

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

**Date:** January 18, 2021  
**Time:** 4:00 p.m.  
**Location:** City Hall Council Chambers

**AMENDED AGENDA**

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

Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. M192 Local Government Meetings & Bylaw Process (COVID-19) Order No. 3 implemented changes to its open Council meetings.

*In the interest of public health and safety, and in accordance with section 3(1) of Ministerial Order No. 3 M192, in-person attendance by members of the public at Council meetings will not be permitted until further notice. Council meetings are presided over by the Mayor or Acting Mayor with electronic participation by Council and staff via live web streaming.*

**K'OMOKS FIRST NATION ACKNOWLEDGEMENT**

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1.1. Adopt January 11, 2021 Regular Council meeting minutes	5
<b>2. INTRODUCTION OF LATE ITEMS</b>	
<b>3. DELEGATIONS</b>	
3.1. LUSH Valley Food Action Society - Request for Funding to Support the Restart of the "Good Food Box" Program for Vulnerable Citizens	
Presentation facilitated by:	
• Maurita Prato, Executive Director, LUSH Valley Food Action Society	
• Kimberley Toonders, Community Dietician, Vancouver Island Health Authority	
3.1.1. Briefing Note - LUSH Valley - Program Funding Request	13

3.2. Comox Valley Cycling Coalition Re: 6th Street Multi-Use Active Transportation Bridge

Presentation facilitated by:

- Lawrence Vea, President, Comox Valley Cycling Coalition
- Mike Keohane, Board Member, Comox Valley Cycling Coalition

**4. STAFF REPORTS/PRESENTATIONS**

**5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

5.1. 2021 Association of Vancouver Island and Coastal Communities (AVICC) Virtual AGM & Convention - Call for Resolutions

15

Staff Note: All resolutions must be received in the AVICC office by: **Friday, February 26, 2021**

**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 January 18<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;
- 90 (1) (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

## 9. UNFINISHED BUSINESS

## 10. NOTICE OF MOTION

## 11. NEW BUSINESS

## 12. BYLAWS

### 12.1. For Third Reading

- |         |   |    |
|---------|---|----|
| 12.1.1. | Official Community Plan Amendment Bylaw No. 3014, 2020 (1375 Piercy Avenue)   | 21 |
|         | (A bylaw to amend Official Community Plan Bylaw No. 2387, 2005 to change the land use designation to Multi-Residential; and, amend Map #2 Land Use Plan -1375 Piercy Avenue   |    |
| 12.1.2. | Zoning Amendment Bylaw No. 3005, 2020 (1375 Piercy Avenue)  | 23 |
|         | (A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Residential Two (R-2) to Comprehensive Development Zone Twenty Nine (CD-29) and amend Schedule No. 8 Zoning Map accordingly - 1375 Piercy Avenue) |    |
| 12.1.3. | Zoning Amendment Bylaw No. 2998, 2020 (2466 Walbran Place)  | 29 |
|         | (A bylaw to rezone property from Residential One B Zone (R-1B) to Residential One S Zone (R-1S) to allow for a secondary suite - 2466 Walbran Place)  |    |

- 12.1.4. Zoning Amendment Bylaw No. 3009, 2020 (1550 Willemar Avenue)  
  
(A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Residential Two Zone (R-2) to a newly proposed Residential One E Zone (R-1E) and, amend Schedule No. 8, Zoning Map to facilitate compact infill development - 1550 Willemar Avenue)

12.2. For Final Adoption

- 12.2.1. Official Community Plan Amendment Bylaw No. 3014, 2020 (1375 Piercy Avenue)  
  
(A bylaw to amend Official Community Plan Bylaw No. 2387, 2005 to change the land use designation to Multi-Residential; and, amend Map #2 Land Use Plan - 1375 Piercy Avenue)

**See Page 21**

- 12.2.2. Zoning Amendment Bylaw No. 3005, 2020 (1375 Piercy Avenue)  
  
(A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Residential Two (R-2) to Comprehensive Development Zone Twenty Nine (CD-29) and amend Schedule No. 8 Zoning Map accordingly - 1375 Piercy Avenue)

**See Page 23**

- 12.2.3. Zoning Amendment Bylaw No. 2998, 2020 (2466 Walbran Place)  
  
(A bylaw to rezone property from Residential One B Zone (R-1B) to Residential One S Zone (R-1S) to allow for a secondary suite - 2466 Walbran Place)

**See Page 29**

**13. ADJOURNMENT**

**Minutes of a Regular Council Meeting**

**Meeting #:** R1/2021  
**Date:** January 11, 2021  
**Time:** 4:00 pm  
**Location:** City Hall, Courtenay, BC, via video/audio conference

**Attending:**

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

**Staff:** T. Kushner, Interim CAO, via video/audio conference  
W. Sorichta, Corporate Officer, via video/audio conference  
I. Buck, Director of Development Services, via video/audio conference  
K. O'Connell, Director of Corporate Support Services, via video/audio conference  
M. Fitzgerald, Manager of Development Planning, via video/audio conference  
E. Gavelin, Network Technician, via video/audio conference  
R. Matthews, Executive Assistant/ Deputy Corporate Officer, via video/audio conference

**Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. M192 Local Government Meetings & Bylaw Process (COVID-19) Order No. 3 implemented changes to its open Council meetings.**

**In the interest of public health and safety, and in accordance with section 3(1) of Ministerial Order No. 3 M192, in-person attendance by members of the public at Council meetings will not be permitted until further notice. Council meetings are presided over by the Mayor or Acting Mayor with electronic participation by Council and staff via live web streaming.**

**1. ADOPTION OF MINUTES**

**1.1 Adopt December 21<sup>st</sup>, 2020 Regular Council meeting minutes (0570-03)**

**Moved By** Cole-Hamilton

**Seconded By** Morin

That the December 21<sup>st</sup>, 2020 Regular Council meeting minutes be adopted.

**Carried**

**2. INTRODUCTION OF LATE ITEMS**

**3. DELEGATIONS**

**4. STAFF REPORTS/PRESENTATIONS**

**4.1 Development Services**

**4.1.1 Zoning Amendment Bylaw No. 3010 Updated Proposal - Storefront Cannabis Retailer - 444 Lerwick Road (3360-20-2008)**

**Moved By** McCollum

**Seconded By** Frisch

THAT based on the January 11<sup>th</sup>, 2021 staff report, “Zoning Amendment Bylaw No. 3010 - Updated Proposal - Storefront Cannabis Retailer - 444 Lerwick Road” Council approve OPTION 1 and amend Zoning Amendment Bylaw No. 3010 to include unit 301 in the area where a storefront cannabis retailer is permitted; and,

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

**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 Hillian**

Councillor Hillian participated in the following events:

- K'ómoks First Nation (KFN) Main Treaty Table meeting
- Comox Strathcona Waste Management (CSWM) Board meeting
- Comox Valley Sewage Commission meeting (2 Total)
- Comox Valley Water Committee meeting
- CVRD Board meeting (2 Total)
- Comox Valley Coalition to End Homelessness (CVCEH) meeting
- Comox Valley Community Justice Centre Board of Directors meeting

**7.2 Councillor Morin**

Councillor Morin participated in the following event:

- Comox Valley Social Planning Society meeting

**7.3 Mayor Wells**

Mayor Wells mentioned that there have been reports of bonfires being lit in downtown Courtenay's back alleys recently. The Comox Valley RCMP will be working with the Downtown Courtenay Business Improvement Association (DCBIA) on an annual basis to support and familiarize business owners with reporting nuisance behaviour.

**8. RESOLUTIONS OF COUNCIL**

**8.1 In Camera Meeting**

**Moved By** Frisch

**Seconded By** Hillian

THAT a Special In-Camera meeting closed to the public will be held January 11<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;
- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**Carried**

**8.2 Councillor Cole-Hamilton Resolution - 2021 Strategic Planning - Equity and Inclusion (0620-20)**

**Moved By** McCollum

**Seconded By** Frisch

WHEREAS recent events remind us of the presence of bullying, harassment, and discrimination in our community;

WHEREAS the City of Courtenay has Core Values that it strives to uphold including "people matter" and "to be accountable", and seeks to lead by example; and

WHEREAS the Mayor and Council participate in a strategic planning session each year;

BE IT RESOLVED THAT the Mayor and Council include a focus on equity and inclusion in our strategic planning for 2021.

**Carried**

**9. UNFINISHED BUSINESS**

**10. NOTICE OF MOTION**



11. NEW BUSINESS

**11.1 Letter of Request - Howie Siemens, Emergency Program Coordinator - Comox Valley's Regional Emergency Operations Centre (EOC) - Emergency Operations Centre Policy Group Creation (0470-20/7130-01)**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT Mayor Wells, City of Courtenay, be appointed to the Comox Valley's Regional Emergency Operations Centre Policy Group in response to the ongoing COVID-19 pandemic;

AND FURTHER THAT the Policy Group be tasked with providing leadership and strategic direction/decision making on Emergency Operations Centre policy matters and act as the key communications liaison point between senior government and health officials and the local emergency operations centre and local jurisdictions.

**Carried**

**11.2 Comox Valley Airport Commission (CVAC) Concurrence of Director Reappointment to CVAC Board (8400-20)**

**Moved By** Hillian

**Seconded By** McCollum

THAT the correspondence dated December 3<sup>rd</sup>, 2020 received from Joe Schommer, Board Secretary, Comox Valley Airport Commission (CVAC), seeking input from area Local Governments regarding the reappointment of Director Richard Clarke to the CVAC Board, be received for information; and,

THAT Council direct staff to send a letter to the CVAC Board advising the City of Courtenay's concurrence with the Director reappointment of Mr. Richard Clarke to the CVAC Board; extending his term to September 19<sup>th</sup>, 2022.

**Carried**

**12. BYLAWS**

**12.1 For Third Reading**

**12.1.1 Zoning Amendment Bylaw No. 2977, 2020 (2355 Mansfield Drive)**

**Moved By Frisch  
Seconded By McCollum**

THAT "Zoning Amendment Bylaw No. 2977, 2020" pass third reading.  
**Carried**

**12.1.2 Zoning Amendment Bylaw No. 2989, 2020 (4070 Fraser Road)**

**Moved By Frisch  
Seconded By McCollum**

THAT "Zoning Amendment Bylaw No. 2989, 2020" pass third reading.  
**Carried**

**12.1.3 Zoning Amendment Bylaw No. 3024, 2020 (Home Occupation Regulations)**

**Moved By McCollum  
Seconded By Morin**

THAT "Zoning Amendment Bylaw No. 3024, 2020" pass third reading.  
**Carried**

**12.2 For Final Adoption**

**12.2.1 Zoning Amendment Bylaw No. 3024, 2020 (Home Occupation Regulations)**

**Moved By Hillian  
Seconded By Cole-Hamilton**

THAT "Zoning Amendment Bylaw No. 3024, 2020" be finally adopted.  
**Carried**

**13. ADJOURNMENT**

**Moved By** Hillian

**Seconded By** McCollum

THAT the meeting now adjourn at 4:57 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 18<sup>th</sup> day of January, 2021**

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**Mayor**





## LUSH VALLEY

### **LUSH Valley Delegation to City of Courtenay January 2021 - Briefing**

Funding Ask- Asking for up to \$100, 000 through the COVID-19 safe restart funding, to support local food purchasing for vulnerable populations.

#### **2020 Good Food Box [GFB] (local food boxes delivered to homes):**

- Total "GFB units" distributed April-December 2020: 11,447
- Households served: 604, including 1567 people
- Partnered with 18 farms, estimated \$200,000 to CV producers

#### **Values/Approach:**

- Dignified Access to healthy local food for vulnerable people
- 100% funding going back into the local economy
- Acting as a brokerage between farmers and social service/housing agencies (creating efficient systems of scale that make participation easy)
- Engaging our community in local food systems (in-kind volunteer hours)
- Climate mitigation, adaptation and other ecological benefits by supporting sustainable local food systems

#### **Return on Investment:**

- LUSH Valley will match funding
- Goal- \$150, 000 from program goes directly to Comox Valley farmers and rebuilding our local economy
- Secured 3 years of funding from the Vancouver Foundation to support core staff and development of a local food aggregation/distribution hub to housing insecure.
- Further incentives for the institutional purchasing of local food (farm bucks program)
- LUSH Valley has existing systems and relationships for maximum efficiency/ease for partners.
- Supports Climate mitigation/adaptation, and key values of the City
- Partnerships will help clients of 10- 15 partner agencies, 12-20 farmers, supporting 500 households+ over 6-10 months

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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## 2021 VIRTUAL AGM & CONVENTION

# RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2021 virtual convention. The Executive is considering options for the 2021 convention's format and timing. The usual resolutions procedures followed at the convention may need to be adapted with the move to a virtual format. Pending finalization of the procedures, members are now asked to submit resolutions with the requirements outlined in the following pages.

### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by: **Friday, February 26, 2021**

It is uncertain whether late resolutions or off-the-floor resolutions can be accommodated at the virtual convention. Members are strongly encouraged to submit resolutions by the deadline so they may be considered. Resolutions that emerge after Friday, February 26<sup>th</sup> may need to be submitted directly to UBCM.

### **IMPORTANT SUBMISSION REQUIREMENTS**

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to:  
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Contact AVICC & UBCM for assistance.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

## **AVICC GOLD STAR RESOLUTIONS**

The AVICC Executive will recognize members who submit the best resolutions with an award for Gold Star or Honourable Mention status. The goal of the awards is to encourage excellence in resolutions drafting. Resolutions should provide clear policy direction so that AVICC and UBCM can advocate effectively on the policy priorities of our members with the provincial and federal governments.

To be recognized for an award, a resolution must meet the standards of excellence established in the Gold Star Resolutions Criteria:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.

## **UBCM RESOLUTION PROCEDURES**

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.



## **UBCM RESOLUTIONS GUIDELINES**

### **The Construction of a Resolution:**

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes **the issue** and the enactment clause outlines **the action** being requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

### **Preamble:**

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

### **Enactment Clause:**

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

## **HOW TO DRAFT A RESOLUTION**

### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

### **2. For resolutions to be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

### **3. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

#### **4. Check legislative references for accuracy.**

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

#### **5. Provide factual background information.**

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

#### **6. Construct a brief, descriptive title.**

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

## **TEMPLATE FOR A RESOLUTION**

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

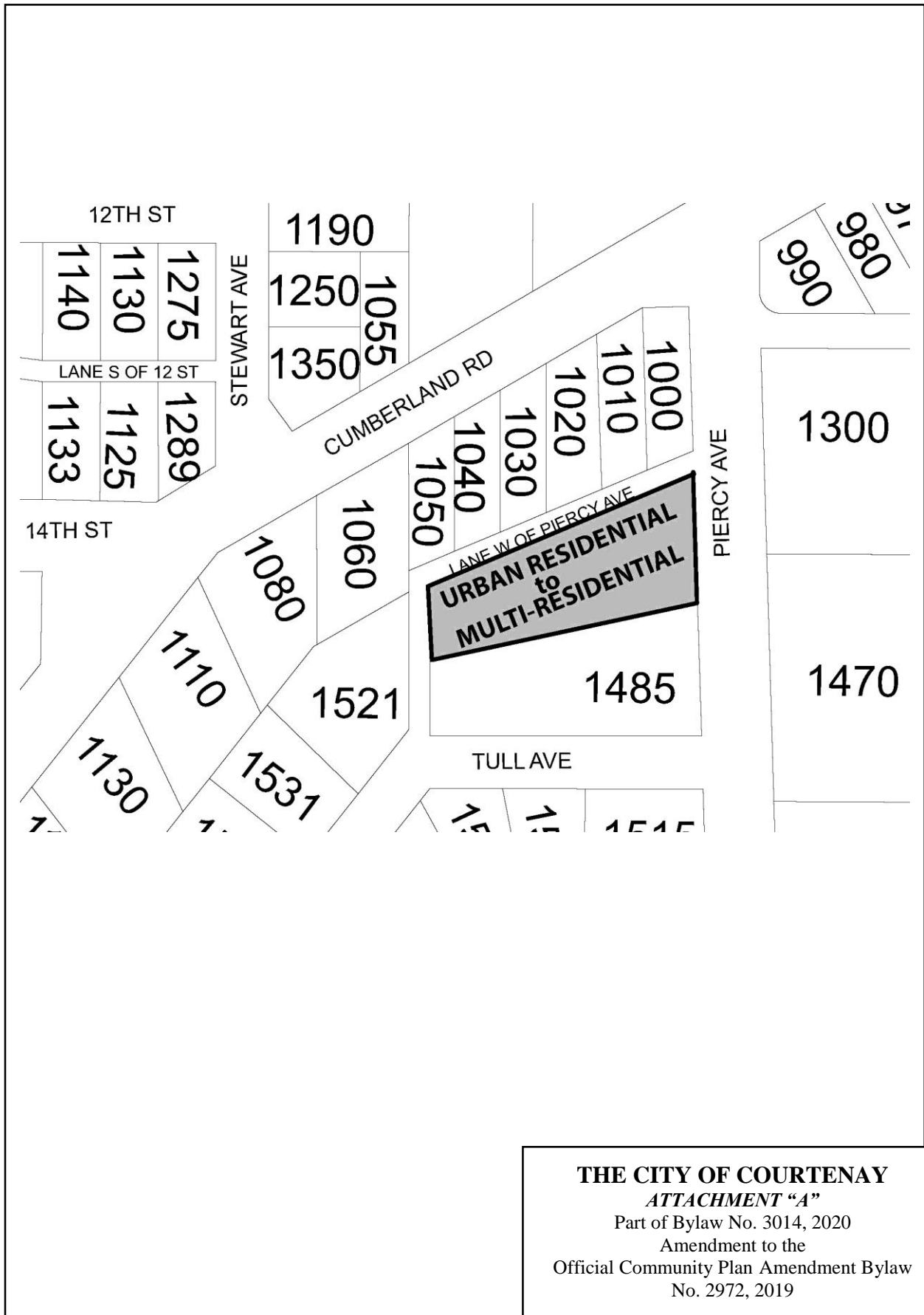
Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

*If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:*

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.







**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 3014, 2020  
 Amendment to the  
 Official Community Plan Amendment Bylaw  
 No. 2972, 2019



# Attachment A

## Part 56 – Comprehensive Development Twenty Nine Zone (CD-29) (1375 Piercy Ave.)

### 8.56.1 Intent

The CD-29 Zone is intended to accommodate an affordable housing development composed of three, four unit townhomes on the property legally described as Lot 7, District Lot 104, Comox District, Plan 5659. The property shall be developed substantially in accordance with Schedule A which form part of this zone.

### 8.56.2 Permitted Uses

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

1. *Dwelling, Townhouse*

### 8.56.3 Lot Coverage

A lot shall not be covered by buildings to a greater extent than 35% of the total area of the lot.

### 8.56.4 Minimum Lot Size

A lot shall have an area of not less than 2274m<sup>2</sup>.

### 8.56.5 Setbacks

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

- (1) Front Yard: 1.0m
- (2) Rear Yard: 6.0m
- (3) Side Yards: 2.0m

Notwithstanding the required front, rear, and side yard setbacks specified above, roof overhangs and decks may extend up to 0.80m into the required setback.

### 8.56.6 Height of Buildings

Maximum building height shall be 8.0m.

### 8.56.7 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) In this zone, parking shall be provided at a rate of 1.17 parking spaces per dwelling unit inclusive of visitor parking;
- (2) A minimum of 14 secure, enclosed bicycle parking stalls and 4 exterior stalls shall be provided.

All driveways and parking shall be located in the yard with direct access from the lane.

Parking stalls shall be delineated using concrete curbs.

#### **8.56. 8 Accessory Buildings and Structures**

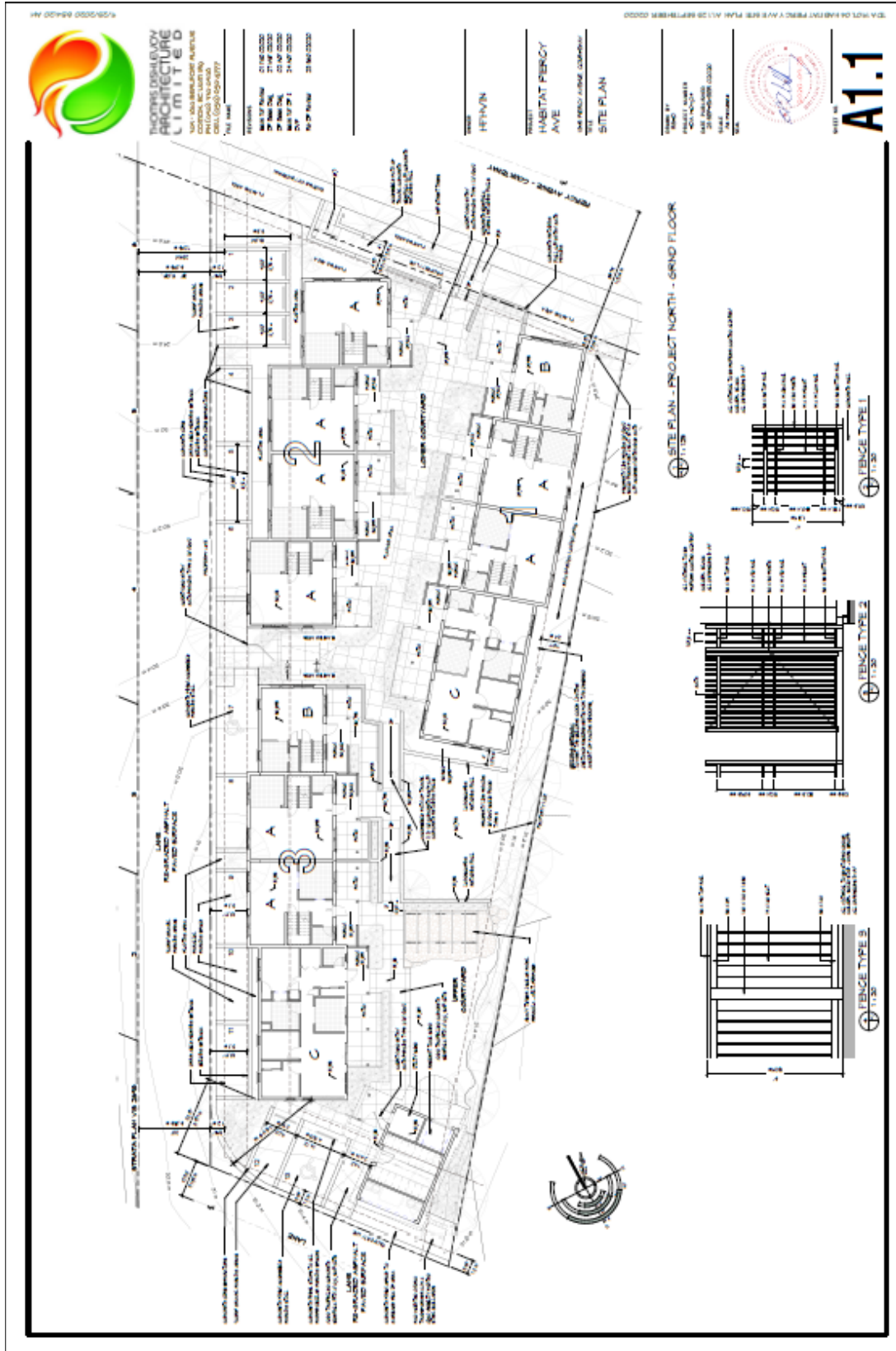
Except where otherwise specified in this bylaw the following minimum building setbacks shall apply:

- (1) Rear Yard: 2.2m
- (2) Side Yards: 1.3m

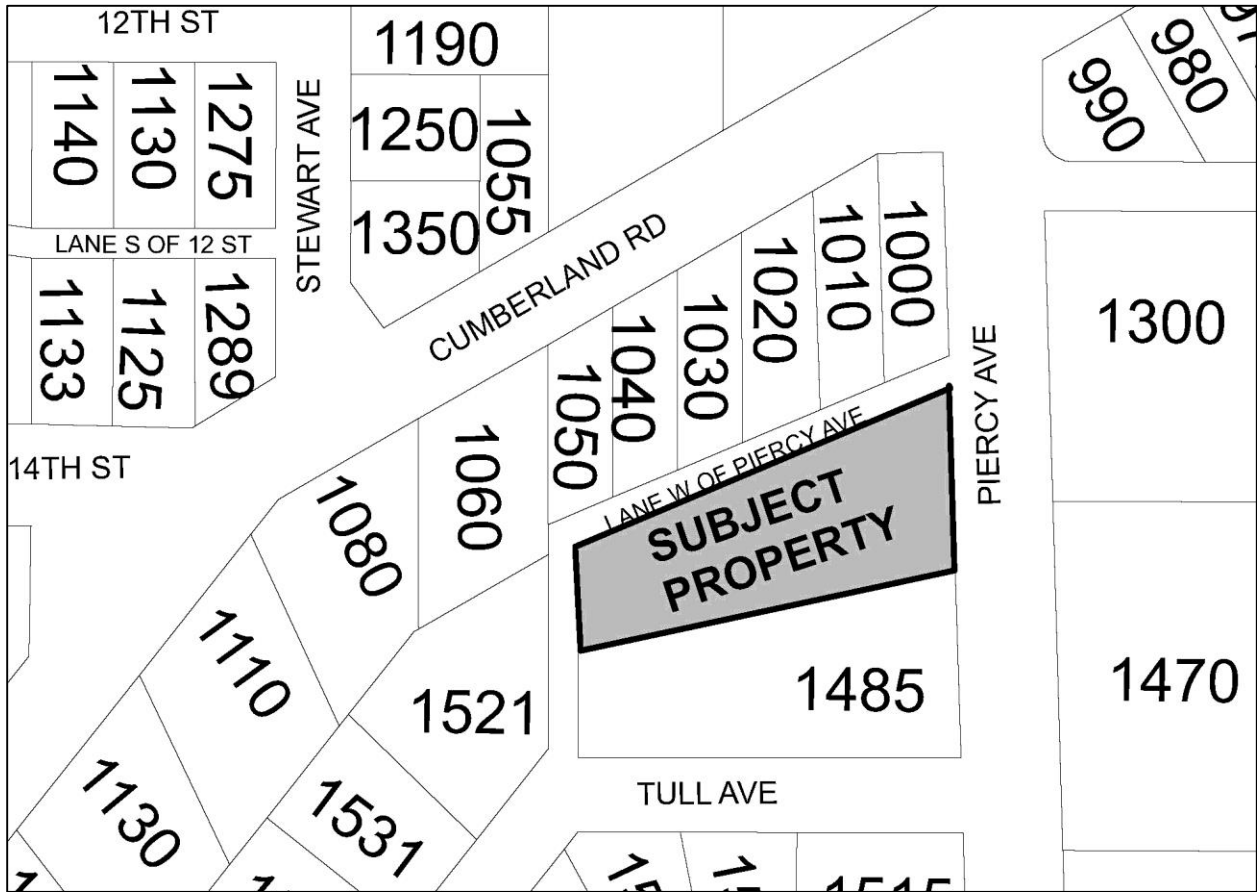
Notwithstanding the required rear, and side yard setbacks specified above, roof overhangs extend up to 0.80m into the required setback.

**Schedule A**

Note: Please refer to full size drawings in file 3360-20-2006

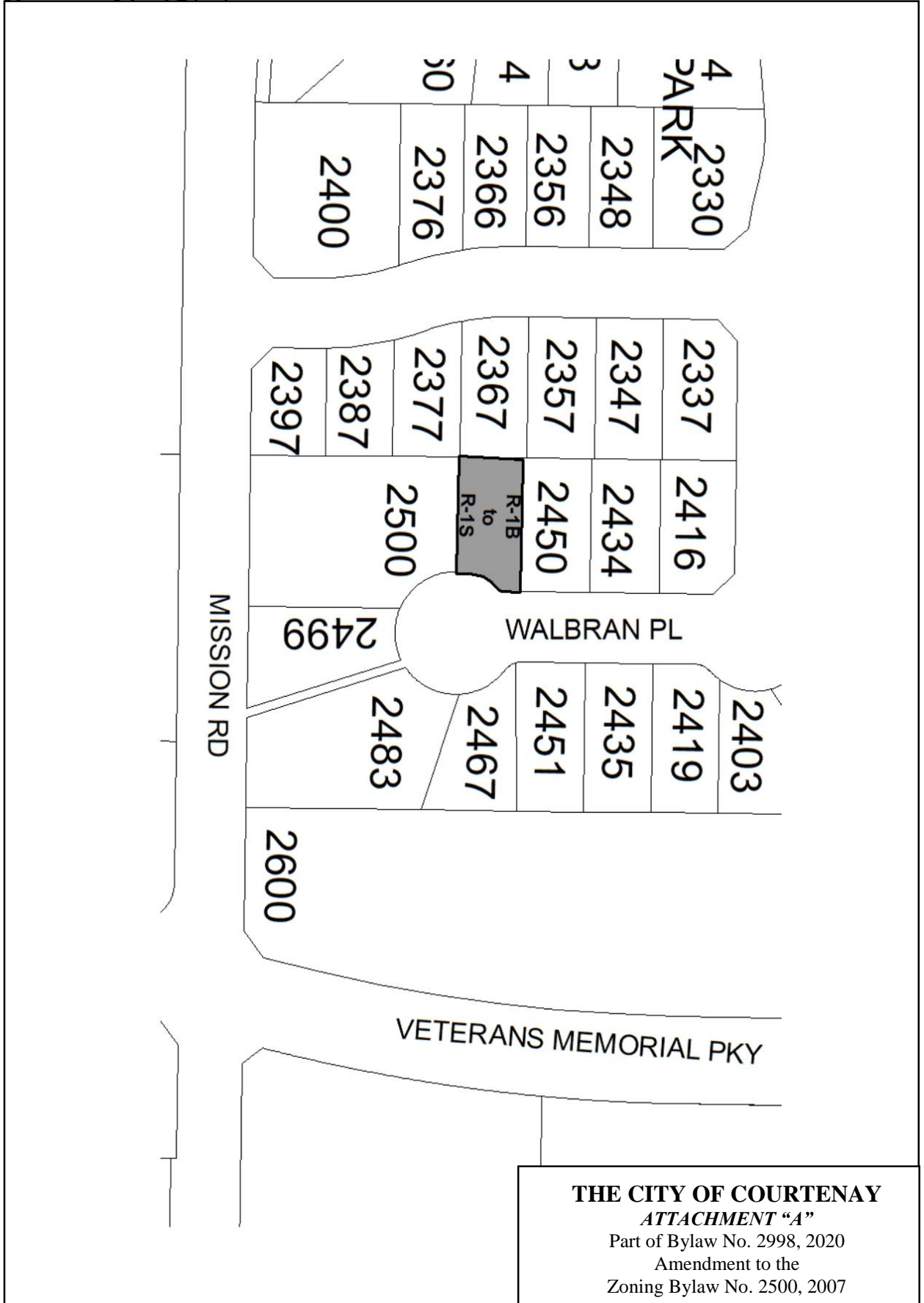


# Attachment B









**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 2998, 2020  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007



# Attachment A

## Part 1 – Residential One E Zone (R-1E)

### 8.1.55 Intent

The R-1E zone is intended to provide appropriate zoning for compact infill residential development.

### 8.1.56 Permitted Uses

In the R-1E Zone, the following uses and development are permitted and all other uses are prohibited within the area identified on Schedule 8, Zoning Map, except as otherwise noted by this bylaw:

- (1) *Single residential dwelling*
- (2) *Secondary suite* located on a lot with an area of not less than 450 m<sup>2</sup>
- (3) *Secondary residence* located on a lot with an area of not less than 600 m<sup>2</sup>, despite lot size requirements elsewhere in this Bylaw
- (4) *Carriage house* located on a lot with an area of not less than 600 m<sup>2</sup>, with a total floor area of no more than 90 m<sup>2</sup>
- (5) *Home occupation*
- (6) *Accessory buildings and structures*

### 8.1.57 Density

- (1) Minimum Lot Size: A lot shall have an area of not less than 300 m<sup>2</sup>
- (2) Floor Area Ratio: The maximum permitted floor area ratio (FAR) is 0.7

### 8.1.58 Minimum Lot Frontage

A lot shall have a frontage of not less than 10 m except for a corner lot, where the frontage shall be not less than 13 m. In the case of a lot fronting the bulb of a cul-de-sac, the frontage is measured at the front yard setback line

### 8.1.59 Lot Coverage

The maximum *lot coverage* shall not exceed 40%

### 8.1.60 Setbacks

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

- (1) Front yard: 6.0 m except that steps, landings, ramps, railings, decks, patios, awnings and covered entry features up to 3.5m in total width and up to 3.0m in height may project up to 1.0m into the front yard setback
- (2) Rear yard: 6.0 m except:



- i. steps, landings, ramps, railings, decks, patios, awnings and covered entry features up to 3.5m in total width and up to 3.0m in height may project up to 1.0m into the rear yard setback, and
  - ii. 1.5 m for a *carriage house* where it is accessed from a lane, where i. above does not apply
- (3) Side yard: 1.5 m except:
  - i. where a *side yard* flanks a street, excluding a lane, in which case, the minimum distance shall be 3.0 m, and
  - ii. where a secondary residence or carriage house behind the principal building lacks side or rear street or laneway access, the minimum side yard setback distance for the principal building on one side shall be 3.0m.

#### **8.1.61 Height of Buildings**

- (1) The *height* of a principal building shall not exceed 8.0 m
- (2) The *height* of a secondary residence building or carriage house shall not exceed 6.5 m

#### **8.1.62 Accessory Buildings and Structures**

- (1) Shall not exceed 4.5 m in *height*
- (2) Shall have a total *building area* not exceeding 45 m<sup>2</sup>
- (3) Shall be permitted in the side and *rear yard* provided they shall conform to all relevant siting regulations of this bylaw
- (4) Shall be permitted at the front of a principal *residence* provided they shall conform to all relevant siting regulations of this bylaw
- (5) Shall not be located within 1.5 m from the side and rear *lot line* except where the side or rear yard flanks a *street*, excluding a lane, in which case the minimum *yard* distance shall be 4.5 m

#### **8.1.63 Off-Street Parking**

- (1) Except as provided in this section, off-*street* parking shall be provided and maintained in accordance with the requirements of Division 7 of this bylaw
- (2) No more than 50% of the front yard area shall be used for off-*street* parking
- (3) Where a parking aisle is a strata access road, the minimum parking aisle width shall not exceed 6.5m
- (4) Where two secure, covered bicycle parking spaces are provided on a lot, the minimum number of vehicle parking spaces for a primary residence on the lot may be reduced by one space, except:
- (5) In the case of a strata lot, where 0.5 common property visitor parking spaces and two secure, covered bicycle parking spaces are provided per lot, the minimum number of vehicle parking spaces for primary residences on each strata lot may be reduced by one space

#### **8.1.64 Landscaping and Screening**

In addition to the Landscape Requirements identified in Division 6, Part 14 of this bylaw, the following landscape requirements shall be met:

- (1) A vegetated buffer that will reach a minimum of 3.0m in height upon maturity shall be provided and maintained to the satisfaction of the City on all pre-existing property lines adjoining all other adjoining properties



