

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

Date: November 15, 2021
Time: 4:00 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

*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 November 1st, 2021 Regular Council meeting minutes	7
2. INTRODUCTION OF LATE ITEMS	
3. DELEGATIONS	
3.1. Sid Williams Theatre Society - Annual Update	
Presentation by:	
• Richard Clarke, President, SWTS	
• Deborah Renz, General Manager, SWTS; and,	
• Dale Pateman, Treasurer, SWTS	
4. STAFF REPORTS/PRESENTATIONS	
4.1. Development Services	
4.1.1. Development Permit with Variances No. 2107 - 1600 Riverside Lane	17
4.1.2. Zoning Amendment Bylaw No. 3043 to Allow for a Secondary Suite at 1544 Dingwall Road	83
4.1.3. Covenant Amendment - 2948 Cascara Crescent - Authorization to Advertise	99
4.1.4. Updated Proposal - Zoning Amendment Bylaw No. 3040 - 1236 Malahat Drive	103

4.2. Financial Services

4.2.1. Draft Terms of Reference for the Tourism Advisory Committee and Municipal Regional District Tax (MRDT) Update	115
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Presentation by:

- Anthony Everett, President & CEO, Tourism Vancouver Island (TVI)
- Karen Bannister, Director of Destination Marketing, TVI; and,
- Calum Matthews, Director of Destination Development, TVI

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.1. Heritage Advisory Commission Meeting Minutes - February 26, 2020 & September 23, 2021	137
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6.2. Courtenay Fire Department - Quarter 3 (July-September 2021) Report	141
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7. REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

7.1. Councillor Cole-Hamilton

7.2. Councillor Frisch

7.3. Councillor Hillian

7.4. Councillor McCollum

7.5. Councillor Morin

7.6. Councillor Theos

7.7. Mayor Wells

8. RESOLUTIONS OF COUNCIL

8.1. In Camera Meeting

THAT a Special In-Camera meeting closed to the public will be held November 15th, 2021 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 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;
- 90 (1) (g) litigation or potential litigation affecting the municipality;
- 90 (1) (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

9. UNFINISHED BUSINESS

- 9.1. Downtown Courtenay Business Improvement Association's (DCBIA) Request for Financial Support for Marketing Campaign during 5th Street Bridge Rehabilitation Project

Staff Note: At the November 1st, 2021 meeting, Council passed a motion to allocate grant funding up to \$9,500 to the Downtown Courtenay Business Improvement Association (DCBIA) to support their proposed marketing campaign during November and December 2021; a motion identifying the funding source is now required.

Suggested motion:

WHEREAS on November 1st, 2021, Council passed the following resolution:

"THAT the correspondence dated November 1st, 2021 from the Downtown Courtenay Business Improvement Association (DCBIA) requesting financial support for a marketing campaign during the upcoming holiday season due the impacts from the 5th Street Bridge Rehabilitation Project timeline extension, be received for information; and,

THAT in response to the DCBIA's request for financial support to develop a marketing campaign during the months of November and December 2021 that would highlight the ease of getting to downtown and encourage traffic flow, Council allocate grant funding up to \$9,500 to the DCBIA for this purpose."

THEREFORE BE IT RESOLVED that the grant to the Downtown Courtenay Business Improvement Association (DCBIA) be funded from provincial gaming funds.

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1. For First and Second Reading

- 12.1.1. Zoning Amendment Bylaw No. 3040, 2021 (1236 Malahat Drive) 143
(A bylaw to amend Zoning Bylaw No. 2500, 2007, S. 8.1.1 adding "notwithstanding any provision of this bylaw, a carriage house is a permitted use" - 1236 Malahat Drive)
- 12.1.2. Zoning Amendment Bylaw No. 3043, 2021 (1544 Dingwall Road) 145
(A bylaw to amend Zoning Bylaw No. 2500, 2007, Section 8.6.1 (5) by adding "notwithstanding any provision of this bylaw, a secondary suite is a permitted use on Lot B, Section 17, Comox District, Plan EPP72243 (1544 Dingwall Road)" and renumbering accordingly)

12.2. For Third Reading

- 12.2.1. Zoning Amendment Bylaw No. 3017, 2021 (801 Ryan Road) 147
(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)
- 12.2.2. Official Community Plan Amendment Bylaw No. 3028, 2021 (1679 McPhee Avenue) 157
(A bylaw to amend Official Community Plan Bylaw No. 2387, 2005 to change the land use designation from Industrial to Multi-Residential and amend Map #2 Land Use Plan - 1679 McPhee Avenue)
- 12.2.3. Zoning Amendment Bylaw No. 3029, 2021 (1679 McPhee Avenue) 159
(A bylaw to amend Zoning Bylaw No. 2500, 2007 to create a new Comprehensive Development Thirty Four Zone (CD-34) and rezone the subject property from Industrial Two (I-2) to Comprehensive Development Thirty Four Zone (CD-34) and amend Schedule No. 8 Zoning Map - 1679 McPhee Avenue)

12.3. For Final Adoption

12.3.1. Official Community Plan Amendment Bylaw No. 3028, 2021 (1679 McPhee Avenue)

(A bylaw to amend Official Community Plan Bylaw No. 2387, 2005 to change the land use designation from Industrial to Multi-Residential and amend Map #2 Land Use Plan - 1679 McPhee Avenue)

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

(A bylaw to amend Zoning Bylaw No. 2500, 2007 to create a new Comprehensive Development Thirty Four Zone (CD-34) and rezone the subject property from Industrial Two (I-2) to Comprehensive Development Thirty Four Zone (CD-34) and amend Schedule No. 8 Zoning Map - 1679 McPhee Avenue)

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13. ADJOURNMENT