

**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

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Presentation by:	
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• Deborah Renz, General Manager, SWTS; and,	
• Dale Pateman, Treasurer, SWTS	
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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

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- 6.1. Heritage Advisory Commission Meeting Minutes - February 26, 2020 & September 23, 2021 137

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7.1. Councillor Cole-Hamilton

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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 "not withstanding 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)

See Page 159

13. ADJOURNMENT

Minutes of a Regular Council Meeting

Meeting #: R21/2021
Date: November 1, 2021
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay 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
C. Davidson, Director of Engineering Services
K. Macdonald, Fire Chief, via video/audio conference
J. Nelson, Director of Financial Services
K. O'Connell, Director of Corporate Support Services
S. Saunders, Director of Recreation, Culture & Communities Services
P. de Graaf, Manager of Bylaw Services
M. Fitzgerald, Manager of Development Planning, via video/audio conference
R. Matthews, Executive Assistant/Deputy Corporate Officer, via video/audio conference
N. Borecky, Manager of Information Systems, via video/audio conference

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

On behalf of Council, the Mayor congratulated Don Bardonnex on his recent retirement after 14 years of service as Fire Chief for the Courtenay Fire Department and overall 40 years in the industry. The Mayor thanked Don Bardonnex for his amazing leadership during his time with the Courtenay Fire Department and wished him well in his years of retirement.

1. ADOPTION OF MINUTES

1.1 Adopt October 25th, 2021 Regular Council meeting minutes (0570-03)

Moved By Cole-Hamilton

Seconded By McCollum

THAT the October 25th, 2021 Regular Council meeting minutes be adopted.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

4. STAFF REPORTS/PRESENTATIONS

4.1 Recreation, Culture and Community Services

4.1.1 Regional Leisure for Everyone Accessibility Program (LEAP) and Changes to Financial Eligibility of the Recreation Access Program (7710-03)

Moved By Cole-Hamilton

Seconded By Morin

1. THAT based on the November 1st, 2021 staff report, "Recreation Access Pass Eligibility and Regional Pilot of Leisure for Everyone Accessibility Program (LEAP)," Council approve OPTION 2 and direct staff to change the income eligibility for Courtenay Recreation's Access Pass from the Low Income Cut-off (LICO) to the Low Income Measure (LIM); and,
2. THAT staff implement a one-year pilot of the Leisure for Everyone Accessibility Program (LEAP) partnership with the Town of Comox, Village of Cumberland, and the Comox Valley Regional District (CVRD) to extend financial access to recreation benefits to youth regardless of residence.

Carried

4.1.2 2021 Capital Budget Amendment - McPhee Meadows Concept Design Options Analysis (6100-04)

Moved By Hillian

Seconded By McCollum

1. THAT based on the November 1st, 2021 staff report, “2021 Capital Budget Amendment - McPhee Meadows Concept Design Options Analysis”, Council approve OPTION 1 and direct staff to amend the 2021 capital budget, adding an additional \$25,000 to the McPhee Meadows Concept Design Options Analysis budget for a total capital budget of \$55,000; and,
2. THAT staff transfer \$11,800 from Reserve for Future Expenditure and \$13,200 from the Parks Amenity Reserve to cover the additional costs.

Carried

4.2 Development Services

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

Moved By McCollum

Seconded By Frisch

THAT based on the November 1st, 2021 staff report “Updated Proposal - Zoning Amendment Bylaw No. 3030 - 3040 Kilpatrick Avenue” and 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

4.2.2 Development Variance Permit No. 2104 - 3208 Klanawa Crescent (3090-20-2104)

Moved By Frisch

Seconded By Cole-Hamilton

THAT based on the November 1st, 2021 staff report, “Development Variance Permit No. 2104 - 3208 Klanawa Crescent”, Council approve OPTION 1 and issue Development Variance Permit No. 2104.

Carried

4.3 Engineering Services

4.3.1 Greenwood Trunk Sewer Funding Reallocation (5335-20/5340-02)

Eric Sears, Project Engineer, Urban Systems, presented a summary of previous remediation work done for the Greenwood Trunk Sewer Project.

Moved By McCollum

Seconded By Frisch

THAT based on the November 1st, 2021 staff report, “Greenwood Trunk Sewer Funding Reallocation” Council approve OPTION 1 and direct Staff to:

- Reallocate \$85,000 from South Courtenay Sewer, \$100,000 from Cascara and Klanawa connection to Greenwood, \$306,100 from 1st Street Lift Station Replacement, and \$220,000 from Puntledge Sanitary Catchment projects to the Greenwood Trunk Sewer Capital project in 2021; and,
- Transfer \$648,900 from the Sewer Asset Management Reserve to the Greenwood Trunk Sewer Capital project in 2021.

Carried

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

5.1 Notice of Inaugural Comox Valley Regional District (CVRD) Board Meeting November 23rd, 2021 - Director Appointments (0360-20/0470-20)

Moved By Cole-Hamilton

Seconded By Morin

THAT in response to the correspondence from the Comox Valley Regional District (CVRD) "Notice of Inaugural CVRD Board Meeting", that Council make the following City of Courtenay appointments for the period of November 23rd, 2021 to November 2022:

Comox Valley Regional District (CVRD) 2021 - 2022 Director Appointments:

Comox Valley Regional District (CVRD) Board of Directors (Four Directors)

- Councillor Will Cole-Hamilton
- Councillor Doug Hillian
- Councillor Melanie McCollum
- Councillor Wendy Morin

Alternate CVRD Directors:

Mayor Bob Wells, Councillor Manno Theos, and Councillor David Frisch

Voting Strength for City Directors on the CVRD Board (City has eighteen votes):

- Councillor Will Cole-Hamilton 4 votes
- Councillor Doug Hillian 5 votes
- Councillor Melanie McCollum 5 votes
- Councillor Wendy Morin 4 votes

Three Directors to the Comox Valley Sewage Commission (Three Directors elected to CVRD Board to serve):

- Councillor Will Cole-Hamilton
- Councillor Doug Hillian
- Councillor Wendy Morin

Alternates:

Mayor Bob Wells, Councillor Melanie McCollum, Councillor Manno Theos, and Councillor David Frisch

Four Directors to Comox Valley Water Committee (Four Directors elected to CVRD Board to serve):

- Councillor Will Cole-Hamilton 1 vote
- Councillor Doug Hillian 2 votes
- Councillor Melanie McCollum 2 votes
- Councillor Wendy Morin 2 votes

Alternates:

Mayor Bob Wells, Councillor Manno Theos, and Councillor David Frisch

Four Directors to Comox Strathcona Regional Hospital District Board (Four Directors elected to CVRD Board to serve)

- Councillor Will Cole-Hamilton
- Councillor Doug Hillian
- Councillor Melanie McCollum
- Councillor Wendy Morin

Alternates:

Mayor Bob Wells, Councillor Manno Theos, and Councillor David Frisch

Four Directors to Comox Valley Recreation Commission (Four Directors elected to CVRD Board to serve)

- Councillor Will Cole-Hamilton
- Councillor Doug Hillian
- Councillor Melanie McCollum
- Councillor Wendy Morin

Alternates:

Mayor Bob Wells, Councillor Manno Theos, and Councillor David Frisch

Four Directors to Comox Strathcona Waste Management Board (Four Directors elected to CVRD Board to serve)

- Councillor Will Cole-Hamilton
- Councillor Doug Hillian
- Councillor Melanie McCollum
- Councillor Wendy Morin

Alternates:

Mayor Bob Wells, Councillor Manno Theos, and Councillor David Frisch.

Carried

5.2 Tree of Life Cultural Society's Request for a Letter of Support for their Federal Transportation Grant Application (0400-20)

Moved By Hillian

Seconded By Morin

THAT the October 22nd, 2021 email correspondence from Tree of Life Cultural Society requesting a letter of support for their Federal Transportation Grant Application be received for information; and,

THAT in response to Tree of Life Cultural Society's correspondence, Council provide a letter of support for their Federal Transportation Grant Application to create access to transportation to and from rural northern Vancouver Island communities.

Carried

5.3 Downtown Courtenay Business Improvement Association's (DCBIA) Request for Financial Support for Marketing Campaign during 5th Street Bridge Rehabilitation Project (0400-20)

Moved By Cole-Hamilton

Seconded By Frisch

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.

Carried

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.1 Bylaw Enforcement Update Regarding Homeless Encampments on City Properties (4020-01)

Moved By Frisch

Seconded By Cole-Hamilton

THAT the November 1st, 2021 Information Sheet, "Bylaw Enforcement Update Regarding Homeless Encampments on City Properties" be received for information.

Carried

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

7.5 Councillor Morin

Councillor Morin participated in the following events since October 26th, 2021:

- Council Procedure Bylaw Update - Lunch and Learn with staff
- Watershed Advisory Group meeting
- Official Community Plan (OCP) Consultation Session with K'ómoks First Nation (KFN)
- Canadian Drug Policy Coalition 'Broken Drug Policies' meeting
- Comox-Strathcona Solid Waste Management meeting

- Solid Waste Service Changes - Lunch and Learn with staff
- 'Gathering Our Village', hosted by Aboriginal Head Start Preschool
- OCP Study Session with staff
- CVRD Board meeting
- Comox Valley Food Policy Council municipal subcommittee meeting
- Comox Valley Food Policy Council meeting
- Downtown Courtenay Business Improvement Association's (DCBIA) 'Halloween Parade' and the LINC Youth Centre's Haunted House

7.7 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- Virtual 15th Annual 'State of the Island' Vancouver Island Economic Summit
- Downtown Courtenay Business Improvement Association's (DCBIA) 'Halloween Parade'
- Poppy Campaign Flag Raising Ceremony along with members of the Courtenay Legion

Director of Recreation, Culture and Community Services, Susie Saunders; Director of Engineering Services, Chris Davidson; and, Manager of Bylaw Services, Peter de Graaf, left the meeting at 5:39 p.m.

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 November 1st, 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) (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

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

**11.1 Vancouver Island Regional Library Board (VIRL) 2022 Appointments
(7960-02)**

Moved By Hillian

Seconded By McCollum

THAT Councillor Theos be appointed to the Vancouver Island Regional Library (VIRL) Board for a one year term, January 1st to December 31st, 2022, with Councillor McCollum appointed as alternate.

Carried

12. BYLAWS

12.1 For First and Second Reading

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

Moved By Frisch

Seconded By McCollum

THAT "Zoning Amendment Bylaw No. 3030, 2021" pass first and second readings.

Carried

13. ADJOURNMENT

Moved By McCollum

Seconded By Morin

THAT the meeting now adjourn at 5:41 p.m.

Carried

R21/2021 - November 01, 2021

CERTIFIED CORRECT

Deputy Corporate Officer

Adopted this 15th day of November, 2021

Mayor



STAFF REPORT

To: Council

File No.: 3060-20-2107

From: Chief Administrative Officer

Date: November 15, 2021

Subject: Development Permit with Variances No. 2107 – 1600 Riverside Lane

PURPOSE:

The purpose of this report is for Council to consider a Development Permit with Variances and an exemption to Floodplain Management Bylaw No. 1743 (1994) to allow the construction of a new 50-unit multi-residential building at 1600 Riverside Lane.

CAO RECOMMENDATIONS:

1. That based on the November 15, 2021 staff report “Development Permit with Variances No. 2107 – 1600 Riverside Lane” Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 2107; and,
2. That Council approve an exemption, as outlined in Section 524(7) of *The Local Government Act*, for the minimum floodplain setback specified in the City of Courtenay Floodplain Management Bylaw No 1743, 1994 subject to the registration of a covenant under Section 219 of *The Land Title Act* to ensure the property is constructed with the recommendations outlined in the Simpson Biotechnical Ltd. report “Report of Geotechnical Assessment, Proposed Apartment Building, 1600 Riverside Lane, Courtenay, BC” dated November 20, 2020 and that the applicant saves harmless the City from any claims for flood damage or injury.

Respectfully submitted,

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

BACKGROUND:

The subject property, legally described as Lot A Section 41 Comox District, Plan EPP76829, is located at 1600 Riverside Lane and also borders 17th Street and the Courtenay Riverway trail. The total property is 4,830 m² (1.2 acres) and currently has a four-storey apartment building geared to seniors.

The proposal comprises a six-storey apartment building with a rooftop patio and 50 studio and 1-bedroom units on five residential floors set atop a parking level (**Attachment No. 1**). It also includes a bike storage addition on the neighbouring

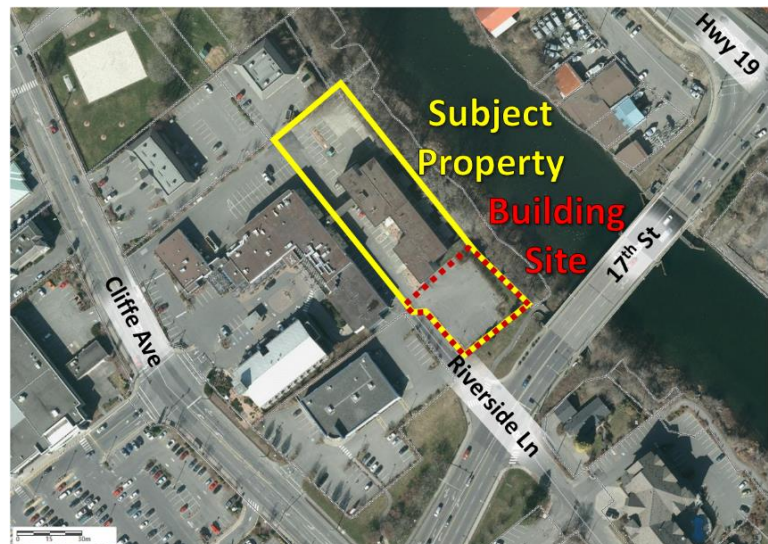


Figure 1. Location Map

building and some whole-property parking lot reconfiguration to accommodate more bicycles and smaller vehicles (**Attachment No. 1**). The proposal is evaluated based on the requirements of the Multiple Use Two Zone (MU-2), in addition to the guidance detailed in the Multi Residential Development Permit Guidelines.

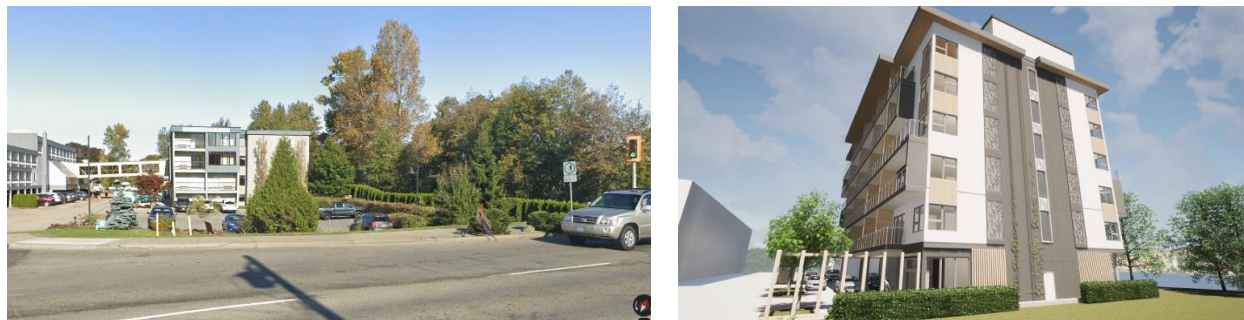


Figure 2. Site from 17th St. (left); Proposed Building (right)

A development permit was approved for a 640m² single-storey building on the subject site in 2017. Other than upgrading and installation of storm water infrastructure, the project did not proceed. An archaeological overview assessment was completed for the subject property in 2007 and no archaeological materials were identified. The proposal will be required to complete the cultural heritage permit process through K'omox First Nation prior to any land disturbance on the property.

Section 524(7) of *The Local Government Act* states that a local government may exempt a person from application of a floodplain setback if it has received a report certified from a professional engineer that the land may be used safely for the use intended in spite of the flooding hazard. When granting the exemption, Council can impose terms and conditions and require the applicant to grant the City a Section 219 covenant regarding those terms and conditions.

The OCP designates lands that are adjacent to the Courtenay River Estuary as an Environmental Development Permit Area (EDPA). The EDPA establishes guidelines specific to the Courtenay River and Estuary as well as general EDPA guidelines to guide development proposals. The proposal has addressed the guidelines and requirements and a separate environmental development permit is being concurrently considered.

DISCUSSION:

Zoning Review

As summarized on **Table 1** and discussed below, the proposed development requires variances to Multiple Use Two (MU-2) Zone height, building setback and landscape buffer requirements, as well as the 30-metre Courtenay River setback requirement and parking space minimum number and maximum small car stall proportion.

Table 1. Bylaw Requirements and Proposed Specifications

Bylaw 2500, 2007 Section	Attribute	Requirement	Proposed
6.5.3	Courtenay River Setback	30 m	13.5 m development (parking improvement); 21.3 m new building; 18.8 m bike storage addition
7.1.2(1) Schedule 7A	Parking Spaces	138 spaces (total property): 1.5 per unit for 92 units	89 spaces (total property): 0.97 spaces per unit

7.1.8(1)	Spaces for People with Disabilities	2 spaces for up to 95 units	2 space for 92 units
7.1.10(1)	Small Car Spaces	Max. 10%	53%
8.14.1	Permitted Uses	Includes multi residential dwelling	multi residential dwelling
8.14.4	Max Coverage	40%	34%
8.14.5(1)	Front Setback	7.5 m	7.1 m building / 5.8 m deck / 4.6 m roof / 1.5 m trellis
8.14.5 (2)	Rear Setback	7.5 m	7.5+ m new building 6.0 m bike storage enclosure
8.14.5 (3)	Side Setback	4.5 m / 7.5 m where flank street / 6.0 m if back of bldg.	1.17 m
8.14.6	Max. Building Height	10.0 m	22.3 m to elevator top / 18.8 m to roof peak
8.14.7	Min. Usable Open Space	20.0 m ² per apartment unit	10 m ² per unit (decks and rooftop patio)
8.14.10(1)	Min. Landscape Street Buffer	7.5 m 17 th St. / 4.5 m Riverside Ln.	1.2 m 17 th St. / 1.4 m Riverside Ln.
8.14.10(2)	Min. Landscape Buffer Width and Height Adjacent Lots	2.0 m width, 2.0 m height	1.3 m width, 1.2 m height to Courtenay Riverway property
8.14.10(3)	Min. Landscape Screening Height Loading, Refuse	2.0 m height, gated	2.0 m

Variances

Building Height

The applicant wishes to obtain a variance to height primarily to build upper floors of high-demand adult-oriented apartment units. Further requested height increase allows for rooftop patio amenity space and access thereto. The proposed building height is 22.3 m to the top of the elevator, 18.8 m to the peaks of the slightly concave roof. This is approximately twice the MU-2 zone maximum of 10 m. However, the roof peak elevation is only 1.4 m higher than the peak of the Westerly Hotel in the same building complex and the Old House Hotel & Spa on the other side of 17th Street is also a significant height (**Figure 3**). The tall elevators add access to a rooftop patio and a central trellis provides shade and visual interest. The Westerly Hotel complex, Rexall pharmacy and parking lot buffer the apparent massing from Cliffe Avenue. A dense existing hedge on the public property will be supplemented with trees and shrubs on the subject property to effectively shroud the building from the Riverway trail. The striking visual impact on northwest views from the western bridge entrance (**Figure 2**) includes numerous features detailed in subsequent sections that create an attractive focal point at this busy junction. Staff supports the variance to building height as it adds substantial visual interest to the area through design detail noted above and discussed further below, is consistent with the surrounding building scale, and is largely invisible from the Riverway trail along the Courtenay River.

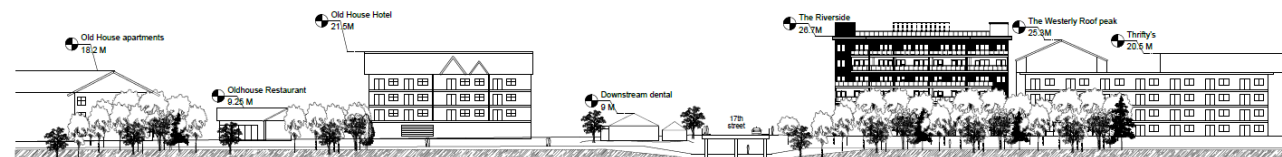


Figure 3. Courtenay River Context

Setbacks and Landscape Buffers

Variances to setbacks and landscape buffer requirements are requested in order to take advantage of the already developed parking lot, add design elements, and improve ecological impact and bike-ability. The 30 m river setback covers nearly half the building site and setbacks and landscape buffers along 17th Street and Riverside Lane also significantly constrain development opportunities.

Parking lot reconstruction to permeable paver surfacing qualifies as development under the zoning bylaw and reaches to a distance of 13.5 m from the Courtenay River. The building reaches 21.3 m from the river. The bike parking extension of the existing building extends the rear building footprint, which is 18.8 m from the river. The nearest onsite development activities to the river, replacing the impervious asphalt parking stalls with a water-permeable surface, will result in improved rainwater permeability.

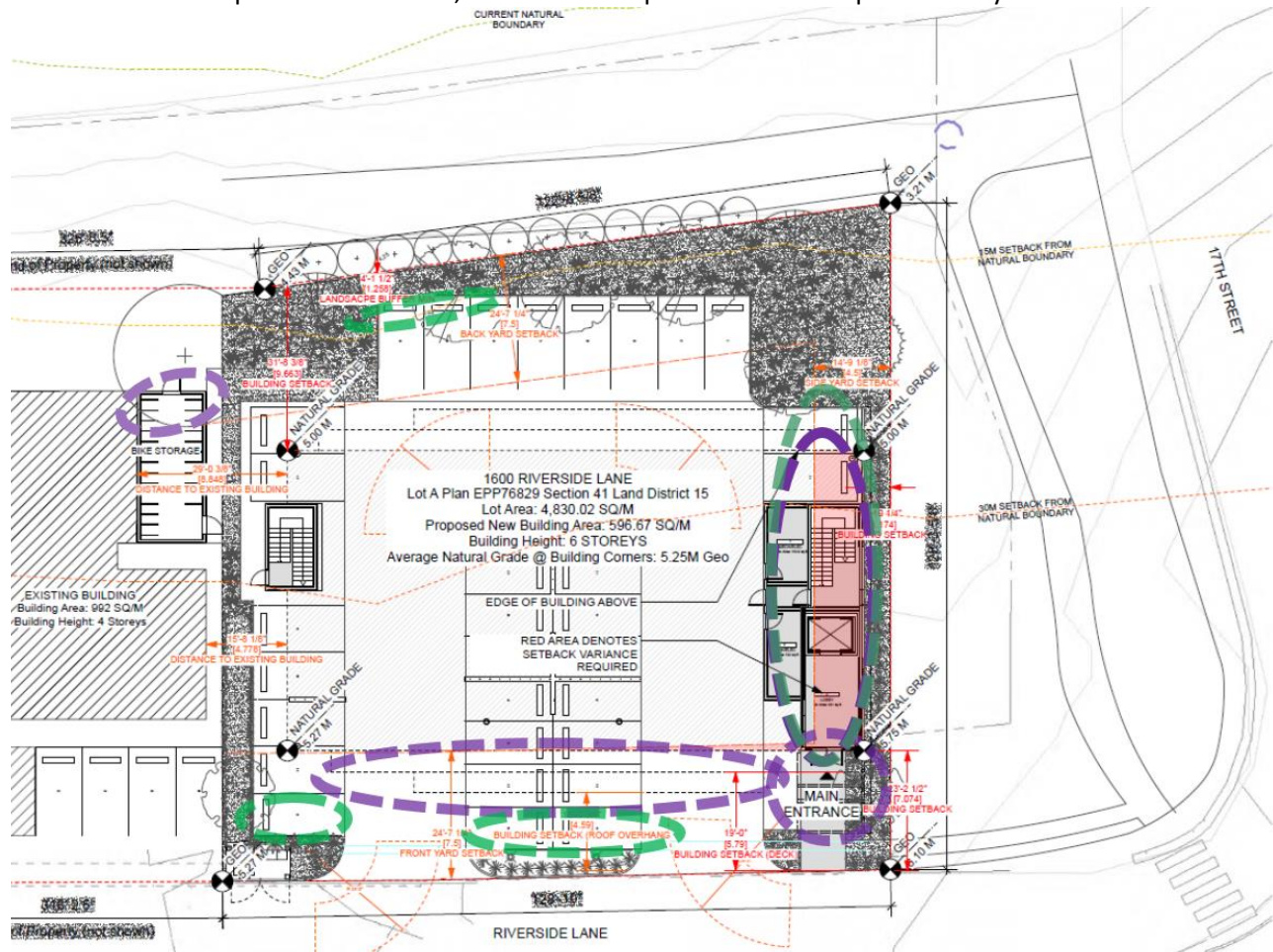


Figure 4: Site Plan Showing Building Setback (purple dashed) and Landscape (green dashed) Variance Locations

Building setback variance requests are indicated on **Figure 4**. In the front, the building’s roof reaches to within 4.6 m of the property line, and decks 5.8 m, but the building wall pierces only 0.4 m into the 7.5 m front setback. This is a tight site where decks provide important usable space and roofline details create a more interesting, visually appealing façade. A front trellis projects to within 1.5 m of the lot line. While typically fences and landscape elements are allowed to project into the setback, because the trellis is attached to the building it is considered part of the principle building, necessitating the variance, and it is an important element of the site design that adds visual interest, weather protection and parking lot screening.

The building (to roof overhang) is within 1.2 m of the 17th Street side lot line, but it is an additional 6+ m to the public walkway or 14+ m to the sidewalk, giving the impression of compliance with the 7.5 m side setback along a street requirement. There is also a 7.5 m landscape buffer requirement along 17th Street, a corresponding 4.5 m buffer requirement for other streets including Riverside Lane, and a 2.0 m width and height landscaping requirement for along neighbouring lots. Landscaping is to be installed per the landscape plan attached to **Attachment No. 1** and lines all affected property lines; street sides emphasize access or building detail and are not thickly vegetated but the rear buffer features six new trees and numerous shrubs to complement the dense hedge screening along the path and it meets the requirement along most of its length. Staff support the setback and landscape variances because they represent minor reductions with minimal impacts on neighbouring uses to accommodate increased well-located residential density and attractive architectural features.

Parking

Variances to minimum number of parking stalls and maximum proportion of small car stalls are requested to permit the proposed number of units on a property without space for parking lot expansion and to add bicycle parking. Parking for the whole property is detailed in **Attachment No. 1**. Totalling 89 spaces for 92 units including the 50 new 1-bedroom and studio units proposed which rounds to 1.0 spaces per unit, it does not meet the 1.5 space/multi-residential dwelling zoning requirement. However, the zoning requirement does not differentiate by number of bedrooms nor location. The proposal is on the Riverway trail, an easy walk to downtown, and across Cliffe Avenue from a neighbourhood mall with a large grocer and other amenities. It is also within 200 m of #10 bus stops and within 400 m of Frequent Transit Network bus stops. The applicant further posits that only 71% of current tenants require parking and expects that many residents of new studio suites will not require parking either. A 71% parking demand for the property post-construction would be 66 spaces, leaving 23 spaces for visitor parking – nine more than the 14-space zoning requirement. Small car parking also greatly exceeds the allowance, but these small units suit singles, possibly couples, who may not need large vehicles. Twelve stalls will have electric vehicle chargers. Bicycle parking for the whole site is expanded to include 77 stalls, including 25 new secure stalls. Staff support the parking variances given the expected parking needs of target residents and the active and public transportation opportunities at this location.

Usable Open Space

A variance is also requested to the usable open space requirement for apartment units, which is 20 m², regardless of size, location or quality/usability within specified parameters. The proposal includes 10 m² per unit. Sizeable open spaces may be particularly important for households with children or to supplement living space for micro-units. The proposed units include ten studios averaging 34 m² (364 ft²), fifteen studio-plus units averaging 46 m² (493 ft²), and 25 one-bedroom units averaging 58 m² (626 ft²). None of the proposed units qualify as micro-units (max. 29 m²), nor target families (per **Attachment No. 2** rationale). The property borders the Riverwalk trail and is within 100 m of Standard Park, and all of the proposed usable open space is high-quality, comprising 5-9 m² (55-93 ft²) private decks and a 186 m² (2,000 ft²) shared rooftop patio with trellis shading and a communal barbecue. Staff support the variance to usable open space, so the proposed number of units can enjoy the high-quality outdoor spaces provided as well as those conveniently located offsite.

Floodplain Setback Exemption

The building entry is at 5.75 m, which is above the 4.5 m minimum Flood Construction Level (FCL) required by Floodplain Management Bylaw No. 1743 (1994). However, the proposed building is located 21.3 m from

the natural boundary of the Courtenay River, within the 30 m setback identified in Floodplain Management Bylaw No. 1743 (1994).

This area is already developed with the proposed building being approximately the same distance from the river as the existing complex on the same property. In addition, the concurrent environmental development permit process will mitigate any environmental impact of the development both during construction and once operational. Section 524(7) of *The Local Government Act* authorize Council to grant an exemption where: the exemption is consistent with Provincial regulations; a report has been received from a professional engineer indicating that the land may be safely used for the intended use; and the property owner is required to enter into a covenant under section 219 of *the Land Title Act*.

The applicant has provided a report from Simpson Biotechnical Ltd. that certifies that the site is geotechnically safe and suitable for the use intended, included in **Attachment No. 4**. This report will form the basis of a covenant requiring the owner to only construct the addition in accordance with the terms and conditions contained in the report. The owner will also be required to save harmless the City from all claims related to damage or injury resulting from flooding.

Staff assesses the requested variances and floodplain setback exemption as supportable.

Development Permit Guidelines

The role of development permit guidelines is to guide elements of a development proposal such as architectural character, site and landscape design. The Multi Residential Development Permit Checklist and the Buildings Above 3 Storeys addendum were submitted by the applicant in support of the development permit application, indicating that the proposal complies with most of the relevant guidelines, with alternatives approaches where guidelines are not met detailed in the design brief (**Attachment No. 2**). Several of the guidelines are not applicable or are contemplated as part of the concurrent environmental development permit. Staff assessment of the development's compliance with the Multi Residential Development Permit is detailed below.

Form and Character

The six-storey rectangular building visually extends the Westerly Hotel building complex toward the 17th Street bridge. It is adjacent and aligned with the most westerly four-storey block and introduces design elements that invigorate the complex and the gateway to East Courtenay and Downtown. Rather than the existing half-blank four-storey wall across a parking lot, people on 17th Street will see a robust ornate building with Boston Ivey grow up six storeys to the butterfly roof framed by painted steel filigree laser-cut to complementary patterns. The primarily cement board-clad building features numerous wood tone details reflecting the heritage of the City including a roof arbour and one on the ground from the front door to walkway beside Riverside Lane. The building is not stepped toward the flanking 17th Street but achieves some human-scale relationship to 17th Street through the ground arbour and wide distances to walkways and driving surface. Volume is broken up by variations in colour and projection extent along building faces of decks and privacy screens, as well as articulated roof projection and the building's mass is further deemphasized through the gently sloped convex roofline and side details mentioned above. Solid wood tone walls provide privacy between decks on the northeast and southwest sides, which along with the rooftop patio offer extensive views.

Signage

Signage for The Riverside will be along the base of the extended entry arbour, considered under a separate sign permit application.

Siting, Landscaping and Screening

A detailed landscape plan has been provided by a Landscape Architect, detailing tree retention and planting species, size and location, and forms part of the attached draft development permit (**Attachment No. 1**). Recreation/play areas are not included in the landscaping, save for connection to the sidewalk and trail system, as the usable open space comprises decks and rooftop patio sensitive to the needs of the age groups likely to reside in the development. The landscape area near the Riverwalk trail is dedicated to native shrub and tree planting, including two red maples and four Pacific dogwoods; habitat creation and soil stabilization. Although the building sits atop a currently paved site, some perimeter trees will need to be removed under a separate tree-cutting permit which will require fencing protection of retention trees throughout construction. Grading is to follow the natural slope down toward the river; environmental impacts are considered and managed through a separate environmental development permit application. Landscape buffer variances are detailed above. Refuse is screened by a 2.0 m wooden fence and shrubs per the aforementioned landscape plan. The building's distance from Cliffe Avenue helps retain view corridors, primarily impacting only four existing residential units on the subject property and some Westerly Hotel units.

Lighting

Soffit-mounted potlights will provide most exterior lighting at grade, along with parking lot bollard lighting. Architectural downlighting will highlight climbing ivy and decorative screens. As a condition of the permit, and in alignment with the guideline and the City's Dark Skies Policy, all outdoor lighting must be Full-Cut Off/Flat Lens.

Parking

As noted above, property-wide parking is revised to add considerable bicycle and small car parking. The total parking area is relatively unchanged; however, stalls under the new building are to use permeable paving and the new building, trees and arbour add screening elements. Distinctive paving under the arbour connects the main door to a proposed sidewalk linking to the Riverway trail along 17th Street.

FINANCIAL IMPLICATIONS:

City and Regional District Development Cost Charges are applicable to this project. The total amount of these charges will be finalized at the time of building permit issuance.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff has spent approximately 50 hours reviewing the application to date. Should the proposed development permit be approved, an additional two hours of staff time will be required to register the permit and close the file. Additional staff time will be required to process the subsequent building permit application including inspections.

ASSET MANAGEMENT IMPLICATIONS:

The City will inherit a new street sign with name blades at the 17th Street / Riverside Lane intersection.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

- ▲■ Identify and support opportunities for lower cost housing and advocate for senior government support
- ▲ Encourage and support housing diversity

OFFICIAL COMMUNITY PLAN REFERENCE:

4.4.2 Goals

1. Optimize the use of existing lands in the City with a long-term consideration to expand boundaries and protect adjoining lands from further development to meet the future needs of the City..
6. Ensure new housing projects introduce innovative and creative design and streetscapes.

4.4.3 Policies: Densities

5 (c) priorities for multi-residential development will be:

- high - downtown area including along riverfront
- medium - intensification or redevelopment of existing sites
- low - peripheral expansion subject to Local Area Plan

Climate Change Policy:

Objective 2:

To mandate the planning, design and construction of energy efficient, low environmental impact neighbourhoods through existing land use policies that encourage complete, connected and compact community development, recognizing that site selection influences significantly the viability of other GHG reducing initiatives, notably walking, cycling and transit use.

REGIONAL GROWTH STRATEGY REFERENCE:

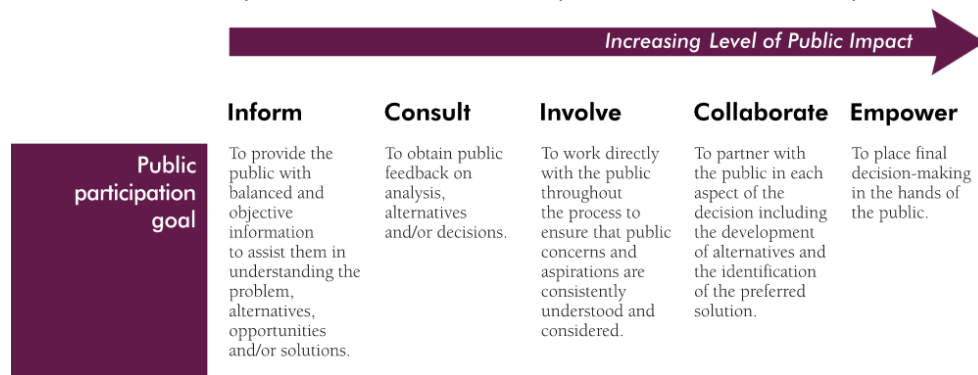
The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

Objective 1-A: Locate housing close to existing services; and

Objective 1-C: Develop and maintain a diverse, flexible housing stock.

CITIZEN/PUBLIC ENGAGEMENT:

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



The applicant mailed out a public information package April 15th, 2021 to property owners and occupiers within 30 m of the subject property. Neither the applicant nor the City received any responses. The information provided to neighbours and the summary of the process can be found in **Attachment No. 3**.

In accordance with the *Local Government Act*, the City has notified property owners and occupants within 30 m of the subject property of the requested variances and provided the opportunity to submit written feedback. To date, staff has received no responses.

OPTIONS:**OPTION 1: (Recommended):**

1. That based on the November 15, 2021 staff report “Development Permit with Variances No. 2107 – 1600 Riverside Lane” Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 2107; and

2. That Council approve an exemption, as outlined in Section 524(7) of *The Local Government Act*, for the minimum floodplain setback specified in the City of Courtenay Floodplain Management Bylaw No 1743, 1994 subject to the registration of a covenant under Section 219 of *The Land Title Act* to ensure the property is constructed with the recommendations outlined in the Simpson Biotechnical Ltd. report “Report of Geotechnical Assessment, Proposed Apartment Building, 1600 Riverside Lane, Courtenay, BC” dated November 20, 2020 and that the applicant saves harmless the City from any claims for flood damage or injury.

OPTION 2: Defer consideration of Development Permit with Variances No. 2107 pending receipt of further information.


OPTION 3: Not approve Development Permit with Variances No. 2107.

Prepared by:



Mike Grimsrud,
Planner II

Reviewed by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by:



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

Attachments:

1. Attachment No. 1: Draft Development Permit with Variances No. 2107
2. Attachment No. 2: Design Brief
3. Attachment No. 3: Public Consultation
4. Attachment No. 4: Additional Materials

Attachment No. 1: Draft Development Permit with Variances No. 2107

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3060-20-2107

DEVELOPMENT PERMIT WITH VARIANCES

November 15, 2021

To issue a Development Permit with Variances

To:

Name: PACIFIC SWELL DEVELOPMENTS, INC.
 Address: 5759 Larson Place
 West Vancouver, BC V7W 1S5

Property to which permit refers:

Legal: Lot A, Section 41, Comox District, Plan EPP76829
 Civic: 1600 Riverside Lane

Conditions of Permit:

Permit issued to permit construction of a six-storey multi-residential building and a bicycle parking addition to an existing residential building on the above referenced property with variances granted as described below:
 Variances to Zoning Bylaw No. 2500, 2007:

Section 6.5.3 – Courtenay River Setback from a minimum of 30 m to 13 m.

Section 7.1.2 (1) – Parking Spaces from a minimum of 1.5 per unit to 0.9 per unit.

Section 7.1.10 (1) – Small Car Spaces from a maximum of 10% to 55%.

Section 8.14.5 (1) – Front Yard Setback from a minimum of 7.5 m to 7.0 m (face); 4.5 m (projections); 1.0 m (trellis).

Section 8.14.5 (2) – Rear Yard Setback from a minimum of 7.5 m to 5.5 m for enclosed bike storage.

Section 8.14.5 (3) – Side Setback Flanking Street from a minimum of 7.5 m to 1.0 m.

Section 8.14.6 – Building Height from a maximum of 10.0 m to 23.0 m to elevator top; 19.0 m to roof peak.

Section 8.14.7 – Usable Open Space from a minimum of 20.0 m² per apartment unit to 10.0 m².

Section 8.14.10 (1) – Street Landscape Buffer from a minimum of 7.5 m (17th St.), 4.5 m (Riverside Lane) to 1.0 m (17th St.), 1.2 m (Riverside Lane).

Section 8.14.10 (3) – Adjacent Lot Landscape Buffer from a minimum of 2.0 m width and height to 1.0 m width and height.

Development Permit with Variance No. 2107 is also subject to the following conditions:

1. Development must be in conformance with the site plan, elevations and associated project data dated October 8th, 2021 by MacDonald Hagarty Architects in **Schedule No. 1**, including the full property SK1 Site Parking Plan as annotated by City staff to match Sheet A1.01 parameters;
2. A Land Title Act Section 219 covenant must be registered prior to issue of building permit to ensure that the property is constructed with the recommendations outlined in the report “Report of Geotechnical Assessment, Proposed Apartment Building, 1600 Riverside Lane, Courtenay, BC” dated November 20, 2020 and that the applicant saves harmless the City from any claims for flood damage or injury;
3. Development must be in substantial conformance with the landscape plan by Biophilia Design Collective and sealed by Elizabeth Balderston March 31st, 2021 in **Schedule No. 2**;
4. Submission of landscape security in the amount of \$60,120.00 (\$48,096.00 x 125%) is required prior to issuance of building permit, based on the cost estimate by Biophilia Design Collective and sealed by Elizabeth Balderston March 30th, 2021 in **Schedule No. 3**;
5. The minimum depth of topsoil or amended organic soil on all landscaped areas is to be as follows: shrubs – 450mm; groundcover and grass – 300 mm; and trees – 300 mm;
6. Tree removal shall require a Tree Cutting Permit;
7. All new street lighting in the proposed development must use Full Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting must have FCO lighting fixtures;
8. A sign permit shall be obtained prior to any signage being installed on the property;
9. Landscaping must be completed within one year of the date of issuance of the occupancy permit by the City;
10. The development shall meet all other applicable requirements, standards and guidelines; and
11. No alterations or amendments shall be made without the City’s permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

Time Schedule of Development and Lapse of Permit

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

Date

Corporate Officer

DPV2107

Schedule No. I: Plans & Elevations
Page 1 of 5

PROJECT INFORMATION

City of Calgary
Project Name: 1600 Riverside Lane
Project Address: 1600 Riverside Lane, Calgary, Alberta T2C 1S4
Project Description: Construction of a new 11-unit residential building with a total area of 11,000 sq. ft. The project is located on a 0.25-acre lot. The building will be a three-story structure with a total height of 11.5 meters. The project is a replacement of an existing building. The project is a replacement of an existing building. The project is a replacement of an existing building.

Item	Quantity	Unit	Material	Notes
Concrete	11,000	Sq. Ft.	Concrete	For new building
Steel	11,000	Sq. Ft.	Steel	For new building
Brick	11,000	Sq. Ft.	Brick	For new building
Landscaping	11,000	Sq. Ft.	Landscaping	For new building

LANDSCAPING REQUIREMENTS

1. A minimum of 10% of the site area shall be landscaped with native plants and trees.

2. The landscaping shall be installed within 90 days of the start of construction.

3. The landscaping shall be maintained throughout the life of the building.

4. The landscaping shall be watered and fertilized as required.

5. The landscaping shall be protected from damage during construction.

6. The landscaping shall be replaced if damaged during construction.

7. The landscaping shall be replaced if damaged during the life of the building.

8. The landscaping shall be replaced if damaged during the life of the building.

9. The landscaping shall be replaced if damaged during the life of the building.

10. The landscaping shall be replaced if damaged during the life of the building.

DPV2107

Schedule No.1: Plans & Elevations
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DATE: 10/28/21
SCALE: AS SHOWN

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The Riverside
 1000 Riverside Lane
 Coquitlam, BC
 V3R 4S1

DPV2107

Schedule No.1: Plans & Elevations

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The Riverside
1607 Riverside Lane
Covington, LA 70011



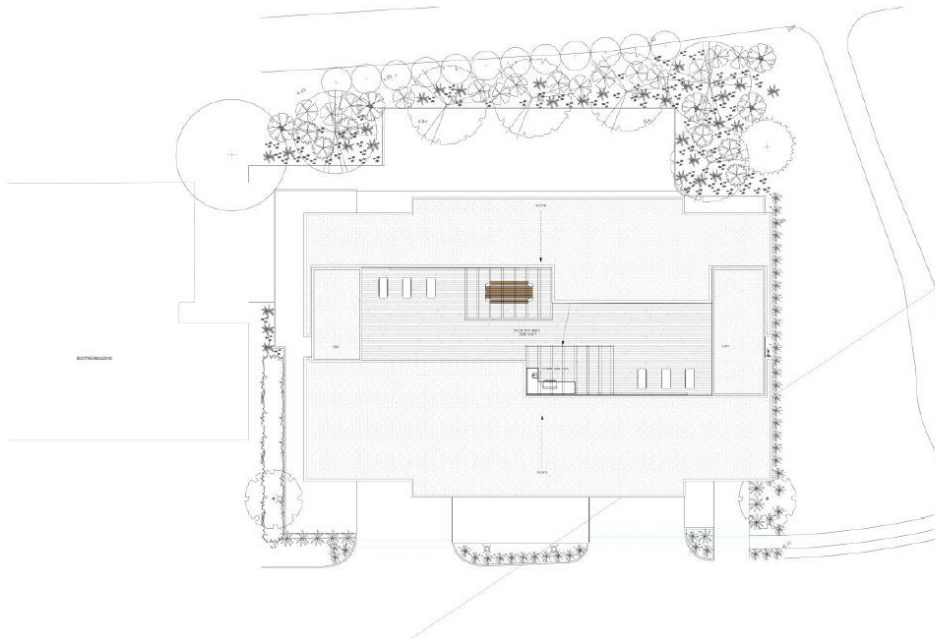
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The Riverside
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Covington, LA 70011

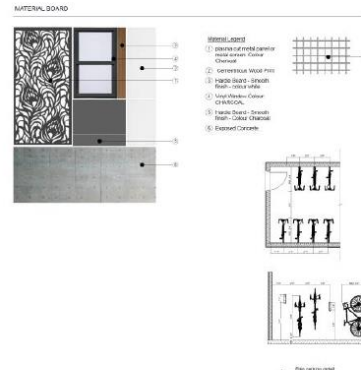
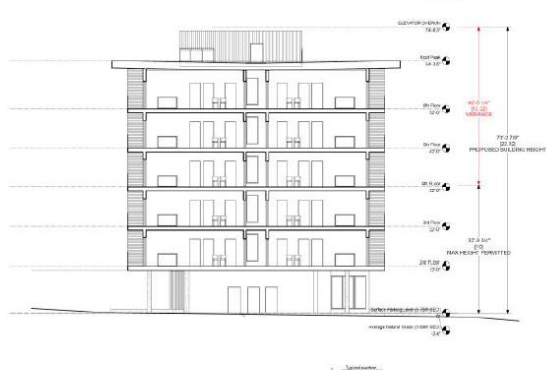


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DPV2107

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The Riverside
1600 Riverside Lane
Coventry, CT



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The Riverside
1600 Riverside Lane
Coventry, CT



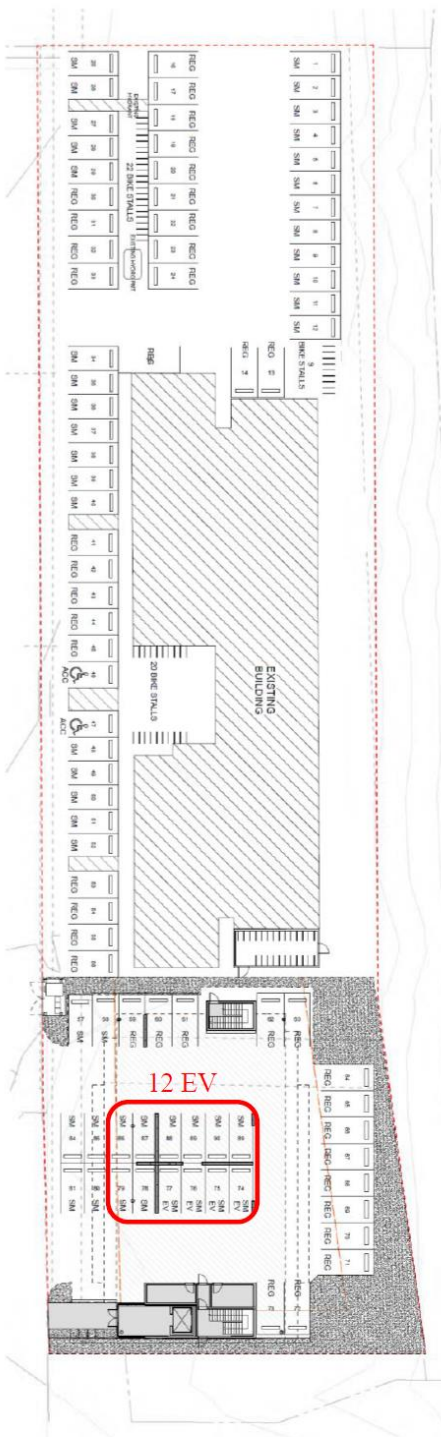
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DPV2107

Schedule No.1: Plans & Elevations
 Page 5 of 5

SITE PARKING

TOTAL UNITS SITE WIDE	92
TOTAL SMALL CAR	47
TOTAL REGULAR CAR	40
TOTAL ACCESSIBLE STALLS	2
TOTAL	89
SECURE BIKE STALLS	25
UNSECURE BIKE STALLS	51
TOTAL BIKE	76



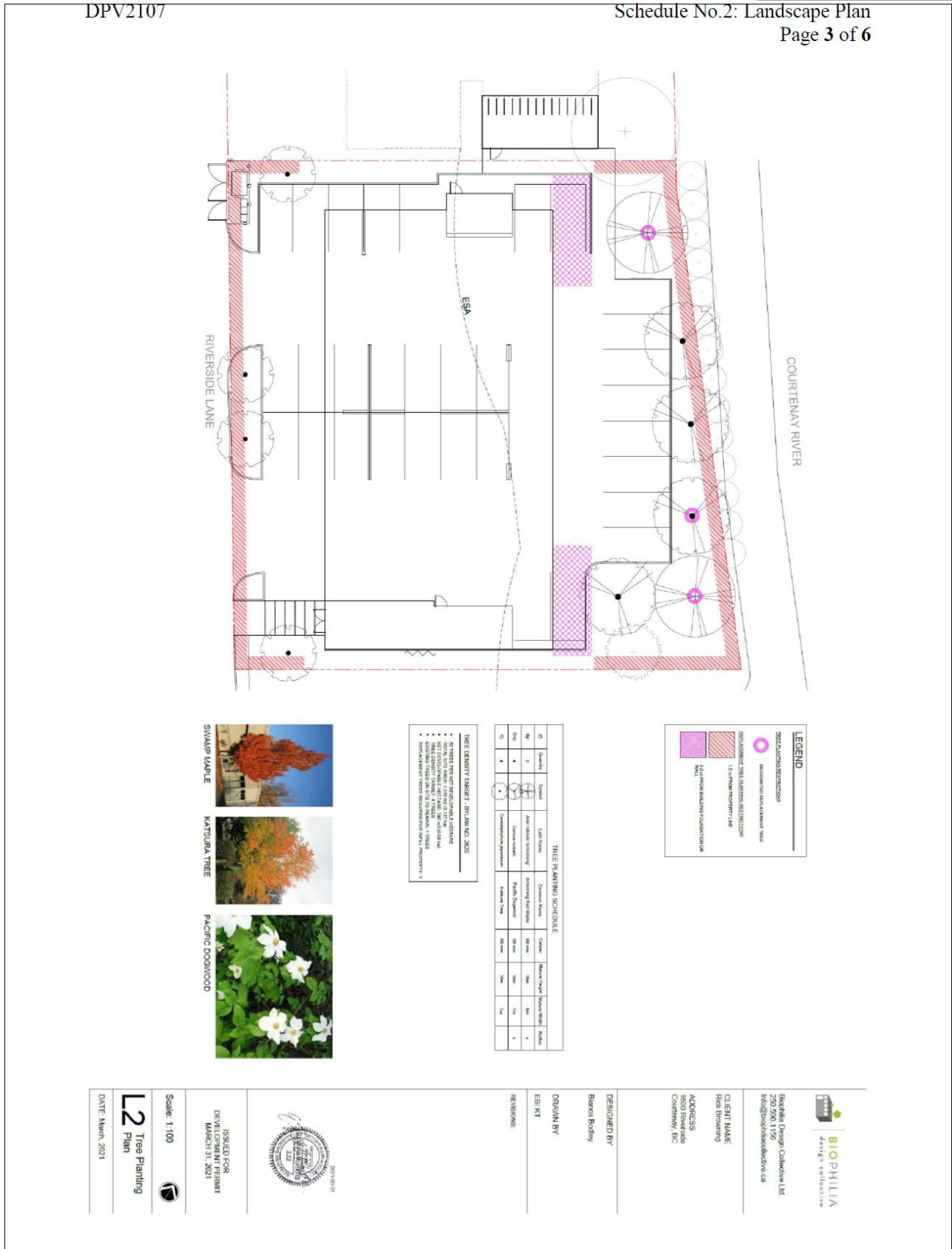
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SHEET TITLE
 Site Parking Plan

The Riverside

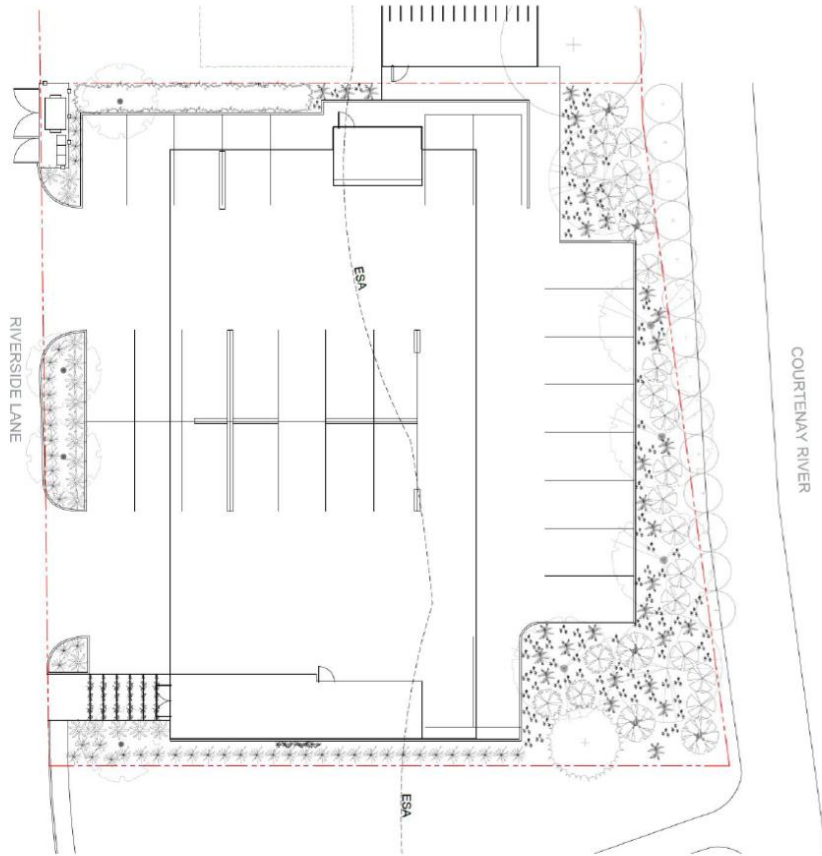
M MacDonald Hagar Architects Ltd.
 1822 Comox Ave.
 Comox BC
 V9M 5M2





DPV2107

Schedule No.2: Landscape Plan
 Page 4 of 6



SHRUBS PLANTING SCHEDULE

ID	Quantity	Symbol	Latin Name	Common Name	Category	Container Size	Height	Spread	Spacing	Notes
M1	9		Juniperus horizontalis	Horizontal Juniper	Shrub	1.00m	1.5m	1.5m	X	
M2	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M3	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M4	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M5	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M6	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M7	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M8	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M9	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M10	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M11	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M12	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M13	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M14	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M15	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M16	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M17	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M18	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M19	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M20	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M21	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M22	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M23	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M24	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M25	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M26	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M27	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M28	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M29	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M30	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M31	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M32	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M33	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M34	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M35	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M36	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M37	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M38	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M39	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M40	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M41	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M42	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M43	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M44	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M45	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M46	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M47	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M48	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M49	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	
M50	18		Spiraea alba	White Spiraea	Shrub	1.00m	1.5m	1.5m	X	



BIOPHILIA
design collective

Biophilic Design Collective Ltd.
 250 500 1186
 info@biophilicdesign.com

CLIENT NAME
 FISH BAKING

ADDRESS
 1000 Riverside
 Courtenay, BC

DESIGNED BY
 Brian Bowley

DRAWN BY
 EBU KT

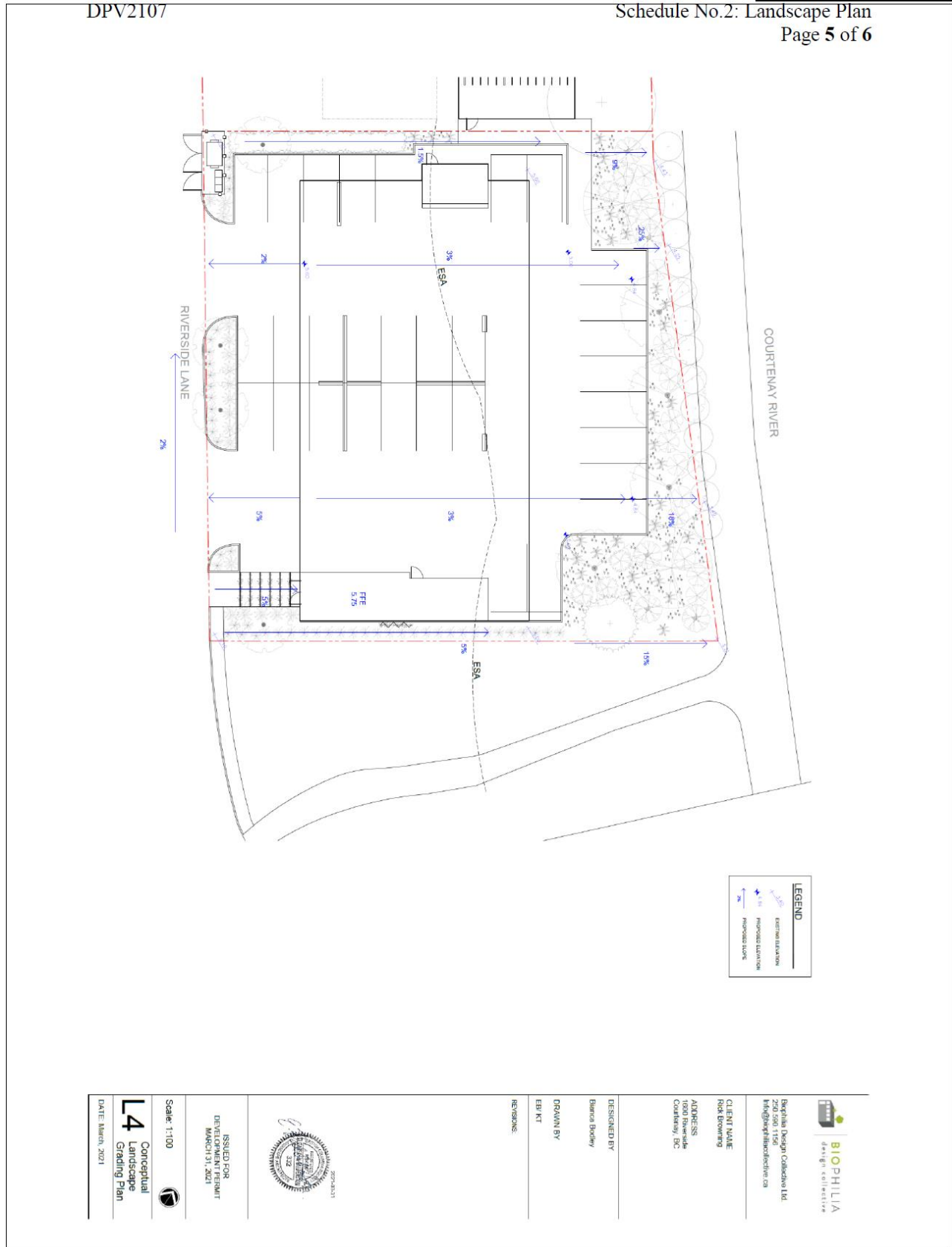
REVISIONS

ISSUED FOR
 DESIGN PERMIT
 MARCH 9, 2021

Scale: 1:100

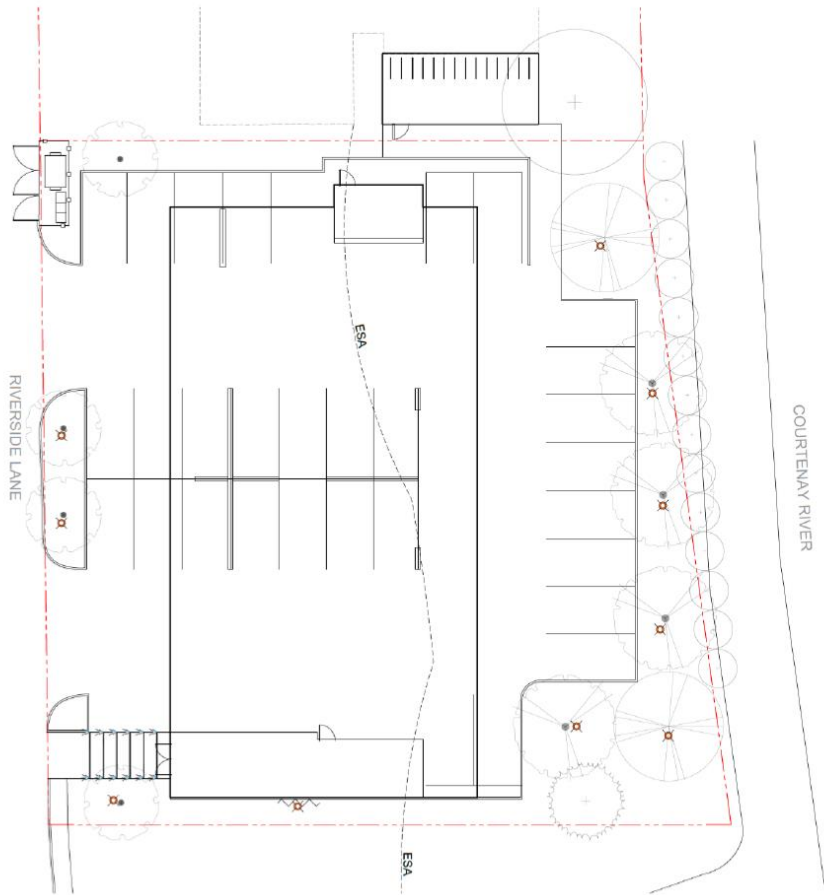
L3 Shrub Planting
 Plan

DATE: March, 2021



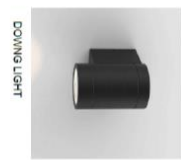
DPV2107

Schedule No.2: Landscape Plan
Page 6 of 6



LEGEND

- ✕ Unplant
- △ Downlight



LEGEND

- Garbage and Recycling Fence



Biophilic Design Collective Ltd.
2501 50th 1150
info@biophilicdesigncollective.ca

CLIENT NAME
Rock Brewing

ADDRESS
1000 Riverside
Courtenay, BC

DESIGNED BY
Barbara Baskley

DRAWN BY
ES/NT

REVISIONS



ISSUED FOR PERMIT
MARCH 18, 2021

Scale: 1:100

L5 Landscape
Lighting and
Fencing Plan
DATE: March, 2021

DPV2107

Schedule No.3: Landscape Cost Estimate
Page 1 of 2

Attention:
File Manager
City of Courtenay, Courtenay, BC
March 30, 2021

Re: 1600 Riverside Lane, Courtenay, BC

The following is the landscape budget for drawings submitted for Development Permit dated March 31, 2021.

Landscape Budget Estimate

Tree Protection, Tree Removal and Site Grading	Unit	Price	Qty	Extension
Tree Protection Fencing Installation and Removal	lm	\$ 10.00	54	\$ 540.00
Tree Removal and Disposal	ea	\$ 200.00	7	\$ 1,400.00
Clearing and Grubbing, Rough Grading, Shrub Bed Excavation	m2	\$ 10.00	350	\$ 3,500.00
Sub-Total				\$ 5,440.00

Hard Landscape

Concrete Sidewalk to Trail (including base prep and gravel base)	m2	\$ 80.00	17	\$ 1,360.00
Concrete Pad for garbage and Recycling (including base prep and gravel base)	m2	\$ 80.00	9	\$ 720.00
Enhanced Entry Paving (including base prep and gravel base)	m2	\$ 200.00	19	\$ 3,800.00
Permeable Paving to Bike Parking (including base prep and gravel base)	m2	\$ 150.00	32	\$ 4,800.00
Sub-Total				\$ 10,680.00

Fencing and Trellis

Cedar Fencing and Gates	lm	\$ 185.00	15	\$ 2,775.00
Wire Cable Trellis	m2	\$ 100.00	20	\$ 2,000.00
Sub-Total				\$ 4,775.00

Growing Medium and Mulch

Planting Bed 450 mm Depth - Installed	m2	\$ 42.75	350	\$ 14,962.50
Mulch 50 mm Depth - Installed	m2	\$ 4.75	350	\$ 1,662.50
Sub-Total				\$ 16,625.00

DPV2107

Schedule No.3: Landscape Cost Estimate
 Page 2 of 2



Plant Material

Trees (50 mm Cal) - Installed	ea	\$ 450.00	10	\$ 4,500.00
Shrubs (# 1) - Installed	ea	\$ 19.50	86	\$ 1,677.00
Groundcovers (10 cm) - Installed	ea	\$ 14.00	61	\$ 854.00
Vines (# 1) - Installed	ea	\$ 22.50	2	\$ 45.00
Sub-Total				\$ 7,076.00

Irrigation

Irrigation	zones	\$ 1,000.00	2	\$ 2,000.00
point of connection, controller, backflow preventer	ls	\$ 1,500.00	1	\$ 1,500.00
Sub-Total				\$ 3,500.00

Total (excluding tax) \$ 48,096.00

Should you have any questions, please contact our team.

Respectfully,

Bianca Bodley
 Owner and Principal



Elizabeth Balderston
 Project Landscape Architect

Attachment No. 2: Design Brief



MacDonald + Hagarty
 Architects Ltd.
 1822 Comox Rd. Unit E
 Comox BC V9M 3M7

March 29, 2021

City of Courtenay
 830 Cliffe Avenue, Courtenay BC

The Riverside Design Brief

Introduction

Riverside Projects Ltd will transform the property in the northwest corner of the Courtenay River and the 17th Street bridge from a parking lot into an attractive six storey apartment building, ***The Riverside***. The project consists of five floors of urgently needed adult focused housing in a mix of 50 studio and one bedroom units above one level of on-grade parking.

This site requires a **Floodplain Development** approval, an **Environmental Development Permit [DP]** and a **Multi-Residential DP for apartment buildings above 3 Storeys**. The City's justification for a separate DP for taller residential buildings is the need for these buildings ***to have a positive impact on riverfront and mountain views*** and the ***coordination of building design, landscaping and servicing will be achieved to develop a special quality and character for the City.***

In addition this report also addresses the general Multi-Residential DP guidelines of Section 8.5 of the Official Community Plan [OCP] which are intended ***to control the visual impact of multi residential projects to improve overall architectural design, site layout, landscaping and the relationship to adjacent areas and it will also create more livable residential development that will contribute in a positive way to the urban form and strong sense of community and neighbourhood.***

Variances

The following variances are proposed for this project:

- Side yard setback
- Front yard setback
- Building height
- Landscape buffer
- Parking



Form and Character

Massing

The Riverside is a six storey rectangular building that is visually an extension of the series of linked building blocks that form the Westerly Hotel complex between Cliffe Avenue and the River, north of the Bridge. The new building is parallel to the River and adjacent to, and aligned with, the most southerly four storey block. **The Riverside** will be the southern bookend of the complex. The building is more compact than the two existing three and four storey residential blocks on each side of the lane, that are also parallel to each other and the river. Its massing will be characterized by exterior balconies and privacy walls facing northeast and southwest, the same orientation of the existing buildings' windows and balconies.

The Riverside does not have a stepped back top story to break up the volume of the building. However the facades are much more dynamic than the existing building facades because the two staggered balcony block frames on the northeast and southwest sides provide the visual effect of the top storey being lighter and stepped back, and prevent the building from appearing like a box. The first level of the building is about one floor below the level of the bridge and the top of the building is at approximately the same height as the peak of the sloped roof of the Westerly Hotel wing closest to Cliffe Avenue. The higher top of **The Riverside** effectively creates an interesting visual end to the complex. On the other side of the Highway the scale and massing of The Old House Hotel and spa complement the scale and massing of **The Riverside**.

Roof Shape and Equipment Screening

The gently sloped butterfly roof of **The Riverside** breaks with the flat roof character of the adjacent buildings. At the six storey height the gently sloped roof adds little height to the building like a more steeply sloped roof would. At this height the mechanical rooftop equipment is not visible from street level and is not screened.

Relationship to Island Highway, the Courtenay River and the City

The western approach of the Highway is defined by wide grassed and treed boulevards on both sides of the road up to the bridge, creating a large buffer zone between the Highway and **The Riverside**. Directly to the West, the a parking lot and the back of the *Rexall* drugstore buffer and screen the building from Cliffe Avenue.

The eastern approach of the Highway up to the bridge from the north is defined by a strip of low density industrial buildings, the Courtenay River, and a deep, tall and continuous forest-like natural landscape on the west side of the River. This band of foliage effectively screens the existing four storey block behind and will screen the new building except for the top two stories. The River, the Riverway Heritage Walk and the deep natural landscape also buffer **The Riverside** from adjacent development.



With generous setbacks from Cliffe Avenue, the River and the Highway the six storey height and robust scale of **The Riverside** effectively address the scale of the larger urban and rural landscape which includes adjacent neighbourhood zones, the farm fields, the river, and the Comox Bench. The deep setbacks also maintain view corridors and maximize sun penetration, except at the adjacent building, which is a blank wall except for four suites. The Riverway Heritage Walk is overshadowed in the afternoon and evening year round by existing 15 metre height trees and will not be affected by shadows cast by the new building.

From the bridge the view northwest to the Westerty complex is compromised by the blank south wall of the original hotel and the partially blank wall of the closest residential block along the River. **The Riverside** will permanently transform that dull perspective. From the public walkway and from the vantage point of the bridge the end elevation of **The Riverside** is both dynamic and visually rich. Cables from the roof to the ground will provide a growing substrate for attractive Boston Ivy that will slowly climb skyward. On either side of the ivy, and between the windows, laser cut filigree panels will enliven the facade and their organic design complements the adjacent ivy. Drivers stuck in traffic on the bridge can watch the facade over time transform itself. At night attractive downward lighting will keep the building face alive. These features will create a new focal point at an important City gateway and crossroads.

Neighbourhood Connections and Amenities

The adjacent pedestrian and bicycle Riverway Heritage Walk will connect **The Riverside** with the City from Downtown to nearly Royston. Within five minutes walking distance are multiple amenities including a neighbourhood mall with large grocery store, a major drug store, many restaurants and multiple personal services outlets. The building is also close to public transit on Cliffe Avenue.

Human Scale - Relationship to Riverway Heritage Walk

The deep landscape edge along the River will be extended by additional plantings and trees on **The Riverside** property around the northeast parking spaces. Together, this deep edge will effectively screen the building from pedestrians on the trail. The entry to **The Riverside** is adjacent to the connecting trail beside the Bridge. An attractive wood arbor with a weather and privacy screen extends from the entry to the lane and adds a human scale to the public space alongside the Bridge.



Comprehensive Building Design Concept**Material palette**

Principal cladding finish is 'white' cement board with architectural reveals. Secondary colour panels are 'charcoal' cement board with similar reveals. Panel accents are laser cut Filigree painted steel. Privacy screens and soffits are *WoodTone* cement board. Windows are 'charcoal'.

Privacy between units

'Warm' *WoodTone* walls will provide privacy between the units and this regular spaced vertical design element adds variety and interest to the front and back facades.

Signage

The proposed main sign for *The Riverside* will be along the base of the extended entry arbor and is in a location and at a scale that suits the adjacent public space while still being fully visible and legible from the Bridge.

Exterior Lighting

The principal exterior lighting at grade will be soffit mounted potlights at the entry and at the main floor exterior decks. Exterior Parking lot lighting will be bollard lighting providing nighttime way-finding and enhanced security. The climbing ivy and decorative screens will be highlighted by architectural downlighting. The balance of nighttime lighting will be internal- from the residential suites.

Siting, Landscaping and Screening**Landscape Architect and Specifications**

The landscape drawings for the Development Permit [DP] have been prepared by a registered landscape architect. The plant species selected are primarily native and have been grouped according to the sun/shade conditions of their proposed locations, and are also tolerant of periodic inundation due to the site location within the Courtenay River floodplain.

Landscaping and screening plan

Detailed tree and shrub/ground cover planting plans have been prepared for the DP application. The plant lists indicate the quantity, Latin name, common name, container size at planting, height and spread at maturity, and status as a native plant. Low plantings at the front of the property provide clear sight lines into the parkade and front entry for safety. Landscape screening is provided on three sides of the refuse/recycling enclosure.

Recreation and play areas

No play or common outdoor gathering areas have been provided for on-site. The landscape area within the ESA has been dedicated to native shrub and tree planting, habitat creation and soil stabilization within the floodplain. It is anticipated that residents will utilize the adjacent park area for outdoor recreation.



Family Living

The development is all Studio and One Bedroom units and is not geared to family living.

Landscaped Buffer Areas

A 2.0 m wide landscape buffer is provided along Riverside Lane and a 1.9 m wide landscape buffer is provided along the Bridge side.

Existing Trees and Landscaping

The building is primarily situated on the paved portion of the existing site. A tree removal and protection plan has been prepared. Existing trees to remain will be protected by fencing installed prior to construction and maintained for the duration of construction.

Grading

The building entry is at 5.75 m geodetic, above the minimum 4.5 m geodetic Flood Control Level [FCL]. Grading will follow the natural slope down to the river.

Garbage and Recycling

A garbage enclosure is provide c/w landscaped screening.

Street Trees and Sidewalks

A 2.0 m width landscape buffer with street trees is provided along Riverside Lane to screen the parking lot. The landscape buffer will be irrigated and maintained by the Owner. As Riverside Lane is not an official street, no sidewalks have been provided. A future sidewalk is proposed from the building entrance to the existing trail connection to the Courtenay Riverway walk.

Environmental analysis

The geotechnical and civil engineers for the project have not identified any hazard issues such as slope slippage or drainage on the property. There are no areas of 'high vegetation value' on the existing property.

A Biophysical Site Assessment of the site has been prepared by a professional biologist that outlines any environmental values to be protected during and after development and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.

Stormwater Management

A storm water management plan will be prepared for the DP if required.

A well established cedar hedge along the river side of the property is to be retained and protected with tree protection fencing. This should be a suitable barrier to prevent material and equipment encroachment into the adjacent Courtenay Riverway trail.



Soil Depth

All landscape beds will contain 450 mm depth growing medium and 50 mm depth organic mulch.

Irrigation

All landscaped area will be serviced by an automatic underground spray irrigation system.

Usable Open space

No usable open space is provided at grade on the property. Residents have immediate access to the adjacent park and the Riverway Heritage Walk. Unit balconies are large.

Infrastructure

Stormwater techniques - to be determined.
Renewable energy- the butterfly roof suits future solar installations.

Parking

31 vehicle parking spaces are provided. 50 spaces are required, one per unit, and we have applied for a variance for the outstanding 19 spaces. Parking for 13 bicycles is provided for the tenants at the parking level.

The Riverside Affordable Housing Policy Brief

The studio and one bedroom units of ***The Riverside*** provides for the kind of social outcomes that the City's Affordable Housing Policy mandates: to provide housing for people "with.....moderate income" which in turn creates "a strong community providing stability and well being" and "ultimately affects the social, economic and environmental sustainability of the City."

This infill project also increases the housing density in the existing City core, an outcome strongly encouraged by Courtenay's Official Community Plan.

Sincerely,



Martin Hagarty, Architect AIBC
for MacDonald Hagarty Architects



Attachment No. 3: Public Consultation



August 13, 2021

Alternative Public Information Mailout: Summary Report

This summary report was created regarding the development variance permit application at 1600 Riverside Lane.

The public mailout was sent on April 15th, 2021, and we have received no comments or questions (email, mail or phone call) to date.

A copy of the mailout can be found below;

For more information on this Development Variance Permit, please visit the City of Courtenay's Development Applications Website where the application submission can be viewed at www.courtenay.ca/devapptacker (search by file number or address)



April 15, 2021

RE: Development Variance Permit Application at 1600 Riverside Lane

City Folder no: DPV00035

Dear Neighbor,

The Residence at Riverside, formerly Riverside Senior Living, was recently purchased by our group with the intent of converting the existing building into much needed market rentals. At present we are in the midst of kitchen upgrades to each unit of the existing building. Part of our future planning includes the construction of a new building located directly south east of our existing building and behind the Rexall on what is currently a vacant and seldom used parking lot.

It is our hope to transform the property in the northwest corner of the Courtenay River and the 17th Street bridge from a vacant parking lot into an attractive six storey apartment building, The Riverside. The project consists of five floors of urgently needed housing consisting of a mix of 50 studio and 1-bedroom units above one level of on-grade parking.

As part of these plans, we have engaged a local team consisting of MacDonald Hagarty Architects and Biophilia Design Collective (Landscape Architects), and intend to proceed with modular construction in order to mitigate construction disturbances to the surrounding area and our neighbors. In order to proceed with the construction of these new market rental apartments, we are seeking a Development Variance Permit to allow for the following:

- **Side yard setback** – seeking reduction from 4.5m to 1.9m;
- **Front yard setback** – seeking a reduction from 7.5m to 6.86m;
- **Building height** – seeking an increase from 10m to 21.62m, or approximately 1.4m above the existing Westerly Roof Peak;
- **Landscape buffer** - a 2.0m landscape buffer is provided along Riverside Lane and a 1.9m wide landscape buffer is provided along the Bridge side; and,
- **Parking** – 31 parking spaces and 13 bicycles, reducing the current parking ratio for the project from 1.5 to 0.75 which is more in line with the adjoining Downtown District Development guidelines and the current parking to tenants' ratio experienced in our existing apartment operations. This reduction is also supported by the readily available Public Transit, walk and bike options which are currently available at the Property's doorstep. We also intend to introduce bike and EV car charging stations and are hopeful we will be able to have some form of car-share available at the building for tenants.

As part of this process, the City of Courtenay requires that we inform our immediate neighbors of our development aspirations. As shown in the attached site plan and renderings, the proposed building is well designed and we hope will be the first of many modern and clean buildings coming to our community in the months and years to come. We hope to build 50 apartments, ranging from Studios to 1-bed units, providing a suitable form of rental housing that is much needed in the local area. We have placed much thought into the form, character, landscaping and street appeal of the building.



The reason for the Variance application is to allow for additional building height, setback reductions to aid modular construction, and a reduction in the number of parking stalls. It is our distinct hope to create additional local jobs and local housing options with this project.

For a clear representation of our plans, please refer to the attached site plan and renderings. It is our belief that the variances sought will allow for the construction of a positive and well-designed new building in our neighborhood.

Due to current social distancing requirements, we are unable to meet with you directly to discuss our Development Variance Permit application. Therefore, we are providing this letter. If you have any questions about the project, please contact Rick at (604) 935 2620 or by email at rickwbrowning@gmail.com.

Please can we ask that you return your comments by 7 May, 2021

Comments also can be submitted to the City of Courtenay by one of the following methods:

- Drop your comment sheet off in the drop box located at the front entrance of the City of Courtenay or mail: City of Courtenay, Planning Services Department, 830 Cliffe Avenue, Courtenay BC V9N 2J7
- Email your comments to planning@courtenay.ca
- Fax your comments to 250-334-4241

For more information on this Development Variance Permit, please visit the City of Courtenay's Development Applications Website where the application submission can be viewed at www.courtenay.ca/devapptracker (search by file number or address)

Your Neighbour,

Rick Browning, General Partner
Riverside Apartments Limited Partnership

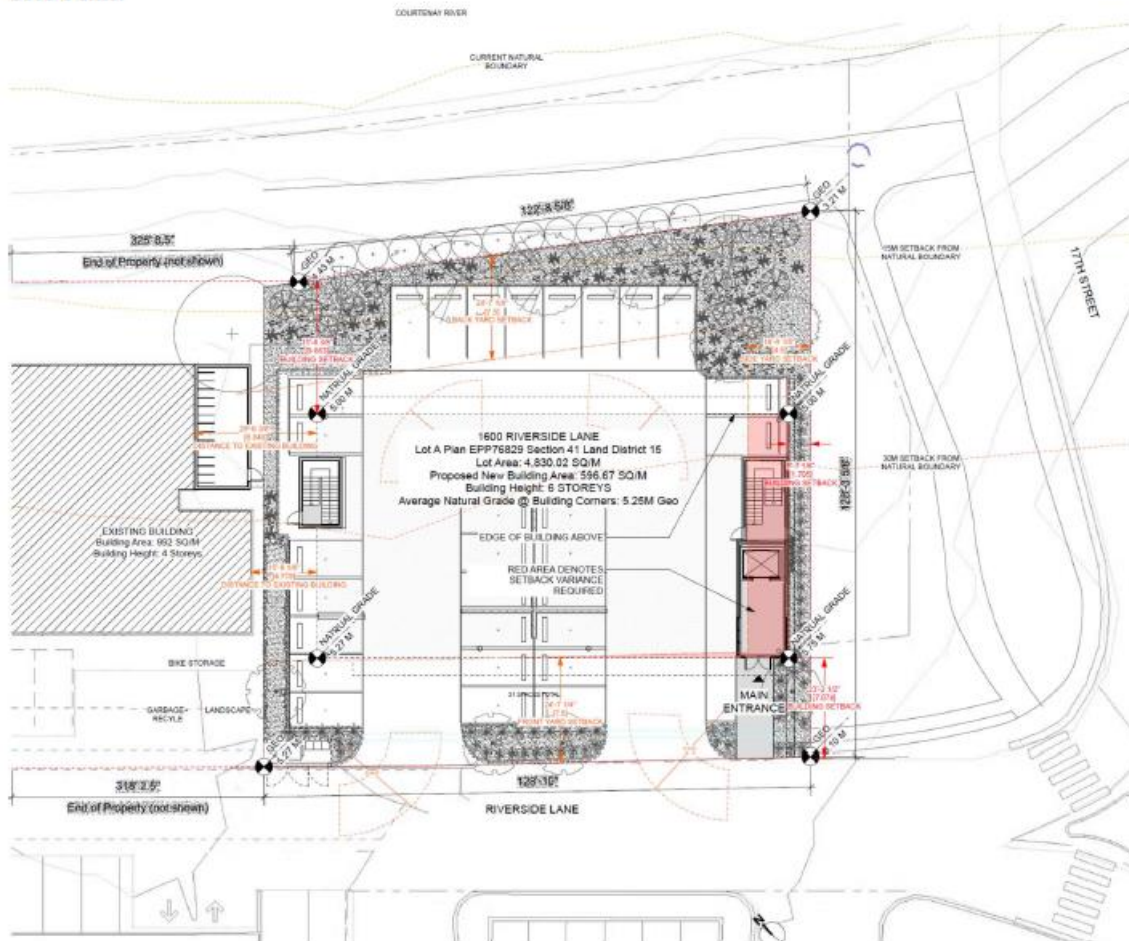


Location:



Street Address: 1600 Riverside Lane
Legal Description: Lot A Plan EPP76829 Section 41 Land District 15
PID: 031-160-484

Site Plan:



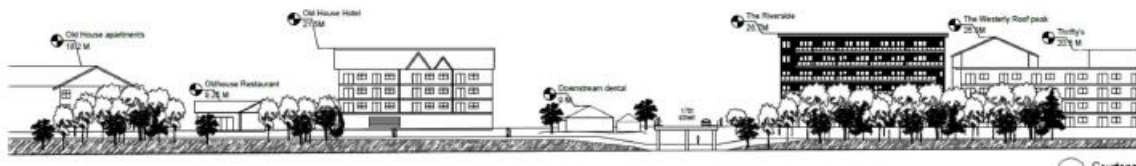


Artists Renderings:



Please note that these images are intended to illustrate only and are preliminary renderings based on current planning. They are subject to change through the various engineering, permitting and approval stages of the project.

River Elevations Context View:





Date: April 15, 2021
Neighbourhood Consultation: Required by City of Courtenay
Subject Property: 1600 Riverside Lane
Application Folder Number: DPV00035
Proposal: Development Permit with Variances and Enviro DP for a 50-unit multi residential development

The City of Courtenay requires that property owners inform the immediate neighbourhood of their development plans. Your property falls within the required consultation area. No signature is required. Project rationale and drawings explaining the proposal with contact information available.

NEIGHBOUR ADDRESS	NAME ON FILE	NAME (please print)	CHOOSE (please Circle)	INFORMED OF PROPOSAL (please note date)
2070 MCQUINN DR, COMOX BC V9M 3Z1	BIG ROCK INVESTMENTS LTD		Owner - or - Tenant	
4168 GARTLEY POINT RD, COURTENAY BC V9N 9T3	0740486 BC LTD		Owner - or - Tenant	
202-1530 CLIFFE AVE, COURTENAY BC V9N 2K4	DR S W SHAVER INC		Owner - or - Tenant	
1590 CLIFFE AVE, COURTENAY BC V9N 2K4	COURTENAY LODGE LTD		Owner - or - Tenant	
718 WALLACE CRES, COMOX BC V9M 3V8	STRATHCONA PILATES & WELLNESS COLLECTIVE		Owner - or - Tenant	
1604 CLIFFE AVE, COURTENAY BC V9N 2K4	REXALL/PHARMA PLUS PHARMACIES (BC) LTD.		Owner - or - Tenant	
204-1530 CLIFFE AVE, COURTENAY BC V9N 2K4	HEALTHY INVESTMENTS LTD		Owner - or - Tenant	
100-1530 CLIFFE AVE, COURTENAY BC V9N 2K4	SHORELINE ORTHODONTICS		Owner - or - Tenant	
201-1530 CLIFFE AVE, COURTENAY BC V9N 2K4	INSULAR HOLDINGS LTD		Owner - or - Tenant	
1590 CLIFFE AVE, COURTENAY BC V9N 2K4	WESTERLY HOTEL		Owner - or - Tenant	
718 WALLACE CRES, COMOX BC V9M 3V8	NICOLE BAKER RMT		Owner - or - Tenant	
204-1530 CLIFFE AVE, COURTENAY BC V9N 2K4	LIVING ROOM PHARMACY LTD		Owner - or - Tenant	
4168 GARTLEY POINT RD, COURTENAY BC V9N 9T3	0740486 BC LTD		Owner - or - Tenant	
#201 - 1530 CLIFFE AVENUE, COURTENAY, BC V9N 2K4	INVIS WEST MORTGAGES		Owner - or - Tenant	
1599 CLIFFE AVE, COURTENAY BC V9N 2K6	THRIFTY FOODS LIQUOR		Owner - or - Tenant	

Attachment No. 4
1/29

Attachment No. 4: Additional Materials



CONTACT INFORMATION

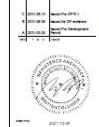
Owner	City of Courtenay
Project Name	The Riverside
Project Address	1600 Riverside Lane
Project Contact	City of Courtenay
Project Phone	250-333-7000
Project Email	city@courtenay.ca
Project Website	www.courtenay.ca
Project Description	Residential Development
Project Status	Development Permit
Project Date	2021-10-29

SHEET LIST

A2.01	Cover
A2.02	Site Plan
A2.03	Site Plan - Landscaping
A2.04	Site Plan - Parking
A2.05	Site Plan - Utilities
A2.06	Site Plan - Other
A2.07	Site Plan - Other
A2.08	Site Plan - Other
A2.09	Site Plan - Other
A2.10	Site Plan - Other



The Riverside
1600 Riverside Lane,
Courtenay B.C.



A2.03



CITY OF COURTENAY
Development Services
 830 Cliffe Avenue
 Courtenay, BC, V9N 2J7
 Tel: 250-703-4839 Fax: 250-334-4241
 Email: planning@courtenay.ca

SUSTAINABILITY EVALUATION

COMPLIANCE CHECKLIST

The following checklist provides a quick reference list of required sustainability criteria that, where applicable, shall be satisfied for all development applications including Official Community Plan (OCP) and Zoning Bylaw amendments, Development Permits, Development Variance Permits, Tree Cutting and Soil Removal Permits, Agricultural Land Reserve and Subdivision applications. These criteria are established to ensure that the goals and objectives of the OCP are satisfied. **Please briefly state in the "Description" column how the application achieves the stated criterion.** Where an element of the development proposal does not comply with a sustainability criterion, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

The Sustainability Evaluation Checklist Policy states: *Proposed developments will be considered where a development:*

- a. *provides substantial benefits to the City;*
- b. *will not negatively impact on the City's infrastructure, neighborhood or environment;*
- c. *new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community;*
- d. *Meets applicable criteria set out in the OCP.*

The complete Sustainability Evaluation Checklist policy is contained within the City of Courtenay Official Community Plan No. 2387, 2005.

Project Address: 1600 Riverside Lane	Date: 21-03-24
Applicant: Rick Browning	Signature:

APPLICATION REQUIREMENTS To be filled out by applicant

Land Use. <i>The application:</i>	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	Both Studio and one bedroom units will be provided Studios vary in size.
b) Balances the scale and massing of buildings in relation to adjoining properties;	The building complements the existing building and addresses the nearby larger urban and rural scale
c) Complements neighboring uses and site topography;	Same use as adjacent building
d) Provides or supports mixed used developments or neighborhoods;	Provides more density to support the neighbouring urban setting.
e) Promotes walking to daily activities and recreational opportunities;	Development is adjacent to the riverwalk trail, Grocery stores and Nearby parks.
f) Supports a range of incomes;	Its unit mix provides housing for lower to mid income earners.
g) Is a positive impact on views and scenery;	Helps screen the blank walls of adjacent buildings. Building elevations are attractive
h) Preserves and provides greenspace, trails and landscaping;	Building replaces the existing parking lot and respects the adjacent greenspace and trails.

Building Design. The application:	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	Landscape is high standard not only at ground level but up the south side of the building.
b) Maintains a high standard of quality and appearance;	Building is attractive and exterior finishes include plasma cut metal panels. See Design Brief
c) Includes articulation of building faces and roof lines with features such as balconies, entrances, bay windows, dormers and vertical and horizontal setbacks with enhanced colors;	See Design Brief
d) Avoids creating a strip development appearance;	Building is a single well detailed block. See Design Brief
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	Building will meet STEP 2 of the BC Energy Step Code.
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	Building is wood frame with durable exterior materials on base of concrete pillars
g) Builds and improves pedestrian amenities;	Improves access to Riverside Walkway
h) Provides underground parking;	No. All parking will be surface level. Underground parking is not suitable for location.
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	Exterior lighting, open sightlines, no concealed spaces, and 'eyes on street' contribute to CPTED.
Transportation. The application:	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	The project is on all major bus routes and within walking distance to all downtown areas.
b) Provides multi-functional street(s);	no
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	Maintains existing connections and is close to many amenities. Project includes a large bike room with charging infrastructure.
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	Building is connected to adjacent Riverside Trail and is close to other recreation areas.
Infrastructure. The application:	Description of how the criteria are met
a) Includes stormwater techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention;	see civil engineering report
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	no

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	yes - see building elevations and Design Brief
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	no
c) Provides public and private amenity space;	no
d) Preserves heritage fixtures;	N/A
e) Orients to views, open space and street;	Residence will enjoy great views to the West and East.
Environmental Protection & Enhancement. <i>The application:</i>	Description of how the criteria are met
a) Protects riparian areas and other designated environmentally sensitive areas;	The current parking lot extends further than our proposed lot therefore increasing permeable surface
b) Provides for native species, habitat restoration/improvement;	Native species have been chosen for all areas around the new building.
c) Includes tree lined streetscapes.	Street trees will be planted along Riverside Lane



MacDonald + Hagarty
Architects Ltd.
1822 Comox Rd. Unit E
Comox BC V8M 3M7

June 26, 2021

City of Courtenay
830 Cliffe Avenue, Courtenay BC

The Riverside Parking Variance Rational

After reviewing the site in its entirety, MHA has devised a new parking scheme for the entire lot. With the addition of the proposed 50 unit building there will be a total of 92 units on site. In this area it is required that 1.5 stalls be provided per unit. We have tried to achieve a 1:1 ratio but fell short of this goal. With the new parking plan we have provided a total of 89 stalls. This is a parking ratio of .96:1. we believe that this is sufficient for the site and ask you consider the following:

1. The subject property abuts the Downtown Amenity District and in turn affords the same transportation linkages; including
 - access to good public transportation
 - adjacent the Riverwalk public walkway
 - is well serviced by the City sidewalk network which connects to an abundance of retail and service facilities.
 - easy access to a good road network which makes bike commuting a good transportation alternative.
2. Current parking stall utilization in phase 1 of Riverside
 - only 71% of the current tenant roster require parking
 - of the 34 people on the waitlist for available suites it is interesting to note that 16 of the candidates are only interested in studio units and in all likelihood will not require a parking stall. The studio suites are geared toward individuals working in the service/health industries in the immediate neighbourhood. (25 of the 50 suites in phase 2 are studios).

Please Find attached SK1 showing the revised parking layout for the site. We have focused on small car parking and have exceeded the allowable 10%. We believe this is a good strategy for this development given the current makeup of vehicles on the site. We have also incorporated 25 secure bike stalls and 52 unsecured bike stalls to promote healthy and active commuting.





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File: SGL20-022

Riverside Apartments Limited Partnership
5759 Larson Place
West Vancouver, BC, V7W 1S5

Attention: Rick Browning and Ryan Cohen

**Re: Report of Geotechnical Assessment, Proposed Apartment Building, 1600
Riverside Lane, Courtenay, BC**

INTRODUCTION

As requested, Simpson Geotechnical Ltd. (SGL) has conducted a geotechnical assessment for a proposed apartment building at the captioned address. The site is located adjacent to the southwestern bank of the Courtenay River approximately 700m upstream of the Comox Harbour.

We have previously conducted a geotechnical assessment of this property as described in our report of May 9, 2016, File SGL16-023. This assessment report is an update of that report to reflect the currently proposed development and the 2018 BC Building Code.

This report is intended to be used for the project design, as well as submission to the City of Courtenay in support of development permit and building permit applications by Riverside Apartment Limited Partnership or their agents.

PROPOSED DEVELOPMENT

The preliminary drawings provided to us show the proposed apartment building to be five stories of multi-family residential space above surface parking, with a footprint of approximately 640 m². The proposed building would be located southeastwards of an existing four storey structure as shown on Drawing G-1, with the proposed surface parking approximately at the existing site grade.

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It is anticipated that the proposed building would be designed and constructed in accordance with the seismic provisions of the 2018 BC Building Code and good construction practice.

BACKGROUND

A surficial geology map of the vicinity published by the Geological Survey of Canada indicated the site to be underlain by stoney, sandy, loamy and clayey marine veneer typically less than 1.5m thick, overlying ground moraine glacial till. Shore, deltaic and fluvial deposits of sand, gravel and silt are shown immediately adjacent to the Courtenay River. We also understand that the site may have been previously modified with fill placement, as well as from the construction and removal of previous structures in the proposed development area, and has several buried utilities located within the proposed development area.

Marine veneer deposits typically have variable geotechnical suitability for support of light foundation loads, while ground moraine glacial till is frequently successfully utilized in the project area for support of light to moderate foundation loads. Fluvial deposits are typically relatively loose and can be subject to large settlement from both static loads and seismic shaking and are commonly susceptible to seismic liquefaction when saturated.

We were provided with photographs of previous excavation work for a storm drain installation through the proposed building area. Those photographs show relatively deep excavation with random fill and buried topsoil visible in the excavation sides, and extensive buried concrete. It is reported to us that the buried concrete was removed from the proposed building area at the time of the storm drain excavation.

The City of Courtenay Floodplain Bylaw No. 1743 requires the Flood Construction Level (FCL) to be the higher of that shown on the Schedule B flood plain map¹ of that bylaw, or 1.5m above the natural boundary with the of the sea. That flood plain map shows the 200 year flood level adjacent to the subject property to be 3.7 m geodetic, including 0.3m freeboard, plus 0.8m in areas of tidal influence giving a total FCL of 4.5m for the Courtenay River adjacent to the subject property.

The City of Courtenay Floodplain Bylaw also requires a floodplain setback of 30 metres from the natural boundary of the Courtenay River. A land surveyor may be

¹ Floodplain Mapping Program, Courtenay, Puntledge and Tsolum Rivers Design Brief, Ker, Priestman & Associates Ltd., File 2638, January, 1990

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Page 3

required to determine the applicable location and elevation of the Natural Boundary for the subject property for determination of FCL and the floodplain setback location.

The Courtenay River floodplain map also indicates two structures located in the currently proposed building area at the time the map was prepared. Ground disturbance or abandoned buried elements from those structures may be encountered in the site preparation.

Buried utility locating for the subsurface investigation identified numerous buried utilities in the proposed building area. Those buried utilities included large diameter storm drains, water lines, lamp standard electrical, as well as buried items of unidentified origin that were detected with ground penetrating radar by the utility locating contractor.

SEISMIC DATA

Seismic data for the site was obtained from Natural Resources Canada as tabled below. The seismic hazard calculation is appended.

2015 National Building Code Ground Motions				
2% probability of exceedance in 50 years (0.000404 per annum)				
Sa(0.2)	Sa(0.5)	Sa(1.0)	Sa(2.0)	PGA (g)
0.693	0.674	0.462	0.299	0.322

The peak ground acceleration of this site due to a seismic event with a 2% in 50 year probability of exceedance in 50 years (being the design earthquake in accordance with the 2010 National Building Code and 2012 British Columbia Building Code) is 0.322 g.

SITE ASSESSMENT

General

We conducted our initial site assessment on April 11, 2016 with auger boreholes. Additional subsurface assessment with excavated test pits was conducted on May 3, 2016 to clarify the materials at refusal depth in the auger boreholes. A photolog of the site conditions is appended.

The subject property was in an area of predominantly commercial development. The proposed building addition site was separated from Cliffe Avenue by existing hotel and retail buildings to the southwest. An existing four storey hotel building was located to



Riverside Apartments Limited Partnership
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the northwest, 17th Street to the southeast, and the Courtenay River to the northeast. The proposed building area is illustrated on Drawing G-1.

The general area sloped gently down to the northeast from Cliffe Avenue to the Courtenay River. The majority of the proposed building area was an essentially flat and level asphaltic concrete surfaced vehicle parking area at the time of our assessment. The proposed building area is shown in Photos 1, 2 and 7.

Between the proposed building area and the Courtenay River was a gentle slope approximately 2 to 3m in height and at up to approximately 15 degrees from horizontal that sloped down to an asphaltic concrete surfaced walkway (seen in Photo 3 and 9) that paralleled the Courtenay River. The northeastern side of the walkway was supported by a concrete block retaining wall approximately 0.6 to 1.0m in height. Below that retaining wall was a gentle slope of approximately 10 degrees from horizontal that was surfaced with grasses, cobbles and then mud that continued to the edge of the Courtenay River. That arrangement is illustrated in the cross sections obtained by tape and clinometers survey that are shown on Drawing G-2, as well as Photos 4 and 10.

A visit to the site on November 5, 2020 noted that the site was in an essentially unchanged condition to that observed in 2016 and described above.

Subsurface Conditions

Five boreholes were advanced with a truck mounted geotechnical auger drill rig contracted from Drillwell Enterprises Ltd. Two excavated test pits were also advanced with a tracked excavator. The borehole and test pits were located approximately as shown on Drawing G-1.

The test holes generally encountered asphaltic concrete overlying variable predominantly loose to compact granular material that we interpret as random grading fill, overlying sandy silt/clay with firm to stiff consistency that became dense or hard with depth. The depth to hard, undisturbed glacial till or bedrock ranged from 1.8 to 3.3m in the boreholes. Sudden auger and SPT refusal was encountered in all boreholes at depths that ranged from 1.8 to 4.3m. The test pits indicated that the auger refusal was due to large boulders in till-like material. Test Pit 2 encountered a buried topsoil layer suggestive of the original ground surface at 1.4m depth and then what may be a natural compact sand and gravel deposit at 1.9m depth overlying the hard glacial till.

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No groundwater was encountered at completion of all boreholes. Light seepage was encountered in TP-2 at 2.8m depth. Laboratory moisture content tests of selected soil samples from the boreholes indicated moisture contents that ranged from 3.8 to 15.8% of dry weight. Logs of the test holes are appended. The subsurface conditions inferred at the test holes are summarized in the table below.

Test Hole Summary

Test Hole No.	Depth to Hard Glacial till (m)	Depth to Auger Refusal (m)	Depth to Groundwater (m)
BH-1	3.3	4.3	Not encountered
BH-2	2.4	3.6	Not encountered
BH-3	1.9	3.3	Not encountered
BH-4	Not encountered	1.8	Not encountered
BH-5	2.1	2.5	Not encountered
TP-1	2.2	Not applicable	Not encountered
TP-2	2.9	Not applicable	2.8

SEISMIC LIQUEFACTION

The potential for seismic liquefaction of the materials that were encountered underlying the site is considered to be very low due to the unsaturated, dense and hard nature of those materials.

SLOPE STABILITY

In light of the gentle slopes noted at the subject property and vicinity (15 degrees or less) and the encountered subsurface conditions, the potential for slope instability at the proposed building area under both static and seismic conditions is considered to be low provided the recommendation in this report are implemented.

DISCUSSION AND RECOMMENDATIONS**General**

The site is considered to be geotechnically safe and suitable for the proposed apartment building described above, provided that the following recommendations are implemented.

The recommendations presented in the following sections of this report are based on the information available regarding the proposed development, the test holes, and our experience with similar projects. Because the test holes represent a very small statistical sampling of subsurface conditions, it is possible that conditions may be encountered during construction that are substantially different from those indicated by

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the boreholes. In these instances adjustments to design and construction may be necessary.

In general, the subsurface investigation has identified dense and bouldery glacial till-like material below an inconsistent thickness of random fill comprised of variable sand and gravel, possible disturbed or re-worked till and weathered glacial till. Local areas of native sand and gravel may also be encountered overlying the glacial till-like material and local areas of buried topsoil may be encountered below the fill materials. Due to the variable and uncertain composition of the existing fill all of the existing fill should be removed from areas that provide foundation and floor slab on grade support to the proposed building addition. Removal of the existing random fill material is anticipated to require excavation depths of up to approximately 3.3m.

The excavation required to remove the existing random fill may influence building location and/or footing elevation where in close proximity to property lines and existing structures. Excavation sidewall backslope and the required lateral extent of engineered fill should be considered in planning the building location and footing elevation on the site. Excavation and engineered fill considerations are discussed in more detail below.

The building location and floor elevations may be influenced by the City of Courtenay Floodplain Bylaw 1743 as described above.

Site Preparation

The building footprint as well as the area of subjacent support should be excavated to expose an approved subgrade of undisturbed, dense or hard glacial till. The anticipated minimum stripping depth to suitable subgrade at the borehole locations is 1.9 to 3.3m as shown in the table above. The area of subjacent support is defined as the area encompassed by projecting a line down and outwards from the building perimeter footings at 1 horizontal : 1 vertical (45 degrees).

Excavations

Temporary construction slopes should be in accordance with the Occupational Health and Safety Regulation. The contractor is solely responsible for protecting excavations by shoring, sloping, benching or other means as required for worker safety and to maintain stability of the excavation, stability of adjacent properties, and stability of adjacent structures. SGL does not assume any responsibility for construction site safety or the activities of the contractor.

Excavations may encounter groundwater seepage and groundwater may be higher than shown on the borehole logs during wet weather. Contractors should be prepared

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to dewater excavations as may be required. Groundwater seepage from excavation side-slopes and dewatering from within excavations will reduce excavation stability.

It is noted that relatively deep excavation is anticipated to be required in close proximity to the southeastern property line in order to expose dense glacial till subgrade suitable for foundation support. That relatively deep excavation should be considered in siting the building on the property, both for excavation side-slope stability, and lateral extent of engineered fill in the area of subjacent support.

The proposed apartment building is located approximately 3m laterally from the existing building to the northwest. Excavation to undisturbed, dense or hard glacial till subgrade in the area of subjacent support for the proposed building may come close to that existing building, dependent on the actual footing depths of both buildings. Consequently, underpinning of the existing building, or sequenced "slot" excavation and fill may be required in order to maintain foundation support of the existing building during the subgrade preparation for the proposed apartment building.

Foundations

The proposed building addition may be founded on a spread and strip foundation system bearing on approved dense or hard undisturbed glacial till free of organics, or natural dense sand and gravel. Approved footing subgrade may be raised or leveled with engineered fill prepared in accordance with the recommendations provided below, if desired.

For Limit States Design the foundations should be designed based on an Ultimate (factored) Limit State (ULS) bearing resistance of 300kPa. That ULS value includes a geotechnical resistance factor (Φ) of 0.5.

A Serviceability Limit State (SLS) bearing resistance of 150kPa may be used, based on limiting total settlement to less than 25mm and differential settlement to less than 19mm between typical 4.5m column spacing, which is normally considered to be tolerable for framed structures.

The site may be considered Site Class D in accordance with the 2018 BC Building Code Section 4.1.8.4.

All footings should be located so that the smallest lateral clear distance between footings will be at least equal to the difference in their bearing elevations. All footings should be provided with a minimum 450mm of soil cover for confinement and frost protection. Minimum footing widths of 0.4m and 0.6m are recommended for strip and pad footings respectively.

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All foundation bearing surfaces should be reviewed by SGL, and the recommended bearing pressures provided above confirmed or adjusted as appropriate, prior to the placement of engineered fill, footing formwork or concrete. Following approval of subgrade surfaces concrete should be placed as quickly as possible to avoid disturbance of the foundation subgrade.

We note that fine grained glacial till material may be easily disturbed by construction traffic, especially when saturated. If soils in the areas of foundation support become disturbed from construction traffic (including foot traffic), or softened by exposure and water, the softened and disturbed material should be removed from footing areas and the subgrade re-evaluated by SGL prior to concrete placement.

Floor Slabs-on-Grade

The undisturbed dense or hard, inorganic glacial till, or undisturbed, inorganic sand is considered suitable for support for a grade supported surface parking floor slab. Approved floor slab-on-grade subgrade may be raised or leveled with engineered fill prepared in accordance with the recommendations below.

Floor slabs-on-grade should be immediately underlain by a minimum 100mm thickness of floor slab base aggregate in accordance with the recommendations below.

Engineered Fill

Engineered fill may be used to raise and level approved subgrade for support of building foundations and grade supported floor slabs. The intent of these recommendations is to minimize the potential for settlement of the engineered fill and the resulting distress to the structural elements supported by the fill. Engineered fill should be approved inorganic free draining sand and gravel with the gradations as tabled below.

The well graded sand and gravel fill that was encountered in the test holes in varying thickness may be suitable for reuse as engineered subgrade fill below footings and floor slabs on grade, subject to on-going field review and approval of the salvaged material. There may also be opportunity to salvage the existing crushed sand and gravel base aggregate from below the existing asphaltic pavement for re-use as floor slab base aggregate, subject to field review and approval of the salvaged material.

Engineered fill material should be placed and uniformly compacted on level subgrade in lift thicknesses appropriate for the compaction equipment and in no instance greater than 200mm loose lift thickness. Engineered fill below adjacent grade should extend laterally beyond the edges of the supported elements a distance equal to the fill

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thickness (the area of subjacent support). Above grade engineered fill slopes should be no steeper than 2 horizontal : 1 vertical.

Engineered fill should be compacted in accordance with the criteria tabled below. Fill compaction in building support areas should be verified by field density testing.

Engineered Fill Recommendations

Area of Engineered Fill	Material Specification	Minimum Compaction Specification (ASTM D698 Standard Proctor)
Foundation Subgrade	Nominal 75mm minus well graded sand and gravel with less than 5% passing 0.075mm sieve	100%
Floor Slab on Grade Subgrade	Nominal 75mm minus well graded sand and gravel with less than 5% passing 0.075mm sieve	95%*
Floor Slab Base Aggregate	Nominal 19mm minus crushed well graded sand and gravel with less than 5% passing the 0.075mm sieve	95%*

* increase to 100% where floor slabs support vehicle loads or are structurally connected to foundations

ADDITIONAL GEOTECHNICAL SERVICES

The recommendations presented in this report are contingent on SGL observing and/or monitoring:

- Foundation drawings for conformance to the recommendations provided in this report;
- Building area subgrade preparation for footings and floor slabs on grade;
- Suitability of engineered fill materials;
- Placement and compaction of engineered fill.

LIMITATIONS AND CHANGED CONDITIONS

Our recommendations are based on the proposed development described in this report, and the expectation that future development will not result in significant changes to the local topography, soil and groundwater conditions.

The conclusions and recommendations in this report are based upon the data obtained from local observations at exposed areas of the proposed antenna tower and building areas. The nature and extent of variations between those observation areas may not become evident until construction. Although not expected, should



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undiscovered changed conditions become apparent our office should be contacted to allow reassessment of our recommendations in light of the new information.

Our recommendations only apply to the specific development described in this report. Other structures or locations may have unique requirements and our recommendations should not be considered applicable to other locations and developments, even if located within the same property.

It is a condition of this report that Simpson Geotechnical Ltd.'s performance of its professional services is subject to the attached Statement of General Conditions.

CLOSURE

We appreciate the opportunity to provide our services on this project. Should you have any questions, please do not hesitate to contact us.

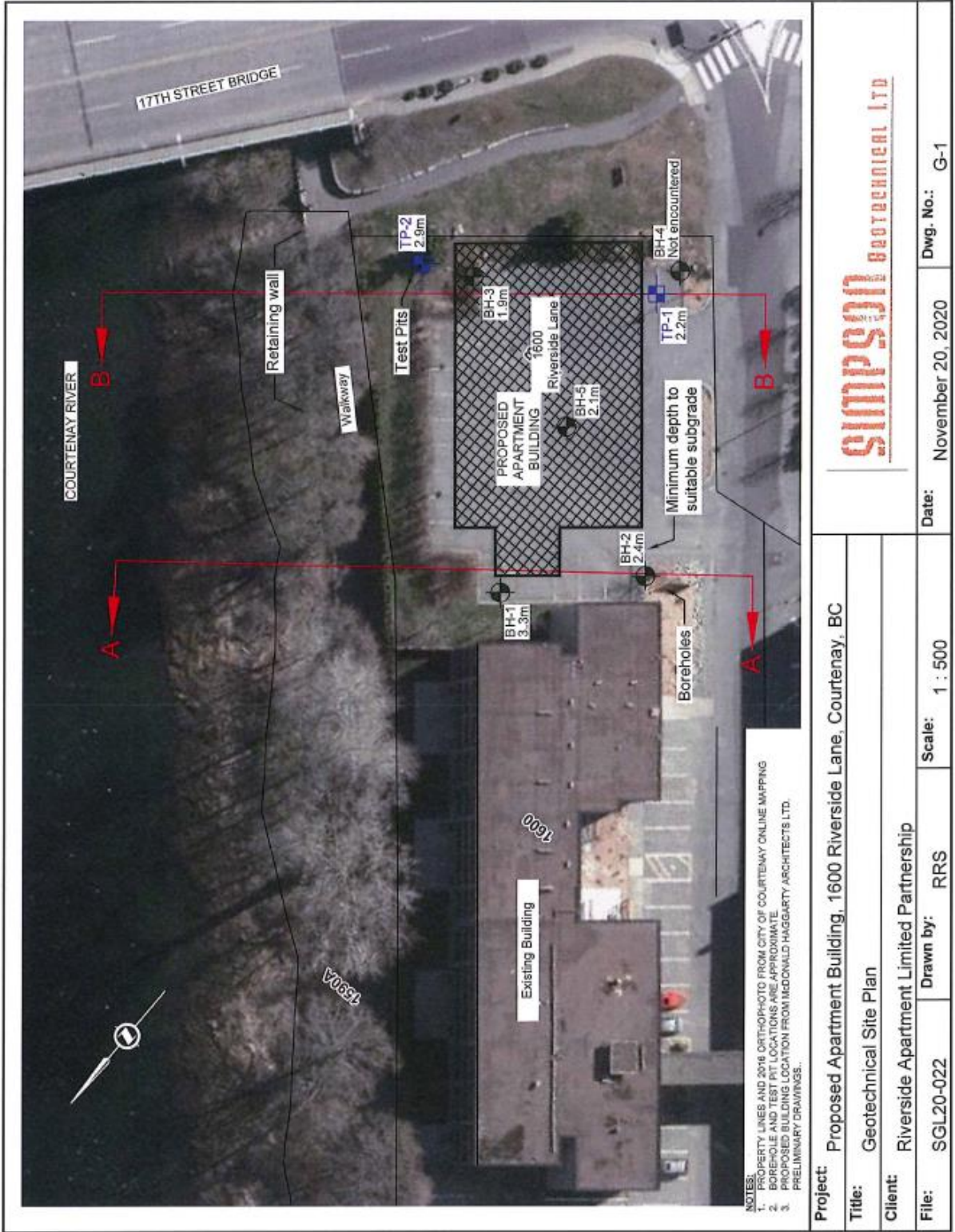
Yours truly,
Simpson Geotechnical Ltd.

Per:  
Richard Simpson, P.Eng

- Attachments:
- G-1 Geotechnical Site Plan
 - G-2 Cross Sections
 - Photo log (4 pages)
 - Borehole and Test Pit Logs (7 Pages)
 - Seismic Hazard Calculation
 - Statement of General Conditions



Attachment No. 4
16/29



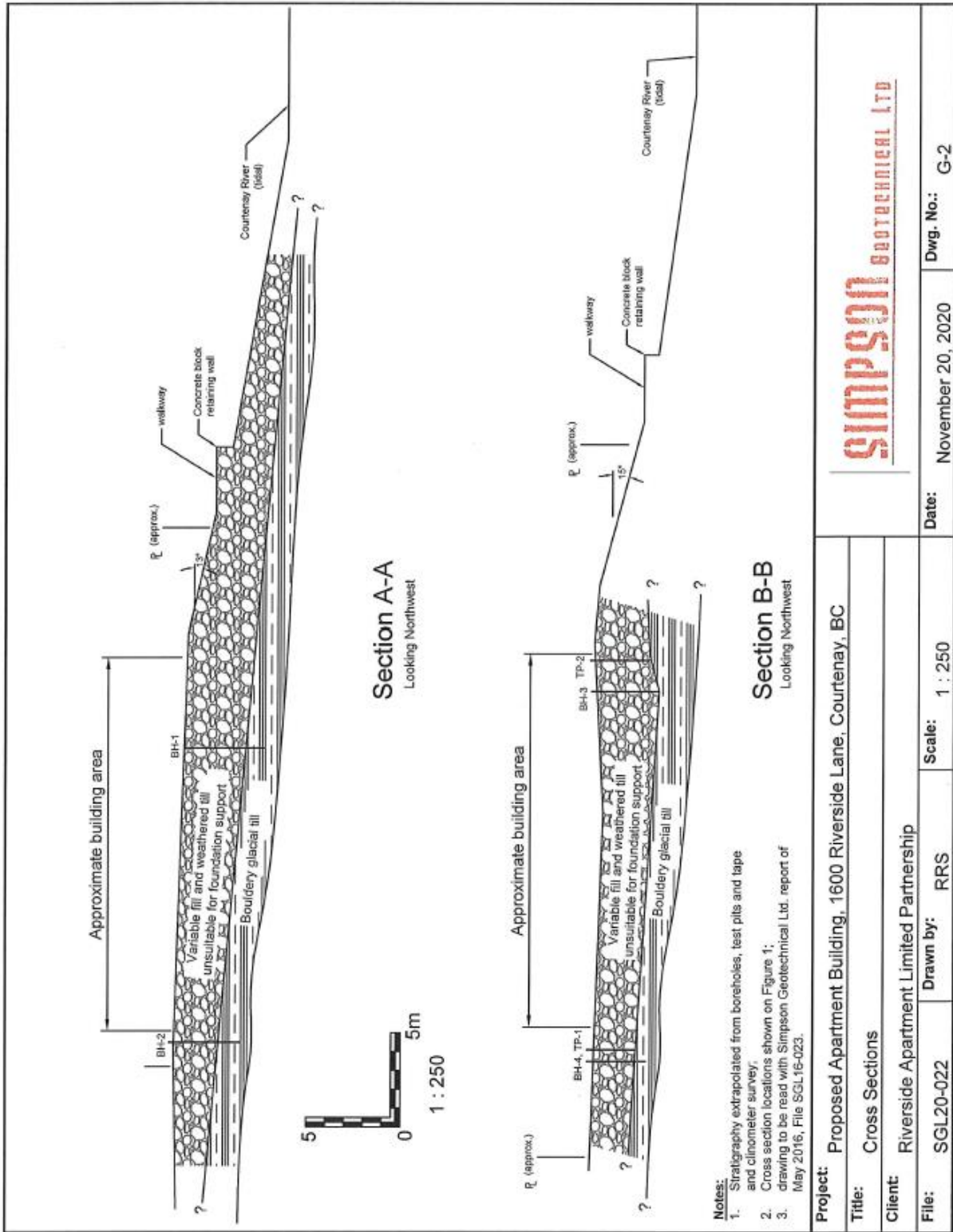




Photo 1 – Proposed building addition area looking northward. Drill rig set up at BH-1 (Photo April 11, 2016)



Photo 2 – Gentle slope eastward of proposed addition area between addition area and walkway looking northward (Photo April 11, 2016)



Photo 3 – Walkway between proposed building addition and Courtenay River looking northward (Photo April 11, 2016)



Photo 4 – Courtenay River shoreline nearest proposed building addition area, looking northward (Photo April 11, 2016)



Photo 5 – Provided photo of excavation during parking lot construction in proposed building area showing random fill, buried organics and buried concrete (date unknown)



Photo 6 – Provided photo of existing parking area excavation showing buried concrete removal (date unknown)



Photo 7 – Subject property on November 5, 2020 looking eastwards showing property essentially unchanged since April 2016



Photo 8 – November 5, 2020 looking northwestwards along northeastern boundary of subject property



Photo 9 – Looking southeast along walkway between subject property and Courtenay River November 5, 2020



Photo 10 – Looking northwest along shoreline of Courtenay River adjacent to subject property November 5, 2020



Photo 11 – Looking northwards along southeastern boundary of subject property November 5, 2020



Photo 16 – BH-3, SPT-1 at 0.6 to 1.2m depth showing angular sand and gravel (Photo April 11, 2016)



Photo 17 – BH-4, SPT-1 at 0.6 to 1.2m depth showing silty sand and gravel (Photo April 11, 2016)



Photo 18 – BH-5, SPT-1 at 0.6 to 1.2m depth showing silty sand and gravel over silt/clay (Photo April 11, 2016)



Photo 19 – BH-5, SPT-2 at 2.1 to 2.45m depth showing sandy silt/clay (Photo April 11, 2016)

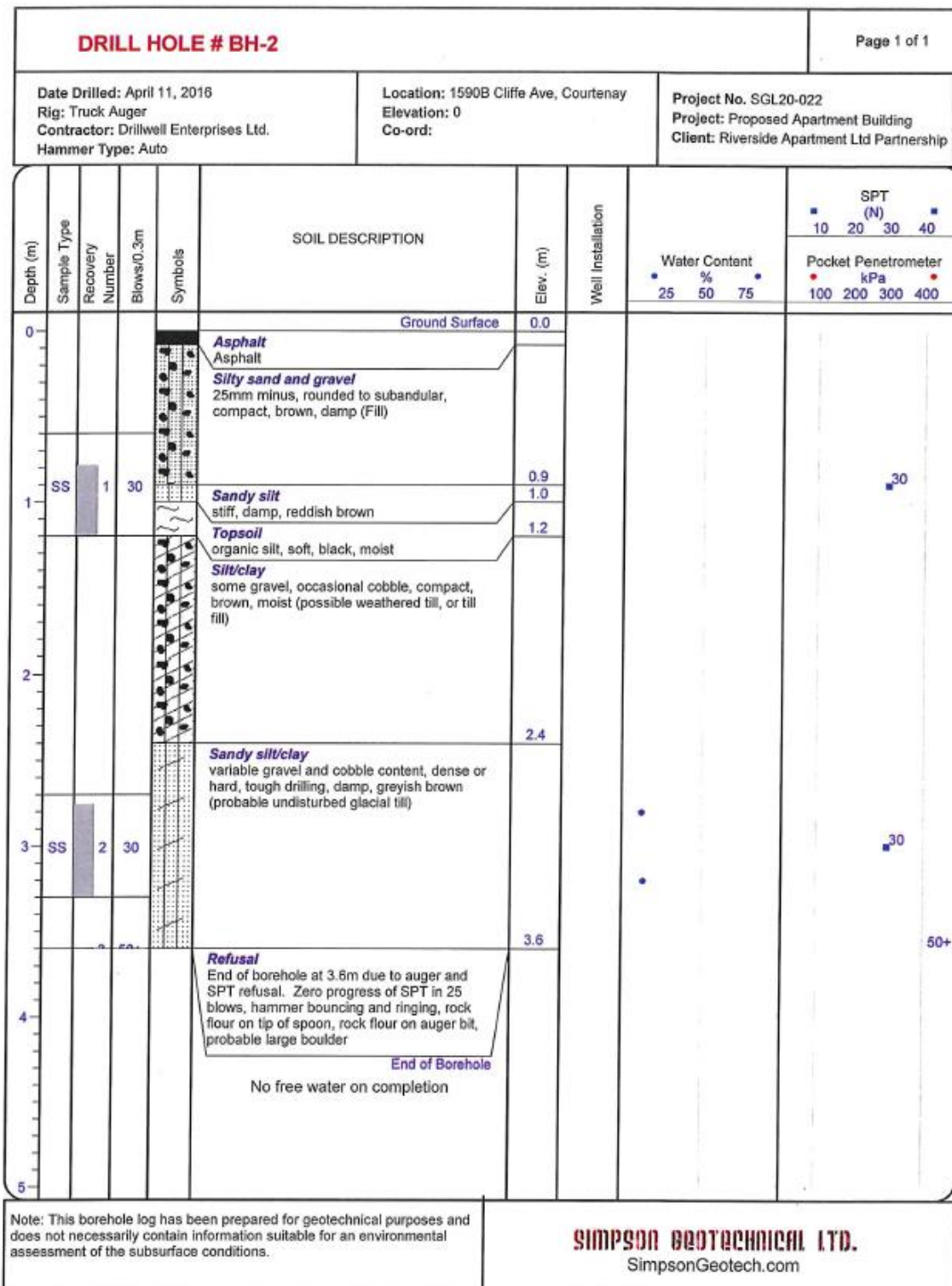


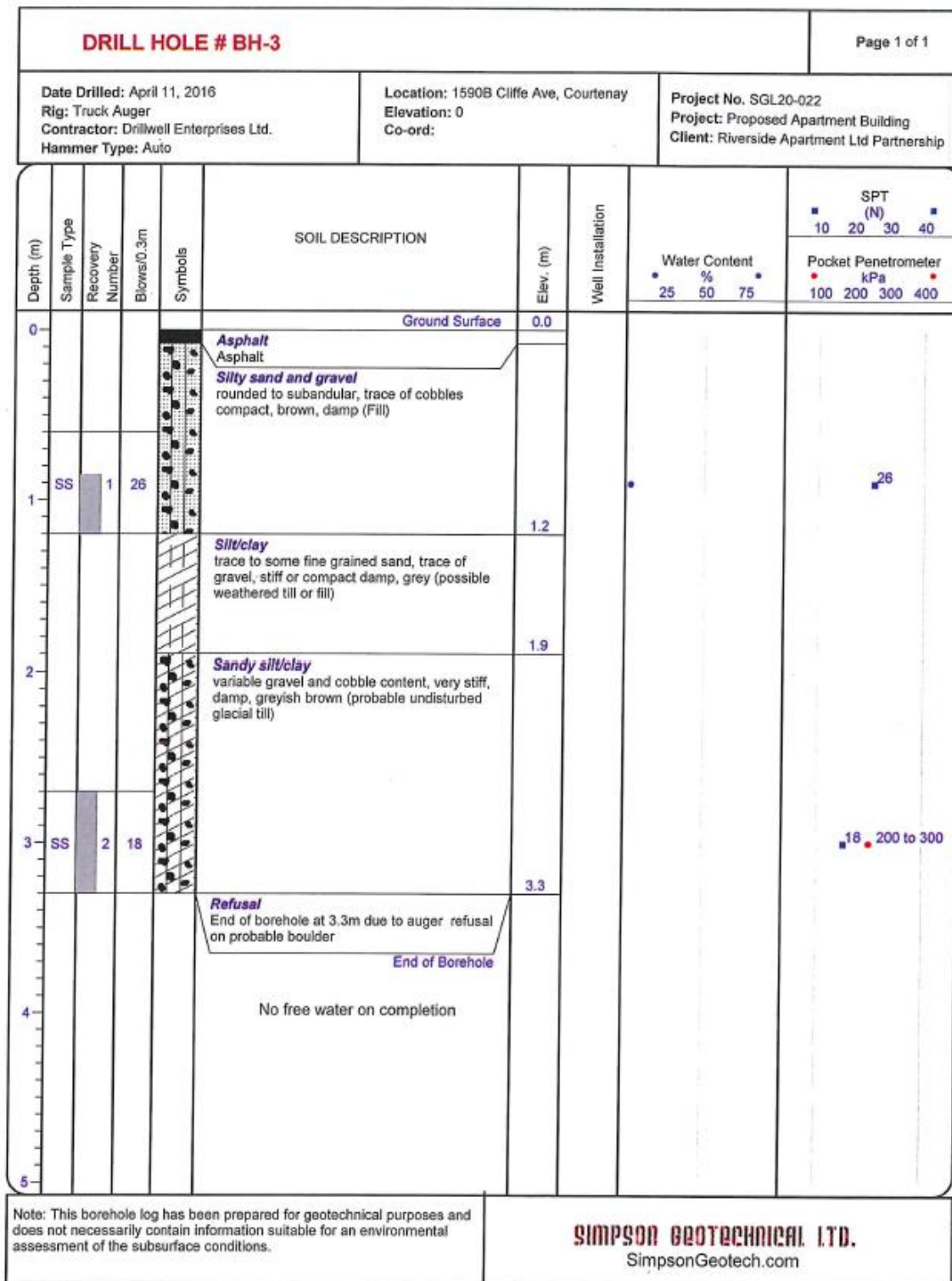
Project: Proposed Apartment Building, 1590B Cliffe Ave, Courtenay, BC
File: SGL20-022 Date: November 20, 2020

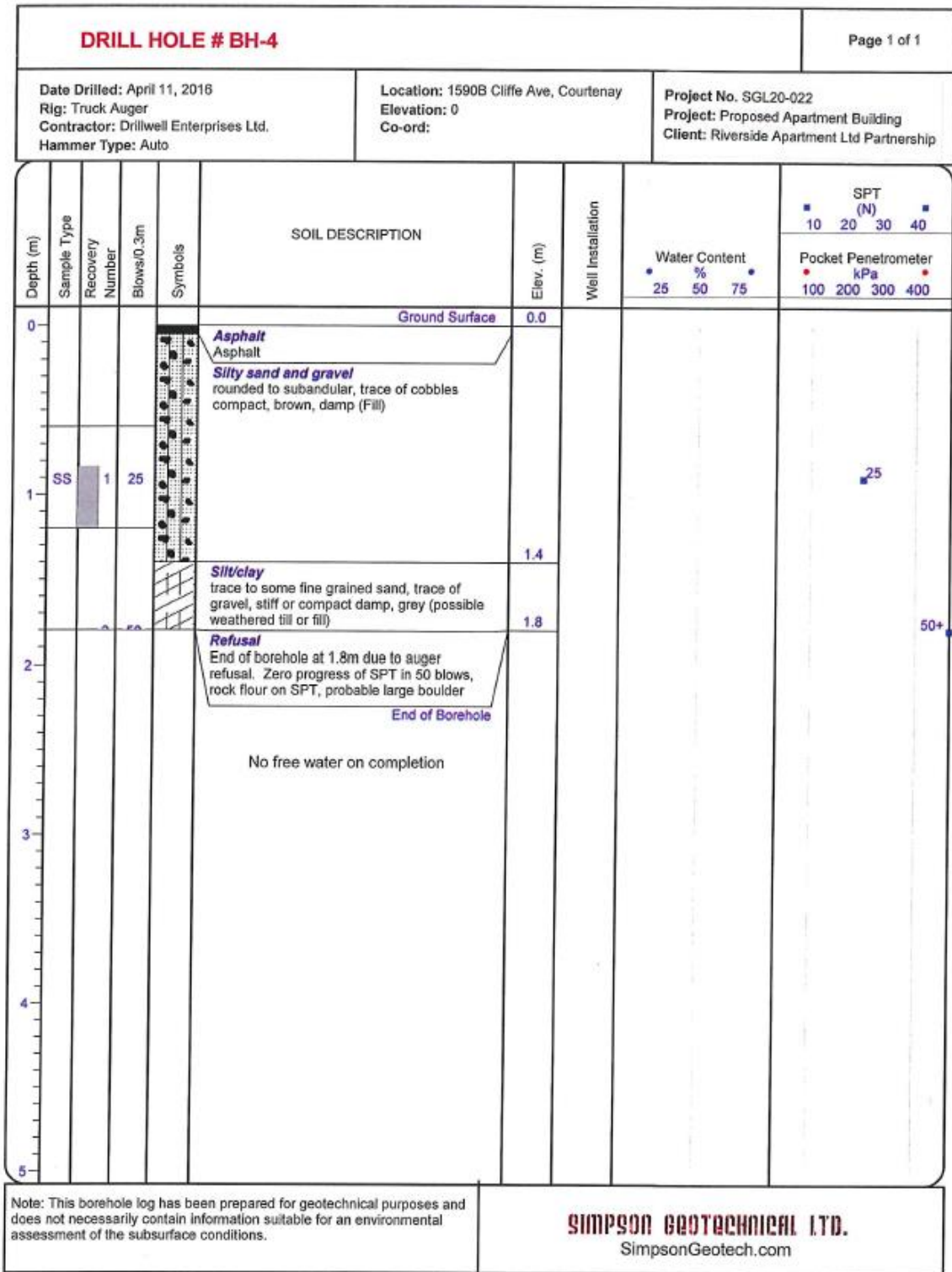
DRILL HOLE # BH-1						Page 1 of 1										
Date Drilled: April 11, 2016 Rig: Truck Auger Contractor: Drillwell Enterprises Ltd. Hammer Type: Auto			Location: 1590B Cliffe Ave, Courtenay Elevation: 0 Co-ord:		Project No. SGL20-022 Project: Proposed Apartment Building Client: Riverside Apartment Ltd Partnership											
Depth (m)	Sample Type Recovery Number	Blows/0.3m	Symbols	SOIL DESCRIPTION	Elev. (m)	Well Installation	SPT (N)		Water Content %			Pocket Penetrometer kPa				
							10	20	30	40	25	50	75	100	200	300
0				Ground Surface	0.0											
				Asphalt Asphalt	0.3											
				Silty sand and gravel 25mm minus, rounded to subangular, compact, brown, damp (Fill)	0.6											
				Silty sand, trace to some gravel loose to compact, damp, reddish brown (probable fill)												
1	SS 1	27		Silty sand and gravel compact, damp, brown (probable fill)												27
				Sandy silt/clay some gravel, occasional cobble, compact, brown, moist (possible weathered till, or till fill)	1.7											
3	SS 2	14		Sandy silt/clay dense or hard, tough drilling, bouldery (probable undisturbed glacial till)	3.3											14, 150 to 250
4				Borehole ended at 4.3m due to refusal on large boulder	4.3											
				End of Borehole												50+
5				No free water on completion												

Note: This borehole log has been prepared for geotechnical purposes and does not necessarily contain information suitable for an environmental assessment of the subsurface conditions.

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DRILL HOLE # BH-5							Page 1 of 1		
Date Drilled: April 11, 2016 Rig: Truck Auger Contractor: Drillwell Enterprises Ltd. Hammer Type: Auto			Location: 1590B Cliffe Ave, Courtenay Elevation: 0 Co-ord:		Project No. SGL20-022 Project: Proposed Apartment Building Client: Riverside Apartment Ltd Partnership				
Depth (m)	Sample Type	Recovery Number	Blows/0.3m	Symbols	SOIL DESCRIPTION	Elev. (m)	Well Installation	SPT (N)	
								10	20 30 40
								Water Content %	
								25	50 75
								Pocket Penetrometer kPa	
								100	200 300 400
0					Asphalt Asphalt	0.0			
					Silty sand and gravel rounded to subangular, trace of cobbles compact, brown, damp (Fill)				
1	SS	1	18		Sandy silt/clay occasional gravel and cobble, stiff or compact damp, reddish brown (possible weathered till or fill)	0.9			18
2						2.1			
	SS	2	15		Cobbly sandy gravelly silt/clay tough erratic drilling, firm, damp, brown (weathered glacial till)	2.5			15
3					Refusal End of borehole due to auger and SPT refusal at 2.45m depth on probable boulder. Zero progress for SPT in 45 blows. Borehole dry on completion.				
					End of Borehole				
					No free water on completion				
4									
5									

Note: This borehole log has been prepared for geotechnical purposes and does not necessarily contain information suitable for an environmental assessment of the subsurface conditions.

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DRILL HOLE # TP-1						Page 1 of 1										
Date Drilled: May 3, 2016 Rig: Excavator Contractor: Pro Bobcat and Excavating Hammer Type:			Location: 1590B Cliffe Ave, Courtenay Elevation: 0 Co-ord:		Project No. SGL20-022 Project: Proposed Apartment Building Client: Riverside Apartment Ltd Partnership											
Depth (m)	Sample Type	Recovery Number	Blows/0.3m	Symbols	SOIL DESCRIPTION	Elev. (m)	Well Installation	SPT (N)			Pocket Penetrometer (kPa)					
								10	20	30	40	100	200	300	400	
								Water Content (%)								
								25	50	75						
0					Ground Surface	0.0										
				●●●●●●●●●●	Asphalt Asphalt											
				●●●●●●●●●●	Sand and Gravel Predominantly crushed road base sand and gravel, occasional 100mm rounded cobbles, compact, brown, damp (Fill)											
1				●●●●●●●●●●												
				●●●●●●●●●●	Silty Clayey Sand occasional gravel and cobble, stiff or compact, damp, mottled tan	1.4										
2				●●●●●●●●●●												
				●●●●●●●●●●	Glacial Till cobbly, bouldery sandy silt/clay, greyish brown, dense or hard, tough digging	2.2										
				●●●●●●●●●●												
				●●●●●●●●●●		2.8										
3					End of Borehole											
					No free water on completion											
4																
5																

Note: This borehole log has been prepared for geotechnical purposes and does not necessarily contain information suitable for an environmental assessment of the subsurface conditions.

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DRILL HOLE # TP-2						Page 1 of 1					
Date Drilled: May 3, 2016 Rig: Excavator Contractor: Pro Bobcat and Excavating Hammer Type:			Location: 1590B Cliffe Ave, Courtenay Elevation: 0 Co-ord:		Project No. SGL20-022 Project: Proposed Apartment Building Client: Riverside Apartment Ltd Partnership						
Depth (m)	Sample Type	Recovery Number	Blows/0.3m	Symbols	SOIL DESCRIPTION	Elev. (m)	Well Installation	SPT (N)		Pocket Penetrometer (kPa)	
								10	20	30	40
								Water Content %			
								25	50	75	
0					Ground Surface	0.0					
				▲	Asphalt Asphalt						
				●	Sand and Gravel Crushed 19mm minus road base sand and gravel, compact, brown, damp (Fill)						
				●	Sand and Gravel occasional gravel and cobble, stiff or compact, damp, mottled tan						
1						1.4					
				~	Topsoil Silty sand, trace to some gravel, organic, dark brown, soft, moist	1.5					
				■	Sandy silt/clay firm, damp, mottled tan	1.9					
2											
				●	Sand and Gravel Trace of silt, compact, brown (possible fill)						
3						2.9					
				■	Weathered Till boulders and cobbles in firm silt/clay matrix, moist, grey, tough digging						
4						3.7					
					End of Borehole						
5											
					Light seepage at 2.8m depth on completion Light sloughing of test pit walls						

Note: This borehole log has been prepared for geotechnical purposes and does not necessarily contain information suitable for an environmental assessment of the subsurface conditions.

SIMPSON GEOTECHNICAL LTD.
SimpsonGeotech.com

2015 National Building Code Seismic Hazard CalculationINFORMATION: Eastern Canada English (613) 995-5548 français (613) 995-0600 Facsimile (613) 992-8836
Western Canada English (250) 363-6500 Facsimile (250) 363-6565

Site: 49.685N 124.990W

User File Reference: 1590B Cliff Ave, Courtenay

2020-11-04 23:41 UT

Requested by: Simpson Geotechnical Ltd.

Probability of exceedance per annum	0.000404	0.001	0.0021	0.01
Probability of exceedance in 50 years	2 %	5 %	10 %	40 %
Sa (0.05)	0.353	0.233	0.157	0.057
Sa (0.1)	0.559	0.368	0.248	0.088
Sa (0.2)	0.693	0.463	0.315	0.118
Sa (0.3)	0.717	0.475	0.320	0.121
Sa (0.5)	0.674	0.436	0.284	0.104
Sa (1.0)	0.462	0.286	0.177	0.062
Sa (2.0)	0.299	0.180	0.106	0.034
Sa (5.0)	0.104	0.061	0.032	0.009
Sa (10.0)	0.037	0.021	0.012	0.004
PGA (g)	0.322	0.212	0.141	0.050
PGV (m/s)	0.545	0.343	0.215	0.068

Notes: Spectral ($S_a(T)$, where T is the period in seconds) and peak ground acceleration (PGA) values are given in units of g (9.81 m/s^2). Peak ground velocity is given in m/s. Values are for "firm ground" (NBCC2015 Site Class C, average shear wave velocity 450 m/s). NBCC2015 and CSAS6-14 values are highlighted in yellow. Three additional periods are provided - their use is discussed in the NBCC2015 Commentary. Only 2 significant figures are to be used. **These values have been interpolated from a 10-km-spaced grid of points. Depending on the gradient of the nearby points, values at this location calculated directly from the hazard program may vary. More than 95 percent of interpolated values are within 2 percent of the directly calculated values.**

References

National Building Code of Canada 2015 NRCC no. 56190; Appendix C: Table C-3, Seismic Design Data for Selected Locations in Canada

Structural Commentaries (User's Guide - NBC 2015: Part 4 of Division B)
Commentary J: Design for Seismic Effects

Geological Survey of Canada Open File 7893 Fifth Generation Seismic Hazard Model for Canada: Grid values of mean hazard to be used with the 2015 National Building Code of Canada

See the websites www.EarthquakesCanada.ca and www.nationalcodes.ca for more information

STATEMENT OF GENERAL CONDITIONS**1. STANDARD OF CARE**

This Report has been prepared in accordance with generally accepted engineering consulting practices in the applicable jurisdiction. No other warranty, expressed or implied, is intended or made. Geological and geotechnical studies do not include environmental consulting unless specifically stated in the report.

2. COMPLETE REPORT

All documents, records, data and files, whether electronic or otherwise, generated as part of this assignment are a part of the Report which is of a summary nature and is not intended to stand alone without reference to the instructions given to us by the Client, communications between us and the Client, and to any other reports, writings, proposals or documents prepared by us for the Client relative to the specific site described herein, all of which constitute the Report.

IN ORDER TO PROPERLY UNDERSTAND THE RECOMMENDATIONS AND OPINIONS EXPRESSED HEREIN, REFERENCE MUST BE MADE TO THE WHOLE OF THE REPORT. WE ARE NOT RESPONSIBLE FOR USE BY ANY PARTY OF PORTIONS OF THE REPORT WITHOUT REFERENCE TO THE WHOLE REPORT.

3. BASIS OF REPORT

The Report has been prepared for the specific site, development, design objectives and purpose that were described to us by the Client. The applicability and reliability of any of the findings, recommendations, suggestions, or opinions expressed in the document are only valid to the extent that there has been no material alteration to or variation from any of the said descriptions provided to us unless we are specifically requested by the Client to review and revise the Report in light of such alteration or variation.

4. USE OF THE REPORT

The information and opinions expressed in the Report, or any document forming part of the Report, are for the sole benefit of the Client. NO OTHER PARTY MAY USE OR RELY UPON THE REPORT OR ANY PORTION THEREOF WITHOUT OUR WRITTEN CONSENT. We will consent to any reasonable request by the client to approve the use of this report by other parties as "approved users. Any use that a third party makes of the Report, or any portion of the Report, are the sole responsibility of such third parties. We accept no responsibility for damages suffered by any third party resulting from unauthorized use of the Report.

5. INTERPRETATION OF THE REPORT

- a) Nature and Exactness of Soil Description: Identification of soils, rocks, terrain and geological units have been based on investigations performed in accordance with the standards set out in Paragraph 1. The field investigation cannot practically cover the entire area and will only identify soil conditions at the point and time of sampling. Identification of these factors are judgmental in nature and even comprehensive sampling and testing programs may fail to locate some conditions. All investigations involve an inherent risk that some conditions will not be detected and all documents or records summarizing such investigations will be based on assumptions of what exists between the actual sample points. Actual conditions may vary significantly between the points investigated and all persons making use of such documents or records should be aware of, and accept, this risk. Some conditions change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the time of assessment.

- b) Reliance on Provided Information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to us. We have relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, we cannot accept responsibility for any deficiency, misstatement or inaccuracy contained in the Report as a result of misstatements, omissions, misrepresentations, or fraudulent acts of persons providing information.

- c) Design Services: The Report may form part of the design and construction documents for information purposes even though it may have been issued prior to the final design being completed. We must be retained to review the final design, project plans and documents prior to construction to confirm that they are consistent with the intent of the Report. Any differences that may exist between the report recommendations and the final design detailed in the contract documents must be reported to us immediately so that we can address potential conflicts.

- d) Construction Services: During construction we must be retained to provide field reviews. Field reviews consist of performing sufficient and timely observations of encountered conditions to confirm and document that the site conditions do not materially differ from those interpreted conditions considered in the preparation of the report. Adequate field reviews are necessary for Simpson Geotechnical Ltd. to provide letters of assurance, in accordance with the requirements of many regulatory authorities.

6. CONSTRUCTION INSPECTIONS

Our scope of work may include inspections of the work during construction or after completion. Such field reviews do not replace the need for appropriate construction inspection and supervision on the part of the client or his agents. We accept no responsibility for damages caused by unforeseen conditions unless we are on site during construction.

7. INHERENT RISKS

Geotechnical hazard assessments typically occur where there are hazards. As such, inherent risks exist and landslides or other geotechnical hazards can occur even where the likelihood of has been identified as low. The client must operate with an understanding of this risk.

8. CONTROL OF WORK AND JOBSITE SAFETY

We are responsible only for the activities of our employees on the jobsite. The presence of our personnel on the site shall not be construed in any way to relieve the Client or any contractors on site from their responsibilities for site safety. The Client acknowledges that he, his representatives, contractors or others retain control of the site and that we never occupy a position of control of the site. The Client undertakes to inform us of all hazardous conditions, or other relevant conditions of which the Client is aware. The Client also recognizes that our activities may uncover previously, unknown hazardous conditions and that such a discovery may require that certain regulatory bodies be informed and the Client agrees that notification to such bodies by us will not be a cause of action or dispute.

9. INDEPENDENT JUDGEMENTS OF CLIENT

The information, interpretations and conclusions in the Report are based on our interpretation of conditions revealed through limited assessment conducted within a defined scope of services. We cannot accept responsibility for independent conclusions, interpretations, interpolations and/or decisions of the Client, or others who may come into possession of the Report, or any part thereof, which may be based on information contained in the Report. This restriction of liability includes decisions made to either purchase or sell land.

Simpson Geotechnical Ltd.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-2108

From: Chief Administrative Officer

Date: November 15th, 2021

Subject: **Zoning Amendment Bylaw No. 3043 to Allow for a Secondary Suite at 1544 Dingwall Road**

PURPOSE:

The purpose of this report is for Council to consider an application for a text amendment at the property legally described as Lot B, Section 17, Comox District Plan, EPP72243 to permit a secondary suite on the subject property.

CAO RECOMMENDATIONS:

THAT based on the November 15th, 2021 staff report "Zoning Amendment Bylaw No. 3043 to Allow for a Secondary Suite at 1544 Dingwall Road" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3043, 2021; and,

THAT Council considers Zoning Amendment Bylaw No. 3043, 2021 consistent with the City's Official Community Plan; and

THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No. 3043, 2021 pursuant to Section 467 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of considerations of 3rd Reading of the bylaw.

Respectfully submitted,

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

BACKGROUND:

The subject property is an approximately 1,320m² (0.32 acres) residential lot located at 1544 Dingwall Road in East Courtenay (**Figure 1**). The property is currently zoned Rural Residential One (RR-1). A house was recently moved onto the previously vacant lot, and a basement is being constructed underneath. If the text amendment is approved then the basement will include the secondary suite. The Zoning Bylaw requires three parking spaces for properties with secondary suites (two for the single family dwelling, one for the secondary suite). Four parking spaces will be provided on-site. Plans and elevations are shown in **Attachment No. 1**.

The proposed secondary suite is 80m² (861ft²) in size and includes two bedrooms, one bathrooms, kitchen, a living room, a dining room and a laundry closet (**Attachment No. 1**). The applicant's rationale for the rezoning can be found in **Attachment No. 3**.



Figure 1. Context map with the Subject Property outlined in yellow.

DISCUSSION:

The subject property is located within less than two kilometres from North Island College, the hospital, the Superstore shopping complex, Vanier Secondary School and Queneesh Elementary School. These destinations are accessible by cycling, walking, or transit (with two bus routes that travel along Lerwick Road).

OCP Review

The proposed application represents infill development within an established neighbourhood designated Urban Residential in the Official Community Plan (OCP).

The OCP and the Affordable Housing Policy support infill development within existing Urban Residential areas provided it is in keeping with the character and scale of the surrounding neighbourhood. Infill housing provides more rental housing stock and diversity of housing types, and promotes more efficient use of land that is already serviced.

Zoning Review

This application meets zoning requirements, including building height, lot coverage, building setbacks and parking for both the RR-1 zone (which the property will remain zoned) and the requirements for secondary suites as stipulated in the Zoning Bylaw (for which the site specific text amendment would be applied). The requirements and proposal is summarized in the tables below.

Regulation (RR-1)	Requirement	Proposal
Front yard setback	7.5m	13.64m
Rear yard	9.0m	9.16m
Side yard	4.5 total minimum 1.75m minimum	14.29m west 6.37m east
Lot Coverage	30%	~27.27%
Height	9.0m	6.86m

Secondary Suite Regulation	
Total not more than 90.0 m ²	Approximately 80m ² (includes 2 bedrooms, 1 bathroom, living room, kitchen, dining, and laundry closet)
Accessory to single residential dwelling	Yes
Located within a residential building with only one other dwelling unit	Yes
Located on a property which is a single real estate entity	Yes
Three Parking Spaces <i>(2 spaces for the principal dwelling unit and 1 additional space for the secondary residence)</i>	4 parking spaces

FINANCIAL IMPLICATIONS:

Application fees in the amount of \$500 have been collected in order to process the rezoning amendment application. Should the proposed Zoning Amendment Bylaw be adopted, a Building Permit application will be required for the suite.

Properties with a secondary suite are charged a second utility fee (sewer, water, garbage) for the additional dwelling unit. Should the rezoning application be approved, the additional utility fees will be charged to the property at the time of occupancy permit. Secondary suites are exempt from paying Development Cost Charges to the City and Regional District.

ADMINISTRATIVE IMPLICATIONS:

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 30 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional two hours of staff time will be required to prepare notification for public hearing and to process the bylaw. Additional staff time will be required to process the subsequent building permit application including plan checking and building inspections.

ASSET MANAGEMENT IMPLICATIONS:

The proposed development utilizes existing infrastructure and is connected to City water, sewer and storm mains. There are no direct asset management implications associated with this application.

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- ▲ Encourage and support housing diversity

OFFICIAL COMMUNITY PLAN REFERENCE:

The proposed zoning amendment is consistent with the Urban Residential land use designation of the Official Community Plan. It represents infill residential development near existing amenities and services, providing a range of housing choice, while fulfilling OCP Section 4.4.3 4 a) – limited infill will be considered only in keeping with the character and scale of an existing neighbourhood.

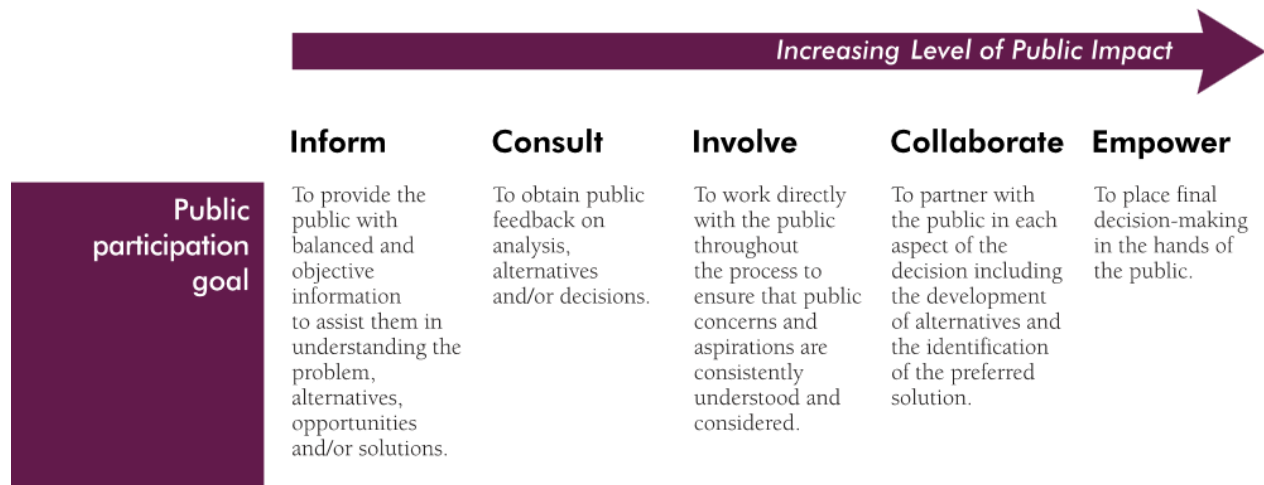
REGIONAL GROWTH STRATEGY REFERENCE:

The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

- Objective 1-A: Locate housing close to existing services; and
- Objective 1-C: Develop and maintain a diverse, flexible housing stock.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will “Consult” the public based on the IAP2 Spectrum of Public Participation:



Prior to this application proceeding to Council, the applicant distributed an alternative public information package to property owners and occupiers within 100m of the property and collected and summarized feedback, over a two week period as per the Alternative Development Information Meeting process. The applicant received one phone call as a result of the mail out. The neighbour was concerned about security. The applicant has stated they are planning to erect a fence to address this concern. The City has received no comments to date. The information provided to neighbours and the summary of the process can be found in **Attachment No. 2**.

OPTIONS:

OPTION 1: (Recommended)

That based on the November 15th, 2021 staff report “Zoning Amendment Bylaw No. 3043 to Allow for a Secondary Suite at 1544 Dingwall Road” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3043, 2021; and,

THAT Council considers Zoning Amendment Bylaw No. 3043, 2021 consistent with the City’s Official Community Plan; and

THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No. 3043, 2021 pursuant to Section 467 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of considerations of 3rd Reading of the bylaw.

OPTION 2:

THAT Council approve OPTION 2 and proceed to First and Second Readings of Zoning Bylaw No. 3043, 2021; and

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

OPTION 3: Defer consideration of Bylaw No. 3043 with a request for more information.

OPTION 4: Defeat Bylaw No. 3043.

Prepared by:



Cassandra Marsh,
Planner I

Reviewed by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by:

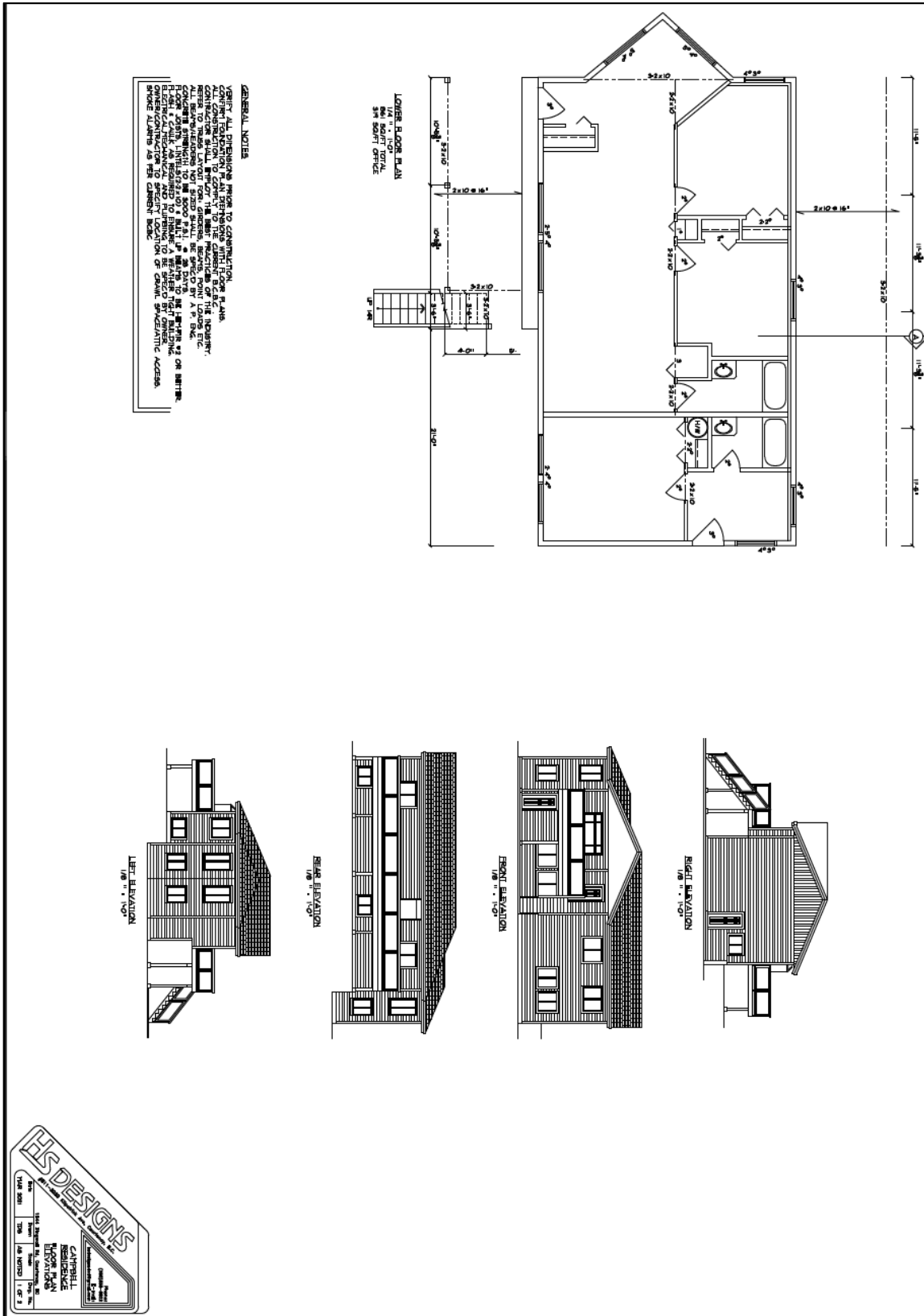


Geoff Garbutt M.Pl., MCIP, RPP
Chief Administrative Officer

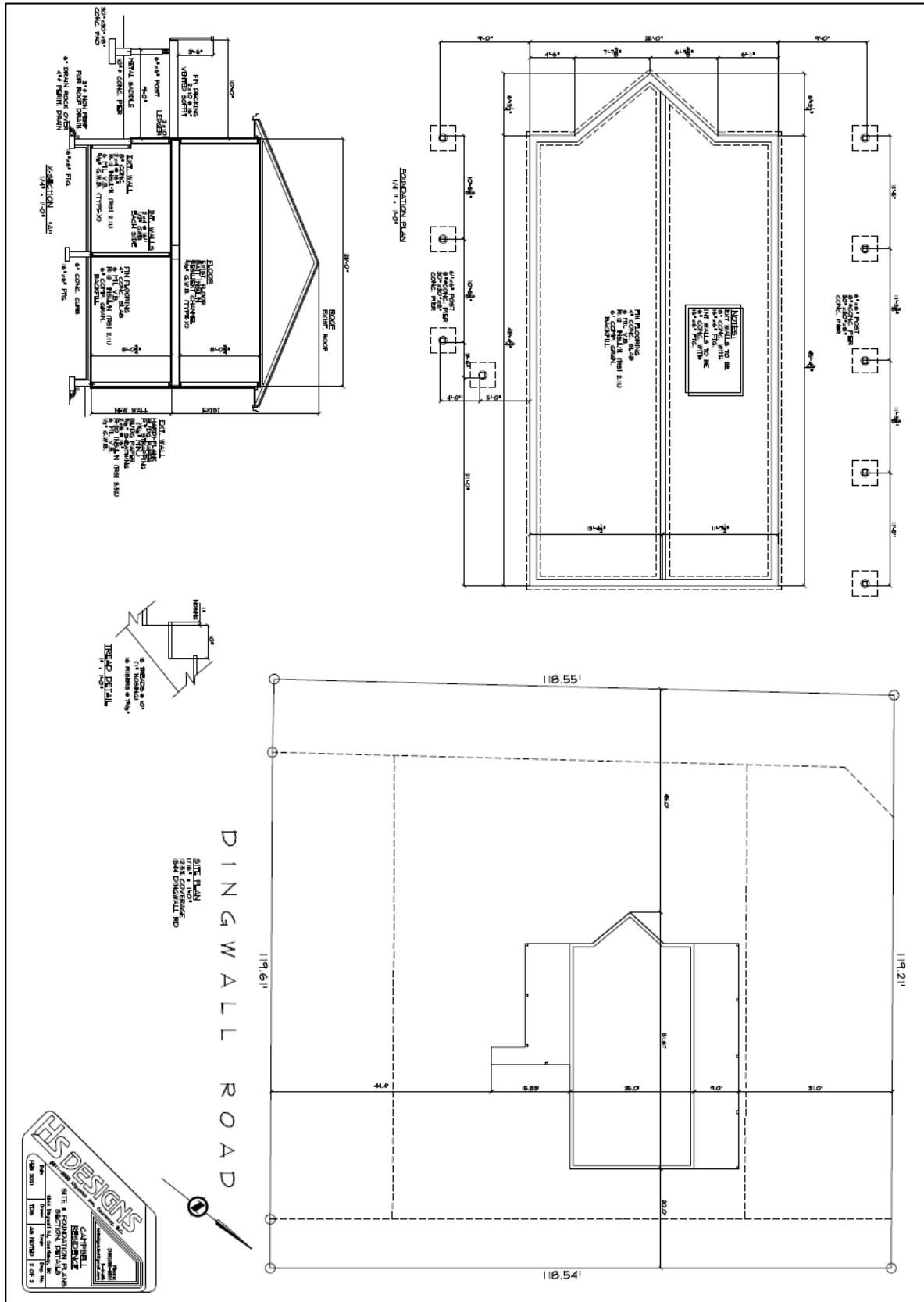
Attachments:

1. *Attachment No. 1: Plans and Elevations*
2. *Attachment No. 2: Alternative Public Information Meeting Mail Out and Summary*
3. *Attachment No. 3: Applicant’s Rationale*
4. *Attachment No. 4: Sustainability Evaluation Checklist*

Attachment No. 1: Plans and Parking



Zoning Amendment Bylaw No. 3043 to Allow for a Secondary Suite at 1544 Dingwall Road



Attachment No. 2: Public Information Meeting Mail-out and Summary



BUILDING YOUR VISION, LEADING YOU HOME

250 702 3378 info@facetbuilders.com www.facetbuilders.com PO Box 433 Cumberland, BC V0R 1S0

October 30, 2021

City of Courtenay
Planning Department
Attn: Cassandra Marsh

Re: Rezoning file RZ000061

The attached letter was mailed to residents within 100m of 1544 Dingwall Rd on Monday August 2nd. Below is our Public Information Mailout (PIM) summary of responses:

- Comments received via mail: 0
- Comments received via email: 0
- Comments received via telephone: 1

I received one phone call from the direct neighbour at 1540 Dingwall Rd - Dennis Bailey. He had just purchased the property and was scheduled to move from Chilliwack towards the end of August, and was concerned about the security of his property. The conversation led into a discussion about a fence between the properties and the planning/implementation of said fence is currently underway.

Sincerely,

Coel Palmer, Project Manager - Facet Custom Builders

To whom it may concern.

Facet Custom Builders is working with the homeowner at 1544 Dingwall Road to land a Nickel Bros moved house and create a basement suite on the lower floor. See the attached map for the site location.

The current zoning of the property - Rural Residential 1 (RR-1) - does not allow for a secondary suite, so we are seeking a site specific text amendment to the RR-1 zoning that would permit a secondary suite at 1544 Dingwall Road.

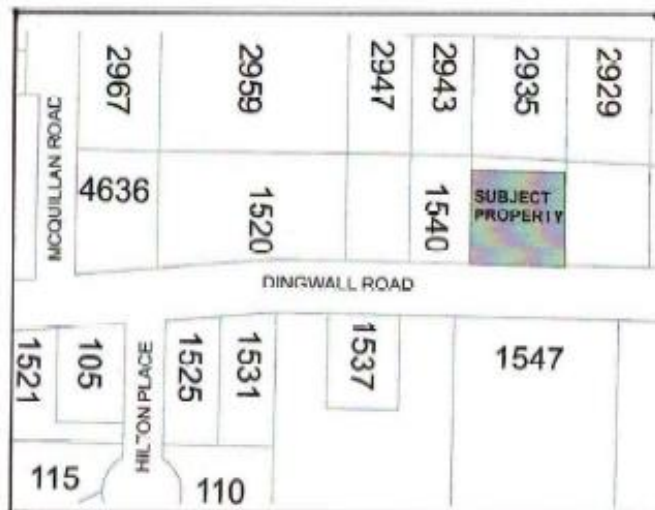
If you are interested to follow up, please go to the City’s Development Applications Website: www.courtenay.ca/devapptracker and search by the address or the file number. The file number is RZ000061. The online application tracker allows you to see where the application is in the process.

The suite itself is planned to be approximately 860 square feet, it will have two bedrooms and one bathroom. The upper deck will provide a covered patio and separate entrance to the suite. There are 4 off street parking spaces planned, which meets and exceeds the parking requirements (of 3). Outdoor lighting will be kept to a minimum, one or two downward facing pot lights under the front deck and shrouded sconce lights at the entrances.

You can reach me directly with questions or concerns, my name is Coel Palmer and my number is (250)702-6452. Or you can email me at coel@facetbuilders.com

Please respond before August 12th if you are interested or have input on this zoning amendment application. Thank you very much and kind regards.

Coel - Project Manager with Facet Custom Builders



Attachment No. 3: Applicant’s Rationale

Summary of project and reason for change of zoning

We are currently in the process of landing a Nickel Bros house on the property at 1544 Dingwall Road. The homeowner has planned to incorporate a legal suite into the basement from day 1, prior to the purchase of the land she consulted the planning department at the City of Courtenay about the feasibility. The added cost of creating a two bedroom suite and the rental income that will be generated has been factored into the financing of this project.


In order to move the house from the Nickel Bros lot on the Dyke Road to the Dingwall lot a permit was taken out for a single family dwelling with an unfinished basement area, however, our intentions to incorporate a legal suite have been made clear and from a building perspective we have made correct steps toward the creation of a legal suite that meets municipal requirements.

We are applying for a zoning change from the current zoning of RR-1 to R-1S, it is our understanding (verified by consultation again with the planning department) that this is a very similar zoning and it will allow for a secondary suite. The house will meet all requirements of the RR-1 zoning and if the change to R-1S is made, it would meet all of the requirements of that zoning as well. With the application we have submitted a ‘zoning bylaw compliance’ statement that verifies this with numbers and percentages.

When reviewing the Sustainability Evaluation Checklist and the City of Courtenay’s Affordable Housing Policy this project meets the noted requirements almost across the board and is a rare case of an economical build that will create comfortable and well thought out living accommodations for two separate groups of people (families of otherwise). Please see the written statement we have attached regarding these two documents for more detail on how the design meets the criteria very well.

If everything goes as planned we will be applying for a separate permit for the addition of the legal suite and hopefully it can all be achieved in a timely manner. It seems like our goals are aligning with those of the City of Courtenay.

Attachment No. 4: Sustainability Evaluation Checklist



CITY OF COURTENAY
Development Services
 830 Cliffe Avenue
 Courtenay, BC, V9N 2J7
 Tel: 250-703-4839 Fax: 250-334-4241
 Email: planning@courtenay.ca

SUSTAINABILITY EVALUATION

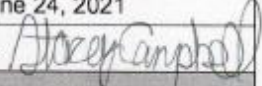
COMPLIANCE CHECKLIST

The following checklist provides a quick reference list of required sustainability criteria that, where applicable, shall be satisfied for all development applications including Official Community Plan (OCP) and Zoning Bylaw amendments, Development Permits, Development Variance Permits, Tree Cutting and Soil Removal Permits, Agricultural Land Reserve and Subdivision applications. These criteria are established to ensure that the goals and objectives of the OCP are satisfied. **Please briefly state in the "Description" column how the application achieves the stated criterion.** Where an element of the development proposal does not comply with a sustainability criterion, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

The Sustainability Evaluation Checklist Policy states: *Proposed developments will be considered where a development:*

- a. provides substantial benefits to the City;
- b. will not negatively impact on the City's infrastructure, neighborhood or environment;
- c. new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community;
- d. Meets applicable criteria set out in the OCP.

The complete Sustainability Evaluation Checklist policy is contained within the City of Courtenay Official Community Plan No. 2387, 2005.

Project Address: 1544 Dingwall Road, Courtenay, BC V9N3V2	Date: June 24, 2021
Applicant: Stacey Campbell	Signature: 

APPLICATION REQUIREMENTS To be filled out by applicant

Land Use. <i>The application:</i>	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	Neighbourhood is a mixture of single family detached homes & multi-family housing units. This home with a secondary suite to be rented would blend in well with the current appearance of the neighbourhood. There are single family homes on each side of this home and a Townhouse development across the street.
b) Balances the scale and massing of buildings in relation to adjoining properties;	This property is a detached structure and with a walkout basement suite it is in scale with other surrounding properties,
c) Complements neighboring uses and site topography;	The site topography has a slope with a hill at the back of the lot and flat section at the front of the lot on Dingwall Rd . This provides an ideal site for a single storey house with a walkout basement suite. Homes on adjoining lots are also built on a slope.
d) Provides or supports mixed used developments or neighborhoods;	This home with secondary suite provides housing for owner as well as the rental unit which would be a good step toward addressing the housing shortage in Courtenay.
e) Promotes walking to daily activities and recreational opportunities;	The home is within walking distance to many daily activities, parks, trails, etc.
f) Supports a range of incomes;	The secondary suite will most likely appeal to the middle income mature tenant.
g) Is a positive impact on views and scenery;	The home and suite will be finished to code and provide a very attractive unit that will improve on the undeveloped vacant lot that has been there for many years.

www.courtenay.ca

Page 1 of 3

h) Preserves and provides greenspace, trails and landscaping;	
Building Design. The application:	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	This is a design by professionals for the placement of the home on the lot that provides for attractive design, landscaping and environmental sensitivity. The engineers and designers have worked with the owner to ensure that all codes are adhered to and meet municipal requirements.
b) Maintains a high standard of quality and appearance;	The original home that is being moved on site is of sound construction and in excellent condition. The new basement unit that is being constructed is being done by professionals. Much care has been given to ensure the conformity of the new and old section of the home resulting in a high standard of quality and appearance.
c) Includes articulation of building faces and roof lines with features such as balconies, entrances, bay windows, dormers and vertical and horizontal setbacks with enhanced colors;	The existing upper storey has attractive roof lines and building face. There will be decks on the street side to enhance the appearance. The secondary suite (walkout basement level) will have vertical siding and the top storey will be painted in the same color to provide cohesion of design. There are contrasting shutters on the building.
d) Avoids creating a strip development appearance;	This is a single family home with basement suite – there is no appearance of strip development.
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	The new build follows accepted green building best practices. Re-using and moving an existing home to this site is a reflection of the owners green philosophy in saving a high quality house from being demolished and instead being used to provide high quality housing for 2 families.
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	Environmentally sensitive materials with low pollution standards are used.
g) Builds and improves pedestrian amenities;	N/A
h) Provides underground parking;	N/A – This is a large lot and adequate parking spaces will be provided for owner, tenants and visitors.
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	
Transportation. The application:	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	This property is in close proximity to shopping, recreation, health care facilities, etc. Tenants who do not have their own transportation would be within easy walking distance of public transportation.
b) Provides multi-functional street(s);	N/A
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	Pedestrian and cycling very accessible from this location
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	Single family home with secondary suite that provides quick access to community trail system, sidewalks, recreation area, etc
Infrastructure. The application:	Description of how the criteria are met
a) Includes stormwater techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention;	Runoff from this lot drains through storm water system that was developed and approved when the lot was subdivided some years ago.
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	Will be attractive frontage along Dingwall Road.
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	N/A – Single family dwelling with secondary suite which provides amenities for owner and tenants.
c) Provides public and private amenity space;	N/A – Single family dwelling with secondary suite which provides amenities for owner and tenants.
d) Preserves heritage fixtures;	N/A
e) Orients to views, open space and street;	Yes. Oriented to street with view of mountains in the distance
Environmental Protection & Enhancement. <i>The application:</i>	Description of how the criteria are met
a) Protects riparian areas and other designated environmentally sensitive areas;	Yes
b) Provides for native species, habitat restoration/improvement;	N/A
c) Includes tree lined streetscapes.	There are trees lined on the front of the lot on Dingwall Road

Further Information from the owner-

It seems that much of this form may not be applicable to my current situation. I am a single parent with a 7 year old daughter. We moved to Courtenay from Victoria during Covid . I am a professional health care worker and wish to build our first home in the beautiful community of Courtenay. I have purchased a quality home that has been moved on site and the newly constructed walkout basement will include a home office and a 2 bedroom basement suite. The basement suite will occupy approximately 67% of the lower level. This will be a mortgage helper in addition to meeting the housing needs of the community. As a newcomer to Courtenay last fall I know the issues with finding good quality, affordable housing and I feel my home would be an excellent opportunity for a responsible tenant. There are extra construction considerations such as soundproofing, etc. to ensure that this legal suite provides a comfortable home for myself, my daughter and our tenant.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3010-01

From: Chief Administrative Officer

Date: November 15, 2021

Subject: Release of covenant restricting a secondary suite – 2948 Cascara Crescent

PURPOSE:

To consider the release of a restrictive covenant limiting development to single family dwellings only.

CAO RECOMMENDATIONS:

That based on the November 15, 2021 staff report “Release of covenant restricting a secondary suite – 2948 Cascara Crescent”, Council approve Option 1 and direct staff to notify owners subject to the same covenant of the request for feedback prior to final consideration of the release.

Respectfully submitted,

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

BACKGROUND:

The subject property is located at 2948 Cascara Crescent. In 2010 an application was made by the original developer to rezone the land from R-1B to R-1S to facilitate an 18 lot single family subdivision with the option of secondary suites. Under the R-1B zone there was potential for subdivision of approximately 16 single family lots. The council of the day approved the rezoning.

Subsequent to the rezoning approval the developer was issued a Preliminary Approval Letter from the City’s Approving Officer that detailed the requirements to obtain subdivision approval, including payment of Development Cost Charges (DCCs). At that time the City’s practice was to require payment of DCCs at the single family rate for all lots and an additional DCC was charged at the multi-family rate for all lots that were zoned for secondary suites. To avoid the collection of the additional DCC related to secondary suites, applicants were given the option of registering a covenant on title that would limit the development to single family dwellings only. The developer of the Cascara subdivision chose to register the covenant.

DISCUSSION:

The first phase of the Cascara Crescent subdivision contains 18 lots, 17 of which are zoned R-1B and one that is zoned R-1. Both the R-1B and R-1 zone restrict the use to single family dwellings without secondary suites. The subject property is within the second phase of the subdivision. As noted above it contains 18 lots all of which are zoned R-1S which permits single family homes with secondary suites, however all but one of the lots are encumbered by the covenant preventing secondary suites. In December 2020, a request for release of the covenant in question was granted by Council for 2977 Cascara Crescent.

As the covenant was registered for the sole benefit of the City and was not registered as part of a public rezoning process it may be released at the sole discretion of the City. That said it is recognized that there may be owners of adjacent lots that expressly bought in the neighbourhood because of the restriction. Conversely, there may be owners who would have built a suite if they knew releasing the covenant was possible.

In the interest of the neighbourhood staff recommend that a notice be delivered to neighbouring owners who are subject to the same covenant seeking input prior to Councils final consideration to release the covenant.

FINANCIAL IMPLICATIONS:

The City does not currently have a fee for the consideration of removal or amendment to covenants registered as part of a subdivision. There is a fee of \$300 for the release of covenants related to building permits.

ADMINISTRATIVE IMPLICATIONS:

Staff have spent approximately 1.5 hours researching and preparing this report. An additional hour is anticipated to process the mail out and follow up report to Council, if council decides to proceed with the request.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications with this request.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- ▲ Encourage and support housing diversity

OFFICIAL COMMUNITY PLAN REFERENCE:

The request to release the covenant is consistent with the current zoning and with the Urban Residential land use designation of the Official Community Plan. It represents infill residential development near existing amenities and services, providing a range of housing choice, while fulfilling OCP Section 4.4.3 4 a) – limited infill will be considered only in keeping with the character and scale of an existing neighbourhood and 4.4.3.4 d) – secondary suites will be considered as part of a principle single family residential building subject to zoning approval.

REGIONAL GROWTH STRATEGY REFERENCE:

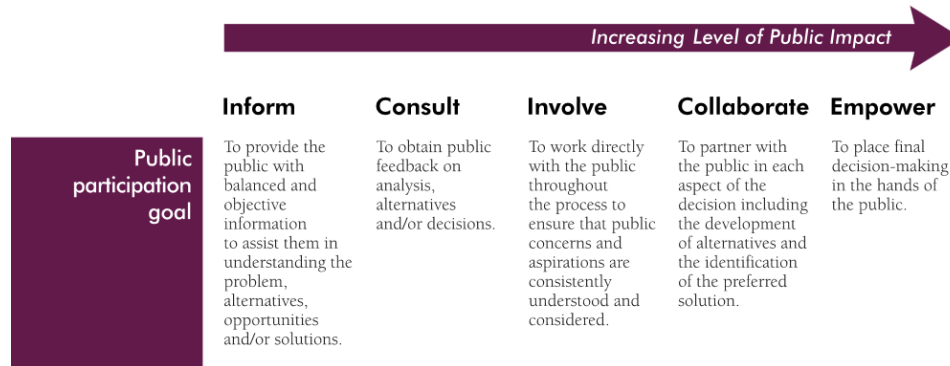
The proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

Objective 1-A: Locate housing close to existing services; and

Objective 1-C: Develop and maintain a diverse, flexible housing stock.

CITIZEN/PUBLIC ENGAGEMENT:

Staff suggest consulting with the public by mail out based on the IAP2 Spectrum of Public Participation:



OPTIONS:

- OPTION 1: Direct staff to send a mail out with a 2 week response period to all owners of properties subject to the same covenant for feedback prior to consideration of the release.
- OPTION 2: Support the release of the covenant for 2948 Cascara Crescent to allow the construction of a secondary suite.
- OPTION 3: Direct staff to advise the applicant the City does not support the release of the covenant.

Prepared by:

Cassandra Marsh,
Planner I

Reviewed by:

Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by:

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

Attachments:

- Attachment No 1: Letter Requesting Release

Attachment No. 1 - Letter Requesting Release

text

Attention:

Cassandra Marsh

Development Services
City of Courtenay
830 Cliffe Ave.
Courtenay BC
V9N 2J7

Re : 2948 Cascara Crescent (secondary Suite Zoning)

To whom it may concern,

This letter is requesting a covenant release for my property at 2948 Cascara Crescent.

I am in the process of building a new residential home and have planned for a secondary suite within the home.

The property is on a quiet residential culdasc where I am aware of one other home with a secondary suite. The slope of the property allows for a level entry walk out basement style which lends itself well to a small suite on the lower basement level. The suite will be one bedroom and is accessed down a flight of outside stairs along the side of the home. There is designated parking for the suite and the suite will otherwise comply with the zoning requirements for suites, should the covenant is released.

I am fully aware of the potential concerns and inconvenience to neighbours whenever there is a new build in the neighbourhood. Construction vehicles, excavation, building noise etc but I can assure you, I too am interested in a quiet family neighbourhood to live with my son. As I indicated the property lent itself to an inconspicuous small 1 bedroom suite and I hope to rent to a single professional person who too will respect the neighbourhood.

I am hoping you will consider this request, as you have for a similar home recently built on the street.

Respectfully submitted

Daryl Hopwood



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-2106

From: Chief Administrative Officer

Date: November 15, 2021

Subject: Updated Proposal – Zoning Amendment Bylaw No. 3040 to allow for a carriage house at 1236 - Malahat Drive

PURPOSE:

The purpose of this report is to provide Council with additional information regarding the height of an existing accessory building proposed to be converted to a carriage house.

CAO RECOMMENDATIONS:

THAT based on the November 15th, 2021 staff report “Updated Proposal – Zoning Amendment Bylaw No. 3040 to allow for a carriage house at 1236 Malahat Drive” and 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.

Respectfully submitted,

Geoff Garbutt M.Pl., MCIP, RPP

Chief Administrative Officer

BACKGROUND:

A detailed report regarding the subject proposal entitled “Zoning Amendment Bylaw No. 3040 to allow for a carriage house at 1236 Malahat Drive” was submitted to Council for consideration at the September 27th, 2021 meeting. Council then directed staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw. A Public Hearing was scheduled and advertised by City staff and then postponed after an error in the plans provided was identified regarding the height of the existing building. Staff also identified that the proposed change in use from an accessory building to a carriage house will require an amendment to the height section (s. 8.1.7.) of the Residential One (R-1) zone, in addition to the site-specific text amendment to permit a carriage house at the subject property. This means revisions to the draft Zoning Amendment Bylaw No. 3040 are required before a Public Hearing.



Figure 1. Context map with the Subject Property outlined in yellow.

DISCUSSION:

The accessory building in the rear of the lot was originally built in 1991 and is proposed to be converted into a carriage house. The accessory building is currently used as a workspace and an extra room for family activities. Converting the building to a carriage house will require modifications to the interior of the building. No exterior changes are proposed, as the building was recently renovated in 2016/2017. The building elevations are shown in **Figure No. 2**.

The proposed rezoning will change the use of the building from an “accessory building” to “carriage house”. The R1 zone permits a maximum height of 4.5m for accessory buildings. In all other zones where carriage houses are permitted a maximum building height of 6.5m is stipulated. As a result, the proposed amendment will add the 6.5m carriage house building height to the R1 zone for consistency. Importantly, because this building is existing it will be considerably lower than the carriage house maximum with a height of 4.62m or 12cm higher than what is otherwise permitted for accessory buildings.



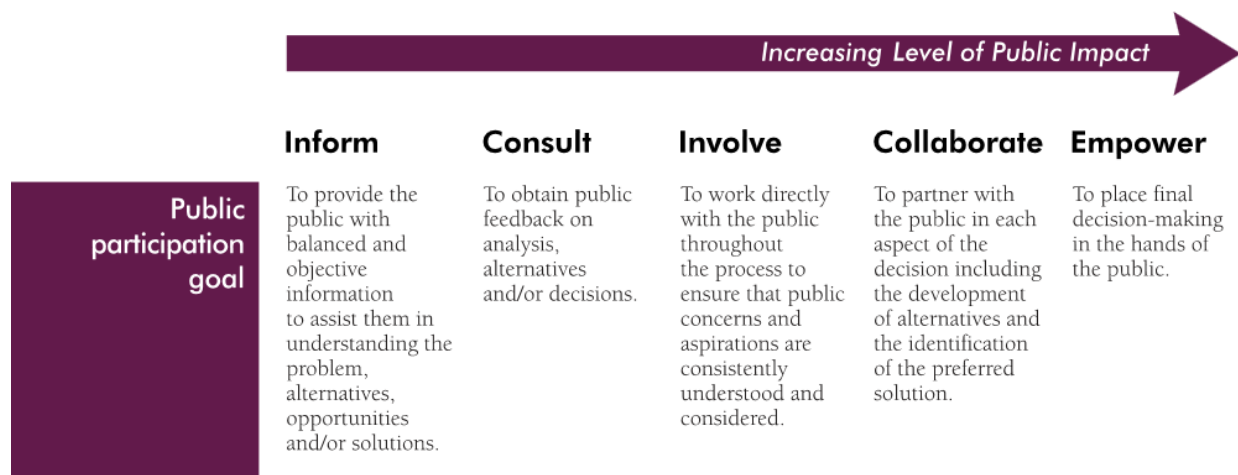
Figure 2. Building elevations. Note that building height for gable roofs is measured from the average distance between the ridge of the roof and eaves.

REFERENCES AND IMPLICATIONS:

Financial, administrative and asset management implications were presented in the September 27th report to Council, along with the references to 2019-2022 strategic priorities, the Official Community Plan, and the Regional Growth Strategy. For reference, due to the changes required, the original public hearing must be rescheduled.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will “Consult” the public based on the IAP2 Spectrum of Public Participation:



Should Zoning Amendment Bylaw No. 3040, 2021 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*. Prior public engagement was presented in the September 27th Council report.

OPTIONS:

OPTION 1: (Recommended)

THAT based on the November 15th, 2021 staff report “Updated Proposal – Zoning Amendment Bylaw No. 3040 to allow for a carriage house at 1236 Malahat Drive” and 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.

OPTION 2: Defer consideration of Bylaw No. 3040 with a request for more information.

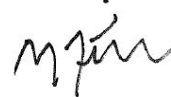
OPTION 3: Defeat Bylaw No. 3040.

Prepared by:



Cassandra Marsh
Planner I

Reviewed by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

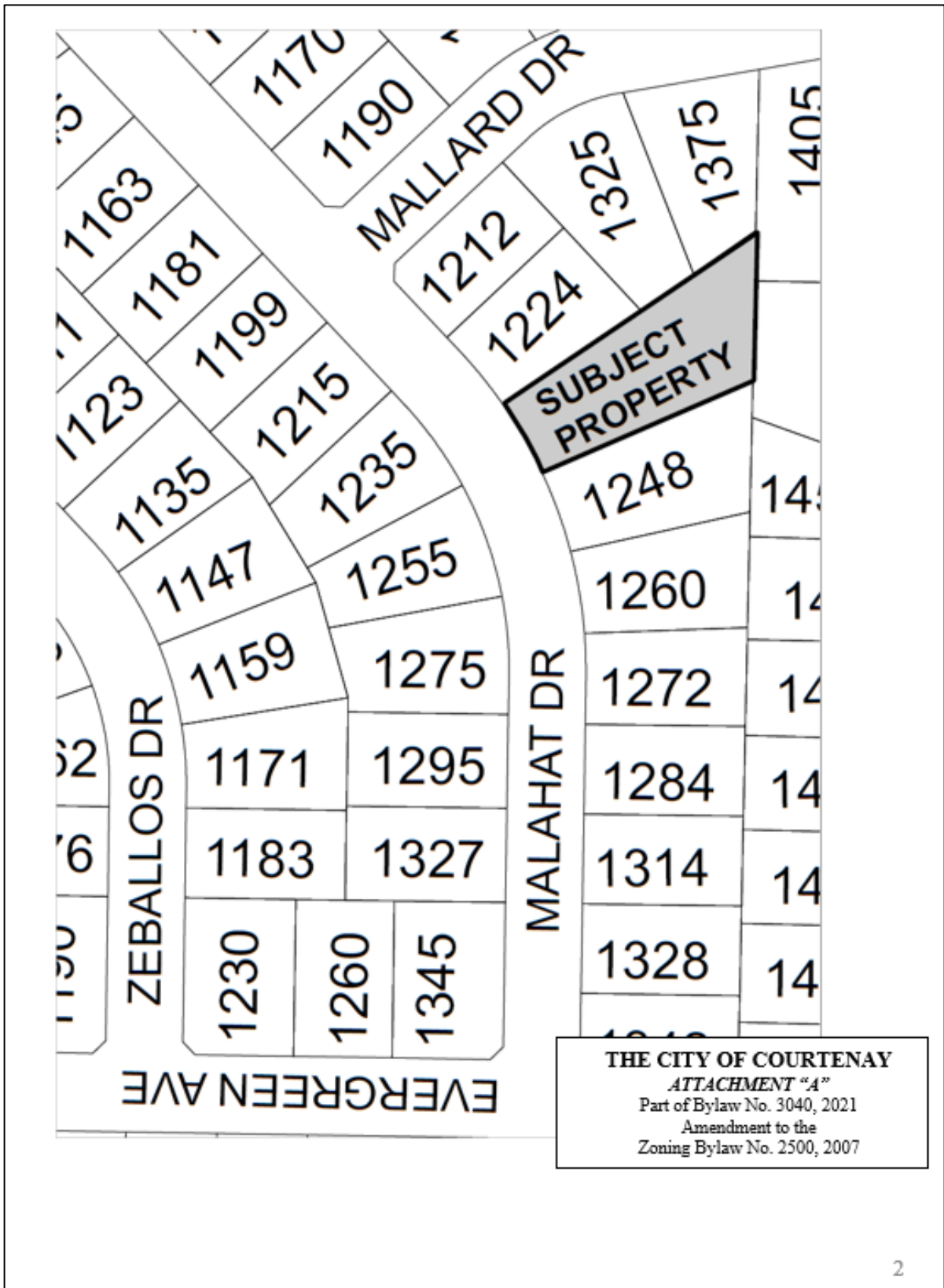
Concurrence by:



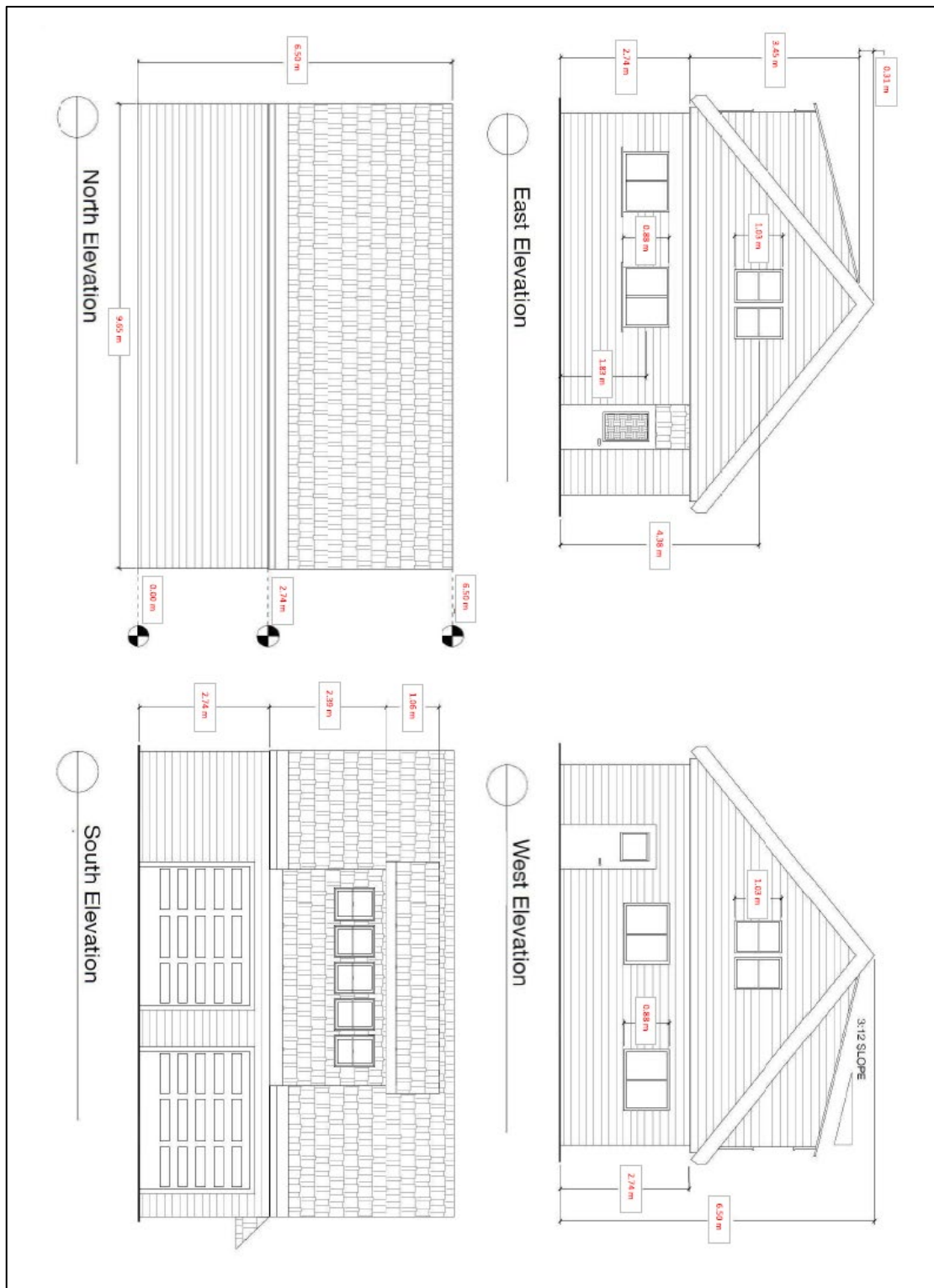
Geoff Garbutt M.Pl., MCIP, RPP
Chief Administrative Officer

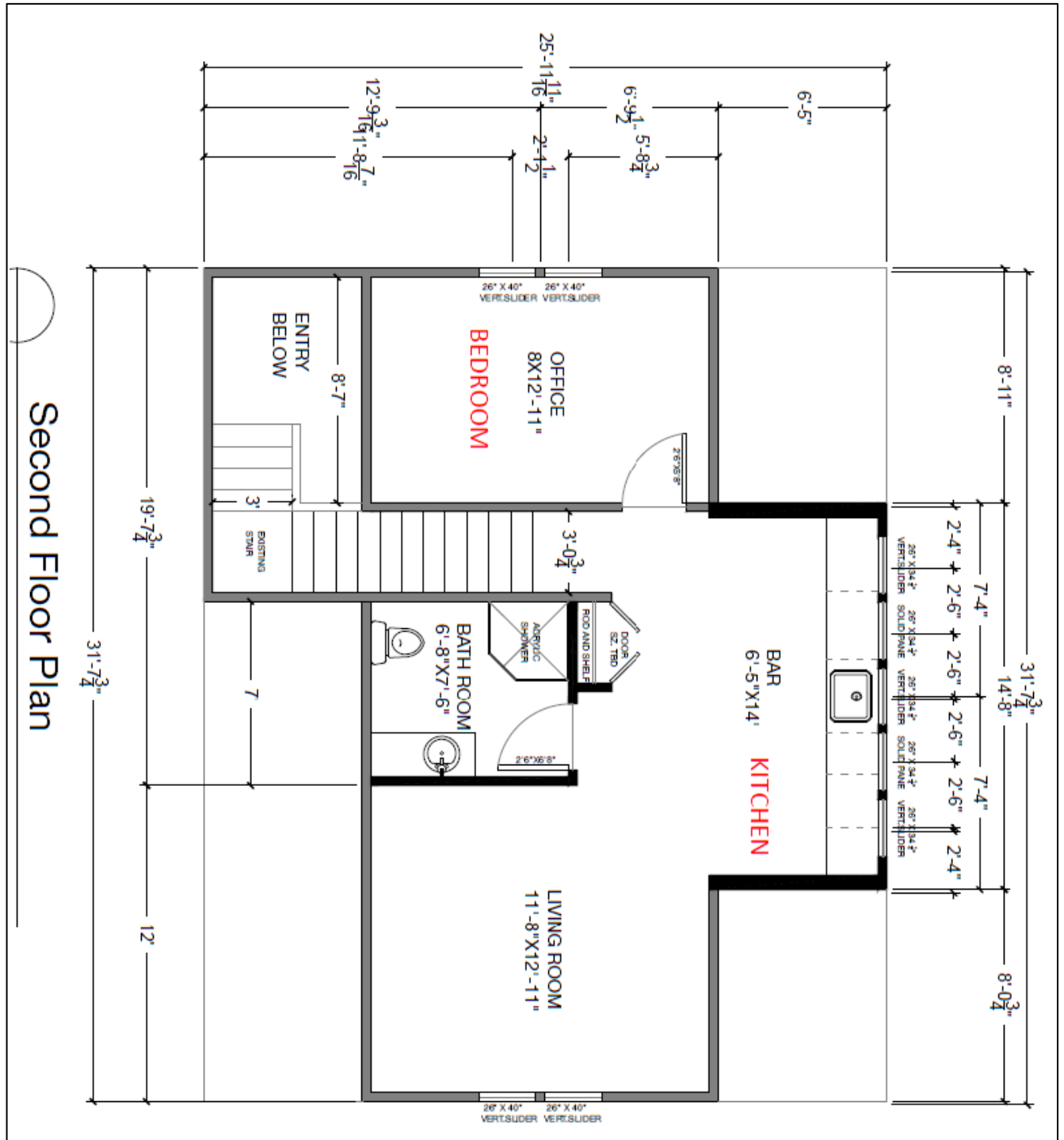
Attachments:

1. *Attachment No. 1: Draft Zoning Amendment Bylaw*
2. *Attachment No. 2: Plans and Elevations*
3. *Attachment No. 3: Residential One Zone*

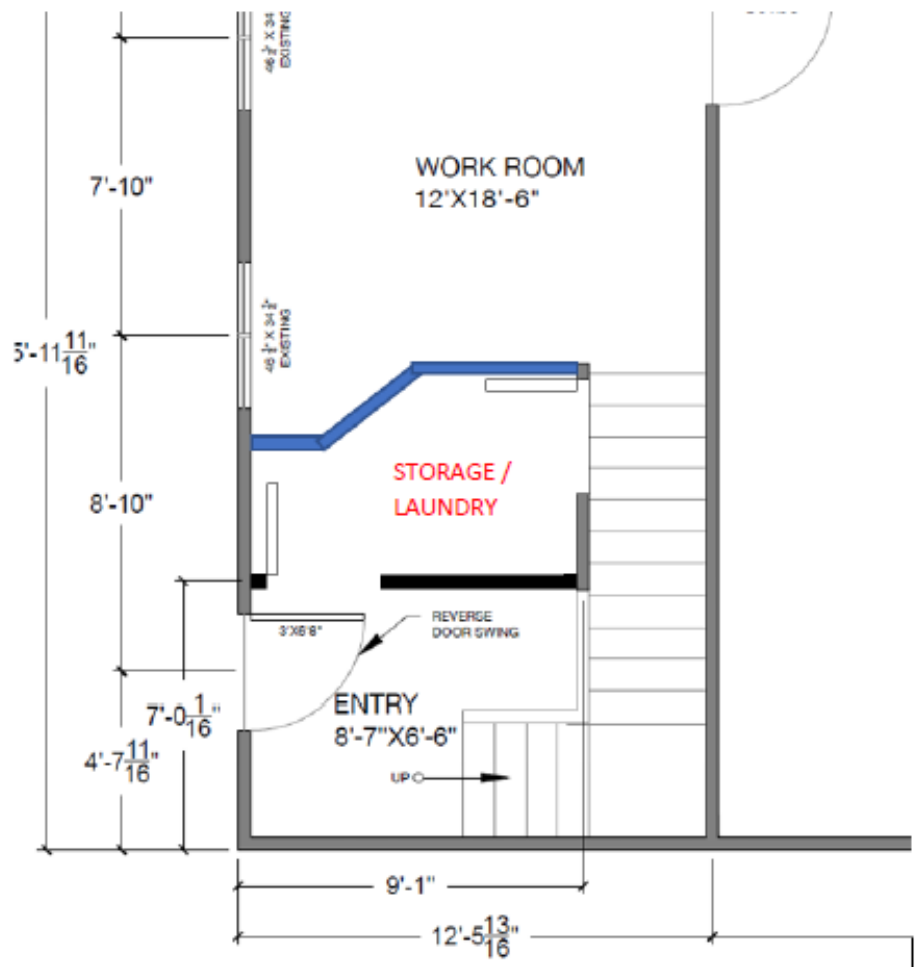


Attachment No. 2: Plans and Elevations



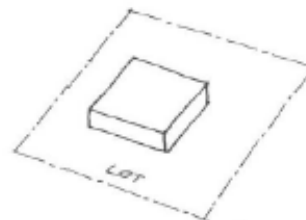


Second Floor Plan



1236 Malahat Drive - Floor Area Ratio Calculation

	Area
Main House	2080 ft ²
Accessory Building	1301 ft ²
Total Building Floor Area	3381 ft²
Total Lot Area	16117 ft ²
FAR	0.210



FLOOR AREA RATIO (FAR)

$$FAR = \frac{\text{TOTAL BUILDING FLOOR AREA}}{\text{TOTAL LOT AREA}}$$

Attachment No. 3: Residential One Zone

Part 1 – Residential One Zone (R-1)

8.1.1 Permitted Uses

In the R-1 Zone, the following uses are permitted and all other uses are prohibited except as otherwise noted in this bylaw:

- (1) *Single residential dwelling*
- (2) *Accessory buildings and structures*
- (3) *Home occupation*

8.1.2 Minimum Lot Size

A *lot* shall have an area of not less than 650 m² except where it is a *corner lot*, in which case, it shall have an area of not less than 725 m².

8.1.3 Minimum Lot Frontage

A *lot* shall have a frontage of not less than 18.0 m except for a *corner lot*, where the frontage shall be not less than 19.5 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.

8.1.4 Minimum Lot Depth

A *lot* shall have a depth of not less than 30.0 m.

8.1.5 Lot Coverage

A *lot* shall not be covered by buildings and *accessory buildings* to a greater extent than 40% of the total area of the *lot*.

8.1.6 Setbacks

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

- (1) *Front yard:* 7.5 m
- (2) *Rear yard:* 9.0 m
- (3) *Side yard:* The *side yard setbacks* shall total 4.5 m with a minimum *side yard setback* on one side of 1.5 m except where a *side yard* flanks a *street*, in which case, the minimum distance shall be 4.5 m.

8.1.7 Height of Buildings

The *height* of a *principal building* shall not exceed 8.0 m.

8.1.8 Accessory Buildings and Accessory Structures

- (1) Shall not exceed 4.5 m in *height*
- (2) Shall have a total *building area* not exceeding 50 m² or 10% of the *rear yard* whichever is greater
- (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.

8.1.9 Off-Street Parking

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



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT TO COUNCIL

To: Council

File No.: 6900-01

From: Chief Administrative Officer

Date: November 15, 2021

Subject: Draft Terms of Reference for the Tourism Advisory Committee and MRDT Update

PURPOSE:

The purpose of this report is to provide Council with a status update on the Terms of Reference (TOR) for the Tourism Advisory Committee (TAC) required for the Municipal and Regional District Tax (MRDT). In addition, Tourism Vancouver Island (TVI) will provide a status update on all activities to date and next steps.

POLICY ANALYSIS:

Section 123 of the *Provincial Sales Tax Act* imposes a tax of up to three percent on the purchase price of accommodation in a specified geographic area of the province on behalf of a designated recipient.

The *Designated Accommodation Area Tax Regulation, B.C. Reg. 93/2013* sets out the authorized purposes for funds collected under the MRDT program.

EXECUTIVE SUMMARY:

The City of Courtenay's MRDT was recently approved on the basis that there would be support for management and administration of the funds by a third party contractor (TVI) that is the official Destination Management Organization (DMO) for Courtenay. Governance of the MRDT is supported by a Tourism Advisory Committee (TAC).

The agreement between the City and TVI to provide for management, delivery and reporting of the MRDT funds on behalf of the City of Courtenay requires that TVI submit a TOR for the TAC to the City for review and approval. The agreement also specifies that TVI will develop, implement, and coordinate the TAC and engage with industry and stakeholders as required.

TVI is also required to provide Council with updates on the MRDT and tourism services as requested and will provide next steps for stakeholder engagement.

CAO RECOMMENDATIONS:

That based on the November 15, 2021 staff report "Draft Terms of Reference for the Tourism Advisory Committee and MRDT Update" that Council receive the MRDT and tourism information services progress report; and

That Council endorse the Tourism Advisory Committee Engagement Strategy to establish the TAC Terms of Reference.

Respectfully submitted,



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

BACKGROUND:

Due to the contract termination and wind up of the Comox Valley Economic Society (CVES), the previous MRDT regulation in place for the City of Courtenay was repealed as of August 31, 2021. A new application was submitted to re-establish the tax, which has now been approved by the Ministry of Finance and is effective September 1, 2021.

On September 27, 2021 Council approved the agreement between the City of Courtenay and TVI to provide for management, delivery and reporting of the MRDT funds on behalf of the City of Courtenay.

DISCUSSION:

Now that the MRDT has been approved and an agreement has been executed with TVI, the final step in the process is to establish a Terms of Reference for the Tourism Advisory Committee.

Item 2 a) of Schedule A in the agreement between TVI and the City indicates that TVI will submit a TOR to the City for review and approval. TVI is recommending further stakeholder engagement before finalizing the TOR and requires Councils' endorsement of the engagement strategy before continuing on with their work. TVI expects to complete stakeholder engagement and have a final draft of the TOR to City staff by December 10th, 2021.

TVI is also providing Council with an update of recent activities in relation to the MRDT and tourism services.

FINANCIAL IMPLICATIONS:

The MRDT generates approximately \$350,000 annually to provide tourism marketing, programs and projects for the Comox Valley. With the support of TVI and the CVRD, there are no budget implications to the City of Courtenay for implementing this tax in 2021 and establishing the TOR for the TAC.

ADMINISTRATIVE IMPLICATIONS:

Once Council endorses the Tourism Advisory Committee Engagement Strategy, TVI will continue with stakeholder engagement and bring back a revised TOR for Council consideration.

ASSET MANAGEMENT IMPLICATIONS:

Not Applicable

STRATEGIC PRIORITIES REFERENCE:

We actively pursue vibrant economic development

▲ Continue to explore innovative and effective economic development opportunities

We continually invest in our key relationships

▲ ■ Advocate and cooperate with local and senior governments on regional issues affecting our community

- **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

Operational Strategies:

- Financial Services - Municipal and Regional Tax (MRDT) Reimplementation

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

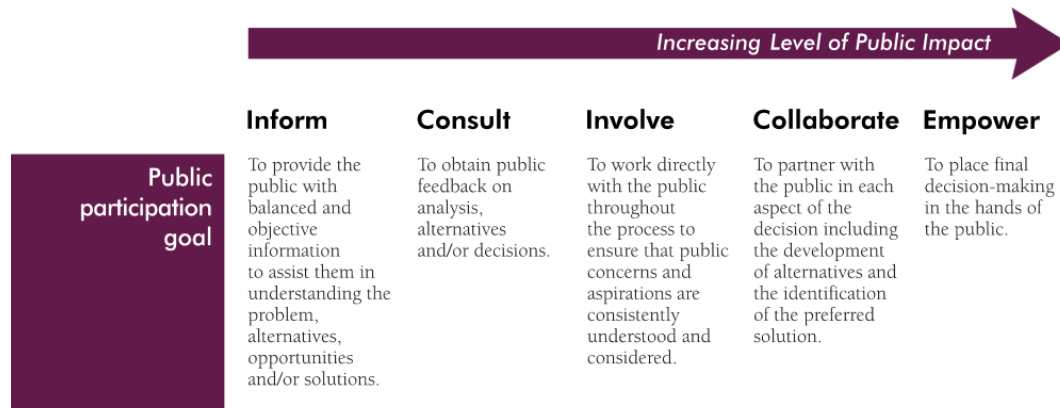
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** 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 receive the MRDT and tourism information services progress report; and
- That Council endorse the Tourism Advisory Committee Engagement Strategy to establish the TAC Terms of Reference.

OPTION 2: That Council receive the MRDT and tourism information services progress report; and
That Council endorse the Tourism Advisory Committee Engagement Strategy to establish the TAC Terms of Reference with revisions discussed.

OPTION 3: That Council defer the endorsement of the Tourism Advisory Committee Engagement Strategy for further discussion at a later Council meeting.

Prepared by:



Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence:



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

Attachments: #1 TVI Progress Report & Draft Tourism Advisory Committee TOR



Progress Report to City of Courtenay

Tourism Services in Administration of the Municipal Regional District Tax
November 15, 2021

Executive Summary

Tourism Vancouver Island is under contract with the City of Courtenay for the administration, management, delivery and reporting of the Municipal Regional District Tax (MRDT). Tourism Vancouver Island engages with tourism industry owners and operators, implements an informed destination marketing plan, and supports visitors to the Comox Valley through static, digital, telephone and mobile visitor counselling sites.

This Progress Report covers Tourism Services completed as Comox Valley Tourism for the period April 1, 2021 to September 30, 2021.

Marketing activities align with the City of Courtenay MRDT Business Plan, accepted by the Ministry of Finance, Province of British Columbia in July 2021. Of importance at this time:

- Acquiring Supernatural BC (BC-Brand) aligned photographs and video assets to leverage the equity of the BC-Brand as developed and carried to market by Destination British Columbia, and submitting these images to the Destination BC Content Hub for a Comox Valley presence in Provincial marketing efforts;
- Developing brand awareness for the Comox Valley, by best showing the unique selling features to a good-fit consumer;
- Driving visitation for fall and winter stays, addressing “need months” for tour operators and accommodators;
- Developing/strengthening owned-channels for communicating with potential consumers (ie. Email consumer list, website);
- Engaging with industry to best understand needs;
- Engaging with potential partners to discover opportunities for collaboration

Progress Summary

Brand - Comox Valley Tourism

Objective: To develop a stronger and more descriptive visual identity for Comox Valley Tourism, shedding the colonial term “Discover” and emphasizing the unique selling propositions of the Region.

Outcome: Received ~80 survey responses (from stakeholder & residents). A working group of 12 stakeholders met in June to discuss survey results and destination identity. The theme ‘abundance’ emerged, as did the unique geographical features of the Region (from mountain to ocean in one day!). A new Comox Valley Tourism logo (wordmark & icon), Experience Comox Valley, incorporated feedback from K’ómoks First Nation and permission to align with the colour palette of the nation.

Visual Asset Acquisition

Objective: Acquire Supernatural BC (BC-Brand aligned) images and video assets for use in marketing campaigns.

Outcome: 38 new image assets to date, with six more to be selected soon, plus b-roll (raw video) footage showcasing Union Bay to Cumberland and Mount Washington

Market Research

Objective: To better understand the current level of awareness, and particular perceptions, of Comox Valley as a destination amongst potential and past visitors.

Outcome: Results based on 1800 survey responses. While 55+ was the top age group of previous visitors, it was 18-34 year olds who were most interested in visiting in the future. Top interests included: beaches, hiking, dining, whale watching, and farmers’ markets. Some interests skewed towards one gender or the other: females were skewed notably higher in art tours, farmers markets, festivals, wineries and whale watching, while males skewed notably higher in golfing, breweries, mountain biking and skiing. Insights also showed a need for education and awareness campaigns since 65% of British Columbians and 76% of Albertan’s were not aware of direct flight options from Vancouver, Calgary or Edmonton, and 13 - 22% of people feel the region is either ‘too remote’ or is ‘difficult to access.’

Social Advertisements: Tumble into Fall

Objective: To incentivize with contesting consumer email subscription. To inspire visitation through fall-themed itineraries then shared via an email campaign.

Outcome: In progress

Food Network Integration

Objective: Launch Comox Valley onto a National stage through partnership with a Food Network television property that filmed this June in the Comox Valley.

Outcome: Details and air date will be provided when the segment can be announced publicly.

Visitor Services - Summer

Objective: To train Visitor Information Services staff, including product familiarization. To initiate mobile visitor information sites around Comox Valley, in addition to the static Visitor Centre location on Small Road.

Outcome: FAM(familiarization) tours occurred in June, with 45+ local tourism businesses visited in Cumberland, Courtenay and Comox, including smaller communities from Fanny Bay to Oyster River. For July/August, Mobile Visitor Services were available at Comox Marina Park (primary location), as well as pilot locations at downtown Cumberland, Comox Valley Chamber of Commerce (Courtenay) and the Comox Valley Airport (Comox), servicing a total of 1,811 visitors.

Challenges and Successes

Challenges	Successes
<ul style="list-style-type: none">- Administrative access to the Comox Valley Tourism's Website was delayed due to the transition of this asset from Comox Valley Economic Development;- There was a need to compile a new stakeholder contact database, which the Visitor Centre Staff completed this summer;- Stakeholder engagement to date indicates that a fulsome plan for building trust and collaboration is required;- Images and video asset library needed to be built from scratch, to ensure alignment with the BC-Brand and appropriate artist and model rights on file.	<ul style="list-style-type: none">- Collaboration with Comox Valley Record to provide editorial content and images to Destination Print Guide;- Instagram followers increased by 46% - focus has shifted on social media to sharing user generated content- Bi-weekly meetings with Comox Valley Chamber of Commerce, Downtown Courtenay BIA, Comox BIA, and Cumberland BIA (known as the Momentum Group)

Next Quarter Activities

Regional Campaign: With Thanks

Objective: (With Tourism Vancouver Island) To hold hotel rates steady despite the impacts of COVID-19

Timing: September through December

WestJet Marketing Campaign

Objective: To support air travel through Comox Valley Airport by investment in WestJet's Ready.Set campaign, which features communities across Canada. To leverage the reach and power of WestJet's own digital channels.

Timing: February, March

Global Television Partnership

Objective: To increase brand awareness in the Alberta and BC markets through a Global TV contest partnership. Further, to amplify the Food Network brand integration through additional digital advertising buys.

Timing: February, March

Visual Asset Acquisition (Winter)

Objective: To acquire winter activity images for marketing efforts.

Timing: November - January

Attached:

Expense Reports

Marketing Examples

Draft Stakeholder Engagement

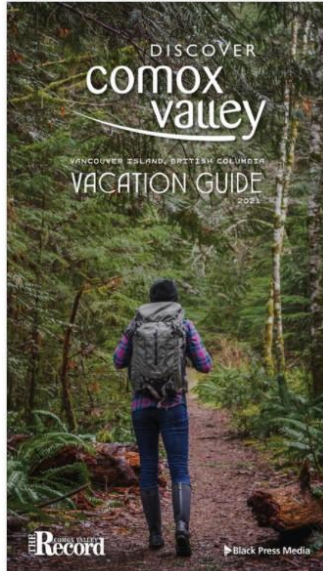
Draft Terms of Reference

2021 Comox Valley Marketing - Examples

Print ads & Collateral

2021 Comox Valley Vacation Guide

Provided content, images, and input into design - 56,000 copies distributed



Vancouver Island Visitor Guide & Discover Magazine

Full page ad and content

WELCOME TO THE VALLEY OF FLAVOURS
THE LITTLE VALLEY WITH BIG CULINARY TALENT.

The Comox Valley is filled to the brim with a diverse selection of food, craft beer, and local estate wines. The towns of Courtenay, Comox, and Cumberland come together in a valley full of farms, breweries, restaurants and culinary attractions, and there's no shortage of places to flex your palate. Let our communities show off their good taste and sample your way through the valley of flavours.

Fly-Drive-Sail to Flavour Valley: Comox Valley is located centrally on Vancouver Island, 60 minutes north of Nanaimo and accessible by air through Comox Valley Airport; daily flights arriving from Vancouver, Calgary and Edmonton.

COURTENAY
In the middle of the Comox Valley along the river, Courtenay's restaurants showcase a wide range of flavour, from fresh sushi to elevated burgers to artisan pizza. There's great craft beer and easy getting around. You can even stay downtown and walk to many of the best spots.

- Gablestone Brewing Co.
- Cornerstone Cafe & Taphouse
- Aida Cafe
- Bigfoot Donuts
- Blue Spruce Ice Cream
- Calabro's Artisan Bakery
- High Tide Public House
- Pizzeria Gualtelli
- Niki's Ramen Ys

COMOX
Once quiet Comox has grown into a lively destination of its own, and the quality coffee, craft beer, artisan desserts and ocean-air restaurants add flavour to an already charming culinary destination on the bay.

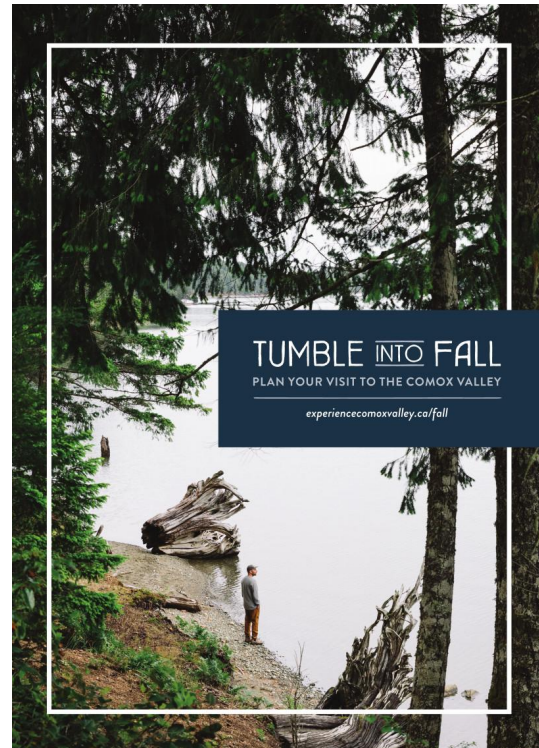
- Karma Grand Espresso & Smoothie Bar
- Tada Cafe
- The Mill Coffee
- Bannock Galore
- OMIG Macareons
- New Tradition Brewing Company
- Toscana Trattoria
- Blackfire Pub
- Church St. Taphouse
- Martini's Brasserie
- Comox Soup Shack
- Church St. Bakery
- Boom's Pizzeria

CUMBERLAND
The little town with huge flavour. It's a legendary coal mining town turned mountain bike destination, but the food and beer that rose up with the riding trails are just as spectacular.

- Biker Taco
- Rider's Pizza
- Cumberland Brewing Co.
- Cocoa Restaurant
- Dark Side Chocolate
- Lush Ice Cream
- The Waterley Hotel
- White Capps Cappuccino
- Whole Cow Cafe

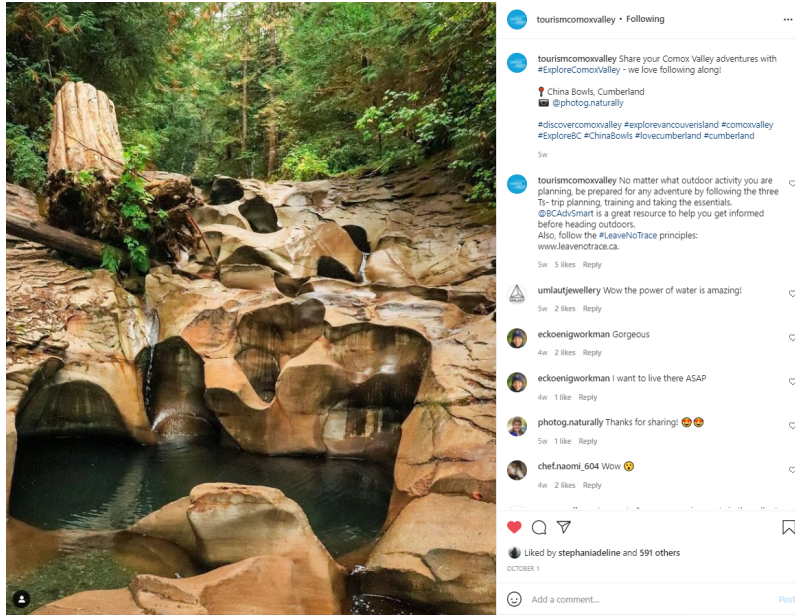
SOAR Magazine

Editorial Content and full page ad



2021 Comox Valley Marketing - Examples

Organic Social Media



Broadcast - Food Network

Big Food Bucket List, starring John Catucci
The Comox Valley episode will focus on fresh BC seafood. Bring your appetite, and stay tuned for more details on broadcast date and the local businesses featured! In addition to this show, we're also planning a coordinated digital media launch with the show in the spring



2021 Comox Valley Marketing - Examples

Comox Valley Tourism - NEW logo

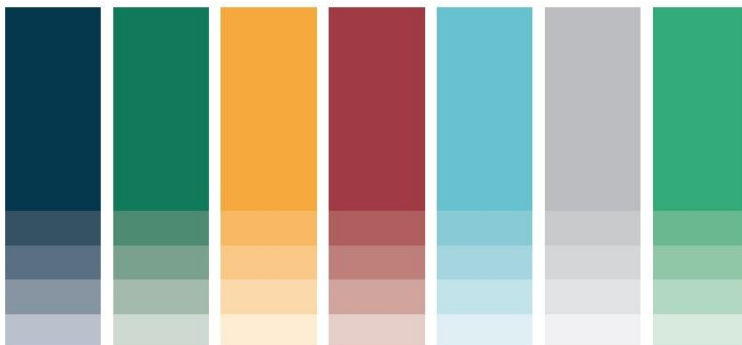
Main logo:



Logo variations:



Colour palette - full breakdown



Revenue	Fiscal Year Total 04-01- 2021 to 03-31- 2022	Actual	
		04-01-2021 to 06-30- 2021	Remaining
Comox Valley Regional District / CVEDS	\$ 257,799.99	\$ 70,911.30	\$ 186,888.69
DBC	\$ 411,662.92	\$ 27,099.08	\$ 384,563.84
MRDT - City of Courtenay	\$ 139,526.65	\$ 17,520.01	\$ 122,006.64
TOTAL	\$ 808,989.56	\$ 115,530.40	\$ 693,459.16
Expenses	Fiscal Year Total 04-01- 2021 to 03-31- 2022	Actual	
		04-01-2021 to 06-30- 2021	Remaining
Visitor Centre Management			
Visitor Centre Staff Travel	\$ 5,343.22	\$ 1,743.23	\$ 3,599.99
Visitor Centre Staffing Wages	\$ 133,047.92	\$ 36,932.84	\$ 96,115.08
Visitor Centre Training	\$ 4,260.85	\$ 1,015.85	\$ 3,245.00
Visitor Centre (Mobile)	\$ 2,838.00	\$ 100.00	\$ 2,738.00
Visitor Centre Cleaning Supplies	\$ 855.42	\$ 451.59	\$ 403.83
Visitor Centre - CVEDS Inventory	\$ 5,035.91	\$ 5,035.91	\$ -
Visitor Centre Cleaning Services	\$ 968.13	\$ 1,017.13	\$ (49.00)
Visitor Centre Bank and Merchant Fees	\$ 3,797.26	\$ 1,035.58	\$ 2,761.68
Visitor Centre Equipment and Inventory	\$ 1,692.27	\$ 1,204.80	\$ 487.47
Visitor Centre IT Services	\$ 1,456.00	\$ -	\$ 1,456.00
Community Memberships	\$ 255.00	\$ 255.00	\$ -
Sub-Total Visitor Services	\$ 159,549.98	\$ 48,791.93	\$ 110,758.05
Management Fee Visitor Services*	\$ 72,689.02	\$ 18,172.26	\$ 54,516.76
TOTAL Visitor Services	\$ 232,239.00	\$ 66,964.19	\$ 165,274.81
Destination Marketing			
Social Media Organic	\$ 31,000.00	\$ 13,183.67	\$ 17,816.33
Research	\$ 20,900.00	\$ 5,000.00	\$ 15,900.00
Email Marketing	\$ 15,846.36	\$ 298.77	\$ 15,547.59
Travel Trade and Media	\$ 2,500.00	\$ 100.00	\$ 2,400.00
Consortium Marketing	\$ 15,000.00	\$ 1,000.00	\$ 14,000.00
Brand Design	\$ 9,550.00	\$ 9,550.00	\$ -
Website	\$ 66,500.00	\$ -	\$ 66,500.00
Paid Advertisements: Social	\$ 38,900.00	\$ -	\$ 38,900.00
Paid Advertisements: Search and Digital	\$ 43,473.45	\$ -	\$ 43,473.45
Paid Advertisements: Print	\$ 49,258.37	\$ -	\$ 49,258.37
Paid Advertisements: Broadcast	\$ 84,000.00	\$ -	\$ 84,000.00
Asset Development: Video	\$ 26,900.00	\$ -	\$ 26,900.00
Asset Development: Images	\$ 25,900.00	\$ 5,250.00	\$ 20,650.00
Asset Development: Written Content	\$ 6,549.50	\$ 200.00	\$ 6,349.50
Print Collateral: Production	\$ 50,670.00	\$ 672.20	\$ 49,997.80
Print Collateral: Distribution	\$ 3,000.00	\$ 154.59	\$ 2,845.41
Industry Development and Training	\$ 1,600.00	\$ -	\$ 1,600.00
Sub-Total Destination Marketing	\$ 491,547.68	\$ 35,409.23	\$ 456,138.45
Management Fee Destination Marketing*	\$ 85,202.89	\$ 13,156.98	\$ 72,045.91
Total Marketing	\$ 576,750.57	\$ 48,566.21	\$ 528,184.36
Total Expenses		\$ 115,530.40	
Revenue less Expenses		\$ -	

Revenue	Fiscal Year Total 04-01- 2021 to 03-31- 2022	Actual	
		07-01-2021 to 09-30- 2021	Remaining
Comox Valley Regional District / CVEDS	\$ 257,799.99	\$ 82,871.63	\$ 174,928.36
DBC	\$ 411,662.92	\$ 21,216.60	\$ 390,446.32
MRDT - City of Courtenay	\$ 139,526.65	\$ 14,718.83	\$ 124,807.82
TOTAL	\$ 808,989.56	\$ 118,807.06	\$ 690,182.50
Expenses	Fiscal Year Total 04-01- 2021 to 03-31- 2022	Actual	
		07-01-2021 to 09-30- 2021	Remaining
Visitor Centre Management			
Visitor Centre Staff Travel	\$ 5,343.22	\$ 1,398.02	\$ 2,201.97
Visitor Centre Staffing Wages	\$ 133,047.92	\$ 45,730.60	\$ 50,384.48
Visitor Centre Training	\$ 4,260.85	\$ 1,642.78	\$ 1,602.22
Visitor Centre (Mobile)	\$ 2,838.00	\$ 4,364.02	\$ (1,626.02)
Visitor Centre Cleaning Supplies	\$ 855.42	\$ 658.25	\$ (254.42)
Visitor Centre - CVEDS Inventory	\$ 5,035.91	\$ -	\$ -
Visitor Centre Cleaning Services	\$ 968.13	\$ 2,388.75	\$ (2,437.75)
Visitor Centre Bank and Merchant Fees	\$ 3,797.26	\$ 381.50	\$ 2,380.18
Visitor Centre Equipment and Inventory	\$ 1,692.27	\$ 3,597.59	\$ (3,110.12)
Visitor Centre IT Services	\$ 1,456.00	\$ 445.20	\$ 1,010.80
Community Memberships	\$ 255.00	\$ 145.55	\$ (145.55)
Sub-Total Visitor Services	\$ 159,549.98	\$ 60,752.26	\$ 50,005.79
Management Fee Visitor Services*	\$ 72,689.02	\$ 18,172.26	\$ 36,344.50
TOTAL Visitor Services	\$ 232,239.00	\$ 78,924.52	\$ 86,350.29
Destination Marketing			
Social Media Organic	\$ 31,000.00	\$ 4,500.00	\$ 13,316.33
Research	\$ 20,900.00	\$ 5,000.00	\$ 10,900.00
Email Marketing	\$ 15,846.36	\$ 298.77	\$ 15,248.82
Travel Trade and Media	\$ 2,500.00	\$ 100.00	\$ 2,300.00
Consortium Marketing	\$ 15,000.00	\$ 1,000.00	\$ 13,000.00
Brand Design	\$ 9,550.00	\$ 9,550.00	\$ (9,550.00)
Website	\$ 66,500.00	\$ -	\$ 66,500.00
Paid Advertisements: Social	\$ 38,900.00	\$ -	\$ 38,900.00
Paid Advertisements: Search and Digital	\$ 43,473.45	\$ -	\$ 43,473.45
Paid Advertisements: Print	\$49,258.37	\$ -	\$49,258.37
Paid Advertisements: Broadcast	\$ 84,000.00	\$ -	\$ 84,000.00
Asset Development: Video	\$ 26,900.00	\$ -	\$ 26,900.00
Asset Development: Images	\$ 25,900.00	\$ 5,250.00	\$ 15,400.00
Asset Development: Written Content	\$ 6,549.50	\$ 200.00	\$ 6,149.50
Print Collateral: Production	\$ 50,670.00	\$ 672.20	\$ 49,325.60
Print Collateral: Distribution	\$ 3,000.00	\$ 154.59	\$ 2,690.82
Industry Development and Training	\$ 1,600.00	\$ -	\$ 1,600.00
Sub-Total Destination Marketing	\$ 491,547.68	\$ 26,725.56	\$ 429,412.89
Management Fee Destination Marketing*	\$ 85,202.89	\$ 13,156.98	\$ 72,045.91
Total Marketing	\$ 576,750.57	\$ 39,882.54	\$ 501,458.80
Total Expenses	\$	\$ 118,807.06	
Revenue less Expenses	\$	(0.00)	

Revenue as Posted	CAL Total	Fiscal Total
MRDT Revenue	\$ 137,283.45	\$ 139,526.65
Destination BC Grants	\$ 399,809.61	\$ 411,662.92
CVRD	\$ 257,799.99	\$ 257,799.99
	\$ 794,893.05	\$ 808,989.56
Expenses	CAL TOTAL	Fiscal Total
Visitor Centre Staff Travel	\$ 4,143.22	\$ 5,343.22
Visitor Centre Staffing Wages	\$ 100,047.92	\$ 133,047.92
Visitor Centre Training	\$ 3,260.85	\$ 4,260.85
Visitor Centre (Mobile)	\$ 2,838.00	\$ 2,838.00
Visitor Centre Cleaning Supplies	\$ 855.42	\$ 855.42
Visitor Centre - CVEDS Inventory	\$ 5,035.91	\$ 5,035.91
Visitor Centre Cleaning Services	\$ 968.13	\$ 968.13
Visitor Centre Bank and Merchant Fees	\$ 2,897.26	\$ 3,797.26
Visitor Centre Equipment	\$ 1,242.27	\$ 1,692.27
Visitor Centre IT Services	\$ 832.00	\$ 1,456.00
Community Memberships	\$ 255.00	\$ 255.00
SubTotal Operations	\$ 162,473.59	\$ 159,549.98
Management Fee VC	\$ 70,080.41	\$ 72,689.02
Total Operations VC	\$ 232,554.00	\$ 232,239.00
Social Media Organic	\$ 31,900.00	\$ 31,000.00
Research	\$ 13,000.00	\$ 20,900.00
Email Marketing	\$ 15,947.49	\$ 15,846.36
Travel Trade and Media	\$ 1,500.00	\$ 2,500.00
Consortium Marketing	\$ 15,000.00	\$ 15,000.00
Brand Design	\$ 9,550.00	\$ 9,550.00
Website	\$ 66,500.00	\$ 66,500.00
Paid Advertisements: Social	\$ 33,900.00	\$ 38,900.00
Paid Advertisements: Search and Digital	\$ 41,373.45	\$ 43,473.45
Paid Advertisements: Print	\$ 49,258.37	\$ 49,258.37
Paid Advertisements: Broadcast	\$ 84,000.00	\$ 84,000.00
Asset Development: Video	\$ 26,900.00	\$ 26,900.00
Asset Development: Images	\$ 25,900.00	\$ 25,900.00
Asset Development: Written Content	\$ 8,099.00	\$ 6,549.50
Print Collateral: Production	\$ 50,670.00	\$ 50,670.00
Print Collateral: Distribution	\$ 2,487.86	\$ 3,000.00
Industry Development and Training	\$ 2,200.00	\$ 1,600.00
Sub Total Marketing	\$ 478,186.17	\$ 491,547.68
Management Fee Marketing	\$ 84,152.89	\$ 85,202.89
Total Marketing	\$ 562,339.06	\$ 576,750.57
Total Visitor Servicing	\$ 232,554.00	\$ 232,239.00

Revenue as Posted		CAL Total	Fiscal Total
MRDT Revenue		\$ 137,283.45	\$ 139,526.65
Destination BC Grants		\$ 399,809.61	\$ 411,662.92
CVRD		\$ 257,799.99	\$ 257,799.99
		\$ 794,893.05	\$ 808,989.56
Expenses		CAL TOTAL	Fiscal Total
	Total	\$ 794,893.06	\$ 808,989.57
		Available	\$ 808,989.56
		Remaining	\$ (0.01)

**Experience Comox Valley
Tourism Advisory Committee Engagement Strategy
November 4th, 2021**

Background:

The Municipal and Regional District Tax Program and the corresponding 5-Year Strategic Business Plan for the City of Courtenay requires that an industry-led Tourism Advisory Committee be established in the Comox Valley. This Advisory Committee will provide Experience Comox Valley with a formal process for seeking feedback and recommendations from a group of local tourism industry leaders relating to the use of Municipal and Regional District Tax funds contributed by the City of Courtenay and other matching funding sources resulting from collaborations with neighbouring communities.

Establishing a new TAC has proven to be more complex than expected. The initial two-week-long TAC engagement process was to be completed by October 8th, 2021 with the goal of seeking approval from the Courtenay City Council in November 2021. Following consultation with tourism-related stakeholders through one-on-one meetings, small group meetings and email, it is clear that more time is required in order to establish a TAC that meets the expectations of stakeholders, requirements of the MRDT program and needs of Experience Comox Valley.

Extended Engagement Process:

An extended and strengthened engagement process is required in order to establish a Tourism Advisory Committee that meets the needs and expectations of key stakeholders. This process will emphasize consultation with key stakeholders focused on building trust and coming to a consensus regarding the TAC terms of reference. Future communication and engagement with K'ómox First Nation will take place jointly and under the direction of the City of Courtenay. The team's goal is to complete this process by the end of the calendar year.

Stakeholder Engagement Plan:

Experience Comox Valley will work to improve stakeholder understanding of the purpose of the Tourism Advisory Committee and increase stakeholder confidence in the Terms of Reference. Moreover, we will educate stakeholders on our approach to collaborating with and seeking input from stakeholders who are not on the TAC.

The objective of this engagement plan is to increase stakeholder support for the Terms of Reference by the end of November. This will be achieved through one-on-one meetings and small group meetings with stakeholders as well as through a half-day Comox Valley Tourism Summit. Through these meetings, we will increase trust and work towards reaching consensus on the TAC terms of reference among stakeholders.

Upon the completion of this second round of stakeholder engagement, Experience Comox Valley will provide the City of Courtenay and Comox Valley Regional District with a summary report highlighting key findings and recommendations relating to the TAC Terms of Reference.

Timelines:

- One-on-one and small group stakeholder engagement
 - November 8th - November 26th, 2021
- Half-Day Experience Comox Valley Industry Summit
 - Proposed during the week of November 29th
- Engagement Report and Revised Recommended TAC Terms of Reference
 - Submitted to City of Courtenay and Comox Valley Regional District on December 10th, 2021

Stakeholder Engagement List:

This stakeholder engagement list is intended to ensure that additional follow up and consultation occurs with key stakeholders in the City of Courtenay and Comox Valley. These organizations and businesses were selected as they represent a cross section of the regions most significant tourism players

- Comox Valley Airport
- Community organizations
 - Comox Valley Arts
 - Courtenay Chamber of Commerce
 - Downtown Courtenay BIA
 - Cumberland BIA
 - Comox BIA
- Accommodation Properties
 - Comox Valley Association of Bed & Breakfasts and Vacation Rentals
 - Best Western Westerly
 - Old House Hotel and Spa
 - Bayview Hotel
 - Super 9 by Wyndham Courtenay
 - Crown Isle Resort & Golf Community
 - Comox Valley Inn and Suites
 - Mount Washington Alpine Resort
- Tourism Businesses
 - Island Joyrides
 - Comox Valley Kayaks
 - Compass Adventures
 - Atlas Cafe
 - Desolation Sound Yacht Charters

Terms of Reference

Comox Valley Tourism Advisory Committee October 2021

1. Background

In September 2021, the City of Courtney and the Comox Valley Regional District (CVRD) agreed to work together on the delivery of destination marketing which is funded by the CVRD, Destination British Columbia and the City of Courtenay Municipal Regional District Tax revenue (MRDT). CVRD and the City of Courtenay have contracted with Tourism Vancouver Island to administer, manage and deliver services related to Comox Valley destination marketing and tourism stakeholder engagement. Tourism Vancouver Island is delivering these services as “Comox Valley Tourism” (CVT).

The Comox Valley Tourism Advisory Committee (TAC) is a committee of Tourism Vancouver Island. The TAC provides a governance structure to guide the work of CVT and ensure transparent and meaningful collaboration with the local tourism industry.

2. Mandate

The Comox Valley Tourism Advisory Committee exists to achieve the following:

- Provide input into the management of and use of the City of Courtenay’s MRDT and other tourism-related funds such as the Destination BC Cooperative Marketing Partnership Program;
- Advise, review and recommend annual marketing plans and budgets and associated performance and financial reports for final approval and submission by the City of Courtenay and/or CVRD;
- Work collaboratively to grow the economic and social benefits of tourism in the Comox Valley and strengthen the Region’s reputation as a preferred and year-round overnight destination;
- Provide the City of Courtenay, CVRD and CVT with advice and recommendations on a variety of tourism-related matters; and
- Represent the best interests of tourism stakeholders in the Comox Valley.

3. Membership

The TAC membership will consist of eleven (11) voting members and one (1) staff liaison as outlined in the TAC Member Matrix below. Committee members shall serve without remuneration.

A call for new TAC Members will take place annually or at the discretion of the membership. Tourism Vancouver Island will appoint the TAC membership.

Comox Valley Tourism Advisory Committee Member Matrix

Voting Members	Business Type Preference	Geographic Area
1.	Accommodation Business	Courtenay
2.	Accommodation Business	Courtenay
3.	Accommodation Business	Courtenay
4.	Accommodation Business	Comox Valley
5.	B&B or STR	Comox Valley
6.	Tourism Business	Courtenay
7.	Transportation Business	Courtenay
8.	Arts and Culture Business	Courtenay
9.	Food Tourism Business	Comox Valley
10.	Marine Tourism Business	Comox Valley
11.	Indigenous Tourism Business	Comox Valley
Staff Liaisons	Organization	Geographic Area
1.	CVRD	

4. Terms

There will be five (5) founding TAC members appointed to a three (3) year term and six (6) founding TAC members appointed to a two (2) year term. This will ensure long-term continuity in membership. Following inaugural appointments, subsequent terms will be two (2) years. Committee members may serve a maximum of three consecutive terms.

5. Quorum

Quorum of the TAC is the majority of all of its members – Six (6) voting members.

6. Voting

All members of the TAC, including the Chair, have one vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated.

7. Role of the Chair and Vice-Chair

The Chair's role is to facilitate and chair the meeting and ensure that members have an opportunity to participate and contribute to the meeting. The Chair will act as the spokesperson to the public and media for matters within the TAC's purview.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in absence of the Chair.

Appointment and terms of the Chair and Vice-Chair roles will be determined by members of the TAC at the first meeting of the TAC.

8. Schedule of Meetings

The TAC will meet, at minimum, 6 times per calendar year on a schedule as determined by the membership and CVT. Additional meetings may be held at the call of the Chair.

9. Meeting Conduct

All TAC meetings shall commence at the stated time. The conduct of meetings shall enable members to consider the information presented and make informed decisions in a democratic, consensually driven environment with respect to the following:

- Group discussion is important; everyone participates;
- Provide honest, open opinions respectfully;
- Agree to disagree; consensus may not always be achieved;
- Commit to staying on track and on topic; and
- The promise of anonymity; names are not associated with comments.

Discussions related to any matter requiring a decision by the TAC must not be discussed via email. The information must be submitted to the Chair and staff liaisons for inclusion in the agenda.

10. Agenda

The Chair, in collaboration with CVT, shall prepare meeting agendas. Meeting materials will be sent to TAC members via email a minimum of 2 business days in advance of each meeting.

11. Minutes

Minutes for the Advisory Committee meetings will be prepared by staff members. Resolutions from the TAC will be forwarded to the City of Courtenay Council and/or the CVRD for consideration.

12. Accountability

TAC members are expected to attend meetings regularly and to promote the best interests of Comox Valley tourism stakeholders. If a member is continuously absent from committee meetings for a period of three consecutive regularly scheduled meetings, unless the absence is because of illness, the member is no longer in good standing and may be removed from the committee at the discretion of the membership.

13. Conflict of Interest

TAC members shall not knowingly take advantage of, or benefit from, information that is obtained through their TAC duties and responsibilities and which is not generally available to the public. Any member whose personal or financial interest could or could be seen to conflict with the subject matter discussed should immediately disclose this information. In the event of a potential conflict of interest, the Advisory Committee member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

14. Confidentiality

Advisory Committee members may have access to confidential materials and are expected to sign a Conflict of Interest/Confidentiality Form.

15. Subcommittees

Subcommittees may be formed at the request of the Chair and with approval from the City of Courtenay. All sub-committees must have terms of reference developed to define its purpose.

16. Communications

CVT staff will be the first point of contact for all media enquiries.

17. Resourcing

The TAC will be supported by CVT staff as well as the CVRD's Economic Recovery and Community Resilience Coordinator serving as liaison for the City of Courtenay and CVRD.

DRAFT

Tourism Vancouver Island proposes an event, shaped as a learning and networking experience, for beginning the process of fulsome stakeholder engagement and contributing to a common ground of understanding the nature and value of tourism. What follows is a description of this proposed industry event.

INVITATION

Industry Workshop: Building a Successful Visitor Economy for the Comox Valley

Please join representatives of Comox Valley Tourism for a morning of learning and networking. This tourism industry workshop will provide attendees with the chance to learn and discuss important topics like:

- The value and importance of the visitor economy;
- Features of a managed tourism plan;
- The state of the industry in a global pandemic;
- How your business or organization can engage in the visitor economy;
- And a roadmap for tourism promotion and visitor servicing in the Comox Valley from now until March 31, 2022.

Please join your colleagues and Tourism Vancouver Island for a morning of presentations, followed by a networking lunch.

Event Date (proposed) November 29, 2021

Event Location (proposed) Crown Isle Resort & Golf Community

**CITY OF COURTENAY HERITAGE ADVISORY COMMISSION
MINUTES**

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on February 26, 2020 at 10:00 a.m. in the Council Chamber of City Hall.

Present:

L. Burns	J. Fortin	L. Grant	C. Piercy
J. Hagen (Chair)	W. Cole-Hamilton (Councillor)		T. Setta (staff)

Absent:

R. Dingwall G. Greenhill D. Griffiths

1. Introduction and Opening Remarks (Chair)

2. Addition to Agenda

J. Fortin requested to add an item to new business

3. Review and Adoption of Minutes of the January 22, 2020 Meeting

Moved by L. Burns, seconded by W. Cole-Hamilton **Carried**

4. Old Business

- | | |
|--------------------------------|---|
| OLD CITY
CLOCKS | <ul style="list-style-type: none">• Meeting with PW and HAC members still has not occurred. Installation location to be determined in consultation with Public Works. Staff to coordinate schedule. |
| PIONEER
GRAVES | <ul style="list-style-type: none">• Work is in progress |
| MUSEUM
REPORT | <ul style="list-style-type: none">• J. Fortin reported that monthly newsletter is issued and distributed by staff. |
| BC HERITAGE
WEEK | <ul style="list-style-type: none">• Research is in progress. Small revisions to the 2020 map are required.• J. Hagen suggested to work on the map during next workshop and ready for the Cumberland Heritage Fair.• Moved by L. Burns, seconded by J. Fortin
An appreciation letter to be prepared for Anne Guillo, Manager of Communications for her assistance in design and production of presentation panels. |
| ANNUAL
REPORT | <ul style="list-style-type: none">• J. Hagen reported the work is in progress |
| HERITAGE
HOUSE
INVENTORY | <ul style="list-style-type: none">• Work is in progress |

5. Workshop

- Next workshop is scheduled on Wednesday March 4, 2020 at the Museum at 9:15 a.m.

6. New Business

- J. Fortin introduced an example of heritage interpretation material produced in City of Kelowna and suggested the members and staff to consider the similar production.
- Staff to conduct further investigation about cost, opportunities and challenges

7. In-Kind Hours

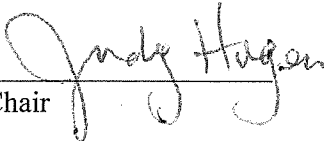
- A total of 110 hours spent by the members on various projects and research. The hours includes preparation for OCP Ideas Fair and current research.

8. For Information

- C. Piercy to continue to investigate time capsules.

9. Next meeting March 25, 2020

10. Meeting Adjournment Moved by L. Grant at 11:10 a.m.


Chair

**CITY OF COURTENAY HERITAGE ADVISORY COMMISSION
MINUTES**

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on September 23, 2021 at 10:00 a.m. in the Council Chamber of City Hall.

Present:

L. Burns	J. Fortin	L. Grant	G. Greenhill
J. Hagen (Chair)	T. Setta (staff)		

Absent:

R. Dingwall	D. Griffiths
C. Piercy	W. Cole-Hamilton (Councillor)

1. **Introduction and Opening Remarks (Chair)**
2. **Addition to Agenda**
3. **Review and Adoption of Minutes of the February 26, 2020 Meeting**
Moved by L. Burns, seconded by G. Greenhill **Carried**

4. **Old Business**

These items will be delayed until the following meeting in October.

- OLD CITY CLOCKS
- PIONEER GRAVES
- ANNUAL REPORT
- HERITAGE HOUSE INVENTORY

5. **New Business**

- a. The 2020 DCBIA Wayfinding Project
 - Staff provided an update of the project status. The contract has been awarded to a company for installing the pylons. The work is expected to commence in this fall.

Motion:

When Heritage Walk takes place, information shown on the pylon will be presented to participants for continuity and show the Commission's effort.

Moved by G. Greenhill, seconded by L. Burns **Carried**

- b. Completion of the 2020 Heritage Project (the Panel)
 - Committee members aim to complete the project by February 2022 to display at the Heritage Faire in spring 2022.

Motion:

Committee members plan to create and present 'brochure' along with the Panels.

Moved by J. Fortin, seconded by L. Burns **Carried**

c. Change of monthly meeting schedule

- As of September 2021, the Heritage Advisory Committee regular monthly meeting is scheduled on 4th Thursday of each month starting at 10:00 a.m. at City Hall Council Chambers, due to conflict with other meeting held at City Hall.

6. Workshop

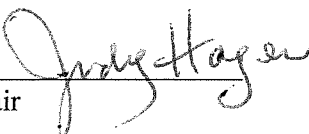
- Workshop date and place to be confirmed and notified by J. Hagen via email

7. In-Kind Hours

- The Committee had remained active during the pandemic. Between March 2019 and August 2021, the members of the Committee met four times to discuss several projects and individually conducted research.

8. Next meeting October 21, 2021

9. Meeting Adjournment Moved by G. Greenhill at 11:30 a.m.


Chair



BRIEFING NOTE

To: Council
From: Fire Chief Kurt MacDonald
Subject: Courtenay Fire Department Q3 Report

File No.: 7200-20
Date: November 4, 2021

ISSUE:

To provide council members with a brief recap of fire department activity during the 3rd quarter of 2021.

BACKGROUND:

The following is a summary of fire department activities performed during the 3rd quarter of 2021.

Fire Department Responses

The fire department responded to 295 incidents between July 1st and September 30th this year. Responses of note included large structure fires on Ross Avenue in July and Warren Avenue in August, and many incidents involving outdoor fires during the extremely hot summer we experienced. A breakdown of our responses to the end of Q3 is as follows:

	Q1	Q2	Q3	2021 Total to End of Q3	2020 Total to End of Q3	+/-
Non-Emergency Calls	61	61	94	216	227	-11
Emergency Calls	139	166	201	506	400	106

Training

The volunteer members of our organization invested 872 hours on training subjects including fighting fires in multi storey buildings, confined space rescue, self-rescue training, and rope rescue. All of this training was performed at the W.A. Lane MacDonald Training Centre which continues to be a huge asset to both our regular member and recruit training programs.

Fire Inspections

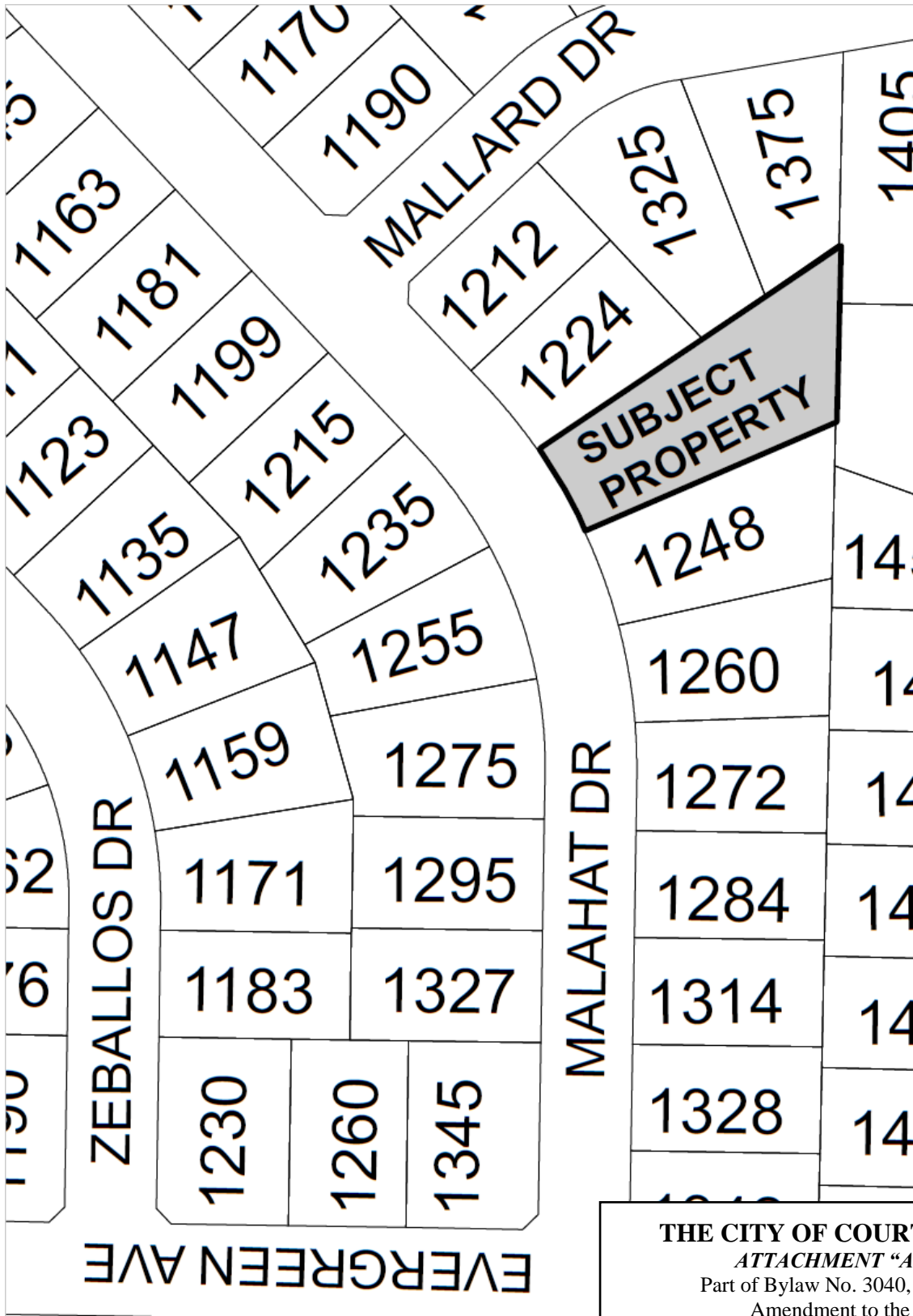
Our fire inspectors performed 377 fire inspections of commercial properties in both the City and the fire protection districts. We are pleased to report that most of these properties were compliant and only a small number of violations were found.

Prepared by:

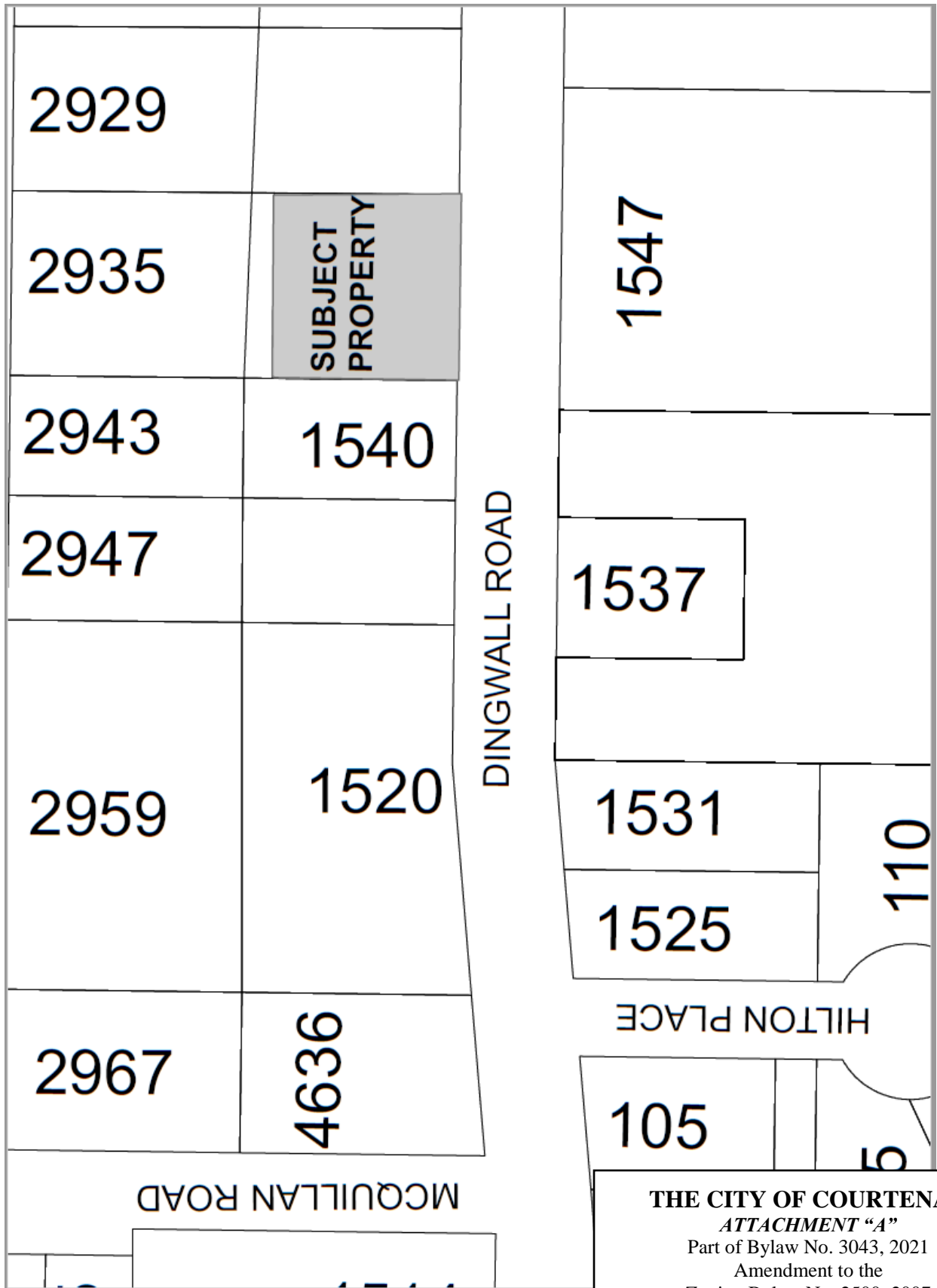
Kurt MacDonald, ECFO
Fire Chief

Concurrence by:

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



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 3040, 2021
 Amendment to the
 Zoning Bylaw No. 2500, 2007



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 3043, 2021
 Amendment to the
 Zoning Bylaw No. 2500, 2007

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

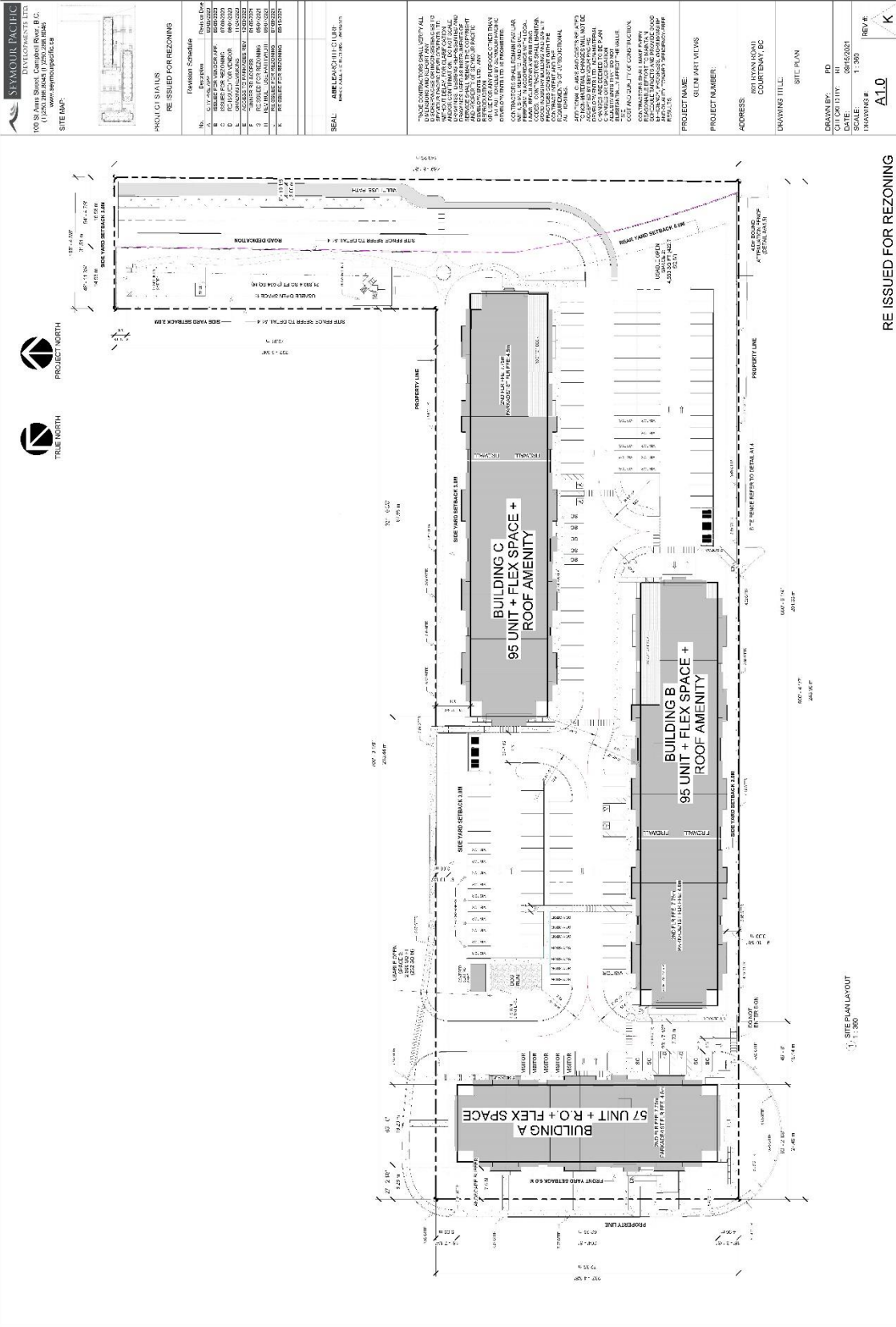
Off-street parking shall be provided and maintained in accordance with the requirements of Division 7 of this bylaw except:

- (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 A



SCHEDULE B

SEWOUR PACIFIC DEVELOPMENTS LTD.
 1801 St Anne Street, Campbell River, B.C.
 (250) 838-8888
 www.sewourpacific.ca



PROJECT STATUS
 REISSUED FOR REZONING

Revision Schedule

A	C	PRELIMINARY
B	D	FINAL CONTRACT
C	E	CONSTRUCTION
D	F	AS BUILT
E	G	AS BUILT
F	H	AS BUILT
G	I	AS BUILT
H	J	AS BUILT

SEAL: **ARCHITECTURAL**
 PROJECT NO. 12345678

PROJECT NAME: BUILDING 2 - BUILDING A

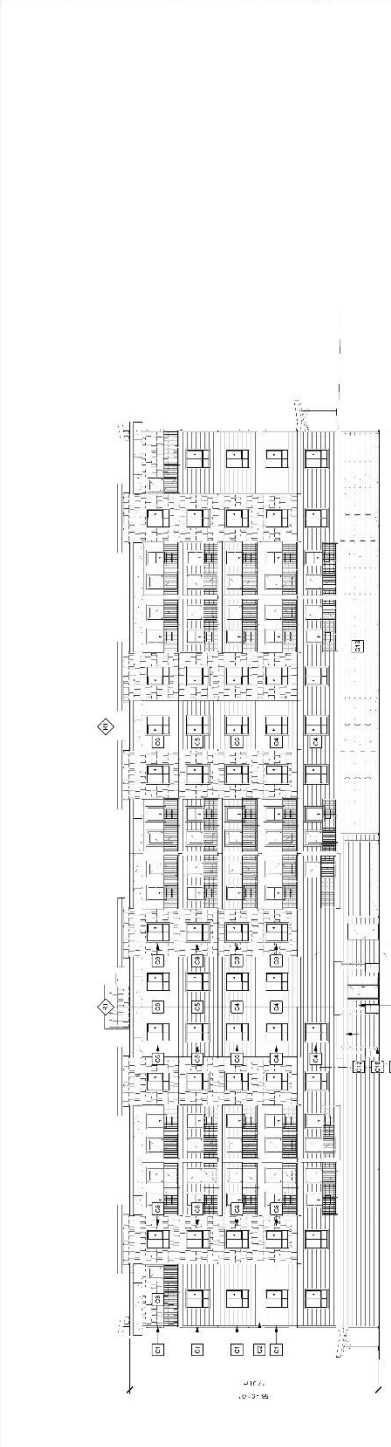
PROJECT NO.: 12345678

ADDRESS: 12345678

DRAWING TITLE: ELEVATIONS OF 2 - BUILDING A

DATE: 2024-01-01

SCALE: AS SHOWN



1. FRONT ELEVATION
 Scale: 1/8\"/>



2. BACK ELEVATION
 Scale: 1/8\"/>

EXTERIOR ROOFING PRODUCT

NO.	DESCRIPTION	LOCATION	COLOR
1	ROOFING LINING 1/2\"/>		
2	ROOFING LINING 1/2\"/>		

NOTES:

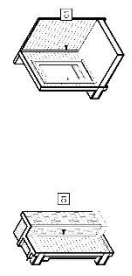
- 1. ALL TERRAZZO FINISHES TO HAVE REINFORCING FIBER
- 2. ALL TERRAZZO FINISHES TO HAVE REINFORCING FIBER

EXTERIOR METAL PRODUCT

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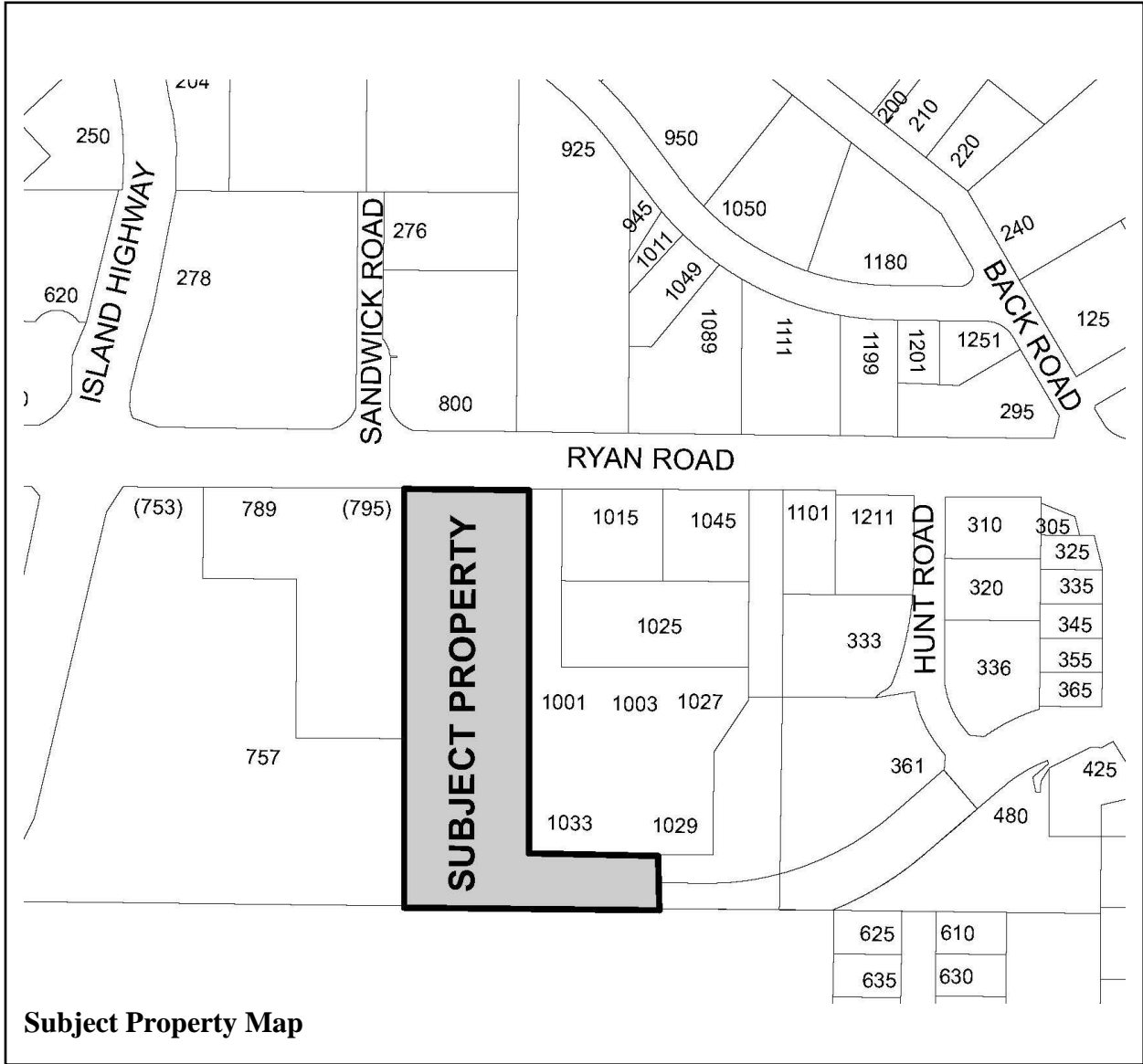


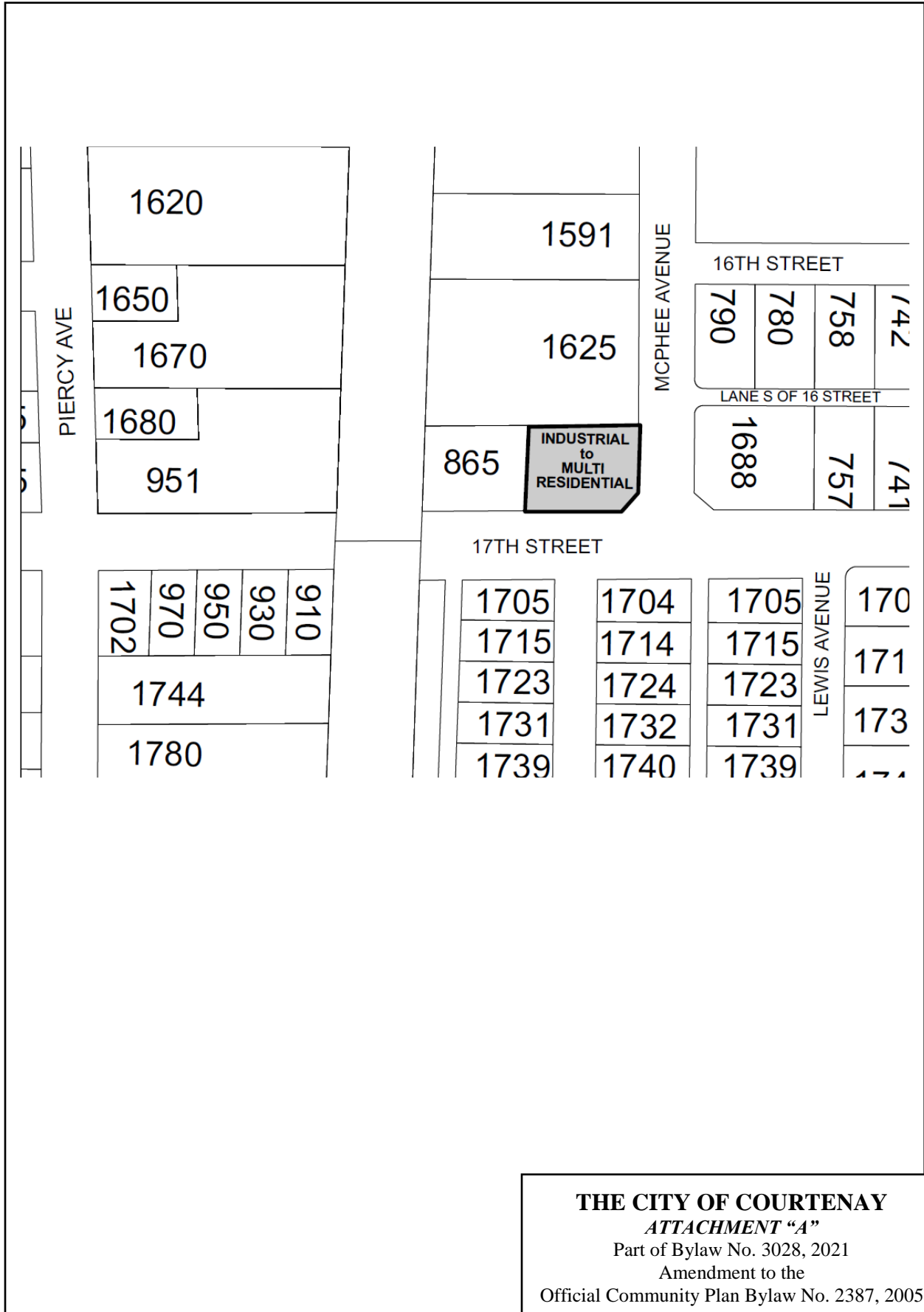
3. Isometric View of Window/Door Unit
 Scale: 1/8\"/>

RE ISSUED FOR REZONING

A3.1

Attachment B





Attachment A

Part 61 - Comprehensive Development Thirty Four Zone (CD-34) (1679 McPhee Ave.)

8.61.1 Intent

The CD-34 Zone is intended to accommodate an affordable housing multi residential development on the property legally described as Lot 5, Section 41, Comox District, Plan 13075, Except Part in Plan VIP68431. This property shall be developed substantially in accordance with Schedule A which forms part of this zone

8.61.2 Permitted Uses

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

- (1) *Multi Residential*

8.61.3 Lot Coverage

A *lot* shall not be covered by buildings to a greater extent than 55% of the total *lot area*

8.61.4 Floor Area Ratio

The maximum *floor area ratio* shall not exceed 2.1

8.61.5 Minimum Lot Size

A *lot* shall have an area of not less than 1200 m²

8.61.6 Setbacks

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

- (1) *Front Yard*: 4.0 m; canopy may project 2.0 m into setback
- (2) *Rear Yard*: 2.0 m
- (3) *Side Yard (NW)*: 5.5 m
- (4) *Side Yard (SE)*: 3.0 m ground floor; canopy may project 1.3 m into setback
5.0 m all other floors; roof may project 1.0 m into setback

8.61.7 Height of Building

Maximum *building height* shall be 17.5 m.

8.61.8 Useable Open Space

Useable open space must be provided and include at minimum:

- (1) Internal pathways with furnished rest areas
- (2) 40 m² indoor amenity area
- (3) Patios for ground floor residents

8.61.9 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) Parking shall be provided at a rate of 0.25 *parking spaces* per *dwelling unit* inclusive of visitor parking
- (2) Minimum parking stall dimensions are 2.7 m in width for standard stalls



A1.01

MAIN FLOOR PLAN
Scale: 1/8"

1075 MacPhee Ave.
Courtenay, BC

Wachlay
Affordable
Housing Project

MHA
MacDonald Hagar Architects Ltd.
1055 West Courtenay Ave.
Courtenay, BC
V9M 1M1

MATERIAL BOARD



- MATERIAL BOARD**
- ① Containing wood batten
 - ② 4" board and batten, cementitious wood print
 - ③ Charcoal vinyl render
 - ④ cementitious board - smooth finish - Cobalt Charcoal
 - ⑤ Wood frame/pane Elements
 - ⑥ 4" metal panel - wood print



4 NORTH ELEVATION
Scale: 1:125



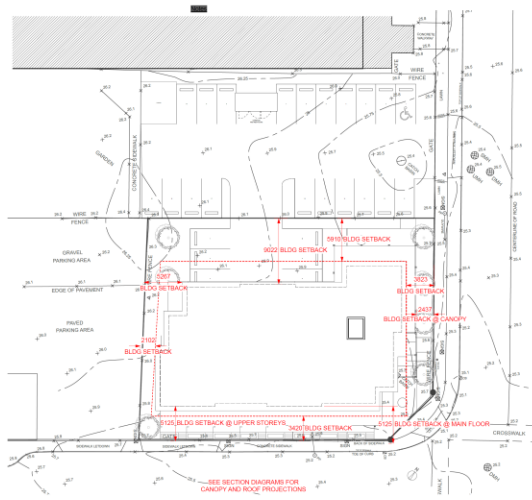
3 SOUTH ELEVATION
Scale: 1:125



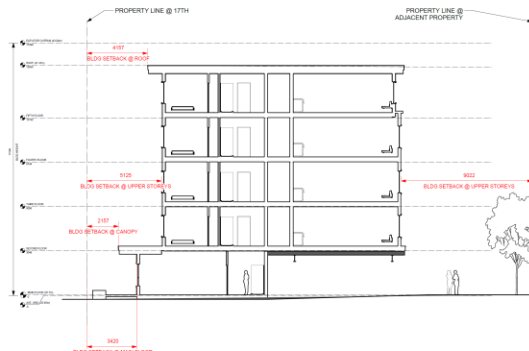
1 EAST ELEVATION
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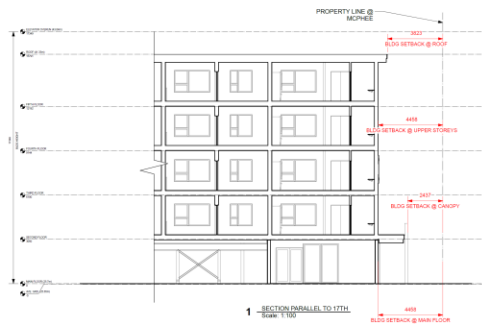
2 WEST ELEVATION
Scale: 1:125



5 SETBACKS
Scale: 1:200



3 SECTION PARALLEL TO MCPHEE
Scale: 1/8"



1 SECTION PARALLEL TO 177TH
Scale: 1/8"



WACHIAJ
Friendship Centre

Wachiaj
Affordable
Housing Project

1679 McPhee Ave.
Coutney, BC



Issued for Approval 1

1 2024.10 10:00 AM
2 2024.10 10:00 AM
3 2024.10 10:00 AM

ELEVATIONS

A2.01



WACHIAJ
Friendship Centres

Wachiaj
Affordable
Housing Project

1679 McPhee Ave.
Coutney, BC

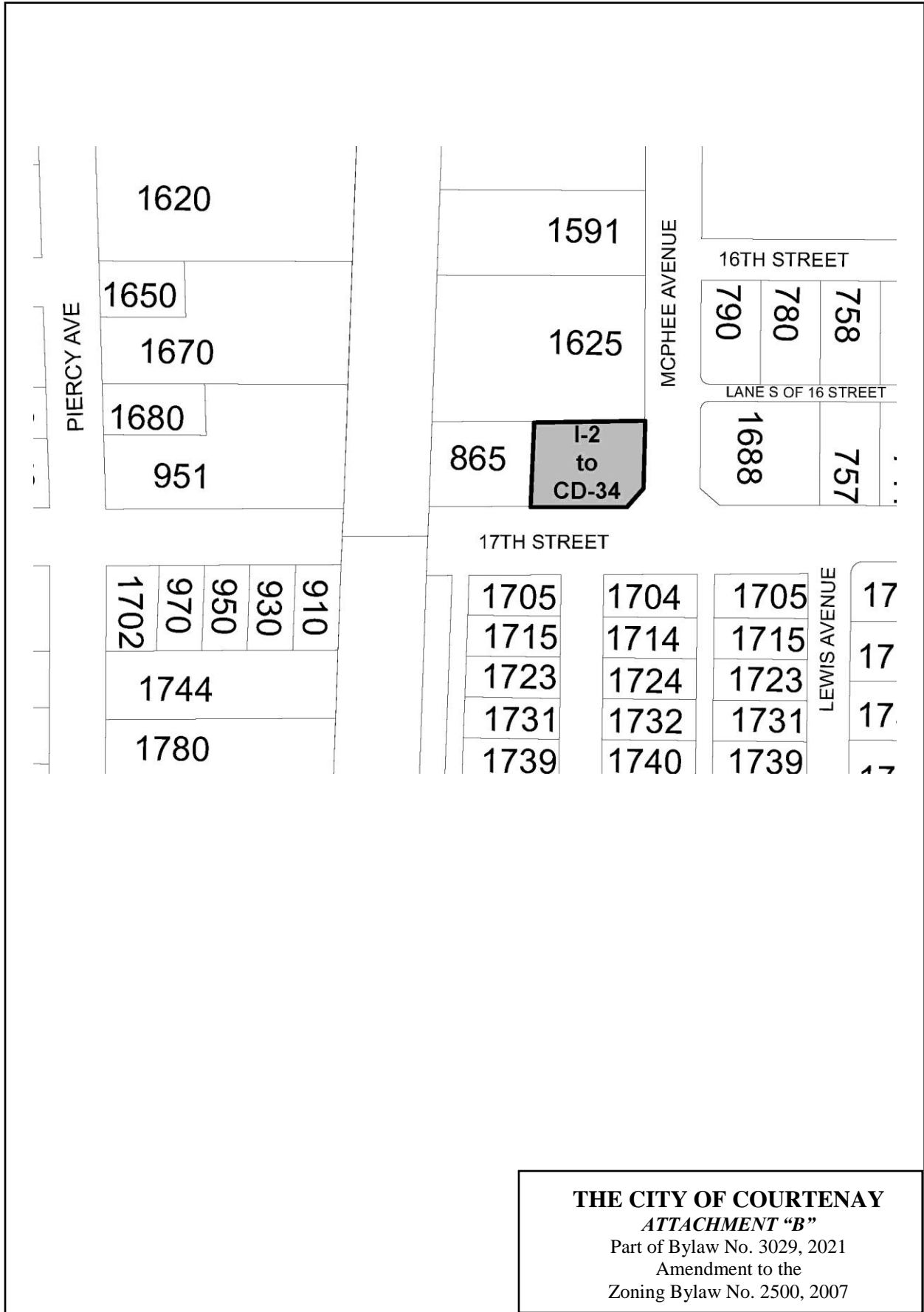


Issued for Approval 1

1 2024.10 10:00 AM
2 2024.10 10:00 AM
3 2024.10 10:00 AM

SETBACK DIAGRAM

SK1.2



THE CITY OF COURTENAY
ATTACHMENT "B"

Part of Bylaw No. 3029, 2021
 Amendment to the
 Zoning Bylaw No. 2500, 2007

