

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

Date: July 19, 2021
Time: 4:00 p.m.
Location: City Hall Council Chambers

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

Due to the 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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7.1. Councillor Cole-Hamilton

7.2. Councillor Frisch

7.3. Councillor Hillian

7.4. Councillor McCollum

7.5. Councillor Morin

7.6. Councillor Theos

7.7. Mayor Wells

8. RESOLUTIONS OF COUNCIL

8.1. In Camera Meeting

That a Special In-Camera meeting closed to the public will be held July 19th, 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

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1. For First Reading and Second Reading

12.1.1. Zoning Amendment Bylaw No. 3031, 2021 (815 Williams Road)

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13. ADJOURNMENT

Minutes of a Regular Council Meeting

Meeting #: R13/2021
Date: July 5, 2021
Time: 4:00 pm
Location: City Hall Council Chambers and via audio/video conference

Attending:

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

Staff: Geoff Garbutt, CAO
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
S. Saunders, Director of Recreation, Culture, & Community Services, via video/audio conference
K. Shaw, Director of Public Works 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 COVID-19 pandemic, and in accordance with Ministerial Order No. M192/2020 and the Class Order (mass gatherings), Council meetings are conducted virtually and live-streamed on the City of Courtenay's YouTube channel.

The Mayor respectfully acknowledged the lands on which the meeting was conducted is the unceded traditional territory of the K'ómoks First Nation.

1. ADOPTION OF MINUTES

1.1 Adopt June 21st, 2021 Regular Council meeting minutes

Moved By Cole-Hamilton

Seconded By Morin

THAT the June 21st, 2021 Regular Council meeting minutes be adopted.

Carried

1.2 Adopt June 28th, 2021 Committee of the Whole meeting minutes

Moved By Cole-Hamilton

Seconded By Morin

THAT the June 28th, 2021 Committee of the Whole meeting minutes be adopted.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

4. STAFF REPORTS/PRESENTATIONS

4.1 CAO and Legislative Services

4.1.1 COVID-19 Restart Update

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council receive the report titled "COVID-19 Restart Update" for information.

Carried

4.2 Public Works Services

4.2.1 Multi-Use Pathways - Mode Speed Differentials

Moved By McCollum

Seconded By Frisch

THAT Council direct staff to install informational signs to remind users to share the pathway at the Courtenay Riverway, and to add advisory speeds

for cyclists on the steep downgrade sections of Veterans Memorial Parkway and the Multi-Use Pathway adjacent to Sheridan Road.

Carried

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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

7.1 Councillor Frisch

Councillor Frisch provided an update on “The Junction” Community Advisory Committee, noting that things are going well and there are no significant issues at this time.

7.2 Councillor Hillian

Councillor Hillian reviewed his attendance at the following events:

- Virtual 2021 Federation of Canadian Municipalities (FCM) Annual General Meeting (AGM) and Conference
- Comox Valley Coalition to End Homelessness (CVCEH) leadership meeting
- K’ómoks First Nation Main Treaty Table meeting
- Meetings with Salvation Army re: housing and citizen advocates re: homelessness
- Meeting with BC Housing re: shelter update
- Sierra Club BC - Webinar re: forestry
- Island Health COVID-19 update for community leaders
- Comox Valley Sewage Commission Agenda Review meeting
- Official Community Plan (OCP) Update - Lunch and Learn with staff
- Comox Valley Community Justice Centre Committee meeting
- Comox Valley Sewage Commission meeting
- Comox Valley Water Committee meeting
- CVRD Board meeting (2 total)
- Comox Strathcona Waste Management Board meeting
- Meeting with Minister Eby, Attorney General and Minister responsible for Housing, and BC Housing re: housing, homelessness and related social disorder

- City of Courtenay Strategic Planning session (2 total)
- LUSH Valley Food Society Annual General Meeting (AGM)
- K'ómoks First Nation (KFN) Chief & Council meeting with CVRD
- Comox Strathcona Regional Hospital District (CSRHD) Board leadership meeting with Island Health
- CVRD Coastal Flood Adaptation presentation
- Meeting with citizen re: traffic safety

7.3 Mayor Wells

Mayor Wells mentioned the closing of the Regional COVID-19 Emergency Operations Centre (EOC) that has been in operation since the provincial state of emergency was put into effect on March 17, 2020.

Mayor Wells thanked everyone for their support and effort with this year's virtual Canada Day event.

Mayor Wells also mentioned that two firefighters and vehicles from the Courtenay Fire Department have been deployed to help battle the wildfires in the interior of BC.

8. RESOLUTIONS OF COUNCIL

8.1 In Camera Meeting

Moved By Cole-Hamilton

Seconded By Frisch

That a Special In-Camera meeting closed to the public will be held July 5th, 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 (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

Carried

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1 For Third Reading

12.1.1 Zoning Amendment Bylaw No. 3025, 2021 - Urban Agriculture

Moved By Frisch

Seconded By Morin

THAT "Zoning Amendment Bylaw No. 3025, 2021" pass third reading.

Carried

12.1.2 Zoning Amendment Bylaw No. 3038, 2021 - Raising of Hens

Moved By Frisch

Seconded By Morin

THAT "Zoning Amendment Bylaw No. 3038, 2021" pass third reading.

Carried with Councillor Theos opposed

12.2 For Final Adoption

12.2.1 Zoning Amendment Bylaw No. 3025, 2021 - Urban Agriculture

Moved By Frisch

Seconded By McCollum

THAT "Zoning Amendment Bylaw No. 3025, 2021" be finally adopted.

Carried

12.2.2 Zoning Amendment Bylaw No. 3038, 2021 - Raising of Hens

Moved By McCollum

Seconded By Morin

THAT "Zoning Amendment Bylaw No. 3038, 2021" be finally adopted.

Carried with Councillor Theos opposed

12.2.3 Animal Control Bylaw Amendment Bylaw No. 3034, 2021 - Honey Bees

Moved By Morin

Seconded By Frisch

THAT "Animal Control Bylaw Amendment Bylaw No. 3034, 2021" be finally adopted.

Carried

12.2.4 Animal Control Bylaw Amendment Bylaw No. 3039, 2021 - Hens

Moved By Frisch

Seconded By Cole-Hamilton

THAT "Animal Control Bylaw Amendment Bylaw No. 3039, 2021" be finally adopted.

Carried with Councillor Theos opposed

13. ADJOURNMENT

Moved By Frisch

Seconded By Hillian

That the meeting now adjourn at 5:28 p.m.

Carried

CERTIFIED CORRECT

Deputy Corporate Officer

Adopted this 19th day of July, 2021

Mayor



Universal Access to No-Cost Prescription Contraception in BC

Information Sheet - Updated March 2021

The Need

Access to contraception is recognized as a basic human right,¹ but unfortunately many people in BC can't access this right. A 2016 study published in the Canadian Medical Association Journal found that one in five Canadian women have had an unplanned pregnancy.² Across Canada, 59,000 young people under the age of 24 had unintended pregnancies in 2014.³

More than 25% of youth who do not wish to be pregnant report that they do not use contraception at every act of intercourse and some never use it at all.⁴ Consistent contraception use substantially reduces risk for unintended pregnancy.

Unintended pregnancies:

- Can derail life plans and come with high personal costs.
- Are at higher risks to negative health impacts for both the mother and child.
- Have significant costs to our health and social services systems.

The Barriers

Cost remains a significant barrier to women accessing contraception.⁵ A recent UBC study concluded that "young, low-income women in Canada are less likely to use more effective methods of birth control like the pill, and more likely to use no contraception or condoms only."⁶

An intra-uterine device (IUD) can cost between \$75 and \$380, oral contraceptive pills can cost \$20 per month, and hormone injection can cost as much as \$180 per year.⁷ These costs fall disproportionately on women and people with uteruses, and represent a significant barrier for people accessing contraception, particularly to women with low incomes, youth, and people from marginalized communities.

Canadian contraceptive care providers identify cost as the single most important barrier to access, and youth as the population most disproportionately affected by this barrier.⁸ A recent and pilot study from Paediatrics & Child Health found that 10% of young people (14-21) could not access the contraception they wanted or chose to stop using it due to cost.⁹

The most reliable methods of contraception, long-acting reversible contraceptives (LARCs) like IUDs, also have the highest upfront costs. Because of this, many people turn to less reliable methods, like condoms.¹⁰ Studies have found that when cost is removed as a factor, people increasingly chose LARCs,¹¹ and that "improving access to affordable contraception may decrease the number of young women at risk of unintended pregnancy due to financial barriers."¹²

The Current System

While there is currently a hodgepodge of programs and sporadic coverage for people in BC (such as Fair PharmaCare in BC), these programs are largely income dependent. Women should not have to pass a means test or face financial burdens in order to freely exercise their right make choices about their reproductive health.

Cumbersome application processes and paperwork further discourage the use of these programs and represent additional barriers.¹³ Programs where individuals pay upfront and then get reimbursed are both a cost and confidentiality barrier.

High costs of contraception significantly impact young people. While young adults may be covered through their parent's plans, because a parent is almost always the primary subscriber for health insurance, a young person is therefore often forced to give up their privacy in order to make choices about their bodies.¹⁴ Depending on their situation, doing so could also put their safety in jeopardy.

The Proposed Policy

We propose that BC adopt a policy where no-cost prescription contraception is universally available to all residents. This policy could be delivered using a similar method to Mifegymiso, the abortion pill that was made universally available at no cost in January 2018.¹⁵

Many other countries already subsidize universal access to contraception, in full or in part; these include UK, France, Spain, Sweden, Denmark, the Netherlands, Luxemburg, Italy and Germany.¹⁶ These countries have done so because the personal, public health, and social benefits far outstrip the costs.

In fact, programs that offer free prescription contraception to women have been found to be revenue positive! This is because the cost of providing free prescription contraception to women is considerably lower than the costs associated with unintended pregnancy.

Options for Sexual Health (2010) estimated that every \$1 spent on contraceptive support for a woman can save as much as \$90 in public expenditure on social supports.¹⁷ This study estimated that the BC government could save as much as \$95 million annually with this policy.¹⁸

A 2015 study in the Canadian Association Medical Journal estimated cost of delivering universal contraception in Canada at \$157 million, but the savings, in the form of direct medical costs of unintended pregnancy, have been estimated at \$320 million.¹⁹

When Colorado implemented a program offering free IUDs to young people (43,713 at a cost of \$28 million), this program reduced teen pregnancies by 54% and teen abortion rates by 64% over the course of eight years, and saved the government an estimated \$70 million.²⁰

The Benefits

- Empowers people:
 - Money should never be a barrier to someone exercising their right to say what happens to their body, and to decide when, and whether or not, they have children.
- Promotes equality:
 - Condoms are freely available in clinics, campuses, and other locations.
 - The costs of prescription contraception fall disproportionately on women and people with uteruses.
- Promotes health outcomes:
 - Unintended pregnancies can be risky for mothers and babies.
- Good education policy:
 - This policy helps normalize conversations about sex, sexual and reproductive health.
- Saves money:
 - This policy is revenue positive, saving the BC Government millions, because those who can't afford contraception, likely can't afford to raise a child.

We are urging the BC Government to make the provision of no-cost prescription contraception in the 2021 budget as expansive as possible. The most straightforward and maximally effective policy would be to make all forms of prescription contraception available to everyone at no cost.

Endorsements

Programs that offer no-cost universal access to contraception have been called for by the:

- The Canadian Medical Association.²¹
- The Society of Obstetricians and Gynaecologists of Canada.²²
- The Canadian Pediatric Society.²³

Our campaign has been directly endorsed by 18 municipalities across BC,²⁴ including Victoria (January 2020), Burnaby (February 2020), and Vancouver (March 2020), and two resolutions were passed at the September 2020 Union of British Columbia Municipalities (UBCM) Convention.²⁵ A growing number of groups across BC have also added their support, including:

- The Vancouver District Labour Council and the Victoria Labour Council.
- The Canadian Federation of Medical Students.
- Options for Sexual Health.
- The Canadian Federation of University Women.
- The Abortion Rights Coalition of Canada.
- The BC Government and Service Employees' Union (BCGEU).
- The National Abortion Federation of Canada.²⁶

The Select Standing Committee on Finance and Government Services has endorsed this policy in its past two reports. In the most recent "Report on the Budget 2021 Consultation," Recommendation 79 called for the BC Government to "Provide free prescription contraception for all people in British Columbia."²⁷ Free prescription contraception was included in the BC NDPs' 2020 election platform,²⁸ and in Health Minister Dix's Mandate Letter.²⁹

For More Information, Contact:

AccessBC Campaign for Free Prescription Contraception

Dr. Teale Phelps Bondaroff

Campaign Chair and Co-Founder

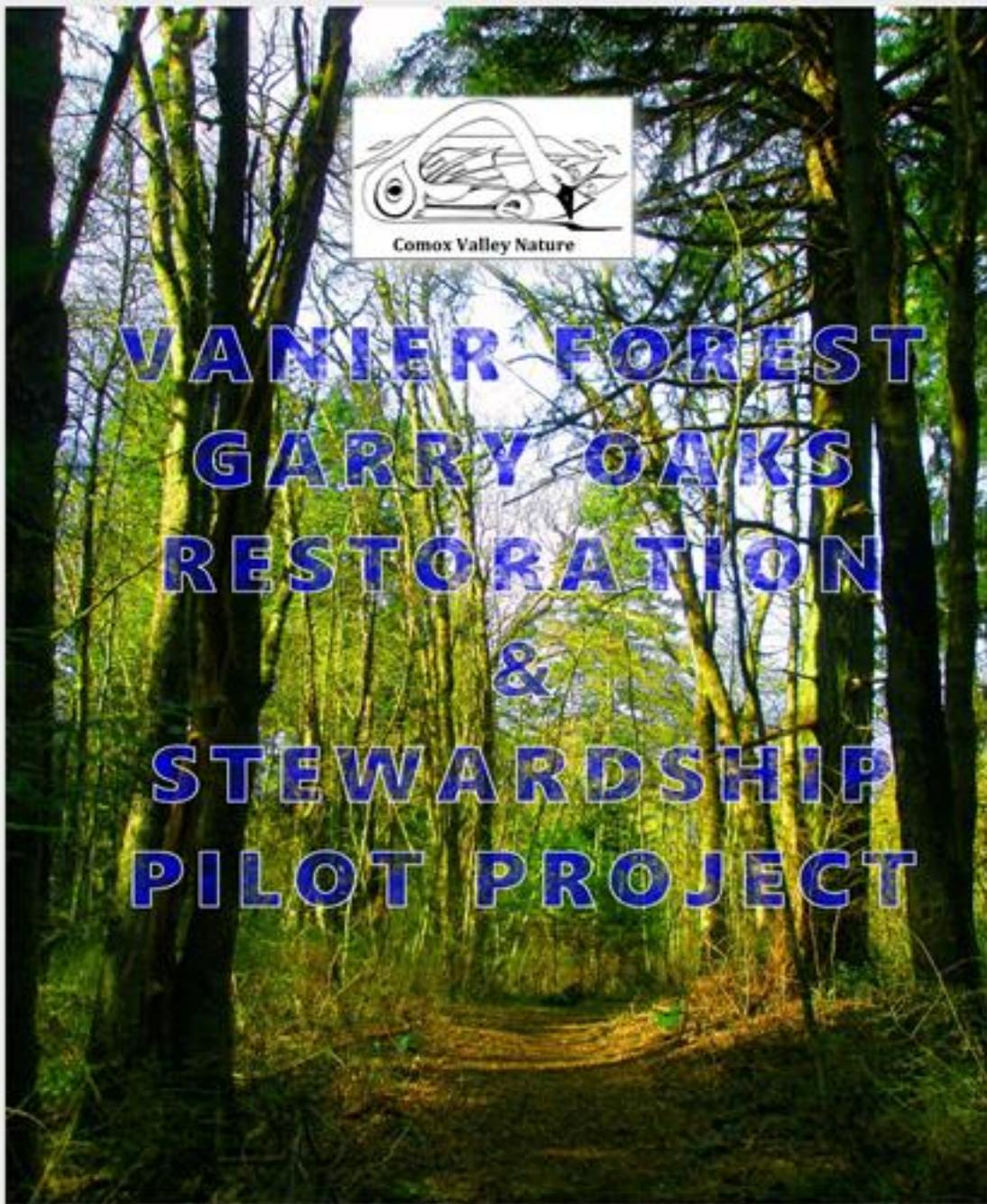
www.accessbc.org

tealepb@gmail.com - 778-678-8325



Sources:

- ¹United Nations Population Fund (2012). [“By Choice, not by Chance: Family Planning, Human Rights and Development.”](#) Vol. viii, New York: United Nations Publication Fund, p.128.
- ²Vogel L. (2017, July 10). [“Canadian Women Opting for Less Effective Birth Control.”](#) *Canadian Medical Association Journal*, 189:27, E-921-E922; see also Laucus J. (2017, June 19). [“Oops! 61 Per Cent of Canadian Women Have an ‘Unintended’ Pregnancy, says Survey.”](#) *Ottawa Citizen*.
- ³Di Meglio G. & Yorke E. (2019). [“Universal Access to No-Cost Contraception for Youth in Canada.”](#) *Paediatric & Child Health*, 24:3, 160-164.
- ⁴Black A., Yang Q., Wu Wen S., Lalonde A.B., Guilbert E., Fisher W. (2009). [“Contraceptive use Among Canadian Women of Reproductive Age: Results of a National Survey.”](#) *Journal of Obstetrics and Gynaecology Canada*, 31:7, 627-640.
- ⁵Black A. & Guilbert E. (2015, November). “The Road to Contraceptive Consensus.” *Journal of Obstetrics and Gynaecology Canada*, 37:11, 953-954, p. 954; and see Hulme *et al.* (2015). [“Barriers and Facilitators to Family Planning Access in Canada.”](#) *Healthcare Policy*, 10:3, p.54-55, 50.
- ⁶Nethery, E., Schummers, L., Maginley, S., Dunn, S., & Norman W.V. (2019). [“Household income and contraceptive methods among female youth: A cross-sectional study using the Canadian Community Health Survey \(2009-2010 and 2013-2014\).”](#) *CMAJ Open*, 7:43, E646-653.
- ⁷Aging Out. (n.d.). [“Birth Control Options”](#); and see Options for Sexual Health (2010). [“Universal Access to Publicly Funded Contraception in British Columbia,”](#) p.5.
- ⁸Hulme J. *et al.* 2015.
- ⁹Di Meglio, Yeats & Seidman. (2019, May). [“Can Youth get the Contraception they Want? Results of a Pilot Study in the Province of Quebec.”](#)
- ¹⁰Dr. A. Black, SOGC’s Contraception Awareness Program Working Group, quoted by Vogel L. (2017, July 10). [“Canadian Women Opting for Less Effective Birth Control.”](#) *Canadian Medical Association Journal*, 189:27, E-921-E922.
- ¹¹Secura G.M., Madden T., McNicholas C., *et al.* (2014). [“Provision of No-Cost, Long-Acting Contraception and Teenage Pregnancy.”](#) *The New England Journal of Medicine*, 371:14, 1316-1323.
- ¹²Nethery *et al.* 2019.
- ¹³Options for Sexual Health 2010:9-10.
- ¹⁴Bessett *et al.* 2014. [“Barriers to Contraceptive Access after Health Care Reform: Experiences of Young Adults in Massachusetts.”](#) *Women’s Health Issues*, 25:2, 91-96.
- ¹⁵BC Government. (2018, July 20). [“Universal, No-Cost Coverage for Mifegymiso in B.C. to Start on Jan. 15, 2018.”](#)
- ¹⁶Centre for Reproductive Rights 2009, cited by Options for Sexual Health 2010:10; and see Hulme *et al.* 2015:60.
- ¹⁷Options for Sexual Health 2010:5.
- ¹⁸Options for Sexual Health 2010:6.
- ¹⁹Morgan S.G., Law M., Daw J.R., Abraham L., & Martin D. (2015). [“Estimated Cost of Universal Public Coverage of Prescription Drugs in Canada.”](#) *Canadian Medical Association Journal*, 187:7, 491-7; and see Black *et al.* 2015.
- ²⁰Colorado Department of Public Health and Environment (2017, January). [“Taking the Unintended Out of Pregnancy: Colorado’s Success with Long-Acting Reversible Contraception”](#); and see Stewart B., (2019, May 29). [“Former Gov. Hickenlooper Unveils Plan to Expand Access to Women’s Contraception.”](#) *ABC News*.
- ²¹CBC News (2012, August 16). [“Canadian Doctors Want Ottawa to Pay for Birth Control.”](#)
- ²²Black A., Guilbert E., Costescu D., *et al.* (2015). [“Canadian Contraception Consensus \(Part 1 of 4\).”](#) *Journal of Obstetrics and Gynaecology Canada*, 37:10, 936-942.
- ²³Canadian Paediatric Society (2019, May 15). [“Universal access to no-cost contraception for youth in Canada.”](#)
- ²⁴AccessBC Campaign, [“Municipal Endorsements.”](#)
- ²⁵AccessBC Campaign (2020, September 25). [“Union of British Columbia Municipalities Supports Free Prescription Contraception.”](#)
- ²⁶For full list, see AccessBC, [“Allies.”](#)
- ²⁷Legislative Assembly of British Columbia. (2020, August). [“Select Standing Committee on Finance and Government Services – Report on the Budget 2021 Consultation, Vol. 1,”](#) p. 69; and see Legislative Assembly of BC. (2019, August). [“Select Standing Committee on Finance and Government Services: Report on the Budget 2020 Consultation,”](#) Recommendation 50.
- ²⁸BC NDP (2020, October 11). [“Free Contraception part of BC NDP’s ‘Working for You’ Plan.”](#)
- ²⁹John Horgan (2020, November 26). [“Mandate Letter – Minister Dix.”](#)



COMOX VALLEY NATURE
Vanier Forest Garry Oaks Restoration &
Stewardship Pilot Project

PUBLISHED MARCH 1 2021

Vanier Forest Garry Oaks Restoration & Stewardship Pilot Project

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Executive Summary

The Vanier Forest Garry Oaks Restoration and Stewardship Pilot Project is a small-scale, dual-purpose proposal to conserve and restore a now rare example of wetlands Garry oak ecosystem and in the process provide environmental education and experience to SD71 students in the stewardship of Vanier Nature Park. The proposed Vanier Garry oak (*Quercus garryana*) grove restoration pilot project is small scale, but urgently needed, to conserve and restore a unique genotype, found only in the Comox Valley, of wetlands Garry oak.

The Vanier Forest Garry Oaks Restoration and Stewardship Pilot Project (abbreviated in this document to “CVN Pilot Project”) affords The City of Courtenay a singular opportunity to conserve and restore a rare wetland Garry oak ecosystem, and one of only eight viable original Garry oak groves remaining in the Comox Valley. Vanier Nature Park has the largest publicly accessible Garry oak grove north of Nanoose Bay on Vancouver Island. This proposed Garry oak grove restoration pilot project is purposely minimal cost, small scale and programmed for a three-year duration. The educational component of this proposal concerns the use of the City’s Vanier Nature Park as an outdoor learning environment by the students of Comox Valley Schools (SD71) who will be instructed as volunteer student stewards of this significant, but endangered ecological asset.

This nature park hosts a wide variety of native plants, but the current trend of forest succession conflicts with the retention of the oaks as the more aggressive conifers are overtopping them, and will, if allowed, lead to the eventual elimination of this significant population of Garry oaks. In addition, all of Vanier Forest is threatened by an extensive spread of invasive species which, if left unchecked, will erode the Garry oak ecosystem and its native assemblage of species.

This proposal from Comox Valley Naturalist Society (aka Comox Valley Nature or CVN) aims to create a student stewardship program for Vanier Nature Park under the care of the students and staff of George P. Vanier Secondary School. This will require a cooperative relationship between the City Parks Department, SD71 and Comox Valley Nature as well as support from various other community organizations and volunteers. This proposal is being put forward by CVN as a way to promote an awareness and understanding of the functioning of the natural world. CVN would assist the curriculum staff of SD71 in developing outdoor activities and worksheets for students at Vanier School. The City Parks Department and SD71 already acknowledge the value of Vanier Nature Park as a natural science educational resource for young students. CVN would assist the City in achieving its goals regarding nature parks in general and specifically the preservation of the Garry oaks in Vanier Nature Park.

The CVN Pilot Project is also presented to the City Parks Department in the broader context of being a first step towards creating an Environmental Management Plan (EMP) for Vanier Nature Park. Related to this, there is pressing necessity to address intrusions and encroachments into the park's wetland west border area and proposed intensive recreational use along its southern perimeter. These border pressures impact the park's ability to maintain nature park protection and a stable context for a future Environmental Management Plan (EMP). They also impact directly on the proposed Garry oak grove restoration strategy of the CVN Pilot Project and the forest edge transition zone adjacent to the SD71 Facilities Maintenance Yards.

A. Garry Oaks Historic Background

The presence of Garry oaks (*Quercus garryana*) in the Comox Valley is no accident, but is an example of a culturally modified ecosystem, established through centuries of Indigenous cultivation of Garry Oak, camas (*Camassia quamash*) and other food crops. It is believed that the oaks first came to Vancouver Island about 6000 years B.C.E., after the retreat of the ice sheets, and reached their peak distribution around 4,000 years B.C.E.¹. Since that time their range has fluctuated due to climate shifts and competition with our native conifers, especially Douglas firs, which can overtop the oaks, killing them by depriving the oaks of sufficient sunlight for continued growth and well-being.

The Vanier grove of wetlands Garry oaks is an important remnant of a complex cultural ecosystem of the Pentlatch culture. The Coast Salish peoples of Vancouver Island realized the importance of fire in maintaining the savannah-like conditions that encourage the oaks and camas crops and the resulting fire breaks such actions created around settlements. Periodically every few years, the Indigenous population would ignite grass fires in the meadows to burn off the unwanted undergrowth, shrubs and conifers. The oaks were less flammable than the conifers, especially if the burn was done in late fall to control native invasives, when the camas bulbs were protected underground. This was essentially native agriculture on an extensive scale, and resulted in better harvests of bulbs, edible berries and acorns as well as increased hunting efficiency. The periodic burning of the unwanted undergrowth of shrubs and conifers promoted the regeneration of the grasslands, thus enhancing ungulate forage and providing improved grazing conditions for the native deer population. This provided excellent hunting conditions for the Pentlatch of Comox Valley.

¹ "Coastal Oakescapes", Baker, Shanna, Hakai Magazine, A

In time a grassland Garry Oak meadow of 160 square kilometers, running from the Comox estuary to present day Smith Road, just south of Merville, was created by this agricultural practice. This well-tended Garry Oak ecosystem was disrupted with the coming of the European settlers and their introduction of colonial farming practices and crop and pasturage preferences. The scattered majestic oaks still standing alone in today's fields north of the river and the few native Garry oak groves surviving amid second growth conifer forests are all that remain of the ancient indigenous cultivation.

The Vanier Forest Garry oaks are a unique part of several remaining groves of Garry Oaks that once covered Mission Hill and Headquarters Road area. While several of these surviving groves are almost as substantial as the main Vanier Forest Garry Oak Grove, the Vanier Forest Garry Oak Grove is the only remaining grove that shows how Garry Oaks in a native environment adapted and thrived in wetland conditions in the Comox Valley. The Vanier Forest Garry oak grove is a rare example of wetlands Garry oak eco-system that once thrived along the Tsolum river valley and the Comox estuary. As such they are a unique living legacy of this once extensive Garry Oak forest from the Comox Valley's precolonial past.

Dr. L. Maingon, a leading scientific authority on Garry Oak genotypes, provided for this document the following explanation of why the Vanier Forest is considered both rare and unique.

"The Vanier Park Garry oak population is one of five genetically distinct genotypes unique to the Comox Valley region. In addition, the Vanier group represents a now rare example of what is now considered by many researchers to be the "normal" optimal ecological condition of Garry oaks in pre-contact North-America. The optimal or best situation for Garry oaks is in "wet meadows". That was the situation in the Willamette, Puget Sound, Saanich, Victoria, Yellow Point, and the Tsolum River, prior to colonization (circa 1835).

Wet meadows are also prime agricultural land and Garry oaks, over time, were extirpated from their prime habitat. The 2% that remain on Vancouver Island are in marginal or relict habitat - in rocky water-receiving areas.

The Vanier site is exceptional in this respect. It is a water receiving area on an unstable hillside, and therefore not prime agricultural or suitable for development. That unusual "handicap" has enabled the Vanier site to retain an original population of Garry oaks in wet conditions, a site condition which was once prevalent but which is now rare."²

² Maingon, Loys, MA, PhD, MSc (RPBio), Vanier Garry Oaks Notation, Feb 1, 2021

B. Securing Vanier Nature Park's Borders at Risk.

For the CVN Pilot Project to proceed in an orderly fashion the adjoining park border between SD71 and the City park must be stabilized and new protected transitional zone forest boundaries established. One of these transitional forest zone boundaries directly connects to CVN Pilot Project Garry oak grove. Redefining Vanier Nature Park boundaries and park border areas with SD71 will also be an important first step towards creating an environmental master plan for Vanier Nature Park. A stabilized and protected park border and park area is an essential preparatory step towards an Environmental Management Plan (EMP) for Vanier Nature Park. Stabilizing and redescribing the park boundary and the CVN Pilot Project proposal are interconnected. Both are critical first steps towards an EMP for Vanier Nature Park.

Vanier Nature Park's borders and transitional zone forest boundaries are at risk along the westerly and southerly boundaries with SD71. Intrusions and encroachments into the park and land use alteration along its border threaten the environmental integrity of its wetlands and the park's natural transition forest zone protective borders. This has a direct impact on proceeding with the CVN Pilot Project to restore the main Garry oak grove of Vanier Forest.

These border pressures also have a direct bearing on framing the long-term context of an EMP for Vanier Nature Park. Therefore, securing an adequately protected park border and a consolidated perimeter boundary zone cannot be delayed. Stabilizing and redescribing the park boundary and the CVN Pilot Project proposal are interconnected. All are critical first steps towards an EMP for Vanier Nature Park.

The park border changes and transitional zone forest boundary impacts are situated along two frontages with the neighbouring SD71 property. (See map 1R1A titled "Vanier Nature Park Considered Boundary Changes Site Plan", pg. 7) On the west, Vanier Nature Park is impacted by SD71 intrusion into the Towhee creek wetlands and forest border areas from the SD71 Facilities Maintenance Yards. On the south, Vanier Nature Park's border faces an intensive recreational development for a disc golf course in SD71's lot 2 Vanier forest that will impact the park's south border. Both these impacts and associated park boundary changes must be addressed through direct consultation between the City Parks Department and SD71.

1. Addressing the Westerly Park Boundary Concerns:

The most immediate boundary concern is the frontage of Vanier Nature Park along the SD71 Facilities Maintenance yards on the westerly edge of the park. There are 3 distinct forest and wetland border areas involved. The 1st referred to as the SD71

“materials yard compound” involves the 2013 & 2016 intrusion/encroachment of the SD71 Materials Storage Yard into the park (see map 1R1B, pg. 8). This intrusion/encroachment was originally caused by a 2013 SD71 survey error in the dedicated park boundary that left a small part of the existing materials storage yard inside the municipal park. This was compounded in 2016 by SD71’s further encroachment of their materials yard compound into the park, directly adjacent to the principal grove of wetland Garry oaks. In this process the course of two of the Towhee Creek tributaries were altered and the extent of the wetlands and natural forest edge transition zone bordering the principal Garry oak grove was reduced. New fencing by SD71 and accompanying soil disturbance along this intrusive border enabled the further spread of invasive plants into the park’s forest border zone.

The 2nd forest and wetland border area, identified as Area “C” (see map 1R1B, pg. 8) and the 3rd forest and wetland border area, referred to as the “Lost” Park Area constitute a connected network of 3 environmentally sensitive wetlands situated along the present border of Vanier Nature Park. The so-called “Lost” Park Area was originally surveyed and intended to be incorporated into Vanier Nature Park in 2013. Then it was inexplicably deleted from the registered park survey by SD71 at the time of land title transfer to the City.

Both Area “C” and the “Lost” Park Area wetlands were extensively trenched in 2016 when SD71 upgraded and fenced their Fleet Compound (see map 1R1B, pg. 8). This drainage trench system lowered the natural water table of the interconnect wetlands straddling the park border and redirected the flow of tributaries #3 & 4 of the Towhee Creek headwaters. This has negatively impacted the Park’s natural water retention capacity, its rate of water flow and the water quality of the Towhee Creek headwaters.

To rectify the environmental damage caused by SD71’s 2016 drainage trench system to the Towhee Creek headwaters in Vanier Nature Park, Area “C” and the “Lost” Park Area, SD71 has agreed to fill in this trench system with stratified layers of glacial till and clay soil replicating natural wetland swale or ground depression with a natural vegetation matting over this flat wetland area. This will help restore the natural water retention capacity of the wetlands, improve natural water filtration and slow and extend water outflow into Towhee Creek. SD71 will also remove the invasives that have spread through the disturbed soil border areas along the SD71 border fence and trench system.

It is SD71’s intention in 2021 to complete this remedial work along the Maintenance Facilities Yard border and initiate consultations with the City Parks Department to transfer Area “C” and the “Lost” Park Area to the City to be consolidated with Vanier Nature Park. Subject the City Parks Department’s acceptance, this will be done in exchange for the City ceding from Vanier Nature Park the described intrusion/encroachment area of the SD71 Material Storage Yard property and permitting its consolidation with the SD71 Maintenance Facilities Yard.

The intruding SD71 Maintenance Facilities Yard in Vanier Nature Park has been heavily re-engineered with a raised compacted gravel platform and perimeter chain link fencing. The return of this area to undisturbed wetlands and woodlands would be highly expensive and very difficult to achieve. Such an environmental reversal is impractical and would be unnecessarily punitive to SD71. The alternative of restoring the wetlands in Area “C” and the “Lost” portion of the park and SD71 ceding this wetlands area to the City for consolidation into Vanier Nature Park is in the mutual interest of the City Parks Department and SD71 and in the best interest of stabilizing and protecting of the westerly forest edge and wetlands of Vanier Nature Park.

This tentative property exchange proposal was originally described in the Comox Valley Land Trust (CVLT) “Vanier Forest Land Use Conservation & Development Plan (2nd Edition, aka CVLT Plan) submitted to SD71 in September 2020. The intent of this proposal was to rectify this longstanding encroachment into Vanier Nature Park and secure, through a reciprocal property exchange, a new protected forest edge transition zone and wetlands zone for Vanier Nature Park. This will secure a protected forest park boundary for the restoration of the Vanier Nature Park main Garry oak grove. In a broader context this will be an important step towards securing a long term protected forest and wetland boundary for the future Environmental Management Plan (EMP) of Vanier Nature Park.

2. Addressing the Southerly Park Boundary Concerns:

The other pressing park boundary concern is the frontage of Vanier Nature Park along the SD71 lot 2 Vanier forest on the southerly border of the park. This is also an environmentally sensitive area of the Towhee Creek headwaters. Its extensive wetlands are located on the upper and lower hillsides of Vanier Nature Park and into the bordering SD71 lot 2 Vanier forest. The upper portion of the watershed gradient runs diagonally into the park through Area “B” of the lot 2 Vanier forest SD71 property (see map 1R1A, pg. 7).

The CVLT Plan proposes that any development of lot 2 be limited to 10% of the total Vanier forest area located on the upper bench hillside area of lot 2 (see map 9A, Appendix A). The CVLT Plan identifies Areas “A” and “B” as unsuited for any development and recommends they be transferred to the City for amalgamation into Vanier Nature Park (see map 9A, Appendix A). The CVLT Plan was completed in 2016 in direct consultation with the SD71 Administration.

³ Comox Valley Land Trust (CVLT) “Vanier Forest Land Use Conservation & Development Plan” 1st Edition 2016 & 2nd Edition 2020, Co-Authors, Bill Henderson (CVLT), Loys Maingon (CVN) & David Morwood (TRRS)

The SD71 Board supported the recommended designated Areas “A” & “B” for transfer to the City for consolidation with Vanier Nature Park. Further review of this was deferred indefinitely in 2017 by the SD71 Administration. Rectifying the SD71 Maintenance Facility Yards encroachment and the transfer of Areas “A” and “B” was deferred again in 2020 and remains to be resolved in 2021.

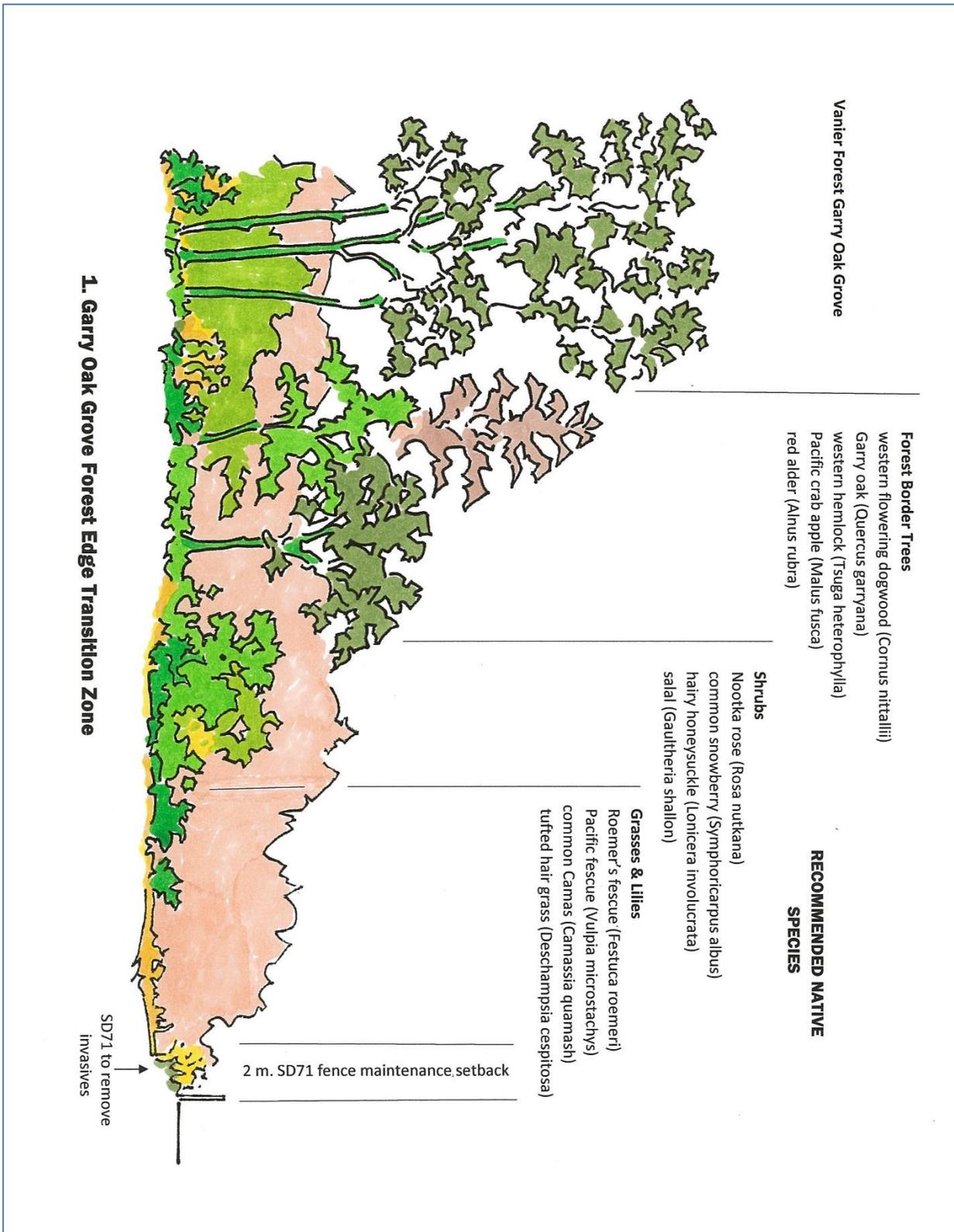
SD71 initiated a project proposal in November 2020 with Comox Valley Disk Golf (CVDG) to develop a disc golf course on the SD71 lot 2 forest property. This proposal exposes the lot 2 forest property to intensive recreational development, with potential widespread ground cover and soil erosion loss. The disc golf course also involves a network of pathways and fairways along the Vanier Nature Park border, with high potential of disk golfers and the general public intruding into the nature park precinct. The potential environmental damage of the forest ground cover and hillside erosion of lot 2 Vanier forest also impacts on the Vanier Nature Park border and Towhee Creek headwaters.

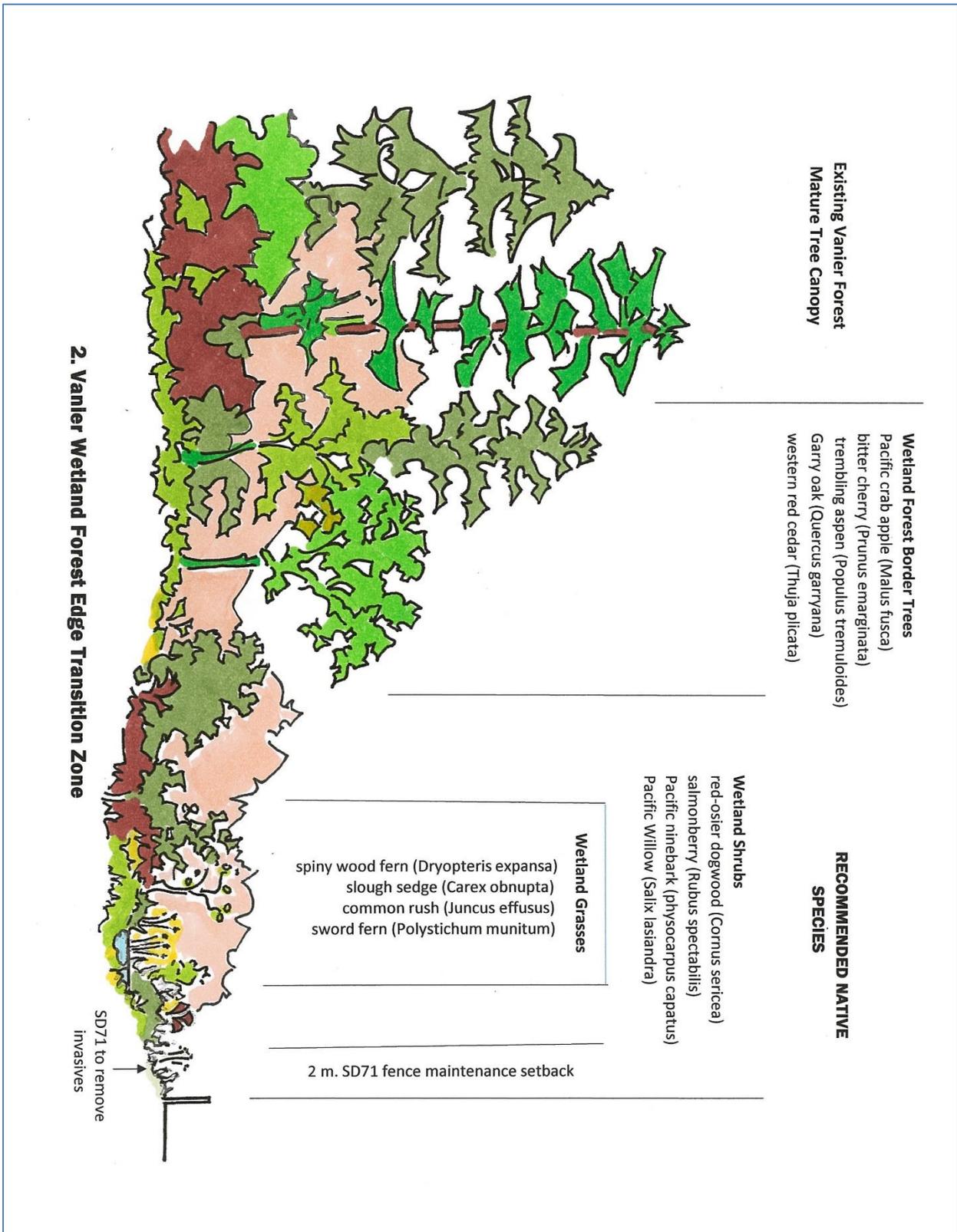
Environmental NGO’s have recommended the City Parks Department be directly consulted, and protective fencing and buffer strips considered along the Vanier Nature Park border. Also recommended was the incorporation of Area “B” and portions of Area “A” into Vanier Nature Park. This would provide City park protection for wetlands and Garry oaks at risk. These areas are deemed too environmentally sensitive for any form of intensive recreational development. Inclusion of Area “B” and portions of Area “A” will help form a solid contiguous protective border that can easily be fenced off with restricted access into the nature park preserve.

Such protective border measures along the southerly and easterly property boundaries between Vanier Nature Park and SD71 property should be considered an initial step to defining a new context for the proposed Environmental Management Plan for Vanier Nature Park. Improved boundary protection is also essential to confirming a permanent revised boundary for the restoration of the main Garry oak grove in the CVN Pilot Project proposal.

3. Consideration of Native Planting Along Forest Edge Transition Zones:

As part of the restoration of the Garry oak grove CVN has developed suitable forest edge profiles for transition zone native planting along the exposed forest border of the main Garry oak grove and the westerly boundary with the SD71 Facilities Maintenance Yards. Two locations marked by cross sections 1 & 2 (see map 1R1B, page 8) on this westerly border provide recommended plant selections for wetland to relatively dryer lowland border conditions. These are illustrated in forest cross sections 1 & 2 that describe transitional mixed planting in immediate proximity to the main Garry Oak grove and adjacent to a mixed ecotone forest adjacent to wetlands (see illustrated Forest Edge Transition Zone cross sections 1 & 2, pages 10 & 11).





CVN Pilot Project, Ref. Map 1R1B Vanier Nature Park Principal Garry Oak Grove Site Plan Pg.08.

Regardless of whether the park boundaries change as planned along the three westerly boundary sub-areas with SD71 Facilities Maintenance Yards, SD71 will remove border invasives along the fence line and restore the drainage trenches to natural type vegetated matt shallow wetland swales. The CVN Pilot Project proposes to complete the forest edge transition zone planting as described, if the City Parks Department agrees to accept the transfer of Properties “C” and the “Lost” park portion in exchange for ceding the intruding part of the Material Storage Yard from the park to SD71. This work will be completed over the 3 year term of the CVN Pilot Project.

The described park boundary protection proposals for the frontage of Vanier Nature Park along the SD71 lot 2 Vanier forest on the southerly border of the park depend on constructive consultation and cooperation between SD71 the City Parks Department. This cooperative working relationship between the City Parks Department and SD71 will also enable the CVN Pilot Project to proceed. The support of the City Parks Department and SD71 is essential to the proposed educational student stewardship component and the restoration of the main Garry oak grove of Vanier Nature Park.

C. Goal of the CVN Pilot Project Proposal

The City of Courtenay received the property in 2014, when it was donated to the City by SD71, and dedicated it as a forest nature park, expressly to conserve the historic Garry Oak groves of Vanier Forest. It was also envisioned as an educational environment for students interested in environmental studies and stewardship of forests and wetlands. This designation was meant to restrict human designed amenities to retain the forest and wetlands natural environment and hydrology. Unfortunately for the Garry Oaks, this “hands-off” approach will eventually lead to the loss of the remnant Garry Oaks, and the park will be reduced to a second growth Douglas fir forest, overrun with invasives like hollies, ivy and Himalayan blackberries. The rate of loss of the Garry Oaks is presently estimated³ at between 15 and 20% from 2014 to 2020. At this rate the remaining Garry oaks may not outlast this decade. That is why this restoration pilot project proposal is so urgently needed to conserve Vanier Nature Park’s unique ecological heritage.

The goal of this proposal is to assess and gradually restore the Vanier Forest principal Garry Oak grove (see Map 1R1B page 11) through the creation of a student stewardship program and development of a site-specific environmental restoration plan.

Illustrated Forest Edge Transition Zone Cross Sections 1 & 2, pgs. 10 & 11

This includes a three-year plan to remove the majority of invasives around the oaks, and to selectively reduce or mitigate the overtopping Douglas firs within this principal Garry Oak grove. This will open up the tree canopy to allow growth opportunity and more sunlight exposure for the shorter and slower growing Garry oaks and their native ground cover. This cutting back process involves crown reduction, thinning and pruning a selective number of the more aggressive Douglas firs and Hemlocks that are inter-dispersed within the Garry oak grove. It does not entail mass removal of the Douglas Firs. Nor does it entail the removal of the veteran Grand Firs (*Abies grandis*). The remaining fir trees will be left as “wildlife trees” to enhance bird populations. Any “modified” trees that die back during the three-year conservation project will be monitored and felled if necessary by a qualified forester or arborist to avoid becoming “hazard trees” to the visiting public. The forestry management procedure is described in detail in “Required Scope of Work & Methodology” (see pg. 17).

The other major goal of this proposal is to utilize the conservation and remediation of the Garry oaks as an outdoor educational laboratory for secondary school populations and science staff of SD71. The students will be engaged in hands-on study and application of silviculture conservation and forest management techniques specific to the rehabilitation of Garry oak groves.

This will involve GPS mapping of the Garry oaks and competing tree species within a local area, and measures for reduction of species competition and invasives threat, such as Holly (*Ilex aquifolium*) and English Ivy. Student involvement in small tree thinning or girdling and invasives removal will be limited to light manual labour under protected Occupational Health and Safety conditions. Students will be trained on the safe use of unpowered hand tools such as loppers, and pruning shears.

All heavy or hazardous work such as Douglas fir tree pruning or crown reduction will be conducted separately by professionally accredited and bonded foresters and arborists. The student class cohorts will be supervised and conducted by qualified personnel and SD71 staff, following current COVID-19 recommendations.

The scope of the Garry oak conservation and restoration project and the student environmental educational workshop program will be conducted over a three-year period. The phasing of the work is described in detail in “Required Scope of Work & Methodology” (see pg. 18). At the end of this three-year period, the direct volunteer involvement of Comox Valley Nature is concluded. At this point the restoration work to conserve the principal Garry oak grove shall be complete, and will serve as a model for further expansion of the stewardship program into other areas of Vanier Nature Park, if so desired.

The environmental educational program for SD71 students is designed to continue as part of SD71’s environmental studies program, provided that the Courtenay City Parks Department and the SD71 teaching and administrative staff elect to do so. Thus, Vanier

Forest Park can continue to serve as an outdoor educational laboratory for secondary school populations and science staff of SD71.

D. City of Courtenay Goals and Objectives⁴

The City has expressed a desire to maintain a Garry oak presence in this park, while fulfilling their park goals and objectives. In particular this proposal will help the City to achieve the following goals:

- Establish year-round outdoor activities
- Provide supervised educational access to natural areas
- Protect significant forest and wetland ecological assets
- Redefine a new protected park border forest edge
- Provide hands on environmental educational experience
- Increase awareness of Indigenous natural history
- Develop leadership through volunteerism
- Add to the Partners in Parks program
- Support community ties to municipal park resources

E. Comox Valley School District Goals and Objectives⁵

This proposal would meet a number of the goals listed on the SD71's Environmental and Outdoor Learning web page, including:

- An outdoor extension of the classroom
- Meaningful contribution to Citizen Science
- Learning about and actively protecting sensitive habitats
- Active participation in community consultation
- Deeper understanding of environmental justice issues
- Planning for climate change
- Greater comprehension of relations between plants and animals in an ecosystem and natural processes
- Importance of hydrology in the natural world
- Local Indigenous History
- Hands-on learning about systems, analysis and synthesis

⁴ City of Courtenay Parks and Recreation Master Guide, 2019-02-02

⁵ SD 71 website

F. Long Term Conservation Context

1. Short Term Pilot Project as First Step Toward a Long-Term Vanier Nature Park Environmental Management Plan:

The Vanier Forest Garry Oak Restoration and Stewardship Pilot Project (aka. CVN Pilot Project) is a small part and a modest step forward towards a longer-term conservation vision. This vision is to develop an Environmental Management Plan (EMP) for all the forest and wetlands within of Vanier Nature Park (both existing & future expansion included).

Presently, Vanier Nature Park has been managed on the basis of benign neglect. Simply speaking, it is not really environmentally managed at all. This must change if this heritage Garry Oak grove, the signature identity of Vanier Nature Park, is to survive. We cannot afford to allow this heritage natural asset to be choked out of existence by the more aggressive Douglas firs and invasive Hollies, English Ivies, Himalayan and Cut-leaf blackberries (*Rubus discolor* and *Rubus laciniatus*) that have invaded the Garry Oak grove's native habitat and are outcompeting native plants.

2. Scaling the Garry Oak Grove Restoration Project Within the Long-Term Conservation Vision:

This pilot project on a small localized scale within Vanier Nature Park will conserve, and at least partially restore, the diminishing grove of unique wetlands Garry oaks in the north-west quarter of Vanier Nature Park (see map 1R1B, pg. 8)

It is also an urgently needed initial step towards the eventual development of an EMP for Vanier Nature Park. This signature grove of wetlands Garry Oaks in Vanier Forest is central to the park's special identity. In defining the focus of this pilot project, the challenge in the broader context is to set reasonably limited and workable boundaries for the Vanier Nature Park Garry Oak Grove and Student Stewardship Project Proposal that clearly fit within the intended direction and longer-term vision for a future EMP for Vanier Nature Park.

3. Undertaking a Long-Term Vanier Nature Park Environmental Management Plan:

Eventually, drafting the future EMP will need to re-survey and assess overall change in forest and wetland conditions within the revised park boundary, change in species distribution, habitat morphology and hydrological conditions. The 2013 Current

Environmental “SD71 Vanier Oak Property Ecological Assessment and Protection Plan” will serve as the baseline study for assessing and mapping these changes. The assessment and mapping will need to take into account and adjust for park boundary changes where SD71 facilities yards, fencing and storm drainage systems have encroached into the existing park. This mapping and re-survey will also need to take account of formerly excluded park areas exchanged or reclaimed into revised and updated park boundaries (see plan “1R1A Vanier Municipal Park Proposed Boundary Revisions”, page 7).

The future EMP for Vanier Nature Park will need to affirm environmental conservation objectives for restoration and maintenance of a coexistent balance in the transitional history of this mixed ecotonal forest with the conservation of the native Garry oaks as central to Vanier Nature Park’s heritage identity. In concert with the forest’s conservation, the conservation and restoration of the Towhee Creek headwaters and wetlands within the Park are integral to sustaining the natural ecology and environment of Vanier Forest and lower watershed of Towhee Creek. Restoration of the desired natural balance, viability and distribution of this ecotonal forest and its wetland zones will require a comprehensive restoration strategy of invasive removal, wetlands and natural hydrology conservation, and native species and habitat restoration. All this will be part of the future EMP and the longer-term vision for Vanier Nature Park.

4. Limited Boundaries for the Garry Oak Grove Restoration Short Term Pilot Project:

But for the time being strict boundaries must be maintained for this small-scale pilot project within Vanier Nature Park. To at least restore this significant but diminishing grove of unique wetlands Garry oaks, invasives removal will be limited to the immediate environs of the principal Garry oak grove. Likewise, mitigation of competing Douglas firs within and around Garry oak tree canopy for direct sunlight access and growth potential will be selective and limited to the immediate environs of this Garry oak grove. As noted before, complete removal of the Douglas firs is not contemplated. The present root mat and ground cover of all species will remain intact, except for the selective removal of invasive species. This will allow native plants to grow without alien competition. Conservation and restoration of other dispersed Garry oaks in Vanier Nature Park will not be addressed as part of this pilot project.

While eventual selective replanting of juvenile Garry oaks as replacement trees within the Garry oak grove is contemplated as part of ensuring this species continuity within the forest, this will be contingent on the success of the initial phases of conservation and restoration of this Garry oak grove and will be limited to the immediate location of the grove and its environs.

The restoration of the natural drainage, water table, forest floor ground cover, and removal of drainage ditches of the wetlands will be limited to the Garry Oak grove and the westerly border area immediately bounding the adjacent SD71 Facility Maintenance Yards. It will be assumed that the encroaching maintenance yards into this forest precinct will remain in place and form the new long-term westerly boundary of this Garry Oak grove. The future disposition of the adjusted Park boundaries elsewhere will also be recognized within this Vanier Nature Park Garry Oak Restoration and Student Stewardship Pilot Project (aka. CVN Pilot Project).

5. Environmental Education Long Term Prospects:

At the conclusion of the Vanier Forest Garry Oak Restoration and Stewardship Pilot Project (CVN Pilot Project) the scope of work will span a three-year period. Its extension beyond that period will depend on the long-term development and adoption of the SD71 environmental education curriculum to field study context and nature workshop programming with Vanier Nature Park. It will also depend on the receptivity of the Courtenay Parks Department to continued support for the use of Vanier Nature Park as an outdoor educational laboratory and the environmental stewardship program for SD71 students. Provided that the City Parks Department wishes to continue an environmental management planning process for Vanier Nature Park there will be a place for student stewardship involvement in the conservation of Vanier Nature Park. This collaboration between SD71 and the City Parks Department can eventually assist in the shaping, completion and implementation of an EMP for Vanier Nature Park. It will also open up further environmental educational opportunities in Vanier Nature Park.

G. Project Proposal Work Plan

Required Scope of Work & Methodology

1. Project Schedule:

The Vanier Forest Garry Oak Restoration and Stewardship Pilot Project will span a three-year period. Highlights of this restoration & stewardship project will be:

- Mapping of Garry Oak wetland grove within the park⁶
- Hydrology survey⁷: establish a plan of remediation
- Baseline Species Survey⁸: native plants, resident animals

⁶ SD71 Vanier Oak Property: Ecological Assessment and Protection Plan, Current Environmental et al

⁷ Ibid

⁸ Comox Valley Nature survey, Robinson, H. date unknown

- Opening the Canopy: Selective crowning & pruning of overtopping species
- Removal of invasives near the oaks: stewards, volunteers, and/or community events
- Identify and map natural sources of water and watercourses
- Remediation of Hydrology: remove trenching etc.
- Removal and remediation of camp sites and excess trails in the main Garry Oak grove.
- Survey of regeneration of tree species to enhance natural growing conditions for the Garry oaks grove.

The first year will concentrate on mapping and assessment of the main Garry oak grove of Vanier Nature Park and a limited removal of invasive plants and thinning, crown reduction and pruning of selected Douglas firs. The student forest stewards will be oriented to the ecology and local environment of the Garry oak grove and its environs. Hands on education with on-site species identification of native and invasive species will proceed, along with student involvement in GPS mapping of trees and the first phase removal of invasives. The mapping of trees within the wetlands Garry oak grove will involve training the stewardship student teams in the use of “INaturalist” geo-positioning on iPhones. INaturalist maps directly into Google Map convertible to ArcGIS mapping systems. Student involvement will avoid all potentially hazardous remediation, such as selective tree crowning, pruning and hazard tree removal. This will be handled by project contracted professional arborists with City Parks Department oversight.

The second year will resume with further thinning and pruning of some selected Douglas firs and with further removal of invasive species. Students will be introduced to invasive species impact on native herbaceous ground cover and wetland environments and effective removal methods for invasives. Root systems of invasive plants will be selectively removed and disturbed ground cover remediated with native herbaceous plants and shrubs. To restore natural seasonal water retention and slow release, drainage ditches in the Garry oak grove and wetland environs will be replaced with vegetated swales and “treatment wetlands” that will function as filtering rain gardens. Student environmental study and orientation will also cover bird habitat in lower to upper storey levels of the forest, as well as riparian environments in the wetlands. Orientation will also cover bird habitat in lower to upper storey levels of the forest, as well as riparian environments in the wetlands.

The third year will complete the project cycle with the last of tree pruning and invasives removal. New juvenile Garry oaks will be selectively planted in sunlit areas of the forest floor where tree canopy openings allow. Students will receive further instruction in sustainable forestry stewardship and ecological management of the Garry oak and wetland environments.

Post CVN involvement, a number of SD71 staff members will have been instructed in current best standards, and will be able to build on to the base provided in the restoration of the principal grove, and the nature education would continue into the future. The partnership of the City and SD71 could continue into the future.

2. Year One Scope of Work & Detailed Methodology:

The first year will concentrate on mapping and assessment of the main Garry oak grove of Vanier Nature Park, based on distribution and condition of the surviving oaks, their former extent in this wetland habitat, as well as mapping and assessment of the spread of Douglas firs and other competing tree species within the Garry oak grove and its immediate environs. This assessment will also document the extent and impact of invasive species, such as English Holly, Ivy, English Hawthorn, Spurge Laurel and Himalayan Blackberry, on the Garry oaks and the surrounding forest understory and wetlands ecosystem.

Initial above ground removal of invasive plants will commence in year one, but all root systems will remain intact until removal in year two. Hydrological assessment by SD71 & City Parks Department to restabilize the wetlands median water levels and natural water retention and slow release will be completed in the first year. Subject to assessment, the drainage ditch intersecting the Garry oak Grove may be filled in as per specifications for slow drainage release.

A restoration plan for the Garry oak grove will be drafted by the Comox Valley Nature project team in consultation with the City arborist in this first year and reviewed with the Courtenay Parks Department for approval and implementation. This restoration plan will outline the methodology and work plan for invasives removal from the Garry oak grove and its immediate environs. It will describe the recommended extent of crown reduction to wildlife tree status, spiral pruning and branch thinning of the Douglas firs in the Garry oak grove, and so describe the low impact methods recommended for the selective cut back of those Douglas firs and Hemlocks (*Tsuga heterophylla*) critically impeding the growth and sunlight canopy access of the Garry oaks.

Given the proximity of the wetlands Garry oak grove to the westerly forest edge by the SD71 Facilities Maintenance Yards, the Garry oak grove restoration plan will include a

recommended transition zone design of the forest edge, and rebuild a natural wind break for the protection of the exposed forest canopy (see 1. Garry Oak Grove Forest Edge Transition Zone, pg. 10).

The mitigation of competing species will involve to a varying extent the selective pruning of the Douglas fir tree trunks in addition to crowning their tree tops. This is required to open up the forest canopy for sunlight exposure and growth opportunities for the Garry oaks long term survival. The crowns of the Garry oaks will then be able to spread into the opened tree canopy area. Retention of some mid and lower storey portions of the Douglas fir tree trunks and branches will ensure an even pattern of upper storey canopy openings without weakening the forest's ability to withstand storm weather damage. This selective cut back of some Douglas firs will leave the pruned trees in place to help reinforce the stability of the Garry oaks in windstorm events. Any trees that have been girdled for die-off will be monitored by the contracted arborist for the eventual cutting down of "hazard trees" when necessary. Any felled tree trunk segments will remain on the forest floor to act a "nurse" tree log habitat for other species and eventually decompose as large organic debris.

This reduction process will provide enhanced and more diverse woodland and wetland habitat and nesting opportunities for native and migratory birds. The partial opening up of the top and mid storeys of the forest will permit hardier branch and trunk growth of the Garry oaks at all levels, thus strengthening the surviving grove to grow out and up to re-form an intact tree canopy of thriving wetland Garry oaks. This combined strategy of invasives removal and selective tree reduction will partly mimic, through contemporary non-inflammable means, the controlled periodic removal of competing species within Garry oak forests as practiced in pre-contact Pentlatch cultural management.

The understory and ground cover of herbaceous plants, native shrubs, ferns and grasses in the Garry oak wetlands will benefit from the selective cut-back of the Douglas firs through improved filtered sunlight penetration to the forest floor. This will enhance native habitat and growth of woodland lilies, native herbaceous plants, ferns and lichens that provide a beneficial ecosystem for the Garry oak grove wetland environment. Minimal disturbance of the soil will occur. In subsequent years, following successive removal of invasives species, the increased filtered sunlight penetration to the forest floor will provide new opportunities for planting the next generation of Garry oaks. This will ensure the succession of this native Garry Oak grove into the next century. This is an important aspect of the restoration of this unique Garry oak grove. The successive regeneration of the wetland Garry oaks will distinguish this as part of a living transitional ecotone nature forest, as opposed to a Garry oak tree museum that would eventually die off.

It must be emphasized as part of this forest restoration methodology that the diverse and interconnected forest root mat system will be conserved intact. There will be no wholesale removal of Douglas firs and no removal of any of their root systems. Even those trees that are girdled or modified to mid or lower storey levels will be left to slowly die back and eventually decompose. Slowly the forest canopy will once again gradually fill in with the restoration of the Garry oak grove and their inter woven root systems will extend into the soil and rotted humus matter left by the Garry oaks and the pruned Douglas firs, hemlock and mountain ash.

Removal of the invasive species will be tailored to the restoration plan for the Garry oaks and their wetland habitat. Initial removal of invasives will begin prior to the pruning and crown reductions of any Douglas firs. Initially, invasives removal will be done leaving their root systems undisturbed during the first phase of the work. Invasive removal will concentrate on cutting and removing invasive plants near their base. English Ivy that has wrapped around the tree trunks will be cut at the base and left to die off in-situ for later removal. All cut invasives will be immediately removed from the forest to avoid broadcast of berries, seed pods and re-rooting of loose branches and seeds. Then modification and spiral pruning of Douglas firs can proceed without further dispersal of invasives.

3. Year Two Scope of Work & Detailed Methodology:

In the second year there will be further cut back and branch removal of some selected Douglas firs and hemlock. This will be carried out by qualified arborists in accordance with GOERT guidelines established in year one. Any felled sections of “hazard” tree trunks will be distributed around the forest floor as nurse tree logs to naturally decompose and provide suitable habitat for a wide variety of species and for soil enrichment.

The students will assist with further removal of invasive species. In the spring of this second year, the root systems of invasive plants will be selectively removed and the disturbed ground cover remediated with native herbaceous plants and shrubs. Students will be introduced to invasive species impact on native herbaceous ground cover and wetland environments and effective removal methods for invasives. Student environmental study and orientation will also cover bird habitat in lower to upper storey levels of the forest, as well as riparian environments in the wetlands.

To restore natural seasonal water retention and slow release, drainage ditches in the Garry oak grove and wetland environs will be replaced in late summer and early fall with vegetated swales and naturally filtered treatment wetlands and rain gardens. Both the drainage ditch bisecting the Garry oak grove and the perimeter drainage running along the westerly edge of the forest by the SD71 yards encroachment fall within the Garry oak grove and its environs. Wetlands drainage beyond this limited area will not be addressed as part

of this project. However, SD71 will be involved in drainage ditch removal and wetland remediation in Areas “C” and the “Lost” portion of the park (see map 1R1B, pg. 8).

Light mechanized equipment may be used on a limited basis along with hand work by trained, supervised and insured work crew. All hydrological work will be preplanned and coordinated by the City Parks Department and SD71 with biologist assistance provided by Comox Valley Nature (CVN). Work crew and equipment access permission is possible by the main north footpath and the SD71 facilities yard, with approval from the City Parks Department and SD71. A controlled gate opening will be requested in the SD71 chain link fence bordering the intruding SD71 Facilities Maintenance Yard in Vanier Nature Park. This will be for arborist equipment access into the main Garry oak grove.

In late fall, following completion of wetlands hydrological remediation, students will be involved in further ground cover planting of native species and staking suitable locations for planting young Garry oaks and lower height native trees, such as Pacific Crab Apple (*Malus fusca*) that coexist well along Garry oak forest edge transition Zones (see 1. Garry Oak Grove Forest Edge Transition Zone, pg. 10).

The young Garry oaks will be supplied by Comox Valley Nature from a local Garry oak tree nursery in the Comox Valley. These will be two to three meters in height and are locally compatible with the Vanier forest wetlands Garry oaks. The trees will be provided at an individual \$80.00 wholesale cost per tree. Comox Valley Nature will provide trucking and unloading of the trees at the Vanier forest site. Planting of the trees will be managed by a qualified arborist, forester and biologist from Comox Valley Nature with volunteer assistance by the student forest steward teams and their instructors.

4. Year Three Scope of Work & Detailed Methodology:

The third year will complete the project cycle with the last of tree modification and pruning and invasives removal in the Garry oak grove. In early spring new juvenile Garry oaks and other compatible native species such as Western Flowering Dogwoods (*Cornus nuttallii*) and Pacific Crab Apple (*Malus fusca*) will be selectively planted in sunlit areas along the border areas of the Garry oak grove. This will be done with student forest stewards’ assistance under the supervision of Comox Valley Nature instructors. Direct access to this westerly border of the forest and the Garry oak grove will be required with SD71 permission from the SD71 Facility Maintenance Yards. To protect the new tree plantings from browsing deer each location will be screened off with wire fencing for a period of five years. These new tree planting locations were previously staked in year two by the students under the supervision of Comox Valley Nature volunteer biologists and arborists. The student stewardship teams will receive further instruction in sustainable

forestry stewardship and ecological management of the Garry oak and wetland environments.

The Comox Valley Nature Society will present the City Parks Department with a wrap-up report of the three-year Vanier Forest Garry Oak Restoration and Stewardship Pilot Project. This will summarize the scope of work completed on the restoration of the Vanier Forest wetlands Garry oak grove and propose a transitional process for planning a comprehensive EMP for all of Vanier Nature Forest Park within its adjusted boundaries.

The transitional process description will also include the possible continuance of the environmental outdoor laboratory educational program in Vanier Nature Park for SD71 students. If the City Parks Department and SD71 environmental educational program coordinators are in agreement, this transitional plan process may include an extension of the student Vanier Forest Stewards volunteer involvement on conserving and further restoring Vanier Nature Forest Park.

In spring of the third year, well before the end of the school year, the student forest steward team will collaborate with Comox Valley Nature volunteers in submitting applications for available nature conservation awards for their 3 year pilot project involvement. A list of all participating students in the 3 year environmental stewardship project will be included. It would be appreciated if the Courtenay Parks Department and SD71 would provide letters of recommendation for such awards as may be available.

H. Student Stewardship Component

1. Engaging SD71 in Vanier Forest Educational Stewardship:

Although the prime objective of this proposal is to conserve and promote the Garry oaks and their associated native wetland ecosystem within the Vanier Forest, this proposal also encourages the creation of an ongoing student stewardship group within Vanier High School. This student group could assist in many of the processes and actions required to save this locally-endangered species and its unique wetland eco-system and, in time, take over the maintenance and monitoring of the principal Garry oak grove.

Like wetlands everywhere, the principal grove is situated in a fragile location, one that can easily be damaged beyond repair by too much traffic or other uses. Too many people walking in the grove would compact the soil to the extent that rainwater and air would not be able to penetrate the soil. In time, the whole eco-system and the trees themselves would be at risk.

Careful and considered human intervention is, however, required to maintain the oaks and to keep invasives and overtopping conifers at bay. If we wish to maintain the grove as small remnant sample of First Nation's active cultivation, we cannot use fire, and so hand care would be an ongoing need.

This is the approach recommended for the student stewardship component of the CVN proposal. It is hoped that after the period of this 3-year proposal, the majority of invasives will have been removed, forest edge transition zones of native plants will be reconstructed and the local hydrology improved within the principal grove. Then a small group of dedicated trained students could easily ensure the promotion and propagation of Garry oaks on a yearly basis.

The whole park could also benefit in a number of additional ways:

- Increase entrance visibility
- Formalize trails; decommission unwanted trails
- Protect open stream crossings
- Rehabilitate swales with vegetation
- Interpretive signage along the trails
- Demonstration Rain Gardens and other hydrological features to improve interflow

Early in the first year, Comox Valley Nature volunteers will meet with the SD71 teaching and support staff to determine the kind of material support they require in order to provide a solid basis of knowledge for the students. Tentatively there are three segments envisioned by the project proponents; A “Teach the Teacher” component, designed to provide background material for the teachers, Volunteer-lead stewardship activities in the Park, and Student Lesson Activity sheets on a number of topics in environmental and natural sciences. These lessons could fit into the curriculum in Environmental, Earth and Life Science courses

The Teach the Teacher portion would provide background information for the activity sheets, and could include work books, a stewardship manual, slide shows or videos. This material would be made available to SD71 for their use both to instruct staff and to form a basis for future SD71 activities designed by the staff or students.

2. Student Lesson Activities:

Curriculum development would be handled by knowledgeable volunteers, conservation organizations or environmental professionals, and be provided in the form of activity sheets for the teachers and support staff. See Appendix C for two examples. Although personal instruction by the volunteers will be restricted by COVID-19 for the near future, a pool of subject matter experts will be created to help with the class materials and distance learning opportunities.

These activities would generally be outside, hands-on type lessons, and would not be limited to activities in the Vanier Forest. Some may involve a trip to the ocean shore, lakes or other areas to broaden the range of environmental issues the students are exposed to. Farmland or gravel pits for example, may be visited to observe first-hand the effects of development of the landscape.

The curriculum-linked activity sheets may include a brief background of the topic, suggested activities that will support the learning experience and questions for self-directed studies by the students. They could be modified to suit the age group of the students involved, and would focus on hands-on experience and investigation in the natural world. Ten of the activity sheets would be produced in each of the 3 years, enough to provide one outdoor activity per month per class.

Topics could include:

- Environmental Ethics and Etiquette
- Personal Behaviour in the field
- Mapping with Global Position
- Citizen Science activities and applications (Report-a-weed and others)
- Identifying Species and Binominal Nomenclature
- Recognizing Ecosystems and Relationships in nature
- Species Populations and Diversity
- Wetlands and Stream Hydrology
- Recognizing Soil Types
- Recognizing Ecotones

3. Fitting into BC Curriculum:

CVN could provide materials for staff instruction in Environmental Science, Earth Science, Life Science and other courses. These Activities will focus on environmental and ecological aspects of the Comox Valley, not just the Grove or Vanier Nature Park. They can be designed to support a group of students in a lecture/workshop environment, or individual students learning to perform “citizen science”. Actual details of the format, delivery etc. will be determined in future meetings.

A few topics mentioned in the BC curriculum outlines are:

- Diversity of ecosystems, and changes in ecosystems
- Sustainability of ecosystems, and Living Sustainability

- Stewardship and restoration
- Water Quality, The Water Cycle
- Changes in Global Climate
- Land Use; Effect of human Usage on Land (Farmland, industrial and residential)
- Earth Materials
- Soil types, generation, and nutrition
- Reproductive Strategies of plants, mosses, lichens and ferns

4. Volunteer Led Activities:

CVN Volunteers could lead the group activities, following the existing COVID protocols current at the time outside of the classroom. These would be activities held outside of the class room, and the volunteers would require SD71 staff onsite with the volunteer. SD staff would maintain the responsibility for the students. These activities would need to be timed to meet the flow of the curriculum, and also be appropriate for the season.

Some suggested activities include;

- Invasive survey and best practice for each species;
- Group invasive control cutting Holly
- Use of quadrats for population sampling
- GPS Oaks, provide ID, girth, condition etc. on each sample
- GPS over-topping conifers, species condition etc.
- Wetland, Pool and Riffle stream, hydrology lecture;
- Water Cycle, Sources, Storage and Erosion

I. Budget and Cost

The Vanier Nature Park Garry Oak Restoration and Student Stewardship Project cost estimate is divided into the restoration and conservation cost for the main Garry oak grove and wetland environs, and the student environmental field instruction and educational stewardship program delivery. For the most part these projected expenditures will occur concurrently through the course of the Project.

For the purposes of cost accounting the allocation and expenditure of volunteer resources and “in-kind” donations and no-cost loans will be allocated as equivalent to monetary value. This ensures that their worth is accounted for in the Project budget estimate, and also ensures that voluntary labour hours and donated professional resources are responsibly allocated for as part of the Project’s design/development and completion.

In the Project budget estimate, **“in-kind” and voluntary resource donations** are summarized as follows: The course program development, provision of instruction materials and field workshop will be provided on a voluntary basis by Comox Valley Nature with assistance from the teaching and curriculum development staff of SD71. Unpowered hand tools for invasive species removal will be loaned to the forest stewardship students by Comox Valley Nature.

Comox Valley Nature volunteers will provide 10 Activity sheets each year of the proposal, including training in the use of “iNaturalist” or similar species identification applications, GPS mapping and other basic surveying tools, and similar Citizen Science tools suitable for self-direct or group instruction

City of Courtenay Parks Department will be requested to assign at no cost Parks’ Maintenance Staff and Drivers to load and truck the collected invasive species removed by Comox Valley Nature and the student “forest steward” volunteers from a designated collection point at the Vanier Drive frontage of Vanier Nature Park to the CVRD land fill. The City Parks Department will also be asked to provide trucking transportation of the juvenile Garry oak trees from the Comox Valley tree nursery to the Vanier forest site for replanting.

Access to the SD storage yard would provide easy access to the grove for staging the black plastic bags containing invasive plant materials that could propagate, e.g. holly berries). At the time of this proposal, SD71 is also looking at a proposal for a disk golf course on its property, adjacent to the Park. The demarcation point between the Park and the school district property, and the boundaries of the Streamside Protection and Enhancement Areas around the streams and wetlands of Vanier Forest is currently unmarked and therefore at risk of damage through trampling and other risks. If the golf course goes ahead, CVN will push the School District to build a suitable fence to protect the Streamside Protection and Enhancement Area (SPEA) zones.

1. Funding Sources:

CVN is much the junior partner in our revenue generating ability, but has a large base of volunteer human resources from a wide range of educational, scientific and professional vocations who are willing to share their time with our youth. In the following budget estimate, we have valued the member’s professional skills at \$45 per hour, and general skills at \$25 per hour. In addition, CVN is a registered charity in BC, and is eligible to receive grants from various sources, which could be used to offset some of the costs proposed.

The Project budget estimate for **monetary expenditures** is summarized as follows: Subject to co-approval by the City of Courtenay Parks Department and Comox Valley Nature, the mitigation and competing species in the wetlands Garry oak grove will be budgeted on a 50-50% basis for municipal contract tender, conducted by the City of Courtenay. A preliminary estimate of \$8,000 is recommended (subject to detailed cost estimate) for professional arborist's services work over the 3 years of the Project. The CVN will seek grants or other fundraising avenues to meet its share of the project costs.

2. Scope of Work & Conditions of Contract:

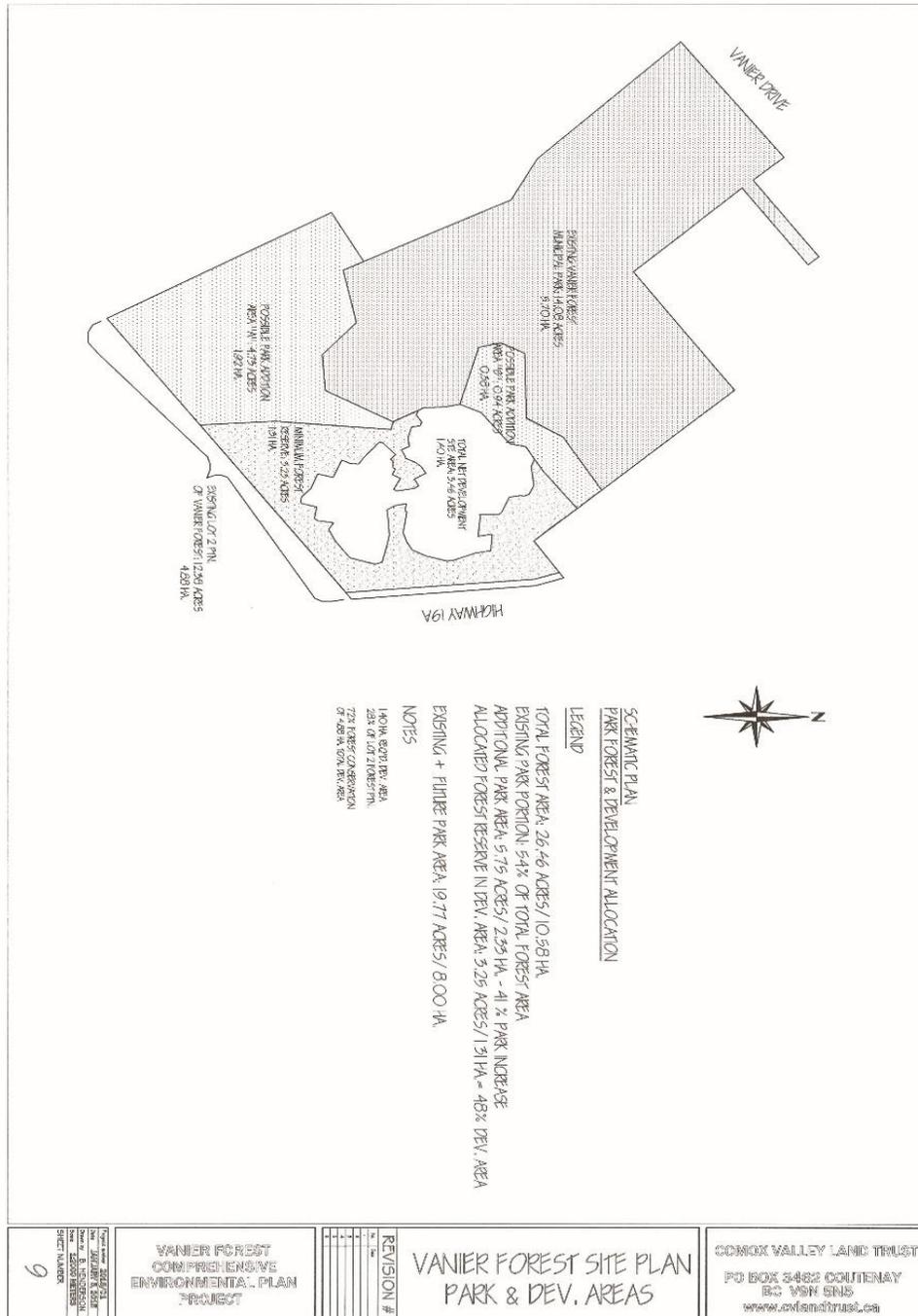
The methodology and scope of work for selective tree removal and pruning will be jointly pre-approved by the Parks Department and Comox Valley Nature in accordance with GOERT guidelines and professional forestry conservation methods employed by Parks Canada Standards & Guidelines in Garry oak forest restoration. The contract will be tendered and awarded to a professionally qualified arborist, subject to standard bonding and liability conditions set by the City of Courtenay.

Removal of Douglas fir tree branches and tree trunk segments will be carried out without heavy mechanized equipment. The scope of the contract will include mechanical chipping and removal of branches from the Garry oak grove, but cut segments of Douglas fir tree trunks will be left on site and distributed to select locations within the vicinity of the Garry oak grove.

Vanier Nature Park Garry Oak Restoration & Student Stewardship Project					
Project Budget Estimates, Draft 4					
Details and Volunteer Hours and Rate [5]		Volunteer Value	CVN Cost	Others Cost	Total Cost
Garry Oak Restoration & Conservation Component					
Restoration Plan [1]	City, SD#71 CVN Meetings Plan, 8 Hrs @ \$45/Hr	\$360			
	Garry Oak Grove GPS Survey; 8 Hrs @ \$45/Hr		\$360		\$360
	Garry Oak Principal Grove Mapping; 6 Hrs @ \$45/Hr		\$270		\$270
	Map Scanning & Printing		\$500	\$500	\$1,000
	Parks Staff Meetings; 15 Hrs @ \$45/Hr	\$675			
Invasive Species Removal	Unpowered hand tools donation, or purchase		\$500		\$500
	Invasives piled and trucking to landfill			\$600	\$600
	Tarps for hauling debris		\$140		\$140
Conifer Modifications	Arborist contract; Opening canopy (over 3 years)		\$4,000	\$4,000	\$8,000
	Funding via Grantors				
Invasive Treatments	Cut & remove Invasives in grove; 76 hrs @ \$25/hr	\$1,900			
	Holly root removal by hand in grove: 85 hrs @ \$25/hr	\$2,125			
	Removal (Holly, Blackberry) in Transition Zone 1			SD71	
	Native grasses and forbs planted in Transition Zone 1		\$600		\$600
Garry Oak Sapling	Site preparation				
	12 Juvenile Garry Oaks at \$80 each[2]		\$960		\$960
	Garry Oak Planting, 12 Hrs @ \$25/hr	\$300			
	Protective Fencing, deer protection 6 feet wood stakes	\$150	\$350		\$350
Hydrology [6]	Hydrology Study (Year 1)				
	Remediation of Ditch (Year 2/3)				
Restoration and Conservation Total		\$5,510	\$7,680	\$5,100	\$12,780
Student Environmental Education Stewardship Component					
Field Program Development	SD#71 & Ed-Out Group, 2 meetings, 10 Hrs @ \$45/hr	\$450			
Resource Materials [3]	10 Activity sheets/y. each 3 hrs in the field, 40 Hrs @ \$4	\$1,800			
SD71 CVN Meetings	Progress meetings as required, 4 Hrs @ \$45/hr	\$180			
Coordination & Scheduling	Volunteers, SD and Parks staff 20 Hrs @ \$25/hr	\$500			
CVN Volunteer Instructors	No in-person during COVID				
Teach the Teacher [4]	Four Zoom or Video taped seminars 48 Hrs @ \$45/hr	\$2,160			
Forest Stewardship Training	Nature orientation, cultural background				
Invasive Removal Training	Species ID, root/seed, best practices				
Student Stewardship Project Total		\$5,090	\$0	\$0	\$0
<p>[1] Restoration Plan with City Staff, to go into Park Master Plan ?</p> <p>[2] Oak Saplings to come from CVN Nursery t 2-3 meters tall</p> <p>[3] Samples included in Appendix C</p> <p>[4] Each video 10 hrs of prep time and 2 hrs for video slide show and Q&A if live At teacher's level; E.g. Why Garry Oaks, Ecology</p> <p>[5] Volunteer work charged at \$45/hour for expert, \$25/hour for skilled, and \$15/hr for unskilled tasks</p> <p>[6] Hydrology left to SD-71, City</p>					

Budget Estimates for the Three Year Pilot Project

Appendix A: CVLT Map #9



Comox Valley Land Trust “Vanier Forest Land Use Conservation & Development Plan” 2020
 Schematic Plan Park Forest & Development Allocation Map #9 Jan. 8/18

Appendix B: Reference Materials

Vanier oak Property Ecological Assessment and Protection Plan, SD 71, 2013
Towhee Creek Tree Management Plan, SD 71, 2014
Parks and Recreation Plan, City of Courtenay 2019
Vanier Forest Land Use Conservation & Development Plan, 2nd ed., CVLT, 2020
Interim Assessment Report Towhee Creek Restoration Project, TRRS, 2004
Rare Plant Assessment of Towhee Creek, TRRS, 2005

Appendix C: Major Stakeholders and Contact Information

Personnel and contact information to be added after individual approval

- City of Courtenay: .
- School District #71:
- G. P. Vanier School:
- Tsolum River Restoration:
- Comox Valley Nature: *Jim B., Bill H., Karen C., Loys M., & Fred N.*

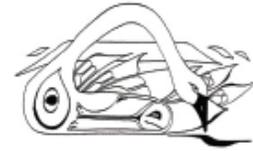
Appendix D: Sample Curriculum Activity Sheets

The following two sample Lesson Activities were designed for use with Grades 1 to 5, and were distributed by CVN at the SD#71 Professional Development Day in February 2020. A similar design is envisioned for the Lesson Activities sheets to be written for this proposal, with no “Meet our Instructors”. Links to the BC Government Curriculum, Content and Core Competencies as described on their website will be provided to assist the staff.

The Local Trees Education was delivered to a Grade 4/5 class at Huband School by Frank Hovenden for Glen Christensen Grade 4/5 class in spring of 2020.

Comox Valley Nature

to know nature, and keep it worth knowing



Grades

1-5

Duration

45 minutes (flexible)

Curriculum Content Links

Science 1: Features and Adaptations

Science 3: Diversity in Ecosystems

Science 4: Sensing and Responding, Local Changes

Core Competencies

Questioning and Predicting

Investigations and Observations

Planning and Conducting

Communicating

Key Topics and Terms

- Native species
- Non-native species
- Invasive species
- Characteristics of plants and animals
- Biodiversity
- Adaptations

Invasive Species Education

Free School program - A Silent Invasion of Aliens

Interested in having a Comox Valley Nature instructor visit your class to explore the natural world of the Comox Valley? This outdoor experience gets students to explore invasive and native species in the local environment, and learn about why invasive species are a concern.

Students will engage directly in nature-rich, sensory based explorations of land introduced species and discuss their impact. They will have an opportunity to share their observations and describe features and adaptations of living things as they discover nature just outside the classroom.

What Will Happen in this Workshop?

During this exploration, our knowledgeable instructor will bring students on a short nature walk in a natural area near the school grounds and/or bring samples and specimens to explore in the classroom. Students will have the opportunity to investigate the impacts of invasive species on the local environment, and will work to group invasive and native species they find.



Who We Are

comoxvalleynaturalist.bc.ca

Comox Valley Nature is an affiliated club of the BC Nature Federation. We have been in existence for over 60 years and have 200+ members with a wide range of life experiences.

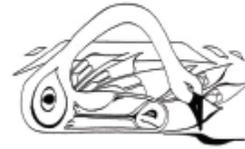
Meet Our Instructors

Frank Hovenden is a retired Forestry worker who has a B.Sc.F. and a Professional Specialization certificate in ecological restoration. He has been active in Comox Valley Nature for over 25 years. He taught school in Nigeria as a CUSO volunteer 40 years ago and has a passion for bonsai.

Karen Cummins has a Diploma in Horticulture, is an ISA Certified Arborist and a SOUL Accredited Organic Land Care Professional. She has been working in landscape design and maintenance for 40 years and her current work focuses on garden plantings and management that supports biodiversity and is guided by natural systems. She has been a CVN member for 10 years.

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to know nature, and keep it worth knowing



Classroom Activity: Alien Invasion Guidebook

Purpose

This activity will encourage students to work in pairs or small groups to create identification pages for a classroom invasive species guidebook.

Materials

- Scrap paper
- Pencils, art supplies
- Clipboard
- Sample guidebooks



Instructions

Classroom Discussion

As a class discussion, students should determine what their invasive species guidebook should look like. Nature guidebooks could be used as examples, to help them decide on their parameters.

Prompting questions:

- What size and style of guidebook would work well for your purpose (e.g. pocket-sized, detailed pamphlet, larger booklet)? What are the advantages and disadvantages of different sizes and designs?
- How will you decide what species should be included in this particular guides
- What species should be included? Should this guide be just plants? Just animals? A variety?
- What area should it cover? Should the included species be found around the school? In the neighbourhood? The Comox Valley? Vancouver Island? British Columbia?

Students may wish to produce more than one guidebook, depending on their discussed parameters. Limit the guidelines of the activity to best suit your class needs and time requirements.

Small Group Work

Once the general guideline for the book are decided, students work in pairs or small groups to create species identification pages. Each student group can choose one or two invasive species to focus on.

In their pairs, encourage students to discuss:

- What do we know about the species?
- What information is most important to have in the guidebook?
- What information could be left out?

Once students finish their identification pages, they can be combined into a complete book.

Additional Inquiry Opportunities

Have students use their guidebooks to identify species around the school ground. Students may wish to make copies of the guidebook, and bring them home to use while exploring nature outside of school.

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Grades

1-5

Duration

45 minutes (flexible)

Curriculum Content Links

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Communicating

Key Topics and Terms

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- Characteristics of plants
- Biodiversity
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During this exploration, our knowledgeable instructor will bring students on a short nature walk in a natural area near the school grounds and/or bring samples and plant specimens to explore in the classroom. Students will have the opportunity to examine parts of an ecosystem, and will work together to group trees and plants they find.



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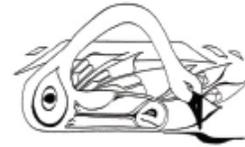
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to know nature, and keep it worth knowing



Classroom Activity: Tree Identification Guidebook

Purpose

This activity will encourage students to work in pairs or small groups to create identification pages for a classroom tree species guidebook.

Materials

- Scrap paper
- Pencils, art supplies
- Clipboard
- Sample guidebooks



Instructions

Classroom Discussion

As a class discussion, students should determine what their tree identification guidebook should look like. Nature guidebooks could be used as examples, to help them decide on their parameters.

Prompting questions:

- What size and style of guidebook would work well for your purpose (e.g. pocket-sized, detailed pamphlet, larger booklet)? What are the advantages and disadvantages of different sizes and designs?
- How will you decide what species should be included in this particular guides
- What species should be included? Should this guide be just native trees? Any tree found locally?
- What area should it cover? Should the included trees be found around the school? In the neighbourhood? The Comox Valley? Vancouver Island? British Columbia?

Students may wish to produce more than one guidebook, depending on their discussed parameters. Limit the guidelines of the activity to best suit your class needs and time requirements.

Small Group Work

Once the general guideline for the book are decided, students work in pairs or small groups to create species identification pages. Each student group can choose one or two tree species to focus on.

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Once students finish their identification pages, they can be combined into a complete book.

Additional Inquiry Opportunities

Have students use their guidebooks to identify species around the school ground. Students may wish to make copies of the guidebook, and bring them home to use while exploring nature outside of school.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 2240-20

From: Chief Administrative Officer

Date: July 19, 2021

Subject: Vancouver Island Health Authority Request to use Florence Filberg Centre for community immunization clinic

PURPOSE:

The purpose of this report is for Council to consider the Vancouver Island Health Authority's (VIHA) request for the City of Courtenay to enter into a License of Occupation and waive facility rental fees for the operation of a COVID-19 community immunization clinic on the upper floor of the Florence Filberg Centre.

POLICY ANALYSIS

City Council adopted the City of Courtenay Fees and Charges Bylaw No. 1673, 1992. The Recreation Facility Rental and User Fees outline the fees to be charged to rental and user groups based on facility and or user group or event type. Deviation from the Recreation Facility Rental and User Fees Bylaw requires Council approval either through amendment of the bylaw or by resolution. As the deviation from the rental and user fees would be in support of a local and global response to the COVID-19 pandemic and there is no desire or need to make a permanent change to the bylaw at this time, a resolution directing staff to waive the rental fees as outlined in the Recreation Facility Rental and User Fees Bylaw and set a unique rate for the proposed licence of occupation would be appropriate.

Council approval is required for the City to enter into a License of Occupation with VIHA for the use of the upper floor of the Florence Filberg Centre. Due to the emergent nature of this request and in the interest of public health, staff agreed to VIHA's use of the space effective June 30, 2021 continuing until such time as Council approves the License of Occupation or directs staff to terminate use.

CAO RECOMMENDATIONS:

That based on the July 19, 2021 staff report "Vancouver Island Health Authority Request to use Florence Filberg Centre for community immunization clinic", Council approve OPTION 1 and approve the Licence of Occupation Agreement between the Vancouver Island Health Authority (VIHA) and the City for the use of the Florence Filberg Centre Upper Floor for the purpose of operating a community COVID-19 immunization clinic; and,

That staff be directed to not enforce the rental fee rate as outlined in the Recreation Facility Rental and User Fee Bylaw No. 1673, 1992 and instead set a unique one-time rental rate equivalent to the revenue received in 2019 for the same period for the upper floor of the Florence Filberg Centre for the licence term; and,

That the Mayor and an Officer of the City be authorized to execute all documentation relating to the Licence of Occupation Agreement

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

BACKGROUND:

VIHA has been operating a COVID-19 immunization clinic at Glacier Gardens Arena in Comox since April 1, 2021. Due to the challenges faced at Glacier Gardens during the recent heat wave, VIHA had to unexpectedly close the COVID-19 immunization clinic at that location due to the heat and temperatures inside the building.¹

VIHA contacted City staff on June 30th, 2021 to discuss the possibility of relocating the COVID-19 immunization clinic to the air-conditioned Florence Filberg Centre. The Comox COVID-19 immunization clinic was moved to the Florence Filberg Centre from July 1st to 5th, 2021. VIHA has requested to use the Filberg Centre until September 14, 2021; as such the immunization clinic has continued to operate while staff from both organizations negotiate mutually agreeable terms to enable this request and while staff prepare this report to Council to gain approval to enter into a License of Occupation with VIHA.

With the province moving into Step 3 of the BC Restart Plan, it is essential that community immunization clinics continue to operate to ensure access to COVID-19 vaccinations.

DISCUSSION:

The immunization clinic will operate under a License of Occupation between the City of Courtenay and VIHA which will govern the use of the upper floor of the Florence Filberg Centre (Attachment 1). Staff have reviewed the terms of the License of Occupation and recommend Council's approval to enter into the agreement with VIHA in order to facilitate the continuation of a community immunization clinic at the Florence Filberg Centre.

Section 194 of the Community Charter authorizes municipalities, by bylaw, to impose fees in respect of services of the municipality including the establishment of rental rates for use of a recreation park or facility. Council amended the City of Courtenay Recreation Facility Rental and User Fees Bylaw No. 2947, 2018 on January 2, 2018.

Council may waive facility rental fees by amending the bylaw or by making a policy decision in response to the COVID-19 pandemic actioned by Council resolution.

VIHA would be eligible for the community rate under the Recreation Facility and User Fees Bylaw which would amount to rental fees of \$613.00 per day for a total of \$46,588 plus tax for the period July 1 to September 14, 2021. VIHA has indicated that they are unable to pay this rental amount and in other community vaccine clinic locations they are either paying no or little rent to the facility owner.

As per the License of Occupation it is VIHA's intention to keep local governments whole for any foregone revenue which would have been received during the term VIHA occupies the premises. As such, VIHA has agreed to a fee equivalent to the facility rental revenue received in 2019 for the same period for the upper floor of the Florence Filberg Centre and reflects the projected revenues for the Filberg Centre for this period in 2021 now that BC has entered Stage 3 of its Restart Plan. In addition, and as per the terms of the Licence of Occupation, VIHA will reimburse the City for all direct costs incurred in relation to the use of the space as detailed below:

- a) costs of repairing any damage to the Premises;
- b) additional costs of supplies;
- c) additional utility costs for heating and electricity;
- d) additional expenses incurred in cleaning the Premises;
- e) additional security costs;
- f) any other cost the parties agree as being Additional Costs.

¹ [Island Health moves Comox COVID-19 immunization appointments to Florence Filberg Centre | Island Health](#)

Furthermore, to mitigate the impacts of the traffic congestion due to the 5th Street Bridge construction, all vehicle traffic, direction, and communication regarding parking and vehicle access to the site will be coordinated by VIHA with the City of Courtenay Engineering Department.

FINANCIAL IMPLICATIONS:

Operating expenses for the Florence Filberg Centre have been approved by Council in the 2021 Operating Budget.

VIHA has agreed to reimburse the City of Courtenay for any lost revenue as a result of the immunization clinic as well as reimburse the City for all expenses related to the operation of the clinic. As such the City does not expect any negative financial impacts.

ADMINISTRATIVE IMPLICATIONS:

Approximately 35 hours of staff time has been dedicated to reviewing the agreement, negotiating the terms of the agreement with VIHA and drafting a staff report. Additional management and staff support will be required to support the coordination of onsite activities throughout the license period.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications at this time.

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

- Responsibly provide services at levels which the people we serve are willing to pay

We continually invest in our key relationships

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

OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

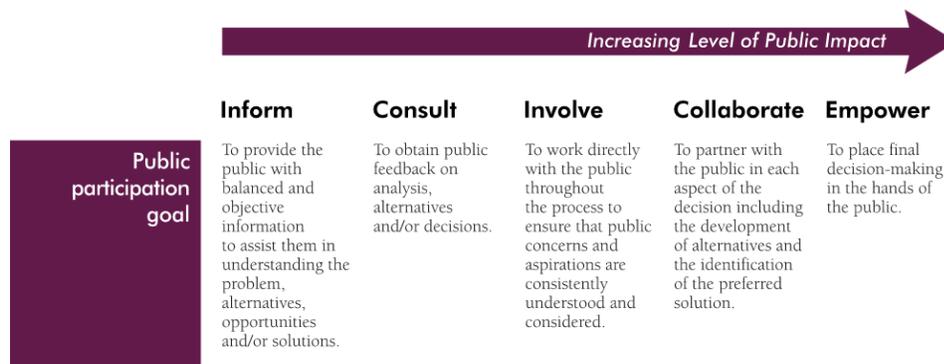
No specific reference.

CITIZEN/PUBLIC ENGAGEMENT:

VIHA will lead all public communications in regards to the relocation of the Immunization Clinic as well as the scheduling of appointments.

Section 26 [notice of proposed property disposition] of the *Community Charter* requires that notice be given prior to property disposition. Notice of property disposition must be given in accordance with section 24, 26 and 94 of the Community Charter.

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



© International Association for Public Participation www.iap2.org

CONCLUSION:

It is staff’s recommendation that Council authorize staff to enter into a License of Occupation with VIHA and approve the waiving of facility rental fees in order to support the Vancouver Island Health Authority in its efforts to provide community based, accessible immunization clinics in the Comox Valley in response to the COVID-19 public health emergency. While the waiving of fees represents a significant financial decision, it is required in order to facilitate the ongoing activation of the immunization clinic at the Florence Filberg Centre and is within the interest of the greater public good.

OPTIONS:

- OPTION 1: That based on the July 19, 2021 staff report “Vancouver Island Health Authority Request to use Florence Filberg Centre for community immunization clinic”, Council authorize staff to enter into a Licence of Occupation Agreement between the Vancouver Island Health Authority (VIHA) and the City for the use of the Florence Filberg Centre Upper Floor for the purpose of operating a community COVID-19 immunization clinic; and,
 - That staff be directed to not enforce the rental fee rate as outlined in the Recreation Facility Rental and User Fee Bylaw No. 1673, 1992 and instead set a unique one-time rental rate equivalent to the revenue received in 2019 for the same period for the upper floor of the Florence Filberg Centre for the licence term; and,
 - That the Mayor and an Officer of the City be authorized to execute all documentation relating to the Licence of Occupation Agreement. **(Recommended)**
- OPTION 2: That Council refer the issue back to staff for further consideration.
- OPTION 3: That Council deny VIHA’s request to use the Florence Filberg Centre for a community immunization clinic.

Prepared by:

Susie Saunders
 Director of Recreation, Culture and Community Services

Concurrence by:

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

Attachments:

1. *Licence of Occupation*

LICENSE OF OCCUPATION

This Agreement dated as of the 30th day of June, 2021.

BETWEEN:

Vancouver Island Health Authority
A Regional Health Board under the
Health Authorities Act, R.S.B.C, 1996,
c. 180

(“**Licensee**” and “**Island Health**”)

At the following address:
1952 Bay Street
Victoria, BC V8R 1J8

AND:

The Corporation of the City of Courtenay

(“**Licensor**”)

At the following address:
750 Cliffe Avenue
Courtenay, BC V9N 2J7

RECITALS:

- A. The Licensor has rights to access and use the real property and any specific locations therein as described in or referenced in Schedule A and Schedule B (collectively, the “**Premises**”).
- B. Licensee wishes to obtain from the Licensor, and the Licensor wishes to grant to the Licensee, a right of use and licence to access and use the Premises and the equipment and amenities therein pursuant to the terms of this Agreement (the “**License**”), for the duration of, and for a reasonable period of time for providing the Services (as defined below).

NOW THEREFORE, in consideration of the payment from time to time, covenants and agreements set out below, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **INTERPRETATION**

1.1 **Definitions.** In this Agreement, unless the context otherwise requires:

- (a) “**Services**” means providing COVID-19 vaccination services;

- (b) **“Premises”** means the Upper Level of the Florence Filberg Centre located at 411Anderton Avenue, Courtenay, BC as shown on Schedule B.

2. GRANT OF LICENCE AND TERM

2.1 **Grant of License.** The Licensor hereby grants a License to the Licensee, to:

- (a) access the Premises for the purpose of providing Services;
- (b) expressly or implicitly permit or authorize others to access the Premises for the purpose of providing or receiving Services; and
- (c) safely store any equipment on the Premises for the purpose of providing Services.

2.2 **Term of the License.** The Licensor hereby grants to the Licensee a License to occupy the Premises for and during the term of this License (the “Term”) commencing on June 30, 2021 (the "Commencement Date") and ending on September 14, 2021 (the "Expiration Date"). The license may be extended on a month to month basis upon mutual agreement of both parties with the same provisions outlined in the existing license.

The use and occupation by the Licensee of the Premises includes:

- (a) the non-exclusive and non-transferable right or license to use the Common Areas, the Common Facilities and the Common Services in common with others entitled thereto, for the purposes for which they are intended; and
- (b) the non-exclusive and non-transferable right or license to use those of Licensor's areas that are accessible to the public and other occupants of the Licensor areas in common with others entitled thereto, for the purposes for which they are intended.

2.3 **Termination.** Notwithstanding any other provision of this License, at any time during the Term, the Licensee may terminate this Agreement without damages, penalty or process of law upon not less than thirty (30) days prior written notice to the other party. This agreement may be terminated or amended at any time by mutual agreement of the Licensor and Licensee.

3. FEES

The Licensee agrees to pay to the Licensor a License fee (the "License Fee") for the use of the Licensed Premises in the amount of Seven Thousand Two Hundred Dollars (\$7,200.00) in recognition of lost revenue. This fee is subject to approval by Courtenay City Council to waive or reduce facility rental fees as described in the City of Courtenay City of Courtenay Fees and Charges Bylaw No. 1673, 1992.

3.1 **Additional Costs.** Licensee shall be responsible for the following costs as are outlined in Schedule C, arising out of the Licensee’s access to and use of the Premises:

- (a) costs of repairing any damage to the Premises;
- (b) additional costs of supplies;
- (c) additional utility costs for heating and electricity;
- (d) additional expenses incurred in cleaning the Premises;
- (e) additional security costs;
- (f) any other cost the parties agree as being Additional Costs.

(individually or collectively, the “**Additional Costs**” as outlined in Schedule C)

3.2 **Payment.** The Licensee shall pay the Additional Costs forthwith upon the completion of the Services, provided that the payments shall be made on no later than a monthly basis, in the event the Services extends past one month.

4. **DILIGENCE, CARE AND INSPECTION**

4.1 **Diligence and Care.** The Licensee’s personnel are permitted to access the Premises and shall exercise diligence and reasonable care, in context of the circumstances of the Services, and shall not unnecessarily damage the Premises.

4.2 **Final Inspection.** If reasonably practicable, upon termination of use by the Licensor, both parties shall inspect the Premises, and note any damage, deficiencies or other such factors resulting from the Licensee’s use of the Premises.

5. **LIABILITY, INDEMNITY AND INSURANCE**

THE LICENSEE COVENANTS AND AGREES AS FOLLOWS:

5.1 Not to permit the Licensed Premises to become untidy, unsightly or hazardous or permit waste or refuse to accumulate therein.

5.2 To immediately advise the Licensor of the presence of and do all things necessary to remove any dangerous condition existing on the Licensed Premises and arising as a result of the act or omission of the Licensee, and his/her agents, servants, licensees and invitees.

5.3 To comply with all municipal, federal, provincial, sanitary, fire and safety laws, by-laws, regulations and requirements pertaining to or arising in consequence of the use of and activities in the Licensed Premises.

5.4 The Licensee, at its cost, will obtain and maintain in good standing: all risks property coverage, including leakage from fire protective equipment, and other coverage which a prudent licensee would obtain from time to time, with respect to the contents of the Premises, in that amount which a prudent licensee would obtain as well as Tenant’s Liability Insurance; and Commercial General Liability coverage, including all risks against which a prudent licensee would insure from time to time, with respect to the Licensee’s

use and occupancy of the Premises, in an amount of at least \$5,000,000.00 for claims for personal injury, death or property damage arising out of any one accident or occurrence. On request by the Licensor from time to time, the Licensee will deliver to the Licensor a certificate or certificates evidencing such coverage. *Notwithstanding anything contained in this paragraph, the Parties acknowledge that the Vancouver Island Health Authority is insured for all risk property insurance and commercial general liability coverage as a Regional Health Authority under the provisions of the Health Care Protection Program and is deemed to be in compliance with the provisions of this paragraph provided that VIHA remains insured under the Health Care Protection Program throughout the Term.*

5.5 To use best efforts to maintain and leave the Licensed Premises in first class repair and condition as would a reasonably prudent owner of a similar development, except reasonable wear and tear.

5.6 The Licensee shall indemnify and save harmless the Licensor and the Licensor's directors, employees and agents (each an "Indemnified Licensor Person") from any losses, claims, damages, actions, causes of action, costs and expenses that an Indemnified Licensor Person may sustain, incur, suffer, or be put at any time, either before or after this Agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of any negligence or willful misconduct of the Licensee or the Licensee's agents, employees, officers, directors or contractors, except to the extent caused or contributed to by the negligence or willful misconduct of the Licensor or any of the Licensor's agents, employees, officers, trustees or contractors.

6. **THE LICENSOR COVENANTS AND AGREES FOLLOWS:**

6.1 The Licensor agrees to carry all risk property insurance and Commercial General Liability insurance of \$5,000,000.00 per occurrence, and will provide evidence of such coverage to VIHA upon request.

6.2 The Licensor shall indemnify and save harmless the Licensee and the Licensee's directors, employees and agents (each, an "Indemnified Licensee Person") from any losses, claims, damages, actions, causes of action, costs and expenses that an Indemnified Licensee Person may sustain, incur, suffer, or be put to any time, either before or after this Agreement ends, which are based upon, arise out of or occur, directly or indirectly by reason of any negligence or willful misconduct of the Licensor or any of the Licensor's agents, employees, officers, trustees, or contractors, except to the extent caused or contributed to by the negligence or willful misconduct of the Licensee or any of the Licensee's agents, employees, officers, directors or contractors.

7. **GENERAL**

7.1 **Assignment.** This Agreement shall not be assigned by Licensee and the Licensee shall not grant any sublicenses of this Agreement without, in either case, the prior written consent of the Licensor.

- 7.2 **Governing Law.** The provisions of this Agreement shall be governed by and interpreted in accordance with the laws in the Province of British Columbia. The parties hereto attorn to the exclusive jurisdiction of the courts of the Province of British Columbia.
- 7.3 **Entire Agreement.** This Agreement contains the entire agreement between the Licensor and Licensee with respect to the license granted herein and there are no prior representations, either oral or written, between them other than those set forth in this Agreement. This License, including the Schedules, may not be amended or modified except by written instrument executed by both parties except as otherwise provided in this License.
- 7.4 **Severability.** Should any provision or provisions of this License be determined to be void or unenforceable in whole or in part it or they shall be deemed not to affect or impair the validity or enforceability of any other provision and it or they shall be considered separate and severable from the License and its remaining provisions which shall remain in force and be binding on the parties.
- 7.5 **Counterparts.** This License may be executed in counterparts, with the same effect as if both parties had signed the same document. Each counterpart may be delivered by any means of electronic communication capable of producing a printed copy. Each counterpart so delivered shall be deemed an original and all counterparts together shall form one and the same document.

SIGNATURES FOLLOW:

TO EVIDENCE THEIR AGREEMENT each of the parties has executed this Agreement on the date appearing below:

**VANCOUVER ISLAND HEALTH
AUTHORITY (Licensee)**

Per: _____
Chris Sullivan
Director, Capital Planning & Leasing

Date:

**THE CORPORATION OF THE CITY
OF COURTENAY (Licensor)**

Per: _____
Authorized Signatory

Date:

SCHEDULE A

DESCRIPTION OF PREMISES AND SCOPE OF RIGHT OF USE

- THAT PORTION OF THE REAL PROPERTY located in the City of Courtenay, in the Province of British Columbia, known municipally as 411 Anderton Avenue:

Parcel Identifier: 010-227-474

Lot 1, Section 61, Comox District, Plan 46283

EMERGENCY CONTACTS

- Florence Filberg Emergency Contact Information
 - Carol Millar
DIRECT: 250-338-5371
CELL: 250-334-7469
 - Tom LeMesurier
DIRECT: 250-850-2462
CELL: 250-702-1870

Contact information in the Agreement will be reviewed and revised bi-annually.

SECURITY

1. Island Health will ensure that:
 - a) Staff have appropriate Island Health identification while on facility property. All Island Health staff will be identifiable by Island Health picture identification.
 - b) An Island Health staff member will be present in areas providing Services.

VEHICLE ACCESS

1. The Licensee staff and clients will have access to the parking for the Florence Filberg Centre while the Premises are occupied by the Licensee. All traffic management requests and items must be coordinated between VIHA and the City of Courtenay's Engineering Department.

REFUSE AND HOUSEKEEPING

1. The Premises utilized by the Licensee will be maintained by the Licensor at a rate of \$41.48/hr. for Regular Employees and \$34.25/hr. for Casual Employees for an average of eight (8) hours per day Monday to Friday, twelve (12) hours per day on weekends, sixteen (16) hours per day on Statutory Holidays, plus any additional costs related to stat or overtime pay and costs associated with setting up and taking down the clinic, as per the specifications outlined in Schedule D with respect to cleaning, recycling and garbage collection, except for the cleaning, collection and recycling of medical supplies and medical waste, which shall be the sole responsibility of Island Health. With 72 hours notice, the Licensee can provide notice that housekeeping is not required on specific days and the cost for housekeeping would be reduced as appropriate.
2. The Parties will identify and agree on an appropriate location for the collection and storage of Island Health garbage.

SERVICES AND COORDINATION (MULTI USE FACILITIES)

1. Communication between the Parties is essential to ensure the safety and psychosocial well-being of all occupants/facility users during the Services.
2. Senior supervisory staff onsite for Island Health and other user group(s) will meet daily, at a minimum, to ensure smooth ongoing operations during the time that Island Health is onsite.

SCHEDULE B

411 Anderton Ave, Courtenay, BC

2nd Floor Total Exterior Area 10618 sq ft
Total Interior Area 10304 sq ft



SCHEDULE C

Additional Costs

1. There will be no payment of any kind to either party of this agreement for the purpose of entering into or maintaining this agreement.
2. Island Health will provide its own equipment, supplies and staff.

EXPENSES:

1. Island Health will:
 - a. Reimburse the Licensor for added expense of services and supplies such as water and hydro, paper, copying, and janitorial supplies incurred due to Island Health's use of the space.
 - b. Reimburse and/or repair any reasonable costs or damage incurred by the Licensor directly caused by Island Health's use of the space.
 - c. Reimburse the Licensor for all reasonable costs that would be considered lost revenue as a result of the cancellation of programming of community services/events during the occupancy of the Premises by the Licensee. The Licensor has estimated the lost revenue as \$7,200 as reflected in the Licence Fee in Section 3.
 - d. For clarity, the intention of any reimbursement of costs is to keep the Licensor whole during the occupancy of the Premises by the Licensee.
2. The Licensor will:
 - a. Track and invoice separately:
 - i. Any extra costs for services and/or supplies (hydro, water, paper, copying or faxing, and janitorial supplies), incurred by the Licensor; and
 - ii. Any damage and/or expenses incurred by the Licensor due to Island Health's use of the space.

SCHEDULE D

SERVICES

The following Services will be provided for the term from:

The Licensor will supply all materials required for the operation of the contract. These materials will include chemicals, paper products, plastic bags, light bulbs (as required) and all required equipment and will meet the standards listed below:

- Paper products and hand soap will meet VIHA requirements and will fit within the existing dispenser systems.
- High density garbage and compost bags of all sizes required to fit the existing waste receptacles.
- Cleaning processes will be performed with an approved germicidal detergent solution:
 - Accelerated hydrogen peroxide (e.g. Oxivir) or an equivalent product
- Appropriate washroom supplies – urinal blocks, waxed bags etc.
- All equipment will be CSA© approved.
- Vendor should be using a neutral detergent not a germicidal detergent on hard floors only, except in the case of a blood or body fluid spill.
- Vacuums must be equipped with a HEPA filter.
- Cleaners must wear appropriate Personal Protective Equipment (PPE).

The Licensor will provide the following additional services:

The Licensor will provide cleaning of frequently touch surfaces throughout the day, as directed by Island Health, in addition to a thorough end of day clean. The minimum cleaning of frequently touch surfaces is every 4-6 hours (4 hours for large busy clinics with a minimum of every 6 hours for smaller clinics) and as needed. The Licensor will ensure that cleaning procedures adhere to the requirements provided by Island Health's Infection Prevention and Control department, as updated from time to time:

- Cleaning must be performed using a solution of accelerated hydrogen peroxide (e.g. Oxivir) dispensed at the appropriate dilution (0.5%). All disinfection cleaning products must have a drug identification number (DIN).
- Use a neutral detergent (e.g. Stride or GP Forward) to clean floors, except in the event of a blood or body fluid spill (see procedure at end of document).
- The Licensor will not use the same side of a cloth on more than one surface.
- Designated cloths are to be used on certain furnishing types only and colour coded cloths are encouraged if re-usable microfibre cloths are used (i.e. At a minimum different colours for cloths used for toilets, bathroom sinks/surfaces, and furnishings in the rest of the facility.)
- Frequently change the cleaning cloths and mop and do not re-dip into the cleaning solution.
- Microfibre cloths are preferred, but Ready-To-Use (RTU) disposable wipes may also be used.
- The Licensor will use a microfiber cloth to clean the hard floor.
- Microfibre cloths must be laundered according to manufacturer's instructions after each use.
- Soiled surfaces must first be cleaned and then disinfected (2-Step Process).
- When damp wiping a surface, surface must remain wet for the appropriate contact time recommended by the manufacturer.
- Clean/disinfect surfaces from clean to dirty and from high to low.
- Use safety signage (e.g. wet floor signs)

The licensor will:

- Provide regular cleaning as well as be flexible to meet the needs of the program within the designated time allocated for cleaning.
- Create a cleaning schedule specific to each site in conjunction with the clinic lead. Services will generally start 4 hours after start of clinic with the end of day cleaning occurring after the clinic has finished for the day.
- Familiarize yourself with PicNet, BCCDC and Island health cleaning protocols.
- Have a quality control program in place.
- Ensure staff are screened for COVID-19 symptoms prior starting work.
- Promptly communicate any concerns noted during cleaning to VIHA staff.

Timeline:

- A construction clean will be required prior to site operating and thorough clean of all surfaces (including walls, etc..) at the end of operation.

VIHA will issue a five (5) day notice if services are to cease.

ROUTINE CLEANING FREQUENCIES

<u>AREA DESCRIPTION</u>	<u>FREQUENCY</u>	<u>DESCRIPTION</u>
Vaccine Clinic Facility	Daily Minimum frequency twice daily (every 4-6 hours, end of day and as needed)	Damp wipe, using the appropriate solution, all frequently touched surfaces (e.g. door knobs, light switches, telephones, keyboards, communal pens, outside of fridges, handrails), and horizontal surfaces such as counters, sinks/fixtures, windowsills, tables and chairs – including chair arms.) Allow surfaces to remain wet for the appropriate amount of time, according to manufacturer instructions for disinfection. Clean/wipe down the wipe-able plexiglass or boards that are placed in areas as barriers or to store equipment. There should be a thorough clean at the end of the day. Every 4-6 hours there should be cleaning of frequently touched surfaces.
General Floors	Daily and as needed	Vacuum all carpeted areas at end of day. Dust mop and damp mop all hard flooring at the end of the day. Use a microfiber cloth to mop the hard floor.

		<p>Change mop head and replace mop bucket solution after cleaning the bathroom.</p> <p>Mop heads must be changed at the end of each day.</p> <p>Use a neutral detergent (e.g. Stride or GP Forward) to clean floors, except in the event of a blood or body fluid spill (see procedure at end of document).</p> <p>Mop bucket must be cleaned and disinfected with Accelerated Hydrogen peroxide at the end of each day and each time mop bucket solution is changed.</p>
Washrooms	<p>Daily Minimum frequency twice daily (every 4-6 hours, end of day and as needed)</p>	<p>Damp wipe all surfaces, counters, sink and fixtures, including the faucet, taps, soap dispenser, paper towel dispenser, baby changing stations and light switch. Damp wipe all toilets and urinals (starting with flushing mechanism) using a separate cleaning solution and dedicated cleaning cloths. No re-dipping of cleaning cloths into cleaning solution. Damp mop all flooring. Remove waste (including sanitary disposals).</p>
Clinic Rooms	<p>Daily Minimum frequency twice daily (every 4-6 hours, end of day and as needed)</p>	<p>Between Patients: Clinic staff to disinfect immunization station (work surface) between clients using disinfectant wipes. Client chair to be cleaned as needed (e.g. if soiling occurred or if client touched arm rests).</p> <p>Midday and End of Day: Damp wipe any horizontal or frequently touched surfaces: sinks and counters, fronts & handles of fridges, coolers, cupboards and drawers, tables, chairs, door handles, light switches. Soap & hand sanitizer dispensers – replenish as required and damp wipe exterior.</p> <p>End of Day Only: Damp wipe all surfaces (excluding walls and ceiling) Dust and damp mop hard floors Vacuum carpeted areas Remove waste and damp wipe waste containers.</p>
Clinical Staff Area & Staff Break Room	<p>Daily Minimum</p>	<p>Damp wipe any: sinks and counters, fronts & handles of appliances,</p>

	frequency twice daily (every 4-6 hours, end of day and as needed)	cupboards and drawers, tables, chairs, soap & hand sanitizer dispensers – replenish as required and damp wipe exterior, door handles, light switches. End of Day only: Dust and damp mop hard floors. Vacuum carpeted areas. Remove waste and wipe down waste container.
Patient Waiting Area	Daily Minimum frequency twice daily (every 4-6 hours, end of day and as needed)	Damp wipe all surfaces, including chairs, chair arms rest and end tables. Throw out any reading materials.
Corridors	Daily and as needed	Spot clean flooring End of Day only: Thoroughly dust mop and damp mop all hard flooring. Vacuum any carpeted areas.
Entrances (also includes the immediate exterior part of entrance, 10 feet)	Daily Minimum frequency twice daily (every 4-6 hours, end of day and as needed)	Remove debris and litter from exterior. Spot clean windows and doors. Damp wipe all contact surfaces (e.g. door handles, door access buttons, handrails, hand sanitizer dispensers) at midday, end of day and as needed. End of Day only: Vacuum mats. Thoroughly dust mop and damp mop all hard flooring. Remove waste and damp wipe waste container.
Garbage, Linen and Recycling Removal	Daily and as needed.	Dispose of the garbage and recycling as directed by facility. Empty waste daily and when bags are 2/3 full. Dirty linens to be collected when bags are 2/3 full or as directed. Tie up bags and place in designated area for pick-up.
Sharps containers		Liaise with clinic leader to see if any handling is needed.

SCHEDULED CYCLE CLEANING

<u>ITEM DESCRIPTION</u>	<u>AREA</u>	<u>FREQUENCY</u>
<u>GENERAL:</u>		
Clean exterior of vents	Offices/Common Areas Meeting Rooms/Offices	Quarterly and at clinic shut-down

Wash Walls	Offices/Common Areas Meeting Rooms/Offices	Annually and at clinic shut-down
Wash Ceilings	Offices/Common Areas Meeting Rooms/Offices	Annually
High Dusting (damp dust)	Offices/Common Areas Meeting Rooms/Offices	Monthly and at clinic shut-down
Wash Blinds	Offices/Common Areas Meeting Rooms/Offices	Every 6 Months and at clinic shut-down
Shampoo Upholstery	Throughout	As required and twice annually and at clinic shut-down
Clean Interior Windows	Throughout	Twice Annually and at clinic shut-down
Clean Exterior Windows	Throughout	Annually
Dust Shelving	Throughout	Twice Annually and at clinic shut-down
Lighting	Throughout	Replace Bulbs As Required
FLOORING:		
Spot Clean Carpet	Throughout	As required
Shampoo Carpet	Throughout	As required, annually and at clinic shut-down
Burnish/Polish Hard Flooring	Throughout	Quarterly
Scrub and Polish Hard Flooring	Throughout	Annually

<ul style="list-style-type: none"> • Sample Procedure for Cleaning a Blood or Body Fluid Spill on a Hard Surface • Preparation: <ul style="list-style-type: none"> • Assemble material required for dealing with the spill prior to putting on PPE. • Inspect the area around the spill thoroughly for splatters or splashes. • Restrict the activity around the spill until the area has been cleaned and is disinfected and is completely dry. Use barriers or signage as necessary. • Put on gloves and other required PPE for the area; if there is a possibility of splashing, wear a gown and facial protection (mask and eye protection). • Cleaning and Disinfecting: <ul style="list-style-type: none"> • Confine and contain the spill. Wipe up any blood or body fluid spills immediately using either disposable towels or a product designed for this purpose. Dispose of materials by placing them into regular waste receptacle, unless the soiled materials are saturated and dripping with blood, in which case they shall be discarded into a biomedical waste container. • Clean with a detergent first to remove all visible soiling and then disinfect the entire spill areas with a hospital-grade disinfectant and allow it to stay wet for the amount of time recommended by the manufacturer. • Wipe up the areas again using clean disposable towels and discard into regular waste. • Care should be taken to avoid splashing or generating aerosols during the clean up. • *If spill is on carpet, arrange for the carpet to be cleaned with an industrial carpet cleaner as soon as possible. • Completion: <ul style="list-style-type: none"> • Remove gloves and other PPE, discard in regular waste, and perform hand hygiene. • Adapted from Appendix H-15 of PICNet BC's <i>British Columbia Best Practices for</i>

Environmental Cleaning in All Healthcare Settings and Programs (2016).

References:

BC Centre for Disease Control (BCCDC)/BC Ministry of Health. COVID-19 Information Sheet for Environmental Service Providers in Health Care Settings. (July 2020)

BC Centre for Disease Control (BCCDC)/BC Ministry of Health. COVID-19: Infection Prevention and Control Guidance for Community-Based Physicians, Nursing Professionals and Midwives in Clinic Settings. (May 2020)

BC Centre for Disease Control (BCCDC)/BC Ministry of Health. Environmental Cleaning and Disinfectants for Clinic Settings. (2020).

Provincial Infection Control Network of British Columbia (PICNet BC). British Columbia Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Healthcare Settings and Programs. (2016).



STAFF REPORT

To: Council

File No.: 3360-20-2103

From: Chief Administrative Officer

Date: July 19th, 2021

Subject: Zoning Amendment Bylaw No. 3031 to allow for a secondary suite at 815 - Williams Road

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 815 - Williams Road 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 July 19th, 2021 staff report "Zoning Amendment Bylaw No. 3031 to allow for a secondary suite at 815 - Williams Road" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3031, 2021; and,

THAT Council considers Zoning Amendment Bylaw No. 3031, 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. 3031, 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 a 1,013m² residential lot located at 815 Williams Road in East Courtenay, legally described as Lot 7, Section 14, Comox District, Plan 28412 (**Figure 1**). The property is currently zoned Residential One (R-1) and there is an existing 178m² (1,916ft²) two-storey, single family dwelling on the parcel. There is space for three vehicles in the driveway. Plans and elevations are shown in **Attachment No. 1**.

The secondary suite is proposed on the lower floor of the existing home. The proposed suite is 39.5 m² (425ft²) in size and includes a bathroom, a kitchen and two bedrooms and includes the conversion of the garage to living space (**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 approximately 500 meters from the Superstore shopping complex with a foot path between Williams Road and Hunt Road, allowing pedestrian access to the commercial area along lower Ryan Road. It is also located within two kilometers from Valley View Elementary School, Mark R. Isfeld Secondary School, Queneesh Elementary School, North Island College, North Island Hospital and the Thrifty Foods shopping complex on upper Ryan Road. These destinations are accessible by cycling, 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 39.5m ² (1 bathroom, two bedrooms, kitchen)
Floor Area Less than 40% of the total habitable floor space of the building	~22.2%
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 (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 principal single family residential building subject to zoning approval.

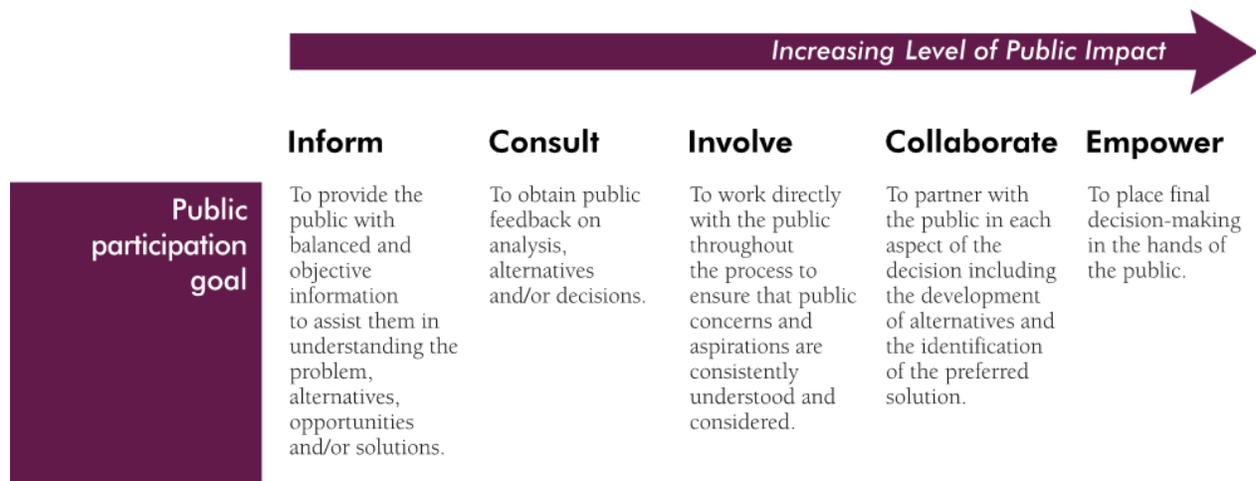
REGIONAL GROWTH STRATEGY REFERENCE:

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 six comments from the public, from five households. Four comments were in support and two were opposed.

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

OPTIONS:

OPTION 1: (Recommended)

THAT based on the July 19th, 2021 staff report “Zoning Amendment Bylaw No. 3031 to Allow for a Secondary Suite at 815 Williams Road” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3031, 2021; and,

THAT Council considers Zoning Amendment Bylaw No. 3031, 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. 3031, 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. 3031, 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. 3031 with a request for more information.

OPTION 4: Defeat Bylaw No. 3031.

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

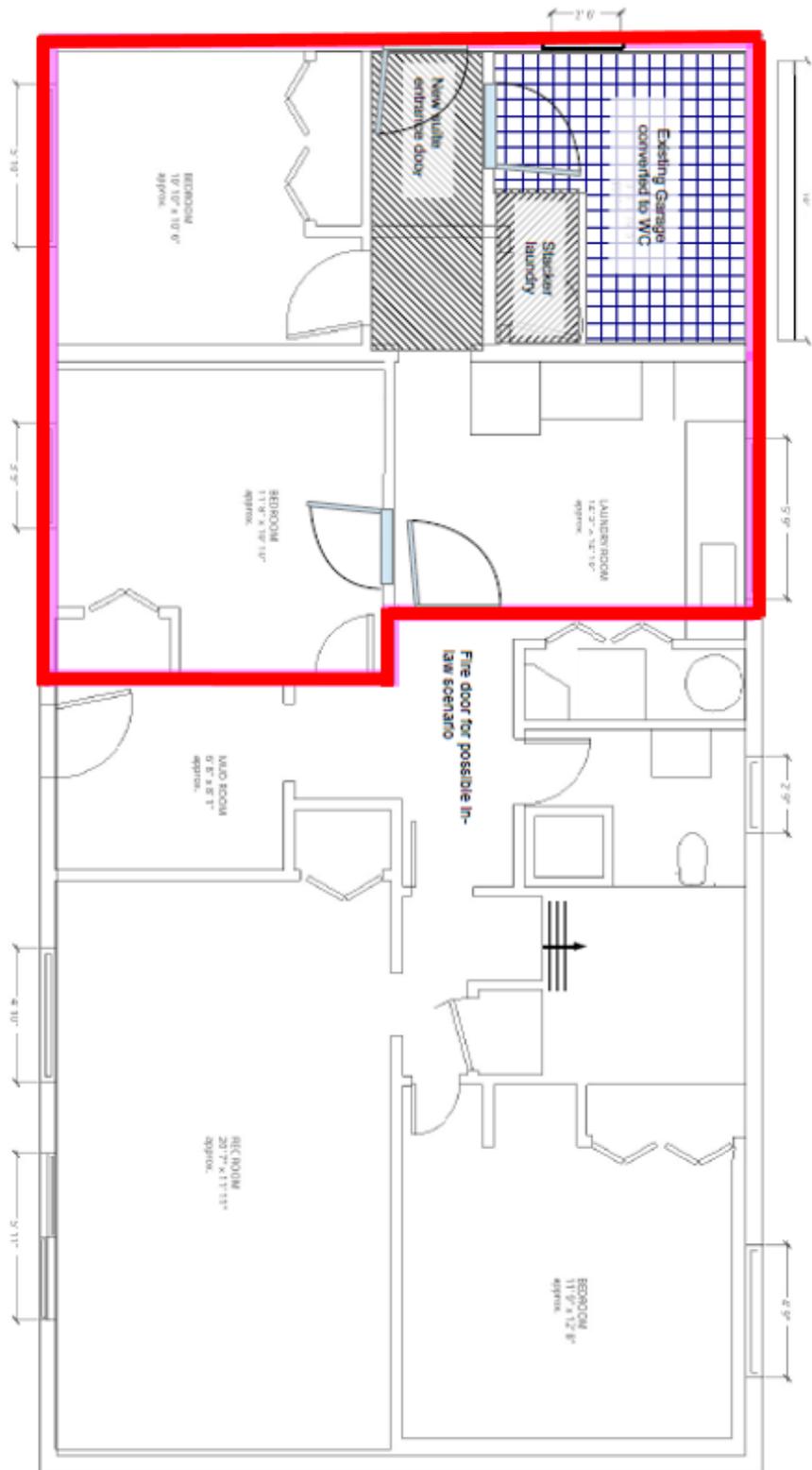
Attachments:

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

Proposed suite shown
 in red
 39.5m²
 22.2% of habitable
 floor space of building

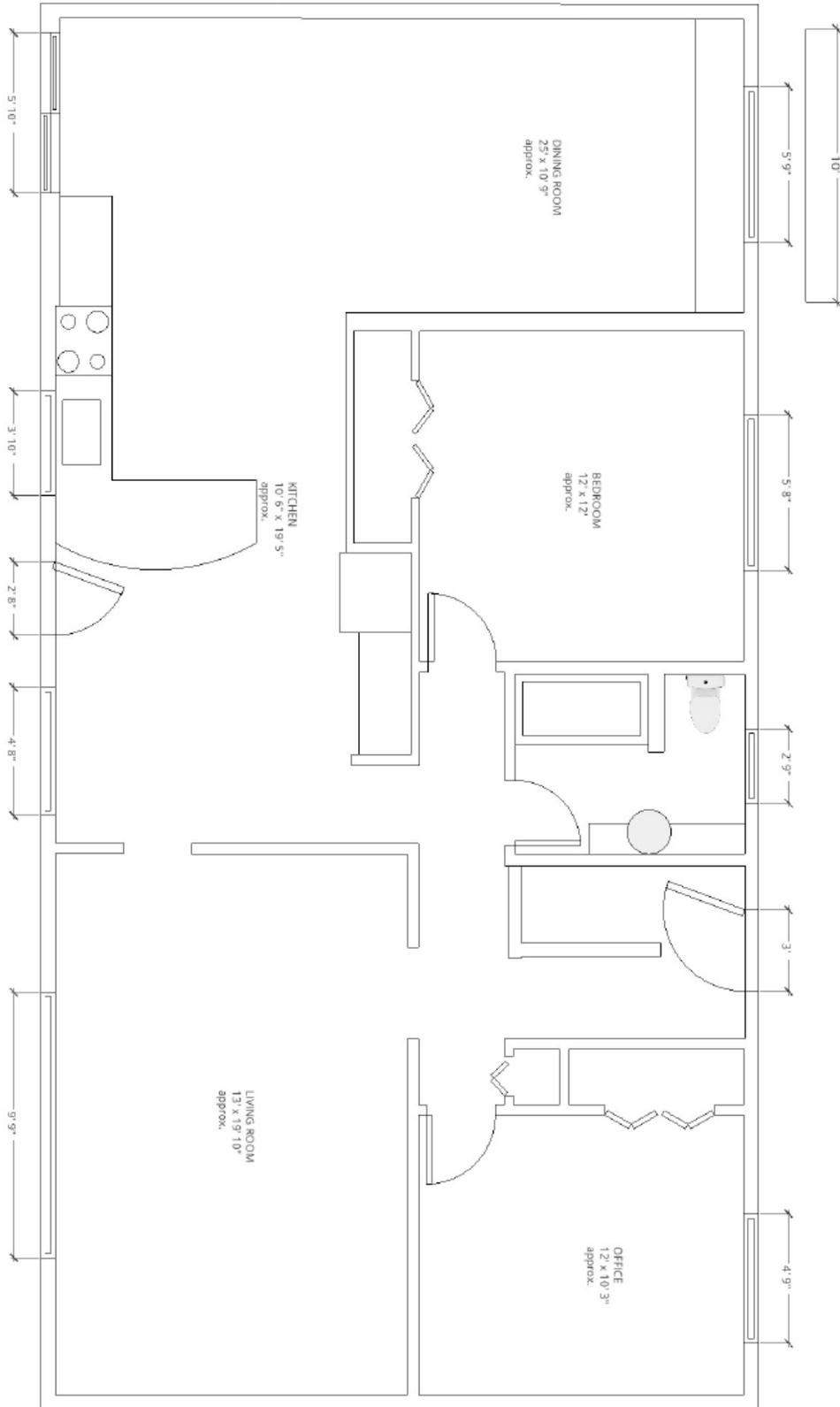
Lower Floor 815 Williams Rd showing proposed secondary suite.



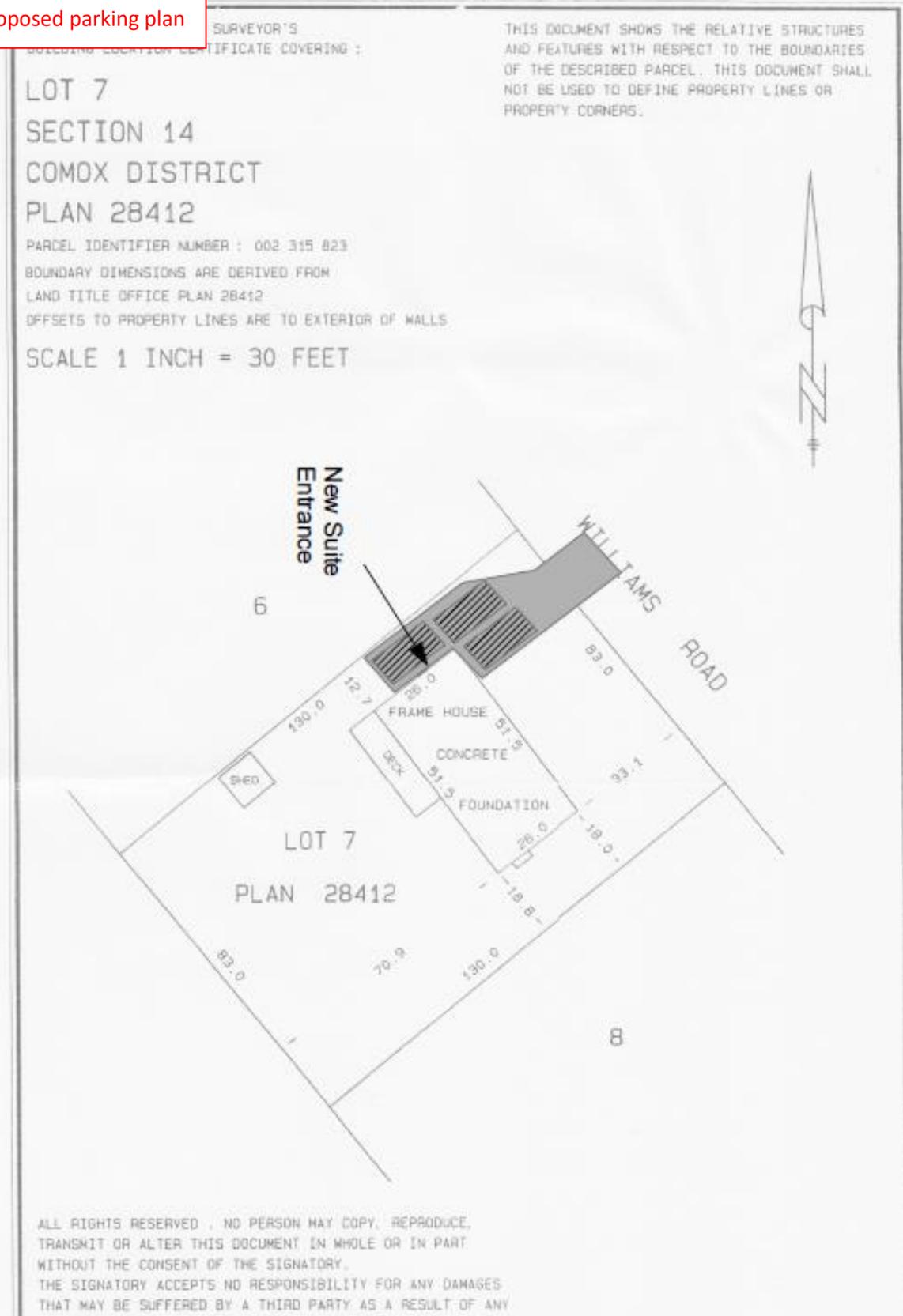
Secondary Suite Living Area	39.5 m ²
Main Suite Living Area	138.4 m ²
Total Living Area	178.0 m ²
Suite as pct of total	22.2%

Floor Space Calculations included as
 "815 Williams Rd Zoning Application Floor Space.pdf"

Upper Floor 815 Williams Rd



Proposed parking plan



Attachment No. 2: Public Information Mail out Summary

May 18, 2021

Alternative PIM Summary for Re-Zoning 815 Williams Rd to R1-S

Date of mail out: March 5

Responses received by March 22, 2021: 6

Non-email responses received: 0

Mailout content: See appendix A

Summary of Responses:

Appendix B contains text of responses.

4 responses were positive with no issues raised

2 responses received from the same household were negative with a number of issues raised.

This summary limits itself to those issues that were felt to be discussable.

Issues:

Both negative letters raised similar concerns that allowing one rezoning opens the door to others with concerns about changing the character of the neighbourhood.

Response:

Opening the door to other rezoning applications is not really a concern we can address. The city has a policy in place to allow R1 to R1-S rezonings and a real shortage of rental suites so it seems to us that densifying without new buildings is a generally desirable thing.

In the immediate future our anticipated number of renters would add no more population to our property and neighbourhood than when our children lived here. Since the suite is entirely within our current building there would be no change to the neighbourhood character.

One negative letter raised a concern that too many active vehicles would leave one parked on the street or cause some sort of congestion.

Response:

This is a real concern and even though our plan meets the requirement for re-zoning we are prepared to add paved parking to the other side of our property should the need arise. At present one of the current residents works from home and the other walks or bicycles to work a fair number of days so we do not anticipate practical problems on this front. In contrast a number of our neighbors have simply decided to park on their lawns for their overflow parking needs.

Overall Character:

Character' of the neighborhood.

Response:

The 'character' of the neighborhood appears to be eclectic. As such, the 'improvement' or activity on our property will not change or downgrade that.

Concerns regarding Williams Rd traffic, vehicle and foot

Response:

This will once again increase when our current Pandemic restrictions are lifted so that the broader neighborhood members can access nearby preferred established and/or new amenities. In our opinion, any one or two more individuals on our property will make an insignificant difference to this. Should we end up with tenants using vehicles, they are unlikely to need to turn around at the end of the road. As residents on this street, we have long recognized the once a month trek and turn around farther down the road, at all hours.

Attachment No. 3: Public Comments

4/8/2021 Gmail - application for rezoning file no: RZ000057 at 815 Williams Road

 Brett Knights <[REDACTED]>

application for rezoning file no: RZ000057 at 815 Williams Road
1 message

[REDACTED] Fri, Mar 12, 2021 at 10:45 AM
To: brett [REDACTED]

I am a neighbour a few houses away, [REDACTED] at 655 Williams Road .
I am totally in support of the application for rezoning from R1 to R1-S to allow for a secondary suite. I have no reservations about this application and feel that supporting people to age in their homes is a good thing to support.

Sincerely,
[REDACTED]
655 Williams Road
Courtenay V9N6E8

4/8/2021 Gmail - Rental suite

 Brett Knights <[REDACTED]>

Rental suite
1 message

[REDACTED] Fri, Mar 12, 2021 at 11:34 AM
To: brett [REDACTED]

Good Morning Brett and Christine,

My name is [REDACTED] and myself and my partner [REDACTED] and our three kids are your neighbours at 1250 10th St E. Just yesterday we received notification that you're building a rental suite on the property, although we were already vaguely aware because our landlord, [REDACTED] let us know that the plan was in the works.

I don't know if it's relevant to anyone as we're just renters on our end but we have absolutely no problem with a rental suite and would be happy to let the planning office know as well. We were curious as to whether or not the new suite will be fenced on our end? We do have our little dog who sometimes wanders but generally stays in our yard and I just thought I'd ask about the fence because I'm not sure how curious he will be about the new place.

Otherwise we wish you well in the building of your new suite and we look forward to meeting our new neighbours!

Sincerely,
[REDACTED]

4/8/2021 Gmail - Rental suite

 Brett Knights [REDACTED]

Rental suite
1 message

[REDACTED] Fri, Mar 12, 2021 at 6:41 AM

To: brettak815@gmail.com

Hello Brett and Christine
That is so awesome what you are doing
We desperately need homes for people
Thank you for doing this
[REDACTED]

Sent from my iPhone

 Brett Knights [REDACTED]

Zone change
1 message

[REDACTED] Thu, Mar 11, 2021 at 1:29 PM

To: brett [REDACTED]

[REDACTED] and I look forward to welcoming additional neighbours next door. We are sure you folks won't tolerate disturbances!

We, in fact, would enjoy a little more conversation and such over the back fence and hopefully "mask free" in a while. We have no problem with normally behaved children or teens. We really miss your boys!.

Increased traffic, often raised in re-zoning, is simply a non-issue!

The fact you folks live here is our assurance the suite will cause no problems.

[REDACTED]

785 Williams Rd

 Mon 3/22/2021 9:47 AM
[Redacted]
Re: 815 Williams RD, folder RZ00057

To PlanningAlias

 Follow up. Start by Monday, March 22, 2021. Due by Monday, March 22, 2021.

My name is [Redacted] and I live at 640 Williams road. I object to re-zoning the property at 815 Williams RD from R1 to R1-S for the following reasons.

-Although they might be able to physical park the number of automobiles on their property as indicated, realistically if they are all licensed and active, the dance required to get them on and off the property there will be one or two always parked on the street. This street is narrow enough that if there are cars parked on each side there is not much more than a single lane left. This street has no sidewalks with a considerable amount of foot traffic from the subdivision going to and from the foot path at the end of Williams RD to get to the bus stop on Ryan RD, the post office, casino, banks, and the Super Store shopping area as well as numerous vehicles that mistakingly turn on to this section of Williams RD,

-There are several large lots on this street and in the immediate area that could accommodate additions for secondary suites and the approval of this application could be the thin edge of the wedge to change a section of the area to R1-S zoning.

Thanks,
[Redacted]
640 Williams Rd.
Courtenay, BC
V9N 6E7
Tel: [Redacted]
Cel [Redacted]



Mon 3/15/2021 11:29 AM

[Redacted]

Folder RZ000057

To PlanningAlias

Cc [Redacted]

This letter is in regards to the application to change zoning at 815 Williams Road by Brett and Christine Knights.

Many retirees, some well into their eighties, live on this street and as far as I know none have had to have family move into to assist the seniors nor have they had to move. I would venture that at least 10 or more homes have elderly retired seniors in them.

My husband and I are in our 80's and have been retired for about 15 years and still are able to live in and maintain our own house. Occasionally family members or hired help might be needed to shovel snow or mow a lawn or do house repairs but certainly there has been no need for anyone to move in with us. We accept that we are fortunate that we own our own house, we have health issues but they are under control and this is a lovely, quiet street on which to reside.

Allowing a secondary suite would open the doors for further requests from other owners to do the same and thus the neighborhood character would change.

I feel that this is a way for the owners to make money and that is there right but they should move to an area where secondary suites are allowed and not change this area to satisfy their income.

[Redacted]

640 Williams Road
Courtenay, BC
V9N 6E7

Attachment No. 4: Applicant’s Rationale

To Whom It May Concern;

We are seeking an amendment to convert our property’s current zoning from R-1 to R-1S. The secondary suite would be created by taking part of the finished walkout basement. There would not be any change to the envelope of the house so a secondary suite would not change the character of the neighbourhood. As well the secondary suite would help alleviate the valley’s very tight rental market.

We have lived at our current address since August 2000. As we approach retirement we are faced with a large house that is mostly empty since our children left home. We do not want to move and a secondary suite would help us maintain our home for the foreseeable future. As well it would allow us to maintain enough of a building to provide shelter for one of our children should the need arise.

Brett and Christine Knights
815 Williams Rd
Courtenay BC



STAFF REPORT

To: Council

File No.: 5335-20/5400-02

From: Chief Administrative Officer

Date: July 19, 2021

Subject: 6th Street Multi-Use Active Transportation Bridge - Funding Reallocation

PURPOSE:

The purpose of this Staff Report is to request a budget reallocation of \$300,000 in project funding to complete Detailed Design, Geotechnical Investigations and Permitting in 2021, for the 6th Street Multi-Use Active Transportation Bridge. The additional funding would be reallocated from the Ryan Road Sidewalk – Sandwich to Braidwood project, to the 6th Street Bridge Capital project fund.

EXECUTIVE SUMMARY:

The costs for detailed design and related activities are higher than were budgeted, and so will require a funding reallocation in order to complete the design phase as well as geotechnical investigations and permitting in 2021. It is proposed that \$300,000 be reallocated from the Ryan Road Sidewalk - Sandwich to Braidwood project, to the 6th Street Bridge Capital project fund in 2021. Completing detailed design will position the project to apply for “shovel-ready” grant opportunities, should they become available.

The approved 2021-2025 Financial Plan indicates \$150,000 in design costs in 2021 and \$4.4M in construction costs in 2022. As per recently completed procurement for consulting services, the detailed design and related activities are more expensive than previously estimated, while the contract administration is less expensive. The estimates for the physical construction of the bridge will be updated in the detailed design phase.

CAO RECOMMENDATIONS:

THAT based on the July 19 staff report “6th Street Multi-Use Active Transportation Bridge - Funding Reallocation”, Council approve OPTION 1 and direct Staff to:

1. Reallocate \$300,000 of Community Gas Tax Funds from the Ryan Road Sidewalk - Sandwich to Braidwood project fund, to the 6th Street Bridge project fund in 2021.

BACKGROUND:

At the December 7, 2020 Council meeting, a Staff Report was presented to Council to seek direction to proceed into detailed design for the symmetrical cable-stayed bridge option, which was recommended in the recently completed Detailed Options Analysis. The following resolution was carried:

That based on the December 7th, 2020 staff report "6th Street Multi-Use Active Transportation Bridge Update" Council approve OPTION 1, and direct:

1. Staff to include a line item in 2021 of the 2021-2025 Financial Plan to support design works with potential construction in 2022 subject to successful grant funding and borrowing in place.
2. Staff to proceed with detailed design of a 4 metre wide Symmetrical Cable Stayed Bridge, as per the project schedule presented;
3. Staff to commence public engagement to Inform the public of the project ;
4. Staff to further review potential grant opportunities in 2021, with the goal of supporting construction in late 2022.
5. That staff consult with the Comox Valley Arts Council, Comox Valley Art Gallery and K'ómoks First Nation on bridge design elements; in particular regarding the inclusion of public art and potential partnership opportunities for grant funding.

A 6th Street Multi-Use Bridge is included in the recently completed Parks & Recreation Master Plan and referenced in the Transportation Master Plan for the City of Courtenay. The bridge is listed as a long-term improvement in the Parks and Trails Master Plan. In addition, the Downtown Courtenay Playbook also notes an additional crossing at 6th Street should be explored further.

A 6th Street Multi-Use Bridge would provide a dedicated cycling and pedestrian connection between downtown Courtenay and Simms Millennium Park as well as a connection to the future cycling network along 6th Street and Anderton Avenue, the Courtenay Riverway Trail, and the Lewis Park pathway connection to the Lewis Centre.

DISCUSSION:

Project Budget Reallocation:

Procurement for detailed design has now been completed, and this work is expected to start immediately. The detailed design and related activities are more expensive than previously estimated and will require a funding reallocation in order to complete the design phase as well as geotechnical investigations and permitting in 2021.

Budget	Phase
\$150,000	Budget Available
\$450,000	Budget Required
\$300,000	Total Budget Reallocation

It is proposed that \$300,000 of Community Gas Tax Funds be reallocated from the Ryan Road Sidewalk – Sandwick to Braidwood project fund to the 6th Street Bridge project fund.

The approved 2021-2025 Financial Plan indicates \$150,000 in design costs in 2021 and \$4.4M in construction costs in 2022. As per recently completed procurement for consulting services, the detailed design and related activities are more expensive than previously estimated, while the contract administration is less expensive. The estimates for the physical construction of the bridge will be updated in the detailed design phase.

The Ryan Road Sidewalk – Sandwick to Braidwood project is not expected to be impacted by this budget reallocation, and construction is tentatively planned for 2022. Although originally budgeted for

construction in this year, after further review it was determined that design and permitting requirements from the Ministry of Transportation and Infrastructure would make this not possible. Project options are currently being reviewed, and a report will be forthcoming to council for consideration.

Project Schedule:

The next step for the 6th St Bridge project is to advance detailed design in order to facilitate grant application for “shovel-ready” grants. Detailed design is estimated to take four to six months to complete. Advancing the project to construction would be subject Council’s approval, and availability of funding from grants and/or borrowing.

FINANCIAL IMPLICATIONS:

A budget reallocation of \$300,000 in project funding to complete Detailed Design, Geotechnical Investigations and Permitting in 2021, for the 6th Street Multi-Use Active Transportation Bridge is being requested. The additional funding will be reallocated from the Ryan Road Sidewalk – Sandwick to Braidwood project to the 6th Street Bridge Capital project which is funded by Community Gas Tax funds in the approved 2021-2025 Financial Plan. The Ryan Road Sidewalk – Sandwick to Braidwood project is not expected to be impacted by this budget reallocation, and construction is tentatively planned for 2022.

Project	Current 2021 Budget	Proposed 2021 Budget After Reallocation
6th Street Multi-Use Active Transportation Bridge	\$150,000	\$450,000
Ryan Road Sidewalk – Sandwick to Braidwood	\$375,000	\$75,000

ADMINISTRATIVE IMPLICATIONS:

The 6th St Bridge Rehabilitation Project will be led by Engineering Services, with support from most other City Departments. Consultants with technical knowledge specific to this work will be utilized to develop and implement detailed designs and processes. Estimated costs associated with external consultants are included in the project capital budget.

ASSET MANAGEMENT IMPLICATIONS:

Courtenay practices advanced asset management principles and is recognised as a leader in the field. Within this context, the 6th St Bridge would become one of the City’s most valuable assets providing a critical service of connecting the east and west parts of the community for active transportation users.

On-going maintenance would be periodically required to maintain the asset at its intended level of service thereby avoiding pre-mature failure, and increased costs resulting from reactive rather than planned maintenance. The bridge would likely be inspected under contract, and routine maintenance and repairs would be undertaken as part of PWS’ operational budget.

STRATEGIC PRIORITIES REFERENCE:

As part of the 2019 Strategic Priorities Chart a list of Council's NOW/NEXT priorities were adopted. Strategic Priorities 2019 - 2022

As part of the Strategic Priorities for 2019 – 2022 the following are relevant to the 6th Street Bridge Project:

We proactively plan and invest in our natural and built environment

- Focus on asset management for sustainable service delivery
- ▲ Look for regional infrastructure solutions for shared services
- ▲ Advocate, collaborate and act to reduce air quality contaminants
- ▲ Support social, economic and environmental sustainability solutions

We plan and invest in methods of multi-modal transportation

- Move forward with implementing the City's Transportation Master Plan
- ▲■ Collaborate with regional and senior government partners to provide cost-effective transportation solutions

OFFICIAL COMMUNITY PLAN REFERENCE:

The OCP sets out the following policies in Part 4 Land Use Designations and Part 5 Transportation:

4.6.6.3 Policies

1. Wherever possible, the walkway portion of the Riverway system will be adjacent to the foreshore of the Courtenay River, slough and estuary. Where necessary or desirable, land acquisitions or easements will be sought to accomplish this objective while considering the integrity of these areas.
2. Council will investigate the feasibility of a pedestrian/bicycle bridge crossing of the Courtenay River, to link the west bank downtown with Lewis Park and/or Simms Millennium Park (for example, a suggested pedestrian/bicycle bridge from 6th Street to the east bank).

5.3 Policies

7. The City will continue to pursue the development of a continuous, integrated bicycle network in order to promote and encourage cycling as a commuting alternative to the automobile and as a means of active recreation. The Bicycle Planning Strategy adopted in 1995 will be reviewed and updated.

REGIONAL GROWTH STRATEGY REFERENCE:

The 6th St Bridge Project is aligned with "Goal 4: TRANSPORTATION" of the RGS:

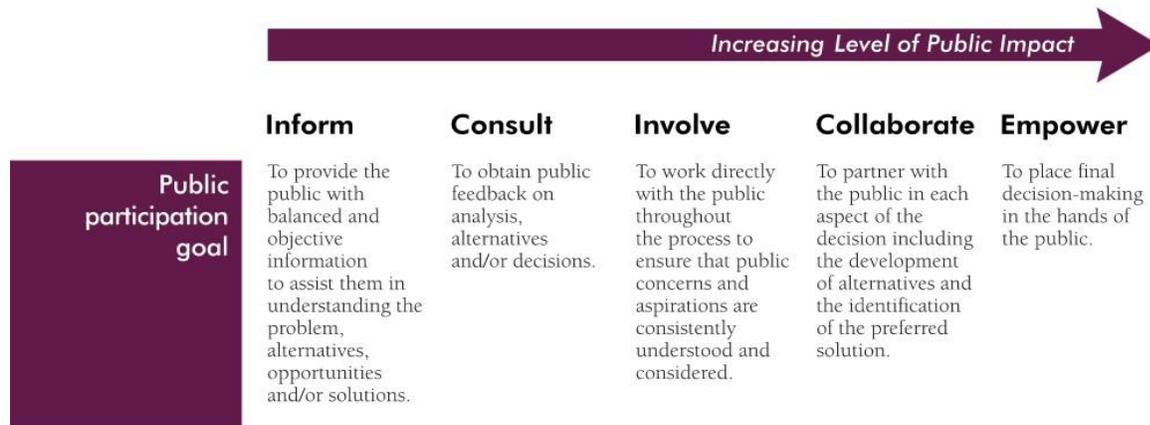
Supporting Policies:

- 4B-1 Promote and encourage cycling plans and programs through ongoing local and regional initiatives and actions.
- 4B-4 OCPs should identify regionally important, priority street connections for pedestrian and cycling improvements and require that connections be established as a condition of redevelopment.

CITIZEN/PUBLIC ENGAGEMENT:

Public engagement has been a priority throughout the project. As staff proceeds into detailed design, a public engagement program will be initiated including follow up meetings with key stakeholders previously identified as well as a public awareness campaign to highlight the project.

Staff recommend to **Inform** the public and key stakeholder groups based on the IAP2 Spectrum of Public Participation:



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

OPTIONS:

Option 1: THAT based on the July 19 staff report "6th Street Multi-Use Active Transportation Bridge - Funding Reallocation", Council approve OPTION 1 and direct Staff to:

1. Reallocate \$300,000 of Community Gas Tax Funds from the Ryan Road Sidewalk – Sandwick to Braidwood project fund, to the 6th Street Bridge project fund in 2021.

Option 2: Refer back to Staff for further review.

Prepared by:

Adam Pitcher, ASCT, PMP
Engineering Technologist

Reviewed by:

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

Concurrence By:

Geoff Garbutt, MCIP RPP
Chief Administrative Officer



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 5400-15

From: Chief Administrative Officer

Date: July 19, 2021

Subject: B.C. Active Transportation Infrastructure Grant Application - Dingwall Stairs

PURPOSE:

The purpose of this report is to request Council approval to apply for grant funding to construct the Dingwall Stairs through the *B.C. Active Transportation Infrastructure Grant Program*.

CAO RECOMMENDATIONS:

THAT Council direct staff to submit an application for grant funding for the Dingwall Stairs Project through the B.C. Active Transportation Infrastructure Grant; and THAT Council supports the project and commits to any associated ineligible costs and cost overruns.

Geoff Garbutt, M.P.I., MCIP, RPP

Chief Administrative Officer

BACKGROUND:

B.C.'s Active Transportation Strategy, *Move. Commute. Connect.* was created to support the Province's Clean BC Strategy. *Move. Commute. Connect.* aims to build a cleaner greener future for all British Columbians by doubling the percentage of trips taken with active transportation by 2030, and by helping communities build integrated and accessible active transportation systems.

The B.C. Active Transportation Infrastructure Grant Program provides cost-sharing opportunities for network planning grants and infrastructure grants. Funding from these grant programs support the development and construction of active transportation infrastructure for all ages and abilities.

DISCUSSION:

In the spring of 2021, the City applied for grant funding for the Dingwall Stairs through the Canada Healthy Communities Initiative. The Healthy Communities Initiative was formed to support communities as they create and adapt public spaces to respond to the new realities of COVID-19. Unfortunately, Courtenay was unsuccessful in securing a grant for the Dingwall Stairs through this program.

In June of 2021 The B.C. Provincial government announced the opening of the B.C Active Transportation Infrastructure Grant Program. The Province is committing \$36 million to active transportation infrastructure projects over the next three years, helping to create more liveable and sustainable communities.

Projects will be evaluated based on how they align with provincial priorities such as health benefits, the environment and GHG reductions, and connectivity to other modes of transportation and community infrastructure.

Based on Council's 2019 – 2022 Strategic Priority to invest in methods of multi-modal transportation, staff proposes that the City pursue grant funding to construct stairs at the intersection of Dingwall Road and Cruickshank Avenue, connecting to the North Island College Greenway (Appendix A). The Dingwall Stairs are identified as a short term improvement in the City's Parks and Recreation Master Plan.

The Dingwall Stairs will create a safe and vibrant public space as well as improve mobility options for a multitude of users. They will become an important pathway to exercise and recreate as well as commute to various destinations. The project includes 146 stairs that are 2.5 meters wide, which will provide enough space for safe, socially distant two-way travel. There are also three rest areas that will host benches and act as viewpoints to admire the Comox Glacier.

Currently, Dingwall Hill is an unconstructed, steep and dangerous slope that can sluff during intense rainfall. There is a fence on top of the hill and barricades at the bottom to discourage use. However, some residents use the unofficial trail to commute to Georges P. Vanier Secondary School, North Island College, and the Comox Valley Aquatic Centre. The staircase will stabilize the slope providing a safe, vibrant public space to exercise, recreate and commute.

FINANCIAL IMPLICATIONS:

The ICIP program is claims based, and applicants must be prepared to finance project construction and cover any ineligible costs or cost over-runs. Funding is available up to 50% of eligible project costs, up to \$500,000. The estimated cost to construct the Dingwall Stairs is \$415,598, plus detailed design. The grant does not cover the design costs, so the cost to the City is estimated to be \$207,799 plus detailed design.

The City's latest approved 2020-2024 Financial Plan identifies a combined balance of over \$3M in prior year operating surplus, gas tax, and infrastructure reserves that could support cash flow requirements for the project until funding is received through the claims process. If the project results in variances or overages, a budget amendment would be required and funded with a combination of gas tax reserve funds and prior year operating surplus.

ADMINISTRATIVE IMPLICATIONS:

Grant applications are included in the Corporate Work Plan for 2021.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

We proactively plan and invest in our natural and built environment

- Focus on asset management for sustainable service delivery
- ▲ ■ Support actions to address Climate Change mitigation and adaptation
- Make progress on the objectives of the BC Climate Action Charter

We plan and invest in methods of multi-modal transportation

- Move forward with implementing the City's Transportation Master Plan

▲ ■ Collaborate with regional and senior government partners to provide cost-effective transportation solutions

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

OFFICIAL COMMUNITY PLAN REFERENCE:

Transportation

5.2 Goals

2. Development of a transportation system that provides choices for different modes of travel including vehicle, transit, pedestrian, cycling and people with mobility impairments.

REGIONAL GROWTH STRATEGY REFERENCE:

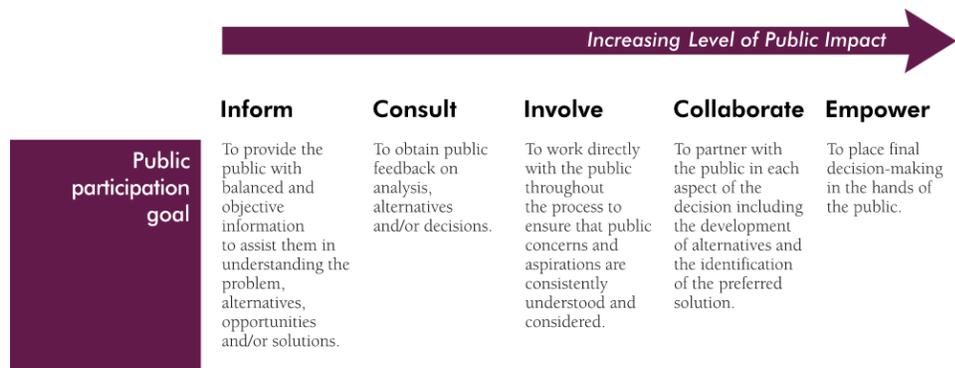
Goal 4 – Transportation

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

Targets: 20% bicycle and pedestrian commuters by 2030.

CITIZEN/PUBLIC ENGAGEMENT:

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



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OPTIONS:

1. That Council direct staff to submit an appliactino for grant funding for the Dingwall Stairs Project through the B.C. Active Transportation Infrastructure Grant; and THAT Council supports the project and commits to any associated ineligible costs and cost overruns.
2. That Council receives this report for information only.

Prepared by,



Kyle Shaw, ASCT, CPWI, CWP, CWWP
Director of Public Works Services

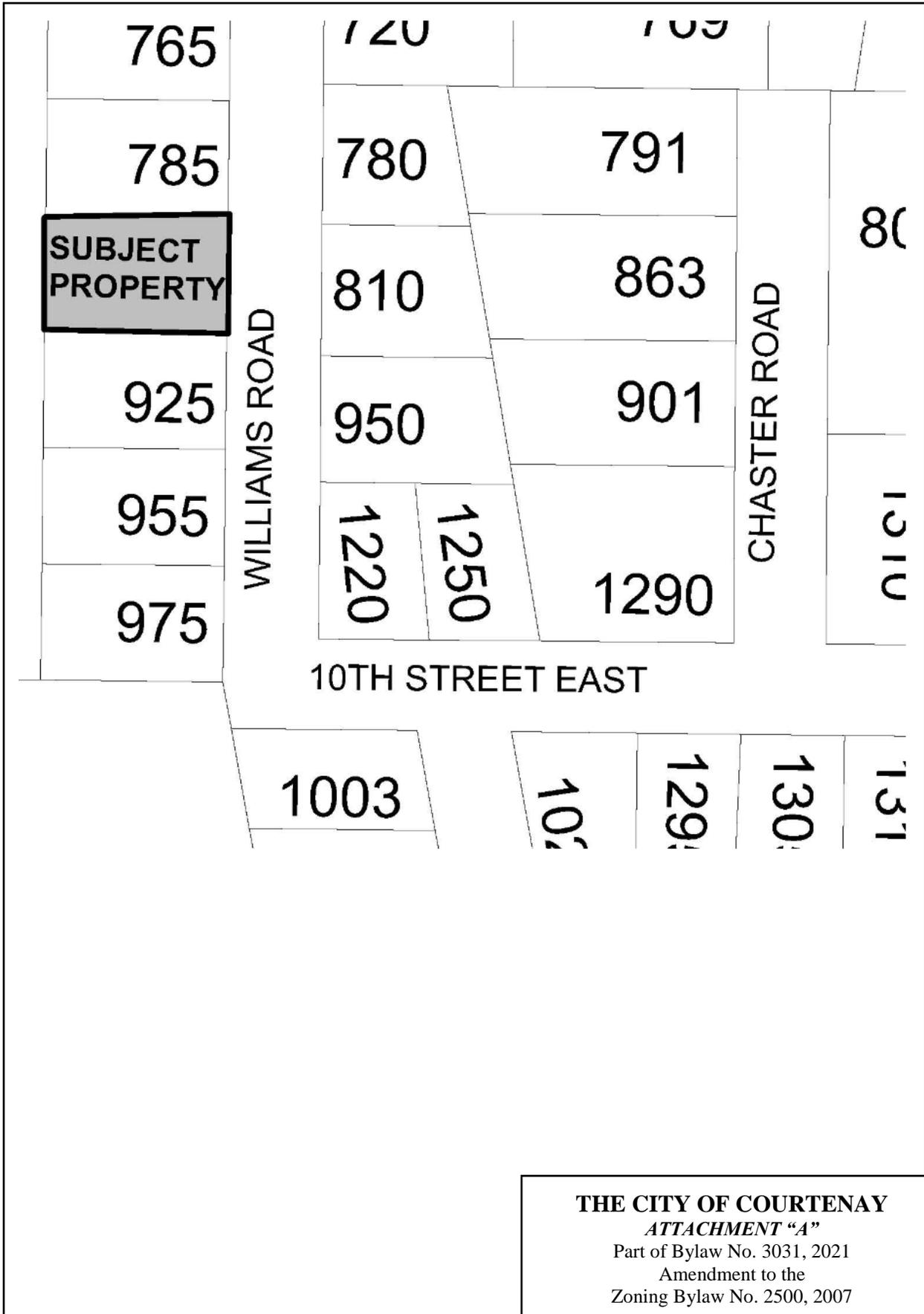
Concurrence by,



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

APPENDIX A
Dingwall Stairs





THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 3031, 2021
 Amendment to the
 Zoning Bylaw No. 2500, 2007