

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

DATE: September 6, 2016
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt August 15, 2016 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Pg #

1. DCBIA – Heritage Mural Project

4.00 STAFF REPORTS/PRESENTATIONS

Pg # **(a) Development Services**

- 1 1. Development Variance Permit – 1635 Valley Crescent
- 15 2. Downtown Revitalization Action Plan

(b) Financial Services

- 64 3. Amethyst House – Use of Gaming Funds

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

**7.00 REPORTS FROM COUNCIL MEMBERS REGARDING CITY RELATED
ACTIVITIES INCLUDING REPORTS FROM COUNCIL AND
EXTERNAL COMMITTEES**

8.00 RESOLUTIONS OF COUNCIL

In Camera Meeting:

That notice is hereby given that a Special In-Camera meeting closed to the public will be held September 6, 2016 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

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68

1. 41st Annual Elders Gathering – Request for Letter of Support

70

2. Canadian Cancer Society Request for Endorsement

3. Cancel September 26, 2016 Committee of the Whole meeting (UBCM)

Recommendation: “That the Committee of the Whole meeting scheduled for September 26, 2016 be cancelled”.

12.00 BYLAWS

Pg #

For Final Adoption

75

1. “Tax Exemption 2017 Bylaw No. 2858, 2016”
(to exempt certain lands from taxation for 2017)

79

2. “Churches Tax Exemption 2017 Bylaw No. 2859, 2016”
(to exempt church lands from taxation for 2017)

Note: Notice was published for the above bylaws in accordance with the *Community Charter*

13.00 ADJOURNMENT



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Development Variance Permit No. 1605 – 1635 Valley Crescent

File No.: 3090-20-1605
Date: September 6, 2016

PURPOSE:

The purpose of this report is for Council to consider approving a Development Variance Permit application to reduce the required front yard building setback to bring the existing front porch and staircase into compliance with the City's Zoning Bylaw.

CAO RECOMMENDATIONS:

That based on the September 6, 2016 staff report "Development Variance Permit No. 1605 – 1635 Valley Crescent" Council approve Development Variance Permit No. 1605 (OPTION 1).

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is located at 1635 Valley Crescent in northeast Courtenay. The property is developed with a two-storey residential dwelling constructed in 1975. In 2008, the property owners constructed a new covered front porch and staircase without obtaining a building permit. City Building Officials advised the property owners that they would be required to obtain a Building Permit to ensure that the construction met BC Building Code requirements as well as a Development Variance Permit as the new construction extended into the required front yard setback. The property owners applied for a



Figure 1 (Top): Subject property outlined in orange. The area of requested variance is indicated by the red arrow.

Figure 2 (Bottom): View of the porch and staircase from the street



Development Variance Permit July 30, 2009 but the file was closed in February 2010 due to inactivity, and on February 15, 2010 Council passed a resolution to place a notice on the property title advising of the contravention of building regulations. No further action was taken.

The applicants are now in the process of selling their home and would like have the notice removed from their property title. In order to do so, a Development Variance Permit must be obtained for the encroachment into the front yard setback prior to the issuance of a Building Permit. Once a valid Building Permit has been issued, the City can proceed with removing the notice. Should Council refuse this application, the applicants would be required to remove the porch and rebuild the staircase.

DISCUSSION:

The area of encroachment involves a small covered porch and a staircase leading from the driveway to the front entrance of the residence. The applicant is applying to reduce the required front yard setback from 7.5 m to a minimum of 5.8 m for the area shown in the enclosed site survey (**Attachment No.1**). All other applicable zoning provisions have been met including height, site coverage and side yard building setback, and the design of the porch is consistent with the character of the building.

It is staff's opinion that the requested variance will have minimal impact on the adjacent properties or the surrounding neighbourhood due to the modest size of the porch and its location at the centre of the front façade. The City has not received any complaints or concerns from surrounding property owners regarding this structure.

FINANCIAL IMPLICATIONS:

The application fee for a development variance permit is \$1,000. Should Development Variance Permit No. 1605 be approved, the applicant would be required to apply for a building permit. Building permit fees are \$7.50 for every \$1,000.00 of construction value with a minimum fee of \$50.00. As this is a development variance permit application for an existing single residential dwelling, no additional financial impacts related to municipal infrastructure or community services are anticipated. Removal of the notice from the property title would be done at the applicants' expense.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff has spent 12 hours processing this application including planning review and managing referrals and notifications. Should this application be approved, there will be approximately one additional hour of staff time required to prepare the notice of permit, have it registered on title and close the file.

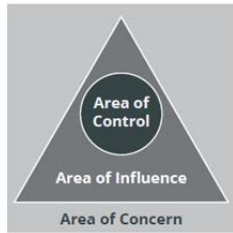
Additional staff time will be required for the review of the building permit application and removal of the bylaw contravention notice from the property title.

ASSET MANAGEMENT IMPLICATIONS:

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

STRATEGIC PRIORITIES REFERENCE:

Development applications fall within Council's Area of Control and specifically aligns with the strategic priority to support meeting the fundamental corporate and statutory obligations of the City.



- **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 outside Council's jurisdictional authority to act.

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations

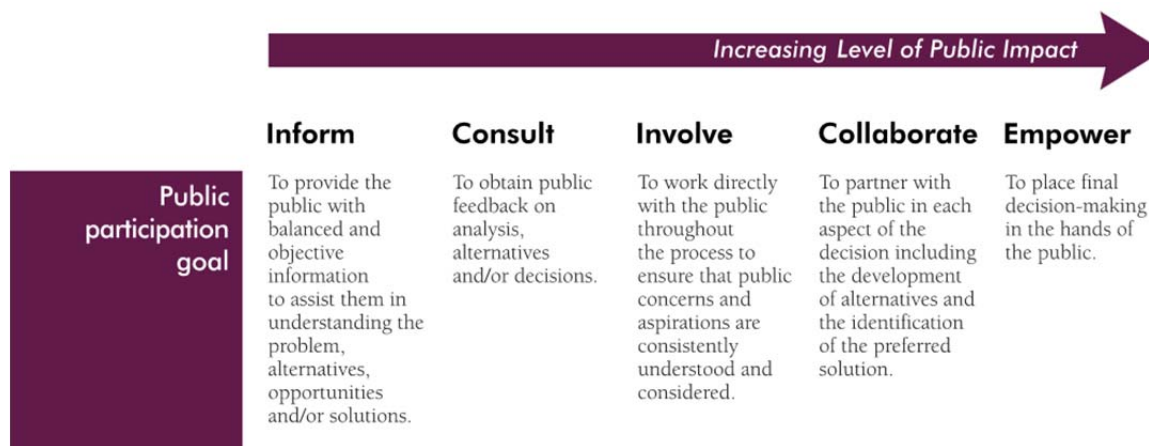
OFFICIAL COMMUNITY PLAN REFERENCE:

There is no direct OCP reference related to this application.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct Regional Growth Strategy policy reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:



The level of public input is “Consult”. The applicant held a public information meeting on July 18, 2016 at the Craft Room in the Lewis Centre. No invitees attended the meeting; however, two nearby residents provided letters stating that they have no concerns.

A copy of the public information summary report and copies of the letters from nearby residents are included with this report as **Attachment No. 3**.

In accordance with the *Local Government Act*, the City also has notified property owners and occupants within 30 metres of the subject property of the requested variance. To date, staff has received no responses.

OPTIONS:

OPTION 1: (Recommended) Approve Development Variance Permit No. 1605.

OPTION 2: Defer consideration of Development Variance Permit No. 1605 pending receipt of further information.

OPTION 3: Not approve Development Variance Permit No. 1605.

Prepared by:



Erin Ferguson, MCP
Land Use Planner

Reviewed by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Attachment No. 1: Development Variance Permit and Associated Schedules*
2. *Attachment No. 2: Applicant's Rationale and drawings*
3. *Attachment No. 3: Summary of Public Information Meeting, July 18, 2016*

THE CORPORATION OF THE CITY OF COURTENAY

Attachment No. 1:
*Draft Development
Variance Permit*

Permit No. 3060-20-1605

DEVELOPMENT VARIANCE PERMIT

September 7, 2016

To issue a Development Permit

To: Name: David and Nancy Dawes
Address: 1635 Valley Crescent
Courtenay, British Columbia
V9N 3W2

Property to which permit refers:

Legal: Lot 40, Section 16, Comox District, Plan 12788
Civic: 1635 Valley Crescent

Conditions of Permit:

Permit issued to vary *Section 8.2.7 (a)(1)* of the *City of Courtenay Zoning Bylaw No. 2500, 2007* by reducing the required front yard setback from 7.5 m to 5.8 m for the existing covered porch and staircase subject to the following condition:

- a) Development must be in conformance with the plans and elevations contained in **Schedule No. 1**;

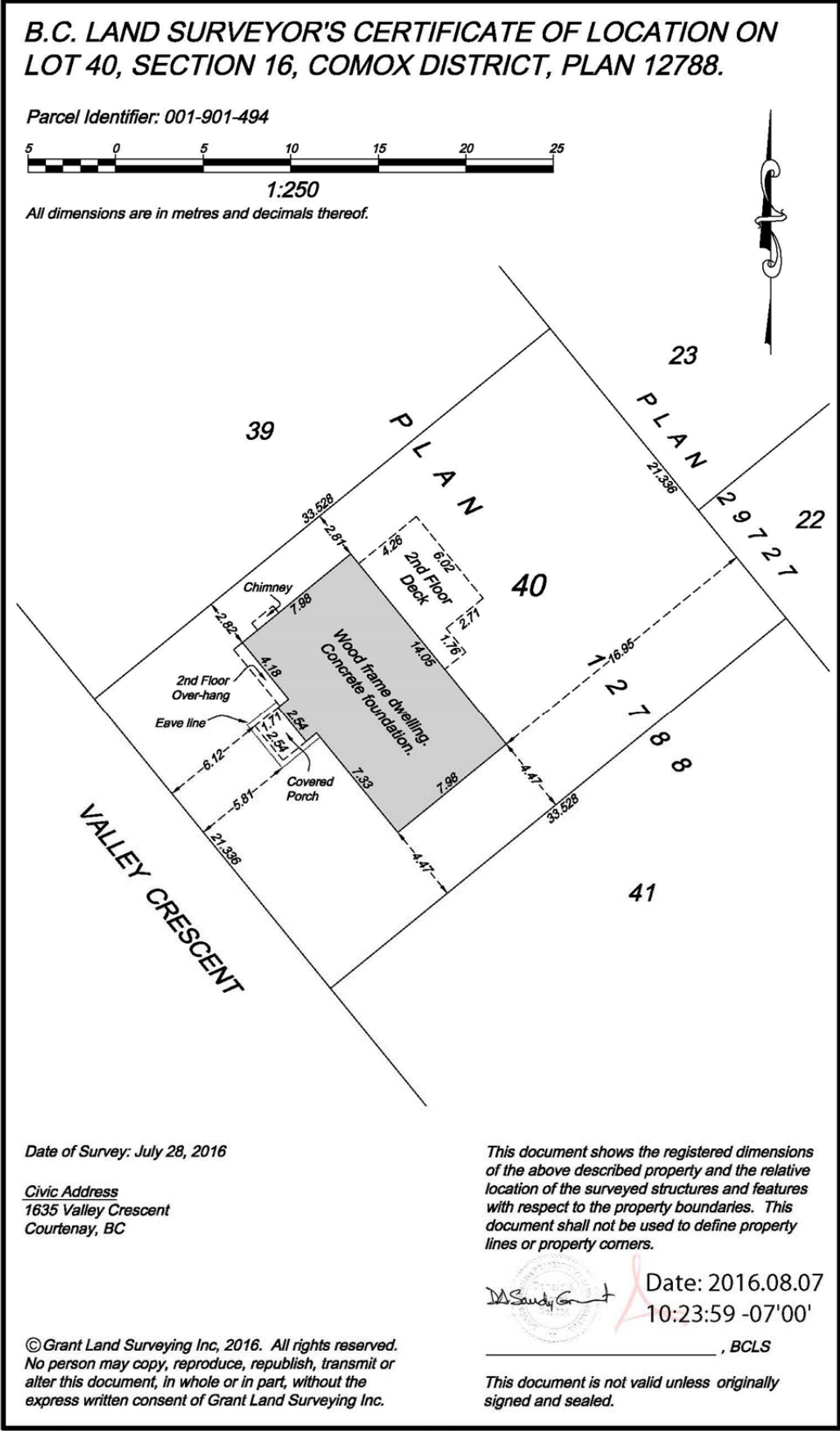
Time Schedule of Development and Lapse of Permit

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

Director of Legislative Services

Schedule No. 1



Attachment No. 2:
*Applicants' Rationale &
Submissions*

David and Nancy Dawes
1635 Valley Crescent
Courtenay BC V9N 3W2

June 29, 2016

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

RE: Development Variance Application, 1635 Valley Crescent

This letter is to explain the reason behind the variance request.

We purchased the house at 1635 Valley Crescent in December 2006. At the front of the house leading to the entry, were uneven cement stairs with a very short width (not enough width for the length of a ladies shoe). Over the next few years, I experienced a number of "tripping" incidents where my shoe caught the edge of the stair causing me to stumble. I believe the stumble was due in part to the worn condition of the cement, the steep rise and the short width of the stair. Twice I fell down the stairs.

We resolved to update the stairs and entrance to ensure that I did not sustain a more serious accident and that we did not subject our guests to the same fate. We commenced construction of a deck style landing with wood stairs built using a premade metal riser to ensure code compliance with rise and load.

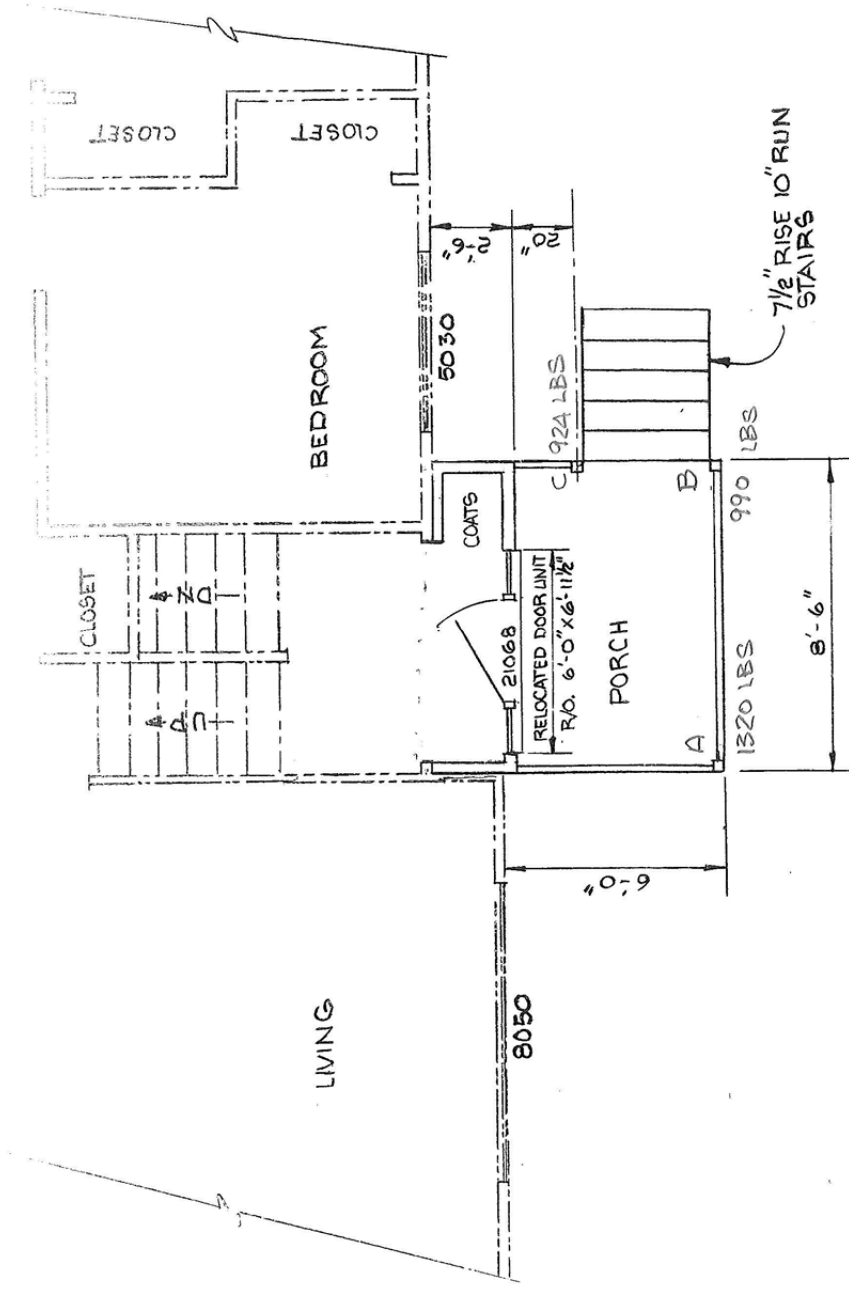
During this construction a by-law officer (Karl Neufeld on Nov 26, 2008) informed us that we needed a permit for this type of construction. When we applied for the permit we learned that the setback rules had changed and we now also needed a variance from the city. We applied for the variance in July 2009 (#3090-20-0905). My husband presented our case at the City and was asked for additional information (e.g. architectural drawings). When we had the requisite drawings and paperwork we returned to the City and was granted a second Council date. That date was cancelled due to flooding in the city. We did not follow-up after that date and our file was closed.

We are now requesting to proceed with the application for variance and building permit so that we may successful close this matter.

Thank you for your consideration,

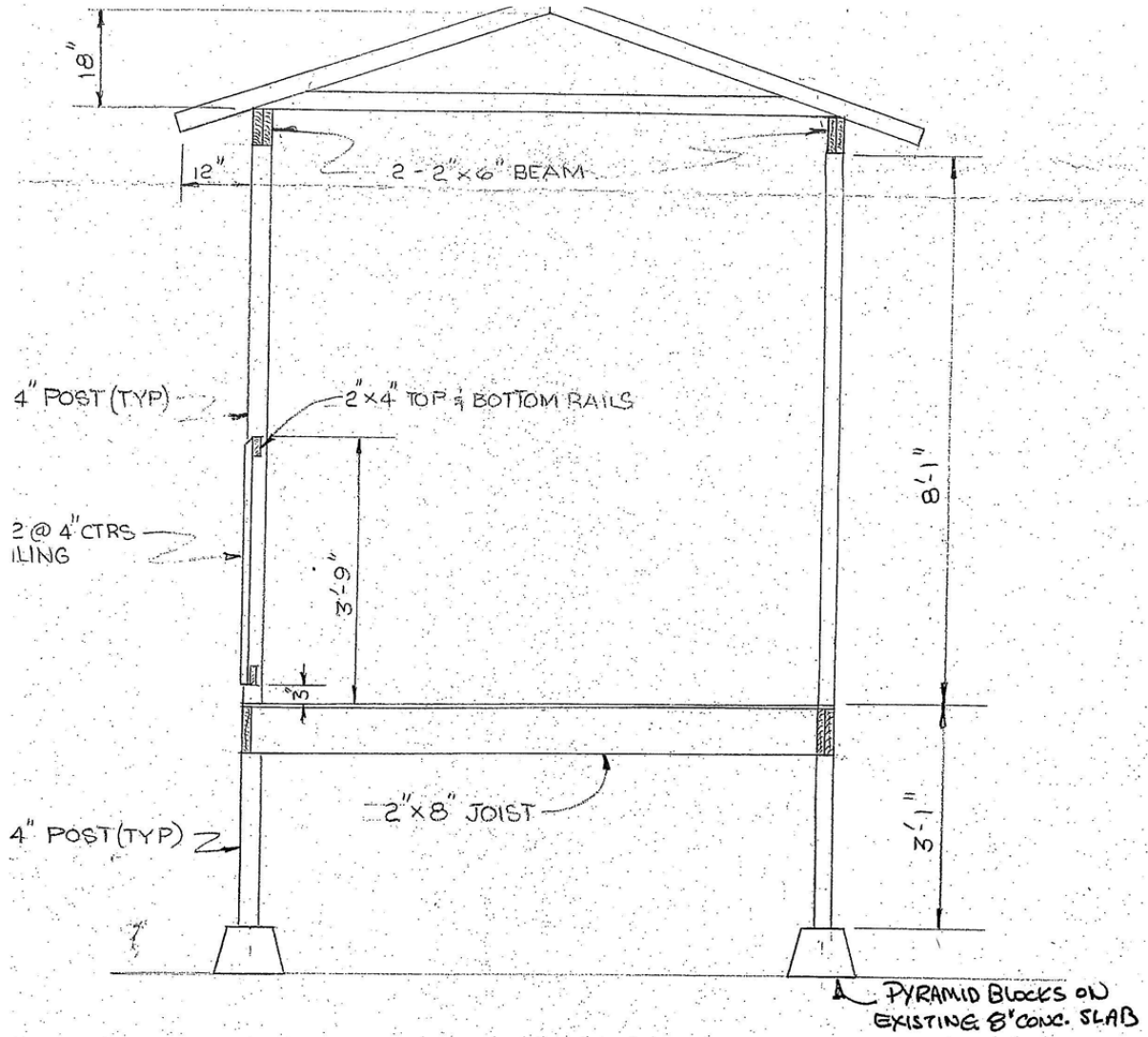
Nancy Dawes





PORCH ADDITION - PLAN VIEW
SCALE 1/4" = 1'-0"





Attachment No. 3:
*Summary of Public Information
Meeting, July 18, 2016*

David and Nancy Dawes
1635 Valley Crescent
Courtenay BC V9N 3W2

July 21, 2016

Erin Ferguson
Land Use Planner
City of Courtenay
830 Cliffe Ave
Courtenay BC V9N 2J7

RE: Development Variance Application, 1635 Valley Crescent and public meeting

Hi Erin,

This is the summary of our activity to hold a public meeting for the development variance application.

We wrote a letter to the addresses you provided who were within a 30 meter radius of 1635 Valley Crescent. The letter (attached) was delivered on Sunday July 10th (one was delivered on the 11th).

We rented Craft Room A at the Lewis Centre for 7:00 PM on Monday, July 18th and held the meeting. We brought with us to show participants a copy of the architectural drawings, our letter explaining the variance request and a copy of the most recent letter from the City accepting our application. Unfortunately, no one attended the meeting.

Prior to the meeting, we received two public comments from Bernard and Ellen Bechard, and Shelley Bouchard. Both are residents on Nim Nim Street which is directly behind our house. Both comments are favorable toward our variance application.

I trust that we have conducted this meeting in accordance with City By-Laws for such meetings. Please let us know if there is anything else we need to complete prior to the City Council meeting in August.

Sincerely,


Nancy Dawes

From: David and Nancy Dawes

Date: July 10, 2016

To: Homeowners within a 30 meter radius of 1635 Valley Crescent

Re: Request for variance application from City of Courtenay concerning addition of new deck and stairs at front of house.

Dear Neighbour,

You are invited to a public meeting to be held **Monday, July 18th** in meeting room A at the Lewis Recreational Centre, 489 Old Island Hwy at 7:00 PM. The meeting is held at the request of the city planning department to inform you of our request for a variance and to encourage public comment in preparation for a future Council meeting where our application will be heard.

Part of the variance process is to hold a public meeting so that neighbours may comment on the application. We are requesting the variance to cover the new deck and stairs we installed at the front of the house. The deck encroaches on the setback by-law for home frontage.



Please attend this short meeting so that you may comment on the changes to our porch. Your comments will be included in the report to the Council.

Thank you in advance for your attendance and great comments.

Nancy Dawes (David Dawes)



From: Bernard and Ellen Bechard
To: David and Nancy Dawes
Date: July, 18, 2016
Re: Request for variance application from City of Courtenay

Dear David and Nancy,

We are not able to attend the public meeting on Monday, July 18, 2016, where the variance will be discussed.

We live behind the house in question, so the porch has no effect on us. In addition, when walking or driving by 1635 Valley Crescent, we have never felt that the porch intrudes in any way. In fact, we think the porch adds to the look of the property and the look of the neighbourhood.

We would, therefore, be in favour of the variance to cover the new deck and stairs.

Ellen Bechard



July 11/16.

Dear David and Nancy.

Re variance for porch and steps.

I don't know you, and I have never seen your porch, however, it looks lovely from the pics.

I have no objection to your application,
The City should spend more time worrying
about the effect of the neighbourhood
drug houses than they do with neighbors
improving their properties

Shelley Bouchard



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT TO COMMITTEE OF THE WHOLE

To: Council
From: Chief Administrative Officer
Subject: Downtown Revitalization Action Plan

File No.: 6520-20
Date: September 6, 2016

PURPOSE:

The purpose of this report is for Council to consider adoption of a Downtown Revitalization Action Plan.

CAO RECOMMENDATIONS:

THAT based on the September 6, 2016 staff report “Downtown Revitalization Action Plan”, Council adopt the attached “Draft Downtown Courtenay Playbook: A Partnership Action Plan”.

Respectfully submitted,

A handwritten signature in cursive script, reading "David Allen".

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Staff submitted a report and presented a summary of the Design Charrette and the proposed tasks for downtown revitalization with planning consultant Michael Von Hausen at the regular Council meeting on April 25th, 2016. Council unanimously passed the following resolution:

That based on the April 25, 2016 staff report “Downtown Design Charrette Summary”, Council receive the report for information and direct staff to continue with the proposed next steps.

One of the proposed tasks presented was to develop a “Playbook”. The objective of this report is for Council to consider adoption of the “Downtown Courtenay Playbook: A Partnership Action Plan” (attached). This playbook defines the short to mid-term revitalization tools and strategies and describes catalyst projects for future investigation and budget considerations that will help achieve the community vision for downtown Courtenay.

The intent of the “Playbook” is to clearly define goals and action items with timelines and potential partners to help the City achieve tangible results for Downtown revitalization. This action-oriented approach was chosen to ensure that tasks are conceived, designed and implemented with stakeholder and community involvement, and ultimately Council approval through the annual budget process. The idea is to

create a list of specific tasks that keep the process moving forward, rather than a plan that sits on the shelf with little implementation.

The “Playbook” contains big ideas or catalyst projects resulting from the Forum and the Charrette. While they were very well supported by the participants, these ideas are still in concept and need to be further investigated to determine whether additional refinement and or investment should be made.

The “Playbook” presents the vision, goals and high level planning principles and detailed actions necessary to begin implementation of the goals. In addition, it provides project rationale to explain why the catalyst projects are important and what impacts are to be expected after completion, so it still carries the momentum that has been received through public consultation, and to make the community aware of what needs to be considered.

DISCUSSION:

The “Playbook” will be used as a guiding planning document to direct staff and the community and keep the City focused as it moves forward. At the same time, it is also a flexible document that can be revised or modified according to any changes or opportunities that may arise from partner coordination, funding, or as new ideas emerge. Staff believes that it will be beneficial for all stakeholders in the downtown revitalization process to share one guiding document so all are following the same plan.

The document has seven parts:

- ✓ Part 1 provides a brief introduction of how the “Playbook” was created and how it is can be utilized;
- ✓ Parts 2 and 3 present the Downtown Courtenay Vision Statement and the five goals for downtown;
- ✓ Part 4 provides three planning principles or themes that emerged through the planning process that will be used to guide the community to make downtown great;
- ✓ Part 5 demonstrates a number of catalyst projects that were conceived through the Downtown Design Charrette visioning process;
- ✓ Part 6 overviews a number of larger development sites that may have redevelopment potential; and
- ✓ Part 7 outlines the tools and strategies which together will help achieve the revitalization goals and objectives, these are the nuts and bolts or actions of the action plan.

The “Playbook” is intended to be a living document and as new opportunities emerge the action tables in Part 7 will be updated accordingly. It is understood that as we move through detailed review and/or design some action items may not proceed as originally envisioned and some may prove unfeasible. The goal however, is to work through the actions in a systematic way while maintaining the overall principles and goals of the action plan.

The Development Services Department initiates most of the action items. The department is also responsible for the annual progress report to Council in the end of each year until 2018.

FINANCIAL IMPLICATIONS:

The “Playbook” has been created internally by Development Services Department staff. While the document does not commit Council to financing any specific projects, it does provide guidance to continue

detailed exploration including financing options so informed decisions can be made. Future projects will be chosen and implemented through the City’s annual budgeting process.

\$100,000 was allocated for contract planning projects in the beginning of 2016. Through the Downtown Forum in the Fall of 2015 and the Downtown Design Charrette in the Spring of 2016 the City has spent \$59,750 in consulting services, advertising, materials, rentals and food. The City also received a \$20,000 grant from the Real Estate Foundation of BC.

ADMINISTRATIVE IMPLICATIONS:

The Manager of Planning leads the Downtown Revitalization initiatives under the Director’s supervision. Department staff provides assistance as required. In 2016 approximately 500 hours of City staff time has been spent on Downtown revitalization including the Charrette process. Approximately 60 hours of this has been spent to produce the “Playbook”. An additional 6 hours was required to report out to the Real Estate Foundation for the grant. As noted, downtown revitalization is an evolving process that will continue to be a core element of the Planning Division work program.

STRATEGIC PLAN REFERENCE:

Downtown revitalization aligns with one of the Council’s Strategic Priorities for 2016-2018. Under the priority to “actively pursue vibrant economic growth”, Council recognises that “Revitalizing our downtown is critical to our economic future.” This is an area of control, which is Council’s jurisdictional authority to act.



● Area of Control

The policy, works and programming matters that fall within Council’s jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

Downtown is one of the defined land use designations within the Official Community Plan. Section 4.1 of the Official Community Plan outlines goals and policies for downtown. In general the OCP states “*The City of Courtenay is committed to a healthy vibrant downtown, and will continue to ensure this area remains viable.*” The OCP further outlines the importance of strengthening partnerships between stakeholder groups to ensure the success of downtown.

REGIONAL GROWTH STRATEGY REFERENCE:

A policy under GOAL 3: LOCAL ECONOMIC DEVELOPMENT of Regional Growth Strategy encourages downtown to be a town centre-based employment area.

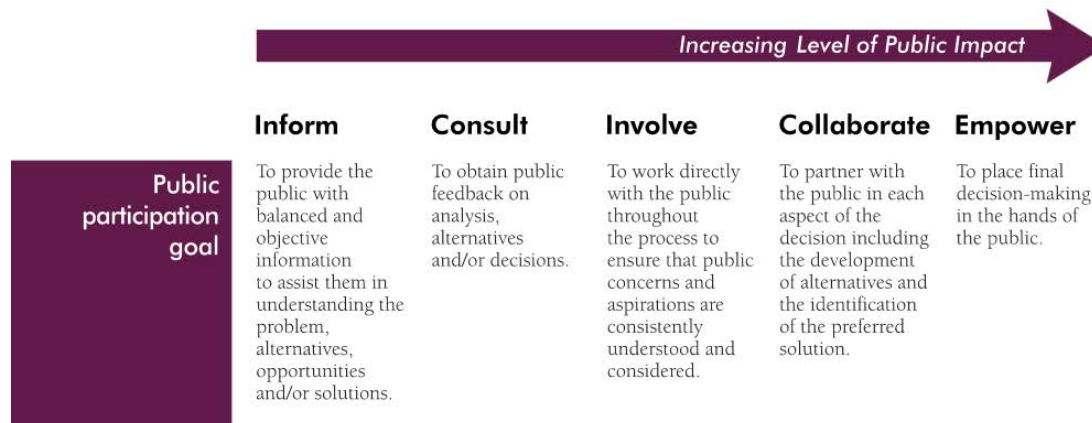
3-D: Promote designated Town Centres as regional employment centres.

Mixed-use, compact and accessible employment centres (i.e. accessible by foot, transit, bike and car) tend to retain, attract and encourage new business development better than a more dispersed and scattered local job base, single use downtowns, or office parks. Town centre-based employment areas also tend to be less expensive to service and maintain.

CITIZEN/PUBLIC ENGAGEMENT:

Staff has collaborated with the community based on the IAP2 Spectrum of Public Participation through a Forum in the Fall of 2015 and a Design Charrette in the Spring of 2016:

http://c.yimcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



Since the establishment of the Downtown Revitalization Project website on the City’s homepage (www.courtenay.ca/downtown), the site has been well utilized. The City’s social media (Facebook and Twitter) have also been effective communication tools to interact with members of the public. Upon Council endorsement, the “Playbook” will be available on the project website.

OPTIONS:

- 1) That Council adopt “Downtown Courtenay Playbook: A Partnership Action Plan. (Recommended)
- 2) That Council defer its decision to adopt the playbook and provide specific direction to Staff on amendments required prior to further consideration.

Prepared by:

Tatsuyuki Setta, MCIP, RPP
Manager of Planning

Ian Buck, MCIP, RPP
Director of Development Services

Attachment No. 1: Letter from the DCBIA

Attachment No. 2: Letter from the Comox Valley Chamber of Commerce

Attachment No. 3: Draft Downtown Courtenay Playbook: A Partnership Action Plan.

Attachment No. 1: Letter from the DCBIA

PRESIDENT
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250-650-2338

VICE-PRESIDENT
Sandra Viney
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Jorden Marshall
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Cakebread Bakery
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Mackenzie Gartside
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July 20, 2016

Mayor Jangula & Councillors
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Re: Downtown Courtenay Revitalization

Dear Mayor Jangula and Councillors,

The Downtown Courtenay BIA is thrilled to endorse the work and direction the City of Courtenay's Planning Department has developed in regards to downtown revitalization. We are keen to continue our support through the next phases and ultimately implementation.

As the social and cultural heart of the community, DCBIA members are acutely aware of the tremendous value the downtown core has within the Comox Valley. It offers a place for local engagement and connectivity as well as plays a role in developing local economic prosperity via residents and visitors.

As such, members have appreciated the opportunity to participate in the City of Courtenay's led October 2015 consultative workshops, March 2016 design Charette and presentation by MVH Urban Planning & Design. To reiterate, DCBIA board members are committed to continued engagement and participation in the process and excited to learn of the next steps to improve our Downtown.

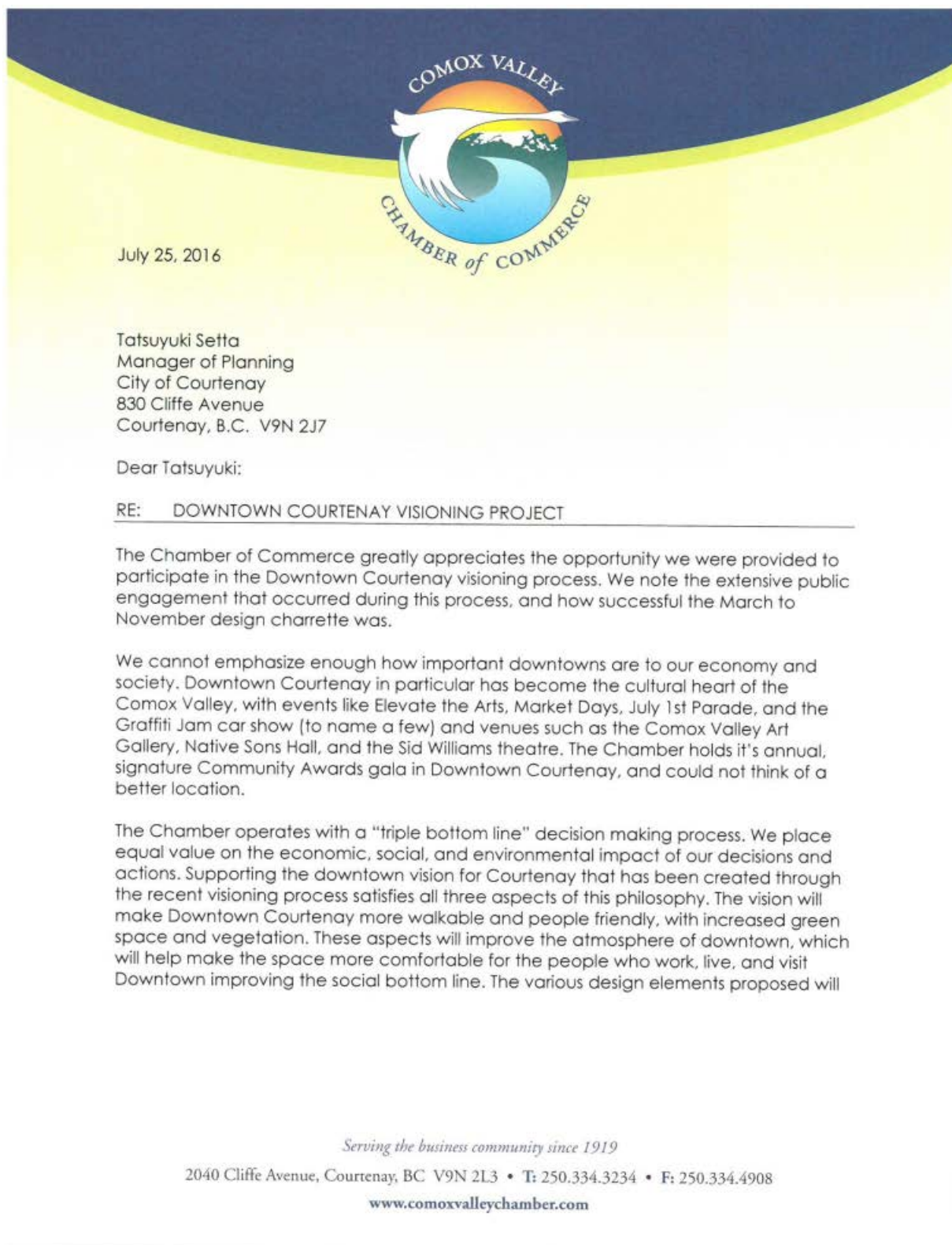
With a renewed and fresh wave of vibrancy and business engagement in Downtown, DCBIA board members are confident Courtenay's vitality is building in a very positive way. This coupled with the exceptional City staff, which have done an excellent job engaging the community and communicating the process, indicates a quality and thoughtful role out of the revitalization next stages and ongoing implementation.

Should you have any questions or require additional information, please do not hesitate to contact me. Thank you for your time.

Sincerely,

Jenny Deters, President
Downtown Courtenay Business Improvement Association

Attachment No.2: Letter from the Comox Valley Chamber of Commerce



Page Two
July 25, 2016
Downtown Courtenay Visioning Project

set Downtown Courtenay apart from other cities on the Island, which will help to make it more of an attraction than it is now. This will help increase visits, and thus commerce, helping with the economic bottom line for Downtown, which further benefits the entire Comox Valley. Finally, creating a downtown that is more walkable encourages people to park their cars, and visit downtown without driving, which reduces local air pollution and potentially reduces greenhouse gas emissions hitting the environmental bottom line in a positive way.

When we discuss the City's visioning project with members, the response to the Downtown Courtenay is overwhelmingly positive. The Chamber is committed to continuing to work with the DCBIA, downtown businesses, our membership, the City and the general public to see this plan succeed. We look forward to future opportunities to contribute to this exciting vision.

Yours truly,

A handwritten signature in blue ink that reads "Hawkins". The signature is stylized and cursive.

Dianne Hawkins
Chief Executive Officer

c.c. Susie Karvalics, Executive Assistant

Attachment No.3: Downtown Courtenay Playbook: A Partnership Action Plan



DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

1. Introduction
2. Plan Vision
3. Plan Goals
4. Planning Principles
5. Catalyst Projects
6. Key Redevelopment Sites
7. Revitalization Tools and Strategies

DRAFT

ACKNOWLEDGEMENTS

The City would like to acknowledge the hard work and support of the community who participated in the process of developing this action plan. This includes support from the Downtown Courtenay Business Improvement Association, the Chamber of Commerce, staff from numerous City departments, Planners from the Town of Comox, the Comox Valley Regional District and the City of Campbell River, and students from the Vancouver Island University Master of Community Planning Program.

Financial assistance for Courtenay's Downtown Revitalization process was provided by the Real Estate Foundation of BC.



We are grateful to Michael von Hausen and his design team for their dedication to our community and assistance with developing a vision for Downtown Courtenay.

DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

INTRODUCTION

The playbook is a product of the 2015 Downtown Forum and the 2016 Design Charrette. It summarizes the community vision for Downtown Courtenay created through the engagement process and the planning directions and actions for downtown revitalization. Recognizing there are many actions and partners necessary to enact meaningful and lasting change a playbook is an ideal document rather than a plan. It is a guiding document that outlines the planning vision, goals, principles, strategic tools, policies, and an implementation matrix to revitalize



Downtown Courtenay. It is meant to be a reference guide for all partners to identify actions and responsibilities as the community works together to inject new energy Downtown.

The ideas in the Playbook are the result of a strong effort and commitment by those who participated in the community workshops. The City would like to acknowledge those who participated in the process and who continue to show an interest in moving forward to create a great Downtown.

The playbook should be used as a living document with annual reviews and progress reports to Council. New action items will be added as necessary to achieve the goals and vision set by the community. It is important to note that some of the ideas are still broad in nature and have not yet been fully explored to determine the engineering and budget implications. However, they represent the vision of the community



and their further exploration will form a key part of the process going forward. While the playbook will guide work plans, the final decision to adopt new policy, amend current regulation or approve projects rests with Council.

DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

Community Workshops

The Downtown Forum

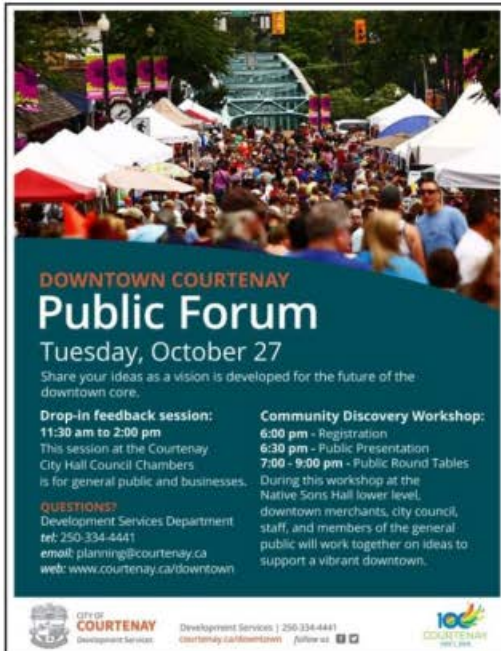
October 26 – 28 at Native Sons Hall
 A total of 147 members of the community participated

Objective

Identify opportunities and challenges that the downtown is facing

Questions to answer

1. What is special about Downtown Courtenay?
2. What is missing in the Downtown?
3. Describe your vision for Downtown Courtenay 2025.
4. What Strategies can we use to unlock the full potential of Downtown?



The Design Charrette

March 7 – 10, 2016 at Native Sons Hall. A total of 240 members of the community participated

Three Principles Emerged from the Forum

1. Create the Heart to Downtown
2. Improve the core streets
3. Make better connection to the Rivers

Six Charrette Themes Based on Forum Results

1. Downtown street grid improvements
2. Main meeting place in the downtown – Duncan Avenue “Commons”
3. Infill development opportunities and program
4. Park and trail connections in the downtown
5. Riverland district development opportunity
6. Neighbourhood residential intensification around the downtown core



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Downtown Forum Summary

The Downtown Forum was well attended by both business leaders and the general public. The event engaged community stakeholders to begin to shape the vision for the downtown; it used various tools including presentations, workshop discussions, a drop-in at City Hall, and interviews to discover some further issues and hidden opportunities in the Downtown and adjacent areas; it generated some preliminary discussions for strategic actions; and excited Council and the community about the possibilities for Downtown Courtenay.

During the Forum, standard questions were asked to discover key messages and themes for revitalization. The following is a brief summary of common themes identified in the questionnaires.

Questionnaires

1. What is special about Downtown Courtenay?
 - Speciality shops
 - Small town feeling/character
 - Walkable
 - Central and cultural amenities
 - History

2. What is missing in the Downtown?
 - Public open spaces
 - Residential uses
 - Balance between commercial and residential activities
 - Access to parks and greenway

3. Describe your vision for Downtown Courtenay 2025.
 - Be a vibrant place
 - Capitalize on natural beauty
 - Be a cultural hub
 - Be inclusive and diverse
 - Be more walkable

4. What Strategies can we use to unlock the full potential of Downtown?
 - Partnership, inclusion, & coordination
 - Densification (more mixed-use type of development)
 - Development Incentives
 - 5th Street Improvement
 - Better connection with Courtenay River or the parks/greenways
 - Wayfinding

Design Charrette Summary

During the Downtown Design Charrette that took place from March 7 - 10, 2016, a number of design, planning, and development opportunities were identified, building on the ideas and concepts generated in the earlier Downtown Forum in the fall of 2015. Three principal themes came forward strong and clear:

1. **Create the heart of Downtown;**
2. **Improve the core streets of 4th, 5th and 6th; and**
3. **Make better connections to the Rivers.**

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In addition, there were a number of **site redevelopment opportunities** that were examined that included the Riverfront lands, the Palace Theatre site, the Thrifty's site, the lands behind the Old Safeway site, and the Kilpatrick site. These sites may not all have immediate redevelopment potential but they represent a number of short, medium or longer term opportunities to create a more diverse residential and mixed use land base in the greater downtown area. These are not the only sites with redevelopment potential but were selected as representative options. In the end, the intention is to create a more compact and vibrant downtown that permits aging in place and a diverse choice of housing from singles to young families and mature adults.

These themes further reinforced the earlier three bigger ideas from the Downtown Forum:

1. **Create a Greater Downtown:** Expand the core area of the Downtown to provide more development opportunities and bring more people downtown;
2. **Better Connect:** Create pedestrian and bicycle linkages to other parts of the City and Region through the further development of the Riverway, the Rotary Trail, and other pathways as part of a larger "greenway" system.
3. **Create a Complete Downtown:** Develop the downtown as a place where residents can live, work, and play within walking or biking distance of their home. In other words, the Downtown is a self-sufficient area that satisfies resident needs largely in one place.

Importance of a Visioning Process

Exploring the full breath of ideas is important in determining the potential of Courtenay's Downtown. Visioning explores many possible options for the future and reflects the merits of long-term thinking. The power of an illustrated vision can generate the excitement to embrace an idea even though it was thought of earlier as not feasible or supportable. Further, visioning illustrations allow us to see how public or private investments could relate to one another, reinforce one another or leverage the value of one another.

The visioning process is not an end but a beginning. It is a tool for on-going dialogue on how policies and proposals could be executed and it also allows different options to be tested.

The following three strategies place the vision process in the context of commitment, financial performance and readiness:

- **Exploring Full Potential without Commitment:** The Downtown Design Charrette explored potential ideas for the Downtown while not committing to any one idea until it is further reviewed and determined to be supported and feasible.
- **Financial Performance and Results:** These planning and design concepts are not simply about beautification or cosmetic improvements. These concepts explore fundamental downtown programming, form, and character with the intent to improve financial performance and a greater downtown sense of community and vibrancy for property owners, businesses, and the City of Courtenay community.
- **Development Ready Strategy:** The selection, feasibility, and timing of these ideas are important to set the stage for development and financing initiatives when they come. Courtenay's readiness, pending further provincial, federal, and/or development financial and other contributions, will set the Downtown in a position to realize its vision in shorter time.

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DOWNTOWN COURTENAY VISION

Downtown Courtenay is the commercial, cultural, social, and culinary hub of the beautiful Comox Valley.

Nestled between the Comox Glacier, the Courtenay, Puntledge, and Tsolum Rivers, the Courtenay Estuary and the Salish Sea, Downtown Courtenay is unique and vibrant. It is the heart of our community, and a natural fit for special events and gatherings for both local residents and visitors. Welcoming a range of housing and lifestyle options will foster vitality and diversity, both day and night.

We will nurture and invest in our downtown through continuous improvement in the downtown core as well as the surrounding area.



This Vision Statement together with the five goals that follow set the framework for realizing a vibrant and diverse downtown. The vision statement is the over-arching aspirational statement of what Downtown Courtenay will be. The goals are the broad, general expressions of the aspirations of the community.

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DOWNTOWN GOALS

The public process resulted in five strategic planning goals to guide the community through review and implementation of the downtown revitalization projects identified in the Playbook.

Organize for Success

Partnerships and integrated City work-programs are to be the foundation for revitalization efforts and be structured to promote successful working relationships.

Establish Downtown as the Community's Heart

With an explicit emphasis on creating attractive gathering place and public realm, downtown will feel like it is designed with people's comfort and enjoyment first.

Encourage More Downtown Residents

A diverse mix of housing and associated services is to be increased throughout the greater downtown area.

Make It Easier to Get to and Be Downtown

All modes of transportation are conveniently able to access, circulate, and park within the downtown.

Celebrate and Connect to the Rivers

Connections to, along and across the rivers are to be improved to ensure that nature and recreation are integrated into the downtown experience

DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

GUIDING PRINCIPLES

Through the engagement process three common themes emerged that form the foundation of the plan from which the goals and vision flowed. The following themes are the guiding principles or philosophy on which the action plan is based.

1. More People in a Greater Downtown Area

Expand the core area of the Downtown to provide more development opportunities and bring more people downtown.

2. A Connected Downtown

Provide easy access from all directions and by all modes of transportation.

3. A Complete Downtown

Create the heart of our community where a wide range of activities are occurring and provide residents with opportunities to shop, work, play, and learn for 24/7 in all seasons.

Each of these principles is described in further detail and includes a variety of actions that link them to the 5 goals. The actions are what the City and community must undertake to work toward achieving the vision for downtown. Details of the actions are outlined in Section 7 "Tools and Strategies".

1. More People in a Greater Downtown Area

This principle includes having more people living downtown in addition to drawing people from other areas to downtown.

Special Events

A strong downtown is a place where people expect to see many activities throughout the day and all year round. The community indicated during the workshops that our downtown is safe and clean, creating a welcoming environment for people. Accordingly, unlike some



5th Street Classic Car Show

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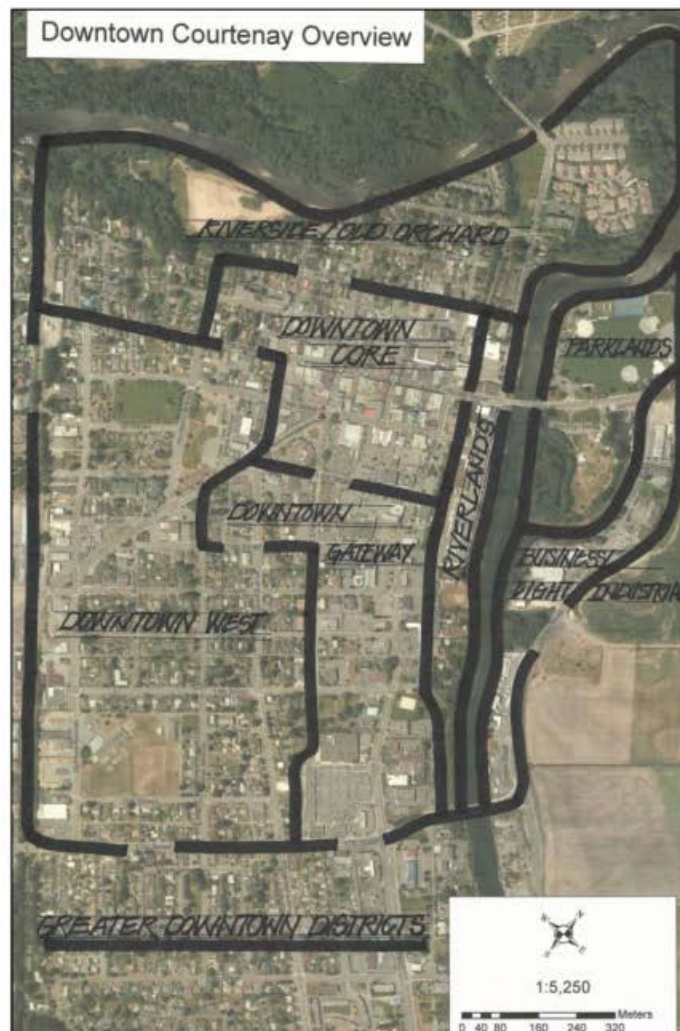
other small to mid-size downtowns, there are no immediate actions required to create this sense of security. Downtown Courtenay remains the principal location for special events such as Market Days, Elevate the Arts, Comox Valley Classic Cruisers Car Show, the Farmers Market and Moonlight Madness.

An Action Plan item related to special events is improving Special Event Coordination to ensure downtown remains the venue for these events with partnerships and support from downtown merchants, the Downtown Courtenay Business Improvement Association (DCBIA), arts and culture groups and the general public. This action will help to achieve Goal 1.

Living in Downtown

Not unlike many downtowns it was identified during the community workshop that opportunity for downtown living is lacking. The consultation to date did not identify any apparent adversity to increased densities within the greater downtown area. Intensification should occur where opportunities arise but needs to incorporate guidelines to make sure proposals are respectful of the surrounding context and integrate appropriate transitions of height, use and form. This could be achieved by constructing a variety of higher density residential buildings such as apartments, townhouses, or lower density infill such as secondary suites and carriage houses. Infill housing options should consider needs for parks, open space, schools and other amenities necessary to accommodate a range of residents.

Action plan items related to downtown living include: consideration of a Revitalization Tax Exemption Bylaw, review of current zoning and regulatory policies related to infill development, and development permit guideline review. These actions will help to achieve Goals 2 and 3.



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2. A Connected Downtown

Downtown Courtenay must be easily accessible from all directions and by all modes of transportation. The goal of a connected downtown is to easily get people downtown and foster a “park once and explore downtown” concept. To achieve this, walkability is critical and a “pedestrian first” strategy is a core priority for downtown. This means when considering transportation options the discussion should start with pedestrians in mind. The community also indicated a desire to increase the bicycle-friendliness of downtown so as to assist in increasing the modal share of this transportation option. Cars remain the primary mode of transportation to and from downtown. Accordingly, appropriate facilities for parking and directional signage for visitors to easily locate them are important.

The downtown core is well situated and compact. The adjacent diagram illustrates the 5 minute (400 metre) and 10 minute (800 metre) walking distance from the downtown core measured from the central area of England Avenue and 5th Street. If well-established connections with the public open spaces, plazas, and the River and parks around Downtown are created, visitors and users of the downtown will be encouraged to walk and bike reducing vehicle dependence and parking pressures.

The Courtenay River was identified during consultation as an important asset in addition to a physical barrier to a greater downtown. Improving connections to, along and across the river are desired. Lewis and Simms Parks are important community attractors and connections across the river require improvement to facilitate the “Greater Downtown” concept. Pedestrian and cycling connections across 5th Street between Cliffe Avenue and the bridge were also identified as requiring improvement.



Key action items related to a connected downtown include: the 5th Street Complete Street project, Traffic and Parking studies, wayfinding strategies, greenway network plan and pedestrian river crossing improvements. These actions will help to achieve Goals 2, 4 and 5.

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3. A Complete Downtown: Shop, Live, Work, Play, and Learn

To be successful Downtown Courtenay must be a complete downtown. That is, a self-sufficient place where people can shop, live, work, play and learn in one walkable area. The Complete Downtown's social fabric is connected to the cultural, recreational, and business fabric in one place.



Shopping Downtown

A concentration of small retail stores is identified as one of the unique and special features of the downtown. Downtown needs to feel like a cohesive unique experience from other shopping options in the Comox Valley.



Working Downtown

OCP policy supports a concentration of offices in and around downtown.

There are already a number of professional offices and public institutions such as City Hall, the Court House and library downtown. Office uses in the core area will continue to be supported. The Greater Downtown supports many employment opportunities that bring people to the downtown area each day. These include commercial uses in the Gateway Area from 17th Street to 11th Street and light industrial/service commercial uses along McPhee Avenue on the fringe of Downtown and across the river in the Puntledge Road area. Improving connections from these employment neighbourhoods to the downtown core will be considered as part of the "Connected Downtown".



Playbook action items that support shopping and working downtown include business attraction and retention strategies, public realm improvements, and a coordinated marketing program. These actions will help to achieve Goals 1 and 2.

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Living in Downtown

Residential development and intensification opportunities within the Greater Downtown Area are encouraged through zoning bylaw review, development permit guideline review, and future OCP amendment.

Key action items are listed in Section 1.



Mixed Use at Corner of 4th Street and Fitzgerald Avenue



Looking Down 5th Street on Market Day

Playing/ Learning in Downtown

Playing downtown is a crucial element to the complete downtown. Play elements are those activities and events that draw people downtown beyond the living, shopping and working experiences. These activities include the traditional arts and culture activities such as the library, art gallery, museum and theater. Also included are social activities like eating and drinking and annual special events that draw people downtown. Parks are a significant component of the greater

downtown and in particular related to attracting residential development. Consideration will be given to adding park space for families through an overall review of park needs in the City.

Formal opportunities for learning downtown include career colleges and a public school. Downtown also offers many opportunities for more informal learning through programs at the library, the art gallery, museum and more. These learning opportunities will continue to be supported in the greater downtown area.

Playbook action items that support Playing Downtown include, Special Events Coordination, Sidewalk Patio Policy and a review of Parks and Open Space. These actions will help to achieve Goals 1, 2 and 3

DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

CATALYST PROJECTS

Catalyst projects are transformational ideas for downtown to demonstrate City commitment, reinforce the community vision and stimulate future investment. These are "big ideas" that require further analysis including engineered design and costing. Where feasible their implementation will be contingent on future budgets, partnerships, and/or funding opportunities.

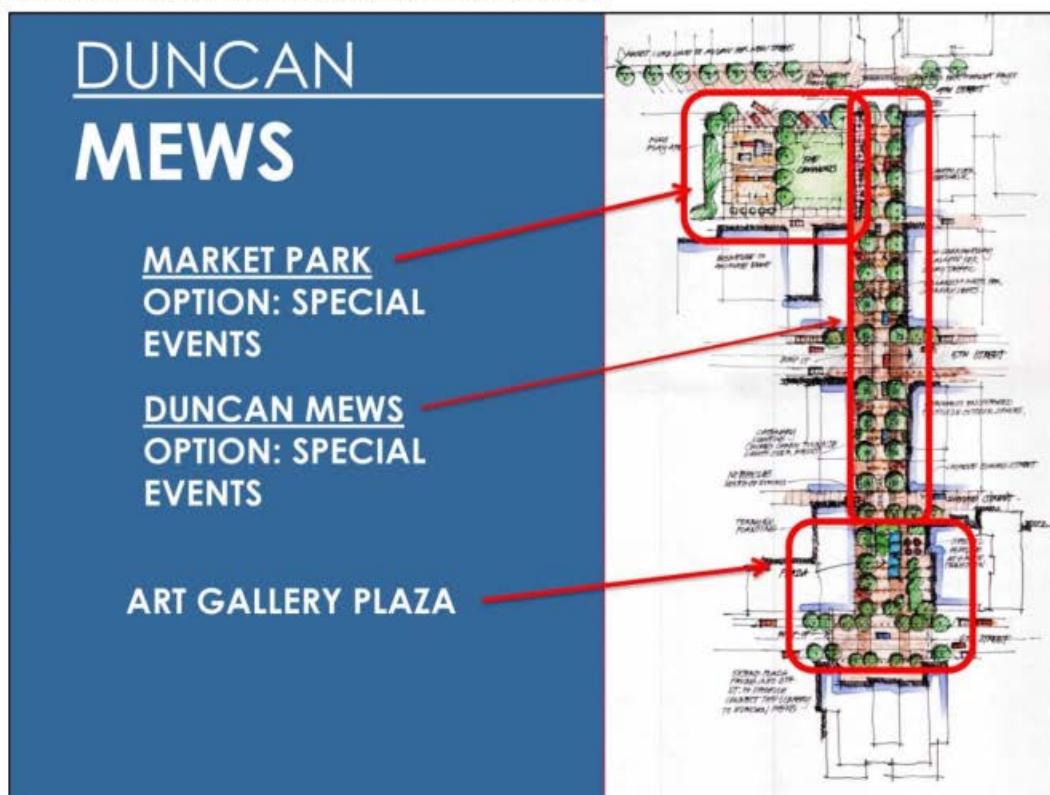
1. Create the Heart – Duncan Commons/Mews

Why is this essential?

Downtown Courtenay does not have an obvious landmark or a central place where special events occur or people can gather regularly. The goal is to create a "Heart" that anchors the downtown for social and cultural events.

What is the project?

Duncan Commons is centred on Duncan Avenue and splits the street into three areas: Art Gallery Plaza between Simms Lane and 6th Street; Duncan Mews between 4th Street and Simms Lane; and a "Market Park" at the corner of Duncan Avenue and 4th Street.



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What will this project do?

The highlight of the project is the "Art Gallery Plaza". It would provide a car-free zone equipped with a landscaped area. Duncan Avenue below the square would be redesigned with wider sidewalk and street trees. This pedestrian friendly north-south corridor within the "Heart of Downtown" would be the new destination of our downtown.

What needs to be considered to make this happen?

- Consultation with stakeholders
- Finalize the concept plan
- Engineering analysis
- Feasibility and cost analysis
- Detail plan
- Budget approval

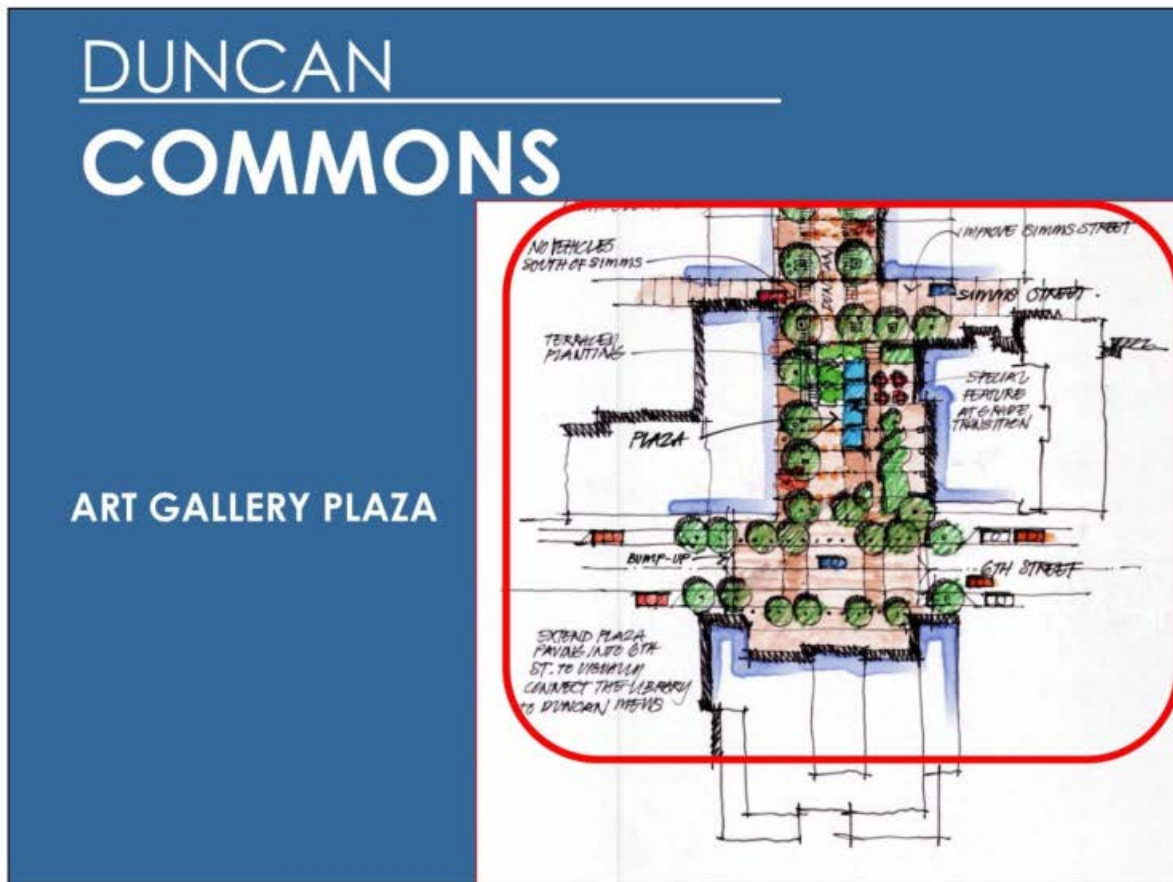


View up Duncan Avenue from 4th Street

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Duncan Commons First

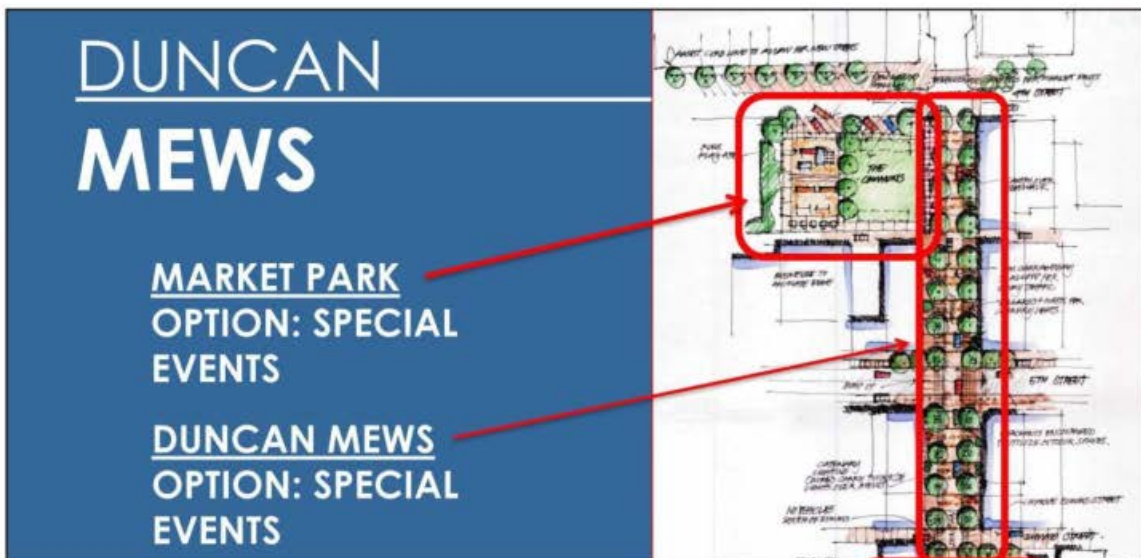
- Prioritizes "Duncan Commons" as one of the social and cultural "hearts" of the Downtown
- Takes advantage of the strategic central location in the heart of the downtown framed by the Library and Art Gallery
- Includes a green lawn flex-use area and kids play space that is tiered with the topography and closed to traffic and still provides a ramp for physically challenged individuals
- Develops a plaza at the south end that spills out into 6th Street and up to the edge of the library
- Provides the staging area for special events
- Considers the provision of a water feature for animation and white sound
- Uses topography changes to create interesting sub-zones
- Extends special treatment into Sims Lane and encourage further unique activities
- Anchors the downtown for social and cultural events with the balance of the block between 6th and 5th Streets easily closed to traffic during special events



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Potential Duncan Mews: The extension of Duncan Commons

- Develops a “Woonerf” (living street) design (pedestrian priority)
- Limits vehicular movement to a 6.0 metre carriageway with one narrow lane each way
- Designs the mews with no curbs or “canted curbs” to define car area
- Adds bollards to define pedestrian and vehicle zones
- Introduces catenary lighting overhead
- Creates pedestrian scale features and furniture
- Adds special low impact lighting and special paving
- Encourages businesses to spill out and use the edges
- Provides spaces for activities - programmed and spontaneous – at different times of the day, month and year
- Introduces extended curbs at crossing intersections
- Adds potential for a “Market Park” at the north end adjoining 4th Street, but due to the priority of parking downtown, this space can remain a parking lot but may be a “flex lot” for use during special events downtown like a large outdoor farmer’s market and food fair.



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2. Establish 4th/5th/6th Street Characters

Why is this essential?

Each street in downtown has a unique history and character, but it is not very well identified. Characterizing these streets would provide a strong sense of place to each street, and potentially to the downtown as a whole.

What is the project?

Formally or informally characterize the designated streets by name or theme. Promote the uniqueness of each street through events or advertisement, signage, art, special event space.

What will this project do?

Provide a strong identity for the streets.

What needs to be considered to make this happen?

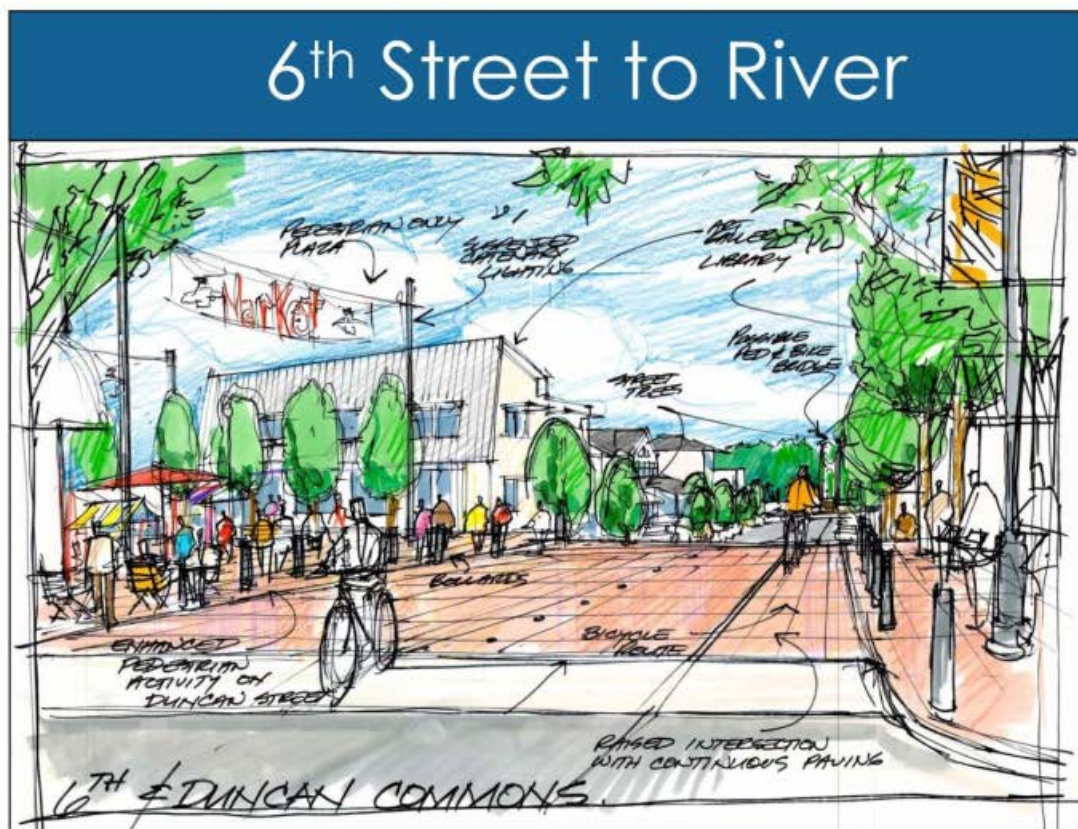
- Consultation with property/ business owners.
- Street specific design guidelines for both public realm and private space.
- Strong community support.



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6th Street: The Green Street

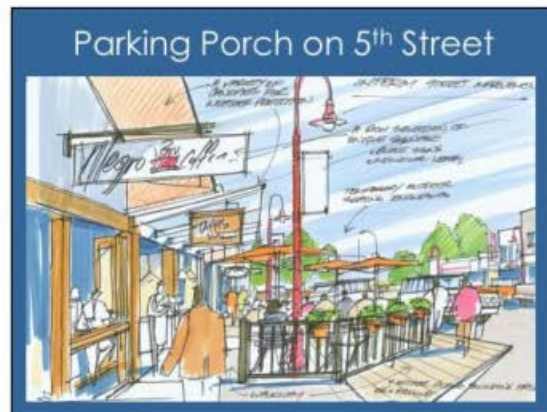
- Connects at the west end with the 5th Street "Complete Street" pilot project (proposed relocation of bike lane from 5th to 6th Street at Harmston Avenue) and the Riverway pathway system at the east end near the Courtenay River
- Connects community services and public spaces (Library and Art Gallery at Duncan Avenue)
- Adds more trees and planting to truly green the street
- Creates a bicycle and walking friendly street with bicycle lanes and bicycle parking
- Adds plenty of seating
- Develops as one of the "Festival" streets with community art etc. at the Duncan Commons intersection (see below)



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5th Street: The Shopping Street

- Create additional space for outdoor dining and product display (see image of potential "parking porch")
- Adds unique seating groups for meetings and casual encounters
- Encourages special signage enhancements
- Increase street trees in flush grates-(no raised planters)
- Introduce continuous special paving between sidewalk and parking aisle
- Expand sidewalk space (no curb or rolled curb)
- Removes mid-block crossings
- Explore opportunity for "pop-up" shops to fill empty store fronts.



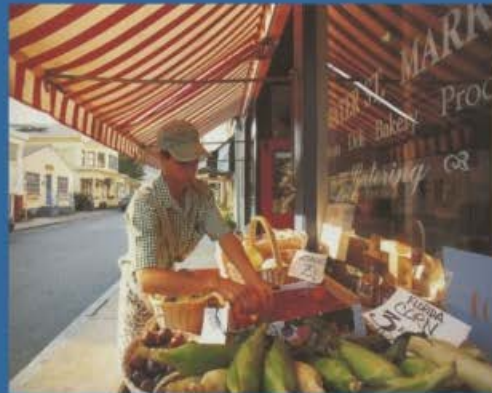
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4th Street: The Market Street

- Encourages small food retailers
- Creates wider sidewalks for product display
- Encourages adjustable awnings for weather protection
- Provides option to be closed off for food festivals
- Celebrates the Comox Valley's food focus (banners etc.)
- Explore opportunity for "pop-up" shops to fill empty store fronts.



4th Market Street



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3. Pedestrian connection to, along and across the River

Why is this essential?

Lewis Park and Simms Park are great community assets that attract a number of visitors and hosts many community events. There is a distinct disconnect however between downtown, the River and Parks. Similarly, the cycling and pedestrian connection north and south of the 5th Street Bridge along the Riverway is a challenge.

What is the project?

Complete the Riverway Pathway north of the 5th Street Bridge; Strengthen the link between the downtown and river at 4th Street; Improve pedestrian/cycling access across the river.



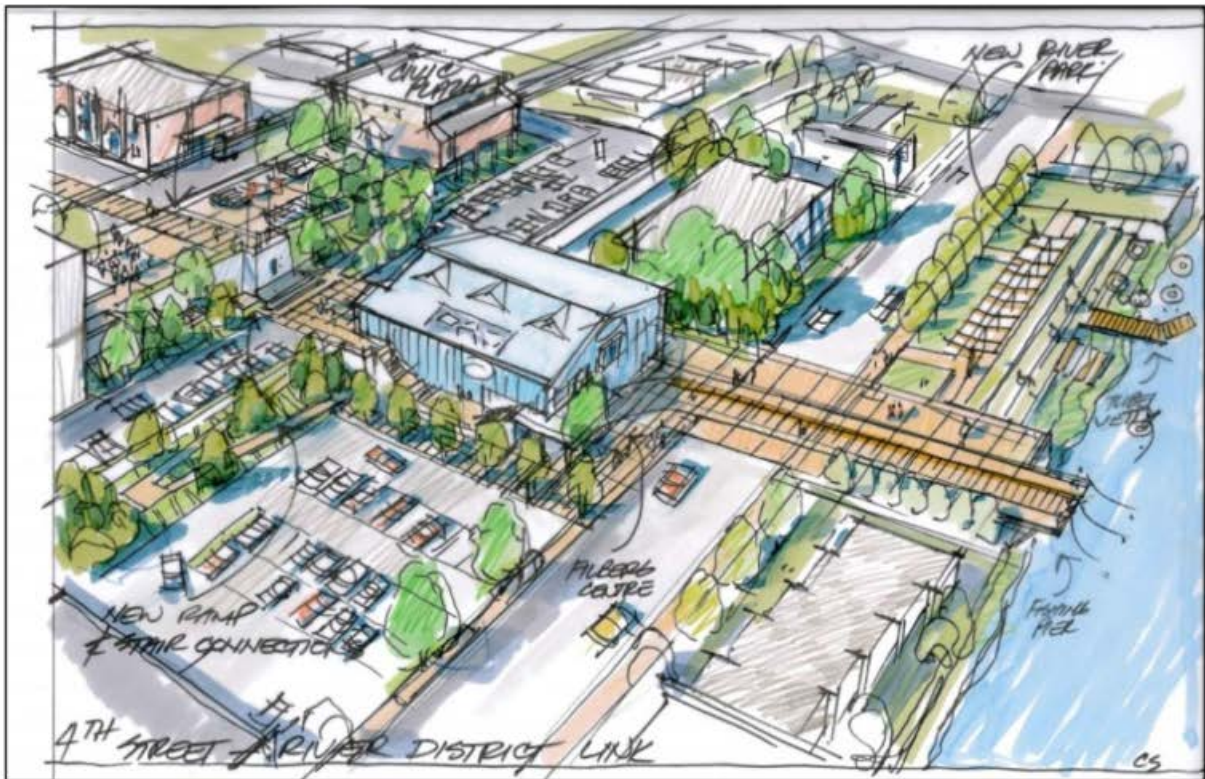
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What will this project do?

- Revitalize riverfront area
- Establish better connectivity
- Create a new riverfront precinct
- Attract people toward natural zone
- Provide visual and physical connection

What needs to be considered to make this happen?

- Consultation with stakeholders
- Finalize the concept plan and location
- Engineering analysis
- Feasibility and cost analysis
- Detail plan
- Budget approval



DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

4. Riverfront district between 5th and 6th

Why is this essential?

The Courtenay River is an important community asset with historical significance having cultural importance to the Pentlatch and K'omoks First Nation, heritage value as an industrial site that helped downtown grow, social value as a recreational corridor running through the City and ecological value as aquatic habitat for many species. As Downtown grew this asset became increasingly disconnected. Improving connection to the river was a common theme during consultation and redevelopment of this block is seen as an opportunity to revive and activate the river connection.

What is the project?

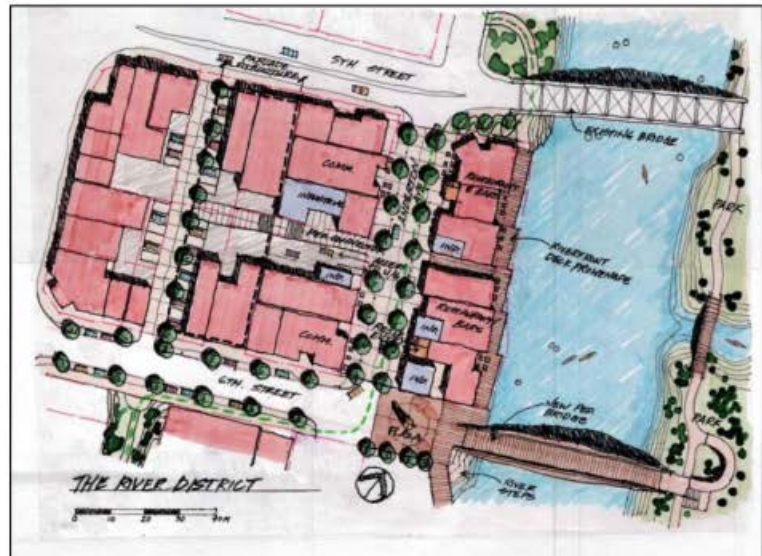
Provide a destination riverfront district with eco-tourism theme.
Provide public riverfront edge
Create an incremental 'ad-hoc' artisan/industrial character.
Transform Anderton Avenue into a distinct industrial character street.

Proposed Uses: Restaurants, bars, hospitality, boutique hotel, live-work lofts, and commercial

Height: 3-4 storeys (stepped)

Parking: Remote parkade (uphill) street parking on 6th and uphill laneway

Density: 1.5-2.0 FSR

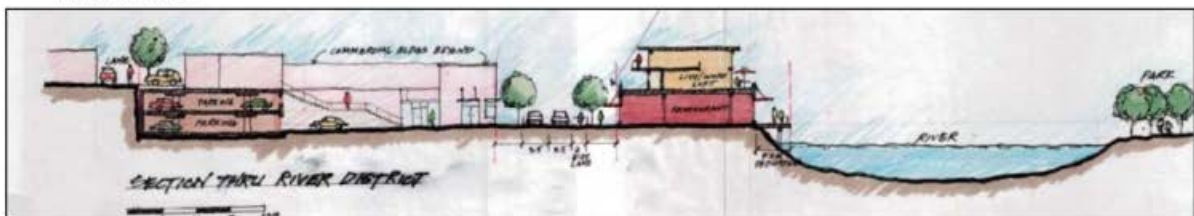


What will this project do?

- Revitalize riverfront area
- Establish better connectivity
- Create a new riverfront precinct
- Attract people toward natural zone

What needs to be considered to make this happen?

- Consultation with property owners and stakeholders
- Develop design guidelines and zoning
- Engineering analysis
- Detail plan
- Marketing of concept



DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

5. Infill Housing

Why is this essential?

Currently the choice for downtown living is limited. More people living in the greater downtown area will provide more housing choice in the community and support downtown businesses by creating energy and business opportunities outside daytime hours. Redevelopment of vacant and underutilized lots to add density in varying housing typologies will create a thriving and stable downtown.

What is the project?

Explore zoning, incentive programs, design guidelines and housing forms that make use of underutilized properties.

What will this project do?

Provide a range of housing option for future downtown residents making use of existing infrastructure and provide a catalyst for future development.



What needs to be considered to make this happen?

- Develop an incentive program that assists residential development.
- Review and re-evaluate the current zoning and Development Permit Guidelines.
- Develop site specific design guidelines for key development sites.
- Explore financial feasibility of development options.
- Permit process assistance/prioritization.

DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

KEY RE-DEVELOPMENT SITES

The following concepts explore suggested uses, densities and housing forms that will assist in filling the housing gap downtown. This section is not intended to imply that these are the only development opportunities in the Greater Downtown Area; rather they are used as representative underdeveloped sites. While the concepts take into account the surrounding land uses, building heights and forms, they are not intended to dictate the only options available. They do however provide guidance on acceptable forms of development and provide the basis to begin detailed site analysis and guidelines.

1. Palace Theatre Site

Concept:

Preserve 1 storey commercial character/massing of 5th Street.

Develop modest scale stepped massing

Optimizes prime corner site for public space

Introduces new housing typologies to core (live-work, small affordable rental) to attract young people.

Proposed Uses:

Live-work lofts, affordable rental units, commercial or public use at grade

No. of Units:

16 Residential units over 3-5 commercial retail units

Height:

3 storeys (stepped above level 1)

Parking:

1-1.5 layers of underground parking (suggest parking relaxations for small sites in downtown core)

Density:

1.7 FSR

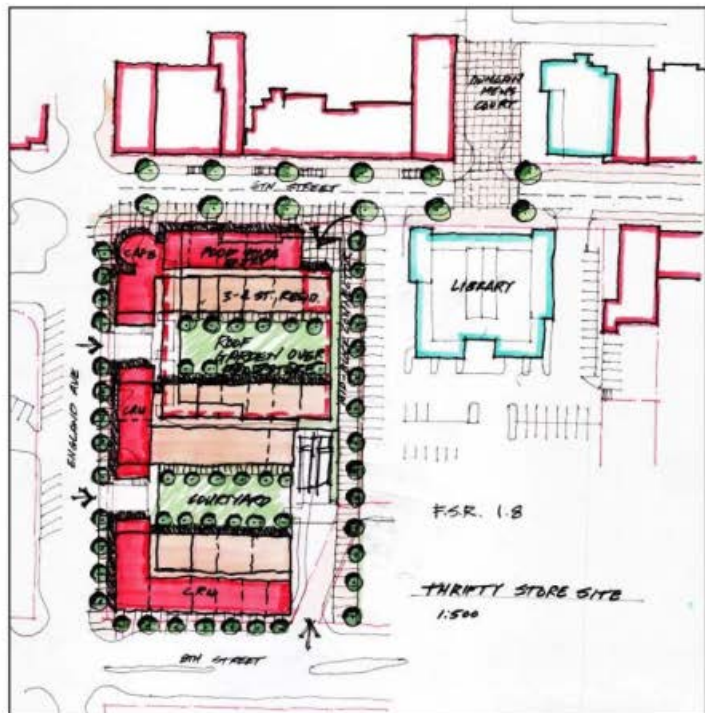


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2. Thrifty's Site Redevelopment

Concept:

- Preserves the potential for a large food store anchor to be incorporated into a new mixed-use development
- Enhances 6th Street as 'green street' (bike lane, wider sidewalk, street trees etc)
- Introduces 'mid-block pedestrian connector' along current on-site laneway
- Breaks down 'super-block' into smaller mixed-use wings separated by courtyards
- Creates a commercial 'street wall' defining the edges of 6th Street, 8th Street, and England Avenue
- Reinforces Duncan Commons and Library forecourt with pocket plaza (on 6th Street) for entry to food store
- Steps massing between 1st and 2nd level, and at top floor of residential wings

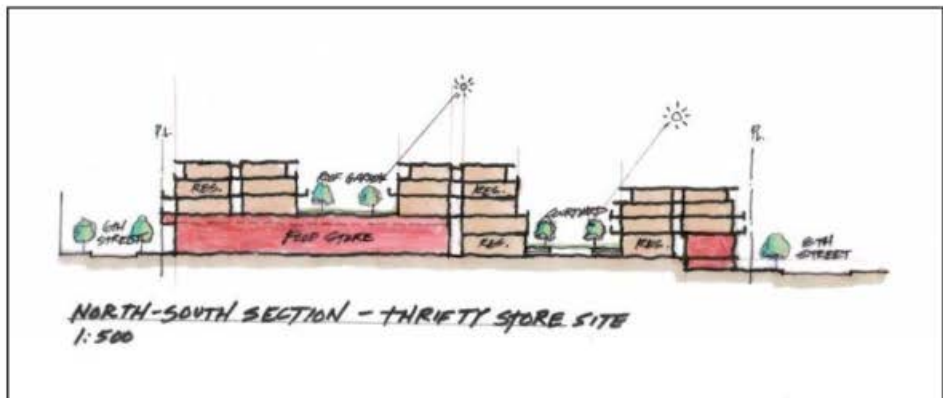


Proposed Uses:

Major food store, affordable rental housing or small strata units, commercial retail along streets

Height:

4-5 storeys (stepped)



Parking:

1.5-2 levels of commercial/residential parking. Maintain curbside street parking

Density:

2.0-2.5 FSR

DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

3. 14th Street and England Avenue

Concept:

- Explores an 'aging-in-place' seniors housing complex for the site
- Offers a variety of independent to assisted living options for seniors
- Incorporates a small leisure park for seniors, children and surrounding residents
- Maintains a strong pedestrian connector between seniors complex and adjacent commercial village
- Strengthens Cliffe Avenue with commercial uses and street wall frontage (or seniors amenity spaces)
- Breaks down the large bulk massing of seniors building into smaller stepped wings
- Uses ground-oriented independent seniors duplexes to transition scale between existing single-family development and senior's housing

Proposed Uses: Independent living duplexes, assisted living seniors units, variety of seniors amenity spaces, leisure park, commercial uses along Cliffe Ave.

Height:

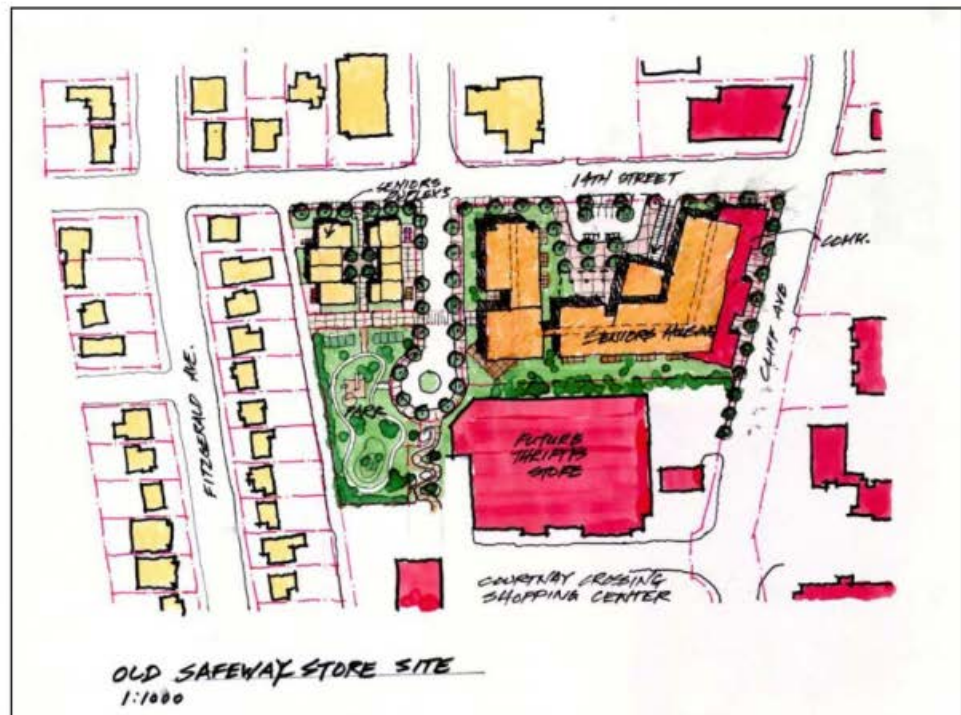
4 storeys
(stepped)

Parking:

1 level of
underground
parking.

Density:

2.0-2.25 FSR



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4. Kilpatrick and 5th St Redevelopment

Concept:

- Explores small detached 'cluster courtyard housing' typology to broaden housing choice
- Emphasizes on small ground oriented homes to relate to existing scale of neighbourhood
- Introduces small laneway rental homes to enliven and pedestrianize the lane
- Preserves the large mature trees within the site
- Provides for a more clustered housing typology through shared courtyards, auto-court, and lane homes
- Enhances streets and lane with patios, landscaping, street trees, sidewalks etc

Proposed Uses: detached cluster homes, laneway rental homes (studio & 1 bedroom)

Height:

2 storeys

Parking:

1 car per home surface parking carports off lane and street

Density:

0.6-0.7 FSR



DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

TOOLS AND STRATEGIES

The following section outlines specific tools and strategies that are required to achieve the goals of downtown revitalization. These are the **actions** that will be undertaken over the next few years. As outlined in the introduction this is a living document. While timelines are associated with each activity it is recognized that some tasks may be completed sooner than anticipated and others may take longer. Wherever possible, opportunities to leverage the work of other internal or external projects will be utilized.

Revitalization Tools and Strategies to Achieve Goal 1:

Organize for Success

Effective leadership and sufficient capacity is critical to achieve goals and objectives for future success in the Downtown. To this end, it is important to keep Downtown at the front of mind and engage City staff, businesses, the development sector and general community to create partnerships for positive change. The following table outlines the actions that will be undertaken to organize for success.

Action	Desired Outcome	Who	Time
1. Establish Internal Downtown Working Group	<ul style="list-style-type: none"> Develop an internal working group to ensure the Downtown projects are coordinated and take advantage of shared funding opportunities Evaluate Projects and make recommendations to Council 	<ul style="list-style-type: none"> Planning Engineering Public Works Recreation & Culture 	2016
2. Downtown Revitalization Task Force	<ul style="list-style-type: none"> Joint working group to shepherd implementation of Downtown Actions Make recommendations on projects Coordinate on-going public and stakeholder involvement in plan implementation 	<ul style="list-style-type: none"> City DCBIA Chamber of Commerce Property Owners Members at Large 	2016
3. Establish a Revitalization Tax Exemption Bylaw	<ul style="list-style-type: none"> Stimulate downtown development projects 	<ul style="list-style-type: none"> City 	2016
4. Develop Downtown Development Brochure	<ul style="list-style-type: none"> Create a brochure to promote downtown revitalization opportunities Outline Development Processes/Requirements 	<ul style="list-style-type: none"> Planning Communications 	2017
5. Develop a Communication Strategy	<ul style="list-style-type: none"> Website for Downtown Branding Shared Event Schedule 	<ul style="list-style-type: none"> CVEDS Communications 	2017

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Partnership (2016)

Creating working groups will be a key first step to begin the collaborative work of downtown revitalization. Two leadership groups will be formed to guide the process. First, an internal working group will be created to ensure coordination of City projects and leverage funding opportunities that benefit multiple projects and services. For instance, above ground aesthetic improvements may benefit from funding to upgrade underground services.



Secondly, there will be a broader task force that includes City staff in addition to stakeholder and community members. The goal of this task force will be to shepherd the implementation of the downtown actions outlined in this plan, make recommendations on projects, and coordinate both project specific sub committees and on-going public and stakeholder involvement.

Recognizing the importance of downtown coordination, the City will add the downtown portfolio to a single staff person to act as a leader and liaison with the working groups, developers, and stakeholders generally.

Financial Investment (2016)

Investment in downtown can take many forms and it is important that all options are explored as the City and Community organize for success. Specific actions related to financial investment that will be undertaken include the adoption of a revitalization tax incentive bylaw and the creation of a façade improvement grant program by the City. Additionally, the City will explore the feasibility of reducing fees and development cost charges for downtown development and fast-tracking development proposals downtown.

As catalyst projects proceed through detailed design and cost analysis the City will explore all options for funding their construction which will include seeking grants, use of gaming funds, developer amenity contributions and annual budgeting.

Communication/Marketing (2017)

While many actions are necessary to facilitate revitalization these actions and the opportunities they create must be well communicated. Accordingly, the City will work with the Comox Valley Economic Development Society to attract new investment downtown. This will involve branding the downtown and the creation of a downtown development brochure to outline the development opportunities and clearly communicate the development process and application requirements. These actions will be combined with a new website for "one stop" access to downtown information as part of a communication strategy.

DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

Revitalization Tools and Strategies to Achieve Goal 2:

Establish Downtown as the Community's Heart

Downtown will be the 'Heart' of the community where social and cultural events are grounded. Downtown will have an explicit emphasis on public gathering places, beauty, views, practical wayfinding, and be of a pedestrian scale. Downtown will feel like it is designed with people's comfort and enjoyment first so as to attract all members of the community.

Action	Desired Outcome	Who	Time
1. Duncan Commons Working Group	<ul style="list-style-type: none"> Develop detailed design Art Gallery Plaza First Duncan Mews Next Seek Grant/Partnership Opportunities 	<ul style="list-style-type: none"> Subset of Downtown Revitalization Task Force Planning 	2016
2. Parks/Open Space Review	<ul style="list-style-type: none"> Explore and identify opportunities to increase park space – seating areas, play park 	<ul style="list-style-type: none"> Recreation and Culture Planning 	2017
3. Special Event Coordination	<ul style="list-style-type: none"> Work with business community to understand impacts of special events on their success Create a special event program that is sensitive to impacts to business Appoint a special event champion Coordinate Event Scheduling Coordinate Event Permitting 	<ul style="list-style-type: none"> DCBIA City 	2017
4. Public Realm Design Guidelines	Create standard design direction for public realm improvements including: <ul style="list-style-type: none"> Street Design Street Furniture Parks Event Space Landscape 	<ul style="list-style-type: none"> Planning Engineering Public Works Community 	2017
5. Business Attraction/Retention Strategy	<ul style="list-style-type: none"> Strategy to attract new businesses and retain existing ones in the Greater Downtown Attract businesses that fit street themes 	<ul style="list-style-type: none"> CVEDS DCBIA Chamber of Commerce Property Owners 	2017
6. Explore Design Options for 4 th , 5 th and 6 th Street	<ul style="list-style-type: none"> Work with urban design team to develop guidelines for core streets to achieve desired character 4th Street – Market Street 5th Street – Shopping Street 6th Street – Green Street 	<ul style="list-style-type: none"> Planning DCBIA Community 	2018
7. Heritage Protection	<ul style="list-style-type: none"> Identify buildings of historical significance and develop policies to protect them Ensure the historic "main street" feel is retained. 	<ul style="list-style-type: none"> Heritage Advisory Committee Planning Community 	2016-2017

Gathering Places (2016/2017)

The planning process clearly identified the need to create a central gathering place or heart of downtown. Much interest surrounded the concept of an event space in front of the Art Gallery on

DOWNTOWN COURTENAY PLAYBOOK: A PARTNERSHIP ACTION PLAN

Duncan Avenue. The Duncan Commons concept was initiated by the business owners in the immediate area and has been supported by the Downtown Courtenay Business Improvement Association. While this grassroots group has done preliminary work and a concept design is included in the Catalyst Projects section above, further detailed analysis is required to examine the engineering, traffic, business and budgetary implications of creating this space.

To undertake this further analysis a working group will be formed to investigate the feasibility of "Duncan Commons" including the Art Gallery Plaza and the broader "Duncan Mews". It is anticipated this group will be a subset of the Downtown Revitalization Task Force and should include City staff, business owners, DCBIA representation and members at large.

In addition to the Duncan Commons project the consultation process also identified a desire to create more park space downtown. Through the Parks Mater Planning process undertaken by the Recreation and Culture Department the City will explore opportunities to create a play park downtown or increase passive park spaces. Opportunities may include conversion of existing City owned properties or partnership with private or other public agencies such as the Court House lawn area.

Special Events Coordination (early 2017)

For Downtown to remain the heart of special events it is important that they are coordinated and consistent. A special event coordinator will be appointed to ensure that the impacts of these events on local business is well understood, that the events are scheduled to increase vibrancy and are sensitive to business concerns, and to coordinate permitting with the City.



Public Realm Design Guidelines (2017)

Creating a standard design direction for the public realm should set downtown apart from other areas of the City. Development of these guidelines will take into consideration street design, street furniture, public art, signage, lane design, and landscaping.

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Business Attraction/Retention (2017)

During the consultation process it was identified that some existing business owners were nearing retirement and there were no definitive succession plans in place for the businesses to carry on or allow for a coordinated turn over in retail space. Building on the work of CVEDS, the development of a Business Attraction and Retention strategy to actively pursue businesses that will fill the gaps will reduce vacancies. In addition, the strategy will examine ways to help existing business remain profitable as a key economic driver of downtown. Furthermore the strategy will examine and recommend regulatory changes to policies that may create barriers to downtown business.

Heritage (2017)

Downtown Courtenay is the historic retail core of the city and 5th Street is identified in the City's Heritage Register. To ensure the historic open air, "main street" shopping experience highlighted by the pedestrian relationship of store fronts to the street and sidewalk remain, further heritage inventory and protection policies will be explored. Heritage values will continue to be celebrated in the public realm design guidelines and in public art.



View up 5th Street from Anderton Street

Design Option for 4th, 5th and 6th Streets (2018)

Further work to explore design option for the core downtown streets will take place with the goal of creating the following themes: 4th Street as a Market Street; 5th Street as a Shopping Street; and 6th Street as a Green Street. Each street will have a distinct character and every attempt will be made to direct businesses to organize by these themes. To improve the pedestrian realm of 5th Street consideration will be given to expanding the sidewalk into the existing parking areas to reduce the car dominance and make a more pleasant pedestrian realm.

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Revitalization Tools and Strategies to Achieve Goal 3:

Encourage More Downtown Residents

A range of housing choices are provided throughout the Greater Downtown Area to encourage more people to live downtown. Higher density housing or mixed use developments are strongly encouraged.

Action	Desired Outcome	Who	Time
Infill Housing Study	<ul style="list-style-type: none"> Review zoning and policy related to housing options in the Greater Downtown Area Ensure infill development considers neighbourhood amenity needs Ensure infill development is of high quality design and fits with surrounding context 	<ul style="list-style-type: none"> Planning Community 	2016-2017
Incentive Program	<ul style="list-style-type: none"> Explore programs to encourage development of new residential units in Greater Downtown including: <ul style="list-style-type: none"> Reduced fees; Reduced taxes; Reduced permit processing times; Partnerships 	<ul style="list-style-type: none"> Planning 	2016

Infill Housing Study (2016-2017)

Housing in the Greater Downtown area is generally characterized by low density single family development. The Greater Downtown has recently seen limited infill including new homes, secondary residences and small multi-family projects. Consistent with the Regional Growth Strategy goal to infill Municipal Areas, further study of zoning, development guidelines and processes will be undertaken to examine opportunities to add residential density downtown. Urban design should promote high quality and context specific design that will encourage further private investment downtown.



Infill Housing Incentive Program (2016)

To parallel the infill housing study the City will explore opportunities for incentive programs that will encourage the development of more residential units downtown. These may include tax incentives, reduced development cost charges and fees, fast tracking applications, and partnerships to develop City owned properties.

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Revitalization Tools and Strategies to Achieve Goal 4:

Make It Easier to Get to and Be Downtown

Making it easier for people to get to, park in and move around downtown by improving connections, wayfinding features, renewed streetscapes, and landmarks will strengthen the long term viability of Downtown Courtenay.

Action	Desired Outcome	Who	Time
Downtown Parking Analysis	<ul style="list-style-type: none"> Review existing quantity, location and type of parking available Downtown 	<ul style="list-style-type: none"> Planning Engineering Consultant 	2016
Establish a Transit Hub	<ul style="list-style-type: none"> Review opportunities for a Transit Hub and ensure it remains downtown 	<ul style="list-style-type: none"> CVRD City BC Transit 	2016-
Sidewalk Patio Policy	<ul style="list-style-type: none"> Build on the pilot program to develop formal policy including design guidelines Improve permitting process 	<ul style="list-style-type: none"> Planning 	2017
5 th Street Complete Street Pilot Project	<ul style="list-style-type: none"> Complete and construct pilot project as a gateway to downtown 	<ul style="list-style-type: none"> Engineering 	2017-2018
Traffic Master Plan	<ul style="list-style-type: none"> Review existing traffic network for limitations and opportunities Explore impacts of proposed public and private development projects on network Develop multi-modal plan for routes to and in downtown to ensure efficient connections and movements for all modes of transportation 	<ul style="list-style-type: none"> Engineering Planning Public Works 	2017 - 2018
Wayfinding Strategy	<ul style="list-style-type: none"> Develop wayfinding signage that directs people to and around downtown. 	<ul style="list-style-type: none"> Planning Public Works Recreation and Culture 	2017

Parking Analysis (2016)

Throughout the engagement process anytime there was a discussion about parking two polar opinions emerged. While some claim parking is at an absolute premium others feel there is ample parking downtown. To gain an understanding of this issue the City will undertake a parking analysis to determine the existing quantity, location and type of parking available downtown. This will inform decision making around revitalization concepts that propose to reduce parking counts. Additionally, it will identify opportunities to ensure parking is sufficient, convenient, and well signed.

Transit (2016-2017)

Transit service is currently provided to downtown with an exchange located on Cliffe Avenue between 3rd and 4th Streets next to the museum. The service is outgrowing its needs at this location and a new exchange is required. Retaining the exchange in the downtown core is critical to a connected

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downtown. The City will work with BC Transit and the Regional District through the Frequent Transit Network study to identify an appropriate hub downtown.

Sidewalk Patio Policy (2017)

The City issued six permits for sidewalk patios in 2016, 3 of those are in operation. Those associated with liquor services have been delayed by Provincial liquor licensing approvals. Those not requiring liquor licensing have been put into use. In 2017 the city will review this policy to improve the permitting process, examine conflicts with provincial liquor control standards and review the design guidelines. Sidewalk Patios are encouraged as a way to activate the street.

5th Street Complete Street Pilot Project (2017-2018)

In 2016 the City was awarded \$3.253 million in Federal Gas Tax funding to undertake street redesign that will replace underground utilities, enhance walking and cycling facilities and improve storm water infrastructures and the streetscape with new street trees and vegetation. This project will be completed in 2018.

Traffic Master Plan (2017-2018)

Traffic networks into and out of downtown should be efficient. A number of proposed projects will require consideration of traffic volumes and patterns to ensure unanticipated delays aren't created. Sidewalk connectivity and widths will be explored. Key intersections in need of improvement will be identified to improve pedestrian and cycling safety. This project will follow the overall City Traffic Master Plan to examine the downtown area more specifically.

Wayfinding (2017-2018)

Improving wayfinding signage that both directs people to downtown from key gateway locations and makes it easy to navigate downtown is critical. Working with the DCBIA, the City will develop a wayfinding strategy that includes thematic branding to make downtown stand out in the community. In conjunction with the goal to improve connections across the river wayfinding signage will be included in Simms and Lewis Park.

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Revitalization Tools and Strategies to Achieve Goal 5:

Celebrate and Connect to the Rivers

The proximity to the natural environment and recreation opportunities within the Greater Downtown Area are valued. Improved connections to the parks across the Courtenay River and the greenway will add value to future downtown revitalization.

Action	Desired Outcome	Who	Time
River Crossing	<ul style="list-style-type: none"> • Explore opportunities to provide improved pedestrian and cycling connections across the river at 4th, 5th or 6th Streets in connection with a Greenway Plan • Review cost implications of each option • Make recommendations 	<ul style="list-style-type: none"> • Engineering • Recreation and Culture • Planning • 6th Street Bridge Steering Committee 	2017-2018
River Greenways	<ul style="list-style-type: none"> • Improve connections to existing Condensory trail along Anderton Road • Explore opportunity to connect across Puntledge River and out to One Spot Trail • Explore opportunity to create connection along Puntledge River to Rotary Rail with Trail • Work in connection with Greenway Plan 	<ul style="list-style-type: none"> • Recreation and Culture • Planning • K’omoks First Nation • Community 	2017-2018
Riverfront District	<ul style="list-style-type: none"> • Create a new Riverfront District • Develop design guidelines to inform redevelopment of lands between 5th and 6th Streets below Cliffe 	<ul style="list-style-type: none"> • Planning • Engineering • Design Consultant • Community 	2018-
4 th Street to River Connection	<ul style="list-style-type: none"> • Explore design concept to improve pedestrian connections from 4th Street to the river • Connect through City lands at Filberg Centre to Anderton Park • Improve Anderton Park access to River 	<ul style="list-style-type: none"> • Planning • Recreation and Culture • Design Consultant • Engineering • Community 	2018 -

River Crossing (2018)

A common theme heard during the consultation process was the need to activate the river through improved access to it, along it, and across it. Improved pedestrian and cycling connections across the river to Simms and Lewis Park will create the opportunity to draw park users downtown. The City will further explore a river crossing at 6th street with the 6th



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Street Bridge Steering Committee. Additionally, river crossings will be considered at 4th or 5th Street.

River Greenway (2018)

Gaps have been identified in the greenway network downtown. Identified opportunities to improve the network include connecting the Riverway trail across 5th Street to Anderton Avenue and along the river to the Condensory Trail. Further connections to the Rotary Rail with Trail will be explored both along the Puntledge River and within the Greater Downtown area. This project will be completed through the Parks Master Planning Process.



Riverfront District (2018-)

The Riverfront District is identified as the area generally between the Courtenay River and Cliffe Avenue. The area offers opportunity to improve access to the river and make the riverfront active. Ideas expressed during consultation included residential development, eco-tourism, and restaurant opportunities that connect people to the river. Further discussion and design work needs to explore floodplain, environmental and aesthetic values of this area to ensure high quality future development. Area specific development permit guidelines will be considered.

4th Street to River Connection (2018-)

The topography below Cliffe Avenue created the need for terracing of development between the river and the street. This terracing has resulted in large retaining walls creating a physical barrier to the river making pedestrian connects from the cenotaph area at 4th Street to Anderton Park challenging. This concept considers option to improve the connection and give greater access to the river. Design improvements to the entry of the Filberg Centre from the upper parking lot will be considered.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Amethyst House - Use of Gaming Funds

File No.: 1890-20
Date: September 6, 2016

PURPOSE:

The purpose of this report is to request authorization from City Council to use Gaming Funds for the payment of property taxes for Amethyst House.

EXECUTIVE SUMMARY:

Council will recall that at the July 18th, 2016 Regular Council meeting the 2017 Permissive Tax Exemptions were approved. At this meeting, Council also requested that staff review the Gaming Funds policy to determine whether those funds could be used to cover the balance of the 2017 property taxes that were not approved for Amethyst House under the Permissive Tax Exemptions Bylaw.

This report addresses this request and notes the potential cost.

CAO RECOMMENDATIONS:

That based on the September 6, 2016 staff report "Amethyst House – Utilization of Gaming Funds", Council approve Option 1 to use Gaming Funds to cover the remaining 60% of 2017 property taxes for Amethyst House as presented in the attached documentation.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Over the past year, Council has received numerous requests for funding from various organizations, with the potential source of funding being Gaming Funds. Policies regarding the funding for organizations requesting assistance from Council using Gaming Funds are currently being reviewed. Staff is preparing a report on the utilization of Gaming Funds for the provision of grants, subsidies and affordable housing funding to entities within the City and Comox Valley. The use of Gaming Funds for Amethyst House would normally fall within the parameters of the upcoming report.

In the past, City Council has used Gaming funds in the following six categories:

1. Support of Downtown Arts and Culture
2. Council Initiatives and Projects
3. Public Safety/Security
4. Social/Societal Initiatives
5. Infrastructure Works
6. Green Capital Projects/Innovation.

Council, at their July 18th, 2016 meeting approved a 40% permissive tax exemption for Amethyst House located at 280 – 2nd Street, on the basis of Section 5 of the City’s Permissive Property Tax Exemption policy. Amethyst House offers a substance free home environment for women over the age of 18. Prior to the development of the City’s Permissive Tax Policy, a facility offering similar services as Amethyst House but operating for men, was granted a 100% property tax exemption. From an equity perspective, staff was asked to investigate the provision of an equivalent tax break for Amethyst House, similar to what occurred in 2015.

DISCUSSION:

The Permissive Tax Exemption program has a deadline of October 31. Since Council wishes to treat Amethyst House in the same manner as a facility offering similar services for men, Staff are recommending that Council use the Gaming Funds under the category of ‘Council Initiatives and Projects’ to provide the additional funding to cover the remaining 60% value of taxes not covered by the Permissive Tax Exemption. This category has been used to provide funding for the Purple Ribbon Campaign, bus shelters, and other Council initiatives. Amethyst House provides services that have similar qualities to the Purple Ribbon campaign which would make it a good fit for this particular Gaming Funds category.

FINANCIAL IMPLICATIONS:

The 2017 estimated property taxes for Amethyst House totalled \$3,984. With the recommended 2017 permissive tax exemption, Amethyst House will receive a total of \$1,591 exemption, which leaves a difference of \$2,393. Using Gaming Funds will negate any impact on the overall property tax burden of Courtenay residents; however as Council is aware, Gaming Funds is a finite resource.

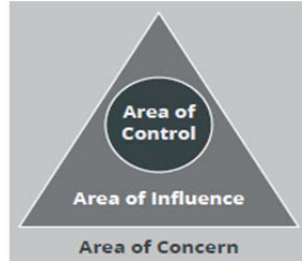
ADMINISTRATIVE IMPLICATIONS:

There is minimal impact to staff for the processing of this request (approximately 2 hours).

STRATEGIC PLAN REFERENCE:

We support diversity in housing and reasoned land use planning

- Support densification aligned with community input and regional growth strategy
- Assess how city-owned lands can support our strategic land acquisitions and disposals
- ▲ Support initiatives and incentives to encourage lower cost housing
- Proactively pursue housing diversity and advocate for senior government support



- **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 outside Council's jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

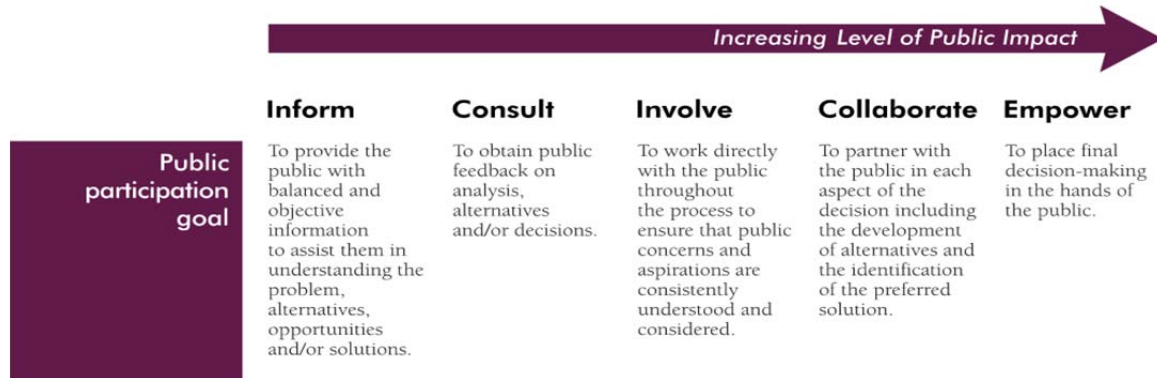
REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Staff would inform through adoption of policy based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



OPTIONS:

Option 1: Council approve the use of Gaming Funds to cover the remaining 60% of 2017 property taxes for Amethyst House.

Option 2: Gaming Funds not be used to cover the remaining 60% of 2017 property taxes for Amethyst House.

Option 3: Council use the Gaming Funds and provide a different percentage than that noted in the above report.

Prepared by:

Annie Bérard

Annie Bérard, CPA, MBA
 Financial Analyst

Concurrence:

Brian Parschauer

Brian Parschauer, BA, CPA, CMA
 Director of Financial Services

From: Doug Hillian [mailto:dhillian59@shaw.ca]
Sent: August-07-16 5:53 PM
To: Allen, David; Ward, John
Subject: Fw: Letter to support invitation to Ottawa

Original Message -----

From: Donna
To: bcelders@telus.net
Sent: Tuesday, August 02, 2016 11:47 AM
Subject: Letter to support invitation to Ottawa

Dear Mayor and Council of the City of Campbell River, thank you very much for your letter of support for this most important invitation, this message below is being sent to the 3 City Councils mentioned and in the interest of free flowing information, it is being sent to all of you even though yours has already been gratefully received.

ATTENTION: Mayors and Councils of the Cities of Comox, Courtenay, and Cumberland

I did request a letter of support for our bid for this event listed below, but no response came from your City. Perhaps 1 month was not long enough to process our request, but I am approaching you today with a request that you join us, and the City and Campbell River, in supporting an invitation to the Prime Minister and Justice Minister and Attorney General of Canada to attend our event next July 2017. Please find attached the correspondence from the City of Campbell River by way of a template of sorts as our invitation is not quite finalized. Sincerely, Donna Stirling

41ST ANNUAL BC ELDERS GATHERING 2017 CONTACT INFORMATION:

Donna Stirling,
BCECCS Coordinator,
BC Elders Council Secretary,
Publisher, Elders Voice

Coordinator, 41st Annual BC Elders Gathering,
Gathering Dates: July 11-13, 2017
Location: Campbell River, BC
Site: The Strathcona Gardens Recreation Complex

Our contact information:
BC Elders Communication Center Society/BC Elders Council
1415 Weiwaikum Rd.
Campbell River, BC
V9W 5W9
Phone: 250-286-9977
Fax: 250-286-4809
Toll free (for elders): 1-877-738-7288
Email: bcelders@telus.net
Website: www.bcelders.com



City of Campbell River
From the Office of the Mayor

July 28, 2016

Donna String
Coordinator, BC Eiders Communicator Center Society
Secretary, BC Eiders Council
1115 Havelock Road
Campbell River BC V9L 5V9

Dear Ms. String:

Re: BCECCS's Bid for Campbell River for 2017

City of Campbell River Council was very pleased to learn of your successful bid to host the 2017 BC Eiders Gathering in Campbell River.

Council supports your bid to host the Right Honourable Justine Trudeau, Prime Minister of Canada and her family, as well as the Honourable Jody Wilson-Raybould, Minister of Justice and Attorney General of Canada, to be part of this celebration.

Hosting the Eiders Gathering in Campbell River provides an opportunity for local citizens to meet and greet the Prime Minister and her family, and allows us the chance to showcase our beautiful community.

We look forward to the Eider gathering bringing people to our community for sport, recreation, education, and social occasions, and wish you every success in setting the event.

Sincerely,

Andy Adams
Mayor



Canadian Cancer Society
Société canadienne du cancer

RECEIVED
AUG 18 2016
/ OF COURTENAY

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11012

August 12, 2016

His Worship, Mayor Jangula of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mayor Jangula and Courtenay Council,

On behalf of the Canadian Cancer Society, BC and Yukon, we are writing to invite the City of Courtenay to endorse the Society's recommendation that the BC government expand the scope of BC's *Tobacco and Vapour Products Control Act* to prohibit use in outdoor public places province-wide. We recommend that the province prohibit smoking and vaping at patios, parks, playgrounds and beaches, and include guidelines for post-secondary campuses.

We know that many BC municipalities are in favour of amendments to provincial tobacco legislation, as evidenced by the 68 communities currently sheltered with municipal or regional district tobacco bylaws, along with Resolution B92, endorsed by UBCM in 2012. Presently, a report is underway to evaluate the successes, issues and costs associated with BC's tobacco bylaws.

More than 1 million British Columbians in 125 communities do not have bylaws that prohibit smoking in outdoor public places. This patchwork contributes to tobacco-related health inequities, across the province, smoking rates in the various health service delivery areas vary from a low of 8.9% to a high of 33.6%. This exposure differential contributes to both health inequities and a larger provincial economic burden. In BC, the annual economic burden attributed to tobacco is \$2 billion.

In addition to protecting citizens from second hand smoke exposure, smoke and vape free outdoor places support people who want to quit smoking and provide positive role modeling for children and youth. A comprehensive provincial policy would help change social norms about tobacco use and provide equitable protection from second hand smoke and vapour. Effective tobacco control measures save lives, financial resources and are vital to protecting the integrity of BC's healthcare system.

The Society believes that preventing half of all cancers is within our grasp and together we can support the vision to stop cancer before it starts. We ask that you send us your endorsement (found on the back side of this letter) to protect the health of your community members, and all British Columbians, by October 31, 2016.

Sincerely,

Megan Kilch
Tobacco Lead
Canadian Cancer Society, BC and Yukon

Jenny Byford
Advocacy Lead
Canadian Cancer Society, BC and Yukon



Endorsement of Smoke and Vape-free Outdoor Public Places in BC

Smoke and vape-free outdoor public places legislation would prohibit smoking and vaping in BC's outdoor public places, including restaurant and bar patios, playgrounds, parks and beaches, with ministry guidelines legislated for post-secondary campuses. "Smoking" would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities.

Our community endorses a requirement in British Columbia for smoke and vape free outdoor public places, as outlined above.

Or

Our community endorses a requirement in British Columbia for smoke and vape-free outdoor public places, as outlined above, but with the following modifications (please list):

Name of Community:

Name of Mayor (or representative):

Title:

Signature:

Date:

Name, phone and email for community contact:

The names of communities that endorse this policy will be shared with the provincial government and may be used in communications with stakeholders and mass communications. Endorsement letters will be received by Megan Klitch, Tobacco Lead, Canadian Cancer Society, BC and Yukon Division, until October 31, 2016 via fax, email or mail.



PREVENT CANCER THROUGH HEALTHY PUBLIC POLICY

Key Facts

- Tobacco is a major health issue that needs the attention of political leaders.
- Almost 70 BC communities and three-quarters of BC's population are sheltered from tobacco modeling and exposure in outdoor public places. More than one million British Columbians remain unprotected.
- The Union of BC Municipalities supports smoke-free outdoor public places.

Rationale for outdoor smoke and vape-free policy

Protection from second-hand smoke

Secondhand smoke is extremely toxic. Studies of particulate matter have shown that in an outdoor setting, second-hand smoke can be as concentrated as in an indoor setting. Children experience greater impacts from second-hand smoke due to their developing immune and respiratory systems. Every year, more than 800 Canadians who don't smoke die from second-hand smoke exposure.

Increase motivation to quit smoking

People who smoke tend to respond to restrictions by cutting back or quitting. The majority (85.7%) of British Columbians do not smoke. Of the minority who do smoke, two-thirds want to quit and are looking for tools to help them. Several studies have shown that when smoking bans have been implemented, smokers have chosen to quit or cut back and that smoke-free patio regulations may help former smokers avoid relapse.

Equitable access to clean air for all British Columbians

To date, 68 communities in BC are sheltered by tobacco bylaws with stronger protections than BC's *Tobacco Control Act*. Approximately three quarters of these communities fall within the Lower Mainland and Southern Vancouver Island. Outside of these boundaries, more than 1 million British Columbians in 125 communities, many of which are rural and remote, remain unprotected from tobacco related exposure and role-modelling.

Recommended bylaws prohibit smoking and vaping:

- on restaurant and bar patios
- on city-managed properties: parks, playgrounds, trails, plazas, beaches, playing fields, recreation facilities and venues
- within a buffer zone of 7.5 metres of the above mentioned, as well as the doors, windows and air intakes of public buildings



Positive role modelling

Tobacco use is started and established primarily during adolescence. Since most smokers start before the age of 18, it is important to model healthy behaviours. Youth who do not see adults smoking or vaping will be less likely to view these as normal social behaviors and, thereby, are less likely to start themselves.

Consistency can improve compliance

With universal provincial policy and broad awareness measures, BC residents and tourists will be more aware of smoking restrictions. Research tells us that when people understand what tobacco restrictions are in place and why they have been implemented, they are more likely to comply, and are also more likely to speak up, encouraging others to comply. Evaluations have found that the fear of compliance issues exceeds the actual number of compliance issues that occur.

Canadian precedent

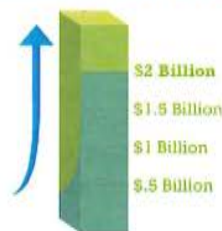
The majority of Canadian provinces and territories ban smoking on bar and restaurant patios and a growing number have recently expanded restrictions to other public outdoor places. Ontario, for example, banned smoking on restaurant/bar patios, playgrounds and sports fields, effective January 1, 2015. Smoking behaviour and exposure to secondhand smoke decreased within the first year of implementation at all affected venues, and compliance was perceived to be moderate to high with variations observed by the type of outdoor venue.

Public Support

A 2013 Angus Reid poll conducted on behalf of the Canadian Cancer Society revealed the following support for smoke-free places policy by British Columbians:

- **Bar and restaurant patios:** 66% of adults and 79% of youth
- **Children’s playgrounds:** 91% of adults and 96% of youth
- **Parks and beaches:** 66% of adults and 80% of youth

Preventable risk factors such as tobacco use and exposure cost \$2 billion per year in BC.



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2858

A bylaw to exempt certain lands and improvements from taxation for the year 2017

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 224 of the *Community Charter*;

NOW THEREFORE the Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "**Tax Exemption 2017 Bylaw No. 2858, 2016**".
2. The following properties are hereby exempt from taxation for land and improvements to the extent indicated for the year 2017:

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
49.000	LOT 41, SECTION 61, CD, PLAN 311	280 – 4 TH STREET	EUREKA SUPPORT SOCIETY	100%
112.000	PARCEL A OF LT 124&125 DD, PLAN 80170N, SECTION 61, CD, EXCEPT PLAN 472BL OF L PID 004-863-682	243-4 TH STREET	BOYS AND GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND (LEASED FROM CITY OF COURTENAY)	100% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LESSEE
122.000	LOT 1, PLAN 40587	367 CLIFFE AVENUE	ROYAL CANADIAN LEGION	100%
1650.000	LOT 16, PLAN 5618	101 ISLAND HIGHWAY		
163.000 164.000 165.000	LOTS 14, 17, 18, 21, 22 SECTION 61, CD, PLAN 1517	237 – 3 RD STREET 243 – 3 RD STREET 255 – 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	100%
348.000	LOT 15, SECTION 61, CD, PLAN 4906	543 – 6 TH STREET	ALANO CLUB OF COURTENAY	100%
400.000	LOT A, SECTION 61, CD, PLAN 18979	A1-310 8 TH STREET	CITY OF COURTENAY (LEASED FROM WEST ISLAND CAPITAL CORP)	100% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LESSEE
513.000	LOT A, DL 127, CD, PLAN 7719	755 HARMSTON AVENUE	OLD CHURCH THEATRE SOCIETY	100%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
750.020	LOT 1, DL 127, CD, PLAN VIP62285	641 MENZIES AVENUE	COMOX VALLEY RECOVERY CENTRE SOCIETY	100%
1037.000	LOTS 1 AND 2, SECTION 41, CD, PLAN 3930	1415 CLIFFE AVENUE	COMOX VALLEY FAMILY SERVICES ASSOCIATION	100%
1494.000 1494.010 1494.050	LOT A, SECTION 6 AND 8, CD, PLAN 35008 LOT 1 AND 2, SECTION 6 AND 8, CD, PLAN 2849, EXCEPT PLAN 35008	2450 BACK ROAD 2470 BACK ROAD	GLACIER VIEW LODGE SOCIETY	100%
1960.300	LOT A PLAN 15464	SANDPIPER DRIVE	THE NATURE TRUST OF BRITISH COLUMBIA	100%
2016.007	LOT 7, PLAN 27200	1571 BURGESS ROAD	STEPPING STONES RECOVERY HOUSE FOR WOMEN (LEASE)	100%
2200.044	LOT 3, DL 138, CD, PLAN 20288	2564 CUMBERLAND ROAD	COURTENAY & DISTRICT HISTORICAL SOCIETY IN TRUST	100%
3200.072	LOT A, SECTION 18, CD, PLAN 12735	4835 HEADQUARTERS RD	COMOX VALLEY CURLING CLUB	100%
750.100	LOT 1, PLAN VIP 62247	994 – 8 TH ST	ST JOHN THE DEVINE ABBEYFIELD HOUSE SOCIETY	75%
757.000 757.001 758.000	LOT A, BLOCK 2, PLAN 1951 LOT A, BLOCK 2, PLAN 1951 EXCEPT PLAN 4288 & 4941 LOT A&B, PLAN 16907	1051 – 8 TH STREET 1061 – 8 TH STREET 635 PIDCOCK AVE	COMOX VALLEY KIWANIS VILLAGE SOCIETY	75%
1286.045	LOT 8, BLOCK 3, PLAN 16252	534 – 19 TH STREET	L'ARCHE COMOX VALLEY	75%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
34.000	LOT 2, SECTION 61, CD, PLAN 20159 PID 003-698-254	231 6 TH STREET	COURTENAY ELKS' LODGE #60 OF THE BENEVOLENT AND PROTECTIVE ORDER OF THE ELKS' OF CANADA	40%
166.000	LOT 8 PLAN 2834 PID 003-451-941	267 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	40%
459.000	LOT B, PLAN 20211 PID 003-519-376	956 GRIEVE AVENUE	UPPER ISLAND WOMEN OF NATIVE ANCESTRY	40%
170.002	LOT A, SECTION 61, DL 15, PLAN 54105 PID 017-752-141	280 2 ND STREET	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM FOUR PAWS INVESTMENTS LTD.)	40%
1516.004	LOT 4, SECTION 14, CD, PLAN 30419 PID 000-150-541	464 PUNTLEDGE RD	CANADIAN RED CROSS SOCIETY (LEASED FROM 660511 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.004	LOT B, SECTION 67, CD, PLAN 33851 PID 000-262-170	#8, 468 29 TH STREET	THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA (LEASED FROM NOORT DEVELOPMENT LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.006	LOT C, SECTION 67, CD, PLAN 33851 PID 000-217-158	2966 KILPATRICK AVE	AARON HOUSE MINISTRIES (LEASED FROM NOORT DEVELOPMENT LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
2024.009	LOT 2 PLAN VIP53672 PID 017-650-097	1755 13 TH STREET	HABITAT FOR HUMANITY VANCOUVER ISLAND NORTH SOCIETY	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE USED FOR ADMINISTRATION OFFICES

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
2091.136	LOT 4, DL 230, CD, PLAN VIP57822 PID 018-564-381	2398 ROSEWALL CRESCENT	SALTWATER EDUCATION SOCIETY (LEASED FROM SPACIAL HOLDINGS INC)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
3200.032	LOT A, SECTION 18, CD, PLAN VIP 75369 PID 025-673-017	4729 HEADQUARTERS RD	YOUTH FOR CHRIST COMOX VALLEY	40% OF THE ASSESSMENT – <i>EXCLUDING</i> CARETAKER RESIDENTIAL SPACE
1113.000	LOT 19, SECTION 41, DL 15, PLAN 9230, PID 005-583-314	1465 GRIEVE AVENUE	L'ARCHE COMOX VALLEY	40%
409.000	LOT A, SECTION 61, DL 15, PLAN 1674, PID 001-159-526	625 ENGLAND AVENUE	COMOX VALLEY TRANSITION SOCIETY	40%
1577.018	LOT 4, SECTION 16, CD, PLAN VIS2269	#4 - 204 ISLAND HWY N	COMOX VALLEY PREGNANCY CARE CENTRE	40%
1038.000	LOT A, SECTION 41, CD, PLAN VIP 60527, PID 023-021-128	1455 CLIFFE AVENUE	JOHN HOWARD SOCIETY OF NORTH ISLAND (LEASED FROM LUCK'S DENTAL LABORATORY LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE

Read a first time this 2nd day of August, 2016

Read a second time this 2nd day of August, 2016

Read a third time this 2nd day of August, 2016

Finally passed and adopted this day of

Mayor

Director of Legislative Services

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2859

A bylaw to exempt certain lands and improvements, set apart for public worship, from taxation for the year 2017

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 220 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as "**Churches Tax Exemption 2017 Bylaw No. 2859, 2016**".
2. Pursuant to Section 224(2)(a)(f)(g) of the *Community Charter*, the following properties on which a church hall or facility is situated, the land on which such a hall stands, the remaining area of land surrounding the building set apart for public worship, and the remaining area of land surrounding the exempted building, exempted hall, or both, are hereby exempted from taxation for land and improvements to the extent indicated for the year 2017 *except for that portion of the property used for residential or commercial purposes*:

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
1.	143.000	LOT AM 11, SECTION 61, CD, PLAN 33854N	467 – 4 TH STREET	GRACE BAPTIST CHURCH OF THE COMOX VALLEY	100%
2.	313.100	LOT 1, SECTION 62, CD, PLAN VIP 74608	591 – 5 TH STREET	ANGLICAN SYNOD DIOCESE OF B.C.	100%
3.	336.000	LOT 7, SECTION 61, CD, PLAN 4906	505 FITZGERALD AVENUE	CENTRAL EVANGELICAL FREE CHURCH	100%
4.	341.000	AMENDED LOT 1, PLAN 55886N, SECTION 61 CD, PLAN 4906	566 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	100%
5.	342.000	LOTS 3 & 4, BLOCK 6, CD, PLAN 472B	576 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	50.63% OF THE ASSESSED VALUE OF LAND ONLY
6.	346.000	LOTS 10,11,12, AND 13, SECTION 61, CD, PLAN 4906	505 – 6 TH STREET	ST. GEORGES CHURCH	100%
7.	618.220	LOT 1, DL 118, CD, PLAN VIP 73074	2201 ROBERT LANG DRIVE	RIVER HEIGHTS CHURCH SOCIETY	100%
8.	1074.050	LOT A, PLAN 54316P, SECTION 41, CD, PLAN 7449	1580 FITZGERALD AVENUE 1590 FITZGERALD AVENUE	GOVERNING COUNCIL SALVATION ARMY CANADA WEST	100%

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
9.	1166.000	LOT A, PLAN 121193ER, SECTION 41, CD, FORMERLY LOTS 32 & 33, CD, PLAN 10725	771 – 17 TH STREET	TRUSTEES LUTHERAN CHURCH	100%
10.	1211.004	LOT 4, SECTION 68, CD, PLAN 14176	1814 FITZGERALD AVE	VALLEY UNITED PENTACOSTAL CHURCH OF BC	100%
11.	1524.102	LOT B, SECTION 15, CD, PLAN 54793 EXCEPT PLANS 14713, 36414, 51121	1599 TUNNER DRIVE	BISHOP OF VICTORIA, CHRIST THE KING CATHOLIC CHURCH	100%
12.	1594.000	LOT 16, SECTION 16, CD, PLAN 7037 EXCEPT PLAN 44368	1581 DINGWALL RD	TRUSTEES OF THE KINGDOM HALL OF JEHOVAH WITNESS	100%
13.	1691.030	LOT 1, SECTION 17, CD, PLAN VIP 79479	4660 HEADQUARTERS ROAD	SEVENTH DAY ADVENTIST CHURCH	100%
14.	1691.044	LOT 2, SECTION 17, CD, PLAN VIP 61425	4634 ISLAND HWY	ANGLICAN SYNOD DIOCESE OF BC	100%
15.	1691.046	LOT 3, SECTION 17, CD, PLAN VIP 61425	1514 DINGWALL ROAD	ANGLICAN SYNOD DIOCESE OF BC	100%
16.	2005.000	LOT 12, DL 96 & 230, CD, PLAN 1406	1901 – 20 TH STREET	LDS CHURCH	100% EXCEPT THAT PART ASSESSED FOR SCHOOL USE
17.	2017.034	LOT 1, DL 96, CD, PLAN VIP 59504	1640 BURGESS RD	FOURSQUARE GOSPEL CHURCH OF CANADA	100%
18.	2200.088	LOT A, PLAN 27596	2963 LAKE TRAIL ROAD	COURTENAY BAPTIST CHURCH	100%

Read a first time this 2nd day of August, 2016

Read a second time this 2nd day of August, 2016

Read a third time this 2nd day of August, 2016

Finally passed and adopted this day of

Mayor

Director of Legislative Services