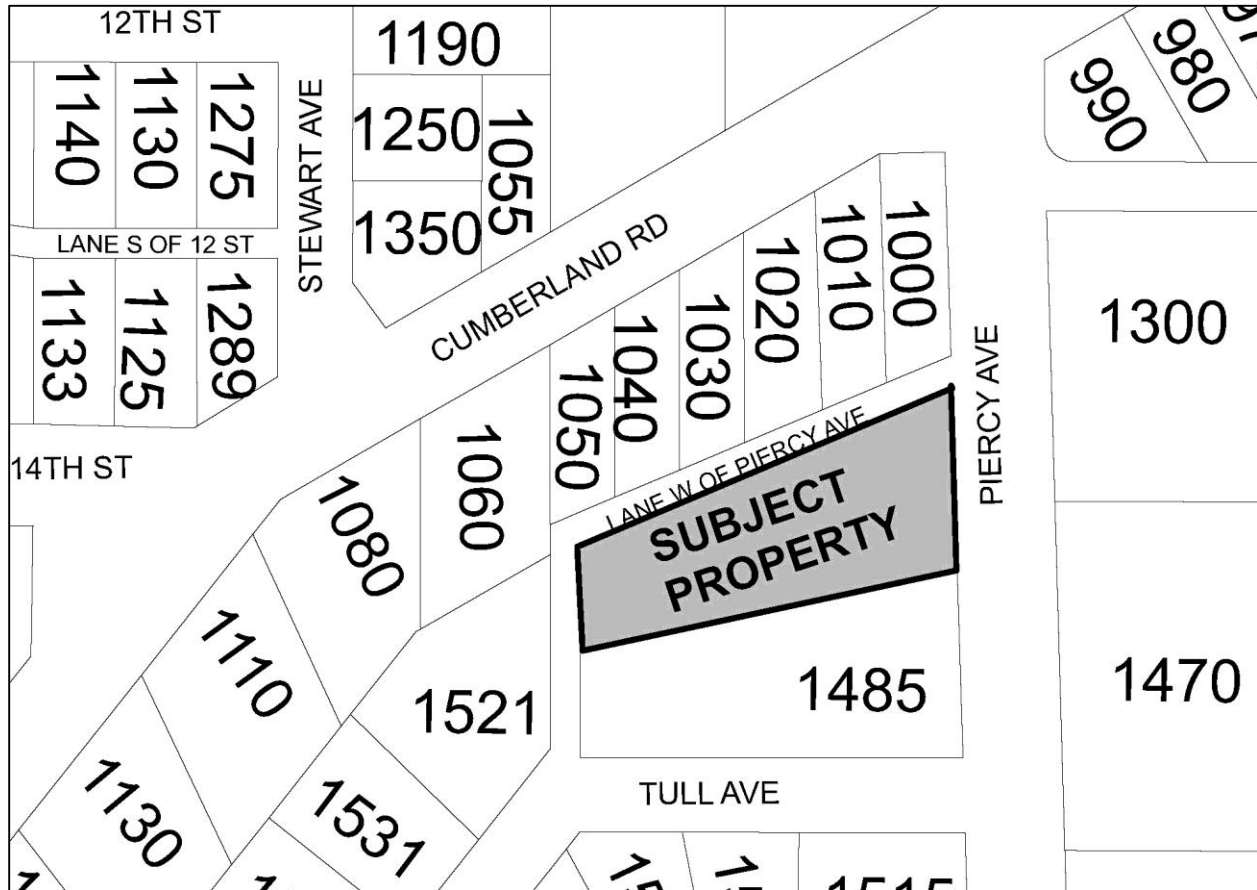
- (1) Rear Yard: 2.2m
- (2) Side Yards: 1.3m

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

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



## Attachment B





**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3022**

**A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992**

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 **“City of Courtenay Fees and Charges Amendment Bylaw No. 3022, 2020.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
  - (a) That Schedule of Fees and Charges, Section III, Appendix IV “Garbage Collection Fees” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

“Schedule of Fees and Charges Section III, Appendix IV – Solid Waste Collection Fees”
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 19<sup>th</sup> day of October, 2020

Read a second time this 19<sup>th</sup> day of October, 2020

Read a third time this 19<sup>th</sup> day of October, 2020

Finally passed and adopted this            day of November, 2020

\_\_\_\_\_  
Mayor

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

**SCHEDULE OF FEES AND CHARGES**  
**CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 3022**  
**SECTION III, APPENDIX IV**  
**SOLID WASTE COLLECTION FEES**

- A. Dwelling Basis Fee per unit per year  
     -includes recyclables & yard waste pickup \$182.42
- Extra Bag Ticket (50 litre) - each \$2.75
- B. Residential Multifamily, Apartment, Strata per unit per year  
     (Fee for yard waste, recyclables not included) \$160.26
- Additional service fee – yard waste pickup, per unit per year \$21.57
- C. Trade Premises (where mixed waste containers are determined to include  
     recyclable materials, the fee imposed shall be two times the regular pickup fee.)

<b>Cans – mixed waste (contains no recyclable material)</b>	<b>Per Pickup</b>
1 can or equivalent (1 can = 121 litres)	\$3.17
Every additional can or equivalent 121 litres shall be charged at the rate of	\$3.17
DCBIA – per unit/premise per year (includes two cans per week plus recyclables/cardboard pickup – this fee is charged to those units that are constrained by space and cannot implement a mixed waste bin or cardboard bin service)	\$349.10

**Containers - Mixed, Non-compacted (contains no recyclable material)**

2 cubic yards	\$18.99
3 cubic yards	\$28.49
6 cubic yards	\$56.97
12 cubic yards	\$113.94
20 cubic yards	\$189.90
Rate per cubic yard for sizes other than those listed above	\$9.50

<b>Compactors – Mixed Waste (contains no recyclable material)</b>	<b>Per Pickup</b>
27 cubic yards	\$513.32
28 cubic yards	\$532.31
30 cubic yards	\$570.29
35 cubic yards	\$665.24
40 cubic yards	\$760.19
For sizes other than those listed above: \$513.32 (27 cubic yard base rate) + [(Y – 27) * \$18.99 (cubic yard base rate)]	

<b>Refuse to Recycling Centre (no tipping fees)</b>	
DCBIA Recycle Toter Bin	\$2.60 per bin
<b>Containers</b>	<b>Per Pickup</b>
2 cubic yards	\$10.40
3 cubic yards	\$15.60
6 cubic yards	\$31.20
Sizes other than listed above charged at a rate per cubic yard of	\$5.20

<b>Compactors</b>	<b>Per Pickup</b>
27 cubic yards	\$171.46
30 cubic yards	\$190.15
35 cubic yards	\$221.86
40 cubic yard	\$253.58
For sizes other than those listed above: \$171.46 (27 cubic yard base rate) + [(Y – 27) * \$10.40 (cubic yard base rate)]	

