

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

Date: October 4, 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*

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

	Pages
1. ADOPTION OF MINUTES	
1.1. Adopt September 27th, 2021 Regular Council meeting minutes	5
2. INTRODUCTION OF LATE ITEMS	
3. DELEGATIONS	
4. STAFF REPORTS/PRESENTATIONS	
4.1. Development Services	
4.1.1. Updated Proposal - Zoning Amendment Bylaw No. 3017 - 801 Ryan Road	19
Presentation by:	
• Rachel Ricard, Development Manager, Broadstreet Properties Ltd.	
• Kris Mailman, CEO, Broadstreet Properties Ltd.	
• Trevor Dickie, Vice President of Real Estate Development, Broadstreet Properties Ltd.	
4.2. Financial Services	
4.2.1. Audit Service Plan for Year Ending December 31, 2021	25
5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION	
6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION	

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

7.1. Councillor Cole-Hamilton

7.2. Councillor Frisch

7.3. Councillor Hillian

7.4. Councillor McCollum

7.5. Councillor Morin

7.6. Councillor Theos

7.7. Mayor Wells

8. RESOLUTIONS OF COUNCIL

8.1. In Camera Meeting

That a Special In-Camera meeting closed to the public will be held October 4th, 2021 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1. For First and Second Reading

12.1.1. Zoning Amendment Bylaw No. 3017, 2021 (801 Ryan Road) 43

(A bylaw to amend Zoning Bylaw No. 2500, 2007 to create a new Comprehensive Development Thirty Two Zone (CD-32), and rezone land use from Commercial One A Zone (C1-A) to Comprehensive Development Thirty Two Zone (CD-32); and, that Schedule No. 8, Zoning Map be amended accordingly - 801 Ryan Road)

12.2. For Final Adoption

12.2.1. Development Application Procedures Amendment Bylaw No. 3052, 2021 53

(A bylaw to amend Development Application Procedures Bylaw No. 2790, 2014 by replacing all references to the Director of Development Services with "Director responsible for overseeing development services or in their absence of the Chief Administrative Officer")

13. ADJOURNMENT

Minutes of a Regular Council Meeting

Meeting #: R17/2021
Date: September 27, 2021
Time: 4:01 pm
Location: City Hall Council Chambers and via video/audio conference

Attending:

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

Staff: G. Garbutt, CAO
I. Buck, Director of Development Services, via video/audio conference
C. Davidson, Director of Engineering Services, via video/audio conference
K. Macdonald, Fire Chief, via video/audio conference
J. Nelson, Director of Financial Services, via video/audio conference
K. O'Connell, Director of Corporate Support Services, via video/audio conference
S. Saunders, Director of Recreation, Culture & Community Services, via video/audio conference
K. Shaw, Director of Public Works Services, via video/audio conference
N. Borecky, Manager of Information Systems, via video/audio conference
M. Fitzgerald, Manager of Development Planning, via video/audio conference
T. Sweeney, Manager of Building & Administrative Services, via video/audio conference
R. Matthews, Executive Assistant/Deputy Corporate Officer, via video/audio conference

In acknowledgment of the National Day of Truth and Reconciliation on September 30th, 2021, the Mayor made the following statement:

“This coming Thursday, September 30th, the City of Courtenay will observe the National Day for Truth and Reconciliation. The City of Courtenay will close on this day as our Council, employees, and community take time to reflect on the intergenerational trauma of residential schools, and how we can collectively work towards Reconciliation.”

R17/2021 - September 27, 2021

As we approach the National Day for Truth and Reconciliation, our Council is pausing to reflect on the meaning of this day, which will honour the lost children and survivors of residential schools, their families, loved ones, and communities.

The immeasurable pain caused by Canada's residential school program is far-reaching for Indigenous peoples. Each new discovery of an undocumented and unmarked grave of these lost children has reopened these wounds and further deepened the ongoing trauma caused by residential schools on children, families, and communities.

Our collective commitment to Reconciliation must begin by acknowledging the tremendous harms suffered by generations of Indigenous peoples over hundreds of years, and the impacts of colonialism and systemic racism that continue to this day.

Our Council is deeply committed to continued strengthening of our relationship with K'ómoks First Nation, on whose unceded territory we reside, as well as other Indigenous peoples living on these lands.

September 30th is also Orange Shirt Day. This annual event was spearheaded by residential school survivor Phyllis Webstad to recognize the harm caused by the residential school system. We encourage everyone to wear orange shirts on this day to honour all victims of residential schools - the survivors, and those children who lost their lives.

We also urge all members of our community to recognize this day by learning and reflecting on the immeasurable damage caused by residential schools, as well as racism and bias in all its forms. This may take the form of quiet reflection, education or participating in a community event. This work is necessary to help us move forward on a journey towards Reconciliation and healing - and a more inclusive and equitable society for all.

Thank you."

Following the Mayor's statement, a member of Council distributed handcrafted tokens gifted from Kindergarten students from Ecole Puntledge Park Elementary school; the tokens are intended to remind Council of the importance of reconciliation.

1. ADOPTION OF MINUTES

1.1 Adopt September 7th, 2021 Regular Council meeting minutes (0570-03)

Moved By McCollum

Seconded By Frisch

THAT the September 7th, 2021 Regular Council meeting minutes be adopted.

Carried

1.2 Adopt September 7th, 2021 Special Council meeting minutes (0570-03)

Moved By McCollum

Seconded By Frisch

THAT the September 7th, 2021 Special Council meeting minutes be adopted.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

3.1 Comox Valley Art Gallery RE: Annual Operations

Glen Sanford, Executive Director, presented information regarding the Comox Valley Art Gallery's annual operations including programs and projects the gallery has undertaken.

3.2 Courtenay & District Museum RE: Annual Operations

Deborah Griffiths, Executive Director, presented information regarding the Courtenay and District Museum's 2021 Annual Report, including its operations, financial reporting, programs, projects and special events.

3.3 Comox Valley United Soccer Club RE: Need for Additional Facilities

Stefan Szkwarek, President, presented information regarding the club's need for additional facilities due to a current lack of all-weather facilities and more sports clubs competing for these facilities. The Comox Valley United Soccer Club asked Council to consider working together to develop a concept for an all-weather facility suitable for year-round play, funding for this initiative, and to conduct an analysis of the use of existing outdoor recreational space in the City of Courtenay.

Councillor Frisch left Council Chambers at 5:09 p.m.

Councillor returned to Council Chambers and took his seat at 5:11 p.m.

4. STAFF REPORTS/PRESENTATIONS

4.1 CAO and Legislative Services

4.1.1 2019-2021 City of Courtenay Strategic Plan Review and Update (0620-20)

Moved By Hillian

Seconded By Cole-Hamilton

THAT the September 27th, 2021 staff report “2019-2021 City of Courtenay Strategic Plan Review and Update” be received for information; and,

THAT the 2019-2022 Strategic Priorities Chart be amended as outlined in Schedule No. 3.

Carried

4.2 Development Services

4.2.1 Official Community Plan (OCP) Amendment Bylaw No. 3028 and Zoning Amendment Bylaw No. 3029 - 1679 McPhee Avenue (Wachiay Friendship Centre's Affordable Housing Project) (6480-20-2101 & 3360-20-2101)

Moved By Frisch

Seconded By Cole-Hamilton

THAT the September 27th, 2021 staff report "Official Community Plan (OCP) Amendment Bylaw No. 3028 and Zoning Amendment Bylaw No. 3029 - 1679 McPhee Avenue" be received for information.

Carried

Roger Kishi, Program Coordinator, Wachiay Friendship Centre; Lindsay Monk, Manager of Development, M'akola Development Services; Jamie Bégin, Project Coordinator, M'akola Development Services; and, Maris MacDonald, Principal, MacDonald Haggarty Architects Ltd. presented information regarding the rezoning application at 1679 McPhee Avenue (Wachiay Friendship Centre Affordable Housing Project).

Moved By Hillian

Seconded By Cole-Hamilton

THAT based on the September 27th, 2021 staff report, “OCP Amendment Bylaw No. 3028 and Zoning Amendment Bylaw No. 3029 - 1679 McPhee Avenue” Council approve OPTION 1 and complete the following steps:

1. THAT Council give First and Second Reading of “OCP Amendment Bylaw No. 3028” to designate the subject property as “Multi Residential”;
2. THAT Council give First and Second Reading of “Zoning Amendment Bylaw No. 3029” to create a new CD-34 Zone and rezone the subject property to CD-34; and
3. THAT Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaws.

Carried

VARY AGENDA

Moved By Cole-Hamilton

Seconded By McCollum

THAT Council vary the order of the September 27th, 2021 Regular Council agenda to immediately consider for First and Second Reading:

- Item 12.1.1 Official Community Plan Amendment Bylaw No. 3028, 2021 - 1679 McPhee Avenue (*Under 12. Bylaws*); and,
- Item 12.1.2 Zoning Amendment No. 3029, 2021 - 1679 McPhee Avenue (*Under 12. Bylaws*).

Carried

12.1.1 Official Community Plan Amendment Bylaw No. 3028, 2021 (1679 McPhee Avenue); AND,

12.1.2 Zoning Amendment Bylaw No. 3029, 2021 (1679 McPhee Avenue)

Moved By McCollum

Seconded By Cole-Hamilton

THAT “Official Community Plan Amendment Bylaw No. 3028, 2021” AND “Zoning Amendment Bylaw No. 3029, 2021” pass first and second reading.

Carried

**4.2.2 Updated Proposal - Zoning Amendment Bylaw No. 3030 - 3040
Kilpatrick Avenue (3360-20-2102)**

Moved By Cole-Hamilton

Seconded By McCollum

THAT the September 27th, 2021 staff report “Updated Proposal - Zoning Amendment Bylaw No. 3030 - 3040 Kilpatrick Avenue” be received for information.

Carried

Moved By Frisch

Seconded By Cole-Hamilton

THAT based on the September 27th, 2021 staff report “Updated Proposal - Zoning Amendment Bylaw No. 3030 - 3040 Kilpatrick Avenue” and the September 7th, 2021 staff report “Zoning Amendment Bylaw No. 3030 - 3040 Kilpatrick Avenue” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3030, 2021; and

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

Carried

VARY AGENDA

Moved By Frisch

Seconded By McCollum

THAT Council vary the order of the September 27th, 2021 Regular Council agenda to immediately consider for First and Second Reading, Item 12.1.3 Zoning Amendment No. 3030, 2021 - 3040 Kilpatrick Avenue (*Under 12. Bylaws*).

Carried

12.1.3 Zoning Amendment Bylaw No. 3030, 2021 (3040 Kilpatrick Avenue)

Moved By McCollum

Seconded By Frisch

THAT “Zoning Amendment Bylaw No. 3030, 2021” pass first and second reading.

Carried

4.2.3 Zoning Amendment Bylaw No. 3040 to allow for a carriage house at 1236 Malahat Drive (3360-20-2106)

Moved By Frisch

Seconded By Cole-Hamilton

THAT based on the September 27th, 2021 staff report “Zoning Amendment Bylaw No. 3040 to allow for a carriage house at 1236 Malahat Drive” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3040, 2021; and,

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 3040.

Carried

Councillor Cole-Hamilton left Council Chambers at 6:50 p.m.

Councillor Cole-Hamilton returned to Council Chambers and took his seat at 6:52 p.m.

Councillor McCollum left Council Chambers at 6:56 p.m.

Councillor McCollum returned to Council Chambers and took her seat at 6:57 p.m.

4.2.4 Encroachment Agreements for Endure Projects Inc. BC1227832, 397 5th Street (2240-30)

Moved By Hillian

Seconded By Frisch

THAT based on the September 27th staff report “Encroachment Agreements for Endure Projects Inc. BC1227832, 397 5th Street”, Council approve OPTION 1 and authorize:

- One subsurface encroachment agreement and a second aerial encroachment agreement with associated section 219 *Land Title Act* restrictive covenant registered against 397 5th Street, Lot A Section 61 Comox District Plan EPP102945, and;

THAT staff proceed with the statutory notice requirements in accordance with sections 24, 26(3) and 94 of the Community Charter and;

THAT the Mayor and an Officer of the City be authorized to execute all documentation relating to the agreements.

Carried

4.3 Financial Services

4.3.1 Municipal Regional District Tax (MRDT) Service Contract with Tourism Vancouver Island (TVI) and CVRD Memorandum of Understanding (MOU) (6900-01)

Moved By Frisch

Seconded By Morin

THAT based on the September 27th, 2021 staff report "Municipal and Regional District Tax (MRDT) Service Contract with Tourism Vancouver Island (TVI) and CVRD MOU" that Council endorse the agreement with Tourism Vancouver Island and Memorandum of Understanding (MOU) including the Comox Valley Regional District; and,

THAT the Mayor and the Deputy Corporate Officer be authorized to sign all required documentation.

Carried

The Council meeting recessed at 7:15 p.m.

The meeting reconvened at 7:44 p.m.

4.4 Public Works Services

4.4.1 Speed Limit Reduction Pilot Project - Crown Isle (5400-13)

Moved By Frisch

Seconded By Morin

THAT the September 27th, 2021 staff report "Speed Limit Reduction Pilot Project - Crown Isle" be received for information.

Carried

Moved By McCollum

Seconded By Frisch

THAT Council direct staff to install 40 km/h signs on Crown Isle Drive and Royal Vista Way, including ongoing maintenance and evaluation, for one year and report back to determine if the speed limit reduction is effective.

Carried

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

5.1 Ambulance Paramedics of British Columbia - Emergency Paramedics and Dispatchers

Moved By Hillian

Seconded By McCollum

THAT in response to the correspondence received September 3rd, 2021, Council direct staff to write to the Honourable Adrian Dix, Minister of Health, on behalf of Ambulance Paramedics of British Columbia to advocate for enhanced paramedic services to the extent required to assure adequate staffing and employee support, thus ensuring effective service to our community.

Carried

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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

7.1 Councillor Cole-Hamilton

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

- Youth Climate March on Sept 24 organized by the Comox Valley Youth Climate Council

7.2 Councillor Morin

Councillor Morin participated in the following events since July 27th, 2021:

- Call with Nicole Luongo re: Substance Use Policy project
- CVRD Board meeting (3 total)
- Comox Valley Recreation Commission Electric Zamboni launch at the Comox Valley Sports Centre
- Comox Valley Food Policy Committee meeting
- Comox Valley Water Committee Agenda Review meeting (2 total)
- Comox Valley Sewage Commission meeting (2 total)
- Comox Valley Water Committee meeting (2 total)
- Comox Valley Recreation Commission meeting
- *International Overdose Awareness Day* event at the Comox Valley Art Gallery's outdoor plaza
- Meeting with Councillor Hillian and resident re: food security policy
- UBCM Provincial Minister meetings (3 total) as part of the virtual 2021 UBCM Convention

- Comox Strathcona Waste Management Board meeting
- CVRD Coastal Flood Adaptation Stakeholder and Partner Engagement session
- UBCM meeting with BC Hydro as Chair of the CVRD Water Committee
- 17th Street Bike Lane Design - Coffee and Learn with staff
- Community Listening event in Comox, hosted by Jonathan Kerr
- Kus-kus-sum fundraiser dinner
- Farm to Table dinner fundraiser for LUSH Food Action Society
- City of Courtenay Strategic Planning session with staff
- Virtual 2021 UBCM Convention
- Comox Valley Water Treatment Plant opening ceremony
- Youth Climate March last Friday hosted by Youth Climate Council

7.3 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- Habitat for Humanity Groundbreaking Ceremony - 1330 Lake Trail Road
- UBCM Provincial Minister meetings during the virtual 2021 UBCM Convention

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 September 27th, 2021 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90 (1) (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- 90 (1) (c) labour relations or other employee relations.

Carried

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

11.1 Development Application Procedures Amendment Bylaw No. 3052, 2021

Moved By Frisch

Seconded By Morin

WHEREAS “Development Application Procedures Bylaw No. 2790, 2014” delegates various authorities to the Director of Development Services; and

WHEREAS Council desires to allow for the efficient oversight and approval of development applications in the absence of the Director of Development Services due to annual vacations, medical leave or other vacancy of the position;

NOW THEREFORE Council gives “Development Application Procedures Amendment Bylaw No. 3052, 2021” First, Second and Third Readings to amend “Development Application Procedures Bylaw No. 2790, 2014” to replace all references to the Director of Development Services with “Director responsible for overseeing development services or in their absence the Chief Administrative Officer”.

Carried

12. BYLAWS

12.1 For First and Second Reading

12.1.4 Zoning Amendment Bylaw No. 3040, 2021 (1236 Malahat Drive)

Moved By Frisch

Seconded By Morin

THAT "Zoning Amendment Bylaw No. 3040, 2021" pass first and second reading.

Carried

12.2 For First, Second and Third Reading

8:40 p.m. Councillors Hillian and Morin recused themselves citing a possible conflict of interest as Councillor Hillian is involved with one of the organizations applying for the permissive tax exemption in 2022; and, Councillor Morin is employed by two of the organizations applying for the permissive tax exemption in 2022.

12.2.1 Tax Exemption 2022 Bylaw No. 3047, 2021

Moved By Cole-Hamilton

Seconded By McCollum

THAT "Tax Exemption 2022 Bylaw No. 3047, 2021" pass first, second and third reading.

Carried

12.2.2 Tax Exemption Churches 2022 Bylaw No. 3048, 2021

Moved By McCollum

Seconded By Cole-Hamilton

THAT "Tax Exemption 2022 Bylaw No. 3047, 2021" pass first, second and third reading.

Carried

12.2.3 2022-2031 Tax Exemption Bylaw No. 3049, 2021

Moved By Cole-Hamilton

Seconded By Frisch

THAT "2022-2031 Tax Exemption Bylaw No. 3049, 2021" pass first, second and third reading.

Carried

13. ADJOURNMENT

Moved By McCollum

Seconded By Frisch

THAT the meeting now adjourn at 8:41 p.m.

Carried

CERTIFIED CORRECT

Deputy Corporate Officer

Adopted this 4th day of October, 2021

Mayor



STAFF REPORT

To: Council

File No.: 3360-20-2011

From: Chief Administrative Officer

Date: October 4, 2021

Subject: Updated Proposal - Zoning Amendment Bylaw No. 3017 – 801 Ryan Road

PURPOSE:

The purpose of this report is to provide Council with an overview of an updated proposal for a Zoning Amendment to rezone the property legally described as Lot 1, Section 14, Comox District, Plan 27905 Except Parts in Plans 38112 and VIP53727 from C-1A to CD-32 to facilitate the development of a 247 unit rental apartment development.

CAO RECOMMENDATIONS:

That based on the October 4th, 2021 staff report “Updated Proposal - Zoning Amendment Bylaw No. 3017 – 801 Ryan Road” and the September 7th, 2021 staff report “Zoning Amendment Bylaw No. 3017 – 801 Ryan Road” Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Readings of Zoning Amendment Bylaw No. 3017, 2021;
2. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw; and,
3. That Final Reading of the bylaw be withheld pending the registration of Section 219 covenant and Housing Agreement.

Respectfully submitted,

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

BACKGROUND:

A detailed staff report was prepared for the September 7th, 2021 meeting regarding this proposal. At that meeting Council chose to defer consideration of the bylaw with a request for more information about proposed amenity contributions and the amount of open space.

The applicant has since submitted a letter (Schedule No. 1) outlining their proposed affordable housing amenity contribution as well as an updated site plan showing additional open space.

DISCUSSION:

Affordable Housing Amenity Contribution

The applicant proposes dedicating 10% of the proposed units (25 units) as affordable rental units. Rental rates will be calculated based on 30% of the gross household income levels published in BC Housing’s annual Housing Income Limits (HILs) publication. The HILs rates are intended to reflect the minimum income required to afford appropriate accommodation in the private market. Under this formula rental rates for a

1 bedroom would be capped at \$987.50 and \$1,225 for a 2 bedroom based on the 2021 HILs. In comparison the advertised market rates at 1025 Ryan Road (adjacent apartment building under construction) are \$1,350 for a 1 bedroom and \$1,650 for a 2 bedroom. The units will be secured through a housing agreement which will last for ten years after which the units will revert to private market rental rates. It will be the responsibility of the property owner under the housing agreement to ensure the units remain at the proposed rents. The agreement will be drafted by the City’s solicitor and include the requirement for the owner to provide reports to the City to ensure compliance. Reports will be required on an annual basis or as tenants change in the affordable units. Failure to provide these reports will include a “rent” (penalty) charge under the agreement for non-compliance.

Green Space

The applicant has also revised the site plan, reducing the amount of surface parking and increasing the amount of green space. The central green space has been enlarged and includes a dog run area as well as an outdoor seating area. The green space in the panhandle area at the rear of the subject property has been enhanced with the addition of a playground and community garden area. Should Council proceed with the rezoning amendments these facilities will be secured, as a condition of rezoning, through covenant. The proposed zoning bylaw has been updated to reflect the reduction of parking stalls resulting from the additional open space.

OPTIONS:

OPTION 1: (Recommended)

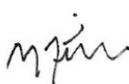
That based on the October 4th, 2021 staff report “Updated Proposal - Zoning Amendment Bylaw No. 3017 – 801 Ryan Road” and the September 7th, 2021 staff report “Zoning Amendment Bylaw No. 3017 – 801 Ryan Road” Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Readings of Zoning Amendment Bylaw No. 3017, 2021;
2. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw; and,
3. That Final Reading of the bylaw be withheld pending the registration of Section 219 covenant and Housing Agreement.

Prepared by:

Reviewed by:

Concurrence by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning



Ian Buck, RPP, MCIP
Director of Development Services



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

Attachments:

Schedule No. 1: Applicant’s Letter Outlining Updates to the Proposal

Schedule No. 2: Updated Site Plan

Schedule No. 3: Draft Zoning Amendment Bylaw No. 3017

Schedule No. 1: Applicant’s Letter Outlining Updates to the Proposal



September 15, 2021

City of Courtenay
Development Services
830 Cliff Avenue
Courtenay, BC
V9N 2J7

RE: 801 RYAN ROAD; PROPOSED REZONE FROM C-1A TO CD ZONE

This letter is in response to the request from City Council at the September 7, 2021 council meeting that we review our Affordable Housing contribution and consider designating units to a below market rental pool in lieu of the proposed cash contribution of \$123,500.

After reviewing the project and discussing with City staff, Broadstreet Properties would like to propose designating 10% of the units to be reserved for a below market rental pool. This proposal would see 25 units set aside as affordable housing for a period of 10 years and would be enforced through a Housing Agreement with the City of Courtenay. Furthermore, we propose to use BC Housing's "Housing Income Limits (HIL's)" as qualifying maximum household income, and for determining rental rates. Rental rates would be capped at 30% of household income, which is the rate at which housing is determined to be affordable.

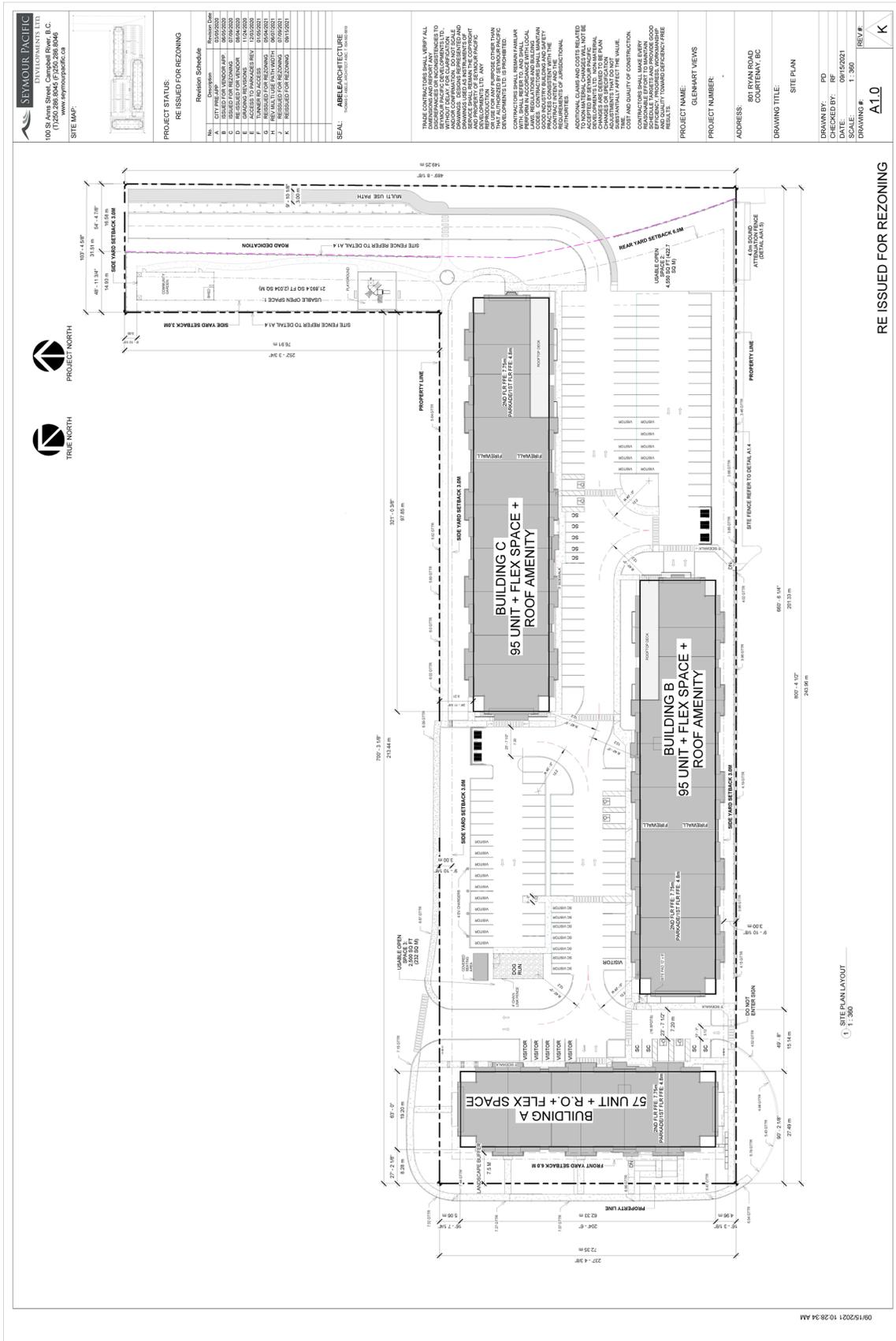
We also heard from Council that they would like to see more meaningful green space on the project and asked if we could reduce the total number of parking stalls. Based on our own internal parking management statistics and the accessibility to transit and services, we anticipate parking demand to be in the range of 1.1 to 1.2 parking stalls per unit. Our revised proposal has a total parking stall count of 300 stalls, or 1.2 stalls per unit, down 13 stalls from the previous submission. Using this formula and strategically revising the parking lot, we are now able to provide additional green space within the paved portion of the site.

The off leash dog run was relocated to the now larger green space next to the east entrance and is much more accessible by tenants in all three buildings. Relocating the dog run has the added benefit of providing additional area at the south end of the site to be used for rain gardens and stormwater management. Several landscape islands within the parking lot were enlarged by removing parking stalls; this will facilitate more substantial landscape plantings and remove asphalt area. As a final revision based on the feedback from Council, the 'panhandle' amenity area has been improved to include a playground along with the community garden.

Thank you for the opportunity to submit this revised application and highlight the changes to our Affordable Housing contribution and site plan. We feel Glenhart Views will be a positive addition to the area and provide much needed rental housing to a broad cross section of the community. Should you have any further questions, please do not hesitate to contact me at your earliest convenience.

Rachel Ricard
Rachel Ricard
Development Manager

100 St. Ann's Road, Campbell River, BC V9W 4C4
T. 250.286.8045 | F. 250.286.8046 | W. broadstreet.ca | W. seymourpacific.ca





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Audit Service Plan for Year Ending December 31, 2021

File No.: 1680-01
Date: October 4, 2021

PURPOSE:

The purpose of this report is to obtain Council approval of the Audit Service Plan for the year ending December 31, 2021 as prepared by the firm of MNP LLP.

POLICY ANALYSIS:

Section 169 of the *Community Charter*, requires Council to appoint an auditor to conduct the annual municipal audit. To-date, MNP LLP is providing this service for the City. Canadian Auditing Standards 260 (CAS 260) 'communication with those charged with governance' is the current standard for auditing in Canada and requires the Auditors to communicate the following with Council:

- a) The audit and non-audit services the auditor is providing to the City and its related entities;
- b) The level of responsibility assumed by the auditor under generally accepted auditing standards; and,
- c) A summary of the audit approach.

EXECUTIVE SUMMARY:

The City's appointed auditors, MNP LLP have now prepared and submitted the Audit Service plan for the year ending December 31, 2021. Communicating this plan to Council is a requirement under Canadian Auditing Standards 260.

CAO RECOMMENDATIONS:

That based on the, October 4, 2021 staff report "Audit Service Plan for Year Ending December 31, 2021", Council approve OPTION 1 to receive the Audit Service Plan for the year ending December 31, 2021.

Respectfully submitted,

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

BACKGROUND:

The Canadian Auditing Standards 260 (CAS260) 'communication with those charged with governance' as set by CPA Canada requires the appointment of auditors and the preparation and communication of the annual Audit Service Plan to Council.

DISCUSSION:

The City's appointed auditors, MNP LLP, have prepared and submitted this year's Audit Service plan following auditing standards as set in CAS Standard 260.

The plan documents the overall approach and the general arrangements for the conduct of the 2021 audit. Its intent is to assist Council in understanding both the scope of, and the approach to, the audit work, and to have MNP LLP report to Council on the results of their 2021 audit sometime in April 2022.

FINANCIAL IMPLICATIONS:

For 2021, the estimated audit fees are \$36,960; the 2021 fees are \$1,785 higher than those of 2020 due to personnel cost increases and inflation. Details of the audit fees are on page 4 of the attached Audit Service Plan.

ADMINISTRATIVE IMPLICATIONS:

Preparation of the City's year-end documents, drafting of the 2021 financial statements and coordinating the annual municipal audit are significant statutory tasks for the Finance Department. The auditors will be commencing preliminary on-site audit work in late October 2021 with the goal of finalizing audit work in mid-April 2022.

STRATEGIC PRIORITIES REFERENCE:

The following 2019-2022 Council strategic priorities relate to the Audit Service Plan for the year ending December 31, 2021:

We focus on organizational and governance excellence

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay

- **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:

2.1 Vision Statements:

"Committed to continued Excellence"

"Balance and ability to lead growth and provision of services"

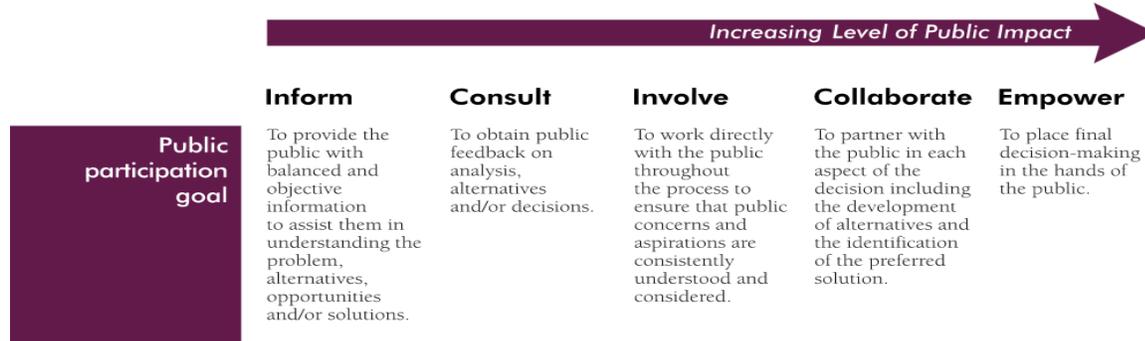
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** through adoption of policy 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 Council approve proceeding with the 2021 Audit Service Plan for the year ending December 31, 2021 as prepared by MNP LLP. (RECOMMENDED)

Option 2: That Council not approve the 2021 Audit Service Plan, and request additional information.

Prepared by:

Renata Wyka, CPA, CGA
Manager of Finance

Reviewed by:

Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence by:

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

Attachment:

1. MNP LLP – the Corporation of the City of Courtenay, Audit Service Plan, for the year ending December 31, 2021



City of Courtenay

2021 Audit Service Plan
Report to Mayor and Council
December 31, 2021

Cory Vanderhorst, CPA, CA
T: (250) 734-4319
E: cory.vanderhorst@mnp.ca



September 20, 2021

To the Mayor and Council of City of Courtenay

Dear Mayor and Council:

We are pleased to present our Audit Service Plan for City of Courtenay (the "City"). In this plan we describe MNP's audit approach, our engagement team, the scope of our audit and a timeline of anticipated deliverables. We are providing this Audit Service Plan to Mayor and Council on a confidential basis. It is intended solely for the use of Mayor and Council and is not intended for any other purpose. Accordingly, we disclaim any responsibility to any other party who may rely on this report.

Our audit will include an audit of the City's consolidated financial statements for the year ended December 31, 2021, prepared in accordance with Canadian public sector accounting standards. Our audit will be conducted in accordance with Canadian generally accepted auditing standards.

At MNP, our objective is to perform an efficient, high quality audit which focuses on those areas that are considered higher risk. We adhere to the highest level of integrity and professionalism. We are dedicated to maintaining open channels of communication throughout this engagement and will work with management to coordinate the effective performance of the engagement. Our goal is to exceed Mayor and Council's expectations and ensure you receive outstanding service.

Additional materials provided along with this report include our Engagement Letter. Our Engagement Letter is the formal written agreement of the terms of our audit engagement as negotiated with management and outlines our responsibilities under Canadian generally accepted auditing standards.

We look forward to discussing our Audit Service Plan with you and look forward to responding to any questions you may have.

Sincerely,



MNP LLP
Chartered Professional Accountants



CONTENTS

OVERVIEW.....	1
TOPICS FOR DISCUSSION.....	1
KEY CHANGES AND DEVELOPMENTS.....	1
MNP'S AUDIT PROCESS.....	2
AUDIT MATERIALITY.....	2
RISK ASSESSMENT	
GROUP AUDIT - SIGNIFICANT COMPONENTS	
TIMING OF THE AUDIT.....	3
AUDIT TEAM.....	3
FEES AND ASSUMPTIONS.....	4
APPENDIX A - KEY CHANGES AND DEVELOPMENTS.....	5
APPENDIX B – THE AUDIT PROCESS.....	7
ENGAGEMENT LETTER	

AUDIT SERVICE PLAN OVERVIEW

To make strategic business decisions with confidence, your stakeholders and Mayor and Council of the City need relevant, reliable and independently audited financial information. But that's not all. You need an audit team that can deliver insight beyond the numbers and enhance the City's strategic planning and implementation processes so you can embrace new opportunities while effectively managing risk. Our senior team members have extensive knowledge of municipalities from many years of experience. Our audit strategy is risk based, and considers the limitations and opportunities you encounter each day, allowing our recommendations to be implemented with greater ease. Committed to your success, MNP delivers meaningful, reliable financial information to not only help you fulfill your compliance obligations, but also to achieve your key strategic goals.

Our Audit Service Plan outlines the strategy we will follow to provide the City's Mayor and Council with our Independent Auditor's Report on the December 31, 2021 financial statements.

TOPICS FOR DISCUSSION

We are committed to providing superior client service by maintaining effective two-way communication. Topics for discussion include, but are not limited to:

- Changes to your business operations and developments in the financial reporting and regulatory environment
- Business plans and strategies
- Any other issues and/or concerns
- Documents comprising the annual report, and their timing of issuance
- Fraud, including how fraud could occur, the risk of fraud and misstatement, and any actual, suspected or alleged fraud
- The management oversight process
- Your specific needs and expectations

KEY CHANGES AND DEVELOPMENTS

Based on our knowledge of the City and our discussions with management, we have noted the recent developments set out below. Our audit strategy has been developed considering these factors.

ISSUES AND DEVELOPMENTS	SUMMARY
 <p>NEW REPORTING DEVELOPMENTS</p>	<ul style="list-style-type: none"> • PS 3280 Asset Retirement Obligations (New) • PS 3400 Revenue (New) • PS 1201 Financial Statement Presentation (Amendments) • PS 3450 Financial Instruments (New and Amendment)
 <p>IMPACT OF COVID-19 ON OUR AUDIT</p>	<ul style="list-style-type: none"> • COVID protocols

Detailed information on Key Changes and Developments are included as Appendix A.

MNP's audit methodology, "The MAP", is a risk based audit approach that is divided into four separate stages: Pre-planning, Planning and Risk Assessment, Risk Response and Completion and Reporting. Our audit process focuses on significant risks identified during the pre-planning and planning and risk assessment stage, ensuring that audit procedures are tailored to your specific circumstances and appropriately address those risks.

Mayor and Council is responsible for approval of the consolidated financial statements and City policies, and for monitoring management's performance. Mayor and Council should consider the potential for management override of controls or other inappropriate influences, such as earnings management, over the financial reporting process. Mayor and Council, together with management, is also responsible for the integrity of the accounting and financial reporting systems, including controls to prevent and detect fraud and misstatement, and to monitor compliance with relevant laws and regulations.

Effective discharge of these respective responsibilities is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

Key responsibilities of MNP and management are outlined in the Engagement Letter (see attached). More detailed discussion about MNP's audit process is provided in Appendix B.

AUDIT MATERIALITY

Materiality is an important audit concept. It is used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. Specifically, a misstatement or the aggregate of all misstatements in consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures) is considered to be material if it is probable that the decision of the party relying on the consolidated financial statements, who has reasonable understanding of business and economic activities, will be changed or influenced by such a misstatement or the aggregate of all misstatements.

The scope of our audit work is tailored to reflect the relative size of operations of the City and our assessment of the potential for material misstatements in the City's consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures). In determining the scope, we emphasize relative audit risk and materiality, and consider a number of factors, including:

- The size, complexity, and growth of the City;
- Changes within the organization, management or accounting systems; and
- Concerns expressed by management.

The scope of our audit work is tailored to reflect the relative size of operations of the City and our assessment of the potential for material misstatements in the City's financial statements as a whole

Judgment is applied separately to the determination of materiality in the audit of each set of consolidated financial statements (and, if applicable, for particular classes of transactions, account balances or disclosures) and is affected by our perception of the financial information needs of users of the financial statements. In this context, it is reasonable to assume that users understand that financial statements are prepared, presented and audited to levels of materiality; recognize uncertainties inherent in the measurement of amounts based on the use of estimates, judgment and consideration of future events; and make reasonable economic decisions based on the financial statements. The foregoing factors are taken into account in establishing the materiality level.

We propose to use \$2,000,000 as overall materiality for audit planning purposes.

TIMING OF THE AUDIT

Based on the audit planning performed and areas of audit risks identified, the following timelines for key deliverables have been discussed and agreed upon with management:

KEY DELIVERABLE	EXPECTED DATE
Delivery of December 31, 2021 Audit Service Plan to Mayor and Council	October 4, 2021
Interim procedures	October 27, 2021 to October 28, 2021
Year-end fieldwork procedures	March 21, 2022 to March 25, 2022
Draft year-end financial statements to be discussed with management	March 2022
Presentation of December 31, 2021 Audit Findings Report to Mayor and Council	April 2022
Presentation of Management Letter to Mayor and Council	April 2022
Issuance of Independent Auditor's Report	April 2022

AUDIT TEAM

In order to ensure effective communication between Mayor and Council and MNP, we outline below the key members of our audit team that will be responsible for the audit of the City and the role they will play:

TEAM MEMBERS	CONTACT INFORMATION
Cory Vanderhorst, CPA, CA, Engagement Partner	E: Cory.Vanderhorst@mnp.ca
Louise Blomer, CPA, Manager	E: Louise.Blomer@mnp.ca

In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other MNP professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit.

Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties' needs are met.



FEES AND ASSUMPTIONS

DESCRIPTION	2021 ESTIMATE	2020 ACTUAL
Base audit fee	\$ 35,200	\$ 33,500
Administrative - 5%	\$ 1,760	\$ 1,675
Total	\$ 36,960	\$ 35,175

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the engagement partner, so a mutually agreeable solution can be reached. Significant delays in responding to requests for information may result in additional fees.

Invoices will be rendered as work progresses in accordance with the following schedule:

DESCRIPTION	AMOUNT
On delivery of the audit service plan 50% of the estimated fee	\$ 17,600
At the start of year-end field work, 25% of the estimated fee	\$ 8,800
Upon the delivery of the final financial statements and independent auditors' report, 25% of the estimated fee	\$ 8,800
Total	\$ 35,200

APPENDIX A – KEY CHANGES AND DEVELOPMENTS

We would like to bring to your attention the following accounting and auditing developments, which may have some impact on your financial reporting.

ISSUES AND DEVELOPMENTS SUMMARY

NEW REPORTING DEVELOPMENTS

PS 3280 Asset Retirement Obligations (New)

In August 2018, new PS 3280 *Assets Retirement Obligations* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new PS 3280 establishes standards on how to account for and report a liability for asset retirement obligations (ARO). As asset retirement obligations associated with landfills are included in the scope of new PS 3280, PS 3270 *Solid Waste Landfill Closure and Post-Closure Liability* will be withdrawn.

The main features of this standard are as follows:

- An ARO represents a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic matter.
- When an asset is no longer in productive use, the associated asset retirement costs are expensed.
- Measurement of the ARO liability should result in the best estimate of the amount required to retire a tangible capital asset at the financial statement date.
- Subsequent measurement of the ARO liability results in either a change in the carrying amount of the related tangible capital asset or an expense. The accounting treatment depends on the nature of the remeasurement and whether the asset remains in productive use.
- The best method to estimate the liability is often a present value technique.

This standard is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

PS 3400 Revenue (New)

In November 2018, new PS 3400 *Revenue* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new PS 3400 establishes standards on how to account for and report on revenue by distinguishing between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations. The main features of this Section are as follows:

- Performance obligations are enforceable promises to provide specific goods or services to a specific payor.
- Performance obligations can be satisfied at a point in time or over a period of time.
- The new standard outlines five indicators to determine if the revenue would be recognized over a period of time.
- Revenue from a transaction with a performance obligation(s) is recognized when, or as, the entity has satisfied the performance obligation(s).
- Revenue from transactions with no performance obligation is recognized when a public sector entity has the authority to claim or retain an inflow of economic resources and a past event that gives rise to a claim of economic resources has occurred.

Further editorial changes have also been made to other standards as a result of the issuance of PS 3400.

This Section is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

PS 1201 Financial Statement Presentation (Amendments)

In April 2021, the Public Sector Accounting Board (PSAB) issued amendments to PS 1201 *Financial Statement Presentation*.

The narrow-scope amendments clarify the presentation of derivatives, specifically allowing public sector entities to present the remeasurement impact of derivatives separately on the statement of change in net debt. Other minor presentation clarifications have also been included such as allowing a new subtotal for the change in net debt excluding the impact of remeasurement gains and losses on the statement of change in net debt and allowing the inclusion of a footnote on the net debt indicator in the statement of financial position to refer to additional detail provided on the statement of change in net debt.

APPENDIX A – KEY CHANGES AND DEVELOPMENTS (continued from previous page)

The amendments are effective in the same period PS 2601 *Foreign Currency Translation* and PS 3450 *Financial Instruments* are adopted. PS 2601 and PS 3450 are to be adopted together and are effective for annual financial statements relating to fiscal years beginning on or after April 1, 2022. Early application continues to be permitted.

PS 3450 Financial Instruments (New and Amendment)

In June 2011, the Public Sector Accounting Board (PSAB) issued new PS 3450 *Financial Instruments*. The new standard establishes requirements for recognition, measurement, derecognition, presentation and disclosure of financial assets and financial liabilities, including derivatives. The main features of the new standard are:

- Financial instruments are classified into two measurement categories: fair value, or cost or amortized cost.
 - Almost all derivatives, including embedded derivatives not closely related to the host contract, are measured at fair value.
 - Portfolio investments in equity instruments quoted in an active market are measured at fair value.
 - Other financial assets and financial liabilities are generally measured at cost or amortized cost.
 - An entity may elect to measure any group of financial assets or financial liabilities (or both) at fair value when the entity has a risk management or investment strategy to manage those items on a fair value basis.
- Remeasurement gains and losses on financial instruments measured at fair value are reported in the statement of remeasurement gains and losses until the financial instrument is derecognized.
- Budget to actual comparisons are not required within the statement of remeasurement gains and losses;
- Financial liabilities are derecognized when, and only when, they are extinguished.
- Financial assets and financial liabilities are only offset and reported on a net basis if a legally enforceable right to set off the recognized amounts exists, and the entity intends to settle on a net basis or realize/settle the amounts simultaneously.

In May 2012, the transitional provisions for this Section were amended, effective at the time the standard is initially applied, to clarify that the measurement provisions are applied prospectively. Adjustments to previous carrying amounts are recognized in opening accumulated remeasurement gains or losses. Additionally, a new transitional provision has been added that applies to government organizations transitioning from the standards in Part V of the CPA Canada Handbook – Accounting with items classified as available for sale. Accumulated other comprehensive income (OCI) from items classified as available for sale is recognized in accumulated remeasurement gains or losses on transition.

PS 3450 was to be effective for fiscal years beginning on or after April 1, 2019. In March 2018, the Public Sector Accounting Board (PSAB) approved an extension of the effective date to fiscal years beginning on or after April 1, 2021. On June 25, 2020, the PSAB made the decision to defer the effective date by one year due to the impact of the COVID-19 pandemic. The new Section and amendments are now effective for annual financial statements relating to fiscal years beginning on or after April 1, 2022. Early application continues to be permitted. In the period that a public sector entity applies PS 3450, it also applies PS 1201 and PS 2601.

IMPACT OF COVID-19 ON OUR AUDIT

MNP's COVID protocols are based on recommendations by the Province of British Columbia. At the date of this Audit Service Plan we are adhering to the following:

Social Distancing;

No Non-Essential Attendance at External Business Development, Conferences or Training;

No Non-Essential Business Travel and;

International Travel - Self-Isolation for 14 days.

Wherever possible, we use our Client Portal website to facilitate transfer of documents and requests for information. This allows for ease of sharing documents without a file size restriction, while maintaining security and confidentiality over your documents and information. During the height of COVID, we performed our audits remotely, using email, phone, and the Client Portal to share information. Meetings were held virtually on a variety of platforms, including Teams and Zoom, and we were able to complete and deliver our usual high-quality audits.

In the current "reopening" scenario, we have started doing fieldwork visits again. Before our team members attend field work, we will be sending out a questionnaire to ascertain if it is safe for our team to be onsite as well as to learn your current COVID protocols. The safety of your team and ours is paramount at all times. All team members will be apprised of the City's protocols before we arrive onsite. If the Province increases restrictions related to COVID we are prepared to perform field work remotely.

APPENDIX B – THE AUDIT PROCESS

OUR PLAN

Our overall audit strategy is risk-based and controls-oriented. Assessment and identification of risk is performed continuously throughout the audit process. We focus on the risks that have a potential impact on the financial accounting systems and subsequent financial reporting.

Our overall audit strategy does not, and is not intended to involve the authentication of documents, nor are our team members trained or expected to be experts in such authentication. Unless we have reason to believe otherwise, we accept records and documents as genuine. The subsequent discovery of a material misstatement resulting from fraud does not, in and of itself, indicate a failure to comply with Canadian generally accepted auditing standards.

AUDIT PROCEDURES

To meet our responsibilities in accordance with Canadian generally accepted auditing standards, our audit examination includes:

- Obtaining an understanding of the entity and its environment, including its controls, in order to identify and assess the risk that the consolidated financial statements contain material misstatements due to fraud or misstatement;
- Assessing the adequacy of and examining, on a test basis, the key controls over significant transaction streams and over the general organizational and computer environments;
- Assessing the systems used to ensure compliance with applicable legislative and related authorities pertaining to financial reporting, revenue raising, borrowing, and investing activities;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
- Assessing the appropriateness and consistency of accounting principles used and their application;
- Assessing the significant estimates used by management; and,
- Assessing the entity's use of the going concern basis of accounting in the preparation of the consolidated financial statements.

As part of our planning process, we will also undertake to inform Mayor and Council of concerns relating to management's implementation and maintenance of controls, and the effects of any such concerns on the overall strategy and scope of the audit. These concerns might arise from the nature, extent and frequency of management's assessments of controls in place to detect fraud and misstatement, and of the risk that the consolidated financial statements may be misstated; from a failure by management to appropriately address significant deficiencies in controls identified in prior audits; and, from our evaluation of the City's control environment, and management's competence and integrity.

APPENDIX B – THE AUDIT PROCESS (continued from previous page)

OVERALL RELIANCE

CONTROL RELIANCE LEVEL	LOW/NONE	MODERATE	HIGH
DESCRIPTION	Where we cannot rely on controls because they are weak or absent, or where it is deemed to be more efficient to carry out a high level of direct substantive tests of details. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details.	Where there are some deficiencies in systems application or procedural controls, or where it is deemed to be inefficient to test systems application controls, but where we can test and rely on the management monitoring systems in place to detect and correct material misstatements in the financial reporting systems. Testing of controls is supplemented with a moderate level of substantive tests of details.	Where a high degree of control is in place in the areas of management monitoring controls AND systems application and procedural controls. Our audit work focuses on testing both management monitoring and systems application and procedural controls, and is supplemented with a low level of substantive tests of details.
PLANNED RELIANCE		—	—

For the December 31, 2021 audit, we are planning to place low reliance on the City's accounting systems. This level of reliance is consistent with the prior year, and will involve mainly substantive tests of transactions and balances.

The amount of substantive work will be reduced for cycles where there are controls in place that MNP can test and rely on.

As part of our audit work we will update our understanding of the entity and its environment, including the controls relevant to our audit of the principal transaction cycles, sufficient to identify and assess the risks of material misstatement of the consolidated financial statements resulting from fraud or misstatement. This will be accomplished through inquiries with management and others within the entity, analytical procedures and observation and inspection. Furthermore, we will consider whether effective controls have been established to adequately respond to the risks arising from the use of IT or manual systems and test the operation of those controls to an extent sufficient to enable us to reduce our substantive work. Our review of the City's controls will not be sufficient to express an opinion as to their effectiveness or efficiency.



Although we will provide Mayor and Council with any information about significant deficiencies in internal control that have come to our attention, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

USE OF SPECIALISTS

To obtain sufficient appropriate audit evidence to support our opinion, we intend to solicit the assistance of the City's Actuary. By communicating with the actuary and confirming the level of work performed by the actuary, the specialist will form part of our audit strategy in relation to employee future benefits.

We have sole responsibility for the audit opinion being expressed, and that responsibility is not reduced by our use of a specialist. We will, in accordance with Canadian generally accepted auditing standards, evaluate the competence, capabilities and objectivity of any specialists we employ to ensure their work is adequate for our purposes.

APPENDIX B – THE AUDIT PROCESS (continued from previous page)

INHERENT LIMITATIONS IN THE AUDITING PROCESS

An auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected due to factors such as the use of significant judgment regarding the gathering of evidence and the drawing of conclusions based on the audit evidence acquired; the use of testing of the data underlying the consolidated financial statements; inherent limitations of controls; and, the fact that much of the audit evidence available to the auditor is persuasive, rather than conclusive in nature.

Because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, the auditor cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The likelihood of not detecting material misstatements resulting from management fraud is greater than for employee fraud, because management is in a position to manipulate records, present fraudulent information or override controls.

We will inform the appropriate level of management or Mayor and Council with respect to identified:

- Misstatements resulting from errors, other than clearly trivial misstatements;
- Fraud, or any information obtained that indicates that fraud may exist;
- Evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than that considered inconsequential;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement; and
- Related party transactions that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

Our concern as auditors is with material misstatements, and thus, we are not responsible for the detection of misstatements that are not material to the consolidated financial statements taken as a whole.

ENGAGEMENT LETTER

(See Attached)

MNP LLP – Wherever Business Takes You

Assurance › Consulting › Tax

About MNP LLP

MNP is a leading national accounting, tax and business consulting firm in Canada. We proudly serve and respond to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a collaborative, cost-effective approach to doing business and personalized strategies to help organizations succeed across the country and around the world.



Attachment A

Part 58 – Comprehensive Development Thirty Two Zone (CD-32) (801 Ryan Road)

8.54.1 Intent

The CD-32 Zone is intended to accommodate a rental apartment development on the property legally described as Lot 1, Section 14, Comox District, Plan 27905 Except Parts in Plans 38112 and VIP 53727. The property shall be developed substantially in accordance with Schedules A and B which form part of this zone.

8.54.2 Permitted Uses

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

1. *Rental Apartment*

8.54.3 Lot Coverage

A lot shall not be covered by buildings to a greater extent than 30% of the total area of the lot.

8.54.4 Floor Area Ratio

The maximum *floor area ratio* shall not exceed 1.25.

8.54.5 Minimum Lot Size

A lot shall have an area of not less than 2.0 hectares.

8.54.6 Setbacks

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

- (1) Front Yard (interpreted as the yard adjacent to the northwest property line): 7.5m

Notwithstanding the required front yard setbacks specified above the front yard may be reduced to 3.0m for that part of the building adjacent to a deceleration lane on Ryan Road.

- (2) Rear Yard (interpreted as the yard adjacent to the southeast property line): 6.0m

- (3) Side Yard (interpreted as all other yards): 3.0m

Notwithstanding the required front, rear, and side yard setbacks specified above, roof overhangs and decks may extend up to 0.6m into the required setback.

8.54.7 Height of Buildings

Maximum building height shall be 17.5m and in accordance with Schedule B.

Notwithstanding the maximum height specified above, roof projections, elevator shafts and mechanical equipment may project beyond 17.5m.

8.54.9 Usable Open Space

A minimum of 20m² of useable open space must be provided per unit as shown in Schedule B. For clarity this includes common outdoor areas and private balconies or patios.

8.54.10 Accessory Structures

Shall not be permitted except for bike storage structures, pergolas, sheds, and playgrounds.

8.54.11 Off-Street Parking and Loading

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

- (1) For *Rental Apartment* uses parking shall be provided at a rate of 1.20 parking spaces per dwelling unit inclusive of visitor parking;
- (2) Bicycle parking facilities must be provided at a rate of one covered, secure stall per unit.

8.54.12 Fencing

The maximum height of fencing along the side property line (southwest property line) is 4.0m.

SCHEDULE B

SEWOUR PACIFIC DEVELOPMENTS LTD.
 1801 St James Street, Campbell River, B.C.
 (250) 836-1800
 www.sewourpacific.ca



PROJECT STATUS
 REISSUED FOR REZONING

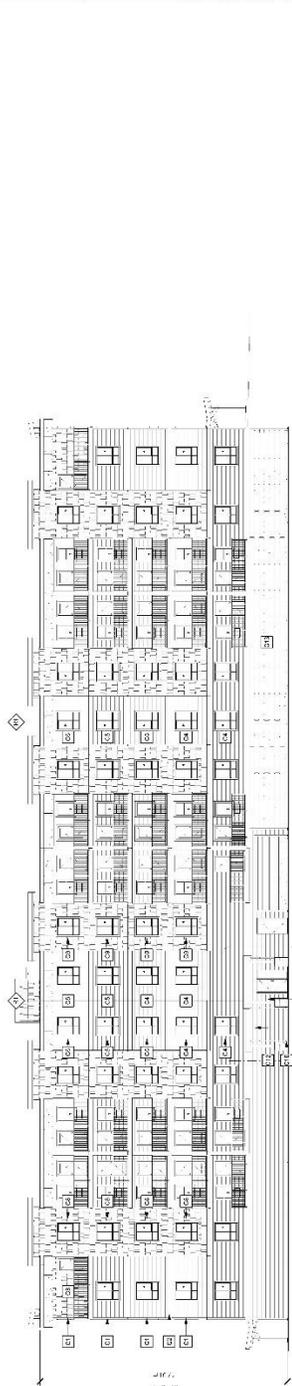
Revision Schedule

A	C-1 PRELIMINARY	PRELIMINARY
B	C-2 PRELIMINARY	PRELIMINARY
C	C-3 PRELIMINARY	PRELIMINARY
D	C-4 PRELIMINARY	PRELIMINARY
E	C-5 PRELIMINARY	PRELIMINARY
F	C-6 PRELIMINARY	PRELIMINARY
G	C-7 PRELIMINARY	PRELIMINARY
H	C-8 PRELIMINARY	PRELIMINARY
I	C-9 PRELIMINARY	PRELIMINARY
J	C-10 PRELIMINARY	PRELIMINARY

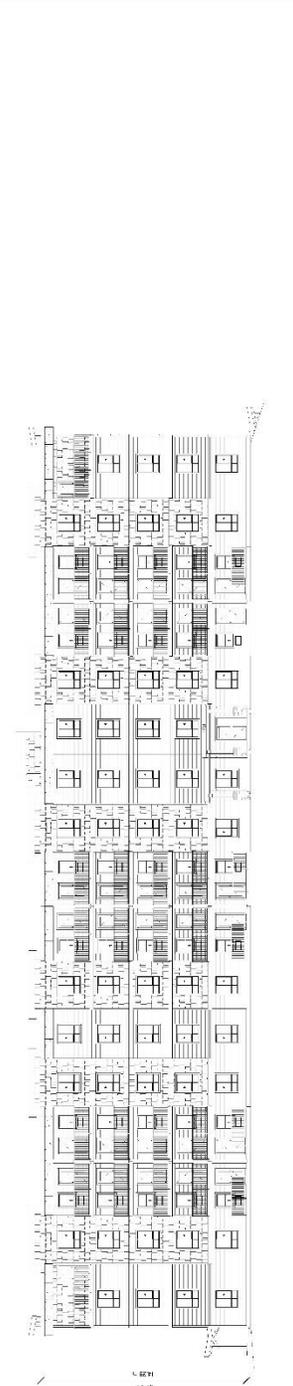
SEAL: **ARCHITECTURAL**
 APPROVED FOR THE PROJECT

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DATE: 04/11/2020
 DRAWN BY: J. BROWN
 CHECKED BY: J. BROWN
 PROJECT NO: 1801 ST JAMES STREET



1. FRONT ELEVATION
 Scale: 1/8" = 1'-0"



2. BACK ELEVATION
 Scale: 1/8" = 1'-0"

EXTERIOR ROOFING PRODUCT

ID	DESCRIPTION	LOCATION	COLOR
R1	ROOFING: 15" x 36" PINE SHAKES	REFER TO DETAIL, RAZ-1	BLACK
R2	ROOFING: 15" x 36" PINE SHAKES	REFER TO DETAIL, RAZ-2	BLACK

NOTES

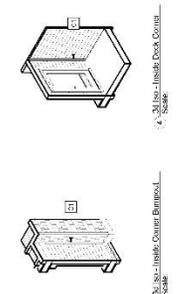
- 1. ALL TERRAZZO FLOORS TO HAVE REINFORCED CONCRETE
- 2. ALL TERRAZZO FLOORS TO HAVE WOODEN DECKING ON TOP

EXTERIOR METAL PRODUCT

ID	DESCRIPTION	LOCATION	COLOR
M1	ALUMINUM WINDOW CASING	REFER TO DETAIL, RAZ-1	BLACK
M2	ALUMINUM WINDOW CASING	REFER TO DETAIL, RAZ-2	BLACK
M3	ALUMINUM WINDOW CASING	REFER TO DETAIL, RAZ-3	BLACK
M4	ALUMINUM WINDOW CASING	REFER TO DETAIL, RAZ-4	BLACK
M5	ALUMINUM WINDOW CASING	REFER TO DETAIL, RAZ-5	BLACK
M6	ALUMINUM WINDOW CASING	REFER TO DETAIL, RAZ-6	BLACK
M7	ALUMINUM WINDOW CASING	REFER TO DETAIL, RAZ-7	BLACK
M8	ALUMINUM WINDOW CASING	REFER TO DETAIL, RAZ-8	BLACK
M9	ALUMINUM WINDOW CASING	REFER TO DETAIL, RAZ-9	BLACK
M10	ALUMINUM WINDOW CASING	REFER TO DETAIL, RAZ-10	BLACK

EXTERIOR CLADDING PRODUCT

ID	DESCRIPTION	COLOR	LOCATION
C1	15" x 36" PINE SHAKES	BLACK	ROOFING
C2	15" x 36" PINE SHAKES	BLACK	ROOFING
C3	15" x 36" PINE SHAKES	BLACK	ROOFING
C4	15" x 36" PINE SHAKES	BLACK	ROOFING
C5	15" x 36" PINE SHAKES	BLACK	ROOFING
C6	15" x 36" PINE SHAKES	BLACK	ROOFING
C7	15" x 36" PINE SHAKES	BLACK	ROOFING
C8	15" x 36" PINE SHAKES	BLACK	ROOFING
C9	15" x 36" PINE SHAKES	BLACK	ROOFING
C10	15" x 36" PINE SHAKES	BLACK	ROOFING



RE ISSUED FOR REZONING

A3.1

J



PROJECT STATUS: RE-ISSUED FOR REZONING

Revision Schedule

No.	Description	Revised Date
A	CLIP PERIOD FOR PHOTOGRAPHY	09/28/2022
B	REVISIONS TO EXTERIOR ELEVATIONS	09/28/2022
C	REVISIONS TO EXTERIOR ELEVATIONS	09/28/2022
D	REVISIONS TO EXTERIOR ELEVATIONS	09/28/2022
E	REVISIONS TO EXTERIOR ELEVATIONS	09/28/2022
F	REVISIONS TO EXTERIOR ELEVATIONS	09/28/2022
G	REVISIONS TO EXTERIOR ELEVATIONS	09/28/2022
H	REVISIONS TO EXTERIOR ELEVATIONS	09/28/2022
I	REVISIONS TO EXTERIOR ELEVATIONS	09/28/2022
J	REVISIONS TO EXTERIOR ELEVATIONS	09/28/2022

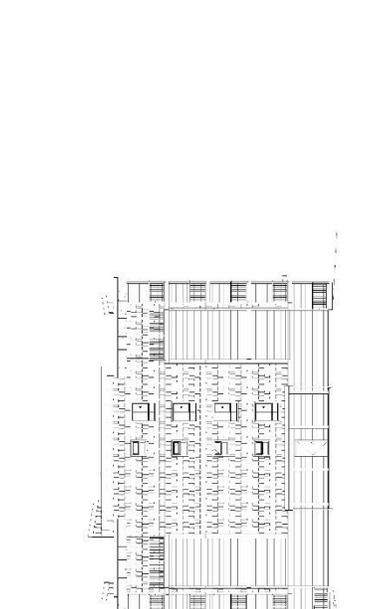
SEAL: ABEL BARNHARTER ARCHITECTURE
 10000 16th Street, Unit 100, Surrey, BC V4N 1V7

NOTES:

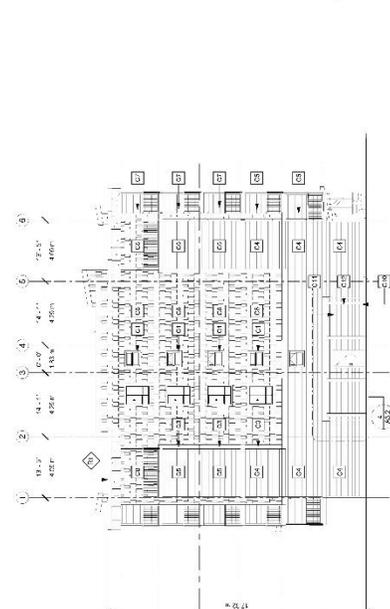
1. ALL REVISIONS TO EXTERIOR ELEVATIONS SHALL BE MADE IN ACCORDANCE WITH THE BC BUILDING DEPARTMENT'S REQUIREMENTS FOR EXTERIOR FINISHES AND MATERIALS.
2. ALL REVISIONS TO EXTERIOR ELEVATIONS SHALL BE MADE IN ACCORDANCE WITH THE BC BUILDING DEPARTMENT'S REQUIREMENTS FOR EXTERIOR FINISHES AND MATERIALS.
3. ALL REVISIONS TO EXTERIOR ELEVATIONS SHALL BE MADE IN ACCORDANCE WITH THE BC BUILDING DEPARTMENT'S REQUIREMENTS FOR EXTERIOR FINISHES AND MATERIALS.
4. ALL REVISIONS TO EXTERIOR ELEVATIONS SHALL BE MADE IN ACCORDANCE WITH THE BC BUILDING DEPARTMENT'S REQUIREMENTS FOR EXTERIOR FINISHES AND MATERIALS.
5. ALL REVISIONS TO EXTERIOR ELEVATIONS SHALL BE MADE IN ACCORDANCE WITH THE BC BUILDING DEPARTMENT'S REQUIREMENTS FOR EXTERIOR FINISHES AND MATERIALS.
6. ALL REVISIONS TO EXTERIOR ELEVATIONS SHALL BE MADE IN ACCORDANCE WITH THE BC BUILDING DEPARTMENT'S REQUIREMENTS FOR EXTERIOR FINISHES AND MATERIALS.
7. ALL REVISIONS TO EXTERIOR ELEVATIONS SHALL BE MADE IN ACCORDANCE WITH THE BC BUILDING DEPARTMENT'S REQUIREMENTS FOR EXTERIOR FINISHES AND MATERIALS.
8. ALL REVISIONS TO EXTERIOR ELEVATIONS SHALL BE MADE IN ACCORDANCE WITH THE BC BUILDING DEPARTMENT'S REQUIREMENTS FOR EXTERIOR FINISHES AND MATERIALS.
9. ALL REVISIONS TO EXTERIOR ELEVATIONS SHALL BE MADE IN ACCORDANCE WITH THE BC BUILDING DEPARTMENT'S REQUIREMENTS FOR EXTERIOR FINISHES AND MATERIALS.
10. ALL REVISIONS TO EXTERIOR ELEVATIONS SHALL BE MADE IN ACCORDANCE WITH THE BC BUILDING DEPARTMENT'S REQUIREMENTS FOR EXTERIOR FINISHES AND MATERIALS.

PROJECT NAME: GLENHART VIEWS
PROJECT NUMBER: -
ADDRESS: BOTTAYAN ROAD
 COURTNEY, BC
UPSPRING TITLE:
ELEVATIONS 2 OF 2 - BUILDING A
 UNAPPROVED BY: R/P
 CHECKED BY: R/P
 DATE: 06/04/2022
 DRAWING # 14-000000
 REV # 1

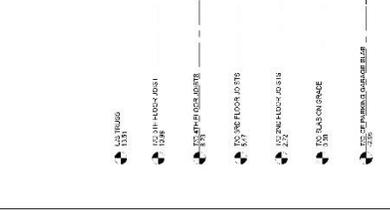
RE ISSUED FOR REZONING



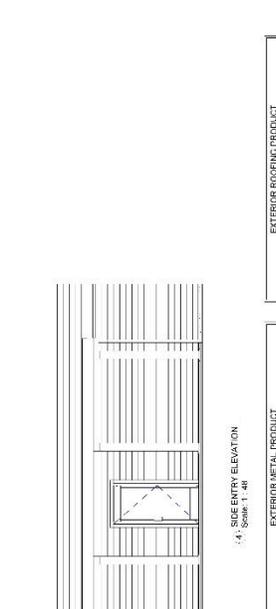
3 FRONT ELEVATION
 Scale: 1/4" = 1'-0"



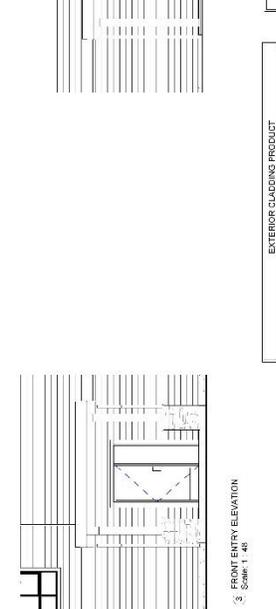
1 LEFT ELEVATION
 Scale: 1/4" = 1'-0"



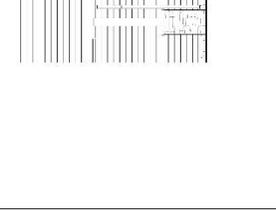
2 RIGHT ELEVATION
 Scale: 1/4" = 1'-0"



4 SIDE ENTRY ELEVATION
 Scale: 1/4" = 1'-0"



EXTERIOR METAL PRODUCT



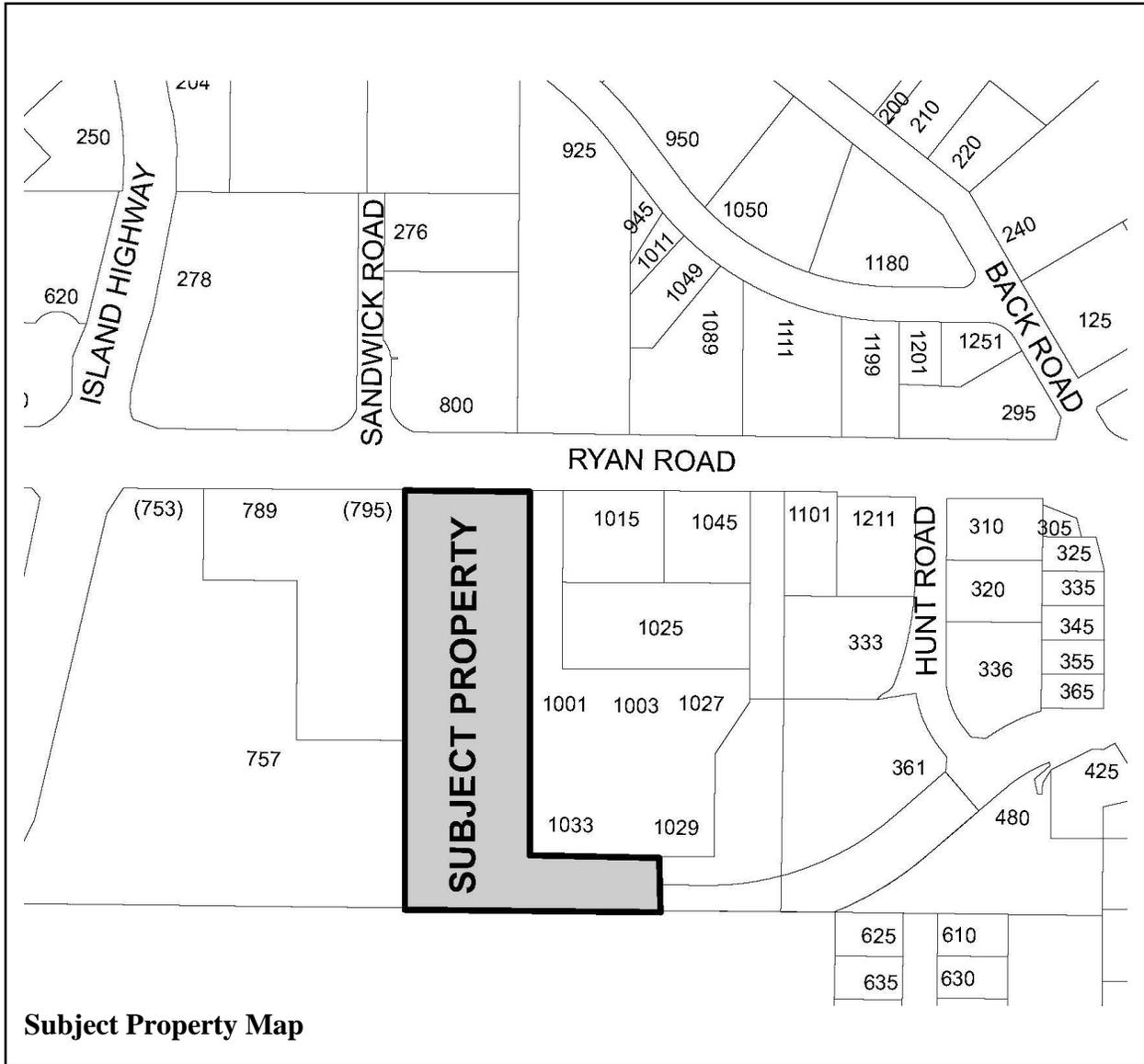
EXTERIOR CLADDING PRODUCT

DESCRIPTION	COLOR	LOCATION
1. EXTERIOR METAL PRODUCT	BLACK	ENTIRE EXTERIOR WALLS
2. EXTERIOR METAL PRODUCT	BLACK	ENTIRE EXTERIOR WALLS
3. EXTERIOR METAL PRODUCT	BLACK	ENTIRE EXTERIOR WALLS
4. EXTERIOR METAL PRODUCT	BLACK	ENTIRE EXTERIOR WALLS
5. EXTERIOR METAL PRODUCT	BLACK	ENTIRE EXTERIOR WALLS
6. EXTERIOR METAL PRODUCT	BLACK	ENTIRE EXTERIOR WALLS
7. EXTERIOR METAL PRODUCT	BLACK	ENTIRE EXTERIOR WALLS
8. EXTERIOR METAL PRODUCT	BLACK	ENTIRE EXTERIOR WALLS
9. EXTERIOR METAL PRODUCT	BLACK	ENTIRE EXTERIOR WALLS
10. EXTERIOR METAL PRODUCT	BLACK	ENTIRE EXTERIOR WALLS

DESCRIPTION	COLOR	LOCATION
1. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
2. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
3. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
4. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
5. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
6. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
7. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
8. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
9. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
10. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS

DESCRIPTION	COLOR	LOCATION
1. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
2. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
3. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
4. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
5. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
6. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
7. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
8. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
9. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS
10. EXTERIOR CLADDING PRODUCT	WHITE	ENTIRE EXTERIOR WALLS

Attachment B



Subject Property Map

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3052

A bylaw to amend Development Application Procedures Bylaw No. 2790, 2014

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

1. This bylaw may be cited for all purposes as **“Development Application Procedures Amendment Bylaw No. 3052, 2021”**.
2. That “Development Application Procedures Bylaw No. 2790, 2014” be hereby amended as follows:

By replacing all references to the Director of Development services with:

“Director responsible for overseeing development services or in their absence the Chief Administrative Officer.”

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

Read a first time this 27th day of September, 2021

Read a second time this 27th day of September, 2021

Read a third time this 27th day of September, 2021

Finally passed and adopted this day of , 2021

Mayor

Corporate Officer

