

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

Date: May 3, 2021
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 COVID-19 pandemic, and in accordance with Ministerial Order No. M192/2020 and the Class Order (mass gatherings), Council meetings will be conducted virtually and live-streamed on the City of Courtenay's YouTube channel.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

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- 5.3. Comox Valley Regional District RE: Bylaw No. 654 - Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1 171

(The Comox Valley Regional District's (CVRD) intent of the bylaw is to remove the restriction on borrowing in order to enable the CVRD to potentially assume the outstanding mortgage for the Vancouver Island Visitor Centre. Prior to submission for approval from the Inspector of Municipalities, the CVRD requires written consent of two-thirds of the participants in the service, therefore the CVRD Board is requesting City Council provide its consent to the bylaw amendment.)

Suggested motion:

"THAT the correspondence dated April 28th, 2021 from the Comox Valley Regional District (CVRD) regarding Bylaw No. 654, "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1", be received for information; and,

THAT the City of Courtenay consent to the adoption of the Comox Valley Regional District Bylaw No. 654 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1" under section 346 of the Local Government Act."

- 5.4. Letter from Courtenay Hoteliers RE: Municipal and Regional District Tax (MRDT) - Destination Marketing Organization (DMO) 189

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- 6.1. Briefing Note - Request for Funding - LUSH Valley Food Action Society's Good Food Box Program 191
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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. Councillor Cole-Hamilton Resolution - Submission to Union of BC Municipalities (UBCM) - Immediate Protection for all at-risk Old Growth Forests in BC

"That staff be directed to submit the following resolution for consideration at the 2021 UBCM Convention:

Immediate Protection for all at-risk Old-growth Forests in BC.

WHEREAS ancient high productivity (big tree) old-growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and bank of biodiversity;

WHEREAS the Premier of British Columbia has stated that the Government of British Columbia would implement the Old-Growth Strategic Review Report "in its totality", and the Union of British Columbia Indian Chiefs passed a resolution "call[ing] for the provincial government to take immediate and sustained action to ensure that the report's recommendations are carried out, with First Nations included and consulted every step of the way;"

THEREFORE BE IT RESOLVED THAT the UBCM call on the provincial government to immediately defer logging in all high productivity, rare, oldest, and most intact old-growth forests as recommended by the Old-Growth Strategic Review, until all 14 of the panel's recommendations have been implemented, including deferrals in such at-risk old-growth forests as the headwaters of Fairy Creek, the Upper Walbran Valley, Nahmint Valley, Eden Grove, Edinburgh Mountain, Upper Tsitika Valley, East Creek, Klaskish Valley, Nimpkish Lake and the Inland Old-Growth Temperate Rainforest; and,

THAT the UBCM call upon the Government of British Columbia to allocate funding to enact these deferrals in an economically just manner, in the full spirit of reconciliation and to support the economic transition of affected First Nations and non-First Nations communities from unsustainable old-growth logging to the development of long-term sustainable local economies.

AND,

2) THAT a copy of the aforementioned resolution be sent to the Province of BC, attention Premier John Horgan, for information."

8.2. In Camera Meeting

THAT a Special In-Camera meeting closed to the public will be held May 3rd, 2021 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- 90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

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. 3027, 2021 - 1814 Grieve Avenue 196
- (A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Residential One to Residential One S Zone (R-1S) to permit the addition of a secondary suite - 1814 Grieve Avenue)

12.2. For Second Reading

- 12.2.1. Official Community Plan (OCP) Amendment Bylaw No. 3018, 2020 198
(Lot A [2650] Copperfield Road)
- (A bylaw to amend Official Community Plan Bylaw No. 2387, 2005 to change the land use designation from Suburban Residential to Urban Residential and that Map #2, Land Use Plan be amended accordingly)

12.2.2.	Zoning Amendment Bylaw No. 2912, 2020 (Lot A [2650] Copperfield Road)	200
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(A bylaw to amend Zoning Bylaw No. 2500, 2007 to amend Division 8 - Classification Zones through the addition of Comprehensive Development Thirty Zone (CD-30); and, to rezone the property from Residential One A (R1-A) to Comprehensive Development Zone Thirty (CD-30) and Public Assembly Two (PA-2))

12.3. For Final Adoption

12.3.1.	2021 Tax Rates Bylaw No. 3033, 2021	206
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(A bylaw to establish the property value taxation rates for 2021)

13. ADJOURNMENT

Minutes of a Regular Council Meeting

Meeting #: R8/2021
Date: April 19, 2021
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: G. Garbutt, Chief Administrative Officer, via video/audio conference
T. Kushner, Deputy CAO/General Manager of Operations, 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
S. Saunders, Director of Recreation, Culture, & Community Services, via video/audio conference
M. Fitzgerald, Manager of Development Planning, via video/audio conference
R. Matthews, Executive Assistant/Deputy Corporate Officer, via video/audio conference
E. Gavelin, Network Technician, 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.

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.

VARY AGENDA

Moved By Hillian
Seconded By McCollum

THAT Council vary the order of the April 19th, 2021 Regular Council agenda so that item 8.1 Rise and Report - Chief Administrative Officer (CAO) Appointment - April 14, 2021 (*Under 8. Resolutions of Council*) is received before 1. Adoption of Minutes.

Carried

8.1 Rise and Report - Chief Administrative Officer (CAO) Appointment - April 14, 2021

Moved By McCollum
Seconded By Frisch

THAT Mr. Geoffrey (Geoff) Garbutt has confirmed his acceptance of the position of Chief Administrative Officer (CAO) for the City of Courtenay, effective April 14, 2021; and,

THAT the letter of acceptance and CAO employment contract was signed and executed on February 17th, 2021.

Carried

1. ADOPTION OF MINUTES

1.1 Adopt Amended March 29th, 2021 Committee of the Whole meeting minutes (0570-03)

Moved By Morin
Seconded By McCollum

THAT the March 29th, 2021 Committee of the Whole meeting minutes be adopted as amended.

Carried

1.2 Adopt April 6th, 2021 Regular Council meeting minutes (0570-03)

Moved By Morin
Seconded By McCollum

THAT the April 6th, 2021 Regular Council meeting minutes be adopted.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

3.1 Comox Valley Regional District (CVRD) Re: CVRD 2021 to 2025 Financial Plan and Capital Expenditure Program Bylaw No. 642 (0470-20)

Russell Dyson, Chief Administrative Officer, and Kevin Douville, Manager of Financial Planning, presented information to Council regarding the CVRD's 2021 to 2025 Adopted Financial Plan; providing an overview of budget highlights and key projects for the next five years.

Moved By Frisch

Seconded By Cole-Hamilton

THAT the presentation by Russell Dyson, Chief Administrative Officer, and Kevin Douville, Manager of Financial Planning, regarding the Comox Valley Regional District's (CVRD) 2021 to 2025 Financial Plan and Capital Expenditure Program Bylaw No. 642, be received for information.

Carried

3.2 Comox Valley Transition Society (CVTS) and Comox Valley Coalition to End Homelessness (CVCEH) Re: Update - Connect Warming Centre (685 Cliffe Avenue) (0360-20/0410-20)

Andrea Cupelli, Coordinator, Comox Valley Coalition to End Homelessness (CVCEH), and Heather Ney, Executive Director, Comox Valley Transition Society (CVTS), presented information to Council regarding an update on the Connect Warming Centre (685 Cliffe Avenue); including the Shower Program and Emergency Pandemic Shelter, and its impact on individuals experiencing or at risk of experiencing homelessness.

Moved By Cole-Hamilton

Seconded By Frisch

THAT the presentation by Andrea Cupelli, Coordinator, Comox Valley Coalition to End Homelessness (CVCEH), and Heather Ney, Executive Director, Comox Valley Transition Society (CVTS), regarding an update on the Connect Warming Centre (685 Cliffe Avenue), be received for information.

Carried

4. STAFF REPORTS/PRESENTATIONS

4.1 CAO and Legislative Services

4.1.1 Comox Valley Coalition to End Homelessness Request for Emergency Pandemic Shelter at #2-239 Puntledge Road (2380-20)

Moved By Hillian

Seconded By McCollum

THAT the April 19th, 2021 staff report “Comox Valley Coalition to End Homelessness (CVCEH) Request for an Emergency Pandemic Shelter at #2-239 Puntledge Road”, be received for information; and

THAT Council direct staff to explore options and implications of extending the Emergency Pandemic Shelter operated by the Comox Valley Transition Society at the current location of 685 Cliffe Avenue, for the term of their Licence of Occupancy Agreement expiring on October 5th, 2021 or until such time as the Provincial State of Emergency is rescinded - whichever comes/occurs first.

Carried

4.2 Development Services

4.2.1 Neighbourhood Consultation Summary - Development Permit with Variances No. 1908 - 2800 Arden Road (3060-20-1908)

Moved By Frisch

Seconded By McCollum

THAT based on the April 19th, 2021 staff report “Neighbourhood Consultation Summary - Development Permit with Variances No. 1908 - 2800 Arden Road” Council approve proceeding with amending Covenant CA6752450 to permit the proposed development and issuing Development Permit with Variances No. 1908.

Amended motion:

Moved By Hillian

Seconded By Cole-Hamilton

THAT based on the April 19th, 2021 staff report “Neighbourhood Consultation Summary - Development Permit with Variances No. 1908 - 2800 Arden Road” Council approve proceeding with amending Covenant CA6752450 to permit the proposed development and issuing Development Permit with Variances No. 1908; and

THAT Council direct staff to add the condition to the Development Permit that a six foot high, solid wood fence be constructed along the backside of the property adjacent to the multi-use path as a condition of the Development Permit with Variances No. 1908 and to advise the developer of this requirement.

Carried as Amended

4.3 Financial Services

4.3.1 2021/22 RCMP Municipal Policing Contract Expenditure Cap: Final Approval (1660-20)

Moved By McCollum

Seconded By Frisch

THAT based on the April 19th, 2021 staff report “2021/22 RCMP Municipal Contract Expenditure Cap: Final Approval” Council approves OPTION 1, with an established strength at 31.4 members and provides for an expenditure cap of \$6,561,243, of which Courtenay is responsible for 90% or \$5,950,756.

Carried

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

5.1 Ms. Annika Funk - Capstone Project - Community Mural - Request for Council Support (0400-02)

Moved By Frisch

Seconded By Morin

THAT in response to the correspondence dated April 1st, 2021 from Annika Funk, Grade 12 Student, Mark R. Isfeld Secondary, requesting Council's support for her Capstone Project to paint an inspirational mural with a "Be Kind" message in it;

THAT Council provide its support in principle for Ms. Funk’s Capstone Project; and,

THAT Council direct staff to work with Ms. Funk to explore suitable locations for the inspirational mural and report back at a future meeting.

Carried

5.2 Comox Strathcona Waste Management - Regional Organics Composting Project - Solid Waste Management Plan Targeted Amendment (0470-20)

Moved By Frisch

Seconded By McCollum

THAT in response to the correspondence dated March 24th, 2021 from Russell Dyson, Chief Administrative Officer (CAO), Comox Valley Regional District (CVRD), requesting a letter from member municipalities reaffirming their support of the Comox Strathcona Waste Management's targeted amendment of its 2012 Solid Waste Management Plan and regional organics composting facility to include in their application to the Ministry of Environment and Climate Change Strategy;

THAT Council direct staff to write to Minister George Heyman, Minister of Environment and Climate Change Strategy, to endorse the Comox Strathcona Waste Management's targeted amendment of its 2012 Solid Waste Management Plan.

Carried

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.1 Briefing Note - Completion of Phase 1 - South Courtenay Riverway Trail Extension (6140-223)

Moved By Cole-Hamilton

Seconded By McCollum

THAT the April 19th, 2021 Briefing Note "Completion of Phase 1 - South Courtenay Riverway Trail Extension" be received for information.

Carried

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

7.1 Councillor Cole-Hamilton

Councillor Cole-Hamilton participated in the following events:

- Climate Caucus Coordinating Committee meeting
- Climate Caucus Board meeting
- Climate Caucus meeting with Laura Butler, Executive Director, Trottier Family Foundation
- Climate Caucus meeting with Andre-Yanne Parent, Executive Director, Climate Reality Canada

- Climate Caucus Steering Committee meeting
- Climate Caucus Communication Team meeting
- Climate Caucus Government Relations Working Group meeting
- Climate Caucus Buildings Working Group meeting
- Climate Caucus Elected Caucus Call (Facilitator)
- Help Cities Lead Steering Committee
- Help Cities Lead Government Relations Working Group meeting
- Meeting with Honourable David Eby, QC, Attorney-General and Minister Responsible for Housing
- Property Assessed Clean Energy (PACE) BC Steering Committee
- Vancouver Island Coastal Communities Climate Leadership Group - Steering Committee meeting
- Vancouver Island Coastal Communities Climate Leadership Group - Youth Conference Planning meeting
- Downtown Courtenay Business Improvement Association (DCBIA) Board meeting
- CVRD Board meeting
- Comox Valley Sewer Commission meeting
- Comox Valley Water Committee meeting
- Comox Valley Recreation Commission meeting
- Comox Strathcona Regional Hospital District meeting
- Comox Strathcona Waste Management (CSWM) Board meeting
- Comox Strathcona Solid Waste Advanced Technology Select Committee meeting
- Comox Valley Community Overdose Action Team meeting
- Comox Valley Community Health Network (CVCHN) Substance Use Strategy Committee meeting
- Courtenay Heritage Advisory Commission meeting
- Columbia Institute's *High Ground 2021: Civic Governance Forum*

7.2 Councillor Hillian

Councillor Hillian welcomed Geoff Garbutt, Chief Administrative Officer, to his first Council meeting with the City of Courtenay and thanked Trevor Kushner, Deputy CAO/General Manager of Operations, for his excellent work over the past several months as Interim CAO.

7.3 Councillor Morin

Councillor Morin reviewed her attendance at the following events:

- CVRD Board meetings (3 Total)
- Comox Valley Food Policy Council meeting (3 Total))
- Comox Strathcona Regional Hospital District meeting
- Comox Strathcona Waste Management (CSWM) Board meeting
- *Indigenous Awareness and Indigenous Relations Corporate Virtual Training* Online Course hosted by CVRD
- Comox Valley Sewage Commission meeting
- Comox Valley Water Committee meeting
- Comox Valley Water Committee Agenda Review Meetings (2 Total)
- Comox Valley Community Health Network (CVCHN) Substance Use Strategy Committee meeting

7.4 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- *Indigenous Awareness and Indigenous Relations Corporate Virtual Training* Online Course hosted by CVRD
- Regional COVID-19 Recovery Roundtable Discussion organized by MP Gord Johns, and included Minister of Municipal Affairs Josie Osborne, MLA Ronna-Rae Leonard, and MLA Adam Walker
- Meeting with Lisa Domae, President, North Island College

Mayor Wells welcomed Geoff Garbutt, Chief Administrative Officer, to the City of Courtenay.

8. RESOLUTIONS OF COUNCIL

8.2 Councillor Hillian Resolution - Meeting Request - Provincial Response to Local Homelessness (0410-20)

Moved By Hillian

Seconded By Cole-Hamilton

WHEREAS The City of Courtenay joined other local governments in endorsing a letter sent in January 2021 by the Comox Valley Coalition to End Homelessness to BC Housing and the provincial government requesting both additional short-term shelter beds with support staffing and long-term supportive housing to address homelessness, a letter that has not yet been responded to; and

WHEREAS lack of housing and related social disorder continue to be evident in our community, consuming inordinate resources of municipal staff, police and social agencies, and resulting in adverse health and other outcomes for those impacted;

THEREFORE BE IT RESOLVED THAT Courtenay City Council request a meeting with the BC Attorney General and Minister Responsible for Housing, David Eby, to discuss in detail and request an accelerated and comprehensive provincial response to the local homelessness situation.

Carried

8.3 Councillor Morin Resolution - LUSH Valley Food Action Society - Good Food Box Program Funding (0400-01/1850-01)

Moved By Morin

Seconded By Frisch

THAT in response to the January 18th, 2021 LUSH Valley Food Action Society's delegation and request for funding to support local food purchasing for vulnerable populations and continue their "Good Food Box" program into 2021 during COVID-19;

THAT Council approve \$60,000 in funding out of the \$200,000 that was identified as available in 2021 for other unexpected costs and revenue losses from the Provincial COVID-19 Safe Restart grant funds.

Arising from discussion, Council passed the following resolution:

Moved By Hillian

Seconded By Morin

THAT Item 8.3, *LUSH Valley Food Action Society - Good Food Box Program Funding*, be DEFERRED to a future Council meeting; and,

THAT staff be directed to provide program funding information to Council in advance of Council's consideration of the provision of financial aid in support of the 2021 "Good Food Box" program during the COVID-19 pandemic.

Carried

8.4 In Camera Meeting

Moved By Frisch

Seconded By Cole-Hamilton

That a Special In-Camera meeting closed to the public will be held April 19th, 2021 at the conclusion of the Regular Council Meeting pursuant to the following subsections 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

11. NEW BUSINESS

12. BYLAWS

12.1 For First, Second and Third Reading

12.1.1 2021 Tax Rates Bylaw 3033, 2021

Moved By Cole-Hamilton

Seconded By McCollum

THAT "2021 Tax Rates Bylaw 3033, 2021" pass first, second and third reading.

Carried

12.2 For Third Reading

12.2.1 Official Community Plan Amendment Bylaw No. 2996, 2020 (2700 Mission Road)

Moved By Frisch

Seconded By McCollum

THAT "Official Community Plan Amendment Bylaw No. 2996, 2020" pass third reading.

Carried

12.2.2 Zoning Amendment Bylaw No. 2997, 2020 (2700 Mission Road)

Moved By Frisch

Seconded By McCollum

THAT "Zoning Amendment Bylaw No. 2997, 2020" pass third reading.

Carried

12.2.3 Zoning Amendment Bylaw No. 2994, 2021 (310 Hunt Road)

Moved By McCollum

Seconded By Frisch

THAT "Zoning Amendment Bylaw No. 2994, 2021" pass third reading.

Carried

12.2.4 Zoning Amendment Bylaw No. 2986, 2021 (2129 Blue Jay Place)

Moved By Frisch

Seconded By McCollum

THAT "Zoning Amendment Bylaw No. 2986, 2021" pass third reading.

Carried

12.2.5 Zoning Amendment Bylaw No. 3026, 2021 (2011 Cummings Road)

Moved By Cole-Hamilton

Seconded By McCollum

THAT "Zoning Amendment Bylaw No. 3026, 2021" pass third reading.

Carried with Councillor Theos opposed

12.3 For Final Adoption

12.3.1 Zoning Amendment Bylaw No. 2986, 2021 (2129 Blue Jay Place)

Moved By McCollum

Seconded By Frisch

THAT "Zoning Amendment Bylaw No. 2986, 2021" be finally adopted.

Carried

12.3.2 2021 - 2025 Consolidated Financial Plan Bylaw 3032

Moved By Hillian

Seconded By Frisch

THAT "2021 - 2025 Consolidated Financial Plan Bylaw 3032" be finally adopted.

Carried

12.3.3 Zoning Amendment Bylaw No. 3026, 2021 (2011 Cummings Road)

Moved By Frisch

Seconded By McCollum

THAT "Zoning Amendment Bylaw No. 3026, 2021" be finally adopted.

Carried with Councillor Theos opposed

13. ADJOURNMENT

Moved By Hillian
Seconded By Frisch

THAT the meeting now adjourn at 7:26 p.m.
Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 3rd day of May, 2021

Mayor

Minutes of a Committee of the Whole Meeting

Meeting #: CoW4/2021
Date: April 26, 2021
Time: 4:01 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: G. Garbutt, CAO, via video/audio conference
R. Matthews, Deputy Corporate Officer/Executive Assistant, via video/audio conference
D. Bardonnex, Fire Chief, 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
S. Saunders, Director of Recreation, Culture, & Community Services, via video/audio conference
R. Wyka, Manager of Finance, via video/audio conference
N. Borecky, Manager of IT Services, via video/audio conference
E. Gavelin, Network Technician, 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.

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.

VARY AGENDA

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council vary the order of the April 26th, 2021 Committee of the Whole agenda so that item 1.2.1 2020 Audited Financial Statements and Presentation Facilitated by Cory Vanderhorst, MNP (*Under 1. Staff Reports/Presentations*) is received before 1.1.1 Emergency Pandemic Shelter, 685 Cliffe Avenue (Connect Warming Centre).

Carried

1.2 Financial Services

1.2.1 2020 Audited Financial Statements and Presentation Facilitated by Cory Vanderhorst, MNP (1870-02 [2020])

Moved By Frisch

Seconded By Cole-Hamilton

THAT based on the April 26th, 2021 staff report “2020 Audited Financial Statements” Council approve OPTION 1 which approves the Audited Financial Statements for the year ended December 31, 2020.

Carried

Cory Vanderhorst, MNP, presented information to Council regarding MNP’s independent audit of the City’s 2020 financial statements.

1. STAFF REPORTS/PRESENTATIONS

1.1 CAO & Legislative Services

1.1.1 Emergency Pandemic Shelter, 685 Cliffe Avenue (Connect Warming Centre) (2380-20)

Moved By Hillian

Seconded By McCollum

THAT based on the April 26th, 2021 staff report “Emergency Pandemic Shelter - 685 Cliffe Avenue,” Council approve OPTION 1 and authorize staff to work with external legal counsel to amend the current Licence to Occupy Agreement between the Comox Valley Transition Society and the City for the property having a legal description of PID:006-102-930, Lot 3, Section 61 Comox District plan VIP3817 to temporarily permit the

operation of an Emergency Pandemic Shelter at 685 Cliffe Avenue including the following conditions:

a) permit the operation of an Emergency Pandemic Shelter from May 1st, 2021 to October 5th, 2021 or until such time as the Provincial State of Emergency is rescinded – whichever comes/occurs first,

b) include all applicable shelter operation terms and conditions originally contained within the February 22nd, 2021 Licence of Occupation Amendment #3 and the March 31st, 2021 Licence of Occupation Amendment #4, and other amendments deemed necessary by staff or under the advice of legal counsel to facilitate the temporary operation of an Emergency Pandemic Shelter and transfer liability to the license holder; and,

c) sleeping accommodation be strictly limited to ten (10) or less.

THAT Council exercise their authority under BC Building Code Section 1.1.1.1(f)(4) and exempt the Emergency Pandemic Shelter located at 685 Cliffe Avenue from the BC Building Code having deemed it to be a temporary emergency facility during the Provincial State of Emergency due to the COVID-19 pandemic.

THAT the Mayor and an Officer of the City be authorized to execute all documentation relating to the amended terms of the Licence to Occupy Agreement.

Carried

2. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

2.1 Comox Valley RCMP Quarterly Report - January 1, 2021 to March 31, 2021

Moved By Morin

Seconded By Theos

THAT the correspondence "Comox Valley RCMP Quarterly Report - January 1, 2021 to March 31, 2021" be received for information.

Carried

3. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

3.1 Comox Valley Regional District (CVRD) - Regional Grant Application to Union of BC Municipalities (UBCM) Strengthening Communities Services Program

Moved By Frisch

Seconded By Cole-Hamilton

THAT the correspondence dated March 31st, 2021 from the Comox Valley Regional District (CVRD) regarding the regional application to the Union of BC Municipalities (UBCM) for grant funding through the Strengthening Communities Service Program be received for information; and,

THAT the City of Courtenay supports the CVRD's application to the UBCM Strengthening Community Services Program for grant funding, in an amount up to \$1,250,000, through the Strengthening Communities Service to provide urgent and temporary support to unsheltered homeless populations and address related community impacts; and

THAT the City of Courtenay provide its support for the CVRD to apply for, receive, and manage the grant funding on behalf of Comox Valley local governments.

Carried

4. RESOLUTIONS OF COUNCIL

4.1 In Camera Meeting

Moved By Cole-Hamilton

Seconded By McCollum

THAT a Special In-Camera meeting closed to the public be held April 26th, 2021 at the conclusion of the Committee of the Whole Meeting pursuant to the following sub-section 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

5. ADJOURNMENT

Moved By Frisch

Seconded By Cole-Hamilton

THAT the meeting now adjourn at 5:06 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 3rd day of May, 2021

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-2016

From: Chief Administrative Officer

Date: May 3rd, 2021

Subject: Zoning Amendment Bylaw No. 3027 to Allow for a Secondary Suite at 1814 Grieve Avenue

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 1814 Grieve Avenue from Residential One 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 May 3rd, 2021 staff report "Zoning Amendment Bylaw No. 3027 to Allow for a Secondary Suite at 1814 Grieve Avenue" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3027, 2021; and,

THAT Council considers Zoning Amendment Bylaw No. 3027, 2021 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. 3027, 2021 pursuant to Section 467 (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,

Geoff Garbutt M.Pl., MCIP, RPP

Chief Administrative Officer

BACKGROUND:

The subject property is an approximately 1,575m² residential lot located at 1814 Grieve Avenue in West Courtenay, legally described as Lot 4, Section 68, Comox District, Plan 15115 (**Figure 1**). The property is currently zoned Residential One (R-1) and there is an existing 230.5m² (2,481ft²) two-storey single family dwelling on the parcel. The home contains a two car garage. There is also space for one vehicle in the driveway (for a total of three parking spaces). Plans and elevations are shown in **Attachment No. 1**.

The secondary suite is proposed above the attached garage of the existing home. The proposed suite is 33.7 m² (363ft²) in size and includes a bathroom, a kitchen and the main living and sleeping area (**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 one kilometre of the Thrifty Foods complex, The Anfield Centre shopping complex, Courtenay Elementary, and Lake Trail Middle School. These destinations are accessible by cycling, walking, or transit (with two bus routes nearby).

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 33.7m ² (1 bathroom, living room, kitchen)
Floor Area Less than 40% of the total habitable floor space of the building	~14.65%
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 <i>(2 spaces for the principal dwelling unit and 1 additional space for the secondary suite)</i>	3 parking spaces: 2 full-sized garage spaces, and 1 parking space in the driveway (Attachment No. 1)

Should the rezoning be approved, the applicant will need to apply for a Building Permit to ensure that the suite is compliant with BC Building Code. The building department will ensure proper fire separation, access and sound transmission details at time of Building Permit. Generally, a suite does not result in any significant structural changes to a building.

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 30 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.

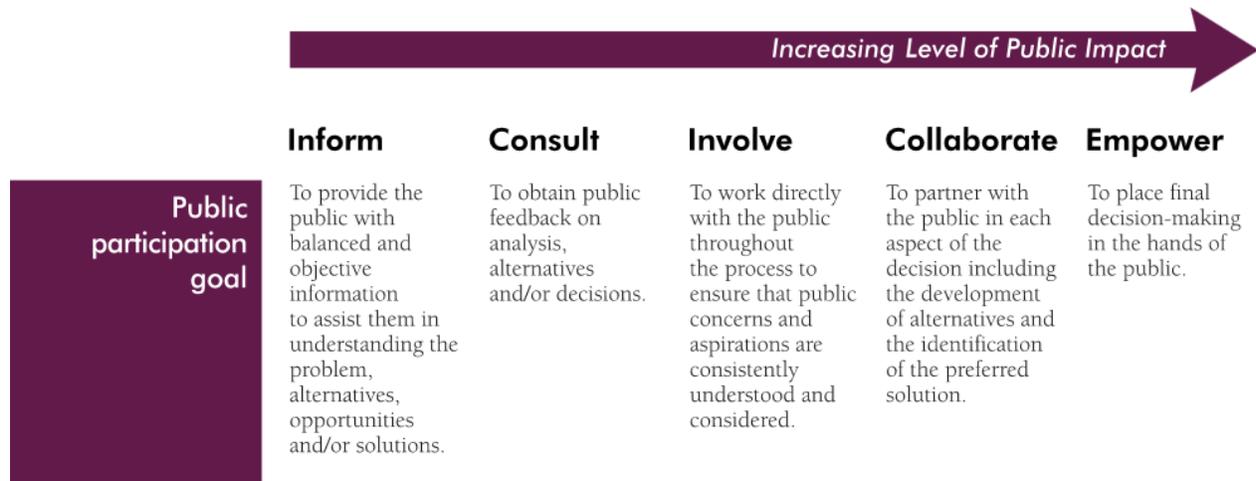
REGIONAL GROWTH STRATEGY REFERENCE:

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:



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, over a two week period and collected and summarized feedback as per the new Alternative Public Information Meeting process. The information provided to neighbours and the summary of the process can be found in **Attachment No. 2**. The City and applicant received 2 comments from the public. Both comments were in support. The applicant also spoke with 5 neighbours who verbally expressed support.

All feedback can be found in **Attachment No. 3**.

OPTIONS:

OPTION 1: (Recommended)

THAT based on the May 3rd, 2021 staff report “Zoning Amendment Bylaw No. 3027 to Allow for a Secondary Suite at 1814 Grieve Avenue” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3027, 2021; and,

THAT Council considers Zoning Amendment Bylaw No. 3027, 2021 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. 3027, 2021 pursuant to Section 467 (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. 3027, 2021; and

THAT Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw.

OPTION 3: Defer consideration of Bylaw No. 3027 with a request for more information.

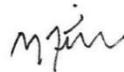
OPTION 4: Defeat Bylaw No. 3027.

Prepared by:



Cassandra Marsh
Planner I

Reviewed by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by:



Ian Buck, RPP, MCIP
Director of Development Services

Concurrence by:

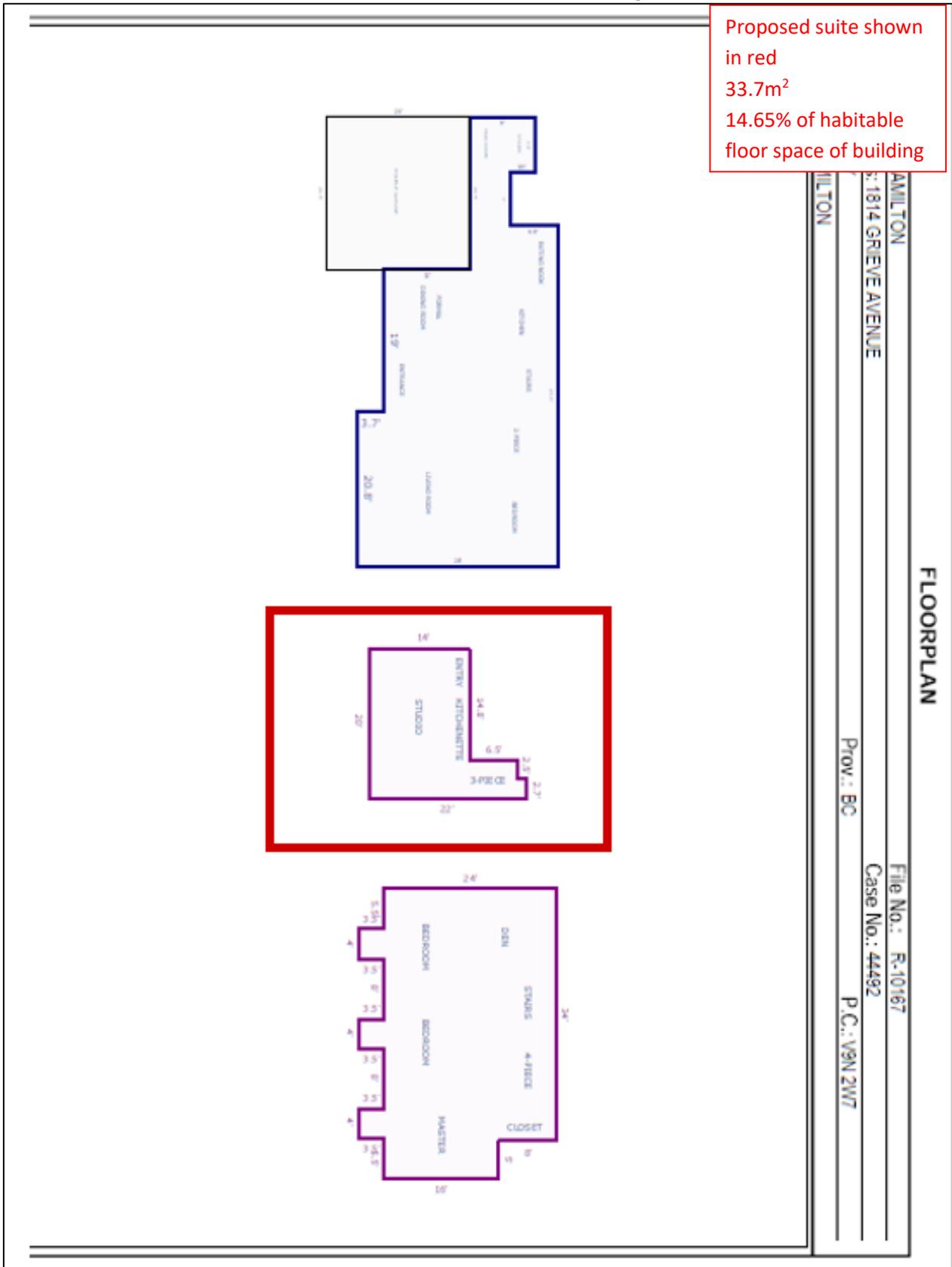


Geoff Garbutt M.Pl., MCIP, RPP
Chief Administrative Officer

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

Attachment No. 1: Plans and Parking





Attachment No. 2: Public Information Mail out Summary

Neal Hamilton



City of Courtenay
Planning Department

Project Folder No. RZ000055

January 22, 2021

Log of Responses to the Notification of Application for Rezoning for
1814 Grieve Ave.

On January 3, 2021

I contacted the close neighbors of 1814 Grieve.

Those at home received a verbal explanation of the rezoning request and a copy of the sign.
They were also informed that a notification by mail would be arriving.

1875 Grieve Ave.



Verbal support of Yes to the proposal

1850 Grieve Ave.



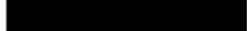
Verbal support of Yes to the proposal

1845 Grant Ave.



Verbal support of Yes

1814 Grieve Ave



Verbal support of Not Applicable

1815 Grieve



Dropped of Map

1789 Grant Ave.



Verbal support of Yes to the proposal

579 – 18th Street

[REDACTED]
Verbal support of Yes to the proposal

1870 Grieve Ave.

[REDACTED]
Not home

1815 Grant Ave

[REDACTED]
Not home

Two email were received on January 5, 2021.
Both are attached as PDF to the email to the City.

100 – 1465 Grieve Ave.

[REDACTED]
Email of positive support

625 – 19th St.

[REDACTED]
Email of positive support.

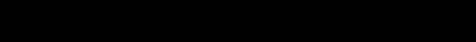
City has received one response.
Which has no objection to the project.

Attachment No. 3: Public Comments

22/01/2021 Gmail - Rezoning request for 1814 Grieve Ave Courtenay

 Neal Hamilton <nhamilton101@gmail.com>

Rezoning request for 1814 Grieve Ave Courtenay
1 message

 Tue, Jan 5, 2021 at 11:54 AM

To: planning@courtenay.ca, nhamilton101@gmail.com

To whom it may concern:

As owners/residents of 625 19th St, we have reviewed the rezoning request to legalize the bachelor suite at 1814 Grieve Ave and have no objections.

Thank you



22/01/2021 Gmail - property zoning changes at 1814 Grieve

 Neal Hamilton <nhamilton101@gmail.com>

property zoning changes at 1814 Grieve
1 message

 Tue, Jan 5, 2021 at 3:10 PM

To: "nhamilton101@gmail.com" <nhamilton101@gmail.com>

Hello Neil:

Thank you for sending this information out. L'Arche has no comments or concerns regarding this rezoning.


Community Leader & Executive Director
100-1485 Grieve Ave Courtenay, BC V9N 2W1
☎ 250.334.8320 📠 250.334.7174
✉ hollee@larchecomoxvalley.org
person-in-charge

Attachment No. 4: Applicant’s Rationale

1

Neal Hamilton



City of Courtenay
Development Services
830 Cliffe Ave.
V9N 2J7
250-334-4441

November 25, 2020

Development Services,

This letter is the written summary for the application to rezone the property located at 1814 Grieve Ave, from the zoning status of R-1 to R-1S.
The purpose of the application to allow for the use of a legal suite in the residence located on the property.

The house was constructed and occupied in 1962 by Geraldine and George Hamilton. The house has been continuously occupied by the family since its construction. As part of the construction of the home a mother in law suite was constructed above the garage and was used as such until the passing of the family member. The suite was then used at different times as a rental unit, accommodation for Rotary exchange students and for relatives to reside in.

It has not been used as a rental for an unknown period of time, and as such would be a non-conforming use under the existing zoning.

It is the desire of the family to apply for the R-1S Zoning status to allow the suite to be legally rented out.

The intrusion on the neighborhood would be minimal as there would not be any changes to the existing outside structure of the home.

Some modifications would need to be done internally to bring the unit up to existing building code prior to it being able to be rented out.

The unit has its own access facing the driveway on 18th Street.

In the past it had a postal address of 580 – 18th St. V9N 2A2, which was active for many years. Parking on site can easily service the home and the suite. Two parking spots in the double garage will service the house and one spot on the driveway will serve as parking for the suite.

The unit also fits with the City's zoning requirements, as the unit is approximately 17.5% of the livable floor space, which does not include the garage or basement in its calculation.

In order to bring the home into the applied for zoning it would not be necessary to remove any trees for either construction or increased parking.

The location of the home lends itself to easy access to shopping, parks and schools nearby, for someone who wishes to walk to services.

The addition of rental suite would fit well with the City's affordable housing policy. As a bachelor suite of approximately 33.7 square meters, it would provide an affordable location for a single person.

It would also provide an additional rental unit for the city, which has a shortage of rental accommodation.

Should you require any further information please contact me by the above listed locations.

Yours truly,



Neal Hamilton
Executor for the Estate of George L. Hamilton



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 6480-20-1003 and 3360-20-1715

From: Chief Administrative Officer

Date: May 3, 2021

Subject: Updated Proposal - Official Community Plan (OCP) Amendment Bylaw No. 3018 and Zoning Amendment Bylaw No. 2912 - Lot A, Copperfield Road

PURPOSE:

The purpose of this report is to provide Council with an overview of updates made to the proposal for a multi-unit development.

CAO RECOMMENDATIONS:

That based on the May 3rd, 2021 staff report "Updated Proposal - Official Community Plan (OCP) Amendment Bylaw No. 3018 and Zoning Amendment Bylaw No. 2912 - Lot A, Copperfield Road" Council approve OPTION 1 and complete the following steps:

1. THAT Council gives Second Reading to Official Community Plan Amendment Bylaw No. 3018 to redesignate the subject property from "Suburban Residential" to "Urban Residential";
2. THAT Council gives Second Reading of "Zoning Amendment Bylaw No. 2912" to create a new CD-30 Zone and rezone the property legally described as Lot A, District Lot 138, Comox District, Plan 2607 Except Parts in Plans 312R, 14210 and 29833 from R1-A to CD-30 and PA-2; and,
3. THAT Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaws.

Respectfully submitted,

Geoff Garbutt, M.P.I., MCIP, RPP
Chief Administrative Officer

BACKGROUND:

This is a proposal to amend the Official Community Plan (OCP) and zoning bylaw to facilitate a 39 unit strata development including a mix of triplex, duplex and single family style units in addition to carriage homes on select lots.

The proposal was originally considered by Council on October 5th, 2020 (see Attachment No. 1). A key development constraint was identified in that report around deficient water pressure. At that time the solution to fix the existing water system deficiency was a 1,052m water main extension along Arden Road to the intersection with Lake Trail Road.

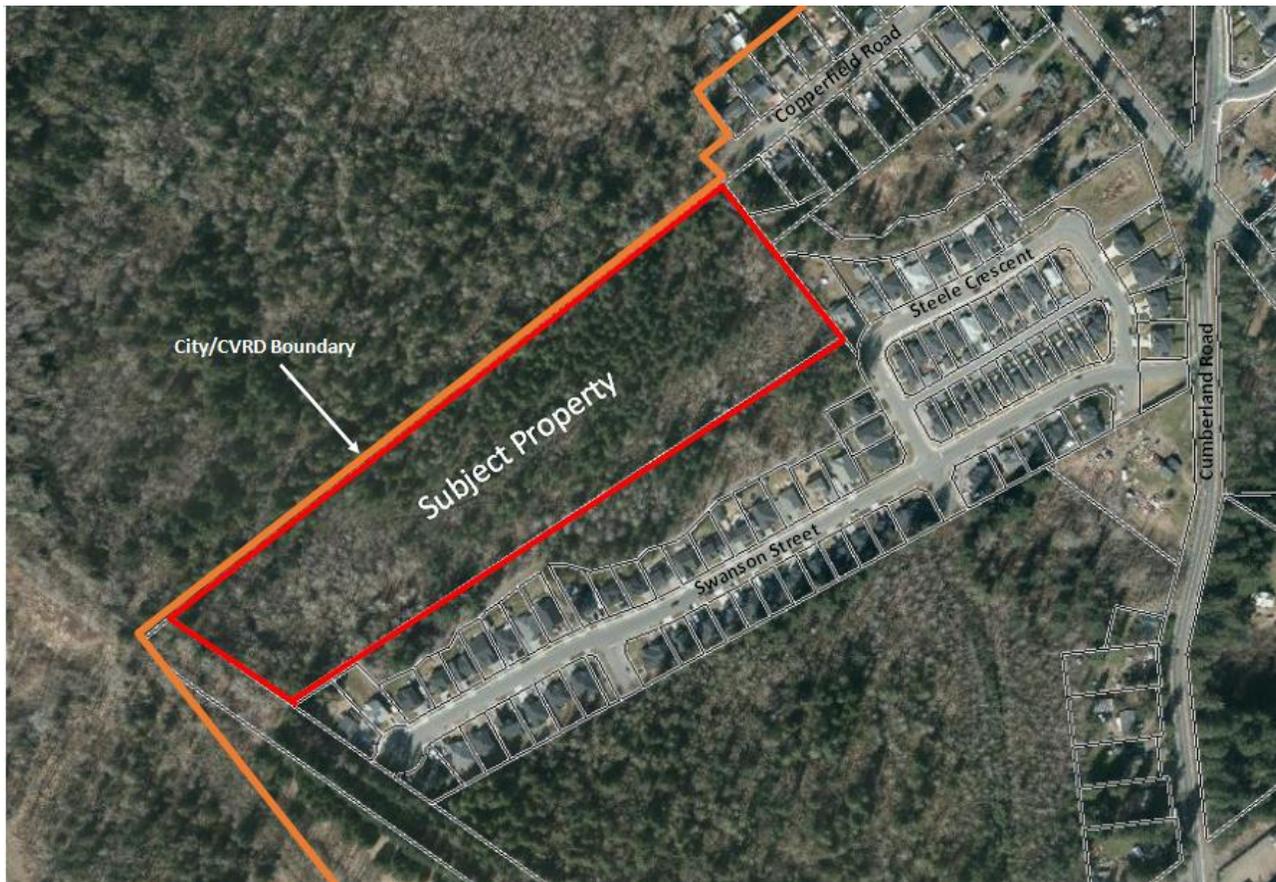


Figure 1: Subject Property Context

Council gave the bylaws First Reading at the October 5th, 2020 meeting. The developers' intent was then to submit a concurrent Municipal Share and Development Cost Charge Frontender Agreement application. This would have required additional Council consideration on the financing of the water main. At that time staff made it clear that the project was not a priority and funds were not allocated in the budget.

Through further conversation with staff, the applicant now proposes an alternative solution to solve the water pressure issue which will not require the Municipal Share and Development Cost Charge Frontender Agreement. In summary, the two existing water mains on Cumberland Road and Arden Road would be tied together along with the addition of a pressure sustaining valve along Cumberland Road and a new 250mm service along Copperfield Road to the development. With this offsite upgrade, appropriate pressure and fire flows can be provided to the development.

DISCUSSION:

Second Reading and the scheduling of a Public Hearing was withheld at the October 2020 meeting to allow staff and the applicant to further examine the water pressure issue. Now that an alternative solution has been devised, and accepted by City staff, the next step is that Council considers Second Reading of the bylaws and the scheduling of a Public Hearing.

OPTIONS:

OPTION 1: (Recommended)

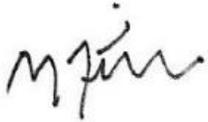
That based on the October 5th, 2020 staff report “OCP Amendment Bylaw No. 3018 and Zoning Amendment Bylaw No. 2912 - Lot A Copperfield Road” Council approve OPTION 1 and complete the following steps:

1. THAT Council gives Second Reading to Official Community Plan Amendment Bylaw No. 3018 to redesignate the subject property from “Suburban Residential” to “Urban Residential”;
2. THAT Council gives Second Reading of “Zoning Amendment Bylaw No. 2912” to create a new CD-30 Zone and rezone the property legally described as Lot A, District Lot 138, Comox District, Plan 2607 Except Parts in Plans 312R, 14210 and 29833 from R1-A to CD-30 and PA-2; and,
3. THAT Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaws.

OPTION 2: That Council postpone consideration of Bylaw 3018 and Bylaw 2990 with a request for more information.

OPTION 3: That Council not proceed with Bylaw 3018 and Bylaw 2990.

Prepared by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services

Concurrence by:



Geoff Garbutt, RPP, MCIP
Chief Administrative Officer

Attachments:

- Attachment No 1: October 5th, 2020 Staff Report

Attachment No 1: October 5th, 2020 Staff Report



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council **File No.:** 6480-20-1003 and 3360-20-1715
From: Chief Administrative Officer **Date:** October 5, 2020
Subject: **Official Community Plan (OCP) Amendment Bylaw No. 3018 and Zoning Amendment Bylaw No. 2912 - Lot A, Copperfield Road**

PURPOSE:

The purpose of this report is for Council to consider an Official Community Plan and Zoning Bylaw amendment application to redesignate the subject property from “Suburban Residential” to “Urban Residential”, create a new CD-30 Zone, and rezone the property legally described as Lot A, District Lot 138, Comox District, Plan 2607 Except Parts in Plans 312R, 14210 and 29833 as CD-30 and PA-2 to facilitate the subdivision of a 39 unit strata subdivision.

CAO RECOMMENDATIONS:

That based on the October 5th, 2020 staff report “Official Community Plan (OCP) Amendment Bylaw No. 3018 and Zoning Amendment Bylaw No. 2912 - Lot A Copperfield Road” Council approve OPTION 1 and complete the following steps:

1. THAT Council gives First Reading to Official Community Plan Amendment Bylaw No. 3018 to redesignate the subject property from “Suburban Residential” to “Urban Residential”;
2. THAT Council gives First Reading of “Zoning Amendment Bylaw No. 2912” to create a new CD-30 Zone and rezone the property legally described as Lot A, District Lot 138, Comox District, Plan 2607 Except Parts in Plans 312R, 14210 and 29833 from R1-A to CD-30 and PA-2; and,
3. THAT Second Reading of both bylaws is withheld pending Council’s consideration of a Development Cost Charge Frontender Agreement and a Municipal Share Agreement to finance the cost of extending a waterline to the subject property to provide adequate water services.

Respectfully submitted,

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

BACKGROUND:

The subject property is 2.59ha (6.4 ac.) in area and located on the edge of the City’s western boundary with the Regional District. The property is heavily treed with clusters of second and third growth forest and wetlands throughout and Piercy Creek running along the southeast boundary.

The proposal is for a 39 unit strata development including a mix of triplex, duplex and single family style units in addition to carriage homes on select lots. Units are accessed from a private strata road connecting to Copperfield Road. There is a central green space and trail network extending through the development and a protected buffer of Piercy Creek and associated wetlands established over a large proportion of the overall property (see Schedule A for a detailed overview of the proposal).

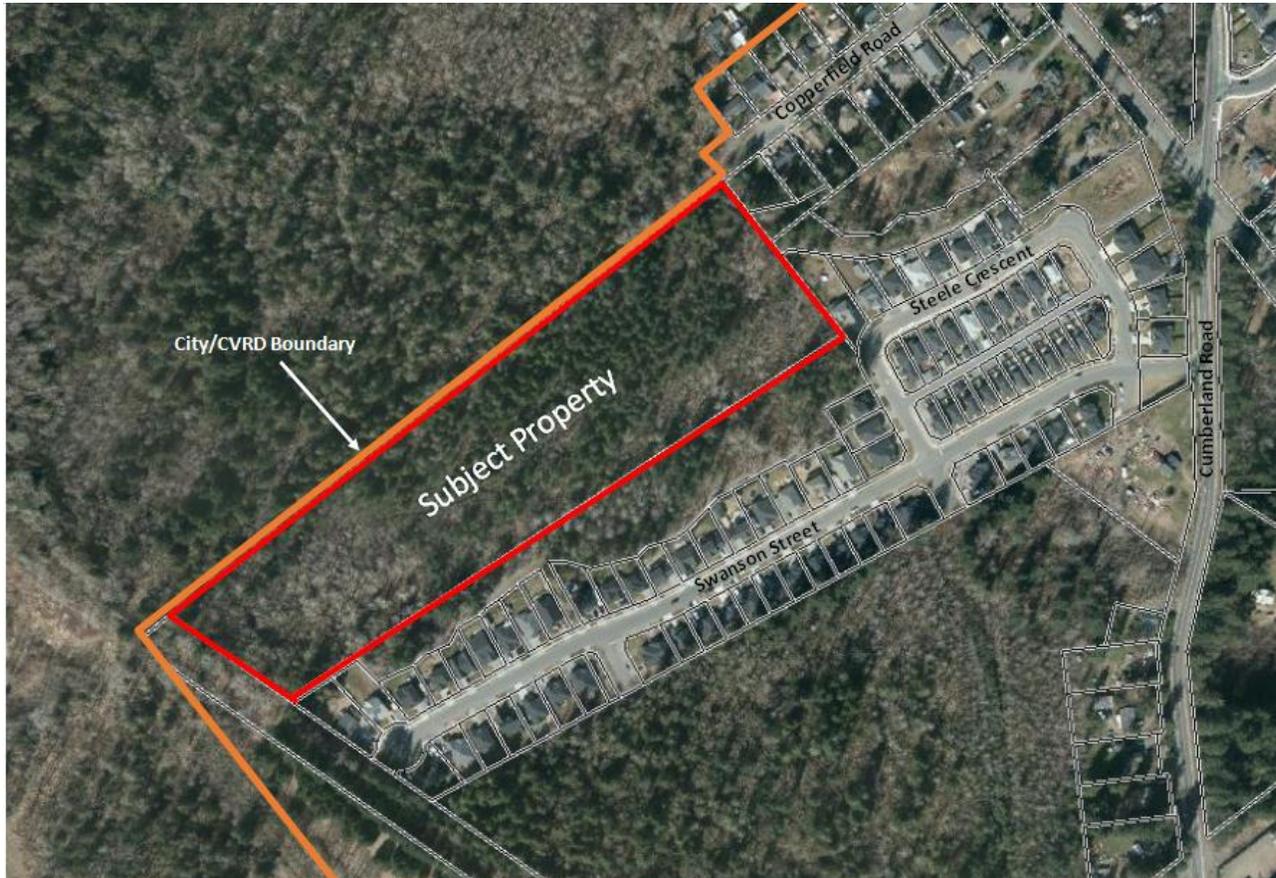


Figure 1: Subject Property and Context

To realize this development an amendment to the City’s Official Community Plan (OCP) and zoning bylaw are required.

In terms of the OCP amendment, currently, the property is designated “Suburban Residential”. This is a designation intended for large lot, semi-rural style development on lots with an average size of 2500m² (0.62ac.). Attached, and forming part of the OCP, is the Arden Corridor Local Area Plan (LAP). In contrast with the OCP land use designation, the LAP encourages clustered forms of development whereby the overall number of potential units or lots is condensed to preserve environmental features. For this to occur, lot sizes much smaller than 2500m² (0.62ac.) envisioned by the “Suburban Residential” land use designation are necessary.

The second component of the proposal is a zoning bylaw amendment to create a new Comprehensive Development Zone (CD-30). A comprehensive development zone is being utilized because the existing zone does not permit the density and unit types proposed and there is no other current zone that would allow the unique style of development proposed without a long series of subsequent variances. The CD zone is also

an appropriate tool as it ensures the layout and unit composition detailed in the proposal are the only forms of development permitted.

Vehicular access to the property is proposed from an extension of Copperfield Road. Currently, Copperfield Road terminates at the City/Regional District Boundary (as illustrated in Figure 1 above). As a result, a section of road is required to be constructed within the Regional District which will then connect with the development's strata road. The section of road constructed within the Regional District will require a subsequent maintenance agreement between the City and Ministry of Transportation should the proposed bylaw amendments be successful. A private bridge is then required to cross over Piercy Creek and access the development.

In terms of environmental protection, as specified by the Arden Corridor Local Area Plan, Piercy Creek requires a 30m protective buffer of sensitive environmental features regardless of the protective buffer identified through the *Riparian Areas Protection Regulation* process (which are predominantly less than 30m). This results in a large area of the subject parcel being undevelopable (55% of the total land area) and protected from any development. This has shaped the development's layout as reflected in the site plan provided in support in the bylaw amendments. The access road and portions of the development on the eastern edge of the property do encroach into the 30m buffer. This is justified by the project's biologist as necessary given there is no other options for accessing the property and requires the subsequent approval of the City, Department of Fisheries and Oceans and the Province.

Finally, deficient water pressure was identified during the application's review once the water models were formally completed. To fix the existing water system deficiency and provide the required pressure needed for adequate fire flow (90 litres/second) to the development, approximately 1,052m of water main and associated infrastructure is required to be extended along Arden Road to the intersection with Lake Trail Road. This presents a serious challenge to the development as the cost of this extension is estimated to be at a million dollars. While there is a Development Cost Charge project for a watermain extension on Arden Road from Lake Trail Road to the southern end of Arden Road, the project is not an immediate priority for the City and the City does not have funds to contribute at this time. The developer intends to submit a concurrent Municipal Share and Development Cost Charge Frontender Agreement application should Council proceed with First Readings of the bylaws. Council is not obligated to enter into these agreements simply because a developer intends to construct a DCC project and staff again highlight that the City does not have immediate plans to construct this project nor the funds available to contribute to it. Municipal Share Agreement process requires that the applicant provides a detailed design and cost estimate of the infrastructure as well as a request for the City to contribute funds.

DISCUSSION:

As introduced above, the OCP and LAP policy direction relative to this proposal are divergent. The 2005 OCP policy envisions large suburban style lots. As the proposed lots are smaller than 2500m² (0.62ac.) an OCP amendment is necessary. Of note this policy was made prior to the adoption of the Regional Growth Strategy which aims to direct growth to municipal areas. In contrast, the LAP, which was adopted in 2013 after the adoption of the RGS, outlines a development strategy whereby new development is clustered in dense pockets of land to preserve sensitive environmental features.

The intent of the LAP's strategy is to maximize the protection of sensitive environmental features while still allowing selective development to occur. The proposed development mirrors the LAP's policy direction where much of the gross parcel area is an environmental buffer further supplemented by parkland dedication intended as recreational green space. The plan continues by outlining four general policy areas

shaping future development: Environment, Mobility, Land Use, and Servicing. These key themes frame the assessment of this development proposal.

Environment

An environmental assessment has been completed in support of this proposal. The report identifies Piercy Creek mainstream, tributary and the associated wetlands on the property as sensitive habitat draining directly into salmon bearing habitat 300m downstream. Importantly, the 30m buffers proposed exceed the buffers that would otherwise be required though the *Riparian Areas Protection Regulation (RAPR)* as well as the buffers established in other areas of the City outside of the Arden Corridor Area. In all other cases in the City the buffers would correspond to the *RAPR* assessment methodology and associated buffer distances. The report also discusses the limited development activities that will occur within the 30m buffer of the stream which includes the access road and bridge crossing of the creek to access the developable area. The report concludes with a series of recommendations for the development. These recommendation will inform the environmental development permit process to occur subsequent to the bylaw amendment process and prior to any development activity occurring on the site. The applicant has also engaged the Millard/Piercy Watershed Stewards who have provided a letter concerning the development proposal (See Schedule No. 2).

Mobility/Parks and Greenways

In terms of access and connectivity, the subject parcel is challenged with limited vehicular access options as detailed above. Accessing from Copperfield Road remains the only viable option. The LAP contains limited policy around how the future road network will develop and instead focusses policy direction on maintaining the rural character of the existing roadways.

Cycling connections including nearby access to the Cumberland Road bike lanes which link directly with the Downtown area and connect to other routes in the overall network. The Parks and Recreation Master Plan identified the existing nature trail parallel to Piercy Creek and connection with Arden Road as part of the City's pedestrian network. The proposed development maintains this connection and adds a further arm of the trial on the north side of Piercy Creek. This link provides for access to the nearest transit route which is on Cumberland/Willmar about 1km away.

Land Use

The proposed form and character of the development reflects housing policy in both the OCP as well as the LAP. A detailed overview is provided in Schedule No. 3 of the proposal as well as very specific details around aspects such as stormwater management. There will be a diversity of housing types and sizes which should appeal to a wide variety of different demographics. The inclusion of carriage homes on some of the lots also provides for a mix of rental tenure housing.

Concerning the compliance with neighbourhood character, the density is comparable to the surrounding newer and older forms of development. This is achieved through clustering the units which results in smaller lot sizes but does preserve large quantities of green space. The neighbours, and specifically the neighbours along Copperfield Road have detailed a series of concerns with the development focussed mainly on the character, scale, impact on the environment and the use of Copperfield Road as the vehicular access into the development.

The development specifically aligns with the LAP Land Use policies:

-
- 4 *Promote a “clustering” form of development, including of single family housing developments, adjacent to roads to facilitate conservation of sensitive ecosystems, provision of open space and economical infrastructure costs. Support for this clustering form includes support for panhandle lots upon review, notwithstanding the policy regarding panhandle lots within the OCP*
 - 5 Allow infill development on all lots. Infill development includes: detached, one-story units (e.g. ‘granny flats’) or ‘carriage house’ units above detached garages.
 - 6 Support rental and other special needs housing.
 - 7 Appropriate lot sizes will be designated upon re-zoning application. The following general guidance is provided to inform the range of acceptable lot sizes within the Arden Corridor: Within the areas designated as Single Family Residential: 300-850 square metres

Servicing

Finally, servicing and specifically water services are a significant challenges for this development. One stated objective of the LAP is to: “ensure safe drinking water to all residents within the City’s jurisdiction in the form of private wells and/or municipal servicing”. Confirmation that all municipal services are available and meet the development’s requirements is a key aspect of any rezoning proposal. As detailed above there is insufficient water pressure for the development which warrants an upgrade to the waterline along Arden Road. While this waterline upgrade is identified as a development cost charge (DCC) project, the City does not have immediate plans to construct this waterline nor are there sufficient accumulated funds in the water DCC reserve or budgeted to pay for the upgrade. Should Council give the amendments First Reading the developer has indicated they will be submitting a DCC Frontender and Municipal Share Agreement request whereby the detailed design and costing will be presented to Council along with a request to fund a portion of the project.

This development reflects (almost verbatim) the concepts and policy direction of the LAP. But, it is challenged by a key servicing issue with no current City plans or funds allocated to contribute to the required upgrade. Should the Municipal Share Agreement application not be approved then the feasibility of the development is questionable given the high capital investment needed to facilitate a relatively low yield of 39 lots.

Other Related Regulations

Amenity Contributions

Amenity contributions to the *City’s Parks, Recreation Culture and Senior’s Facilities Amenity Reserve Fund* and the *Affordable Housing Amenity Reserve Fund* will be required as part of this proposal in accordance with section 7.7(6)(c) of the OCP.

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.

Environmental Development Permit

An Environmental Development Permit will be required prior to any development assessed based on the General Environmental Development Permit guidelines as well as the supplemental guidelines in the Arden Corridor Local Area Plan.

Tree Cutting Permit

The applicant will require a tree cutting permit in advance of any tree removal on the property. A tree assessment was provided in support of the proposal documenting the tree species on the property. No protected species were identified in the assessment.

FINANCIAL IMPLICATIONS:

The development is subject to City and the Regional District Development Cost Charges. As discussed, should Council proceed with the bylaws amendments the developer has indicated they will be requesting that the City contributes to the infrastructure upgrade needed to facilitate the development.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent 80 hours processing and reviewing this application. Should the proposed bylaws receive First Reading, the applicant will request a DCC frontender agreement and a municipal share agreement. Staff estimate an addition ten hours will be spent reviewing the request and preparing a report and the required bylaws for Council consideration.

ASSET MANAGEMENT IMPLICATIONS:

As detailed, the development requires the extension of waterline which is not currently planned nor are funds allocated by the City. The development will also require a subsequent maintenance agreement with the Ministry of Transportation concerning the extension of Copperfield Road through land within the CVRD to access the development.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

- Focus on asset management for sustainable service delivery
- Communicate appropriately with our community in all decisions we make
- ▲■ Identify and support opportunities for lower cost housing and advocate for senior government support
- ▲ Encourage and support housing diversity

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

- Housing Need Assessment

OFFICIAL COMMUNITY PLAN REFERENCE:

Official Community Plan

3.1 Growth Management:

3.1.2 Goals

1. provide for managed growth
2. ensure equitable taxation for services provided and received

-
3. support efficient infrastructure development
 4. protect environmentally sensitive areas
 5. support sustainable development practices

4.4 Residential

4.4.2 Goals

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

REGIONAL GROWTH STRATEGY REFERENCE:

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

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

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

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

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

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

Objective 1-B: Increase affordable housing options

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

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

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

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

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

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

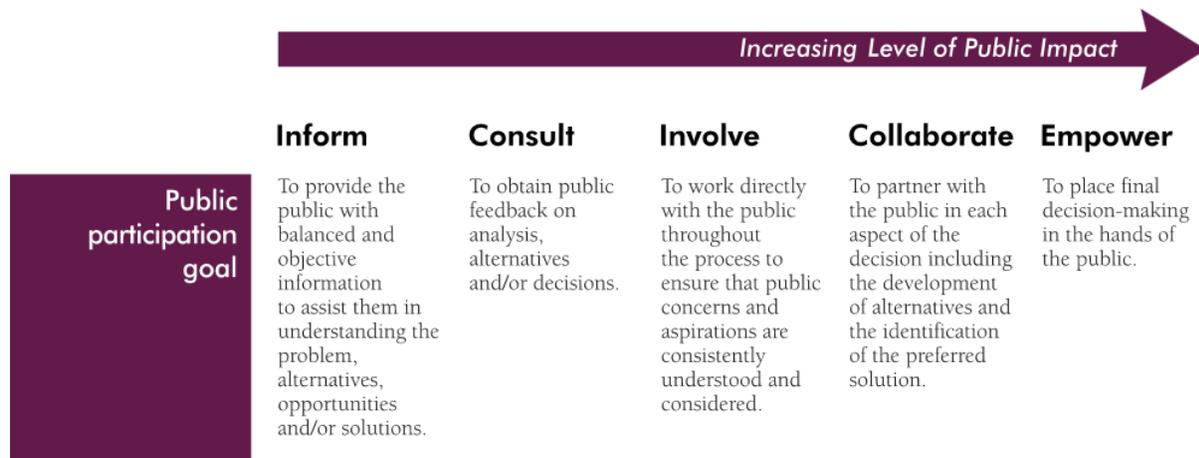
Objective 1-D: Minimize the public costs of housing

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

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

CITIZEN/PUBLIC ENGAGEMENT:

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



Staff are recommending that Council gives First Reading to the bylaws with the next step being the commencement of the DCC Frontender and Municipal Share Agreement process after which Council may give the bylaws Second Reading. As a result, a Public Hearing concerning both bylaws will not be scheduled until after Second Reading.

Prior to this application proceeding to Council, the applicant notified neighbours within 100m of the property of the proposal and completed the Alternative Public Information Meeting process. A series of comments were received which are overwhelmingly opposed to the development citing concerns including the scale, access and environmental protection. The comments received and the Public Meeting mail out are provided in meeting summary in **Schedule No. 4**.

OPTIONS:

OPTION 1: (Recommended)

That based on the October 5th, 2020 staff report “OCP Amendment Bylaw No. 3018 and Zoning Amendment Bylaw No. 2912 - Lot A Copperfield Road” Council approve OPTION 1 and complete the following steps:

1. THAT Council gives First Reading to Official Community Plan Amendment Bylaw No. 3018 to redesignate the subject property from “Suburban Residential” to “Urban Residential”;
2. THAT Council gives First Reading of “Zoning Amendment Bylaw No. 2912” to create a new CD-30 Zone and rezone the property legally described as Lot A, District Lot 138, Comox District, Plan 2607 Except Parts in Plans 312R, 14210 and 29833 from R1-A to CD-30; and,
3. THAT Second Reading of both bylaws is withheld pending Council’s consideration of a Development Cost Charge Frontender Agreement and a Municipal Share Agreement to finance the cost of extending a waterline to the subject property to provide adequate water services.

OPTION 2: That Council postpone consideration of Bylaw 3018 and Bylaw 2990 with a request for more information.

OPTION 3: That Council not proceed with Bylaw 3018 and Bylaw 2990.

Prepared by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by:



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

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services

Attachments:

- 1. Schedule No. 1 – Applicant’s Overview of the Proposal*
- 2. Schedule No. 2 – Letter from Millard/Piercy Watershed Steward*
- 3. Schedule No. 3 - Detailed Proposal Overview*
- 4. Schedule No. 4 – Alternative Public Information Meeting Materials and Responses*
- 5. Schedule No. 5 - Sustainability Evaluation Checklist*

Schedule No 1: Applicant’s Overview of the Proposal

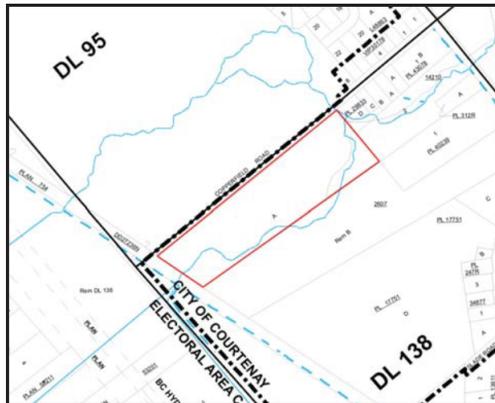
- Lot “A” -
Revised Application for Rezoning
City of Courtenay

Executive Summary

The owners of Lot “A”, are submitting this application for a rezoning of the property from the current R-1A zone to a Comprehensive Development (CD) zone in order that the property can be developed as outlined herein.

Lot “A”

Lot “A” is an undeveloped 5.82 ha (14.53 ac.) parcel of land located in the City of Courtenay at its western boundary. The subject property is currently zoned Residential 1A (R-1A) and Suburban Residential OCP designation. This zoning bylaw amendment application seeks conversion from R-1A to a comprehensive development zone suitable for creation of lots as shown below.



Proposed Development

Working with JWT Architecture and Planning and Current Environmental and using their Environmental Constraints Map as a base, the plan shown below was developed .

The proposed rezoning and development plan includes the creation of 35 lots (15 townhomes; 2 duplexes; 18 single family) within the 5.82 ha property while maintaining and preserving key environmentally sensitive habitats.

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- Lot “A” - Revised Application for Rezoning City of Courtenay



Proposed Rezoning and Development Plan

Environmental Assessment

Due to the existence of several environmentally sensitive areas on the property, Current Environmental Ltd. was retained to provide an environmental inventory, impact assessment, and impact mitigation plan to facilitate project planning and to assist with securing approval from regulatory agencies. The Environmental Assessment and Protection Plan is attached as Appendix B. Preserved areas included within the site plan include four seasonal wetlands, Piercy Creek mainstem and Tributary 11, all with associated setbacks prescribed according to the City's Arden Local Area Plan (LAP) and the Riparian Areas Regulation (RAR) of the BC Fisheries Protection Act.

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Schedule No 2: Letter from Millard/Piercy Watershed Steward



Millard/Piercy Watershed Steward

P.O. Box 3761 Courtenay, B.C. V9N 7P1

Letter regarding the housing development proposal by Rosebery Investments Ltd for LOTA with access from Copperfield Road, RZ 000004

Attention of McElhanney

To whom it may concern

MPWS, in conjunction with CVCP, has completed the referral process for the proposed development including several review meetings and site visits with McElhanney and Current Environmental.

MPWS does not “support” any specific developments and can only comment on the environmental and ecological impacts as they relate to the Piercy creek watershed. The development is proposed for one of the few remaining undeveloped creek-side properties along Piercy creek and as such should use the best practices for low impact development design.

The proposal includes a 30m riparian set back which, in our experience, is a first in the Piercy watershed. Developments along Piercy Creek previously only had 10 or 15m riparian setbacks. Going back 20 years it had been almost zero, as with the Cousins Road industrial properties backing onto the creek. The increased amount of riparian setback will protect more tree cover and vegetation, plus reduce negative hydrology impact and reduce localized flooding.

The next important design phase is the rainwater management (IRMP) that determines how the rainwater from the development’s impervious surfaces are collected, filtered, and returned to the creek. As this area includes the confluence of Trib 11, which includes a large wetland, these designs are critical.

We all live in a watershed!

MPWS has monitored coho salmon returning to spawn and fry presence in these areas and hopes to enhance access for salmon by improving/replacing culverts at Arden and Cumberland roads in the future. The Piercy Creek assessment project supported by PSF the City and McElhanney started last week. Coho fry were found in Piercy creek at the intersection of Comox logging road confirming that salmon are active in this development.

MPWS is pleased to have the opportunity to contribute to minimizing development impacts on the watershed.

Thank you for including us in the process.

Robin Harrison
MPWS President

We all live in a watershed!

Schedule No 3: Detailed Proposal Overview

- Lot “A” -
Revised Application for Rezoning
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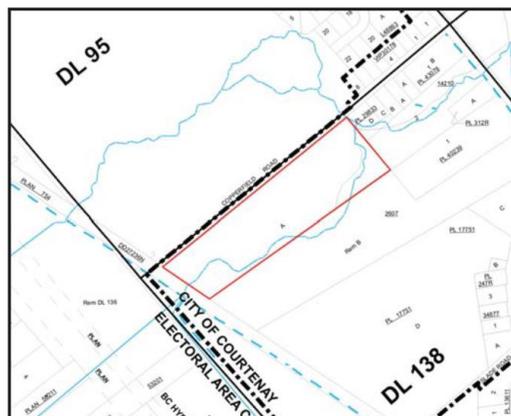
***Application Support
Documentation***

1. Lot “A”

Development within this neighbourhood includes a mixture of single family homes and small acreage parcels. To the west of the property are a mixture of small and larger acreage properties, typically improved with older single family homes while to the immediate east along Arden Road are single family dwellings on a mixture of large and small holdings. To the southeast across Cumberland Road are small acreage properties, some of which that have recently been re-developed as a strata-titled townhouse project.

Site Description

Lot “A” is an undeveloped 5.82 ha (14.53 ac.) parcel of land located in the City of Courtenay. As can be seen on the plan below, the property is located at the western boundary of the City. It is bounded by the Copperfield Road right-of-way to the north, the Comox Lake Road to the west and the Copperfield Ridge Development to the south.



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- Lot “A” - Revised Application for Rezoning City of Courtenay

Vehicular Access

The development site is accessed by Copperfield Road via Arden Road.

There is currently no actual vehicular access to the property as the paved portion of Copperfield Road terminates at the north-east corner. The existing full-width Copperfield ROW runs along the top of the property and connects the existing Copperfield Road to the Comox Logging Road to the west.



Copperfield Rd. from Arden Rd.

Pedestrian Access

The existing trail is proposed to be relocated outside the riparian buffer areas. This new neighbourhood is connected to the existing trail network to the south by way of an existing stream crossing.



Existing Trail

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Utilities and Street Improvements

Potable Water

There is an existing 150mm diameter water main stubbed at the end of Copperfield Road which is proposed to service the site.

Sanitary Sewer

The project site is currently serviced via a 200 mm diameter PVC main which travels east down Copperfield Road, south along Arden Road and then east down 20th Street to manhole P-28 where it connects to the recently upgraded Central Arden Trunk Sewer.

Topography

The site grades are relatively flat with a gentle slope of less than 3% gradient. In general, the site slopes down towards the northeast corner of the subject property.

Storm Drainage

Drainage catchments impacting the study area are defined by the surrounding roads and creeks. Comox Logging Road defines the western limits, 20th Street defines the south limit, and Piercy Creek and Tributary 10 define the east limit.

Hydrology

There are identified wetland areas in each corner of the property except for the southwest corner. Piercy Creek flows from the south west corner towards the north east corner of the property.

3.

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- Lot “A” - Revised Application for Rezoning City of Courtenay

Geotechnical Assessment

Terran Geotechnical Consultants Ltd. were retained to conduct a geotechnical investigation of the property.

The soils represent the regional till that consist of glacial deposited clay, silt, sand, gravel and cobbles. A till-like layer is nearly hydraulically impervious, and it is expected that the groundwater is perched and the water table is deeper in depth.

In their Geotechnical Investigation Report Terran stated

“Based on our experience and site investigation, it is our opinion that subject property are (sic) suitable for subdivision site development for typical lightly loaded residential dwellings. The proposed development is geotechnically feasible and the land can be used safely for their intended purposes with provided that the recommendations ... are followed.”

The Geotechnical Investigation Report is attached as Appendix D.

Tree Inventory and Assessment

Ryan Murphy, an ISA Certified Arborist, was retained to catalogue and assess the trees on Lot A for overall health and stability.

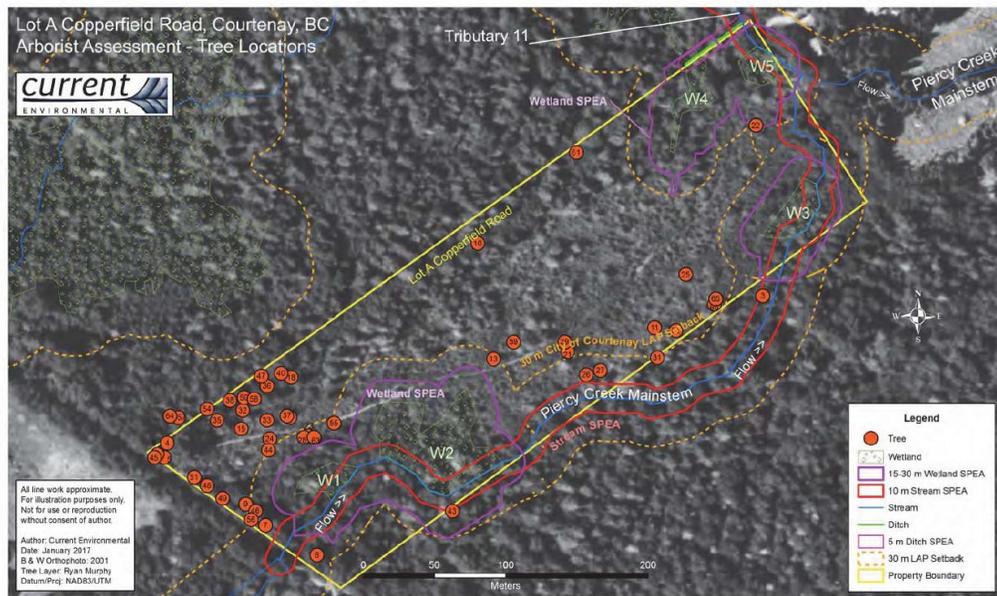
He noted that the forest appears to have been cleared 60-70 years prior as indicated by the size of the largest trees. The property is now treed with a mixture of second growth coastal species. The understory varies from areas of typically thick brush to areas of thinner salal and fern. Overall, no wide spread tree-related hazards were observed on Lot A. No evidence of widespread root-rot was observed nor was any prior incidence of wind-throw.

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Individual ‘feature’ trees, or mature trees in low density stands were mapped and are shown on the following plan. It is planned that building envelopes will be defined for each lot to save these trees to the greatest extent possible.



Map of Mature Trees

The Tree Inventory and Assessment is attached as Appendix E.

Environmental Assessment

Current Environmental was retained to provide environmental consulting services in support of the planning for the development of Lot “A”. The first objective was to complete an environmental constraints map based primarily on the BC Riparian Areas Regulation (RAR) and the City of Courtenay Official Community Plan (OCP) bylaw.

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- Lot “A” - Revised Application for Rezoning City of Courtenay

Wetland 4 and its riparian area will be impacted by development of the City ROW off the end of Copperfield Road and the access road into the site. The loss of wetland and riparian areas will require approval from the City of Courtenay, DFO via request for review, and by MFLNRO under Section 11 of the Water Sustainability Act.

Protected vs. Encroachment Areas

LAP setbacks the proposed development layout will include 3.2 ha (55 % of the total area) of the site set aside for environmental protection. The total LAP protected area will exceed RAR-mandated setback areas (2.1 ha) by 1.1 ha (or an increase of 19 % more than RAR protected areas). In addition to prescribed LAP setback areas the proposed development will include the dedication of 0.26 ha of protected area to partially offset 0.34 ha of encroachment into wetland and riparian setbacks.

2. Planning Context

City of Courtenay Official Community Plan

Within the City of Courtenay Official Community Plan, the property is designated as “Suburban Residential” as shown on the following map.

Local Area Plan

In December of 2013 the City of Courtenay adopted the Arden Road Local Area Plan. As stated in the OCP Amendment Bylaw “The objective of the LAP is to project and respond to anticipated growth in the Arden Corridor through regulation of land use and servicing that is in keeping with the values of the community, the identity of the City and the City’s commitment to environmental protection.”

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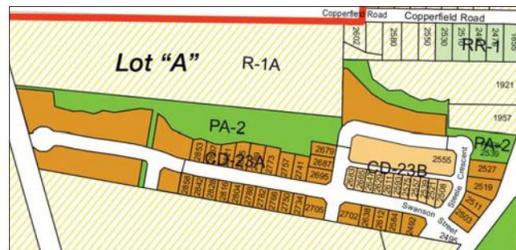
LAP Map 2

Demonstration Plan and High Level Design Principles

Current Zoning

The subject property is currently zoned Residential 1A (R-1A). This is a single family zone mandating a minimum lot size of 1 ha.

The current zoning is becoming increasingly out of context with the surrounding properties as they are rezoned to permit greater density. This is particularly so with CD-23A and CD-23B zoning of the Copperfield Ridge development immediately below Lot "A".



Copperfield Ridge CD Zoning

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3. Proposed Development Of Lot “A”

Development Objectives

1. Conformity with the Arden Corridor Local Area Plan

The development of Lot “A” in a manner that responds to the strategy, principles, housing policy and Conceptual Land Use Plan of the Local Area Plan.

2. Housing Affordability

Provision of affordable housing by developing small lots thereby reducing the land and servicing costs per dwelling unit.

3. Minimal Environmental Impact

Development of the property in a manner that limits the extent of site disturbances on:

- critical habitats of rare and endangered species;
- fish, the waters they inhabit and the riparian areas that support them;
- nesting birds and the nests of all raptors;
- hydrological features and function.

4. Marketability

Provision of a diversity of housing types that are attractive to young couples, families, and seniors.

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5. Respond to Local Neighbourhood Context

Maintain the character of a single family neighbourhood while providing the option of more affordable multi-family dwellings.

Development Planning

The results of the environmental assessment were used to support planning efforts specific to the development of the property and to inform land use decisions with regard to buildable areas, stormwater management, and the retention of ecologically significant features.

Proposed Development Plan



Proposed Rezoning and Development Plan

Using the RAR Setbacks Map as a base, numerous conceptual development plans were prepared, resulting in the proposed development plan as shown above. This plan is envisioned as a bare land strata.

Care has been taken in crafting the layout of building parcels. Parcels are strategically located based on building typology to create both interest and coherence to the

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neighbourhood’s design. irregular shaped parcels are designated as cottage lots to encourage creative house plans. Interior lots are narrower in width and include townhouse parcels (with interior lot lines) and 33' wide and alley loaded single family lots.

Major Components of the Plan

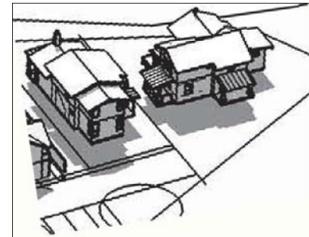
Dwelling Types

Unit types include:

- 33' wide single family lane access lots with carriage units at the lane;
- duplex(s);
- town homes (lane access) - designed to read as larger single family homes, or character townhomes with unique street appearances for each unit;
- manor homes or triplexes - also designed to read as larger single family homes.

Cottage Lots/ Small Lot Single Family

Smaller home-sites make for affordable design solutions. They foster smaller yet more creatively developed floor plans and gardens. Smaller homes are by nature more affordable. The plan proposes a variety of single family home-sites, including homes serviced by alleys, homes facing into green spaces and smaller irregular lots which beg for creative design solutions.

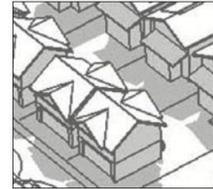


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Carriage Homes

Carriage homes are typically residential suites located above detached garages. By making provisions for carriage homes through flexible and creative zoning, builders and home owners can develop them when economic conditions are favourable. They can be rented out as revenue suites (aka mortgage helpers) or become "granny flats" facilitating multi-generational living within one single family lot. These units would not carry separate title and would be permitted as secondary detached suites.



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Duplex

One duplex parcel is planned for Lot A. Its design is intended to be in the character of a single family home.

The idea behind character of typical duplex building design is to maintain the character of a single duplex family building home design while providing for two a units sharing a common and party wall. When from the street it would be difficult to discern that this unit is occupied by two units.



Each duplex will sit on its own strata lot with shared walls being the common element. By sharing a common wall building lots can be smaller and more affordable.



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Townhomes

Two townhome (TH) parcels are planned for Lot A. Their design is intended to be sympathetic to the scale and character of a single family home, while being in the form of three distinct townhome units. Each TH unit will sit on its own strata lot with shared walls being the common element. Townhomes are a form of multi-family housing. Each unit would share common walls and have privately controlled front and rear yards. Townhomes offer an affordable and safe housing typology. Sharing common walls lowers the cost of construction as well as the cost the cost of upkeep and heating and cooling. Garages would be detached, and they can be car ports or surface parking.



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Manor Homes/Triplexes

Three triplex parcels are planned for Lot A. Their design is intended to be in the character of a single family home. Each triplex unit will sit on its own strata lot with shared walls being the common element.



Manor Homes are a type of multi-family housing that are similar to townhomes, The primary difference is they are designed to appear like a larger single family home that has several apartments located within it. They are an appropriate housing type for infill development where sensitivity to neighbourhood context is an important factor to consider during the design process. They add character and affordability to a neighbourhood. Each unit would share common walls and have privately controlled front and rear yards. They offer an affordable and safe



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housing typology for families with single parents, retirees, singles with satellite families as well as the traditional nuclear family. Garages would be detached.

Park

At the centre of the plan is a 15,600sf park. It is flanked by townhomes and single family homes with front porches. Strategically located adjacent to the larger greenway



park of Percy Creek, this community amenity space will serve as a gathering place for the neighbourhood. Parks need not be large to be functional and it is often said the best designed neighbourhood parks are large enough to provide for playground equipment, park benches and passive green space, yet small enough to feel safe and

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connected to the adjacent homes.

Rain Gardens

Rain gardens are designed to capture and cleanse storm water as it comes off the areas of vehicular traffic within a neighbourhood street network. They are located close to but lower than the roadway's curb and gutter. Rain gardens are populated with river washed stone, native and ornamental



Rain Garden

grasses, ground covers and perennials. Drain inlets are often located in rain gardens and can direct cleansed water into detention areas downhill of the garden. Our design locates two rain gardens uphill of the proposed storm water detention area.

Street Trees

While lots may be small, the opportunities to create a leafy new enclave of affordable homes remain large. Trees are located in concept within areas of the strata road right-of ways. In a few select areas trees are shown within the lots. While this is a concept plan only, and not a prescriptive tree planting plan, it is intended to be a framework for the detailed design that will follow rezoning.

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Conceptual Street Tree Planting Plan

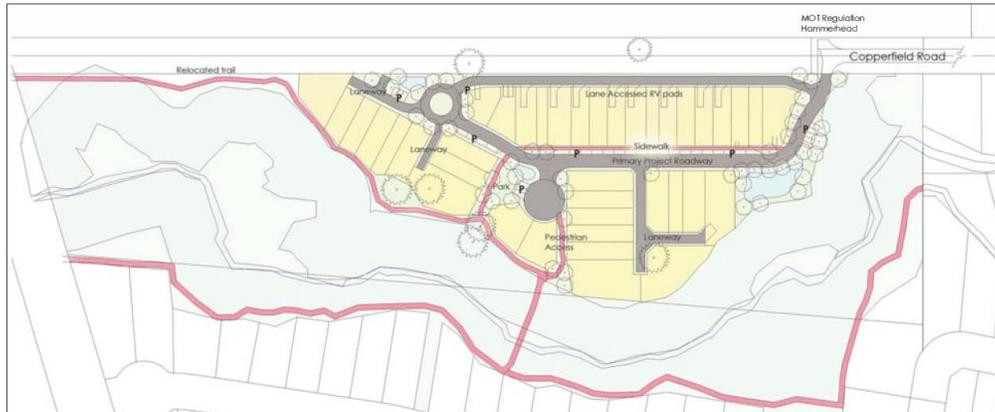
Vehicular Access

Copperfield Road is proposed as the main and only entrance to the site. Access will be provided by extending Copperfield Road along the existing road right-of-way to Ministry of Transport and Infrastructure standards. The access drive is terminated by a hammerhead turn-around. The access road will upgrade an existing culvert crossing of Tributary 11 by replacing the closed-bottom culvert with an arched design that will include re-instating natural stream bed substrates and profile. The access drive will be owned and maintained by the bare-land strata corporation.

Within the project site one main road and one spur road are terminated with a round-about and cul-de-sac. A series of laneways provides access to rear loaded garages as well as, in select places, RV parking pads. Guest parking is proposed in both parallel and head-in configurations.

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Vehicular and Pedestrian Movement Plan

Pedestrian Access

Parts of the existing trail currently traverse sections of RAR mandated SPEAs, and as noted in the Arden LAP: encroachment into SPEAs is prohibited. Those portions of the trail will be realigned outside the SPEA but within the LAP setback.

As shown on the plan above, the existing trail is proposed to be relocated outside the riparian buffer areas. This new neighbourhood is connected to the existing trail network to the south by way of an existing stream crossing.

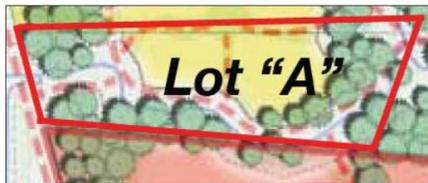
Dedication of Park and Environmental Reserve

Of the 5.82 ha. of total site area, 3.11 ha. (53%) will be dedicated to the City as environmental reserve as shown in pale green on the plan below; and 0.21 ha. (3.6%) will be dedicated as park as shown in bright green on the plan below.

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Conformity With Local Area Plan

The Proposed Rezoning and Development Concept reflects that portion of the Conceptual LUP covering Lot “A”, as shown in the Map 8 excerpt below. With its proposal of a discrete development cluster and dedication of 57% of the land as



Local Area Plan - Map 8 (excerpt)



Proposed Rezoning and Development Plan

environmental reserve and park, it conforms with the strategy, principles, housing policy and Conceptual Land Use Plan of the Local Area Plan.

Local Area Plan Design Principles

The Local Area Plan promotes a number of community design principles, which together enable a development pattern that supports the vision described in the Plan. These principles, and how they are applied, are as follow:

Design Principle	How Addressed in the Proposed Development Concept
Where infill development is permitted, it is in keeping with existing neighbourhood character.	The design takes into account the context of single family homes on Copperfield Road and the adjacent Copperfield Ridge development.
Public trail networks should be secured especially along Piercy and Morrison Creeks and connect to key destinations within and beyond the study area.	This new neighbourhood is connected to the existing trail network to the south by way of an existing stream crossing. This trail network connects to an internal sidewalk and trail system giving trail users access to the MOT ROW and lands beyond.

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Design Principle	How Addressed in the Proposed Development Concept
Multiple mobility modes are provided along major roads including Arden Road, Cumberland Road and Lake Trail Road.	Not applicable.
Preserve contiguous parcels of green space to protect against forest and habitat fragmentation.	Current Environmental have provided mapping of environmentally sensitive features and recommendations on how to maintain connectivity of those features.
Provide trail access, but not vehicle access, from new development to existing local streets.	Trail access will be extended from the existing Copperfield Ridge development to the south to connect with a street in the Lot “A” development and will also connect to the existing trail leading to the Comox Logging Road.
Require rehabilitation of creeks and wetlands as part of new developments.	Current Environmental will advise on restoration opportunities, particularly in the area impacted by the site access road.
Preserve the hydrological function of the landscape by using Low Impact Design principles.	Rosebery Investments & JWT Architecture have worked with Current Environmental to ensure protection of the hydrological functions and features of the site.
In general, support clustered forms of development, not typical tract housing.	Using the Environmental Constraints Map to provide direction on the site layout, cluster development is proposed in order to facilitate the conservation of sensitive ecosystems, provision of open space and economical infrastructure costs.
Limit crossings to streams. Where crossings are required, clear span bridge crossings are encouraged.	Replacement of the existing culvert within the City's Copperfield Road ROW with a suitably sized, fish friendly clear-span or arched culvert with native bed material is recommended.
Expand the network of greenways as part of the municipal and regional greenways system that is connected and accessible to multiple users.	The proposed development concept envisions that 55% of the site will be set aside and dedicated as environmental reserve.
Develop the trail network in accordance with the general connections shown on Map 8.	Map 8 generally shows the existing trail and it will be used and enhanced wherever possible.

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Design Principle	How Addressed in the Proposed Development Concept
Retain effective open channel stormwater management in order to promote natural hydrological functioning of the area, specifically stream health.	Introduction of source controls, along with a decentralized stormwater pond system designed to be ‘natural’ with a variety of native aquatic and riparian species.

Site Servicing

McElhanney Consulting Services Ltd. (MCSL) were retained to provide Engineering Consulting Services. Their servicing report was prepared in support of this rezoning application and covers municipal sanitary sewer, storm drainage, and potable water. Commentary is also provided relative to site access, third party utilities (BC Hydro, Telus and Shaw Cable) servicing, refuse collection, sustainability checklist conformity, and affordable housing policy conformity.

The report presents both the estimated development loads as well as the general servicing methodology, confirming the suitability of the subject parcel for the proposed rezoning and increased density. The results presented will inform detailed engineering design. The report is summarized as follows.

Potable Water Demand

The sum of the total probable domestic water demand and fire flow rate is 92.99 l/s. There is an existing 150mm diameter water main stubbed at the end of Copperfield Road which is proposed to service the site. We request the City undertake a water model analysis and advise if there is sufficient capacity and pressure within the City’s existing water distribution network to accommodate the additional demand. If sufficient capacity is not available, we expect that the City will outline the offsite

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upgrades required to meet the required potable water demands of the proposed development.

Sanitary Sewers

The project site is currently serviced via a 200 mm diameter PVC main which travels east down Copperfield Road, south along Arden Road and then east down 20th Street to manhole P-28 where it connects to the recently upgraded Central Arden Trunk Sewer. We request the City undertake a sanitary sewer model analysis of the specific sections of downstream infrastructure, to either confirm that sufficient capacity is available to accept additional development flow or provide an outline of required offsite upgrades.

Storm Drainage

This Stormwater Management Plan has been prepared in accordance with the City of Courtenay Subdivision and Development Servicing Bylaw 2919 Section 4.1.1 Drainage Planning. We understand that the City does not have a Master Drainage Plan, Watershed Plan, or Integrated Stormwater Management Plan for the study area. The catchment area for this study uses only the developable land area, totalling 2.6 hectares, for pre- and post-development analysis.

Guidelines and Targets

A new updated bylaw entitled City of Courtenay Bylaw 2919 provides guidelines or targets that were referenced in preparing this study. It outlines the requirement for stormwater management for subdivisions and development within the City. Bylaw requirements are outlined below:

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- *Limit post-development peak flows to equal the corresponding pre-development peak flows for the 1 in 2, 1 in 5, 1 in 10 and 1 in 25 year return period 24-hour storm events;*
- *Provide escape routes to account for greater storms up to the 1 in 100 year return period storm events in a manner which does not result in flooding of any properties;*
- *Minimize the total runoff generated from storms through the application of site adaptive planning;*
- *Control discharge such that the downstream watercourses receiving outflow from detention facilities are protected from surcharge and erosion;*
- *Convey flows up to the 1 in 10 year return period storm event in the minor system;*
- *Convey flows in excess of the 1 in 10 year return period storm event overland in the major system;*
- *Provide oil and grit separators for sites with parking for 11 or more vehicles.*

Climate Data

City of Courtenay Bylaw 2919 Intensity Duration Frequency (IDF) curves have been used for the 1 in 2, 1 in 5, 1 in 10, 1 in 25 and 1 in 100 year return storm events, developed using the Modified Chicago Distribution, in the computer simulated hydraulic modelling.

Basin Characteristics

The property is situated in an approximately 10 hectare catchment area which slopes to the south east draining to Piercy Creek. Upstream runoff is conveyed around the catchment by Tributary 11 to the north and ditching along the Comox Logging Road to the west. The subject property makes up the lower half of the catchment area. The upper half of the catchment area is located to the north in DL 95.

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Post-development runoff from DL 95, which is conveyed across the subject property is expected to be cut-off by the extension of Copperfield road, and directed east to Tributary 11. Approximately 3.42 hectares of the 5.82 hectare site consist of riparian areas and wetlands which will be undisturbed by the development and continue to drain to Piercy Creek.

Stormwater Management

The following Stormwater Management Plan analyzes the site using computer simulated hydraulic modelling to set a baseline for existing runoff, size proposed stormwater management mitigation infrastructure (source controls which reduce peak runoff rates and total volume by retaining and/or promoting infiltration and evapotranspiration), and provide simulated post-development runoff peak rates and total volumes.

Design Elements

The proposed Source Controls to be implemented for this project have been developed to promote onsite capture of runoff and groundwater recharge. Properly employed, this approach will mitigate peak runoff rates, and provide qualitative treatment of runoff, prior to discharge. The following source controls are proposed for the site:

- **Amended Topsoil:** Place 300mm of amended topsoil in all landscaped (pervious). Direct surface runoff from impervious surfaces to landscaped areas wherever possible;
- **Disconnected Roof Leaders:** Where grades allow, properties backing onto the existing riparian areas should have disconnected roof leaders allowing roof runoff to sheet flow to the riparian areas

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which will provide detention, infiltration, evaporation and transpiration;

- **Rain Garden:** Install a rain garden with outlet controls to reduce peak runoff rates and volume by promoting groundwater recharge;
- **Detention Pond:** Construct a detention pond to limit peak runoff rates up to the 1 in 25 year design storm event;
- **Grit Sumps:** Install grit sumps in catch basins and pond/ rain garden inlet and outlet manholes to provide pre-filtering and removal of larger particulate.
- **Bio-swales:** Constructed bioswales with aquatic planting both before and after the detention pond and aquatic plantings within the pond are proposed to remove Total Suspended Solids (TSS) and pollutant loading from stormwater runoff. Bio-swales should be designed to maximize detention time. Plantings should be selected by a qualified professional experienced in aquatic plantings to reduce TSS loading. Details of the bioswales and plantings will be determined at the design stage.

Runoff Quality

Runoff quality will be controlled by three systems, grit sumps, bio-swales and the detention pond. Grit sumps in the catch basins and pond inlet and outlet manholes will be the first line of defence to remove larger particulate. Bio-swales both up and downstream of the pond, and downstream of the rain garden are proposed to provide qualitative treatment of runoff by reducing hydrocarbon loading and Total Suspended

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Solids (TSS) prior to discharge to Piercy Creek. Infiltration to ground, through the rain garden will serve to further improve/ polish the quality of runoff. The detention pond complete with aquatic plantings will also improve water quality by aiding in the further removal of hydrocarbons and TSS.

Post-Development Runoff

The analyses show that with the use of the proposed Source Controls, which promote infiltration, evapotranspiration, and detention, Bylaw 2919 requirement to limit post-development runoff peak rates below existing rates up to the 1 in 25 year design storm event are attained.

Conveyance

The stormwater collection/conveyance system will consist of a traditional minor piped system and a major overland system. Both the minor and major system will be designed to current City of Courtenay design standards. Peak 10-year return period (short duration) flows will be conveyed within the minor piped drainage system. Flows in excess of the 10-year return period design rainfall events will be conveyed via the major overland drainage system.

Low flow discharge from the rain garden and detention pond should be designed in conjunction with the project biologist to provide distributed, unconcentrated flows to the adjacent riparian wetland areas. Distributed flows will serve to further mimic predevelopment runoff. A defined vegetated pond outflow swale is proposed to convey pond discharge in excess of the 1 in 5 year design rainfall event to Piercy Creek. The outflow swale will be designed to safely convey flows up to the 1 in 100 year design storm event.

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Sizes and grades for the minor and major storm system, as well as details of the distributed low flow pond discharge, will be determined at time of detailed design. The pond will also be designed to safely convey peak flows and volumes up to the 1 in 100 year design rainfall event.

Construction Sediment and Erosion Control

Prior to, or in conjunction with land clearing, grading or construction, sediment and erosion control measures must be implemented to preclude conveyance and discharge of fine silts and clay particles into the receiving environment. Construction activities should be carried out during dry weather periods that will reduce the chance of erosion. As rainfall is always a possibility, a sediment and erosion control plan must be in place prior to construction.

Maintenance

The operation and maintenance of the stormwater system will include the upkeep of catch basins, pipes, biofiltration swales, the rain garden and the detention pond, and other related components that are part of conveying stormwater within the drainage basin. Effective and timely maintenance will enable stormwater components to function as intended, mitigating risk to property and infrastructure.

Site Access

The development site is accessed by Copperfield Road (minor collector) via Arden Road (major collector). Arden Road is serviced by Lake Trail Road and Cumberland Road both of which are classified as Arterials. The conceptual site plan, Figure 1, prepared by JWT Architecture and Planning/ JWT Design Ltd., proposes an approximately 60m extension of Copperfield Road to access the site. As the extension

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of the Copperfield Road right-of-way is outside the City boundaries, the extended road will be built to Ministry of Transportation and Infrastructure requirements.

The trail network is proposed to be connected through the site joining Copperfield Road to the Piercy Creek trail network.

Third Party Utilities

McElhanney confirms that BC Hydro, and third party utility services are available along Copperfield Road. All development servicing will be underground per City bylaws.

Environmental Impact Mitigation

On-site Restoration of Riparian and Aquatic Habitats

Property access is only possible from the northern property corner off the end of Copperfield Road that will require modifying 0.34 ha of wetland and riparian forest habitats. The proposed access road will minimize impacts to the riparian habitat of Wetland 5, while impacts to Wetland 4 are unavoidable.

On-site restoration opportunities exist that are intended to attempt to balance those areas of lost habitat. In order to compensate for the impacted riparian and wetland habitat resulting from establishing site access requirements, it is proposed that:

- 0.26 ha of otherwise developable land (beyond but adjacent to 30 m LAP setbacks), much of which is situated in areas of more mature vegetation are suggested to partially offset the modification of 0.32 ha of riparian forest habitats in and around Wetland 4.

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- approximately 0.03 ha (108 m length x 3 m width) of existing pedestrian walking trail within the LAP setback area north of Wetland 2 will be decommissioned and restored using an assemblage of native vegetation species.
- a series of Newbury style riffles be installed at suitable locations within the Piercy Creek mainstem to create spawning and pool habitats that appear to be lacking within the mainstem reach on the property. Each riffle/pool complex will have a ballasted large woody debris feature installed within the pool to enhance rearing and shelter from predation.

Avoiding and Minimizing Residential Encroachment

Long-term residential encroachment into environmentally sensitive areas can be avoided and/or minimized by installing fencing and placing coarse woody debris that accommodates wildlife passage along the perimeter of Park Dedication areas adjacent to proposed development lots. Application of the City's prescribed tree retention requirements along the southern perimeters of lots adjacent to LAP setback areas will assist in the reduction of LAP encroachment impacts while permitting these lots to proceed with subdivision/development according to the proposed lot orientation.

Minimizing Loss of Wildlife Habitat and Species at Risk

Development will be focused in the largely disturbed (i.e. recovering 3rd growth forest) central portion of the site to minimize the loss of wildlife habitat (Figures 1-3). As mentioned, the majority of meaningful wildlife habitat lies along the southwest and northeast corners of the site, including within wetlands, watercourses, and their riparian areas.

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Minimizing Impacts to Hydrological Regime

The Arden LAP policy for surface run-off is to minimize the volume/velocity of flows "into watercourses and encourage rain-water infiltration by limiting the amount of impervious cover and maintaining trees and other vegetation."

The stormwater management BMP's described in the following sub-sections will be incorporated in all levels of the project engineering design.

Rainwater Volume Management

The proposed development layout includes a decentralized system that will include two rain gardens and a rainwater detention pond (Figure 1), the latter of which will discharge to the sensitive riparian/LAP setback area adjacent to the confluence of Tributary 11 and mainstem Piercy Creek (Figure



Rain Garden

1). These rainwater management features are intended to be unobtrusive, constructed wetland-type features outside of the LAP setback that will help support rainwater infiltration and reduce impacts from peak flow discharges to the natural environment. There is to be no increase in peak discharges within watercourses as a result of this development.

Treat Road and Parking Runoff

All road surface runoff will be treated using a combination of vegetated, ephemeral bioswales and rain gardens placed strategically in green space areas located outside the setback area.

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Tree Protection

All trees deemed to be safe within ESA's and designated setback areas will be protected in perpetuity. These will continue to increase in functional value as protected areas mature over the longterm. During the sub-division phase additional tree management criteria will be identified through implementation of City of Courtenay Tree Protection and Management Bylaw No. 2850 (2016).

Other Mitigation and Compensation Strategies

Lighting

The placement of lighting structures will be avoided adjacent to riparian and sensitive habitat areas. Where human safety is a concern, lighting will be installed that is of low power and located close to the ground surface and directed away from sensitive habitats.

Human Exclusion Fencing

Exclusion fencing (height to be determined in consultation with City) will be constructed along all setback areas to minimize human intrusion into sensitive areas.

Riparian Habitat Enhancement

Any coarse woody debris, salvaged from cleared areas, will be opportunistically placed, as directed by a QEP, into setback and wetland areas to provide habitat, moisture regulation, and autochthonous nutrient and energy sources for wildlife - particularly amphibians. Downed logs and bark, especially large diameter pieces will not be removed from protected areas.

Terrestrial Habitat Enhancement and Off-set Strategies

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Younger 3rd growth stands, specifically the "Developable Area Added to Protected" shown in Figure 2, are recommended as partial offsets for encroachment into the riparian area of Wetland 4 required for site access and can be enhanced through a combination of planting a suitable assemblage of native coniferous trees, installing recumbent woody debris, planting “snag” habitat trees, and decommissioning/replanting sections of the existing pedestrian trail that traverses the LAP north of Wetland 2. Planting young 3rd growth stands with coniferous species will assist in the succession process towards a mixed stand with higher wildlife values, similar to the older 2nd growth forest visible elsewhere on the property.

In-stream Habitat Enhancement

In-stream enhancement opportunities exist in mainstem Piercy Creek and near the proposed City ROW road crossing of Tributary 11 where a series of riffle/pools and large woody debris installations could be installed to offset proposed impacts to Wetland 4 in the northwestern corner of the lot. The installation of riffles dramatically increases the stream’s resilience to drying by impounding flows and releasing them slowly over time. This has worked very well on lower reaches of Piercy Creek.

Replacement of the 1.5 m x 1.0 m ovoid CSP culvert within the City's Copperfield Road ROW with a suitably sized, fish friendly clear-span or arched culvert with native bed material is recommended.

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3. Proposed Rezoning

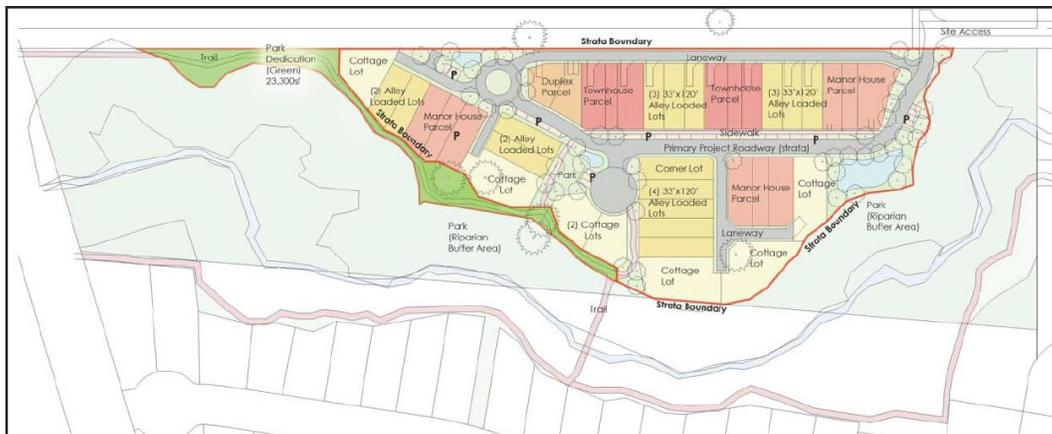
Comprehensive Development

The proposed zoning bylaw amendment application seeks conversion from R-1A to a Comprehensive Development zone suitable for the creation of:

- 33' wide single family lane access lots with the option of carriage units at the lane;
- duplex(s);
- town homes (lane access);
- triplexes.

Land Use

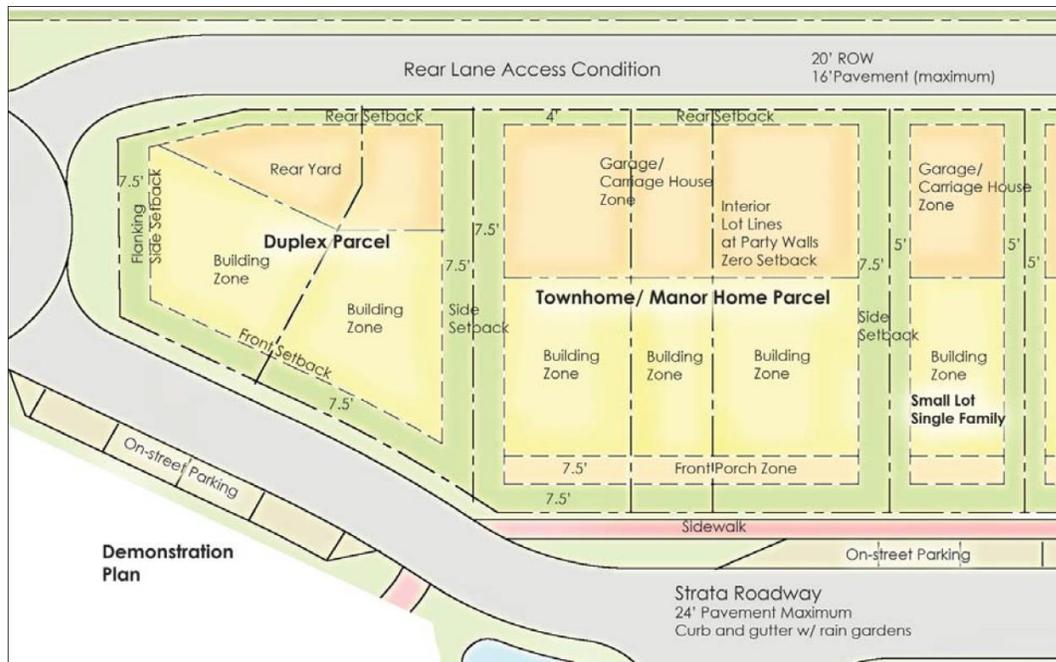
It is proposed that the requested Comprehensive Development zoning allow the land uses as designated in the Land Use Plan below.



Land Use Plan

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Setback Diagram

Lot Setbacks

Front Setbacks:

15' except 7.5' to any front porch with or without habitable space above. A front porch shall be defined as open covered deck area facing a private or public roadway but not a laneway not exceeding 8' in total width as measured from the exterior plane of structure to the sheathing of the dwelling unit it serves. A front porch may have second story habitable space above. A front porch must be at least 12" above adjacent finished grade and not more than 3' above adjacent grade.

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Side setbacks:

5' from the lot line to face of sheathing except 7.5' if the dwelling unit is attached to another dwelling unit or the side lot line is facing a flanking street. Relaxations of the side setback to 3' (5.5' for flanking side yards) are allowable for bay windows, chimneys and other building elements as long as their total area in plan or projected view does not exceed six square feet.

Rear setbacks:

For lots serviced by a laneway: 45' from the rear lot line to the face of sheathing of the primary dwelling unit. Garages and carriage homes may have a relaxation to 4' provided the rooflines above do not overhang the lot line. Decks not more than 24" above grade may be built outside of the rear setback line.

For lots not serviced by a laneway: 45' from the rear lot line to the face of sheathing of the primary dwelling unit. Decks not more than 24" above grade may be built outside of the rear setback line.

4. Conclusion

The proposed plan was developed working in concert with JWT Architecture and Planning, Current Environmental and McElhanney Consulting Services over a period in excess of two years.

The proposed development of the property meets the objectives of:

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1. Conformity with the Arden Corridor Local Area Plan

The proposed development of Lot “A” does respond to the strategy, principles, housing policy and Conceptual Land Use Plan of the Local Area Plan.

2. Housing Affordability

The development plan would provide affordable housing by developing small lots thereby reducing the land and servicing costs per dwelling unit.

3. Minimal Environmental Impact

The proposed development of the property limits the extent of site disturbances on critical habitat, riparian areas and hydrological features and function.

4. Marketability

The proposed development provides a diversity of housing types that are attractive to young couples, families, and seniors.

5. Responds to Local Neighbourhood Context

The proposed development maintains the character of a single family neighbourhood while providing the option of more affordable multi-family dwellings.

Given the lack of affordable, family-oriented housing in the City due to the limited supply of housing lots, this rezoning application will permit an increased supply of zoned and serviced housing lots which should serve to stabilize or reduce housing prices.

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Appendix A

Development Plan & Architectural Illustratives

- JWT Architecture and Planning -

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The Diagram:

Care had been taken in crafting the layout of building parcels. Parcels are strategically located based on building typology to create both interest and coherence to the neighbourhood's design. Irregular shaped parcels are designated as cottage lots to encourage creative house plans. Interior lots are narrower in width and included townhouse parcels (with interior lot lines) and 33' wide alley located single family lots.

Land Use Plan Plan

September 30, 2019



The Diagram:

Copperfield Road is proposed as the main and only entrance to the site. It is terminated by a "hammerhead" turn around designed to Ministry of Transportation (MOT) standards. Within the project site one main road and one spur road are terminated with a roundabout and cul-de-sac. A series of laneways provides access to rear loaded garages as well as, in select places, RV parking pads. Guest parking is proposed in both parallel and head-in configurations.

The existing trail to the north is proposed to be located outside the riparian buffer areas. This new neighbourhood is connected to the existing trail network to the south requiring one stream crossing. This trail network connects to an internal sidewalk and trail system giving trail users access to the MOT ROW and lands beyond.

Vehicular and Pedestrian Movement Plan

September 30, 2019



The Diagram:

While lots may be small, the opportunities to create a leafy new enclave of affordable homes remain large. Trees are located in concept within areas of the strata road right-of ways. In a few select areas trees are shown within the lots. While this is a concept plan only, and not a prescriptive tree planting plan, it is intended to be a framework for the detailed design that will follow rezoning.

Conceptual Street Tree Planting Plan

September 30, 2019



Plan Diagram:

This area plan gives a plan view detailed graphic portrayal of the plan's central park area. Illustrated here are conceptual rooftops, trails, sidewalks, guest parking, vehicular pavement areas, lawn areas and existing and proposed trees.

Detail Plan - Central Park

September 30, 2019



Setback Diagram

Front setbacks: 15' except 7.5' to any front porch with out without habitable space above. A front porch shall be defined as open covered deck area facing a private or public roadway but not a laneway not exceeding 8' in total width as measured from the exterior plane of structure to the sheathing of the dwelling unit it serves. A front porch may have second story habitable space above. A front porch must be at least 12" above adjacent finished grade and not more than 3' above adjacent grade.

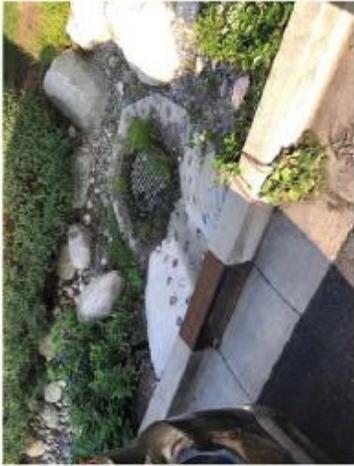
Side setbacks: 5' from the lot line to face of sheathing except 7.5' if the dwelling unit is attached to another dwelling unit or the side lot line is facing a flanking street. Relaxations of the side setback to 3' (3.5' for flanking side yards) are allowable for bay windows, chimneys and other building elements as long as their total area in plan or projected view does not exceed six square feet.

Rear setbacks: For lots serviced by a laneway: 45' from the rear lot line to the face of sheathing of the primary dwelling unit. Garages and carriage homes may have a relaxation to 4' provided the rooflines above do not overhang the lot line. Decks not more than 24" above grade may be built outside of the rear setback line. For lots not serviced by a laneway: 45' from the rear lot line to the face of sheathing of the primary dwelling unit. Decks not more than 24" above grade may be built outside of the rear setback line.

Detail Plan - Parcel Setbacks

September 30, 2019

Rain gardens are designed to capture and cleanse storm water as it comes off the areas of vehicular traffic within a neighbourhood street network. They are located close to but lower than the roadway's curb and gutter. Rain gardens are populated with river washed stone, native and ornamental grasses, groundcovers and perennials. Drain inlets are often located in rain gardens and can direct cleansed water into detention areas downhill of the garden. Our design locates two rain gardens uphill of the proposed storm water detention area.



Rain Gardens



Key Plan



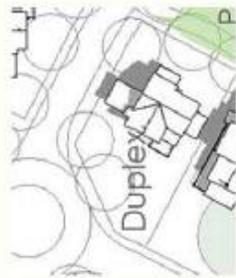
Park



At the center of our plan is a 15,600sf park. It is flanked by town-homes and single family homes with front porches. Strategically located adjacent to the larger greenway park of Piercy Creek, this community amenity space will serve as a gathering place for the neighbourhood. Parks need not be large to be functional and it is often said the best designed neighbourhood parks are large enough to provide for playground equipment, park benches and passive green space, yet small enough to feel safe and connected to the adjacent homes.



Park - Illustrative Concept



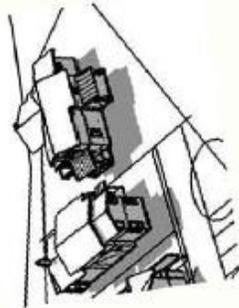
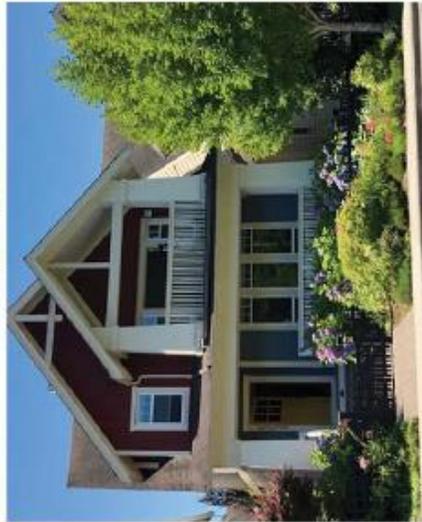
Demonstration Plan



Duplex



Our plan affords opportunities for duplexes. Duplexes are a multi-family housing typology which most closely resembles single family. By sharing a common wall building lots can be smaller and more affordable. It is important that the design of duplexes resembles single family homes and does not simply provide for mirror image floorplans and elevations.

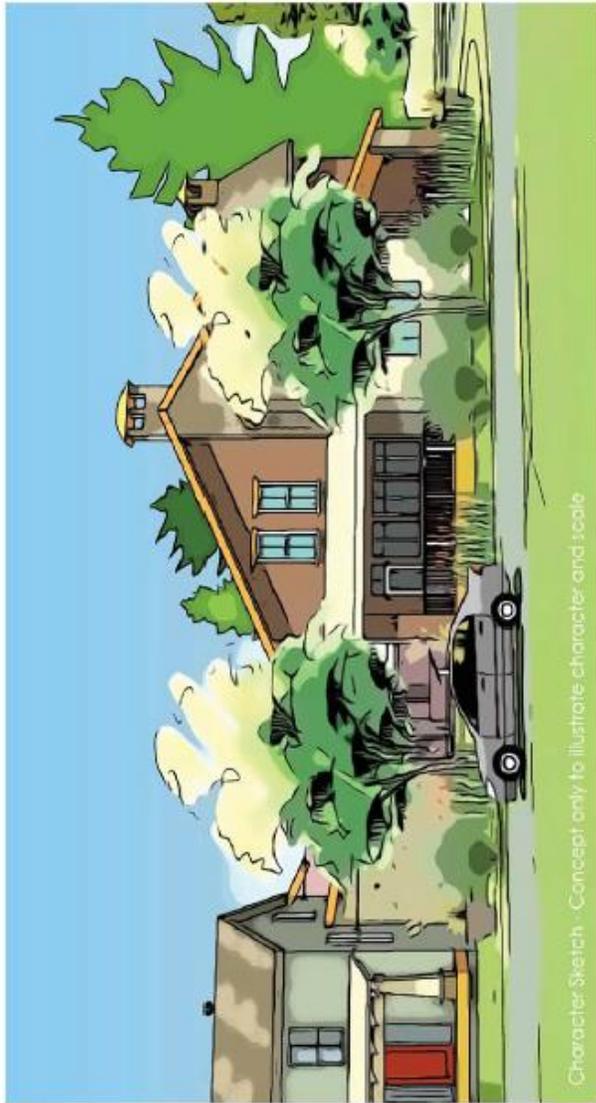


Demonstration Plan



Smaller home-sites make for affordable design solutions. They foster smaller yet more creatively developed floorplans and gardens. Smaller homes are by nature more affordable. Our plan proposes a variety of single family home-sites, including homes serviced by alleys, homes facing into green spaces and smaller irregular lots which beg for creative design solutions.

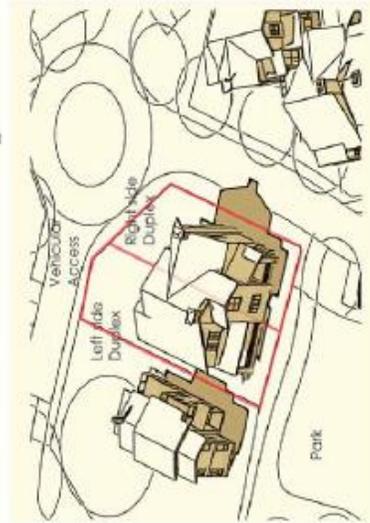
Cottage Lots/ Small Lot Single Family



Character Sketch - Concept only to illustrate character and scale

Description:

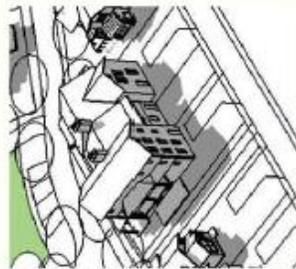
One duplex parcel is planned for Lot A. It is located adjacent to the park. Its design is intended to be in the character of a single family home. Each duplex will sit on its own strata lot with shared walls being the common element.



Parcel Diagram

Typical Units - Duplex

October 7 2019



Demonstration Plan



Townhomes are a form of multi-family housing. Each unit can belong to an overall strata or in our situation just share common walls and have privately controlled front and rear yards. Townhomes offer an affordable and safe housing typology for families with single parents, retirees, singles with satellite families as well as the traditional nuclear family. Sharing common walls lowers the cost of construction as well as the cost of upkeep and heating and cooling. Garages can be attached (desirable on lots without a lot of depth, or in our case they can be detached, they can be car ports or they can be surface parking (even with allocations for an RV parking pad).

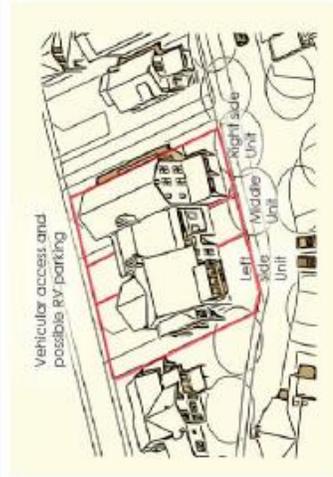
Townhomes



Character Sketch - Concept only to illustrate character and scale

Description:

Two townhome (TH) parcels are planned for Lot A. Their design is intended to be sympathetic to the scale and character of a single family home, while being in the form of three distinct townhome units. Each TH unit will sit on its own strata lot with shared walls being the common element.



Parcel Diagram

Typical Units - Townhomes

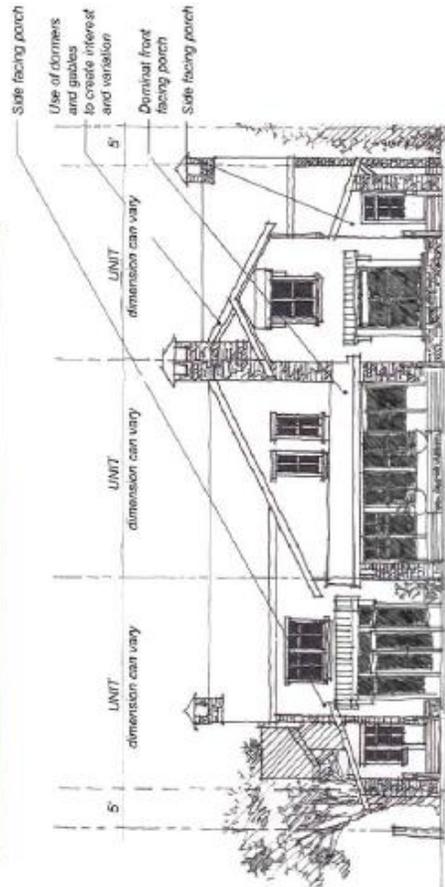
October 7 2019



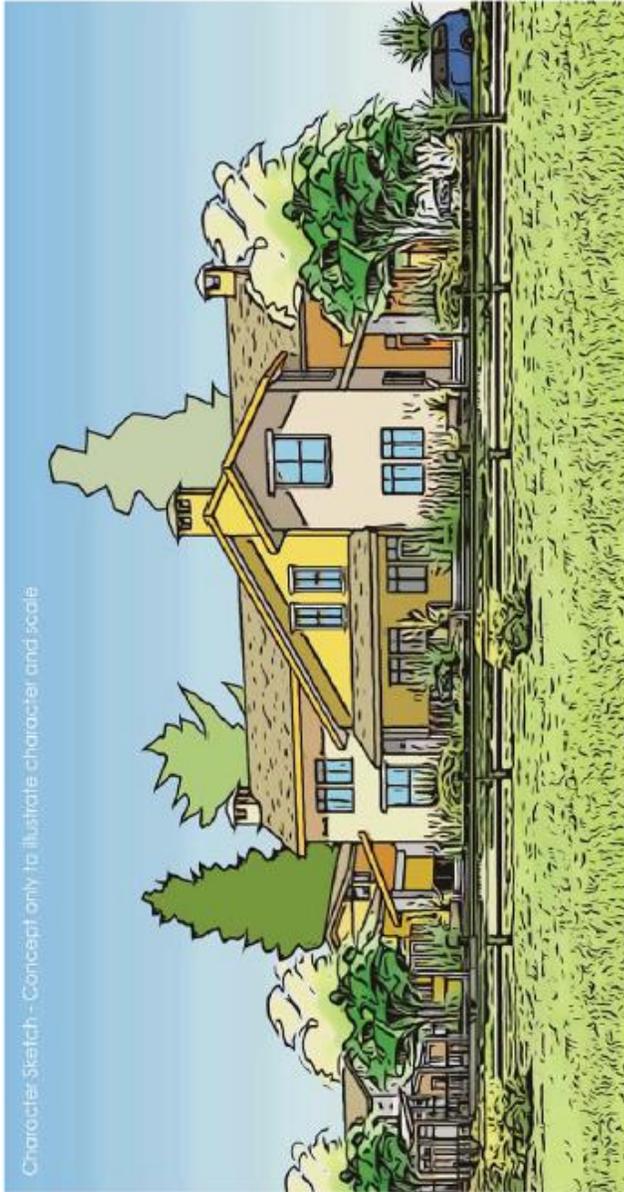
Manor Homes are a type of multi-family housing that are similar to townhomes. The primary difference is they are designed to appear like a larger single family home that has several apartments located within it. They are an appropriate housing type for infill development where sensitivity to neighbourhood context is an important factor to consider during the design process. They add character and affordability to a neighbourhood. Each unit can belong to an owner-occupied or in our situation just share common walls and have privately controlled front and rear yards. They offer an affordable and safe housing typology for families with single parents, retirees, singles with satellite families as well as the traditional nuclear family. Garages can be attached (desirable on lots without a lot of depth, or in our case they can be detached, they can be car ports or they can be surface parking (even with allocations for an RV parking pad).



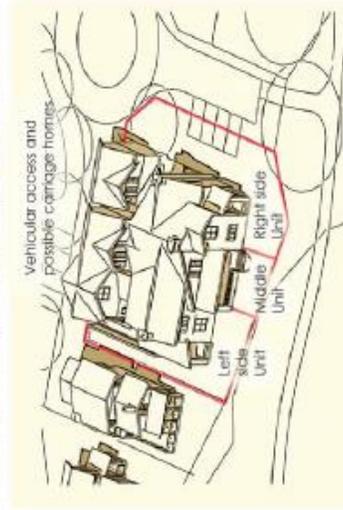
Demonstration Diagram



Manor Homes



Character Sketch - Concept only to illustrate character and scale



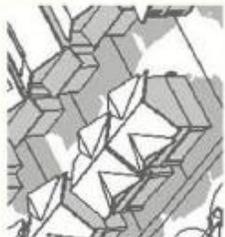
Parcel Diagram

Description:

Three triplex parcels are planned for Lot A. Their design is intended to be in the character of a single family home. Each triplex unit will sit on its own strata lot with shared walls being the common element.

Typical Units - Triplex

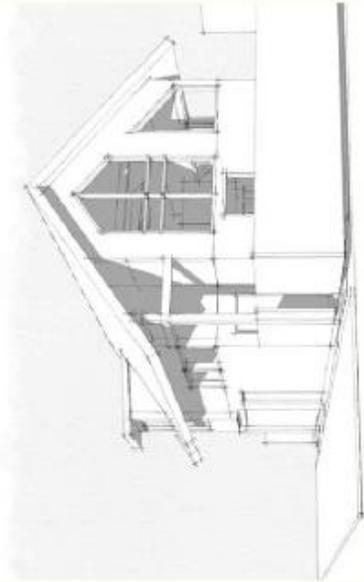
October 7 2019



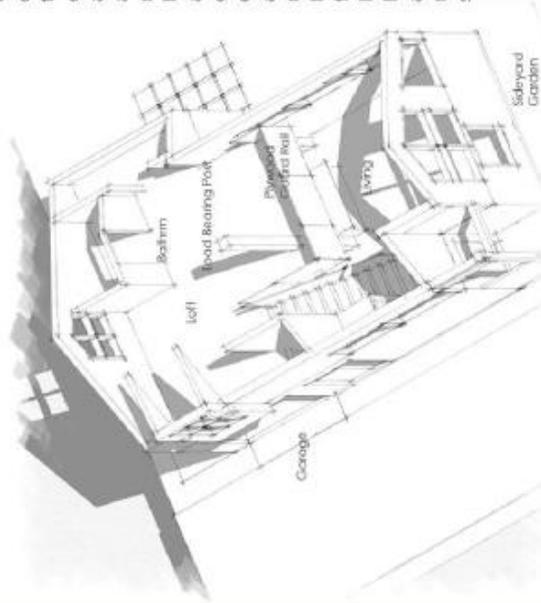
Demonstration Diagram



Carriage Homes



Carriage homes are typically residential suites located above detached garages and in some cases can be located above and/or beside a single car garage as in this demonstration plan. By making provisions for carriage homes through flexible and creative zoning builders and homeowners can develop them when economic conditions are favourable. They can be rented out as revenue suites AKA mortgage helpers or become "granny flats" facilitating multi-generational co-habitation within one single family lot. These units would not carry a separate title and would be permitted as secondary detached suites.



Schedule No 4: Alternative Public Information Meeting Materials and Responses

- Lot “A” -
2650 Copperfield Rd.

Revised Application for Rezoning

This information is being distributed to all residents within a 100 meter radius of the subject property as prescribed by the City of Courtenay’s Development Procedures Bylaw.

The owners of Lot “A”, 2650 Copperfield Road, have submitted a revised application to rezone the property from the current R-1A zone to a Comprehensive Development (CD) zone so that the property can be developed as outlined below. The application has been revised to more closely reflect the intent of the Local Area Plan.

Lot “A”

Lot “A” is an undeveloped 5.82 ha. (14.38 ac.) parcel of land located in the City of Courtenay at 2650 Copperfield Rd. The subject property is currently zoned Residential 1A (R-1A) and has a Suburban Residential OCP designation.



Proposed Development

Working with JWT Architecture and Planning and Current Environmental, the plan shown below was developed.



Proposed Rezoning and Development Plan

- Lot “A” - 2650 Copperfield Rd.

Revised Application for Rezoning

Cottage Lots/ Small Lot Single Family

Smaller home-sites make for affordable design solutions. Smaller homes are by nature more affordable. Our plan proposes a variety of single family home-sites, including homes serviced by alleys, homes facing into green spaces and smaller irregular lots which beg for creative design solutions.



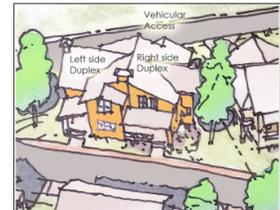
Carriage Homes

Carriage homes are typically residential suites located above detached garages. They can be rented out as revenue suites AKA mortgage helpers, or become "granny flats" facilitating multi-generational co-habitation within one single family lot. These units would not carry a separate title and would be permitted as secondary detached suites.



Duplex

One duplex parcel is planned for Lot A adjacent to the park. Its design is intended to be in the character of a single family home and does not have mirror image floor plans and elevations. Each duplex will sit on its own strata lot with shared walls being the common element. By sharing a common wall, building lots can be smaller and more affordable.



Town Homes

Two townhome (TH) parcels are planned for Lot A. Their design is intended to be sympathetic to the scale and character of a single family home, while being in the form of three distinct townhome units. Each TH unit will sit on its own strata lot with shared walls and have privately controlled front and rear yards. Garages will be detached, they can be car ports or they can be surface parking (even with allocations for an RV parking pad).



Townhomes offer affordable and safe housing for families with single parents, retirees, singles with satellite families as well as the traditional nuclear family.

- Lot “A” - 2650 Copperfield Rd.

Revised Application for Rezoning

Manor Homes / Triplexes

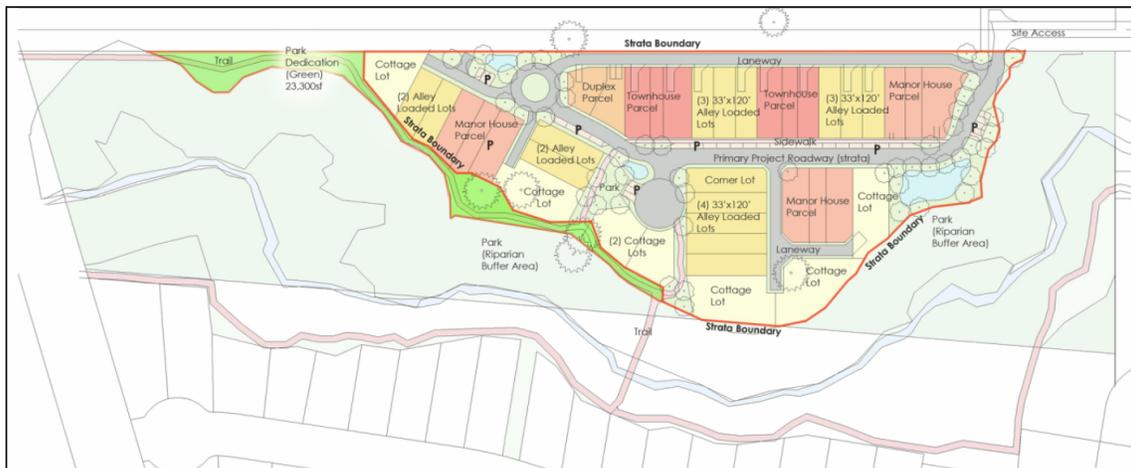
Three triplex parcels are planned for Lot A. They are designed to appear like a larger single family home that has several apartments located within it. Each triplex unit will sit on its own strata lot and have privately controlled front and rear yards.



They add character and affordability to a neighbourhood and offer affordable and safe housing for families with single parents, retirees, singles with satellite families as well as the traditional nuclear family. Garages will be detached and can be car ports or they can be surface parking (even with allocations for an RV parking pad).

Dedication of Park and Environmental Reserve

Of the 5.82 ha. of total site area, 3.11 ha. (53%) will be dedicated to the City as environmental reserve as shown in pale green on the plan below; and 0.21 ha. (3.6%) will be dedicated as park as shown in bright green on the plan below.



Portions of Site to be Dedicated as Park and Environmental Reserve

- Lot “A” -
2650 Copperfield Rd.

Revised Application for Rezoning

Vehicular Access

Copperfield Road will be extended along the existing road right-of-way and will be constructed to MOTI. The existing culvert crossing of Tributary 11 will be replaced with a design that will include re-instating the natural stream bed.

Pedestrian Access

As shown on the plan above, the existing trail is proposed to be relocated outside the riparian buffer areas and is connected to the trail network to the south by way of the existing bridge.

Development Statistics

Site Area	5.82 ha.	14.38 ac.	
less wetland & environmental reserve	<u>-3.11</u> ha.	<u>-7.68</u> ac.	53%
developable area	2.71 ha.	6.70 ac.	47%
less park dedication (8.4% of net developable area)	<u>-0.21</u> ha.	<u>-0.52</u> ac.	
net developable area	2.5 ha.	6.18 ac.	43%
Number of Lots	39		
Parking			
residents	2 per	lot	
visitors	33		

Additional Information

The application submission and relevant documents can be viewed on the City of Courtenay website www.courtenay.ca/devapptracker (search by file number or address).

The development plan, design elements, character sketches and renderings of building types may be viewed by following the link below:

<http://bit.ly/Lot-A>

For further information please contact Tim Nye at 604-920-3685.



Fri 5/29/2020 6:14 PM

[REDACTED]
#rz000004

To PlanningAlias

You forwarded this message on 6/1/2020 8:57 AM.

Hello my name is [REDACTED] I live on Swanson st in Courtenay. I was talking to a neighbour of mine and he was mentioning a new housing development project (#rz000004) that is proposed to be built behind our subdivision. In order for these houses to be built a forest containing a rare species of salamander would be destroyed. Is there anything that can be done to protect this forest and the wildlife that calls it home.

Thanks for any help you can provide.

Sent from [Mail](#) for Windows 10



Fri 5/29/2020 9:04 PM

[Redacted]

Lot A-2650 Copperfield Road

To PlanningAlias

I'm writing in opposition of the proposed new development on Copperfield road.

Living on Swanson Street we already have an issue with no sidewalk or light system at the intersection of Cumberland road and Arden road and bringing in a new development without addressing these issues will congest this area even further making it even more difficult to safely cross the street to let our children cycle or walk Arden road to get to school. I'm also concerned as my property at 2757 Swanson street looks out onto the creek and forest and I'm concerned about how many trees will be taken down with this proposed build and this affecting my property value and view I currently have.

Thank you reading up on my concerns.

Regards

[Redacted]

Council of the City of Courtenay

Attention: Mr. Fitzgerald

Dear Sir,

As a long time resident of Copperfield Road, 25 plus years. I strongly oppose the proposed rezoning application regarding "Lot A Copperfield Road". In my opinion as a Developer/Building Contractor/ and Resident this application is frankly absurd for many reasons. I am not opposed to responsible development in "my backyard", on the contrary. In 2005 I developed my property at the corner of Arden and Copperfield Roads. Specifically Lots 1-5 rezoned from Country Residential 2RDCS to RR1 Rural Residential 1. 5 Lots @ 24.528m x 55m conforming with the OCP and the existing properties in the area, roadway and infrastructure. This area's non conforming roadway and existing infrastructure simply does not support a change to a CD Zoning period. That much density at the wrong end of the lane cannot be supported in it's current condition. Also the wetlands and riparian habitat is a critical wildlife corridor which also cannot and should not support this level of density. Responsible development is one thing, this proposal in my opinion is clearly irresponsible. If the current crisis we are dealing with should teach us anything it's that the status quo – business as usual-head in the sand way of thinking does not and should not apply here. This is not the lower mainland.

Thank You for your attention to this matter.
Respectfully Yours



2490 Copperfield Road

May 29, 2020

Planning Referral RZ00004 – 2650 Copperfield Rd.

Dear Planning Department, City of Courtenay

To begin, I wish there was a public hearing on this as not many people will be voicing their opinions via written letters etc during these times of physical distancing.

My wife and I live in the Copperfield area with our two children. We are within 100m of the proposed development.

We have three main concerns (I will be brief):

There are no playgrounds on the proposal. The nearest public playground is at Woodcote Park. Our kids would love access to something within walking distance.

The area is currently a mixed wetland/forest. Piercy Creek is a salmon spawning stream and the area is home to many birds and animals that support the salmon spawning ecosystem. I don't believe adequate studies have been done on this habitat. Considering the development is between Piercy and Tributary 11 on a wetland, it seems the area will be destroyed with ground fill to make the area suitable for building. This changes the ground water levels and will kill the nearby habitat and trees as it has done in other nearby areas.

The proposed development is a medium density community with allocations for lower-income families. The area is very poorly serviced by sidewalks, bike routes and public transit. It does not make any sense to create a community like this so far from the city center and its amenities, considering the lack of nearby services. There are 35 lots all being serviced by one small road (Copperfield Rd). This will only add vehicle traffic which is not in line with the Green Initiatives of the Comox Valley.

To summarise, the development will add excessive vehicle traffic to a remote section of Courtenay. It will destroy part of a salmon spawning creek and wetland. And finally, it will not benefit or add value to the local area in any way.

Ideally, the area should be preserved as an ecological preserve.

Sincerely,



2858 Swanson Street,
Courtenay BC V9N 0C9



Thu 5/28/2020 5:14 PM

[REDACTED]
Lot A Development and Zoning Plan

To PlanningAlias

I have received information concerning the proposed plan for the development and rezoning of Lot A at Copperfield Rd. In Courtenay. My interest is based on ownership of a home in the adjoining Copperfield Ridge development. It seems that I was not included in the notice as I fall outside the “notice zone”. Nevertheless I am impacted and would like to register some observations and concerns.

1. Environmental: Much has been made in the proposal of the environmental assessments conducted and the provision in the plans for environmental mitigation. I would like to point out that the change in zoning itself imposes the additional environmental hazards including reduction in wetland areas, impingement on an important riparian area and the reduction in set back areas. Existing stakeholders made investment decisions on the basis of the development of the adjacent parcel which would not entail the degree of adverse environmental impacts brought about by the rezoning. My observation would be that the impacts of the Copperfield Ridge Development have to be explored and assessed before a decision to rezone the adjacent property is made. I point to the developers own tree assessment as evidence that there should be concern over the existing impacts on trees in the protected areas before more impacts are created.
2. The developer points to the increased density being proposed as being in sympathy with development trends and local area plans. That might well be true, but it is also true that this density comes at a cost from an environmental and quality of life perspective and I would observe that these concerns are not being properly heard in this process.
3. The plan itself contains, in my opinion, too little provision for trails and bicycle access and too much provision for RV storage/parking.

Finally, I would like to observe that this process is proceeding without adequate review, assessment of impacts and most importantly without neighbourhood input. Using Covid as an excuse is not acceptable. The development process should be halted until conditions are right for a proper review.

Sincerely

[REDACTED]
2568 Steele Crescent
Courtenay

Sent from [Mail](#) for Windows 10

PUBLIC INFORMATION MEETING
(REVISED) Planning Referral RZ00004 – 2650 Copperfield Rd.

COMMENT SHEET

Name: [REDACTED]

Address: 2837 Swanson Street

Phone: [REDACTED]

- The proposal for this area is wrong. It does not fit for so many reasons i.e.: lack of transit, traffic, salmon streams, etc.
- The environmental and tree studies are totally out of date. They do not recognize the extreme cedar die off in the riparian buffer zone or the recent discovery of a live water shrew. To be expected re-using studies from previous older applications.
- The Geotec investigation report is for a proposal at 2602 Copperfield and notes the construction of 52 dwellings. This is very sloppy and shows that this proposal is just a rehash pushed through in a hurry during the Pandemic.
- I believe that a proper study of the extensive trail system that is used currently by the local people would show that the whole site should be dedicated Passive Ecological Reserve or passive parkland. Perhaps the owners should gift the property to the City.
- There is a lot of land closer to the center of Courtenay in need of redevelopment that would suit this type of density.
- I do not appreciate the bully tactics by Planning to use the minimum legal notice requirement of 10 days to elicit comments during a pandemic.
- A piece of raw land set between two salmon streams with large amounts of wetland should never be considered for development.



Fri 5/29/2020 2:54 PM

[Redacted]

Rezoning at 2650 Copperfield Road

To PlanningAlias; Fitzgerald, Matthew; CouncilAlias

Cc [Redacted]

Dear Council of the City of Courtenay

My partner and I live at 2450 Copperfield Road in Courtenay. We strongly oppose the rezoning application for the development at 2650 Copperfield Road. This area is NOT suitable for what the developer has in mind.

Thank you,

[Redacted]



Thu 5/28/2020 5:18 PM

[Redacted]

Rezoning for RZ00004 - 2650 Copperfield Rd.

To PlanningAlias; Fitzgerald, Matthew; CouncilAlias

You replied to this message on 5/29/2020 9:19 AM.

Dear Mr. Fitzgerald,

I'm writing in opposition to the proposed zoning change for 2650 Copperfield Road. My primary concern with this development is the potential for increased waterflow moving through Percy Creek. In the past zoning amendment attempt I had contacted the previous city planner (Tats), and submitted pictures of the creek during high flow. My purpose in submitting these pictures was to show that any increase of runoff water would have the result of flooding my property. The proposed entry road to the new development places road access over parcels of two separate wetlands. This extension of the roadway has me concerned about the confluence of Tributary 11 and Percy creek which, meet at the corner of my property.

Further, I understand that in order for homes to be built on the site considerable shoring of landscape will be required. Many truck loads of fill will be used, compacted and graded to discharge water into the creek which, will exacerbate the potential for future flooding.

I also oppose the rezoning of this property for another reason. To a layman looking at a map the site looks to me like it could only support the construction of six homes, maybe seven if property sizes remain consistent with what already exist on Copperfield Road. The proposed development is too dense.

Thanks for listening to our concerns,

[Redacted]

2602 Copperfield Road

[Redacted]



Fri 5/29/2020 4:07 PM

2650 Copperfield Road

To PlanningAlias; Fitzgerald, Matthew; CouncilAlias

To Whom It May Concern:

I am writing this letter in response to the application for rezoning for 2650 Copperfield Road and the proposed development. First and foremost I am not opposed to development. I see it as a necessary means of growth and if done properly with integrity, consideration and honour, reflects the healthy state of a community as a whole.

Currently, Copperfield Road is a very quiet street lined with mature properties that offer space and privacy for each house. It is one of the things that attracted my wife and I to the area to raise our 5 year old daughter. We have only been living on the street for just over a year and in that time we have invested a considerable amount of time and money to make our home something that we are proud of. We have loved our daily family walks through the forest at the end of the street. There are paths everywhere that link the different neighbourhoods together and holds within it all sorts of life. From bikers and dog walkers, to deer and other wildlife, the area at the end of Copperfield is one of a few green, park-like areas that are accessible from surrounding neighbourhoods for all to enjoy. We were deeply saddened to hear that to city council is considering changing the zoning in order to allow such a development that is not in congruence with the existing street appeal.

We as a neighbourhood, have enjoyed the quiet and safety of this street and my wife and I are most concerned with the amount of traffic that such a development will create. Going through with this development will increase the car traffic exponentially and put our children at risk of injury not to mention will increase traffic noise. Our daughter along with many of the other Copperfield children can be found playing freely on the street as they run door to door. This type of atmosphere has always been our dream to have after moving from a busy main street which did not provide the same security.

Please do not accept the application for rezoning our street. We feel that developing the proposed area would be better suited for single family homes like the ones already existing on the street, thus maintaining and adding to the beauty and charm Copperfield Road has to offer.

Thank you very much for taking the time to consider our feedback.

Sincerely,

2577 Copperfield Road



Fri 5/29/2020 3:09 PM

[Redacted]

RZ00004 / 2650 Copperfield Lot A

To PlanningAlias

 You replied to this message on 5/29/2020 3:11 PM.

Hi

We received a letter regarding the proposed development of RZ00004 / 2650 Copperfield Lot A and wanted to write to say we are in favour of the development because it helps densify the area and create more affordable housing options (i.e. townhouses and laneway housing).

It would be great if the trails around our subdivision could link up with the trails in the new development to make a bigger loop.

[Redacted]

2603 Steele Cres

PUBLIC INFORMATION MEETING
(REVISED) Planning Referral RZ00004 – 2650 Copperfield Rd.

COMMENT SHEET

Name: [REDACTED]

Email: [REDACTED]

Address: 2837 Swanson Street

Phone: [REDACTED]

I believe the proposal for this area is wrong due to many reasons i.e. lack of transit, traffic, bike paths, sidewalks, salmon streams, etc.

Passive parkland area is very minimal in the City of Courtenay and I believe in this case this area could be a worthwhile area to keep as passive parkland. We have lived on this street for over three years now and have watched the foot traffic on the trail behind our house increase substantially over this time.

There is so much wetland in and around the proposed development along with two salmon streams it would most likely dewater the area even more if any development happened within this area.

I also do not think this is the time to be handling issues like this during a major pandemic. It is very hard for people to communicate with each other in the neighborhood and outlying areas at this time.

Overall I am vehemently opposed to this or any development on this site.

End of document ■



Fri 5/29/2020 1:05 PM

[Redacted]

Proposed Comprehensive Development of Lot A - 2650 Copperfield Rd

To [PlanningAlias](#); [CouncilAlias](#)

Attention: Matthew Fitzgerald,
City of Courtenay Planning Dept.

We are responding to the proposed rezoning of Lot A - 2650 Copperfield Rd from the current R-1A to a Comprehensive Development zone. We are vehemently opposed to this proposal for a number of reasons.

The idea of incorporating such a densely populated development at the end of a one way street is just unacceptable. The increase in traffic will have a huge impact, especially at the intersection of Arden and Cumberland Rd. During peak times there will be major safety concerns as we line up and try to access the swiftly moving Cumberland Rd traffic.

Such a comprehensive development will no doubt have an impact on the natural environment and further squeeze the wildlife that currently uses this creek side corridor and also potentially impact the streams.

We have resided on Copperfield Rd for over 20 years and have really appreciated the almost rural feel of it while still being close to town. The empty lots have been gradually developed over the years but the neighborhood still has a peaceful and calm nature. We are not opposed to a reasonable development of Lot A and we recognize that things will not stay the same forever, however we would like to see a more scaled back proposal that would be less dense and more in keeping with the current neighborhood of Copperfield Rd.

Thank you for your consideration of our concerns.

Respectfully submitted by

[Redacted]

2580 Copperfield Rd.

Our Thoughts on Lot "A"

When we bought and built our home here back in 2006, we were open minded to possible changes to the area. Despite this, we have some concerns that are influencing our perspective towards these developments. We will argue that the zoning should stay the same because of increased traffic rates, and public safety concerns.

Due to these changes, Copperfield Rd will become a busier road as there is only one way in or out of this development. There is no secondary (escape) route in case of natural or man-made disasters. As well as getting onto Cumberland road from Arden Road during certain times of the day is becoming increasingly difficult and adding more traffic will increase car accident rates, cause frustration within drivers, and become a safety concern towards the public. Secondly, there are no sidewalks on Copperfield Road and with the amount of traffic on the road now this is not a problem for pedestrians and cyclists. Although if more traffic was added, due to the narrowness of the road it will become a high safety concern. In conclusion, we believe that the zoning should stay the same to keep traffic levels low, thus keeping our community safe and fitting into the atmosphere of an already existing neighborhood.



Thu 5/28/2020 11:34 AM

[Redacted]
Revised Application for Rezoning Lot A 2650 Copperfield Rd

To PlanningAlias

Cc [Redacted]

Dear Sir or Madam,

I oppose the Revised Application For Rezoning for Lot A 2650 Copperfield Rd.
The following are just a few of the reasons I would like the current, R-1A zoning to remain in place.

The city's Emerging Themes document, showing community values, brings forward a number of great points. It suggests that 'Natural Assets Are Cherished And Must Be Protected', and states that 'green and blue spaces are loved and residents want to see them protected, reclaimed and expanded'. It is suggested that forested areas are seen to help mitigate climate change and we should be aiming to plant more trees, not cut down the existing ones. Piercy Creek is one such forested area and the environmental impact of the proposed number of units on this area would cause considerable damage to the flora and fauna in this ecologically sensitive area.

This area is very poorly serviced for amenities within walking distance and a vehicle is required for nearly all errands. A subdivision of this proposed density would cause a large increase in vehicular traffic and would require more public transportation to and from the area which is detrimental to the city's carbon footprint and counter to the city of Courtenay's GHG guidelines. The intersection at Arden Rd and Cumberland Rd is already treacherous and the infrastructure upgrading that would be required to accommodate high density housing in the area may have a further negative impact on the environment.

While there is a need for more housing in the city it is crucial that future development meet the needs of all residents. The idea that growth should be compact and follow the theory of 'build up instead of out' is a sensible approach. High density housing outside the downtown area requires additional Services including transit, garbage collection and others which unnecessary increases the carbon footprint. In this case, exponentially increasing the density at Lot A would compound the negative impacts as the parcel is on the city limits and directly attached to the Piercy Creek green space.

The City of Courtenay had the foresight, rationality and prudence to zone this lot R-1A and this zoning should remain in place. Developer profits should not override science, and community quality of life, namely that high density housing belongs downtown where existing infrastructure is already in place.

Sincerely

[Redacted]
2821 Swanson St.



Wed 5/27/2020 1:15 PM

[Redacted]

Zoning Change Application Lot A, 2650 Copperfield Rd

To PlanningAlias

Cc [Redacted]

27 May, 2020

Response Comments Opposition To Rezoning Proposal Lot A, 2650 Copperfield Rd, Courtenay, BC

Dear Sir or Madame,

I am opposed to proposed rezoning of the property known as Lot A, 2650 Copperfield Rd, Courtenay, BC, from the current designation of R 1A. I believe the property is correctly zoned for the factors listed below and any rezoning to allow a higher density would not benefit the community or the City of Courtenay, and in fact it would only be a financial benefit for the Vancouver based developers.

This parcel is located directly in contact with Piercy Creek. The developers recognize that development along this stretch would not be approved due to existing environmental protection legislations which are enforced by the regulatory agencies. On page 16 of their 54-page revised application for rezoning, under the heading Environmental Assessment, they state that, "Current Environmental Ltd was retained to provide an environmental inventory, impact assessment, and impact mitigation plan to facilitate project planning and to assist with securing approval from regulatory agencies." Based on the developer's statements, any report from Current Environmental Ltd or other company engaged by the developers exists only to assist in gaining approval of the regulatory agencies and is not intended to address any environmental concerns which cannot be mitigated, including those relating to the multiple wetland and riparian areas. High density housing development along Piercy Creek and the tributaries conflicts directly with the Official Community Plan (OCP). I believe it is the Courtenay Planning Department's duty to obtain unbiased information on all the impacts this requested change could have.

Increasing the density of housing along this waterway and the associated wetlands can only cause unnecessary negative effects to the flora and fauna located there. Increased vehicle traffic would cause noise, vibration and emissions and pedestrian traffic around and through these protected areas by the hundreds of new residents occupying the proposed triplexes, duplexes, townhomes, homes with attached carriage homes and other residences would cause exponential damage and can be reduced by maintaining the current zoning.

Creating high density housing areas on the outskirts of the city limits would also increase the requirement for public transit and other infrastructure. This higher density housing could be placed much nearer the downtown core where existing public transit routes are sufficient for the proposed increase in demand. Again, the only beneficiary of the rezoning of the Lot A, 2650 Copperfield Rd parcel would be the developer.

While I have additional comments the time allotted for submission of comments is abbreviated, again likely to benefit the developer vice the community, and I can send under a separate cover.

I am at your service should you wish to contact me regarding this issue.

Regards

[Redacted signature]

May 27, 2020

To: Matthew Fitzgerald, City of Courtenay Planning Supervisor
RE: Proposed Zoning Development, 2650 Copperfield Road

Dear Mr. Fitzgerald,

Firstly, thank you for your time in considering my following comments concerning the proposed development. I will keep this as brief as possible.

I am a property owner and resident of Copperfield Road. Let me first state that I am not generally opposed to new development if it is performed in a safe manner for the community at large. I am a mechanical engineer and am constantly working towards creating a cleaner and safer working environment for my coworkers. I am opposed to the development, as it is currently proposed, for the following reasons, most of which are effectively safety issues for current and future residents and visitors to the community of Copperfield Road.

1) Vehicle Access:

The proposed development would only have one access into and out of the development, namely Copperfield Road. This would increase the number of vehicles on the road by a factor of at least 3 times. I feel this is unsafe for a few reasons.

In winter, the orientation and slope of Copperfield Road is conducive to sheet ice build-up. This condition only gets worse as more vehicles attempt to go up and down the road slope from Arden Road. Increasing the traffic by three times will only exacerbate this issue. I have personally sanded the bottom of Copperfield Road where it meets Arden Road because I felt it was unsafe.

The proposed development borders a fish-bearing stream on one side and a heavily wooded area on its other side. If a fire were to occur in the wooded area during our increasingly drier and hotter summer seasons, I fear that the large egress of resident vehicles would interfere with the operations of first responders trying to gain access.

Additional road access will alleviate these issues.

2) Resident Factors

I have young grandchildren who recently moved to Copperfield Road. I am delighted to see them playing with other neighbourhood children on the road. I would also welcome more young families into the neighbourhood. My concern, however, is the lack of sidewalks between the existing residential areas and the local schools. The access to both Arden and Lake Trail schools from any of the local neighbourhoods is completely devoid of sidewalks or pedestrian-safe zones except for in the immediate vicinity of the schools themselves.

I have always found this unacceptable and am increasingly worried for children safety from the older neighbourhoods, Copperfield Ridge and the proposed Copperfield Road development.

Sidewalks should be installed along Cumberland Road, Arden Road and Lake Trail Road to solve this issue.

3) Traffic Factors

The current intersection at Arden and Cumberland Roads is unsafe and unacceptable in its current configuration, even after the recent road realignment. The proposal to add the Copperfield Road traffic to this already overburdened interchange will only increase the safety risk to all vehicles using this busy area. As stated before, also increasing the pedestrian load at this point without the development and improvement of this area is dangerous to the public. It is my opinion the further residential development in this area should follow, not precede, corrective development of this busy intersection.

Too many vehicles currently treat Cumberland Road like a highway, rather than a surface street. Proper development of this intersection will slow this traffic down as well as make access from Arden Road safer and more efficient.

4) Neighbourhood Character

My family enjoys the Copperfield Road community because it comprises an excellent collection of people from a wide range of demographics and backgrounds. It comprises of retirees, young families with children and working people of all ages.

This fantastic neighbourhood is the result of slow, careful and positive growth over many decades. This measured development continues to the present day, with two new homes adding to the neighbourhood within the last few years. People have specifically selected Copperfield Road to invest, build a home and create a pleasant place to call home for their families. Every property located on this road was built by people who understood and followed the rules as laid down by the current City of Courtenay zoning provisions and agreed that this was the type of cul-de-sac neighbourhood into which they wanted to invest their time and money.

Nobody who invested in the Copperfield Road neighbourhood ever foresaw that the few properties that remained at the far end of the cul-de-sac could one day possibly become a high-density urban development. It would be a great disservice to the current residents of Copperfield Road to suddenly change the zoning rules which have provided the environment to create the pleasant, safe, calm, close and friendly neighbourhood we enjoy today. This change will fundamentally change the nature of this well established neighbourhood within the City of Courtenay.

Summary

These are a few of my concerns about the proposed Copperfield Road development. The City of Courtenay and the Comox Valley is a wonderful place to live and I feel privileged to live here. I am in favour of sharing this beautiful place with other new residents but ask the city to carefully balance the safety and security of the residents, the preservation of natural environments and the neighbourhood character of Copperfield Road with the plan to greatly increase of the urban density of Copperfield Road as proposed in the current development proposal.

Again, thank you again for your time and attention. Please feel free to contact me if you have questions and comments.

Yours truly

[REDACTED]

2510 Copperfield Road

[REDACTED]



Sun 5/24/2020 4:31 PM

Res zoning application - Lot A – 2650 Copperfield Road

To PlanningAlias

Regarding the proposed zoning amendment from R-1A to a New Comprehensive Development Zone for a proposed 35 single family lot subdivision at 2650 Copperfield Road, my comments are:

- the applicant has taken great care to consider the Arden Corridor Local Area Plan, but I am not in favour more intensification of the land OUTSIDE of serviced and central areas. The current zone allows for five parcels, and the proposed rezoning and development plan creating 35 lots is not in the community's best interest.
- the City is currently undertaking an OCP update that aims to achieve net zero GHGs by 2050. Residential growth in any greenfield does NOT support the major GHG levers of transportation. The parcel is outside of the central areas already established within the City of Courtenay. The development has no provisions for alternative transportation, and is not located near a commercial node. There are no alternatives to vehicular traffic in this dispersed area.
- creating affordable housing options in a dispersed area is counter productive, as this type of development is suited to a transit supportive density in a central area.
- a greenfield development does not conform to future OCP planning, nor the intent of the Regional Growth Strategy.
- Copperfield Road is proposed as the main and only entrance to the site, and the access road will upgrade an existing culvert crossing of Tributary 11 as the lot is otherwise inaccessible. The creation of this greenfield development causes significant environmental impact.
- increasing density in a community that is already poorly serviced by bike lanes, sidewalks, transit, and commercial nodes does not conform with OCP objectives.
- there are critical gaps in the connections of sidewalks and cycling infrastructure, and the realigned Arden/ Cumberland intersection is a major concern to residents.
- the strata design is well thought out, and the altered road standard that incorporates rain gardens is commendable, as is the diversity and character of the housing, and the configuration of lots. This type of intensification of the land SHOULD BE within the central areas of the City, and not an outer boundary.
- if council proceeds with the application, the developer should be required to obtain an appraisal that provides the increase to the value of the land as a result of the rezoning and use that to inform amenity negotiations. The current amenity proposal does not benefit the community.
- the culvert under Arden should be replaced to make all upstream habitat accessible for fish. If the development is going to cause significant environmental impact at Tributary 11, they should be required to address the Arden culvert replacement in conjunction.

Signed,

1130 Webdon Road

PUBLIC INFORMATION MEETING

(Revised) Planning Referral RZ00004 - 2650 Copperfield Rd.

COMMENT SHEET

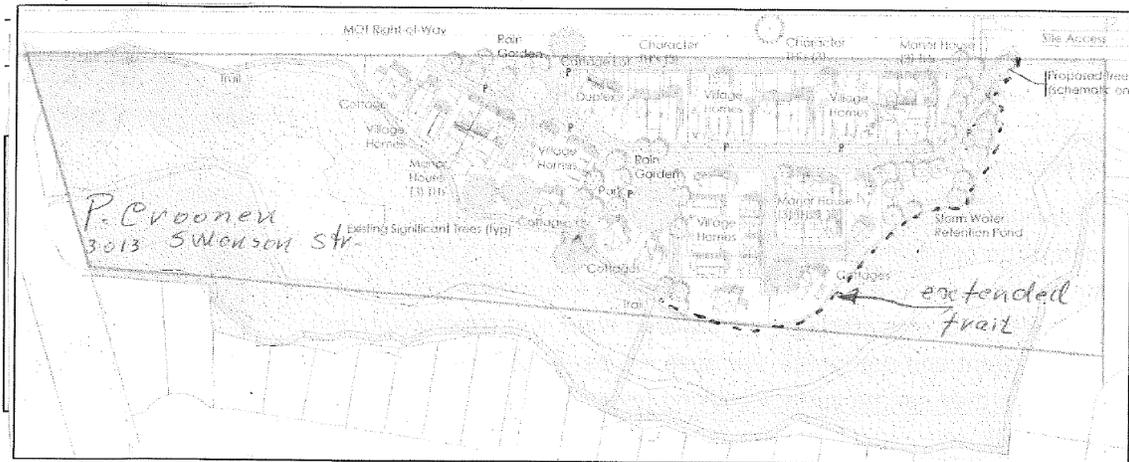
Name: [REDACTED] Email: [REDACTED]

Address: 3013 Swanson street V8N 0C9 Phone: [REDACTED]

Rosebery Investments Ltd. has applied to the City of Courtenay for a Zoning Amendment to rezone the property from the current R-1A zone to a Comprehensive Development (CD) zone. 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?

Dear Sir,
Regarding the trail for the new subdivision,
this trail should continue around the whole
new subdivision.
The way it is proposed increase much use
through the North part of Swanson str. trail.
This will unnecessary take or disturbed
the privacy of the people living there.
Including a part of extended trail
Censereby.

[REDACTED]





Fri 5/29/2020 4:04 PM

[Redacted]

To Fitzgerald, Matthew

We strongly oppose the re zoning of this area for many reasons. Starting with building over wetlands, adding watershed to the Piercy Creek which flows rapid through rainy season as is. Our quiet road way which is suitable for the light traffic it receives will not hold up to quadruple the traffic let alone the construction traffic of heavy trucks and equipment while being built. It is also too narrow to accommodate this heavy traffic which will pose a danger to children in the neighborhood. Then there is the problem of Arden Rd and Lake Trail Rd which are the only access to school for our children now and are dangerously narrow, Arden without a shoulder and neither with a safe walkway. Before further development happens in this area I think the city should update the infrastructure of these heavily trafficked roads as they are not suitable for the current population.

Thank you for your time,

[Redacted]

From: [REDACTED]
Sent: Friday, May 29, 2020 1:55 PM
To: Fitzgerald, Matthew
Subject: Rosebery proposal on Copperfield Road

Dear Mr. Fitzgerald,

I am writing to oppose the proposed Rezoning application by Rosebery on Copperfield Road.

First, I find it unconscionable that there will be no public hearings or information on this. While I understand that there is a pandemic on, public consultation is extremely important and to reduce it is a terrible idea. There has been almost no information dissemination about this application and restricted opportunities to learn about it. I only learned of it at the last minute by chance.

Second, this does not fit with the existing neighbourhood character. The changes in zoning which Rosebery cites in Copperfield Ridge should not have been approved either. This neighbourhood has large lots and single family dwellings, this developer should not be allowed to change this simply so they can make money. We have to live in this neighbourhood. This is squishing density into a neighbourhood which does not have the capability to handle it.

Third, the traffic from 48+ new units would put huge strain on Copperfield Road, Arden Road and the crazy traffic intersection at Arden and Cumberland. Arden Road has no sidewalks and has many walkers and bikers, to add this level of traffic would be to endanger them. Already speeders are a problem on this road. The intersection at Lake Trail and Arden is also severely congested at times and this will make it impossible.

Local Area Plans and Official Community Plans are made so that any developments will be in keeping with the existing neighbourhood character, this one does not fit either. These plans are developed with a lot of community input, please don't ignore it.

Please refuse the request to rezone,

Sincerely,

[REDACTED]

 Reply  Reply All  Forward




Proposed Copperfield rd development

To CouncilAlias; Fitzgerald, Matthew

Good morning,

I just wanted to send a quick email in regards to the proposed multi unit development on my street.

We moved to 2533 Copperfield rd in December of 2016. We loved this property for the character of the street and the small community. The dead end was appealing as there wouldn't be much in an out traffic aside from local residents. This was peace of mind for our kids to be running around outdoors even playing a street hockey game or two.

The pathway behind at the end of our street is a family favorite. The kids and dog enjoy the convenience and environment of that little piece of heaven. We hike there daily.

With this proposed development not only will we lose this small community feel but we would be almost tripling the in and out local resident traffic. It would only have one in and out access point. This would not only be ridiculously busy with vehicles it would take away our little bit of country feel in the "big city Courtenay". I can't imagine the effect on vehicle traffic at arden/cumberland rd. It's an accident waiting to happen.

The watershed at the end of the street is protected isn't it? Why would we let a developer ruin that for a development that nobody here wants. Surely there are other areas in the city this would make much more sense to build in.

We bought this house as a dream. I truly feel that this development would ruin that dream. Not only for my family but for all of us on this street.


2533 Copperfield rd

Dear Council of the City of Courtenay

I must be clear that "Lot A Copperfield Rd" is unfit to change the Zoning from A-1 to higher density zoning

It has come to the attention of the Copperfield Rd residents that an Investment firm from Vancouver BC has the intentions to apply for a change in the current zoning of "Lot A Copperfield Rd" to a much higher density. As a current municipal taxpayer and property owner on Copperfield Rd, I am strongly opposed to this idea. In this document, I have provided several reasons why an Investment firm from Vancouver is clearly out of touch with the local area residences of Copperfield Rd.

After reading the Application for Re-Zoning of Lot A in its entirety I have found biased information that paints a misrepresented image of our local community.

The image below is Page 8 of the Zoning application. The application states "The current zoning is becoming increasingly out of context with the surrounding properties as they are rezoned to permit greater density". The applicant is specifically trying to relate Lot A with Copperfield Ridge.

Current Zoning

The subject property is currently zoned Residential 1A (R-1A). This is a single family zone mandating a minimum lot size of 1 ha.

The current zoning is becoming increasingly out of context with the surrounding properties as they are rezoned to permit greater density. This is particularly so with CD-23A and CD-23B zoning of the Copperfield Ridge development immediately below Lot "A".



Copperfield Ridge CD Zoning

8.

Rosebery Investments Ltd.
West Vancouver, BC

This map and comment is missing a few key elements such as the fact a Salmon bearing creek separates Copperfield Ridge and Copperfield Rd. The Ridge and The Road also have separate entrances from separate roads. Copperfield Ridge is designed with higher density housing near the entrance and lower density away from entrance aided by conforming city roadways.

The below map shows the same area but a very different picture. This map now has key features like Piercy Creek, The different access points and a 5-way intersection.



The following points are numbered to correspond with the previous map

- 1) **Copperfield Rd access**- Copperfield Rd is accessed from Arden Rd. While some traffic from Copperfield moves to and from Lake Trail Via Arden, 80-90% of the traffic leaving Copperfield Rd flows toward Cumberland Rd Via Arden and utilizes the 5-way intersection at Cumberland and Arden. Cumberland Rd has the right of way at this intersection where as Arden and 20th St have stop signs. Copperfield Rd was annexed into the City and has NO sidewalk on the road itself or along Arden Rd making this road a non-conforming City Road [According to item 29 of bylaw 1401 and/or bylaw 1542] See below Photo.



- 2) **Copperfield Ridge access** - Copperfield Ridge is accesses directly to Cumberland Rd. Copperfield Ridge is a recently developed area and conforms to the City on roads and sidewalks. The residents in this area enjoy wider roads with curbs and sidewalks that even extend along Cumberland Rd. The traffic from Swanson St is not required to turn on to the Cumberland Rd right of way via a 5-way intersection. Instead residents in that area enjoy a less complicated "T" intersection making it easier for safe turning onto Cumberland road by comparison to Copperfield Rd. See below photo.



- 3) Along with the better road systems and sidewalks, Copperfield Ridge was designed with the highest density housing near the entrance of the subdivision and lower density housing further away. This also helps keep the overall number of cars travelling to the entrance minimal as possible. The proposed 35 lot/47 dwelling sub division on "lot A" would in fact become aggressively the opposite where the highest flow of traffic will come from the farthest end of the street. This traffic would be forced through the non-conforming city road Copperfield. This would also increase the possible daily trips on this road by more than triple the current traffic or an additional 188 vehicles along Copperfield road (based on 2 vehicles per dwelling leaving and returning once a day).
- 4) Salmon Bearing Creek Separates Copperfield Rd from Copperfield Ridge- The map on Page 8 does not indicate a key natural separation (Piercy Creek) between the Ridge and the Rd. Aside from the name, the Ridge and the road are completely different context from each other and the intended developer seems to be out of touch with this fact or deliberately misleading in the application to "sell" the idea. Local residences (including myself) have witnessed adult and juvenile salmon in this creek. This creek is fed from wetlands that hold back water and keep Piercy Creek fed as long as possible through the spring. This slow release of the wetland water ensures the salmon have time to move to the ocean before the creek dries up in early summer. I am extremely concerned that disturbing this wetland will cause irreversible damage to the delicate cycle of our local wild salmon. In the past, we as humans have done a good job decimating these sensitive wild salmon habitats and fish stocks. Let's not put another one in our crosshairs. If this development proceeds and the wildlife along the Piercy Creek Corridor are affected permanently who will take responsibility?
- 5) The 5 Way intersection- The 5-way intersection at Cumberland/Arden/20th St is a major cause of concern for the safety of local area residents including myself. From Datea available information ICBC between 2011 and 2015 there has been 17 motor Vehicle incidents (MVI) with a total of 8 Causing casualties. After 2015 Copperfield Ridge was introduced along with the construction of 2 other sub divisions in the area (South end of Arden Rd and Piercy Creek estates Ph II). The most recent data from ICBC's website from 2014-2018 shows a total of 23 MVI's with a total of 9 casualties. This is a 26% increase by comparison! Of the 23 MVI's there is a noticeable spike in 2018 of 9 MVI's making up of almost half of the MVI's from 2014-2018. This is congruent with the timing of completion for the additional sub divisions in the area. The lack of sidewalks, intersection safety and overall road infrastructure in the area cannot support this application and rezoning of another sub division especially when a majority of the traffic from Copperfield Rd utilizes this already un safe area. See Below Photos. 5-Way intersection where most traffic from Copperfield Rd flows. Crash statistics from ICBC 2011-2015 and 2014-2018.





Conformity with The Local Area Plan (LAP)- This proposed development does not conform with the LAP which states in the OCP Amendment Bylaw "The objective of the LAP is to project and respond to anticipated growth in the Arden Corridor through regulation of land use and servicing that is in keeping with the values of the community, the identity of the City and the City's commitment to environmental protection." I firmly believe that this application does not meet the minimum criteria of the LAP.

Thus far The City has not "responded to anticipated growth" in this area. They in fact are behind in upgrading the roads, intersections and sidewalks that have on the roads that have increased traffic. If a 35 lot/47 dwelling subdivision is added to the end of Copperfield Rd The "values of the community" are also not being met. The residents of Copperfield Rd purchased their homes on this road knowing full well the zoning only permitted A-1. The Copperfield Rd community values a tight knit family setting where kids can roam the area free of excessive traffic. Some of the families have waited years to purchase specifically on this road for that reason. Other families have multiple houses on this road so grandkids can run only a few doors down to see their grandparents.

Another aspect of this little paradise is the natural boundaries of a watershed full of life from deer, bears, salmon, raccoons, rabbits and little critters we enjoy experiencing the natural beauty the area has to offer. I'm confident that the proposed subdivision does not meet a "commitment to environmental protection" as these wetlands above Copperfield Rd would be disturbed forever beyond repair.

In conclusion **Copperfield Rd** and **Copperfield Ridge** are very different. The current zoning of A-1 on "Lot A" is more than appropriate for the area. I find it concerning how the developer is out of touch with the local community. I find the evidence quite clear in this application that the developer is trying to densify as much as possible for best possible return of investment. The return of investment for the families who live on this road is not measured by money but by memories, trust in the neighbours and value of a small community. We also chose to live in the City of Courtenay because we trust our Local Electorate and City Employees to defend the citizens' concerns that affect these integral neighbourhoods.

Thank you for taking the time to read and consider this clear objection to the Re-zoning application of "lot A Copperfield Rd".

Sincerely 

Concerned residents from 2594 Copperfield Rd



Mon 5/25/2020 9:21 PM

[REDACTED]
2650 Copperfield, Rosebery proposal

To Fitzgerald, Matthew

 You replied to this message on 5/26/2020 9:37 AM.

Action Items

+ Get more app

Sir:

I wish to enter my objection to this latest development proposal. This totally goes contrary to the local area development plan and the nature of our community.

Quite frankly I am getting fed up with the planning department bringing these high density developments to our area. I do not want to see the neighbourhood I invested my life savings in become tract housing. What was the point of a LAP if you as "the powers that be" continue to ignore it? We are still waiting to see the promised traffic calming promised at the junction of Arden and Cumberland road.

[REDACTED]



Mon 5/25/2020 3:06 PM

Rosebery

To Fitzgerald, Matthew

Good afternoon

Rather than go through McElhanney, I am sending this memo directly to you.

I oppose the proposed ReZoning application by Rosebery. I will detailing my objections in a later communication (complete with detailed references and items).

For now, I wish to say that my opposition is based primarily on the Rosebery application not being in keeping with either the letter or the spirit of the current OCP and the Arden Corridor LAP. One of the main issues is that the proposed development is in no way "in keeping with existing neighborhood character", one of the main features called out time and time again in both the OCP and the LAP.

Another concern (as a resident of Copperfield Rd), is that their plan is to accommodate 35 Units. Actually, with the number of proposed duplexes triplexes, townhomes, and carriage homes, the number of residences (and probably the number of families) on Lot A would be 48+, almost quadrupling the traffic on the Copperfield cul-de-sac.

Thank you for your time



Reply Reply All Forward



Sun 5/24/2020 7:07 PM

[Redacted] m>
Lot 'A' 2650 Copperfield Rezoning

To Fitzgerald, Matthew

 You replied to this message on 5/25/2020 8:29 AM.

Hello Matthew,

Rather than go through McElhanney, I am sending this memo directly to you.

I oppose the proposed ReZoning application by Rosebery. I will detailing my objections in a later communication (complete with detailed references and items).

For now, I wish to say that my opposition is based primarily on the Rosebery application not being in keeping with either the letter or the spirit of the current OCP and the Arden Corridor LAP. One of the main issues is that the proposed development is in no way "in keeping with existing neighborhood character", one of the main features called out time and time again in both the OCP and the LAP.

Another concern (as a resident of Copperfield Rd), is that their plan is to accommodate 35 Units. Actually, with the number of proposed duplexes triplexes, townhomes, and carriage homes, the number of residences (and probably the number of families) on Lot A would be 48+, almost quadrupling the traffic on the Copperfield cul-de-sac.

I understand that a new OCP is in the works. Will this application for rezoning come under the current (2016) OCP?

Thank you



-----Original Message-----

From: [REDACTED]
Sent: [REDACTED]
To: Fitzgerald, Matthew <mfitzgerald@courtenay.ca>
Subject: Propose Zoning Amendment – 2650 Copperfield Road, Folder No. RZ000004

Hello Development Planning Manager Fitzgerald, Following are our comments regarding proposed development of Lot A Copperfield Road for the record:

We are neighbours of the proposed development of Lot A, 2650 Copperfield Road, Folder No. RZ000004 and strongly oppose the rezoning from R-1A to New Comprehensive Development Zone (CD). Our concerns include the following:

- Access through Copperfield Road is entirely inappropriate. This is a small cul-de-sac with larger lot residences. This proposed development does not respond to local neighbourhood context.
- The traffic intensification resulting from the large number of vehicles traveling from the development through Copperfield Road to Arden and Cumberland Roads would increase the danger of an already unacceptably dangerous intersection for cars, pedestrians, and children walking to school.
- The proposed density of 35 lots in a net developable area of 2.45 ha is too high for the area. There are a number of new developments already being constructed in the immediate neighbourhood and the neighbourhood infrastructure cannot accommodate yet another. The existing R-1A zone is appropriate. We oppose the rezoning to Comprehensive Development Zone (CD).
- Riparian Areas Regulations are not being respected for this highly sensitive area. The Environmental Assessment and Protection Plan report states that “the listed or ranked ecological community within Wetlands 1-4 is considered to meet criteria as rare or endangered”. These wetlands and riparian habitat contain meaningful wildlife habitat. The proposal includes offsets to compensate for the unavoidable impacts on Wetland 4. There should be no waiver of the City of Courtenay LAP 30 m setbacks and the 15-30 m setback (SPEA) in any part of any potential project in this location.

We oppose this rezoning application and urge the city of Courtenay to proceed no further with this application.

[REDACTED]
2493 Copperfield Road
Courtenay, B C V9N 9J5

Schedule 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:*

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

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

Project Address: 2650 Copperfield Road **Date:** September 17, 2020

Applicant: McElhanney Consulting Services **Signature:**

APPLICATION REQUIREMENTS To be filled out by applicant

Land Use. <i>The application:</i>	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	Provides single family, duplex, triplex, townhomes and coach houses;
b) Balances the scale and massing of buildings in relation to adjoining properties;	Adjoining properties are single family and duplexes; proposed duplexes, triplexes & townhomes will resemble single family houses in size, scale and articulation of facades;
c) Complements neighboring uses and site topography;	Proposed use is housing as on neighbouring properties; site topography will not be altered by areas of cut and/or fill and there will be no need for retaining walls;
d) Provides or supports mixed used developments or neighborhoods;	Land use is limited to housing in accordance with LAP and OCP
e) Promotes walking to daily activities and recreational opportunities;	Development connects to existing trail network and ultimately to Arden Elementary School and Comox Logging Road;
f) Supports a range of incomes;	Variety of housing types and sizes will support a range of incomes;
g) Is a positive impact on views and scenery;	Proposed development will be almost entirely screened from neighbouring housing by a riparian buffer of 60 m. in width along Piercy Creek and its tributary;
h) Preserves and provides greenspace, trails and landscaping;	Of the 5.82 ha. of total site area, 3.11 ha. (53%) will be dedicated to the City as environmental reserve and 0.21 ha. (3.6%) will be dedicated as municipal park;

Building Design. <i>The application:</i>	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	Not applicable since this application is for an OCP amendment and rezoning; no buildings have been designed at this stage; the plan is intended to be a framework for the detailed design that will follow rezoning;
b) Maintains a high standard of quality and appearance;	As above;
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;	As above;
d) Avoids creating a strip development appearance;	As above;
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	As above;
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	As above;
g) Builds and improves pedestrian amenities;	As above;
h) Provides underground parking;	As above;
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	As above;
Transportation. <i>The application:</i>	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	Copperfield Road connects to Arden Road and the #7 Arden bus route; existing trail system connects proposed development to Arden Elementary school;
b) Provides multi-functional street(s);	Proposed strata road is not a through street and its configuration will lend itself to vehicular, pedestrian and bicycle use;
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	As above; street is a strata street and not part of the public street system; proposed development will connect to the existing trail network;
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	Of the 5.82 ha. of total site area, 3.11 ha. (53%) will be dedicated to the City as environmental reserve and 0.21 ha. (3.6%) will be dedicated as park, which will allow the existing trail to be relocated outside the riparian buffer areas
Infrastructure. <i>The application:</i>	Description of how the criteria are met
a) Includes stormwater techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention;	The proposed development locates two rain gardens (bio-swales) uphill of a proposed storm water detention pond. Rain gardens are designed to capture and cleanse storm water as it comes off the areas of vehicular traffic within a neighbourhood street network.
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	This application is for an OCP amendment and rezoning; neither buildings nor detailed infrastructure have been designed at this stage; the plan is intended to be a framework for the detailed design that will follow rezoning;

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	Not applicable since there are neither waterfront areas nor a fronting road;
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	Not applicable;
c) Provides public and private amenity space;	At the centre of the plan is a 15,600 sf park adjacent & connected to the larger greenway park and trail system of Percy Creek;
d) Preserves heritage fixtures;	Not applicable;
e) Orients to views, open space and street;	Not 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;	30 m. environmental setbacks from Piercy Creek and wetlands have been incorporated into the plan and consequently 53% of the site will be dedicated to the City as environmental reserve;
b) Provides for native species, habitat restoration/improvement;	Opportunities for on-site restoration of riparian and aquatic habitats exist. Please see page 30 of (Revised) Planning Referral RZ00004-2650 Copperfield Rd. for details;
c) Includes tree lined streetscapes.	Street trees are located within areas of the strata road right-of-way; While this is a concept plan only, and not a prescriptive tree planting plan, it is intended to be a framework for the detailed design that will follow rezoning;



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

From: Chief Administrative Officer

Subject: Local Government Development Approvals Program Funding Application

File No.: 0400-20-UBCM

Date: May 3, 2021

PURPOSE:

The purpose of this report is for Council to consider a resolution supporting an application to the Union of BC Municipalities (UBCM) for funding under the Local Government Development Approvals Program (LGDAP).

CAO RECOMMENDATIONS:

That based on the May 3, 2021 staff report entitled "Local Government Development Approvals Program Funding Application" Council approve Option No. 1 as follows:

1. That Council support an application to the Local Government Development Approvals Program based on the general projects outlined in this report; and,
2. That Council authorize staff to submit the application package to the UBCM and support staff providing overall grant management if successful.

Respectfully submitted,

Geoff Garbutt, M.Pl., MCIP, RPP
Chief Administrative Officer

BACKGROUND:

In September 2019, following province-wide stakeholder consultation, the provincial government released a report titled "Development Approvals Process Review". The goal of the consultation was to identify opportunities for addressing challenges in development approvals. The Ministry of Municipal Affairs has followed up with \$15 million in funding to assist local governments to make various improvements in the approval process. The program is administered through the UBCM and the application deadline is May 7, 2021. Attachment No.1 provides an overview of the program and eligible projects.

DISCUSSION:

The City generally does a good job with the majority of development approvals. Where there is a motivated and experienced developer recent major projects have been approved in a 12-14 month timeframe including rezoning, development permit approval and building permit issuance. Nonetheless, there is always room for adding clarity to application requirements, improving internal processes to further reduce timelines and make tasks more efficient. To this end staff have a number of planned projects that align well with the funding program.

OCP and Application Guidebooks

Most development projects begin with a review of Official Community Plan (OCP) policies, development permit guidelines and zoning bylaw regulations. With the upcoming completion of the OCP staff intend to develop user friendly guidebooks to help both the general public and development consultants navigate and understand the intent of new policy. These guidebooks would help make clear the decision making parameters that staff and or Council use in approving development permits for example.

Following the adoption of the OCP the City will also be developing a new zoning bylaw. As part of that process staff would like to review and modify bylaw requirements to reduce the number of commonly requested variances. Staff feel that doing so will reduce the number of applications, including development permits that need to be considered by Council.

Similar to guidebooks related to the OCP, staff propose developing new application forms and guidebooks for planning applications (e.g. zoning amendments, development permits, development variance permits, tree cutting permits). The intent of these would be to clarify application requirements and process steps for both applicants and staff.

Early Engineering Review/Approvals

As with most municipalities the on and off-site works and services approval process can be complicated and at times frustrating for applicants and staff. Recently, the City has implemented a new Subdivision and Development Servicing Bylaw, and more importantly developed an internal development review meeting which has been a forum for key Development Services and Public Works staff to quickly come to consensus on engineering design issues. While this has helped improve the review timelines, the technical detail involved in the engineering review process remains somewhat lengthy.

Through discussion with industry at a regular development industry breakfast (on hold due to COVID) staff are proposing a new engineering approval application. Typically, the City only accepts the engineering drawings for review with a subdivision application or building permit. The intent of the early application process is to allow developers to submit drawings for approval at any stage in the development process (for example concurrently with development permit applications) with the goal of reducing the timeline for building permit issuance and the overall approval timeline. This concept has been well received by both local and external multi-family developers. The funding request will be geared toward hiring a consultant to develop an appropriate fee structure, clarify the process and create application forms.

Building Permit Processing

As with the other development approval processes the building permit process was immediately transitioned to an electronic only format following the onset of the COVID 19 pandemic. Although the digital intake, review and issuance process has worked well there are some aspects of the review process that can be further refined.

Most significantly, the existing building inspector hardware and software is not well suited to review and mark-up large formatted building drawings during the plan review process. To this end it is recommended that these staff have large format display monitors and digital mark-up software installed. For field inspections it is also recommended that more robust tablets or laptops be used. Staff currently only have cell phones to review material in the field. The 2021 budget includes funding for the hardware which is not eligible for the funding program. The digital mark-up software however is eligible and will be included in the

application. In addition to providing improved customer service this change will move us closer to a truly paperless process.

To enhance the move to paperless permitting digitizing/scanning existing records that are currently stored in hard copy is proposed. It is estimated there are 30,000 to 40,000 paper records that would need scanning. Having these records available in digital format will allow for easy access by staff when reviewing historical information and reduce the administrative time needed when requests for records are made.

Overall staff feel the proposed changes outlined above are well aligned with the funding program and external funding and resources will allow them to be implemented quicker than they otherwise would be.

FINANCIAL IMPLICATIONS:

The current 2021 budget includes funds for the hardware necessary to move forward on a modern digital building permit process. Other items in the request are not directly budgeted. If the grant is not approved staff would move forward with some of the initiatives as time permits.

ADMINISTRATIVE IMPLICATIONS:

The administrative requirements will be spread across the various departments led by the respective managers. Funding approval will allow the City to move forward with these initiatives in a coordinated way. Without funding staff will endeavour to complete the various improvements, however, they will only be completed as time permits in completion with regular development approval processes which will remain the staff priority.

ASSET MANAGEMENT IMPLICATIONS:

There are no immediate asset management implications related to the funding request.

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

●▲ Work with the business and development sectors to mutually improve efficiencies

OPTIONS:

OPTION 1: (Recommended)

That based on the May 3, 2021 staff report entitled “Local Government Development Approvals Program Funding Application” Council approve Option No. 1 as follows:

1. That Council support an application to the Local Government Development Approvals Program based on the general projects outlined in this report; and,
2. That Council authorize staff to submit the application package to the UBCM and support staff providing overall grant management if successful.

OPTION 2: Not proceed with the funding application.

Prepared by:



Ian Buck, RPP, MCIP
Director of Development Services

Concurrence by:



Geoff Garbutt, M.PI., MCIP, RPP
Chief Administrative Officer

Attachments: LGDAP 2021 program guide.

Attachment No.1 LGDAP 2021 Program Guide



Local Government Development Approvals Program 2021 Program & Application Guide

1. Introduction

In 2019, the Ministry of Municipal Affairs initiated the Development Approvals Process Review (DAPR). The Ministry engaged local governments and a broad range of stakeholders to discuss the challenges of current development approvals processes in B.C., to identify opportunities for addressing those challenges, and to develop an informed list of ideas about how to improve the efficiency and effectiveness of processes. A [summary report](#) of engagement findings identified several key themes. The Ministry intends to move forward on initiatives that draw upon these, which may include work on development finance tools, public input processes and provincial referrals, in collaboration with local governments, the development sector and other stakeholders.

The Local Government Development Approvals Program, a component of the Canada-BC Safe Restart Agreement, is one element in addressing the DAPR Report findings.

Local Government Development Approvals Program

The development approvals process refers to all operational steps and decision making in relation to a local government's consideration of approving development, from the pre-application phase to the issuance of the building permit. The local government's review process ensures that development applications conform to policies, plans, and regulations for building and development.

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives.

The Local Government Development Approvals Program is not intended to support projects where proposed deliverables require or are directly focused on provincial legislative changes.

The Ministry of Municipal Affairs has provided \$15 million in funding and UBCM is administering the program.

2. Eligible Applicants

All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply. Eligible applicants can submit one application per intake.

3. Grant Maximum

The Program can contribute a maximum of 100% of the cost of eligible activities – to a suggested maximum of \$500,000.

Funding permitting, applications for projects that exceed the suggested maximum may be considered for funding provided that applicants are able to provide rationale for the request. If the total funding request



exceeds the available funding, applicants that have requested additional funds may be asked to reduce their funding request.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Local Government Development Approvals Program.

4. Eligible Projects

To be eligible for funding, applications must demonstrate that proposed activities will meet the intent of the program and:

- Include new activities or represent a new phase of an existing project (retroactive funding is not available).
- Be capable of completion by the applicant within two years of the date of grant approval.
- For projects that are dependent on external partnerships, provide evidence that external partners (e.g. development community, provincial Ministry, other local governments) are willing to participate

5. Requirements for Funding

As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events meet physical distancing and other public health guidance in relation to COVID-19.
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

6. Eligible & Ineligible Costs & Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies examples of activities that are eligible for funding. Please note that an internal review of current development approvals may be valuable before undertaking specific projects but is not a pre-requisite for funding. However, evidence of readiness and/or rationale to undertake proposed activities is required in the application form and may contribute to higher application scores.

It is expected that proposed activities may involve internal or external partnerships. Please refer to Section 4 for funding requirements for working with external partners. Eligible activities must be cost-effective.

Table 1: Activities Eligible for Funding
<p>A. Conducting internal reviews of current development approvals processes to identify opportunities for greater efficiency and effectiveness.</p> <p>B. Updating or creating specific internal approvals procedures that will result in more effective and efficient development approvals processes. Examples include but are not limited to:</p> <ul style="list-style-type: none">• Creating or updating a development approvals process guide for use by staff• Updating the development approval procedures bylaw(s) to clarify or improve the process for applicants to apply for amendments to a bylaw or request the issuance of a permit (for consideration by Council or Board) <p>C. Supporting efficient and effective decision making in order to further local government planning and development objectives. Examples include but are not limited to:</p> <ul style="list-style-type: none">• Developing policies to determine the types of bylaw amendments for which the local government would or would not waive the public hearing (for consideration by Councils and Boards),• Updating development permit guidelines to specify clear decision-making parameters to support delegation of such decisions to staff (for consideration by Council and Board).• Developing amendments to a zoning bylaw to reduce the need for commonly requested variances (for consideration of adoption by Council and Board) <p>D. Facilitating collaboration or coordination with external partners (e.g. development community, provincial Ministry, other local governments). Examples include but are not limited to:</p> <ul style="list-style-type: none">• Developing guidelines that clarify to applicants the requirements that an application must meet to be accepted by staff and expectations of local government-applicant interaction throughout the application process.• Establishing a pre-application process, including, for example, pre-application developer meetings.• Development of enhanced communication materials/training for subdivision• Review and development of guidelines/processes to improve provincial referrals and enhanced communications of provincial regulatory requirements <p>E. Improving information technology to facilitate development application processing. Examples include but are not limited to:</p> <ul style="list-style-type: none">• Undertaking assessments to support future implementation of digital application platform or digital permitting software.• Purchasing and implementing new or upgraded digital platforms or software• Training staff on software or platform, or on process changes required to adopt software or platform <p>F. Training and capacity building for staff, elected officials (e.g. change management training), or external partners (e.g. application processes) in order to support the project.</p> <p>G. Other activities that support the improvement of the local government development approval process and that meet the intent of the program may be considered for funding.</p>

Additional Eligible Costs & Activities

In addition to the activities identified in Table 1, the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs (i.e. creating a new position or adding new responsibilities to an existing position)
- Consultant costs (e.g. change management consultant, software consultant)
- Public information costs (e.g. FAQs for the public, guidance on how to participate in the public process, role of the decision-maker in the process)

Ineligible Costs & Activities

Any activity that is not outlined in Table 1 or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Development of funding application package
- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities
- Routine or ongoing operating and/or planning costs or activities, including service subscriptions, or membership fees
- Capital costs (including computer hardware)
- Audit fees, interest fees, or fees to incorporate a society
- Fundraising, lobbying, or sponsorship campaigns
- Regular salaries and/or benefits of applicant staff or partners
- Project-related fees payable to the eligible applicant(s) (e.g. permit fees, community amenity contribution, etc.)
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.
- Costs being claimed under any other government programs

7. Application Requirements & Process

Application Deadline

The application deadline is May 7, 2021. Applicants will be advised of the status of their applications within 90 days of the application deadline.

Required Application Contents

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form with all required attachments.
- Detailed budget that indicates the proposed expenditures from Local Government Development Approvals Program funding and that aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
- Council, Board or Local Trust Committee resolution indicating support for the current proposed activities and willingness to provide overall grant management.

- For projects with external partners: written confirmation from the external partner confirming their role and willingness to participate.

Submission of Applications

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met.

Following this, an Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Demonstrate alignment with intent of the Local Government Development Approvals Program
- Are outcome-based and include performance measures
- Provide evidence of readiness to undertake proposed activities
- Include internal local government cross-departmental collaboration and/or collaboration with one or more external partners (e.g. development community, provincial Ministry, other local governments, etc.)
- Demonstrate cost-effectiveness

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a priority basis and preference may be given to local governments with growth rates higher than 1% (2016 Census, Statistics Canada) between 2011 and 2016. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC.

8. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM and 50% when the project is complete and UBCM has received and approved the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project.

To propose changes to an approved project, applicants are required to submit:

- Amended application package, including updated, signed application form, updated budget, and an updated Council, Board, or Local Trust Committee resolution.
- Written rationale for proposed changes to activities and/or expenditures

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

9. Final Report Requirements & Process

Final reports are required to be submitted within 30 days of completion of the project. Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments
- Detailed financial summary that indicates the actual expenditures from the Local Government Development Approvals Program funding and other sources (if applicable) and that aligns with the actual activities outlined in the final report form
- Copies of any materials that were produced with grant funding (e.g. guidance material, reports on results of performance measurement)
- Optional: any photos or media related to the funded project

Submission of Final Reports

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements have been submitted.

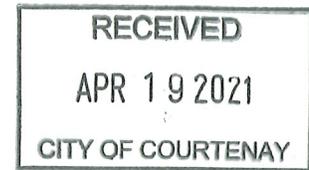
All final report materials will be shared with the Province of BC.

10. Additional Information

For enquiries about the application process or general questions regarding the program, please contact UBCM at lgps@ubcm.ca or (250) 356-0930.

April 15, 2021

Mayor Bob Wells
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7



Dear Mayor Wells:

Re: Provincial Response to 2020 Resolutions

UBCM has received the Province's response to your Council resolution(s) from 2020. Please find the enclosed resolution(s) and their provincial response(s).

Responses from the Province have been posted to the UBCM web site under Resolutions & Policy.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: jjustason@ubcm.ca

Yours truly,

A handwritten signature in cursive script that reads "B. Frenkel".

Brian Frenkel
UBCM President

Enclosure

Whereas adult supportive housing funded by BC Housing provides accommodation for people with a history of severe trauma, often resulting in difficult behaviours that can have significant impact on surrounding neighbourhoods and requiring skilled caregivers to manage;

And whereas government funding for BC Housing does not include adequate levels to either provide neighbourhood outreach services or assure skilled staff and minimal turnover:

Therefore be it resolved that UBCM call on the provincial government to increase funding levels to BC Housing in order to mandate and assure that community outreach services and the stability of an adequately skilled staff are components of supportive housing developments that are vital in local communities.

Convention Decision: Endorsed

Provincial Response

Ministry of Attorney General and Minister Responsible for Housing

BC Housing Management Commission (BC Housing) is a crown agency under the Ministry of Attorney General and Minister Responsible for Housing. BC Housing implements a range of programs that deliver on provincial investments for the creation and management of supportive housing for people, including seniors, youth, people with disabilities, Indigenous peoples, and women and children fleeing violence.

The Ministry acknowledges that support services are an integral component of supportive housing and contribute to the success for residents and the integration of supportive housing into the community. That is why supportive housing sites are staffed 24/7 and offer on-site supports, including access to addiction and mental health referrals and other social supports. Additionally, there is increased collaboration between BC Housing and health authorities to create a regular health care presence in buildings to assist with health needs such as primary care.

As with all new supportive housing buildings, it takes some time for residents to settle into the building and new environment, however based on BC Housing's experience and a recent study, after a few months residents stabilize, and public disturbances decrease dramatically.

BC Housing is committed to being a good neighbour and reaches out to local governments, stakeholders, neighbours, and local businesses to engage around housing projects and respective community roles. In addition, BC Housing establishes Community Advisory Committees for some supportive housing sites in order to be responsive to neighbours and the community. Community Advisory Committees ensure supportive housing integrates well into neighbourhoods, and they have been effective at helping communities work together to address concerns and maintain positive connections between neighbours.

While these efforts have helped many people, the Ministry and BC Housing understand there are lessons to be learned in each community that can be incorporated into future successes. Working with partners, including local governments and communities, the Province remains committed to providing long-term housing that creates positive impacts for everyone involved.



Reference: 375751

April 23, 2021

Wendy Sorichta
Corporate Officer
City of Courtenay
830 Cliffe Avenue
Courtenay BC V9N 2J7

Sent via email: wsorichta@courtenay.ca

Dear Wendy Sorichta:

Thank you for your letter of March 23, 2021, sharing your support for Property Assessed Clean Energy (PACE).

Attaining significant energy efficiency improvements and greenhouse gas emission reductions from existing buildings in B.C. is a priority for this government. As you may know, the development of PACE is included in the mandate letters for the [Minister of Energy, Mines and Low Carbon Innovation](#) and the [Minister of Municipal Affairs](#), who is directed to support the Minister of Finance to establish PACE financing.

Through our StrongerBC Economic Recovery Plan, the Province has committed to add \$8 million to CleanBC's existing Building Innovation Fund and \$2 million to support the development of a Property Assessment Clean Energy financing tool, as well as to helping more people and businesses conserve energy and reduce power bills. This work will consider PACE and alternative financing programs and how such a program can be effectively implemented in the B.C. context.

A PACE program can be complex and involve many potential risks. Our goal is to ensure that a potential B.C. PACE program is practical, effective, fair and straightforward to administer. To meet this goal, work has been underway since fall 2020 on developing a PACE Roadmap and Implementation Plan. Once the PACE Roadmap is finalized, an update will be publicly available, and provided to organizations including PACE BC, the Union of British Columbia Municipalities and their members. As you have correctly pointed out, ensuring that commercial, institutional and residential buildings are increasingly energy-efficient is central to emission reductions and B.C.'s climate plan. I see development and implementation of PACE as a key component in achieving our common climate goals.

...2

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in blue ink that reads "G. Heyman". The signature is fluid and cursive, with the first letter 'G' being particularly large and stylized.

George Heyman

Minister

cc: Honourable Josie Osborne, Minister of Municipal Affairs
Honourable Bruce Ralston, Minister of Energy, Mines and Low Carbon Innovation

770 Harmston Ave, Courtenay BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 3900-01

April 28, 2021

Via email: wsorichta@courtenay.ca

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

Attention: Wendy Sorichta, Corporate Officer

Dear Ms. Sorichta:

Re: Bylaw No. 654 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1"

The Comox Valley Regional District (CVRD) Board, at its meeting of April 27, 2021, gave three readings to Bylaw No. 654 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1". The intent of the bylaw is to remove the restriction on borrowing in order to enable the CVRD to potentially assume the outstanding mortgage for the Vancouver Island Visitor Centre.

This bylaw, prior to submission for approval from the Inspector of Municipalities, requires written consent of two-thirds of the participants in the service, being the Directors for Electoral Areas A, B and C, the City of Courtenay and the Town of Comox.

In light of the above, the board requests your council to consent to the bylaw amendment under section 346 of the *Local Government Act* by considering the following resolution:

THAT the City of Courtenay consent to the adoption of the Comox Valley Regional District Bylaw No. 654 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1" under section 346 of the *Local Government Act*.

By way of background information, please find attached the staff report dated April 23, 2021, that was presented to the CVRD Board. Also attached is Bylaw No. 654 at third reading.

We would appreciate a response by May 25, 2021 in order for us to adhere to the timelines as noted in the staff report. If you have any questions, please contact me at 250-334-6052 or via email at ldennis@comoxvalleyrd.ca.

We look forward to hearing from you at your earliest convenience.

Sincerely,

L. Dennis

Lisa Dennis
Manager of Legislative Services

Attachments: Bylaw No. 654
Staff report dated April 23, 2021

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 654

A bylaw to amend the service establishment bylaw for the Comox Valley Economic Development Service to remove the restriction on borrowing

WHEREAS under section 332 of the *Local Government Act (RSBC, 2015, C. 1)* a regional district may operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Comox Valley Regional District adopted Bylaw No. 345 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016” on October 25, 2016” to convert and enhance the Comox Valley Economic Development Service;

AND WHEREAS the board wishes to amend the service establishing bylaw to remove the restriction on borrowing for the purposes of the service;

AND WHEREAS the participating areas approval has been obtained in accordance with section 349 of the *Local Government Act (RSBC, 2015, C. 1)*;

AND WHEREAS the approval of the Inspector of Municipalities has also been obtained under section 349 of the *Local Government Act (RSBC, 2015, C. 1)*; and

NOW THEREFORE the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Amendment

1. Bylaw No. 345 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016” is hereby amended by deleting Section 9 “Borrowing” which reads as follows:

“Borrowing

9. No debt, other than temporary current borrowing shall be incurred for the purposes of the service.”

and renumbering the subsequent sections accordingly.

Citation

2. This Bylaw No. 654 may be cited as “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1”.

DATE: April 23, 2021

FILE: 3900-02 Proposed Bylaws

TO: Chair and Directors
Comox Valley Regional District Board

FROM: Russell Dyson
Chief Administrative Officer

Supported by Russell Dyson
Chief Administrative Officer

R. Dyson

RE: Economic Development Service – Bylaw Amendment

Purpose

To recommend an amendment to the service establishing bylaw for the Comox Valley Economic Development Service to remove the restriction on borrowing in order to enable the Comox Valley Regional District (CVRD) to potentially assume the outstanding mortgage for the Vancouver Island Visitor Centre.

Recommendation from the Chief Administrative Officer:

THAT Bylaw No. 654 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1" be introduced and read three times;

AND FURTHER THAT the Board authorize participating area approval for Electoral Areas A, B and C to be given by the electoral area directors consenting in writing to adoption of Bylaw No. 654 in accordance with Section 347 of the Local Government Act;

AND FINALLY THAT prior to submission of the bylaw to the Inspector of Municipalities for approval, written consent to the adoption of the bylaw be sought from the Directors for Electoral Areas A, B and C as well as council consent from the City of Courtenay and Town of Comox being the participants in the service.

Executive Summary

- On March 30, 2021 the CVRD Board of Directors endorsed a five-point plan in order to address a number of matters required to support the ongoing transition respecting the termination of the service contract with the Comox Valley Economic Development Society (CVEDS).
- The transition plan, enclosed as Appendix A to this report, includes the following key matters outlined in "Point 2":
 - That the CVEDS transfer to the CVRD the subcontract with Tourism Vancouver Island for tourism/destination marketing, title and outstanding mortgage for the Vancouver Island Visitor Centre (VIVC), and the role of secretariat for the Economic Recovery Task Force.
- At the time of writing this report the CVEDS is still considering the above requests and a response is expected shortly. In anticipation of the potential transfer of the VIVC title and pay off of the associated mortgage with CVEDS, staff have identified a need to ensure the CVRD has the legislative authority and financial capability should such transfer occur.
- Bylaw No. 345 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016", provided as Appendix B to this report, is constitutional in nature and outlines what the service is, who will benefit, the maximum cost and how the costs will be

recovered. Section 9 of the bylaw restricts the service from accepting any debt, other than temporary current borrowing, for the purposes of the service. As current liability to cover current-year operating expenditures for cash flow is the only form of debt permitted, an amendment to remove this restriction is required should the CVRD (Comox Valley Economic Development Service, Function 550) seek to undertake a short-term loan to finance the outstanding mortgage on the VIVC and continue with similar payment terms.

- The amendment of service establishment bylaws have certain legislative requirements and sequencing, including approval by the Inspector of Municipalities and participating area approval before they may be adopted. In reviewing the general timeline for the service contract termination and the legislative requirements, it has been noted that an amendment to the bylaw should proceed in order for a potential transfer to occur. The proposed steps and timeline are noted below:

STEP	DESCRIPTION	TIMELINE
1.	Bylaw amendment readings 1-3 by CVRD Board	April 27
2.	Seek consent from service participants to adopt bylaw	April 28 – May 25
3.	Seek bylaw approval from the Inspector of Municipalities	May 25 – July 16
4.	Consideration by CVRD Board of adopting bylaw amendment	July 27
5.	Resolution by CVRD Board authorizing the debt through the Municipal Finance Authority for the VIVC and specifying the principal repayment terms (maximum 5 year term)	July 27
6.	Transfer of title and mortgage of the VIVC in accordance with the CVRD’s five-point plan	August 1

- While the CVRD does not wish to presuppose the decision or actions of the CVEDS respecting the VIVC, as the timeline above indicates, it is prudent for the Board to establish the necessary legislative authority and financial means should the transfer occur.
- Draft Bylaw No. 654 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1” which deletes the restriction on borrowing is provided as Appendix C to this report.
- The specific details and decisions concerning the facility transfer and other related matters covered by the CVRD’s ‘five-point plan’ are the subject of ongoing discussions and collaboration between the CVRD, CVEDS and the participating jurisdictions. Further information will be presented to the Board as it becomes available.

Prepared by:

J. Martens

Jake Martens
 General Manager of Corporate
 Services

Government Partners and Stakeholder Distribution (Upon Agenda Publication)

K’ómoks First Nation	✓
Comox Valley Economic Development Society	✓

Attachments: Appendix A – Staff report dated March 24, 2021 “Transition – The CVEDS Contract and the Service Review”
Appendix B –Bylaw No. 345 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016”
Appendix C - Bylaw No. 654 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1”

DATE: March 24, 2021**FILE:** 6750-20/CV**TO:** Chair and Directors
Regional District Board**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson
Chief Administrative Officer*R. Dyson***RE: Transition – The CVEDS Contract and the Service Review****Purpose**

To present a plan for the Comox Valley Regional District (CVRD) Board of Directors and the Members of the Comox Valley Economic Development Society (CVEDS) in order to address a number of urgent matters required to support the 2021 transition with the termination of the CVEDS contract and the economic development service review.

The principles behind the plan are:

- Collaboration among members and directors of CVEDS
- Transparency between CVEDS and the CVRD
- A smooth transition
- Allowing the participants to complete the service review without lost opportunity or assets
- Supporting the community

A graphic representation of the plan is attached as Appendix A.

This report is being presented to address a number matters concerning the service and its assets that require immediate action to avoid imminent financial and legal risk. Dealing with these issues will allow the ongoing service review to proceed in a proactive and prudent manner.

Recommendations from the Chief Administrative Officer:

THAT the Comox Valley Regional District Board adopt the following five-point plan to direct the termination of the Comox Valley Regional District (CVRD)/ Comox Valley Economic Development Society (CVEDS) contract, scheduled to expire on August 26, 2021:

Point 1: Recommend to CVEDS (Members, Directors and Staff) to act transparently, share information (internally and externally) and operate in community's interest towards CVRD/CVEDS contract termination including:

- Honour for the expertise, history and knowledge contained in the current CVEDS Executive (Directors Staff);
- Respect for CVEDS executive decision-making authority;
- If necessary, a CVEDS request to the CVRD to support the Society Members

Point 2: Request to CVEDS that it transfer to the CVRD the:

- subcontract with Tourism Vancouver Island for tourism/destination marketing (effective April 15, 2021);

- title and outstanding mortgage for the Visitor Centre (effective August 2021);
- role of secretariat for the Economic Recovery Task Force

Point 3: CVRD assumes Tourism Vancouver Island contract until December 31, 2021 based on a Tourism Vancouver Island plan that is approved by CVRD to continue the tourism, Visitor Centre operations, and destination marketing promotion (ie MRDT, seafood fest, website/social media/marketing presence, other matters), enabling in part the CVRD to support a smooth transition of the MRDT program with CVEDS and the City of Courtenay

Point 4: CVRD assumes payment of the Visitor Centre debts and liabilities and determines future through the service review

Point 5: CVRD assumes support for Economic Recovery Task Force and this continues until no later than December 31, 2021.

Issues

- **Service Review** – The Service Review is critical for defining the future of function 550. This five point plan is meant as an interim measure. As the CVRD Board resolved to cancel the CVRD/CVEDS contract in February, this report addresses specific matters related to the contract expiry and provides time for the Service Review to continue resolving matters related to tourism, destination marketing and economic development. Through discussion at the CVRD Board and the service review process, the participants are signaling a much different service level but clear direction is not yet apparent. Participants need time to consult with their councils and local interests, while some of the above matters need action now.
- **CVEDS (Society) Members** – CVEDS members, while appointed to the Society by the local governments, are responsible to the Society. The members' Society role should be informed on decisions by the Society. A CVEDS Members and Directors meeting is scheduled for March 26, 2021.
- **CVEDS Directors and Staff** – With notice provided CVEDS focus is on management of the termination. The time and resources of its directors and staff are primarily fulfilling this complex and consuming process.
- **Tourism Vancouver Island Contract** – Tourism Vancouver Island (TVI) is currently providing a level of service within the valley for tourist information and support for destination marketing. There is no known option for an immediate alternative and there needs to be some stability in the service through 2021. This service could evaporate with little or no notice. The community will be facing an unprecedented tourist season through 2021 and stability and support will be necessary through recovery of the pandemic. A timely transfer of the TVI contract to the CVRD provides stability for all stakeholders through 2021.
- **Vancouver Island Visitor Centre** – The future of the Vancouver Island Visitor Centre (VC) is unknown. Options for its future need to be assessed based on past commitments, current obligations and any intentions for continued service provision. The asset needs to be managed and protected in the interest of the participants to enable a rationale decision for its future. CVEDS advised the members that the grant funders of the facility, being Island Coastal Economic Trust (ICET) and Western Economic Diversification (WED) could require payback of funds if the VC was sold and not utilized for its intended use as a public asset. Staff have investigated the related funding for the construction of the visitors centre as published on the ICET website, with a total budget of \$3,836,774 with \$745,000 from ICET and \$2,584,020 from

WED, other minor donations and CVEDS funding of \$453,504. In preliminary discussions with ICET and WED they have indicated significant concern if the VC does not remain as a public asset for community benefit, and any such action would require elevation to their boards and higher level representatives to determine the impact of such a decision. However, the transfer of the VC to CVRD or one of the member local governments to continue on as a visitor centre and/or for public use was not seen as a concern.

- **Economic Recovery Task Force** – The ERTF requires follow up and outreach to the sectors. This requires support that is not currently being provided through the formal service review initiated in late 2020, and subsequently the CVEDS contract termination notice provided in late February. The term position with the CVRD which recently closed, is expected to focus on the ERTF and reaching out to related stakeholders in the community for community recovery.

As illustrated in Appendix A, a sample requisition for the economic development service (function 550) is provided. Significant fiscal savings can be realized for the participants through this plan.

Note the 2022 budget in Appendix A assumes tourism, destination marketing and Visitor Centre expenses only. No additional funds are noted for any unexpected CVEDS liabilities, nor for other expenditures under this service in 2022. Further,

- The service review will determine future of tourism (including MRDT) and Visitor Centre (Courtenay has direct interest in that Courtenay-based hoteliers contribute to MRDT, and therefore City of Courtenay's intent with respect to future of MRDT, tourism, destination marketing and Visitor Centre is critical to activities in 2022). Note that CVRD and Courtenay staff have been collaborating on MRDT and reaching out to Destination BC and the Minister of Finance on the outcome of termination. As CVEDS is the designated recipient of Courtenay's MRDT, the MRDT will cease once CVEDS is wound up. And a new application will need to be submitted with 51 per cent of hotels and 51 per cent of rooms supporting the new application. This process takes nine months and therefore there is expected to be a lapse of MRDT, however setting a new path in tourism services and setting a new path with the hoteliers may be a benefit in discussions with Tourism Vancouver Island; and
- Rural areas economic development determined through the service review, but it could be realized through planning, parks and community grant services and municipalities economic development through own means – effective January 1, 2022.

The CVRD will soon have staff to provide the necessary support for matters including the task force, Visitor Centre, tourism and CVEDS contract expiry. The resource is to be funded by the service for one year or as required post service review.

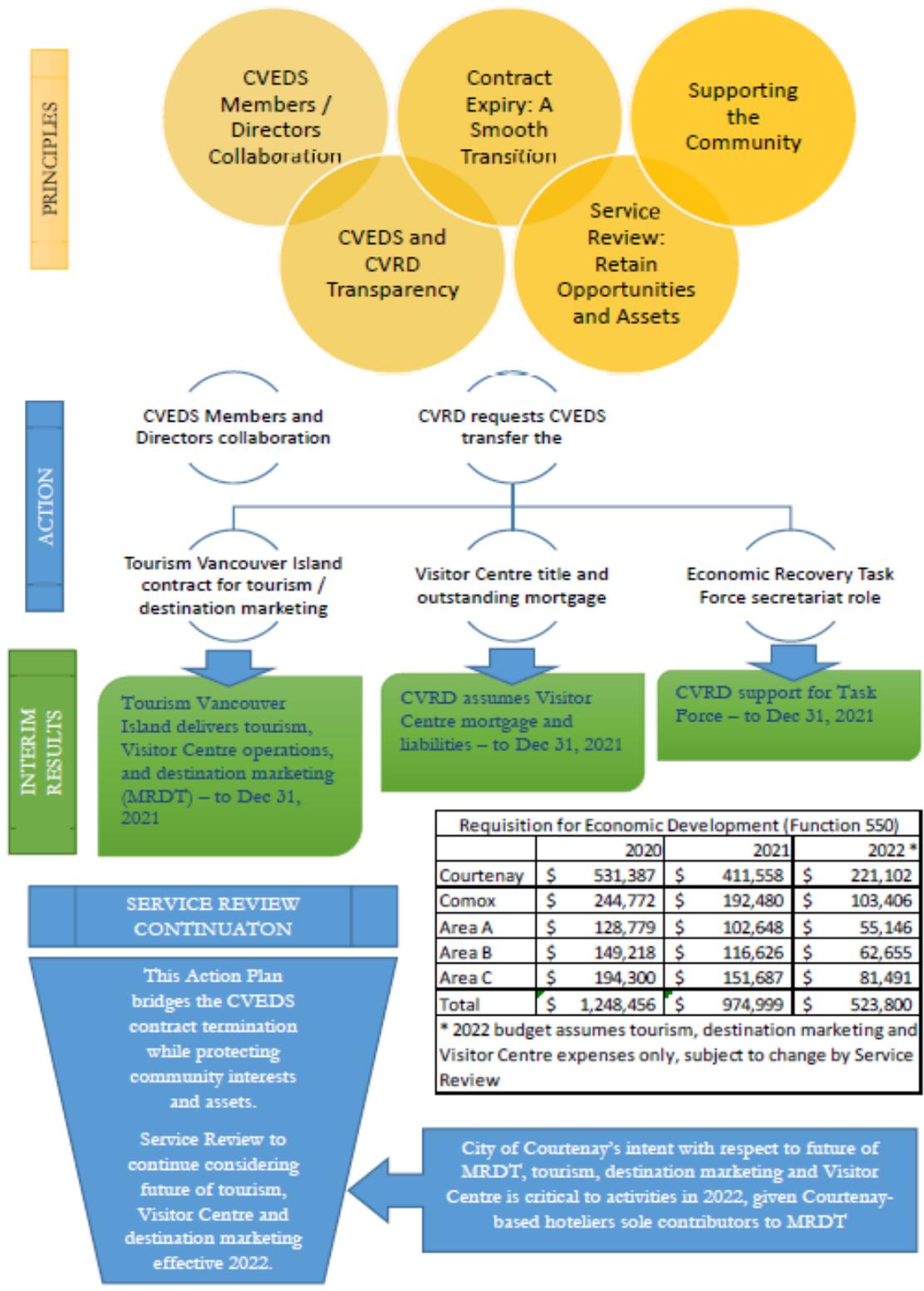
Prepared by:

J. Warren

James Warren
Deputy Chief Administrative Officer

Attachment: Appendix A – graphic of CVRD/CVEDS transition and community supports plan

APPENDIX A



	2020	2021	2022 *
Courtenay	\$ 531,387	\$ 411,558	\$ 221,102
Comox	\$ 244,772	\$ 192,480	\$ 103,406
Area A	\$ 128,779	\$ 102,648	\$ 55,146
Area B	\$ 149,218	\$ 116,626	\$ 62,655
Area C	\$ 194,300	\$ 151,687	\$ 81,491
Total	\$ 1,248,456	\$ 974,999	\$ 523,800

* 2022 budget assumes tourism, destination marketing and Visitor Centre expenses only, subject to change by Service Review

City of Courtenay's intent with respect to future of MRDT, tourism, destination marketing and Visitor Centre is critical to activities in 2022, given Courtenay-based hoteliers sole contributors to MRDT



**Economic Development
Service Conversion
Bylaw**

The following is a consolidated copy of the Comox Valley Economic Development Service Conversion Bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
345	Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016	October 25, 2016	To convert and establish the Comox Valley economic development service for the purpose of providing for the economic development commission to encourage the responsible expansion of the Comox Valley economic base as well as enhance wealth and employment opportunities

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version more clear and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 345

A bylaw to convert and establish the Comox Valley economic development service to encourage and provide for the responsible expansion of the Comox Valley economic base as well as enhance wealth and employment opportunities

WHEREAS the board of the Comox Valley Regional District (CVRD) may, by bylaw, under section 341(3) of the *Local Government Act* (RSBC, 2015, c.1) convert a service provided by the regional district in accordance with section 341(5) of the *Local Government Act* (RSBC, 2015, c.1) and by the same bylaw amend the power to the extent that it could if the power were in fact exercised under the authority of an establishing bylaw under the *Local Government Act* (RSBC, 2015, c.1) provided that the bylaw meets the requirements of section 339 and is adopted in accordance with section 349 of the *Local Government Act* (RSBC, 2015, c.1);

AND WHEREAS the board wishes to convert the Comox Valley economic development service established under letters patent dated June 30, 1976 to a regional district service;

AND WHEREAS the board wishes to integrate elements of the service review conducted in 2013 and 2014 to address the service purpose, clarity and roles;

AND WHEREAS the board wishes to implement the outcome of the service withdrawal dated March 2016 where the Village of Cumberland has withdrawn from the service and the Village of Cumberland is to pay to the service \$40,000 each year in 2016, 2017, 2018 and 2019 for a total of \$160,000;

AND WHEREAS pursuant to section 342 of the *Local Government Act* (RSBC, 2015, c.1), the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS pursuant to section 346 of the *Local Government Act* (RSBC, 2015, c.1), the councils of the City of Courtenay, the Town of Comox and the Village of Cumberland have given consent on behalf of the electors within the municipal participating areas to adoption of this bylaw;

AND WHEREAS pursuant to section 347 of the *Local Government Act* (RSBC, 2015, c.1), the directors of Electoral Areas A, B and C have given consent in writing on behalf of the electors within the electoral participating areas to adoption of this bylaw;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Service

1. (1) The service converted and established by this bylaw is the Comox Valley economic development service.
- (2) The service shall be known as the Comox Valley economic development service (the ‘service’).

Definition of economic development

2. A short definition provided by the International Economic Development Council suggests that “the main goal of economic development is improving the economic wellbeing of a community through efforts that entail job creation, job retention, tax base enhancements and quality of life.”

Purpose

3. The service is to encourage the responsible expansion of the Comox Valley economic base as well as enhance wealth and employment opportunities through:
 - (a) Promoting, marketing and facilitating economic development in the Comox Valley;
 - (b) Developing and implementing economic development strategies for the Comox Valley;
 - (c) Developing and/or assisting in the development of properties and facilities which create or expand economic, investment or employment activity in the Comox Valley;
 - (d) Developing and maintaining timely information on economic activity and economically-relevant statistics in the Comox Valley;
 - (e) Partnering with business and other organizations within the Comox Valley;
 - (f) Supporting specific sector based economic activities, studies and other economic development activities specifically approved by the CVRD board.

Boundaries

4. The boundaries of this service shall be the boundaries of Baynes Sound (Electoral Area A (excluding Denman and Hornby Islands)), Lazo North (Electoral Area B), Puntledge/Black Creek (Electoral Area C) and inclusive of the City of Courtenay and the Town of Comox.

Participating local governments ‘Members’

5. The participants of this service are Baynes Sound (Electoral Area A, excluding Denman and Hornby Islands), Lazo North (Electoral Area B), Puntledge/Black Creek (Electoral Area C), the City of Courtenay and the Town of Comox.

Cost recovery

6. As provided in section 378 of the *Local Government Act* (RSBC, 2015, c.1), the annual cost for this service shall be recovered by one or more of the following:
 - (a) property value taxes;
 - (b) fees and charges imposed under section 397 of the *Local Government Act* (RSBC, 2015, c.1);
 - (c) revenues raised by other means authorized by the *Local Government Act* (RSBC, 2015, c.1) or another Act; and
 - (d) revenues received by way of agreement, enterprises, gift, grant or otherwise.

Village of Cumberland withdrawal payments

7. (1) As a condition of withdrawing from the Comox Valley economic development service in March 2016, the Village of Cumberland agrees to pay to the service \$40,000 each year in 2016, 2017, 2018 and 2019 for a total payment of \$160,000.

- (2) This section 7 (Village of Cumberland withdrawal payments) is removed from this bylaw on January 1, 2020 and the following subsections are renumbered accordingly.

Maximum requisition

8. In accordance with section 339(1)(e) of the *Local Government Act* (RSBC, 2015, c.1), the maximum amount that may be requisitioned annually for the cost of the service is \$0.278 per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes.

Borrowing

9. No debt, other than temporary current borrowing shall be incurred for the purposes of the service.

Service delivery

10. (1) The service may be provided by an agency or agencies under contract to the CVRD pursuant to section 263 of the *Local Government Act* (RSBC, 2015, c.1).
- (2) If at any time the CVRD must reconsider its service delivery model and define a commission or other body to deliver economic development services, that commission or other body shall adopt a terms of reference that is not dissimilar to the terms of reference in schedule ‘A’ of this bylaw.

Service review

11. All aspects of the Comox Valley economic development service function shall be reviewed at least every four years, with the first review occurring in 2020.

Citation

This Bylaw No. 345 may be cited as “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016”.

Schedule ‘A’

Terms of Reference – Comox Valley Economic Development Governance Structure

Directors:

VOTING:

- Four (4) as appointed by City of Courtenay council
- Two (2) as appointed by Town of Comox council
- One (1) as appointed by Area A director
- One (1) as appointed by Area B director
- One (1) as appointed by Area C director
- One (1) as appointed by the K’omoks First Nation
- One (1) as appointed by Comox Valley Chamber of Commerce
- One (1) as appointed by another local organization

A quorum would consist of a majority of the voting directors plus one, or seven directors.

NON-VOTING:

- Commission immediate past-president

Members:

- City of Courtenay
- Town of Comox
- Comox Valley Regional District representing electoral areas:
 - Baynes Sound (Area A excluding Denman and Hornby Island)
 - Lazo North (Area B)
 - Puntledge/Black Creek (Area C)

Member’s roles and responsibilities: the participating local governments are named as members in the constitution bylaw with the responsibility of appointing directors to the board and the sole discretion to amend/change constitution/bylaws.

Appointments to consider knowledge, skills and experience include: demonstrated interest in society; governance; leadership; strategic planning; finance and accounting; legal; political processes; business management; community knowledge and stakeholder relations; connections with senior government stakeholders; communication and public relations/media; economic development; and logistics and transportation.

A commission formed pursuant to the BC *Society Act* (RSBC, 1996, c. 433) is a separate legal entity. A commission formed to provide the Comox Valley Regional District members with economic development services shall include in the bylaws language to protect the interests of the members and shall require the members’ approval to amend the governance model.

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 654

A bylaw to amend the service establishment bylaw for the Comox Valley Economic Development Service to remove the restriction on borrowing

WHEREAS under section 332 of the *Local Government Act (RSBC, 2015, C. 1)* a regional district may operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Comox Valley Regional District adopted Bylaw No. 345 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016” on October 25, 2016” to convert and enhance the Comox Valley Economic Development Service;

AND WHEREAS the board wishes to amend the service establishing bylaw to remove the restriction on borrowing for the purposes of the service;

AND WHEREAS the participating areas approval has been obtained in accordance with section 349 of the *Local Government Act (RSBC, 2015, C. 1)*;

AND WHEREAS the approval of the Inspector of Municipalities has also been obtained under section 349 of the *Local Government Act (RSBC, 2015, C. 1)*; and

NOW THEREFORE the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Amendment

1. Bylaw No. 345 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016” is hereby amended by deleting Section 9 “Borrowing” which reads as follows:

“Borrowing

9. No debt, other than temporary current borrowing shall be incurred for the purposes of the service.”

and renumbering the subsequent sections accordingly.

Citation

2. This Bylaw No. 654 may be cited as “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1”.

Read a first and second time this day of 2021.

Read a third time this day of 2021.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 654 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1” as read a third time by the board of the Comox Valley Regional District on the day of 2021.

Deputy Corporate Legislative Officer

**Consented to in writing by the Electoral Area A
(Baynes Sound – Denman/Hornby Islands)
director this** day of 2021

**Consented to in writing by the Electoral Area B
(Lazo North) director this** day of 2021.

**Consented to in writing by the Electoral Area C
(Puntledge – Black Creek) director this** day of 2021.

**Consented to by resolution from the
Town of Comox this** day of 2021.

**Consented to by resolution from the
City of Courtenay** day of 2021.

**Approved by the
Inspector of Municipalities this** day of 2021.

Adopted this day of 2021.

Chair

Deputy Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 654 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 1” as adopted by the Board of the Comox Valley Regional District on the day of 2021.

Deputy Corporate Legislative Officer

Comox Valley MRDT Collecting Hotels

April 26, 2021

Mayor Bob Wells & Council
Courtenay City Hall
830 Cliffe Avenue
Courtenay, BC
V9N 2J7
Sent via email: mayor@courtenay.ca

RE: Courtenay - Municipal and Regional District Tax (MRDT) / Destination Marketing Organization (DMO)

Dear Mayor Wells and Council,

On behalf of all the hotels in Courtenay that collect the MRDT, we are sharing with you our collective concerns and recommendations regarding the current management of the MRDT funds. Given that the contract with the Comox Valley Economic Development (and Tourism) Society (CVEDS) does not end until August 2021, it is troubling that we have not been enlightened, involved or given information worthy of stakeholder status.

Given the significant changes that are taking place with our designated Destination Marketing organization (DMO), which in this case is CVEDS, we also are concerned about several timely and potentially missed opportunities. Of primary importance is our desire to move from a 2% to 3% tax in order to fund the promotion of tourism marketing, programs, and projects for the City of Courtenay. We actually might have an opportunity to do this if we act now and meet the May 2021 deadline.

Other strategic efforts that are vital but unaddressed are: 1) marketing opportunities; 2) network building; 3) pandemic collaborative response, and 4) discussions regarding proactive campaign building upon re-opening.

Thus, we come to you with the following recommendations.

- 1) Our hope is that you will initiate appropriate action that will secure the management of the MRDT by having an additional signature added to the file that allows TVI access to manage the fund, with direction from the MRDT collecting hotels and the Destination Marketing Advisory Committee (DMAC).
- 2) Tourism Vancouver Island has been retained by CVEDS to manage the Vancouver Island Tourism Information Centre and some marketing activities but with limited funding and no access to the MRDT funds. We request that urgent steps are taken by the city of Courtenay or the regional district to take control of the TVI contract plus designate Tourism Vancouver Island as our DMO for the remaining period of their current two (2) year contract.

Comox Valley MRDT Collecting Hotels

These steps will provide much needed transparency to the stakeholders and enable us to reconcile what is in the fund and support the expenditures being made. Never before has it been more critical to have a tourism marketing plan in place that will move us forward when the pandemic finally retreats.

While physical distance has defined the last year, we have learned that connections and planning are critical to short-term survival and long-term success. We thank you in advance for your consideration and support.

Sincerely,

Bill Kelly
GM, Crown Isle Resort

Grant Smith
GM, Bayview hotel

David Rooper
GM, Old House Hotel

Jamie Lewis
GM, The Westerly Hotel

Omar Rashid
GM, The Travelodge

Harman Chhina
GM, Super 8 by Wyndham

Jessica Chung
GM, River Heights Motel

Hardeep Manhas
GM, Comox Valley Inn & Suites



BRIEFING NOTE

To: Council **File No.:** 0250-20-LUSH
From: Chief Administrative Officer **Date:** May 3, 2021
Subject: Request for Funding to LUSH Valley Food Action Society's Good Food Box Program

PURPOSE:

The purpose of this briefing note is to provide information in response to Council's direction to staff to report back with further information related to the financial request of LUSH Valley Food Action Society for its Good Food Box program, including confirmation of other funding sources.

BACKGROUND:

At the January 18th, 2021 Council meeting, LUSH Valley Food Action Society presented to Council and requested up to \$100,000 from the Federal and Provincial COVID-19 Safe Restart Grant funding stream and presented Council with a January 11th Briefing Note "LUSH Valley Delegation to City of Courtenay 2021" which was received for information.

At the April 19th, 2021 Council meeting the following resolution was considered:

"THAT in response to the January 18th, 2021 LUSH Valley Food Action Society's delegation and request for funding to support local food purchasing for vulnerable populations and continue their "Good Food Box" program into 2021 during COVID-19;

THAT Council approve \$60,000 in funding out of the \$200,000 that was identified as available in 2021 for other unexpected costs and revenue losses from the Provincial COVID-19 Safe Restart grant funds."

Arising from discussion, Council deferred consideration of financial aid in support of the 2021 "Good Food Box" program during the COVID-19 pandemic, and directed staff to confirm contributions from other local governments and alternative funding sources prior to Council's final consideration.

DISCUSSION:

Please see attached "LUSH Valley Revised Request for funding to City of Courtenay April 21, 2021 – Briefing" from Maurita Prato, Executive Director outlining their updated financial request and program outcomes. LUSH Valley Food Action Society is requesting up to \$60,000 from the City of Courtenay through the City's COVID-19 Safe Restart funding.

Staff met with LUSH Valley Food Action Society to discuss their financial request as well as review their financial statements and budget for the Good Food Box program for 2020 and 2021. Staff can confirm that the Good Food Box program operating budget shows a \$118,000 gap for the 2021-2022 fiscal year after taking into account other contributions received and pending. Staff can also

confirm the following information as requested by Council which is included in the financial information reviewed by staff:

- \$25,000 has been requested from the Town of Comox and is pending confirmation
- \$35,000 has been confirmed from the Comox Valley Community Foundation via the Comox Valley Regional District

LUSH Valley Food Action Society has been operating its hot meal delivery and Good Food Box programs out of the lower Filberg Centre kitchen and adjacent lounge since April and October 2020 respectively. The arrangement is short term and pending updated Provincial Health Orders that impact the ability of the Evergreen Club to resume programming in these spaces. The in-kind value associated with use of these spaces (based on a Community rental rate) is approximately \$55,000 from April 2020 through April 2021.

COVID-19 Safe Restart Funding

In November, 2020 Mayor and Council were notified that the City would be receiving \$4,149,000 of COVID-19 Safe Restart funding to assist with increased operating costs and lower revenue as a result of the pandemic.

Eligible costs for the funding include:

- Addressing revenue shortfalls;
- Facility reopening and operating costs;
- Emergency planning and response costs;
- Bylaw enforcement and protective services like fire protection and police;
- Computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- Services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- Other related costs

The January 25th, 2021 staff report “COVID 19 – Safe Restart Grants for Local Governments,” as approved by Council, outlined the proposed use of COVID-19 Safe Restart Grant for Local Governments in the 2020 year end and 2021-2025 Financial Plan. \$2.29 million was allocated to 2020 revenue shortfalls, while \$1.86 million was allocated to 2021 projected revenue shortfalls, facility and reopening costs, bylaw enforcement and protective services, and services to vulnerable populations and other related costs. \$200,000 was unallocated and left available for other unexpected costs, revenue losses, or use at Council’s discretion that are within the eligible funding categories outlined by the Province.

Financial Implications

Staff have confirmed that the Good Food Box program is eligible under the eligibility criteria for the COVID-19 Restart Funding as a service for vulnerable persons directly impacted by the COVID-19 pandemic. A decision by Council to allocate \$60,000 from the unallocated \$200,000 in Restart

COVID 19 – Safe Restart Grants for Local Governments,” as approved by Council, outlined the p

Funding would account for 30 percent of the unallocated funds and leave \$140,000 for future allocation and or to cover additional unexpected reopening costs or revenue losses as a result of the pandemic.

Respectfully Submitted,



Susie Saunders, MBA
Director of Recreation, Culture & Community Services

Concurrence by:



Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence by:



Geoff Garbutt, M.PI., MCIP, RPP
Chief Administrative Officer

Attachment: LUSH Valley Revised Request for funding to City of Courtenay April 21, 2021 - Briefing



LUSH VALLEY

LUSH Valley Revised Request for funding to City of Courtenay April 21, 2021- Briefing

Request for funding: \$60, 000 through the COVID-19 safe restart funding, to support Good Food Box healthy hampers for City of Courtney's vulnerable populations. Funding will provide 2400 free Good Food Boxes to vulnerable households in need due to COVID-19. Thank you for considering our request for funding for this vital program.

"We are so grateful for the deliveries we have received. Being a single Mom of two girlies, one of whom is Special Needs having lost my jobs in March. Lush Valley has literally kept us fed." GFB recipient

2020-21 fiscal year Good Food Box statistics:

Total GFB units distributed April-December 2020: 11,447

- Households served over the year 604, including 1567 people
- 82% of recipients were residents of the City of Courtenay
- 75 households on the wait list when the program shut down mid-December due to lack of funding.
- Restarted program in mid-Feb with a smaller number of households an additional 700 boxes in Feb-March 2021
- Actual cost of the program in 2020-21 \$328, 481.09, 000 (Not including in-kind staff/volunteers/additional deliveries and facilitates).

2021-22 Fiscal year Budget/goals:

- Goal to bring numbers to a minimum of 450 households every other week by the end of May 2021 and serve this level through Dec (decreased programming in Jan-March).
- Total goal for fiscal year: 12000 GFBs- to meet the needs of our communities vulnerable populations
- Draft budget current gap in funding \$118, 876 (with a slightly smaller overall budget than last fiscal year).
- LUSH will continue to fundraise to meet our goals
- We will look at increasing our reach through a subsidized box and a paid box, however to align with the COVID-19 restart funding- the City funding will support food purchase for the free box for those vulnerable households affected by COVID-19.

LUSH Valley Food Action Society

T: 250-331-0152

E: admin@lushvalley.org

PO Box 20008, Courtenay, BC V9N 0A7

CRA # 866653637RR0001

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LUSH VALLEY

Values/Approach:

- Dignified Access to healthy local food for vulnerable people
- Acting as a brokerage between farmers and social service/housing agencies (creating efficient systems of scale that make participation easy)
- Engaging our community in local food systems (1000s of volunteer hours and in-kind support through deliveries, warehouse support)
- Climate mitigation, adaptation and other ecological benefits by supporting sustainable local food systems

Return on Investment:

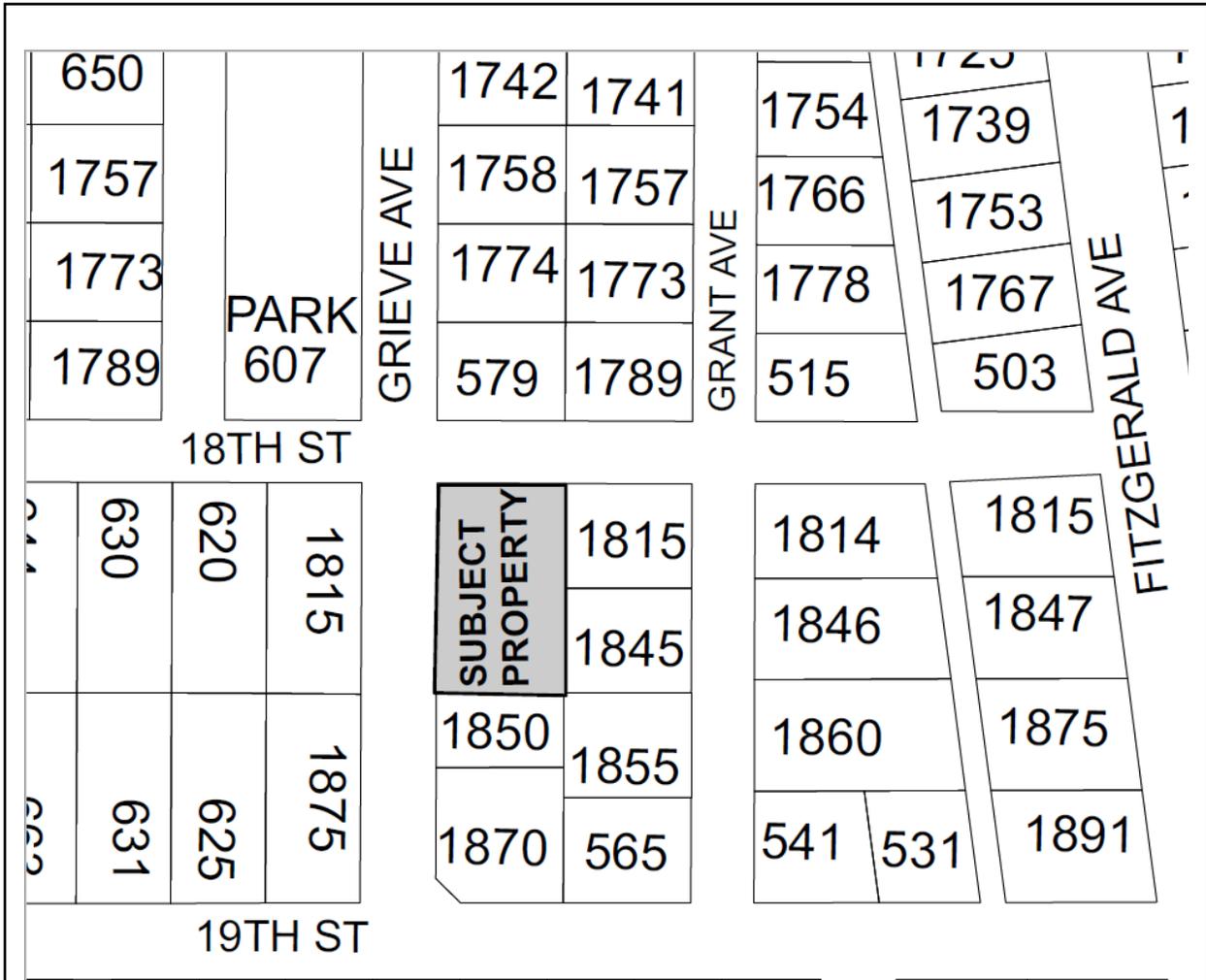
- LUSH Valley will more than match funding (List of funders in draft budget- Comox and CVRD have already supported the LUSH program for 2021, Cumberland has supported the Cumberland Food Share program for 2021).
- LUSH Valley has existing systems and relationships for maximum efficiency/ease for partners.
- Supports Climate mitigation/adaptation, and key values of the City

This program is one of a number of LUSH programs that work together to support our community's vulnerable populations. Other programs include: Hot Meal, Fruit Tree, Farm Gleaning, Healthy Student Meal program, Community Garden programs, and supporting gardens at schools and social housing sites.

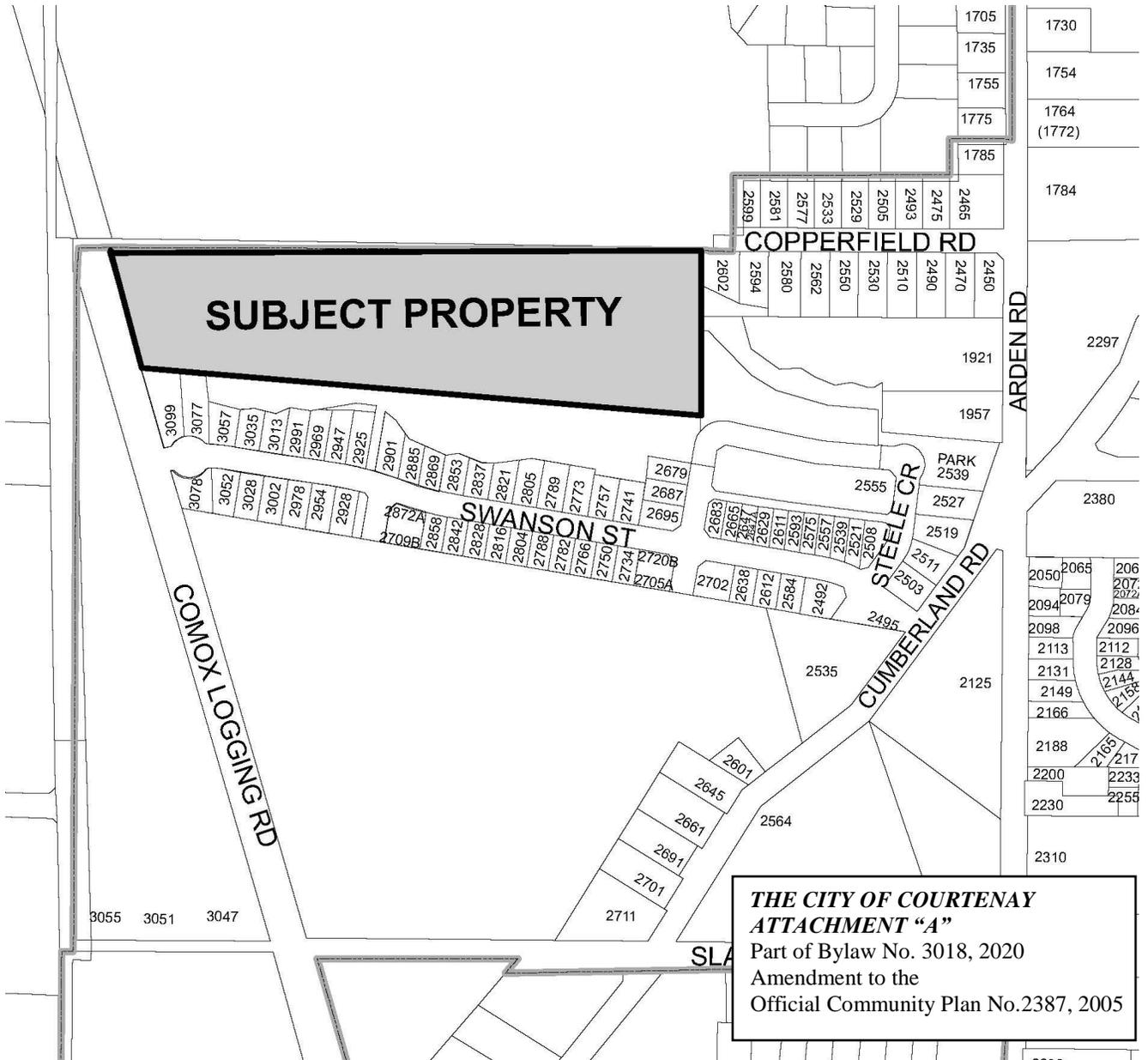
Thanks again for your support of this vital program.

Please contact me for any additional information including testimonials.

Maurita Prato, Executive Director LUSH Valley Food Action Society



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 3027, 2021
 Amendment to the
 Zoning Bylaw No. 2500, 2007



Attachment A

Part 57 – Comprehensive Development Thirty (CD-30) (Lot A, Copperfield Road)

8.57.1 Intent

The CD-30 Zone is intended to accommodate a strata community on Lot A, District Lot 138, Comox District, Plan 2607 Except Parts in Plans 312R, 14210 and 29833. The property shall be developed in accordance with Schedule A which form part of this zone.

8.57.2 CD-30A

(1) Permitted Uses

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

- a) Dwelling, Single Residential with or without Carriage House
- b) Accessory Buildings and Structures

(2) Minimum Lot Size

- a) Dwelling, Single Family with or without Carriage House: 300m²

(3) Minimum Lot Frontage

- a) Dwelling, Single Family with or without Carriage House: 10m

(4) Maximum Lot Coverage

- a) A lot shall not be covered by building to a greater extent than 70% of the total lot area

(5) Setbacks

- a) Front Yard: 4.5m except 2.25m for porch projections and second storey building area
- b) Rear Yard (with laneway access): 13.5m except 1.2m for Carriage Houses and Accessory Buildings
- c) Rear Yard (without laneway access): 13.5m
- d) Side Yard: 1.5m except 2.25m for side yards abutting the strata road

(6) Height

- a) Dwelling, Single Residential: 9.0m
- b) Carriage House: 7.5m

8.57.3 CD-30B

(1) Permitted Uses

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

- a) Dwelling, Duplex
- b) Accessory Buildings and Structures

(2) Minimum Lot Size

- a) Dwelling, Duplex: 200m²

(3) Minimum Lot Frontage

- a) Dwelling, Duplex (per unit): 8% of lot perimeter

(4) Maximum Lot Coverage

- a) A lot shall not be covered by building to a greater extent than 70% of the total lot area

(5) Setbacks

- a) Front Yard: 4.5m except 2.25m for porch projections and second storey building area
- b) Rear Yard: 13.5m
- c) Side Yard: 1.5m except 2.25m for side yards abutting the strata road

(6) Height

- a) Dwelling, Duplex: 9.0m

8.57.4 CD-30C

(1) Permitted Uses

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

- a) Dwelling, Townhouse with or without Carriage House
- b) Accessory Buildings and Structures

(2) Minimum Lot Size

- a) Dwelling, Townhouse: 200m²

(3) Minimum Lot Frontage

- a) Dwelling, Duplex (per unit): 8% of lot perimeter

(4) Maximum Lot Coverage

- a) A lot shall not be covered by building to a greater extent than 70% of the total lot area

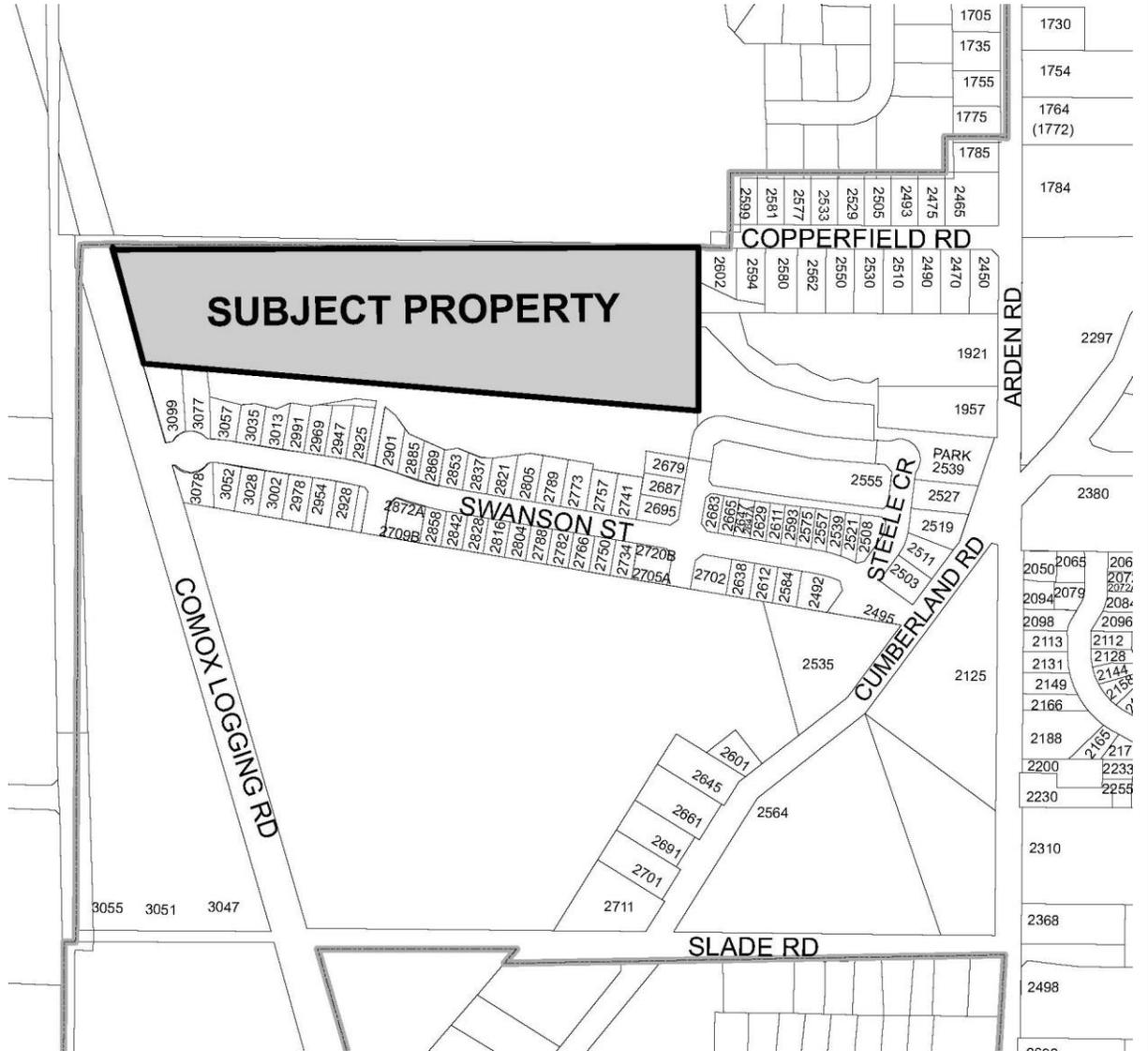
(5) Setbacks

- a) Front Yard: 4.5m except 2.25m for porch projections and second storey building area
- b) Rear Yard (with laneway access): 13.5m except 1.2m for Carriage Houses and Accessory Buildings
- c) Rear Yard (without laneway access): 13.5m
- d) Side Yard: 0m except 2.25m for side yards adjacent to the strata road or CD-30 A or B areas.

SCHEDULE A



Subject Property Map



THE CITY OF COURTENAY
ATTACHMENT "B"
Part of Bylaw No. 2912, 2020
Amendment to the
Zoning Bylaw No. 2500, 2007

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3033

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

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

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

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

1. This bylaw may be cited for all purposes as “**Tax Rates Bylaw No. 3033, 2021**”.
2. The following rates are hereby imposed and levied for the year 2021:
 - (a) For all lawful general purposes of the municipality, on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “A” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (b) For debt purposes, on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “B” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (c) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “C” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (d) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “D” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (e) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general hospital purposes, rates appearing in Column “E” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (f) For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column “F” of the schedule attached hereto and forming a part of this bylaw hereof;

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

Read a first time this 19th day of April, 2021

Read a second time this 19th day of April, 2021

Read a third time this 19th day of April, 2021

Finally passed and adopted this day of , 2021

Mayor

Corporate Officer

BYLAW NO. 3033, 2021

SCHEDULE

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

Property Class	<u>A</u> General Municipal	<u>B</u> Debt	<u>C</u> Library	<u>D</u> Regional District (rates applied to general assessment)	<u>E</u> Regional District (rates applied to hospital assessment)	<u>F</u> Regional Hospital District	<u>G</u> Municipal Finance Authority	<u>H</u> B.C. Assessment Authority	<u>I</u> Downtown Courtenay Business Improve- ment Area
1. Residential	2.8584	0.1306	0.1652	0.3550	0.3891	0.3825	0.0002	0.0411	0.0000
2. Utilities	20.0085	0.9143	1.1567	2.4849	1.3619	1.3389	0.0007	0.4731	0.0000
3. Supportive Housing	2.8584	0.1306	0.1652	0.3550	0.3891	0.3825	0.0002	0.0000	0.0000
4. Major Industry	11.1476	0.5094	0.6445	1.3845	1.3230	1.3006	0.0007	0.4731	0.0000
5. Light Industry	11.1476	0.5094	0.6445	1.3845	1.3230	1.3006	0.0007	0.1137	0.9608
6. Business / Other	10.0043	0.4571	0.5784	1.2425	0.9534	0.9372	0.0005	0.1137	0.9608
8. Recreation / Non- Profit	2.8584	0.1306	0.1652	0.3550	0.3891	0.3825	0.0002	0.0411	0.0000
9. Farm	2.8584	0.1306	0.1652	0.3550	0.3891	0.3825	0.0002	0.0411	0.0000