

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

**Date:** July 26, 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**

**Pages**

**1. ADOPTION OF MINUTES**

1.1. Adopt July 19th, 2021 Regular Council meeting minutes

5

**2. INTRODUCTION OF LATE ITEMS**

**3. DELEGATIONS**

3.1. Multicultural and Immigrant Services Association (MISA) of North Vancouver Island RE: Immigrant Welcome Centre's Needs Assessment Research

Presentation by:

- Toyin Kareem
- Jim Brennan

3.2. Comox Valley Youth Climate Council RE: Green New Deal

13

Presentation by:

- Lister de Vitre
- Ben Mason

<b>4.</b>	<b>STAFF REPORTS/PRESENTATIONS</b>	
4.1.	Development Services	
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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	
<b>8.</b>	<b>RESOLUTIONS OF COUNCIL</b>	
8.1.	Rise and Report - Settlement on a Four-Year (2021-2024) Collective Agreement - CUPE Local 556	
	From the July 19 <sup>th</sup> , 2021 Closed (In Camera) Meeting - Council Rises and Reports as follows:	
	<i>"THAT based on the July 19<sup>th</sup>, 2021 staff report "Settlement on a Four-Year Collective Agreement", Council ratifies the attached Memorandum of Agreement resulting in a new 2021-2024 Collective Agreement between the City and CUPE Local 556."</i>	

8.2. In Camera Meeting

That a Special In-Camera meeting closed to the public will be held July 26<sup>th</sup>, 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

9.1. AccessBC Campaign - Advocating for Universal No-Cost Prescription Contraception in BC

**Staff Note:** AccessBC appeared as a delegation during the July 19<sup>th</sup>, 2021 Council meeting.

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

13. ADJOURNMENT

**Minutes of a Regular Council Meeting**

**Meeting #:** R14/2021  
**Date:** July 19, 2021  
**Time:** 4:00 pm  
**Location:** City Hall Council Chambers and via video/audio conference

**Attending:**

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

**Staff Present:** K. O’Connell, Director of Corporate Support Services/Acting CAO  
D. Bardonnex, Fire Chief, via video/audio conference  
I. Buck, Director of Development Services, via video/audio conference  
C. Davidson, Director of Engineering Services, via video/audio conference  
J. Nelson, Director of Financial Services, via video/audio conference  
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  
N. Borecky, Manager of Information Systems  
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 July 5<sup>th</sup>, 2021 Regular Council meeting minutes**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT the July 5<sup>th</sup>, 2021 Regular Council meeting minutes be adopted.

**Carried**

**2. INTRODUCTION OF LATE ITEMS**

**3. DELEGATIONS**

**3.1 AccessBC Campaign - Advocating for Universal No-Cost Prescription Contraception in BC**

**Moved By** Cole-Hamilton

**Seconded By** Theos

THAT the presentation by Dr. Ruth Habte, AccessBC, regarding the AccessBC Campaign which advocates for universal access to no-cost prescription contraception for residents in BC, be received for information.

**Carried**

**3.2 Comox Valley Nature - Vanier Forest Garry Oaks Restoration & Stewardship Pilot Project**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT the presentation by Bill Henderson, Project Manager; Karen Cummins, Board Member; and Lyndsay Fraser, Comox Valley Nature, regarding the Vanier Forest Garry Oaks Restoration and Stewardship Pilot Project, be received for information.

**Carried**

Comox Valley Nature (CVN) presented to Council an outline of their proposed Vanier Forest Garry Oaks Restoration and Stewardship Pilot Project. CVN is requesting that Council:

1. Allow access to Vanier Nature Park to be used for educational activities without requiring further approval of Council;

2. Support removal of invasive species by volunteer environmental organizations under the City Parks department's supervision without requiring further approval of Council; and,
3. Refer to City staff to develop a plan for the City's role in the proposed Vanier Forest Garry Oaks Restoration and Stewardship Pilot Project for Council's consideration in the 2022 Financial Budget.

**Council unanimously consented to a brief extension of the 10 minute maximum time limit for Comox Valley Nature's delegation presentation.**

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

##### **4.1 Recreation, Culture and Community Services**

###### **4.1.1 Vancouver Island Health Authority (VIHA) Request to use Florence Filberg Centre (411 Anderton Ave) for Community Immunization Clinic (2240-20)**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

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.

**Carried**

**4.2 Development Services**

**4.2.1 Zoning Amendment Bylaw No. 3031 to allow for a secondary suite at 815 Williams Road (3360-20-2103)**

**Moved By** McCollum

**Seconded By** Frisch

THAT based on the July 19<sup>th</sup>, 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 3<sup>rd</sup> Reading of the bylaw.

**Carried**

**4.3 Engineering Services**

**4.3.1 6th Street Multi-Use Active Transportation Bridge - Funding Reallocation (5335-20/5400-02)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT based on the July 19<sup>th</sup> 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.

**Carried with Councillor Theos opposed**

**Councillor Cole-Hamilton left Council Chambers at 5:04 p.m.**

**Councillor Cole-Hamilton returned to Council Chambers and took his seat at 5:06 p.m.**



**4.4 Public Works Services**

**4.4.1 BC Active Transportation Infrastructure Grant Application -  
Dingwall Stairs (5400-15)**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

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.

**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 Cole-Hamilton**

Councillor Cole-Hamilton reviewed his attendance at the following events:

- Pride Society of the Comox Valley flag raising event for Pride Week (July 19-26, 2021)

**7.2 Mayor Wells**

Mayor Wells reviewed his attendance at the following events:

- Pride Society of the Comox Valley flag raising event for Pride Week (July 19-26, 2021)
- Comox Valley Sewage Commission meeting
- Comox Valley Water Committee meeting
- Comox Valley Recreation Commission meeting
- CVRD meeting
- Comox Valley Minor Lacrosse Association Opening Ceremony and banner raising event

**Councillor McCollum left Council Chambers at 5:20 p.m.**

**Councillor McCollum returned to Council Chambers and took her seat at 5:22 p.m.**

**8. RESOLUTIONS OF COUNCIL**

**8.1 In Camera Meeting**

**Moved By WCH**

**Seconded By MM**

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

**Carried**

**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)**

**Moved By Frisch**

**Seconded By McCollum**

THAT "Zoning Amendment Bylaw No. 3031, 2021" pass first and second reading.

**Carried**

**13. ADJOURNMENT**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

That the meeting now adjourn at 5:25 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Deputy Corporate Officer**

**Adopted this 26<sup>th</sup> day of July, 2021**

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**Mayor**





**G R E E N**

**N E W**

**D E A L**

# A Green New Deal for Courtenay

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# 1. Preamble

**WHEREAS** a Green New Deal is a transformational project that recognizes the urgency of the climate crisis and the scale of what's necessary to tackle it.

**WHEREAS** a Green New Deal for all will ensure that the transformation is carried out equitably, that it is rooted in climate justice, that it respects the rights of Indigenous peoples, and that it creates well paying, unionized, low carbon jobs.

**WHEREAS** economic efforts to recover from COVID-19 offer a window of opportunity to launch a just transition, build a sustainable economy, and tackle the climate crisis.

**WHEREAS** a Green New Deal necessitates adaptive management, consistent monitoring, and transparent communication.

**WHEREAS** climate science and best practices for mitigating climate change are constantly being updated.

**BE IT RESOLVED THAT** the City of Courtenay solemnly declares a state of climate emergency.

**BE IT RESOLVED THAT** the City of Courtenay develop a new climate emergency plan and review existing official community plans to incorporate the recommendations provided in this document.

**BE IT RESOLVED THAT** this document is a living, working document, and will be updated at least yearly, but amended at any time where needed, to ensure that the best science and knowledge is used to complete the goals.

# 2. Emissions Targets

**WHEREAS** the world's scientists, Indigenous peoples, and youth are telling us that we have to change course—and we need to do it quickly. We have to cut our global greenhouse gas emissions by at least half by 2030 if we are going to have a livable planet in the future.

**BE IT RESOLVED THAT** the City of Courtenay commit to implementing a local Green New Deal in line with the climate science, outlined in the October 2018 Intergovernmental Panel on Climate Change (IPCC) report, which requires Greenhouse Gas (GHG) emissions reductions of at least 50% by 2030 and 100% by 2050.

**BE IT RESOLVED THAT** the City of Courtenay implement the Kigali Accord, which recognizes the dangers of hydrofluorocarbons (HFCs), and set targets to reduce them.

**BE IT RESOLVED THAT** the City of Courtenay recognize that natural gas is a fossil fuel and that it is not an alternative to renewables.

**BE IT RESOLVED** that the City of Courtenay will continuously and transparently report current emissions levels to the public and make accessible all information related to the current state of emissions in relation to reduction targets.

**BE IT RESOLVED THAT** the City of Courtenay recognize that methane is a potent GHG and that targets to reduce methane emissions must be set.

**BE IT RESOLVED THAT** the City of Courtenay write a letter to local Members of Parliament, federal election candidates and party leaders, the Minister of Environment and Climate Change, and the Prime Minister calling on them to commit to implementing comprehensive climate policy in line with the climate science that requires emissions cuts of at least 50% by 2030 and 100% by 2050.

**BE IT RESOLVED THAT** the City of Courtenay call upon the federal government to conduct countrywide public hearings to allow the public to make submissions on what a federal climate policy should include.

**BE IT RESOLVED THAT** the City of Courtenay shall ensure a reduction of at least 30% in municipal government emissions by the calendar year 2025, and a 50% reduction in municipal government emissions by the calendar year 2030, relative to such emissions for the base year for municipal government emissions.

**BE IT RESOLVED THAT** the City of Courtenay establish a task force with the job of collaborating with the private sector and non-profit sector to realize the necessary emissions reductions.

**BE IT RESOLVED THAT** the City of Courtenay emissions reductions shall be achieved through the applicable policies, programs and actions, including methods to ensure equitable investment in environmental justice communities. Such policies, programs, and actions should also preserve a minimum level of benefits for all communities and not result in any localized increases in pollution.

**BE IT RESOLVED THAT** if the City of Courtenay determines that such emissions reduction is not feasible despite the best efforts of city government operations, such office shall report such findings and make recommendations with respect to policies, programs and actions that may be undertaken to achieve such reductions.

**BE IT RESOLVED THAT** the City of Courtenay forward this document to the Federation of Canadian Municipalities, Union of British Columbia Municipalities, and Vancouver Island Coastal Communities.

**BE IT RESOLVED THAT** the City of Courtenay adopt an adaptive management approach on evaluating progress annually to ensure that climate goals are met.

**BE IT RESOLVED THAT** the City of Courtenay create a transparent report each year that includes emissions reduction data and an evaluation of progress.

**BE IT RESOLVED THAT** the City of Courtenay shall encourage and collaborate with other municipalities, regional districts, and First Nations who are interested in a Green New Deal, or similar legislation.



### 3. Low Carbon Jobs

**WHEREAS** low carbon jobs can be considered as jobs that actively reduce greenhouse gas emissions, such as installing clean energy infrastructure or retrofitting buildings, and jobs that naturally emit few greenhouse gasses, such as education, the arts, and childcare.

**WHEREAS** the job market will need to trend away from polluting and GHG intensive jobs towards low carbon alternatives, and therefore we must ensure that new and displaced workers are given opportunities for skills training and retraining in relevant low carbon sectors.

**WHEREAS** work is an integral part of life, so jobs should be designed to be more equitable and improve the general quality of life.

**BE IT RESOLVED THAT** the City of Courtenay set wages for municipal workers in accordance with a minimum of a living wage and tie it to inflation.

**BE IT RESOLVED THAT** the City of Courtenay set conditions for municipal contracts that require employers to pay a living wage to be eligible for municipal contracts and grants.

**BE IT RESOLVED THAT** the City of Courtenay implement community benefits agreements to ensure jobs are accessible to all residents regardless of their immigration status.

**BE IT RESOLVED THAT** the City of Courtenay direct staff to identify ways for the City of Courtenay to support the expansion of unionized, low carbon jobs, including in childcare, health care, education, transit, and arts and culture.

**BE IT RESOLVED THAT** the City of Courtenay acknowledge that a just transition is the best way forward and that the City of Courtenay will direct staff to explore options for skills retraining and other similar programs to help with this transition.

**BE IT RESOLVED THAT** the City of Courtenay will work together with the commercial and industrial sectors to find ways to provide low carbon jobs.

**BE IT RESOLVED THAT** the City of Courtenay will work with North Island College to develop training programs, such as building retrofitting and clean energy installation, enabling new and displaced workers to adapt to the evolving job market.

**BE IT RESOLVED THAT** the City of Courtenay advocate for the creation of a provincial and local climate corps. Through working in collaboration with other environmental conservation organizations, the City of Courtenay will provide opportunities to engage youth and young adults in the conservation of biodiversity in their communities.

## 4. Indigenous Rights

**WHEREAS** Any governmental initiative to advance reconciliation requires consultation, collaboration, and joint management of processes and results. The implementation of free, prior, and informed consent is necessary for any of the following resolutions.

**BE IT RESOLVED THAT** the City of Courtenay will implement the Indigenous rights frameworks, the Truth and Reconciliation Calls to Action, the Calls to Justice from the National Inquiry into Missing and Murdered Indigenous Women and Girls, and the United Nations Declaration on the Rights of Indigenous Peoples and bring municipal operations into compliance with them.

**BE IT RESOLVED THAT** the City of Courtenay shall ensure that Free, Prior, Informed Consent from impacted Indigenous peoples has been provided on new development projects, including those perceived as environmentally sustainable, before projects may proceed.

**BE IT RESOLVED THAT** the City of Courtenay shall consult with Indigenous peoples on whose territory the City of Courtenay resides about applying an Indigenous lens on current and future municipal policies, including ensuring all local applicable treaties are respected.

**BE IT RESOLVED THAT** the City of Courtenay shall direct staff to report on options for the City of Courtenay to contribute to decolonization and the revitalization of Indigenous languages.

**BE IT RESOLVED THAT** the City of Courtenay shall support the K'omoks First Nation in all treaty negotiations and act towards returning land to the ownership or co-ownership of the K'omoks Nation.

**BE IT RESOLVED THAT** the City of Courtenay explore opportunities for joint management with the K'omoks First Nation of parks and other environmental assets.

**BE IT RESOLVED THAT** the City of Courtenay participate in funding Indigenous-led conservation and financially support the K'omoks Nation to participate in consultation efforts.

**BE IT RESOLVED** that the City of Courtenay consult with the K'omoks First Nation to develop a framework for paying reparations as a tangible commitment to reconciliation and in recognition of the negative impact of settler colonialism on the land and Indigenous People.

**BE IT RESOLVED** that the City of Courtenay should work with the K'ómox First Nation to find tangible ways to honour the deaths of children found at residential school sites through any contributions the K'ómox First Nation may wish to make including, but not limited to, words from the Chief, songs and dances, art installations, official ceremonies, etc.

**BE IT RESOLVED** that the City of Courtenay should play an active role in educating and truth-telling about the legacy of colonialism, missing and murdered Indigenous women, the history and stories of these lands, the history of residential schools and Sir John A Macdonald.

**BE IT RESOLVED** that the City of Courtenay should work with the K'ómox First Nation to identify opportunities for incorporating traditional place names by changing the names of streets or spaces, particularly those named after colonial figures.

## 5. Equity and Justice

**WHEREAS** working towards a society that works better for everyone means reducing inequity.

**WHEREAS** climate change disproportionately affects people who are already afflicted by systemic discrimination.

**BE IT RESOLVED THAT** the City of Courtenay shall establish funding for community-led resources that serve women and 2SLGBTQIA+ communities.

**BE IT RESOLVED THAT** the City of Courtenay ensure that all future climate adaptation plans are inclusive and recognize the needs of all genders within these processes, so as not to disproportionately and negatively affect any gender.

**BE IT RESOLVED THAT** the City of Courtenay shall ensure municipal planning processes and new developments are accessible for people with disabilities. the City of Courtenay shall also direct staff to report on the state of accessibility in the municipality, what needs to be done to ensure municipal infrastructure is accessible, and what needs to be done to ensure accessibility is included in climate adaptation plans.

**BE IT RESOLVED THAT** the City of Courtenay shall ensure public green infrastructure is affordable and accessible to all residents.

**BE IT RESOLVED THAT** the City of Courtenay direct staff to identify where the Comox Valley's transit system is inequitable in access or pricing, and determine steps to fix those issues.

**BE IT RESOLVED THAT** the City of Courtenay shall explore options for eliminating houselessness, by providing shelter and other services to the unhoused.

**BE IT RESOLVED THAT** the City of Courtenay will direct staff to study the local impacts of the climate crisis on gentrification and to what extent the climate crisis is exacerbating existing patterns of inequality, affordability, structural racism, and housing accessibility, as well as what measures can be taken to prevent further negative impacts on marginalized and racialized communities.

**BE IT RESOLVED THAT** the City of Courtenay shall implement existing recommendations made by grassroots organizers to eliminate systemic racism, including anti-Indigenous racism, anti-Black racism, and Islamophobia. This shall include a review of the City of Courtenay policies, practices, infrastructure, and other areas over which the municipality has jurisdiction.

**BE IT RESOLVED THAT** the City of Courtenay will ensure access to services and jobs and grant these to all residents, regardless of their immigration status, ensuring access without fear.

**BE IT RESOLVED THAT** police funding be drastically reduced and redistributed towards community health and safety initiatives led by Black, Indigenous, and racialized community organizations.

**BE IT RESOLVED THAT** the City of Courtenay recognize affordable housing as a human right and ensure safe, accessible, and affordable housing for all, including those without immigration status.

**BE IT RESOLVED** the City of Courtenay direct staff to find ways to reduce police responding to complaints regarding unhoused people and instead find ways for people qualified in areas specific to the problem to respond.

**BE IT RESOLVED THAT** the City of Courtenay train police officers with mental/health de-escalation skills to ensure police wellness checks don't further alienate and endanger people with mental health conditions.

**BE IT RESOLVED THAT** the City of Courtenay direct city-funded agencies, boards and services to review their existing policies and practices in order to ensure that everyone has access to municipal services regardless of their immigration status and that they may access these services without fear of discrimination, detention or deportation.

**BE IT RESOLVED THAT** the City of Courtenay direct staff to report on how the municipality can ensure full access to quality public services including health care, education, income security, child care, pensions and more for all residents.

**BE IT RESOLVED THAT** the City of Courtenay adopt a lens of climate justice and intergenerational equity to all of its decisions as current decisions will directly impact future generations who will bear the brunt of climate change.

## 6. Land Use and Development

**WHEREAS** buildings account for approximately 11% of emissions in British Columbia, and proactive development policy can ensure that reducing building emissions is done economically.

**BE IT RESOLVED THAT** the City of Courtenay establish building emissions limits, including limits on the use of fossil fuels in individual buildings where applicable, to reduce GHG emissions at a minimum of 50% by 2030 and 100% by 2050. Such limits shall establish:

1. An annual building energy or emissions assessment methodology with demonstrated predictive values that account for key variables influencing building energy use; and
2. Building energy or emissions reduction requirements for city-owned buildings that are required by a date earlier than that required by covered buildings or greater reductions than covered buildings; and
3. Ensure the participation and cooperation of relevant departments.

**BE IT RESOLVED THAT** the City of Courtenay shall ensure at minimum a reduction of GHG emissions of 50% by the year 2030 and 100% by the year 2050 for the portfolio of housing initiatives. Such reductions may be met by reducing the total emissions of all housing developments operated by the housing authority of the City of Courtenay as a portfolio, or reducing building emissions for each individual housing development.

**BE IT RESOLVED THAT** the City of Courtenay gradually implement the provincial energy step code for all new developments, aiming to reach level 5 by 2030.

**BE IT RESOLVED THAT** the City of Courtenay create incentives such as density bonusing, tax reductions, and/or expedited permitting to remove part of the burden of building carbon neutral buildings from developers.

**BE IT RESOLVED THAT** the City of Courtenay require that all new commercial developments or renovations include a minimum of one story of residential space.

**BE IT RESOLVED THAT** the City of Courtenay require that the construction of new buildings be two stories or taller, excluding family homes and other buildings not within the municipality power to regulate, as increased density housing is more climate friendly.

**BE IT RESOLVED THAT** the City of Courtenay ensure urban infill projects do not remove green space, such as forest and wetland, that provides either recreational opportunities, vital habitat, or meaningful GHG sequestration (tonnes CO2).

**BE IT RESOLVED THAT** the City of Courtenay establish a tree canopy maintenance initiative, including protecting mature trees from being cut down during development projects.

**BE IT RESOLVED THAT** the City of Courtenay direct staff to identify potential projects which could provide shelter for the unhoused.

**BE IT RESOLVED THAT** the City of Courtenay will direct staff to attempt to avoid using concrete in future developments and to use only alternative concrete as defined by project drawdown when concrete is deemed necessary.

**BE IT RESOLVED THAT** the City of Courtenay ensure 60% of existing buildings are retrofitted by 2030 and 95% of buildings by 2050, as outlined in the Comox Valley Sustainability Strategy. Further the City of Courtenay will prohibit retrofits that install any systems that use fossil fuels, as they aren't an effective solution to the climate crisis when renewable alternatives are available.

**BE IT RESOLVED THAT** the City of Courtenay prohibit the installation of plastic turf for non-sports purposes.

**BE IT RESOLVED THAT** the City of Courtenay implement a rating system requiring landlords to display building emissions levels, energy use, and water use in a prominent, publicly identifiable location, along with posting the same information on the City of Courtenay municipal website.

**BE IT RESOLVED THAT** the City of Courtenay will prohibit "renovictions" and "demovictions" and ensure the enforcement of this prohibited activity, including through:

1. Tying rent to the unit, not the tenant, so landlords can't increase rents when tenants move.
2. Amending tenant policies to apply to all forms of rental accommodation in all areas of the municipality and all permits that will result in the temporary or permanent displacement of tenants.

**BE IT RESOLVED THAT** the City of Courtenay shall require any new housing developments to be subject to inclusionary zoning so that a minimum of 20% of the new units will be affordable housing units.

## 7. Governance Processes

**WHEREAS** corporate influence and capture of regulatory and governance processes undermines climate action.

**WHEREAS** governments should operate on a fair basis to ensure that everyone in society is represented and that corporate interests do not disproportionately affect legislation.

**BE IT RESOLVED THAT** the City of Courtenay will prohibit councillors who have received donations from fossil fuel corporations from sitting on climate or sustainability committees.

**BE IT RESOLVED THAT** the City of Courtenay will prohibit councillors who have received donations from development corporations from sitting on planning committees.

**BE IT RESOLVED THAT** the City of Courtenay will call on the province to ban corporate donations from the resource extraction sector, including but not limited to the oil and gas, forestry, mining, to elected officials.

**BE IT RESOLVED THAT** the City of Courtenay implement a participatory budget for the purpose of better community involvement in municipal finances (i.e laying the groundwork, informing participants, collecting citizen input, processing the input, setting up the vote, communicating the results, finalizing, and implementing).

**BE IT RESOLVED THAT** the City of Courtenay implement an online consultation forum to be used by the administration to collaborate with citizens and stakeholders on various projects where it is possible to submit and discuss ideas on projects the city is working on.

**BE IT RESOLVED THAT** the City of Courtenay implement and fund a regional climate citizen assembly with the representation of a diversity of perspectives to act as an advisory body for current and future climate policies and initiatives. This citizen council must include a diversity of voices such as scientists and professionals, 2SLGBTQIA+people, Black, Indigenous, and People of colour, youth, seniors, people with disabilities, and houseless people.

**BE IT RESOLVED THAT** the City of Courtenay play an active role in addressing the misinformation and radicalization crisis and participate in the creation of community dialogues and conflict resolution to decrease the sense of alienation and resentment of various community members.

**BE IT RESOLVED THAT** the City of Courtenay lobby the provincial government to decrease the voting age to 16 years old for municipal and provincial elections to allow more youth voices to participate in politics that directly impact their future.

**BE IT RESOLVED THAT** the City of Courtenay adopts a framework that recognizes the limits to growth and advocates for the planning of a stable-state economy that measures wealth with indicators other than GDP that include values assessing well-being.

## 8. Zero-Waste

**WHEREAS** the earth's resources are limited and resorting to landfills is both ecologically damaging and a waste of resources and energy.

**BE IT RESOLVED THAT** the City of Courtenay put into action a Zero-waste strategy that aims for a global diversion of 90% of waste by 2025. This means that waste will be avoided, reused, composted, recycled or valued instead of being landfilled. These reduction targets are ongoing to reduce the amount of waste going to landfill each year.

**BE IT RESOLVED THAT** the City of Courtenay promotes the reduction of consumption of goods before recycling, particularly single-use plastics, styrofoam, and other materials that are difficult to recycle.

**BE IT RESOLVED THAT** the following overall strategy will be used to achieve the goals and targets of the Zero Waste strategy in all the City of Courtenay operations (this includes but is not limited to construction, procurement, events, teaching, cooking and meetings):

1. Increase the extent and convenience of recycling and leftover food collection infrastructure, filling gaps in collection systems and making existing systems more convenient for users.
  - a. Establish multi-stream waste sorting and collection infrastructure and communications across the community by the end of 2022.
  - b. To adapt to constant changes in recycling services and materials, maximize flexibility in the design of infrastructure and programs.
2. Implement effective and consistent communications and outreach activities, along with improved infrastructure and desired practices.
3. Test major changes, whether in infrastructure, communications or otherwise, through pilot projects prior to wider deployment, to maximize implementation success.
4. Improve performance monitoring, in particular by addressing gaps and uncertainties related to waste data collection, and allowing better monitoring of progress against goals and targets.
5. Continue to design and implement strategies to reduce waste generation, primarily through changes in purchasing and reuse systems.
6. Explore opportunities for leadership in research, community collaboration and partnerships.
7. Use the unit-level operational sustainability planning process to integrate key zero waste actions and measures into the strategic plans of the City of Courtenay operational units.
8. Collaborate with environmental associations, schools, municipalities and other external stakeholders on program development, communications and research.



## 9. Transit and Transportation

**WHEREAS** the transportation sector is the second-largest contributor of GHG pollution in Canada, representing 23% of total emissions.

**WHEREAS** municipalities and areas do not exist alone and are all interconnected regions of the Comox Valley Community. In recognizing this, a successful transit ecosystem should require input from all concerned parties.

**BE IT RESOLVED THAT** the City of Courtenay cooperate with the CVRD in improving the accessibility and sustainability of the transit system where possible.

**BE IT RESOLVED THAT** the City of Courtenay change building codes in apartments and condos to require that many or all parking spots include plug-in capacity.

**BE IT RESOLVED THAT** the City of Courtenay direct staff to continue to look into ways to increase and improve on an active transport system.

## 10. Energy and Electricity

**WHEREAS** reducing energy use in existing homes is an integral part of meeting the GHG reduction target but there are financial barriers for homeowners to participate in energy efficiency retrofit programs.

**BE IT RESOLVED THAT** the City of Courtenay shall establish a by-law that all new developments of three stories or higher must include installation of renewable energy systems such as to-scale solar, wind, and/or geothermal.

**BE IT RESOLVED THAT** the City of Courtenay shall establish and install renewable energy systems, such as to-scale solar, wind, and/or geothermal, on all municipal facilities.

**BE IT RESOLVED THAT** the City of Courtenay reject any new fossil fuel infrastructure, exploration and/or extraction in its jurisdiction.

**BE IT RESOLVED THAT** the City of Courtenay direct staff to produce a study of the projected impacts of potential spills from existing and proposed fossil fuel projects in or near its jurisdiction.

**BE IT RESOLVED THAT** the City of Courtenay prohibit fossil fuel advertising on its property, including advertisements on transit stops and vehicles.

**BE IT RESOLVED THAT** the City of Courtenay conduct a study on the total energy use of the municipality, in order to have an understanding of where we are using oil and gas so that we can decrease such consumption.

## 11. Drinking-Water and Wastewater

**WHEREAS** water management is a fundamental component of municipal operations and should be carried



out in an optimally sustainable fashion so as to mitigate climate change and be adaptable to its consequences.

**BE IT RESOLVED THAT** the City of Courtenay recognizes and affirms that access to water and sanitation services are fundamental human rights.

**BE IT RESOLVED THAT** the City of Courtenay will implement climate adaptation plans for water and wastewater services, as well as other public utilities, to bolster the protection of municipal water sources from extreme weather events.

**BE IT RESOLVED THAT** the City of Courtenay will refrain from shutting off water and wastewater services in any residence where residents have an inability to pay their bills, and furthermore that the City of Courtenay will make every effort to work with the resident to remediate the debt.

**BE IT RESOLVED THAT** the City of Courtenay will call on the federal and provincial governments to enshrine the human rights to access water and sanitation in federal and provincial law.

**BE IT RESOLVED THAT** the City of Courtenay will call on the Government of Canada to develop a federal plan of action to implement the human rights to access water and sanitation.

**BE IT RESOLVED THAT** where access to municipal tap water exists, single-use bottled water will no longer be sold in municipal facilities, from municipally-owned or municipally administered concessions, or from vending machines in public facilities.

**BE IT RESOLVED THAT** single-use bottled water will no longer be purchased and provided at municipal meetings, events or work performed outdoors where access to municipal water exists.

**BE IT RESOLVED THAT** the availability of water jugs with municipal water will be increased at municipally organized meetings and events.

**BE IT RESOLVED THAT** staff develop an implementation schedule with timelines that include an assessment of access to tap water at municipal facilities.

**BE IT RESOLVED THAT** the City of Courtenay oppose privatization in any form of water and wastewater treatment infrastructure and services, including through public-private partnership or short-term service contracts, and resolve to keep these services publicly financed, owned, operated and managed.

**BE IT RESOLVED THAT** the City of Courtenay lobby the federal government to fulfil its responsibility to support municipal infrastructure by investing in national water and wastewater infrastructure fund that would address the growing need to renew existing water and wastewater infrastructure and build new systems, and that would only fund public projects.

**BE IT RESOLVED THAT** the City of Courtenay will explore options for greywater recycling to help create a more sustainable water management system.

## 12. Food Security

**WHEREAS** current food supply chains increase the vulnerability of local food systems in case of interruptions.

**WHEREAS** climate change poses an active risk to food security both globally and locally.

**BE IT RESOLVED THAT** the City of Courtenay support local farmers and food producers in adopting climate-resilient practices and meeting the demands for a resilient local food system.

**BE IT RESOLVED THAT** the City of Courtenay remove the barriers that prevent community members from growing their own food and encourage bee-friendly plants.

**BE IT RESOLVED THAT** the City of Courtenay increases the number of community gardens and financially support the maintaining of these gardens by qualified and paid people.

**BE IT RESOLVED THAT** the City of Courtenay promotes the cultivation of fruit trees and local edible plants on its properties.

**BE IT RESOLVED THAT** the City of Courtenay establish a bylaw where all new buildings must include the installation of green roofs, including roof gardens.

**BE IT RESOLVED THAT** the City of Courtenay establish a program to address the food security of all members of the community.

**BE IT RESOLVED THAT** the City of Courtenay produce a report on the climate vulnerability of its food supply system and determine a way to reduce this impact.

**BE IT RESOLVED THAT** the City of Courtenay encourage food services and local businesses to take into account the impact of selected foods on the environment, favouring foods with a lower carbon footprint such as plant and plant-based foods.

**BE IT RESOLVED THAT** the City of Courtenay encourage food services to prioritize locally produced and organically produced foods.

**BE IT RESOLVED THAT** the City of Courtenay take measures to reduce food waste in its operations and events involving food.

**BE IT RESOLVED THAT** the City of Courtenay provide educational opportunities on reducing food waste in the community.

**BE IT RESOLVED THAT** the City of Courtenay explore options for reducing food waste, such as preventing supermarkets and other food retail from throwing out food that is still edible, and creating a program to reroute food waste so that it doesn't end up in landfills.

## 13. Health

**WHEREAS** health services are essential for every member of society, and serious barriers exist for health services that reduce equitable access to these services

**WHEREAS** climate change is an active risk to the health of current and future generations.

**BE IT RESOLVED THAT** the City of Courtenay put in place an action plan to limit the impacts of climate change on the health of community members, such as heatwaves, forest fires, air quality, pollution, floods, displacement of populations, food insecurity and disease.

**BE IT RESOLVED THAT** the City of Courtenay address the negative, continuing, and disproportionate impacts of climate change on the physical and mental health of community members, particularly young people.

**BE IT RESOLVED THAT** the City of Courtenay create spaces and community events that honour and allow for the grieving of the losses due to climate change.

**BE IT RESOLVED THAT** the City of Courtenay lobby the provincial government for increased access to mental health resources and access to qualified professionals.

**BE IT RESOLVED THAT** the City of Courtenay address the ongoing overdose crisis and advocate for action from the provincial and federal governments.

## 14. Carbon sinks and biodiversity

**WHEREAS** nature-based solutions are essential in reducing GHG emissions and ensuring those changes are reliable for future generations.

**BE IT RESOLVED THAT** the City of Courtenay protect and restore carbon sinks, particularly the ocean, land forests, meadows, kelp forests, eelgrass beds, soils, wetlands, and waterways.

**BE IT RESOLVED THAT** the City of Courtenay evaluate the monetary contribution of natural assets and account for ecosystem services in its budgets.

**BE IT RESOLVED THAT** the City of Courtenay does not cut any trees on its properties other than for security reasons or for new construction. If a tree is cut, the City of Courtenay will have to plant and maintain as many trees that have been cut.

**BE IT RESOLVED THAT** the City of Courtenay put in place plans to remove invasive plants and restore ecosystems by planting native plants, species with a high carbon sequestration potential, and species resilient to a changing climate.

**BE IT RESOLVED THAT** the City of Courtenay work with the K'ómoks First Nations to protect carbon sinks and ecosystems and establish a co-management strategy with financial support for First Nation led conservation efforts.

**BE IT RESOLVED THAT** the City of Courtenay establish an action plan for protecting ecosystems and biodiversity hotspots.

**BE IT RESOLVED THAT** the City of Courtenay establish an action plan for urban reforestation and ecological restoration of ecosystems on its properties and parks. These plans will be created and implemented by consulting environmentalists and biologists.

**BE IT RESOLVED THAT** the City of Courtenay investigate and advocate for the potential of kelp aquaculture along with the City of Courtenay shorelines as a way to mitigate the impacts of storm surge, sea-level rise, and protect marine biodiversity.

**BE IT RESOLVED THAT** the City of Courtenay ban pesticides and chemicals with a negative impact on the environment, especially bees.

**BE IT RESOLVED THAT** the City of Courtenay ban the sale of peat moss, which is a heavy emitter of GHGs.

**BE IT RESOLVED THAT** the City of Courtenay work with garden centres and nurseries to ban the sale of invasive and noxious weeds and promote the sale of indigenous, high carbon sequestering, and climate-resilient plants.

## 15. Revenue Generation

**WHEREAS** User fees disproportionately affect lower-income households and lead to greater inequality and social exclusion. They can also be administratively expensive to collect and are often not a very effective way of managing usage or consumption.

**WHEREAS** Property taxes are generally regressive but can be made more progressive by increasing commercial rates.

**BE IT RESOLVED THAT** the City of Courtenay will direct staff to assess municipal revenue generation options available through progressive taxation that increases taxes on corporations and the wealthy in order to finance a local Green New Deal.

**BE IT RESOLVED THAT** the City of Courtenay will increase commercial rates and charge higher rates for higher-valued residential properties, including both the property transfer tax and the school tax on residential properties valued over \$2 million.

**BE IT RESOLVED THAT** the City of Courtenay apply higher land transfer tax rates for higher-valued properties to make the tax more progressive.

**BE IT RESOLVED THAT** the City of Courtenay direct staff to assess the current development charges to identify areas where the full costs of new developments and urban growth are not currently applied.

**BE IT RESOLVED THAT** the City of Courtenay will reject private sector financing whether provided through public-private partnerships (P3s), the Canada Infrastructure Bank, or other mechanisms. the City of Courtenay recognizes that these are not revenue sources and thus not solutions to the local government revenue challenges since any loans or investments made by private companies will eventually have to be paid back from public funds or by the public through higher user fees.

**BE IT RESOLVED THAT** the City of Courtenay request that British Columbia share carbon pricing and cannabis tax revenues with the municipality as the municipality also bears many of the costs in these areas.

**BE IT RESOLVED THAT** the City of Courtenay requests that the province establish a municipal financing authority to significantly reduce the cost of borrowing and provide other valuable services to municipalities.

**BE IT RESOLVED THAT** the City of Courtenay identify whether the province has made available diverse

revenue and financing sources, including business taxes, area improvement taxes, amusement and advertising taxes. If these revenue and financing sources are available, the City of Courtenay will direct staff to identify opportunities for applying them. If these revenue and financing sources are not currently available, the City of Courtenay will request that British Columbia make them available.

## 16. Climate Adaptation

**WHEREAS** climate change already interferes with quality of life and risks are projected to increase over time.

**WHEREAS** climate policies tend to focus on mitigation, resulting in a gap for climate adaptation funding and policies.

**WHEREAS** efforts that combine mitigation and adaptation will be necessary to create a sustainable future.

**BE IT RESOLVED THAT** the City of Courtenay produce a research report on the impacts of climate change on the City of Courtenay and present recommendations to increase the resilience of the community. The impacts studied by this report should include but are not limited to: agriculture, marine and terrestrial ecosystems and biodiversity, health, infrastructure, land use planning and development, change in hydrology (melting ice, precipitation, floods and droughts), forest fires and air quality, rising sea levels and rising temperatures.

**BE IT RESOLVED THAT** the City of Courtenay put in place an action plan to ensure the City of Courtenay adaptation to climate impacts, including, among other things, community education, engagement, and collaboration on the subject.

**BE IT RESOLVED THAT** the City of Courtenay consult with community members, particularly ones vulnerable to climate change, to put in place an immediate emergency climate adaptation action plan in preparation for expected heat waves, poor air quality, crop failure, and health concerns.

**BE IT RESOLVED THAT** the City of Courtenay put in place a short and long term emergency preparedness action plan that increases community resilience in case of current and future climate impacts and natural disasters such as forest fires, flooding, drought, health emergencies, earthquakes, tsunamis, and conflict.

**BE IT RESOLVED THAT** the City of Courtenay lead a community education and support effort to promote safe heatwaves and poor air quality practices such as installing heat pumps, air purifiers, cooling stations, and forest-fire safe practices.

**BE IT RESOLVED THAT** the City of Courtenay put in place policies to promote managed retreat from flood plains and other areas vulnerable to flooding and sea-level rise to protect local infrastructure and operations.

**BE IT RESOLVED THAT** the City of Courtenay lead a community education effort to increase awareness of climate-related risks and emergency preparedness to increase community resilience. Such an effort should take place through communications, art installations, information panels, information pamphlets, and other means of communication.





*The Comox Youth Climate Council (CYCC) gathers, works, and grows on the Unceded homelands of the K'ómoks First Nation. The CYCC is deeply grateful for the K'ómoks First Nation's present and ancestral care of the land and waters and we recognize our responsibility to support the efforts to decolonize and return these lands to their original stewards.*







## STAFF REPORT

**To:** Council

**File No.:** 3090-20-2102

**From:** Chief Administrative Officer

**Date:** July 26<sup>th</sup>, 2021

**Subject:** Development Variance Permit No. 2102 - 2840 – Cliffe Avenue

### PURPOSE:

The purpose of this report is for Council to consider a Development Variance Permit to vary the Sign Bylaw to permit a decrease in the minimum distance between freestanding signs, and an increase to the sign area on the property legally described as Lot 2, Section 67, Comox District, Plan VIP55151, in order to accommodate the replacement of a menu board at the subject property drive-thru.

### CAO RECOMMENDATIONS:

THAT based on the July 26<sup>th</sup>, 2021 staff report “Development Variance Permit No. 2102 – 2840 Cliffe Ave”, Council approve OPTION 1 and proceed with issuing Development Variance Permit No. 2102.

Respectfully submitted,

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

### BACKGROUND:

The subject property is approximately 3,740m<sup>2</sup> (40,257sq. ft.) and located along Cliffe Avenue, about 75m south of the intersection of Mansfield Drive (**Figure No. 1**). The space is occupied by an A&W restaurant and drive thru. There is an existing freestanding sign along the frontage of the subject property and another freestanding sign (the current menu board), which is proposed to be replaced with the new, larger sign (see **Figures No. 2 & No. 3**). The new sign will be located in the same location as the existing sign. When a sign is replaced it must comply with the sign bylaw. While the new sign is in the same location as the existing sign, it is larger necessitating the variance. The applicant’s rationale for the variances can be found in **Attachment No. 2**.

### DISCUSSION:

#### Sign Bylaw Review:

The subject property is zoned Commercial Two (C-2). Sign Bylaw No. 2760, 2013 stipulates that freestanding signs, on all general commercial and industrial properties greater than 3,000m<sup>2</sup> must not exceed a sign area of 4.0m<sup>2</sup> and, on properties where there are two freestanding signs, that signs must be located a minimum of 50m apart. The proposed variances are summarized below.

Sign Bylaw Section - s. 5.3.5. – Freestanding signs	Regulation	Proposed
Number of signs	-Where there are two or more vehicular entrances, a maximum of two freestanding signs are permitted provided the signs are located a minimum <b>50.0 m apart</b>	<b>-30.0 m apart</b>
Size	-Sign area shall not exceed <b>4.0m<sup>2</sup></b>	<b>-4.58m<sup>2</sup> sign area</b>



Figure 1. Subject property

**Variance Request #1 – Distance between freestanding signs:** As per section 5.3.5. of *Sign Bylaw 2760*, where two signs are permitted, they must be located a minimum of 50.0m apart. The applicant is requesting a decrease of 20.0m between the signs (for a distance of 30.0m).

The rationale for the request is that the sign is located in the same location as the existing sign and there is only a minor increase in the sign area. In addition, the existing drive-thru windows and lane configuration means that an alternative location for the sign is not practical. The new sign, and the proposed location is shown in **Figure No. 3**.

A variance is required because the sign is proposed to be rebuilt, and s. 2.2.2 of the *Sign Bylaw* states that non-conforming signs are only permitted if the signs are not rebuilt, enlarged, extended or relocated.

**Variance Request #2 – Sign area of freestanding sign:** As per section 5.3.5 of *Sign Bylaw 2760*, on properties greater than 3,000m<sup>2</sup>, a freestanding sign can have a sign area of 4.0m<sup>2</sup>. The applicant is requesting a 0.58m<sup>2</sup> increase to the combined sign area (for a total area of 4.58m<sup>2</sup>).

The rationale for the variance is two-fold:

- To have signage in keeping with the company’s signs at other A & W locations.
- The COVID-19 pandemic resulted in greater drive-thru business demand necessitating upgrades.

Staff assess the requested variance as supportable given that there is an existing menu sign in this location, and the size increase to the sign area would have a low impact to the character of the subject property, and to neighbouring properties.

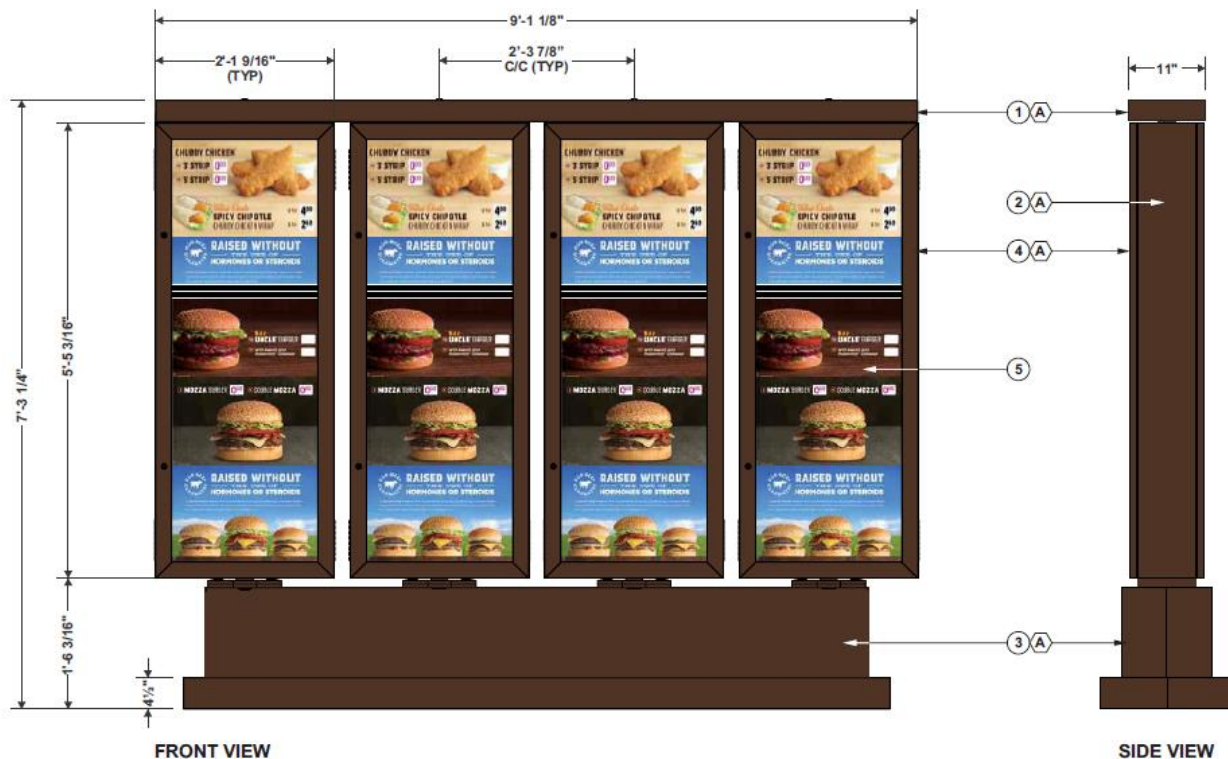


Figure No. 2 - Rendering of proposed sign





Figure No. 3 - Rendering of proposed sign and location on the subject property

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to the processing of this development variance permit application. The fee for the Development Variance Permit to vary the Sign Bylaw is \$500.

**ADMINISTRATIVE IMPLICATIONS:**

The processing of development applications is included in the current work plan as a statutory component. Staff have spent approximately 15 hours processing this application to date.

Should the proposed Development Variance Permit be approved, an additional two hours of staff time will be required to prepare the notice of permit, have it registered on title, and close the file. Additional staff time will also be required for processing and issuing a Sign Permit.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no direct asset management implications related to this application.

**STRATEGIC PRIORITIES REFERENCE:**

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

**2019-2022 Strategic Priorities**

- Communicate appropriately with our community in all decisions we make

**OFFICIAL COMMUNITY PLAN REFERENCE:**

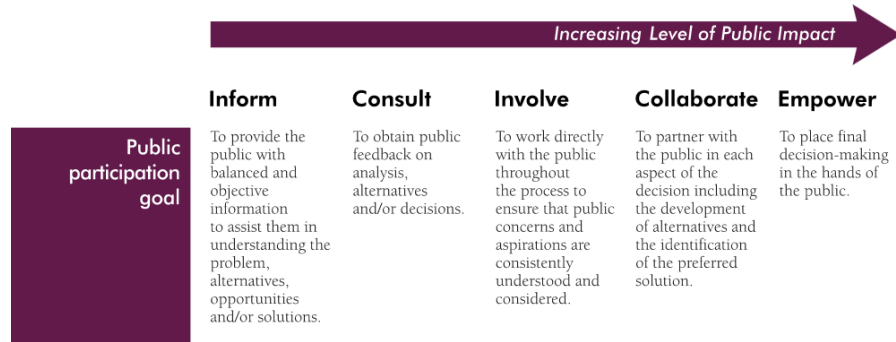
The OCP contains policies that encourage the infill of commercial properties prior to consideration of new commercial areas (4.2.2(1)). The City also supports a strong, diversified commercial base within municipal boundaries that provide employment and service opportunities (4.2.2(5)).

**REGIONAL GROWTH STRATEGY REFERENCE:**

4.4 (14) - Promote and support the overall economic viability of the municipal areas so that they can continue to provide primary base for residential, commercial and institutional activities.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff **consulted** the public based on the IAP2 Spectrum of Public Participation



The applicant distributed an alternative public information package to property owners and occupiers within 30m of the property, as per the new Alternative Development Information Meeting process. The applicant received no comments as a result of the mail out. To date, the City has received no comments regarding the proposal.

The applicant’s public information meeting summary and the public comment is included in **Attachment No. 3**.

**OPTIONS:**

**OPTION 1:** (Recommended): Approve Development Variance Permit No. 2102.

**OPTION 2:** Defer issuance of Development Variance Permit No. 2102 pending receipt of further information.

**OPTION 3:** Not approve Development Variances Permit No. 2102.

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: Draft Development Variance Permit No. 2102*
2. *Attachment No. 2: Rationale for variance request*
3. *Attachment No. 3: Public Information Meeting documentation*

**Attachment No. 1:**  
**Draft Development**  
Variance Permit

**THE CORPORATION OF THE CITY OF COURTENAY**

**Permit No.** 3090-20-2102

**DEVELOPMENT VARIANCE PERMIT**

July 26<sup>th</sup>, 2021

**To issue a Development Variance Permit**

**To:**

**Name:** 0706111 B.C. Ltd., Inc. No. BC0706111  
**Address:** 1500 – 1100 Melville Street  
Vancouver, BC, V6E 4A6

**Property to which permit refers:**

**Legal:** LOT 2, SECTION 67, COMOX DISTRICT, PLAN VIP55151  
**Civic:** 2840 CLIFFE AVENUE

**Conditions of Permit:**

Permit issued to the property legally described as Lot 2, Section 67, Comox District, Plan VIP55151 to permit the following variances for a freestanding sign on the southeast side of the building:

- *Sign Bylaw No. 2760, 2013*
  - *Section 5.3.5* minimum distance between freestanding signs from 50.0m to 30.0m
  - *Section 5.3.5* – maximum sign area of for a freestanding sign on a property greater than 3,000m<sup>2</sup> from 4.0m<sup>2</sup> to 4.58m<sup>2</sup>

Development Variance Permit No. 2102 is subject to the following conditions:

1. Development must substantially conform to plans for the sign dimensions by Pattison Sign Group dated February 16, 2017 contained in *Schedule No. 1*, and to the renderings and site plan by Priority Permits, dated May 11, 2021 contained in *Schedule No. 2*;
2. The development shall meet all other applicable requirements, standards and guidelines; and
3. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

**Time Schedule of Development and Lapse of Permit**

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

\_\_\_\_\_  
Date

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

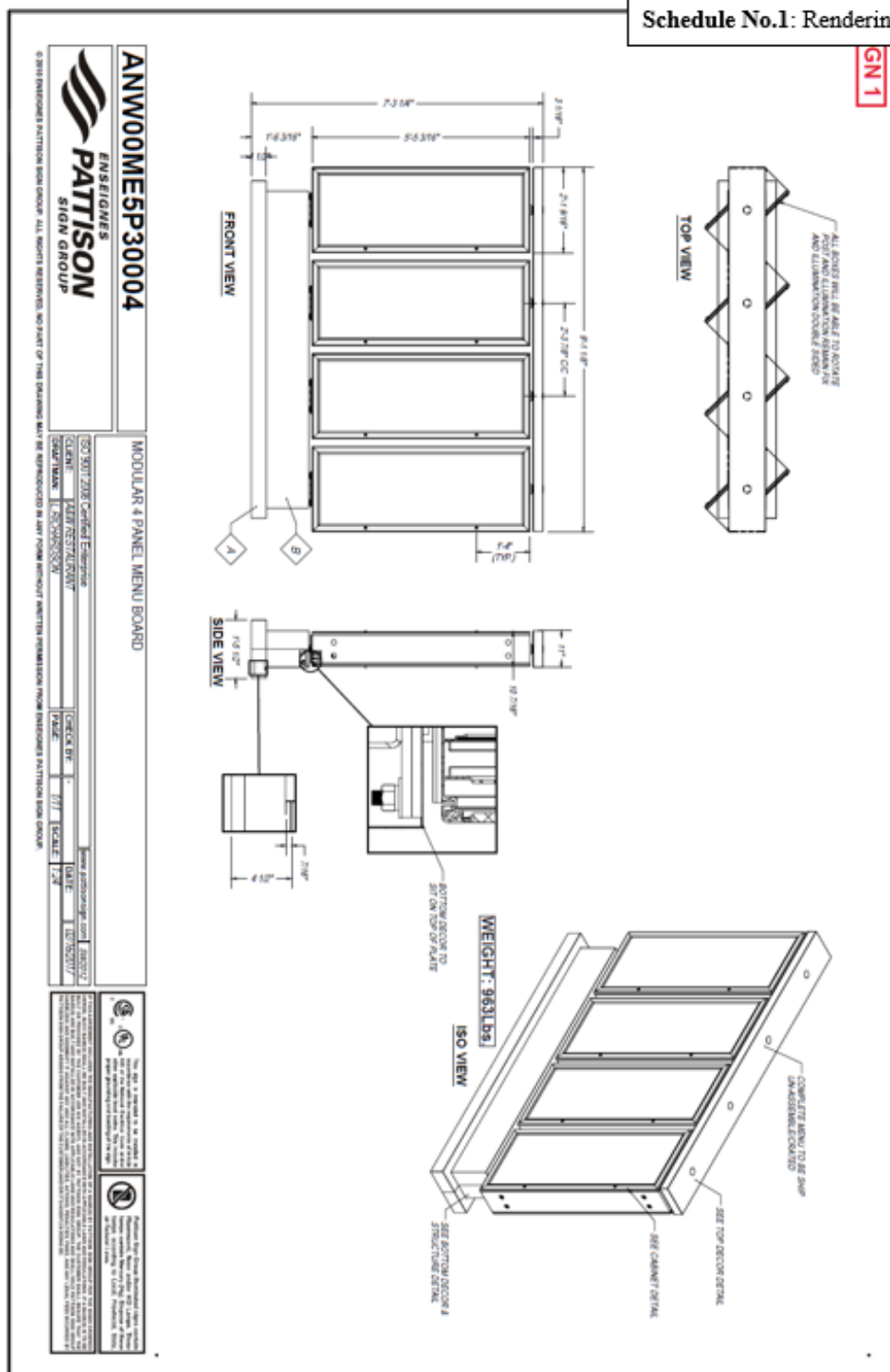






Schedule No.1: Renderings (3/4)

**GN 1**



Schedule No.1: Renderings (4/4)

**GENERAL NOTES:**

- MINIMUM CONCRETE RESISTANCE OF 3600 PSI AFTER 28 DAYS
- THE GROUND MUST NOT BE ALTERED AND MUST BE WELL DRAINED
- FOUNDATION IS BASED ON A SAFE LATERAL SOIL BEARING PRESSURE MINIMUM OF 150 PSF PER FOOT OF DEPTH. SOIL REPORT WAS NOT FURNISHED. ALLOWABLE BEARING PRESSURE SHOULD BE VERIFIED PRIOR TO PLACEMENT OF CONCRETE. DO NOT PLACE FOUNDATION IN FILL.
- ALL BACKFILL TO BE PLACED IN COMPACTED LAYERS COMPACTED TO 95% MODIFIED PROCTOR DENSITY
- DESIGN BASED IN ACCORDANCE WITH THE NBCC 2010,  $q_{(100)} = 0.70 \text{ kPa}$
- ELECTRICAL CONDUIT TO BE AS PER CITY CODE
- ALL VOIDS BETWEEN COLUMN BASE PLATE AND FOUNDATION SURFACE SHALL BE COMPLETELY FILLED WITH HIGH STRENGTH, NON-SHRINK GROUT
- CONCRETE BASE IS TO BE POURED LEVEL WITH TOP OF SIDEWALK CURB

**NOTE:**

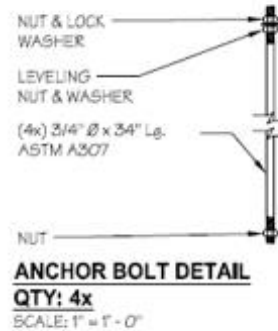
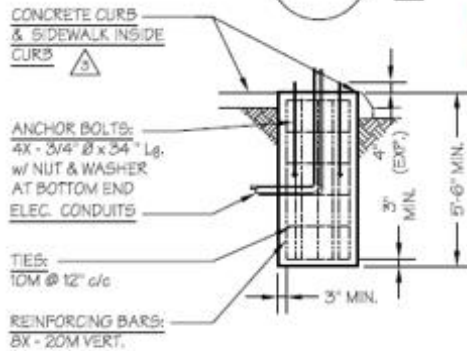
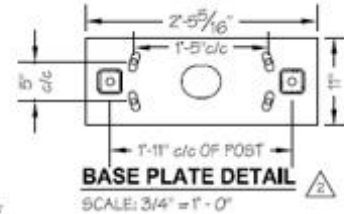
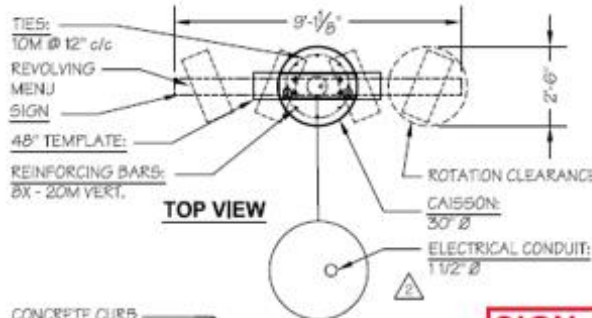
WHERE EXTREME FROST PENETRATION DEPTH REQUIREMENT IS GREATER THAN THE SPECIFIED DEPTH OF THIS FOUNDATION, EXTEND THE DEPTH OF THE FOUNDATION TO MEET LOCAL FROST DEPTH REQUIREMENTS.

**CO1-14396-1**

**CONCRETE BASE PLAN FOR  
 MODULAR ILL. MENU BOARD (4 PANNEL)**

VOLTS:	AMPS:	CIRC.:
POSTS:	2x - HSS 3" x 3" x 1/4" Tk, A500	
PLATES:	2x - 9' x 10' x 1" Tk.	
VOLUME:	1.00 CU. YD.	

REVISIONS			
REV.	DESCRIPTION	DATE	APPR.
1	STRUCTURE TOP SIGN	09/06/16	PO
2	CONDUIT & BASE PLATE	10/05/16	LF
3	ADD CURB & CONCRETE SIDEWALK	11/21/17	LF



**SIGN 1**



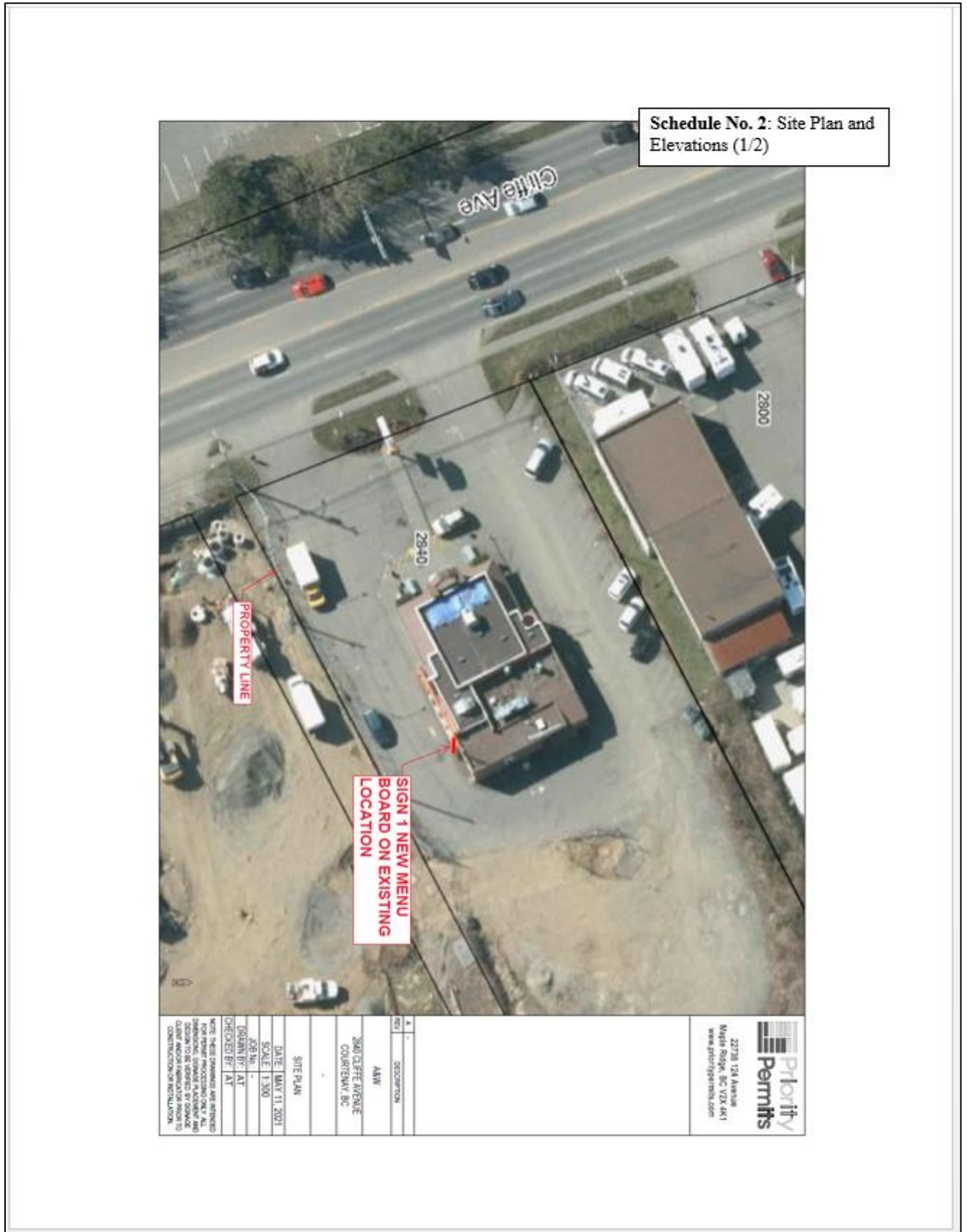
BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CONTRACT: \_\_\_\_\_  
**ISSUED FOR PERMIT**

ISO 9001:2008 Certified Enterprise [www.pattisonsign.com](http://www.pattisonsign.com)

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Tel: (504) 735-3396 Fax: (877) 737-1734 Toll Free: 1-800-541-9790

CLIENT:	A & W		
SITE:	VARIOUS, CAN (0.70 kPa)		
DRAFTSMAN:	L. PELLETIER	DATE:	
CHECK BY:	F. G.	DATE:	08/30/16
PAGE:	1/4	SCALE:	1/4" = 1'-0"
REFERENCE:			





**Schedule No. 2: Site Plan and Elevations (2/2)**

**EXISTING SITE**

**SIGN 1 NEW MENU BOARD ON EXISTING LOCATION**

REV	DESCRIPTION
AWW	
2840 CLIFFE AVENUE COQUITMAN, BC	
DATE	MAY 11, 2021
SCALE	1:300
JOB NO.	-
DRAWN BY	AT
CHECKED BY	AT

NOTE: SHEET PREPARED AND REVISED FOR PERMIT PROCESSING ONLY. ALL DIMENSIONS SHOWN IN ARCHITECT AND DESIGN TO BE CHECKED BY OWNER TO CONFIRM ACCURACY PRIOR TO CONSTRUCTION OR INSTALLATION.

22728 124 Avenue  
 Maple Ridge, BC V2X 4K1  
 www.prioripermits.com

**Priority Permits**

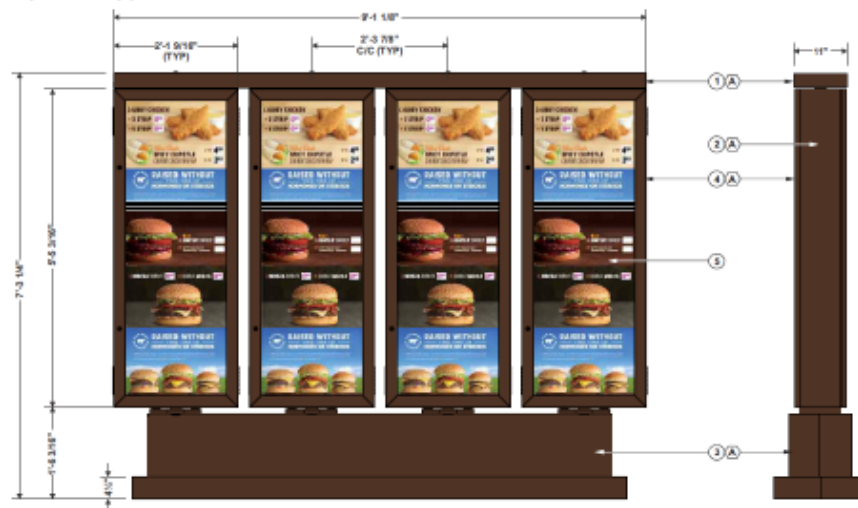
**Attachment No. 2:**  
Rationale for Variance  
Request

Planning Services  
City of Courtenay  
830 Cliffe Ave  
Courtenay, BC V9N 2J7

RE: A&W Menu Board DVP Letter of Rationale- 2840 Cliffe Ave, Courtenay, BC

We are seeking a Development Variance Permit for the replacement of an existing menu board for the following items:

1. The sign exceeds allowable area of 4 sq.m. by 0.58 sq.m. for a total sign area of 4.58 sq.m.
2. The second freestanding sign must be located at least 50m from another freestanding sign.  
Proposal is approx.. 30m



Our proposal is to install one new drive thru menu board to replace the existing menu board on site (per above image), in the same location as the existing. The proposed menu board is the standard menu board for all A&W locations across Canada. A&W has opted for a non-digital menu board to avoid using bright lighting and to maintain a sleek standard look across Canada while maintaining a user-friendly function of displaying products. The backlit lighting maintains a minimal but effective illumination that creates a quick and easy review for consumers going through the Drive-Thru and is consistent with the existing sign being replaced. The menu panels rotate between breakfast and lunch/dinner menu items. The backside of the sign panels faces the wall and are not visible when they are not in use.

The proposed menu board is replacing an existing menu board on site which is approximately 30m from the main pylon sign at the front of the property, which was approved at the time of construction and installation. Although the minimum 50m distance required between freestanding signs is not met (per the signage bylaw), the location of the menu board does not add any additional signage clutter or over proliferation, as it is positioned towards the back side of the restaurant and is almost hidden by the building. Furthermore, the signage location does not contravene the signage bylaw regarding

interference with any traffic control device, nor does it impact the safety of cyclists, pedestrians, or motorists and will assist with the quicker movement/flow of traffic through the drive thru.



The proposed menu board is part of an A&W brand standards initiative to create uniformity nationwide. The existing menu boards are no longer offered and no longer serviceable, making upgrades necessary. A&W is intending to upgrade the look and efficiency of the drive thru which helps the overall appeal of the area and success of the restaurant, a community business.

Due to the changing business landscape caused by Covid-19, contactless/ drive-thru business is a more important than ever, and the menu will help with increased traffic.

For the reasons discussed above, we sincerely request for your support with our Variance Application.

Best Regards,

Jordan Desrochers  
Wester Project Manager- BC  
Office: 604-477-9650  
Email: Jordan@prioritypermits.com

 **Priority Permits**  
Your Sign Permit Solution

**Attachment No. 3:**  
Public Information  
Meeting

**FINAL SUMMARY REPORT:**

**Date Mailed:**

June 4<sup>th</sup>, 2021 – Via Canada-Wide next-day courier (Purolator)

**Number of Comments:**

Zero (0) – No feedback from public

**Information Provided:**

See attached Notification Letter and Drawing Package, which were included in the mail-outs

**Summary:**

No comments received. No apparent concerns / discussion points from public



July 19<sup>th</sup>, 2021

City of Courtenay Mayor and Council  
830 Cliffe Avenue  
Courtenay, BC  
V9N 2J7

**Re: Comox Valley Food Policy Council Requesting the City of Courtenay's endorsement of a Universal School Food Program**

Dear Courtenay Mayor and Council,

We are writing to request that the City of Courtenay add its voice to the growing number of municipalities across Canada who are in favour of a universal, cost-shared healthy school food program.

A 2021/22 strategic priority of the CV Food Policy Council is to advocate for and develop policy related to healthy school food access and food systems education. The CV Food Policy Council is a member of the [Coalition for Healthy School Food](#), a growing network of over 160 non-profit member organizations from every province and territory. We are advocating for public investment in and federal standards for a universal cost-shared school food program that would see all children having daily access to healthy food at school. Building on existing programs across the country, we hope that all students will eventually eat a healthy meal or snack at school daily in programs that will include food education and that serve culturally appropriate, local, sustainable food to the fullest extent possible.

Healthy school food programs are [known](#) to improve students' diets, school performance, attendance, and social cohesion. Yet, Canada is the only G7 country without a National School Food Program and [UNICEF](#) has ranked Canada 37th of 41 wealthy countries when it comes to children's food security and nutrition. After years of grassroots advocacy, the Federal Budget 2019 committed "to work with provinces and territories towards the creation of a National School Food Program." Covid-19 has demonstrated that school food programs are an essential service.

After decades of no action at the federal level and very little in most provinces, [new developments have occurred in the last year](#). There is a wonderful opportunity for the City of Courtenay to join with other voices in British Columbia and across the country to take a position on the need for a national school food program that meets strong [guiding principles](#) including universality, health promotion, cultural relevance and respect for local conditions.

Courtenay City Council committed to "actively pursue vibrant economic growth and to invest in our key relationships" as a key theme of their 2019-2022 strategic plan. The Food Systems Policy Chapter of the OCP includes the objective, "food security actions are regionally coordinated" and that a regional food security plan should consider "increasing local food systems literacy." LUSH Valley Food Action Society, the Comox Valley Food Policy Council are members of the Coalition, and the SD71 board of Trustees have recently endorsed the Coalition for Healthy School Food. In 2020 both the City of Vancouver and the City of Victoria passed endorsements. Existing local school food programs could be made available to all students and

LUSH Valley Food Action Society

T: 250-331-0152

E: [admin@lushvalley.org](mailto:admin@lushvalley.org)

PO Box 20008, Courtenay, BC V9N 0A7

CRA # 866653637RR0001

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economic partnerships with local producers could be strengthened if we create a financial cost-sharing model of support with the Federal and Provincial governments.

The momentum towards a universal school food program is building and the Coalition for Healthy School Food is seeking endorsements from supporting organizations, agencies and local governments. To demonstrate the City of Courtenay's support for a universal school food program, we request that you consider passing a motion, with the following recommendations:

1. That the City of Courtenay endorse the efforts of the Coalition for Healthy School Food to advocate for a universal, cost-shared healthy school food program. This support is based on a shared belief that all children and youth in British Columbia should have daily access to healthy food at school. To endorse the BC chapter of the Coalition for Healthy Student Food, sign up [here](#).
2. That the City of Courtenay call on the federal government to begin to implement a universal, cost-shared, healthy school food program for all K-12 students in the country.
3. That the City of Courtenay express willingness to commit resources towards pilot projects in the Comox Valley and call on the provincial government to commit to increase investment in a universal, cost-shared, healthy school food program for all K-12 students in the province.

Please see here for motions passed by [the City of Vancouver](#), [the City of Victoria](#), and [City of Toronto](#). See here for an [example letter](#) sent to the federal government by the City of Vancouver.

In addition to these municipalities, the Union of BC Municipalities ([see here](#)) and Federation for Canadian Municipalities ([see here](#)) have passed motions in the last 5 years to advocate for a universal school food program.

Please reach out if you have any questions or require a delegation to council. Thank you for your leadership and support in building momentum for a national healthy school food program for K-12 students in Canada.

Warmly,

Comox Valley Food Policy Council

Andrea Cupelli, Arzeena Hamir, James McKerricher, Jenn Meilleur, Kimberley Toonders, Lynnette Hornung, Maurita Prato, Marie-Gabrielle Béchar, Mike Obal, Sandra Viney, Sheila McDonnell, Stephanie McGowen, Vickey Brown, Vivianne Lemay, Wendy Morin



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Maurita Prato, Executive Director LUSH Valley Food Action Society and Coordinator Comox Valley Food Policy Council

LUSH Valley Food Action Society  
T: 250-331-0152  
E: [admin@lushvalley.org](mailto:admin@lushvalley.org)  
PO Box 20008, Courtenay, BC V9N 0A7  
CRA # 866653637RR0001  
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THE CORPORATION OF THE CITY OF COURTENAY  
**BRIEFING NOTE TO COUNCIL**

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 5<sup>th</sup> Street Bridge Rehabilitation Project Update

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**File No.:** 5335-20  
**Date:** July 26, 2021

**PURPOSE:**

The purpose of this briefing note is to update Council on the status of the 5th Street Bridge Rehabilitation Project.

**BACKGROUND:**

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

The most recent Council resolution regarding the 5<sup>th</sup> Street Bridge Project directed staff to proceed with coating the bridge in a “Classic Green” colour as preferred by the community.

**PROJECT STATUS:**

Current Work

Scaffolding installation to facilitate work on the bridge is complete. The bridge containment on each end of the bridge to facilitate coating removal and painting has been completed. Surface washing and cleaning of the bridge structure is ongoing. Coating removal is also underway.

We expect high noise levels during coating removal. Crews will be working to complete this noise-intensive work as quickly as possible. Work is currently planned to occur between 7 a.m. and 7 p.m. up to seven days per week through July and August.

Look Ahead

Coating removal, priming, and painting are expected to last for most of July and August. There will be two phases of wrapping (containment), coating removal, and painting. Once the end sections (that are currently wrapped) are completed, the middle section will be wrapped, then blasted, then painted. Once the coating portion of the project is complete, the concrete repairs and cathodic protection work will begin.

**COMMUNICATIONS**

Throughout the project, proactive, accurate, and effective communication efforts will continue to be undertaken to keep the public informed, and to allow them to appropriately anticipate and respond to construction updates.

Overall, the volume of questions and concerns from the public has been manageable. The most common questions have been related to:

- Who is allowed to travel in the priority lanes?
- Concerns regarding new line painting
- Speeding

Now that the traffic management plan is fully in place and drivers are used to the new patterns, we are shifting our efforts to additional messaging about the upcoming coating removal and re-application, and continued support for small businesses.

**PROJECT SCHEDULE**

The Contractor encountered challenges with the scaffold installation due to the complex geometry of the bridge structure which resulted in a multiple week delay. Additionally, the equipment used to remove the paint suffered an engine failure and needed to be replaced, which cost another week.

The coating removal is now underway, and the blasting rate and condition of the bridge are better than expected. The project team is working with the contractor to investigate all options to expedite the remaining project phases, including working weekends, working overtime and work phase overlap where possible.

Despite this, based on current estimates, the project is approximately 5 weeks behind schedule. Our revised completion date is now November 19<sup>th</sup>. Included in the Construction Contract with the Contractor is a provision for payments to be made to the City if construction is not completed on the agreed upon completion date. This provision will be utilized if applicable.

The revised project schedule is shown below.

<b>5th St Bridge - Project Schedule</b>										
<b>PHASE</b>	<b>Jul Wk 1-2</b>	<b>Jul Wk 3-4</b>	<b>Aug Wk 1-2</b>	<b>Aug Wk 3-4</b>	<b>Sep Wk 1-2</b>	<b>Sep Wk 3-4</b>	<b>Oct Wk 1-2</b>	<b>Oct Wk 3-4</b>	<b>Nov Wk 1-2</b>	<b>Nov Wk 3-4</b>
Scaffold/Containment										
Blasting/Coating										
Deck Repairs										
Cathodic Protection										
Demobilize / Site Cleanup										

**PROJECT BUDGET**

The project is on track to be delivered within the approved budget. Although there have been some items that required the use of project contingency funds, the project still has contingency budget remaining in case of unexpected project conditions.

Prepared by:



Adam Pitcher, ASCT, PMP  
 Engineering Technologist

Reviewed by:



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

Concurrence:

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Kate O'Connell, BA, MPP  
Acting Chief Administrative Officer

