

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

Date: May 19, 2020
Time: 1:00 p.m.
Location: City Hall Council Chambers

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

Changes to Council Meetings Due to Coronavirus COVID-19 Pandemic

Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. MO83 *Local Government Meetings & Bylaw Process COVID-19*; has implemented changes to its open Council meetings.

In the interest of public health and safety, public in-person attendance at Council meetings will be prohibited until further notice. Council meetings will be presided by the Mayor or Acting Mayor with electronic participation by Council and staff. Meetings are available for viewing via live web streaming or video recording on the City of Courtenay website and will start at 1:00 p.m. during this period.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

	Pages
1. ADOPTION OF MINUTES	
1.1 Adopt May 11th, 2020 Regular Council meeting minutes	5
2. INTRODUCTION OF LATE ITEMS	
3. DELEGATIONS	
4. STAFF REPORTS/PRESENTATIONS	
4.1 Development Services	
4.1.1 Update to the Sidewalk Patio Guidelines	11
4.1.2 Amendments to Fees and Charges Bylaw 1673 and Municipal Ticket Information Bylaw 2435	21

5.	EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION	
5.1	Correspondence - BC Restaurant & Foodservices Association (BCRFA) - Request for Flexible, Innovative & Expedited Patio Permitting	25
6.	INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION	
6.1	Briefing Note - Summary of BC Restart Plan Near-term Impacts on City Operations: Phase 2	29
7.	REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES	
7.1	Councillor Cole-Hamilton	
7.2	Councillor Frisch	
7.3	Councillor Hillian	
7.4	Councillor McCollum	
7.5	Councillor Morin	
7.6	Councillor Theos	
7.7	Mayor Wells	
8.	RESOLUTIONS OF COUNCIL	
8.1	Councillor Cole-Hamilton - Parklet Program Downtown Courtenay	
	"Whereas 'revitalizing our downtown' is a strategic priority of the City of Courtenay; and	
	Whereas social distancing now requires more space to be available for patrons of downtown businesses and other members of the public;	
	Therefore be it resolved that staff provide a report to Council regarding options and implications of a parklet program for downtown Courtenay."	

8.2 In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held May 19th, 2020 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

11.1 Comox Valley Regional District (CVRD) - Regional Poverty Reduction Assessment and Strategy Funding Application

47

Staff Note:

This item was previously scheduled to come forward at the March 16th, 2020 regular Council Meeting (meeting was CANCELLED to implement control measures for Coronavirus (COVID-19)).

Suggested motion:

“That the correspondence dated March 6th, 2020 from the Comox Valley Regional District (CVRD) to create a regional poverty reduction action plan in support of the Province’s “TogetherBC” poverty reduction strategy, be received for information; and,

That the City of Courtenay support the CVRD’s application to the Union of BC Municipalities (UBCM) Poverty Reduction Action and Planning Program for grant funding on behalf of Comox Valley local governments to develop a Regional Poverty Action Plan focused on affordable housing, transportation, children and youth, and food security.”

12. BYLAWS

12.1 For First, Second and Third Reading

12.1.1 "Municipal Ticket Information Amendment Bylaw No. 3006, 2020" 49

(A bylaw to amend Municipal Ticket Information Bylaw No. 2435, 2006)

12.1.2 "City of Courtenay Fees and Charges Amendment Bylaw No. 3007, 2020" 51

(A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992)

12.2 For Final Adoption

12.2.1 "Municipal Ticket Information Amendment Bylaw No. 3006, 2020"

(A bylaw to amend Municipal Ticket Information Bylaw No. 2435, 2006)

See Page 49

12.2.2 "City of Courtenay Fees and Charges Amendment Bylaw No. 3007, 2020"

(A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992)

See Page 51

13. ADJOURNMENT

R11/2020 - May 11, 2020

Minutes of a Regular Council Meeting held at City Hall, Courtenay B.C., on Monday, May 11, 2020 at 1:00 p.m.

Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. MO83 Local Government Meetings & Bylaw Process COVID-19; implemented changes to its open Council meetings.

In the interest of public health and safety, public in-person attendance at Council meetings is prohibited until further notice. Council meetings are presided over by the Mayor or Acting Mayor with electronic participation by Council and staff via live web streaming and start at 1:00 p.m. during this period.

Attending:

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

Staff:

D. Allen, CAO via video/audio conference
J. Ward, Director of Legislative and Corporate Services/Deputy CAO via video/audio conference
W. Sorichta, Manager of Legislative & Corporate Administrative Services via video/audio conference
T. Kushner, Deputy CAO via video/audio conference
I. Buck, Director of Development Services via video/audio conference
C. Davidson, Director of Engineering - Interim via video/audio conference
J. Nelson, Director of Financial Services via video/audio conference
D. Snider, Director of Recreation and Cultural Services via video/audio conference
M. Fitzgerald, Manager of Development Planning via video/audio conference
T. Setta, Manager of Community & Sustainability Planning via video/audio conference
R. Wyka, Manager of Finance via video/audio conference
E. Gavelin, Network Technician via video/audio conference

1.00 ADOPTION OF MINUTES

.01 Moved by Theos and seconded by Morin that the May 4th, 2020
MINUTES Regular Council meeting minutes be adopted.
0570-03 Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

.01
2019 AUDITED
FINANCIAL
STATEMENTS
WITH
PRESENTATION -
CORY VANDERHORST,
MNP
1870-02 (2019)

Cory Vanderhorst, MNP, presented information to Council related to MNP's independent audit of the City's 2019 financial statements.

Moved by Morin and seconded by Theos that the City of Courtenay 2019 audited financial statement presentation facilitated by Cory Vanderhorst, MNP, be received for information.

Carried

Moved by Hillian and seconded by Cole-Hamilton that based on the May 11th, 2020 staff report "2019 Audited Financial Statements" Council approve OPTION 1 which approves the Audited Financial Statements for the year ended December 31, 2019.

Carried

.02
OFFICIAL
COMMUNITY PLAN
(OCP) -
CONSULTATION
REQUIREMENTS
6480-00

Moved by Frisch and seconded by Cole-Hamilton that based on the May 11th, 2020 staff report "Official Community Plan (OCP) - Consultation Requirements", Council approve OPTION 1 as follows:

- 1) That Council give consideration to the requirements of Section 475 of the Local Government Act;
- 2) That Council direct staff to consult with:
 - a. Comox Valley Regional District;
 - b. Town of Comox
 - c. Village of Cumberland
 - d. K'ómoks First Nation
 - e. School District No. 71
 - f. Ministry of Transportation and Infrastructure
 - g. Ministry of Environment and Climate Change Strategy
 - h. Ministry of Forests, Lands, Natural Resource and Operations, and Rural Development
 - i. Department of Fisheries and Oceans; and,
 - j. Island Health;
- 3) That consultation with K'ómoks First Nation include no less than two meetings between K'ómoks Chief and Council and City Council in addition to referral of a draft copy of the OCP with sixty (60) days for written comment prior to bylaw adoption;
- 4) That Council direct City staff to engage in regular meetings with staff from K'ómoks First Nation throughout the development of the OCP;
- 5) That consultation with the Laich-Kwil-Tach Council of Chiefs, the Wei Wai Kum/Kwiakah First Nations and the Homalco Indian Band occur through a notice of the OCP review process and referral of a draft copy of the OCP with sixty (60) days for written comment prior to bylaw adoption; and
- 6) That consultation methods with the ministries, agencies and local governments identified follow the recommendations in this report.

Carried

.03

STRUCTURAL
CHANGE TO LIQUOR
LICENCE
APPLICATION (ACE
BREWING COMPANY
LIMITED) - 150
MANSFIELD DRIVE
4320-20

Moved by Morin and seconded by Theos that based on the May 11th, 2020 staff report, “Structural Change to Liquor Licence Application (Ace Brewing Company Limited) - 150 Mansfield Drive”, Council approve OPTION 1 as follows:

- 1) The Council of the City of Courtenay recommends the LCRB approve the application for Ace Brewing Company Limited’s structural change to a liquor licence.
- 2) Council’s comments on the prescribed considerations are as follows:
 - a. If the amendment application is approved, it would not result in an increase of noise in the area;
 - b. If the application is approved, it would not negatively impact the community based on the submissions received from the public;
 - c. In order to gather the views of residents, the City of Courtenay posted a notice on the City’s website outlining the application. Additionally, the RCMP was contacted for comment and indicated having no concerns.

Moved by Morin and seconded by Frisch that the main motion approving OPTION 1 of the May 11th, 2020 staff report “Structural Change to Liquor Licence Application (Ace Brewing Company Limited) - 150 Mansfield Drive” be withdrawn.

Carried

The main motion was withdrawn

New motion:

Moved by Morin and seconded by Cole-Hamilton that based on the May 11th, 2020 staff report, “Structural Change to Liquor Licence Application (Ace Brewing Company Limited) - 150 Mansfield Drive”, Council approve OPTION 2 and defer approval of the application with a request for additional information or alternative conditions of approval as discussed at the May 11th, 2020 regular Council meeting.

Carried

.04

BUILDING
AMENDMENT BYLAW
NO. 3004, 2020
SOLID FUEL BURNING
APPLIANCES
3900-00

Moved by Hillian and seconded by McCollum that based on the May 11th, 2020 staff report “Building Amendment Bylaw No. 3004, 2020 Solid Fuel Burning Appliances” Council approve OPTION 1 and proceed to first, second, and third readings and final adoption of Building Amendment Bylaw No. 3004, 2020 Solid Fuel Burning Appliances.

Carried

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01
2020 CANADA DAY
CELEBRATIONS
CANCELLED DUE TO
COVID-19
8100-20 CANADA

Moved by Cole-Hamilton and seconded by Frisch that the May 5th, 2020 Briefing Note, “Canada Day Celebrations Cancelled Due to COVID-19”, be received for information.

Carried

.02
2020 HERITAGE BC
AWARD FOR
LAWRENCE BURNS
6800-01

Moved by Cole-Hamilton and seconded by Frisch that the May 11th, 2020 Briefing Note, “2020 Heritage BC Award for Lawrence Burns”, be received for information.

Carried

.03
5TH STREET BRIDGE
REHABILITATION
UPDATE
5335-20/5400-02

Moved by Cole-Hamilton and seconded by Frisch that the May 11th, 2020 Briefing Note, “5th Street Bridge Rehabilitation Update”, be received for information.

Carried

.04
PARKS &
RECREATION
ADVISORY
COMMISSION
MEETING MINUTES
0360-20

Moved by Frisch and seconded by Cole-Hamilton that the Parks & Recreation Advisory Commission meeting minutes for February 6th, 2020, be received for information.

Carried

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

.01
REPORTS/UPDATES
FROM COUNCIL
MEMBERS
0530-01

Council agreed to skip discussion related to Item 7 *Reports/Updates from Council Members Including Reports from Committees* at the May 11th, 2020 Council agenda in the interest of time; and agreed that each Council member may submit a written summary of their events to staff for inclusion in the meeting minutes.

COUNCILLOR
HILLIAN

Councillor Hillian participated in the following events:

- CVRD Director briefings; COVID-19/Regional EOC information updates (2 Total)
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer
- Comox Valley Accessibility Committee meeting
- Comox Valley Coalition to End Homelessness meeting
- Economic Recovery planning meeting
- CVRD Board meeting

R11/2020 - May 11, 2020

- Economic Development planning meeting (3 Total)
- K'ómoks First Nation Treaty Main Table Working Group meeting
- Recovery Task Force planning meeting
- Discussion with local residents regarding the impact of two pending development applications

COUNCILLOR
MORIN

Councillor Morin participated in the following events:

- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer (2 Total)
- CVRD Board meeting
- CVRD Elected Officials Forum regarding the Regional Emergency Operations Centre (EOC)
- CVRD Director briefings; COVID-19/Regional EOC information updates (3 Total)
- Comox Valley Food Policy Council meetings (2 total)
- Food Supply Disruption Committee meeting
- Comox Valley Drug Strategy Committee meeting
- Chamber of Commerce Tourism Recovery Webinar

8.00 RESOLUTIONS OF COUNCIL

.01
IN CAMERA
MEETING

Moved by Theos and seconded by Frisch that notice is hereby given that a Special In-Camera meeting closed to the public will be held May 11th, 2020 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

Carried

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

.01

BUILDING BYLAW
AMENDMENT BYLAW
NO. 3004, 2020
(TO AMEND BUILDING
BYLAW NO. 3001,
2020 TO REGULATE
SOLID FUEL BURNING
APPLIANCES)

Moved by McCollum and seconded by Hillian that “Building Bylaw Amendment Bylaw No. 3004, 2020” pass first, second and third reading.

Carried

.02

BUILDING BYLAW
AMENDMENT BYLAW
NO. 3004, 2020
(TO AMEND BUILDING
BYLAW NO. 3001,
2020 TO REGULATE
SOLID FUEL BURNING
APPLIANCES)

Moved by Frisch and seconded by Cole-Hamilton that “Building Bylaw Amendment Bylaw No. 3004, 2020” be finally adopted.

Carried

13.00 ADJOURNMENT

.01

Moved by Frisch and seconded by Cole-Hamilton that the meeting now adjourn at 2:47 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 19th day of May, 2020

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Update to the Sidewalk Patio Guidelines

File No.: 3030-00-01
Date: May 19, 2020

PURPOSE:

The purpose of this report is for Council to consider alterations to the sidewalk patio design guidelines.

CAO RECOMMENDATIONS:

That based on the May 19th, 2020 Staff Report "Update to the Sidewalk Patio Guidelines" Council endorses changes to the Sidewalk Patio Design Guidelines and authorize the Director of Development Services to approve permits.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Downtown sidewalk patio program was introduced in 2015. The program establishes guidelines and a permitting process for the addition of sidewalk seating areas for downtown businesses. The program currently allows for two types of patios shown below. The intent of these guidelines was to avoid conflict between the business operation and pedestrians by keeping the patio immediately adjacent to the storefront.

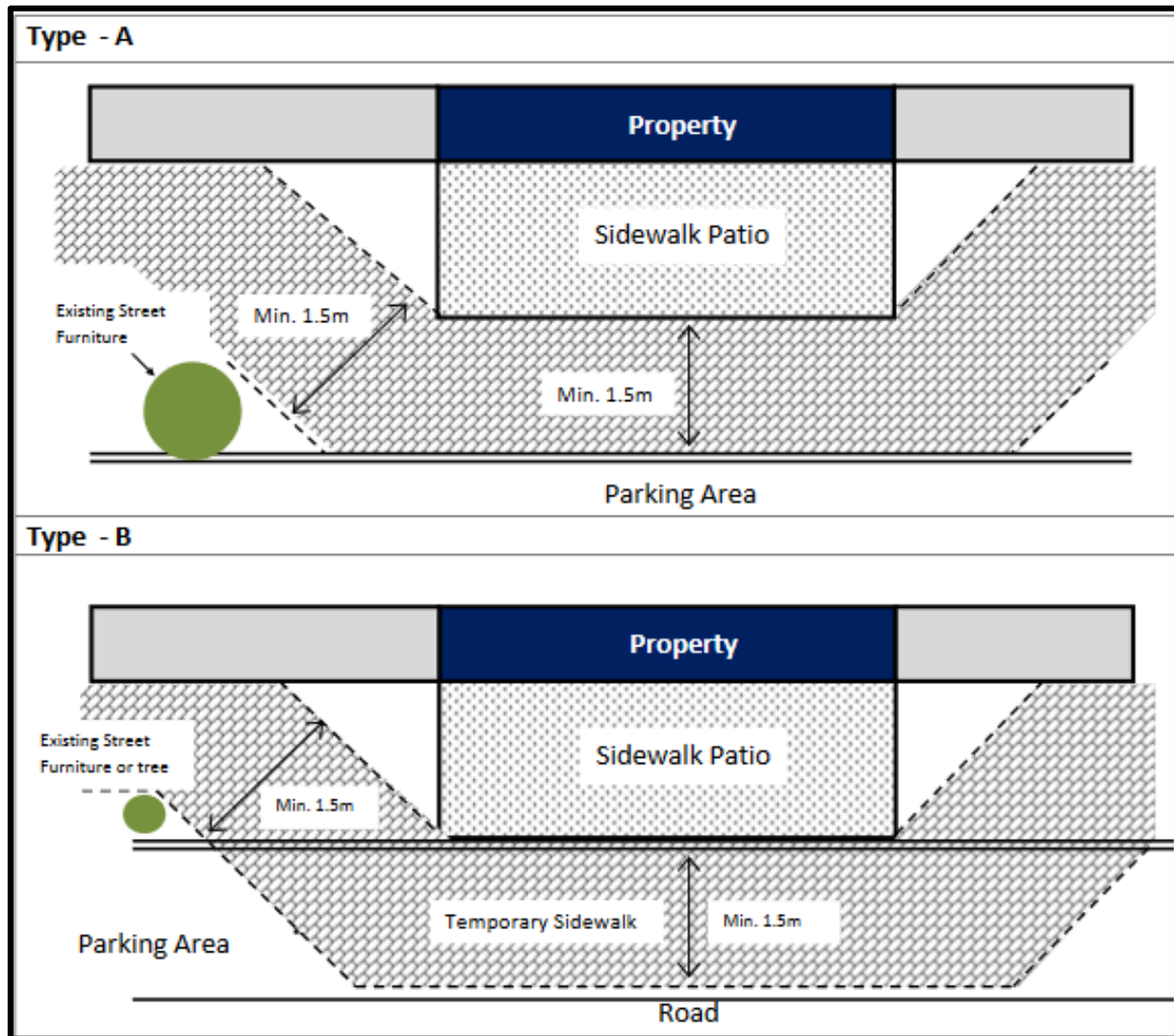


Figure 1: Type A and B Patio Layout

The initial recovery from the COVID 19 pandemic presents a challenging scenario for the City's restaurants as they look to reopen while balancing physical distancing requirements with the need to maintain seating capacities necessary to make the business financially viable. Recent commentary from other jurisdictions has included consideration of closing streets or portions of streets, to facilitate not only patios but also ensure adequate space for pedestrian physical distancing.

The City has received an initial request for consideration from Nikkei Ramen-ya on 5th Street. The application is attached in addition to comments from the owner regarding COVID 19 impacts to his business. Of note he indicates using the patio format he has used in previous years (Type B above) he would have a seating capacity of 45% of normal while the proposal to locate the patio on the road would increase capacity to 75% of normal.

The changes staff are proposing would allow Nikkei Ramen-ya to proceed in addition to allowing staff to expedite approval of future requests.

PROPOSED CHANGES

The proposed addition to the guidelines will add a third option for businesses where the patio occupies one or more on-street parking stalls. This will allow for additional room and compliance with physical distancing requirements. Figure 2 illustrates this option which is restricted to a maximum projection from the curb of 2.0m and a maximum width equivalent to the width of the business. When businesses obtain letters of support from their neighbours the patio may extend beyond the width of the business storefront.

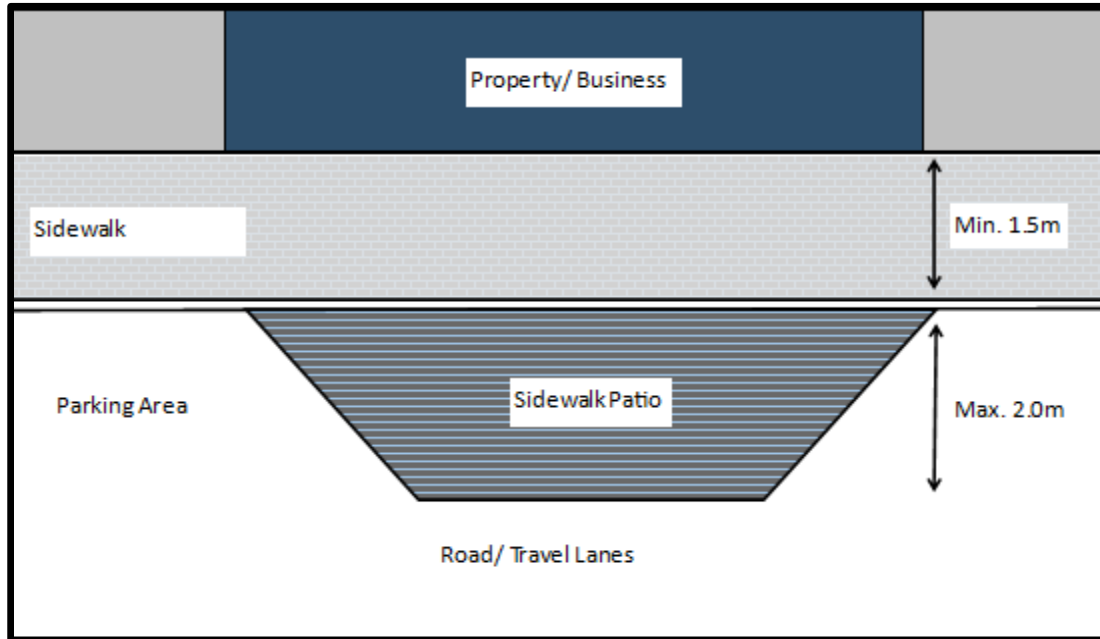


Figure 2 - Diagram of Proposed Type C Patio Layout

Additional changes allows for translucent plastic shields to be installed on top of patio fencing as well as allowing a patio to occupy up to three on-street parking stalls (the current guidelines allows a maximum of two stalls). The requirement to maintain a minimum of a 1.5m sidewalk remains. The guidelines, with the proposed changes shown in green, are provided below:

Item		Details/Specifications
Project		
Area		Downtown (BIA Zone)
Duration		May 1st – November 30th
Location		In front of property abutting sidewalk. Restrictions may apply subject to existing bylaws or regulations (e.g. proximity to intersection or existing infrastructure such as fire hydrant or cross walk).
Operation		Only when business is open. Patio must securely be closed when it is not used.
Operation		
The Patio	Type A	A sidewalk patio that does not occupy more than one half of the width of the sidewalk. Must provide 1.5m unimpeded sidewalk.

	Type B	A sidewalk patio that requires the use of the parking area for pedestrian walkway. Sidewalk constructed in the parking stalls must consist of removable sidewalk sections with a width of 1.5m.
	Type C	A sidewalk patio that maintains up to three on street parking stalls and maintains a minimum 1.5m sidewalk between the patio and business.
Maintenance	Operators are responsible for disposal of all garbage generated by their business.	
Design Guidelines	<p><u>Operations</u> The sidewalk patio shall comply with all applicable laws and regulations regarding the sale and service of food beverages to the public.</p> <p><u>Fence/Railing</u></p> <ul style="list-style-type: none"> • Fencing required between patio area and vehicular traffic must meet necessary concerns. • Fence shall not exceed 1.0m in height with the exception of translucent plastic shields. • Opening shall be oriented to and open directly along the property frontage or directly to the curb line. • Design materials and colours used for the fence shall be compatible with the architectural elements of the surrounding buildings. • Planters are encouraged and should be integral with fence structure to maintain a compatible design relationship. <p><u>Devices</u></p> <ul style="list-style-type: none"> • Temporary pedestrian walkway or patio areas for Type B and Type C shall be at the same elevation as the abutting curb and sidewalk and have a non-slip finish and flush with the existing curb and sidewalk. • Additional sidewalk constructed in the parking stalls is subject to inspection and may require a building permit. • Such as umbrellas, shade devices must be securely fastened down and located within the approved area. <p><u>Location</u></p> <ul style="list-style-type: none"> • Sidewalk patio shall not disturb traffic safety and circulation. • Sidewalk patio shall not be located in area of existing infrastructures such as light pole, bike stand, benches, driveways, or within 0.6m of any building entrance and exit. • Sidewalk patio shall have clearance of 6.0m from intersection and fire hydrants. • A maximum of 23 parking stalls may be used. <p><u>Additional Requirements</u></p>	

	<ul style="list-style-type: none"> • The applicant shall obtain the necessary licensing from the Ministry of Public Safety and Solicitor General, the LCLB LCRB and any other applicable regulatory agencies • Fences, devices, and all other equipment shall be able to be removed within 24 hours if required by the City for installation, maintenance, repair of infrastructure. • Sidewalk patio shall meet all related municipal, provincial, and federal bylaws, regulations, and standards. • Accessibility standards shall be met. • The applicant shall obtain support letters from adjacent property/business owners, if a sidewalk patio encroaches on adjacent properties or parking stalls immediately in front of an adjacent property/business.
Administration	
Application Form	
Fee	<ul style="list-style-type: none"> • Non-refundable \$50 for initial application processing
Photos	<p>Including:</p> <ul style="list-style-type: none"> • Building façade • Sidewalk • Parking area • Buildings adjacent to the business operated
Drawing	<p>It must show:</p> <ul style="list-style-type: none"> • Area of sidewalk patio (scaled) • Proposed pedestrian walkway for Type B (scaled) • # of tables and chairs • Devices • Design of fence (including height)
Copy of Insurance Certificate	<ul style="list-style-type: none"> • Minimum insurance of \$5,000,000 with the City of Courtenay as an addition insured. It must include a 30 day written Notice of Cancellation clause.
Copy of Business License	<ul style="list-style-type: none"> • Valid Business License
Liquor Licence	<ul style="list-style-type: none"> • Valid liquor license

OPTIONS:


OPTION 1: (Recommended)

That based on the May 19th, 2020 Staff Report “Update to the Sidewalk Patio Guidelines” Council endorses changes to the Sidewalk Patio Design Guidelines and authorize the Director of Development Services to approve permits.

OPTION 2: That Council postpone consideration of the changes to the guidelines with a request for more information.

OPTION 3: That Council not proceed with the changes to the guidelines.

Prepared by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services

Attachments:

Attachment No. 1: Application and Correspondence with Nikkei Ramen-ya

Attachment No. 1: Application and Correspondence with Nikkei Ramen-ya



Tue 5/12/2020 6:04 AM

Greg Masuda <nikkeiramenya@gmail.com>

Re: Application and design for patio

To Buck, Ian

Cc Cole-Hamilton, Will; Allen, David; Fitzgerald, Matthew; Grimsrud, Michael

Thanks Ian.

I have this to add:

With the patio as proposed, we will be able to seat roughly 75% of what we normally would be able to. Without the patio as proposed, instead using last years "Type B" design, it would be 45%.

While we did manage to pivot to 100% take out for the past 6 weeks, our total sales are still way down (by 65%). Take out will not make up for the smaller dining room capacity. We were in a strong financial position at the start of all this but at these sales levels we WILL bleed out eventually. The extra seating outside this year is very, very important to giving us a chance to turn it around.

Also of note: we employed 10 people (plus me) at a Living Wage or better before this began. We sank to 2 (plus me) in late March when everyone was afraid to come to work. By the end of this week we will have 7 of the 10 people back (plus me). It seems the last three will not be returning so I may need to hire new to fill their positions. I need the tools (i.e. patio capacity) to get sales going in the right direction and keep everyone employed because the federal assistance (which enables me to pay them for now) will not last forever.

Greg

Nikkei Ramen-ya
320 5th Street
Courtenay, BC
V9N 1K1

May 7, 2020

Attn:
City of Courtenay
Planning Services
830 Cliffe Avenue
Courtenay, BC
V9N 2J7
planning@courtenay.ca

Re: Application for 2020 temporary sidewalk patio

To Whom It May Concern:
Please find attached our application for the 2020 sidewalk patio for Nikkei Ramen-ya.

2020 marks the fourth summer that we will have summertime seating outside of our restaurant. 2020 also marks the first year that we have to adapt to the stark and seemingly constant threat to our business that the COVID-19 pandemic is forcing on us. Because of COVID, we need to space out the seating inside our dining room to achieve adequate social distancing between groups of customers. The main purpose of the outdoor seating is therefore to make up for seating lost in the dining room. This new design will help prop up sales and thus assist in preventing our business from failure.

Please refer to the attached drawing for the design. We will re-use the boardwalk sections used in 2018 and 2019 but in 2020 they will be used for patio seating itself. A new fence will be created to enclose this patio, leaving a 6'-wide corridor of the brick sidewalk for pedestrians to pass. The patio will enclose three 4-person picnic tables for a total of 12 seats. Each picnic table is intended to be used by a single party who must be within the same social-distance "bubble" (such as a family). They cannot be shared by more than one party at a time. Each table will be separated by distance and plexi/lexan barriers to ensure the integrity of each party's "bubble". Tables that are close to the pedestrian sidewalk will also have plexi/lexan barriers to separate patrons from passersby. Each table will have an umbrella to shade the patrons from the afternoon sun can be quite unbearable on certain days in the summer.

In addition to the drawing please find attached the application form, insurance certificate, business license, photos, and support letters from our neighbours FindHersKeepHers and Engel and Volkers, and from our landlord, Renkema Investments. Since the City office is closed I cannot pay the application fee of \$50 by normal means so please give me instructions on how to pay the fee.

Time is of the essence in processing/approving this application so that construction of the new components can commence and that we can begin to host customers asap.

If you have any questions or need further clarification, please do not hesitate to contact me at the number below.

Regards,
Greg Masuda
Nikkei Ramen-ya
c. (604) 616-2223
nikkeiramenya@gmail.com

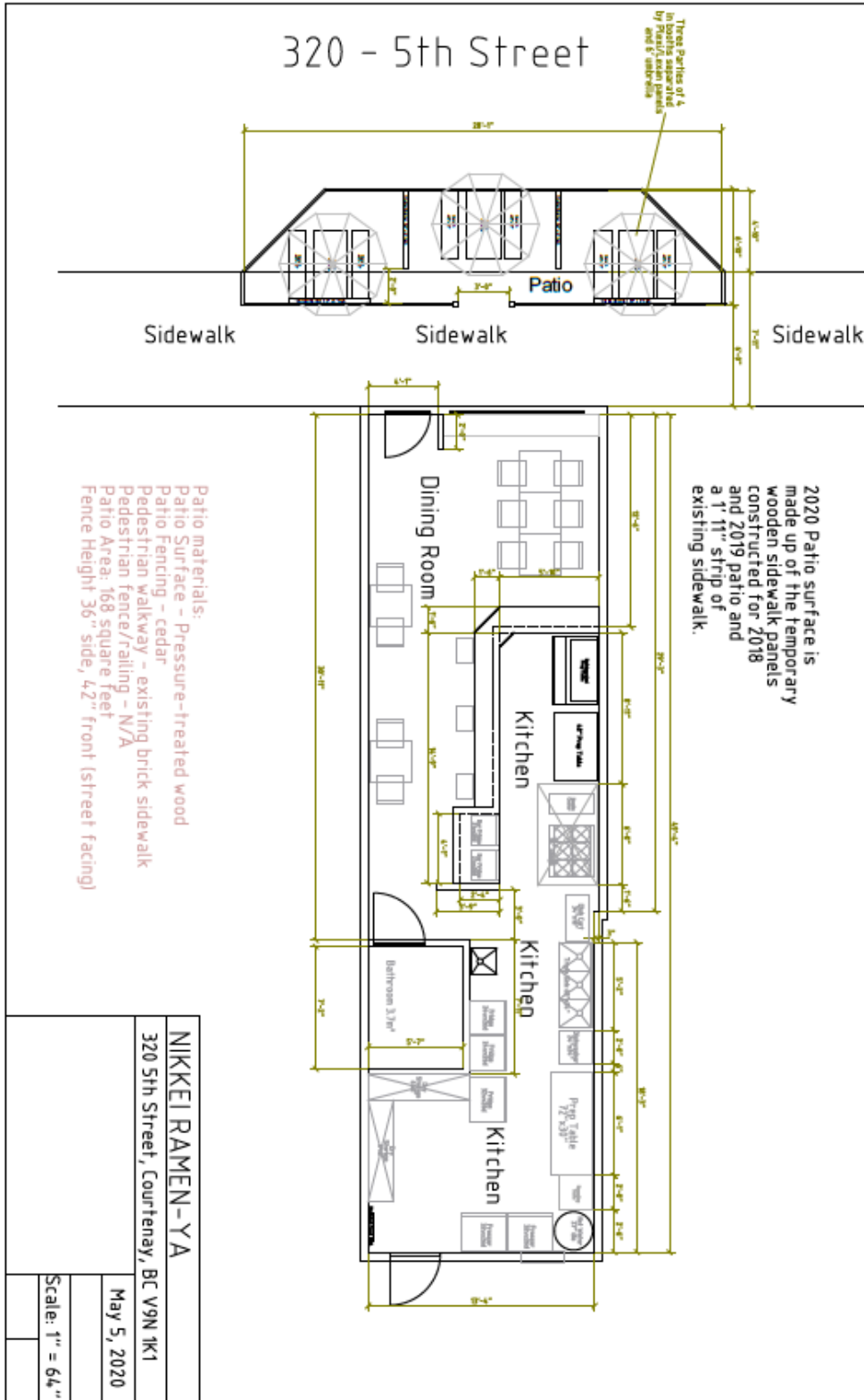


Photo of 2018 Patio





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3760-01

From: Chief Administrative Officer

Date: May 19, 2020

Subject: Amendments to Fees and Charges Bylaw 1673 and Municipal Ticket Information Bylaw 2435

PURPOSE:

The purpose of this report is to bring forward for Council's consideration amendments to the City of Courtenay Fees and Charges Bylaw No. 1673, 1992 and the Municipal Ticket Information Bylaw No. 2435, 2006, in order to bring both bylaws in alignment with the recently adopted Building Bylaw No. 3001, 2020.

CAO RECOMMENDATIONS:

That based on the May 19th, 2020 staff report "Amendments to Fees and Charges Bylaw 1673 and Municipal Ticket Information Bylaw 2435" Council approve OPTION 1 and proceed to first, second, third readings and final adoption of City of Courtenay Fees and Charges Amendment Bylaw No. 3007, 2020 and the Municipal Ticket Information Amendment Bylaw No. 3006, 2020.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Building Bylaw No. 3001, 2020 was adopted on April 6th of this year. In an effort to make it more user friendly and easier to administer, the new Building bylaw includes fees, security deposits and charges for offences associated with the administration and enforcement of the building bylaw.

DISCUSSION:

The repeal of the previous building bylaw and adoption of the current building bylaw resulted in various changes to some fees, charges and securities associated with building permit administration. As these are mirrored in the Municipal Ticket Information (MTI) and fees and charges bylaws, it is necessary for those same bylaws to be updated for consistency with the building bylaw currently in affect. The proposed changes attached to this report will bring the three bylaws into alignment and solidify the application of the building regulation bylaw moving forward.

These changes were presented to Council as part of the building bylaw adoption earlier this year.

FINANCIAL IMPLICATIONS:

The proposed financial amendments in both the Fees and Charges and the MTI bylaws enables improved cost recovery associated with the administration of the building permit process.

ADMINISTRATIVE IMPLICATIONS:

This report and associated bylaw took approximately 2 hours to complete. The proposed changes will not affect administrative resources.

ASSET MANAGEMENT IMPLICATIONS:

Not applicable

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- Responsibly provide services at levels which the people we serve are willing to pay

We actively pursue vibrant economic development

- ▲ Work with the business and development sectors to mutually improve efficiencies

OFFICIAL COMMUNITY PLAN REFERENCE:

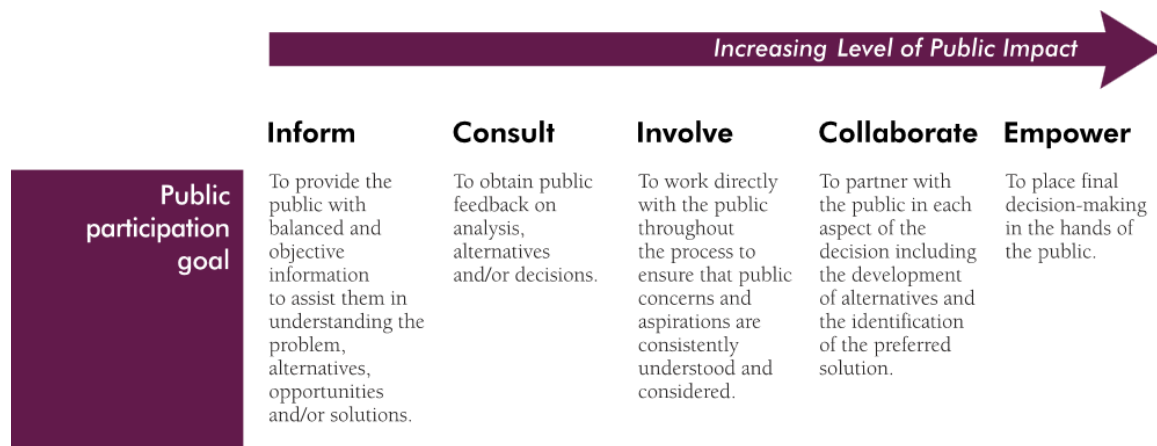
Not applicable

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** the public based on the IAP2 Spectrum of Public Participation:



OPTIONS:

Option 1 (Recommended) That Council approve Option 1 and proceed to first, second, third readings and final adoption of City of Courtenay Fees and Charges Amendment Bylaw No. 3007, 2020 and Municipal Ticket Information Amendment Bylaw No. 3006, 2020.

Option 2 That Council defers consideration of City of Courtenay Fees and Charges Amendment Bylaw No. 3007, 2020 and Municipal Ticket Information Amendment Bylaw No. 3006, 2020 and refer the bylaws back to staff, with direction on how to proceed.

Prepared by:



Trevor Sweeney, RBO
Manager of Building and Administrative Services

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services



WINES OF
BRITISH COLUMBIA

May 7, 2020

Mayor Bob Wells and Members of Council
City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

VIA EMAIL

Your Worship and Council:

On behalf of the British Columbia's 14,500 hospitality businesses—including restaurants, bars, craft breweries, and winery tasting rooms—we are writing to request your urgent support to aid the survival of local hospitality businesses and thousands of livelihoods during this pandemic crisis. Specifically, we are requesting your assistance for flexible, innovative, and expedited patio permitting.

British Columbia's hospitality industry is facing collapse. While the global COVID-19 pandemic has reverberated throughout our economy, our industry's local small hospitality businesses were hit first, hit hardest, and will be among the last to recover. The majority of BC's restaurants, bars, and tasting lounges have closed, laid off staff, and are facing bankruptcy and financial collapse. Even those businesses remaining opening during this pandemic to offer limited takeout and delivery services and are experiencing dramatically reduced revenues and are struggling to survive.

The collective economic disruption in our sector has been staggering:

- Job losses within the restaurant sector alone are estimated at 121,500.
- At least 1 in 10 restaurants have already closed forever with associated permanent job losses.
- Over 50 per cent of smaller independent restaurants say they will be bankrupt within three months from the start of this crisis (i.e. by June of this year).
- 80 per cent of BC's hospitality businesses have been forced to temporarily lay off the vast majority of BC's 192,000 foodservice employees.
- 80 per cent of Liquor Primaries (i.e. pubs, bars, nightclubs) are closed.
- Liquor Primaries who remain open for take-out/deliver services have experienced 90-95 per cent decline in revenues.

.../2

- Over 70 per cent of BC's hotels are closed.
- BC's tourism sector has laid off 70 per cent of all employees totaling over 130,000 workers.
- All 197 craft brewery tasting rooms in BC are closed, reducing average brewery revenues by over 80 per cent.
- All 366 licensed BC winery tasting rooms in BC are closed, reducing average revenues by over 50 per cent.
- 83 new breweries opened in BC since 2017, including 28 in the last 12 months. These new or recently opened businesses face the biggest threat of permanent closure for our industry.
- Over 250,000 hospitality and tourism workers have already been laid off in BC since the start of this COVID crisis.

While we are working with our provincial and federal governments partners on protocols for a gradual and phased reopening of our sector, BC's local communities have a key role to play in supporting economic recovery. We ask you to support our industry with fast, flexible, and nimble permitting and business services to help our industry get back up and running.

The first opportunity to offer concrete support is with regards to patios, as they offer a hospitality experience within the relative public trust of outdoor space. We ask that your municipality work creatively and collaboratively with operators to help expand current patio areas, add new patios quickly, and permit dining, liquor service and manufacturer's sampling in controllable public spaces.

Specifically, we request your support to:

1. Increase flexibility for patio types and sizes (including consideration for pre-detailed designs and formats), expedited permitting including applications and renewals, as well as the number of patios allowed;
2. Increase the space use of existing patios or picnic areas to allow chairs to be spread out to meet distancing requirements (i.e. many patios have more space than the current floor plans allow them to use);
3. Allow pop-up outdoor dining and manufacture sampling spaces;
4. Allow and increase the use of parklets and public space for dining;
5. Allow any increase in patio, picnic area or outdoor space be considered a continuation of an establishment's existing approved alcohol service area or manufacture's sampling area to provide samples and not require additional endorsements or authorizations.
6. Coordinate with any relevant bodies—such as the Liquor and Cannabis Regulation Branch, Fire Department, etc.—to reduce red tape and speed approval timelines wherever possible.

As a sample, we have attached a recent motion from Vancouver Councillor Sarah Kirby-Yung that is resoundingly supported by BC's hospitality businesses.

.../3

It is our sincere hope that we can work with your council to find significant and meaningful measures to ensure our critical industry survives. We recognize that some of these measures may only be made possible for a limited time to help respond to the COVID-19 crisis. Short term assistance is as important as long term as our industry has never before faced a crisis of this magnitude. The very survival our industry's small businesses and the jobs they create now depend on urgent leadership and bold action from our government partners in communities such as the City of Courtenay.

Thank you in advance for your support. We would also like to offer our sincere thanks and appreciation to Council and staff for your diligent work to keep British Columbians healthy and safe during this provincial state of emergency and global crisis.

We remain at your disposal to offer advice and perspective on these issues. Please do not hesitate to contact us at any time.

Sincerely,



Ian Tostenson, President & CEO
BC Restaurant and Foodservices Association



Jeff Guignard, Executive Director
Alliance of Beverage Licensees



Ken Beattie, Executive Director
BC Craft Brewers Guild



Miles Prodan, President & CEO
BC Wine Institute

Cc: Hon. Carole James, Minister of Finance
Hon. Harry Bains, Minister of Labour
Hon. Adrian Dix, Minister of Health
Hon. Lisa Beare, Minister of Tourism, Arts and Culture
Hon. David Eby, Attorney General
Trevor Hughes, Deputy Minister of Labour

COUNCIL MEMBER'S MOTION

Flexible, Innovative & Expedited Patio Permitting

Submitted by: Councillor Kirby-Yung

WHEREAS

1. The COVID-19 pandemic has inflicted significant negative economic impacts with many Vancouver businesses including restaurants, tourism businesses, hotels, and personal-care services such as hair stylists, nail salons and dentists, forced to close or severely limit operations due to health and physical distancing restrictions;
2. Restaurants have been one of the most immediate and hardest hit sectors, and small business operators are struggling to survive with many limited to takeout offerings and attempting to make it through the pandemic;
3. Small businesses like restaurants are vital to the fabric and character of Vancouver neighbourhoods and support complete communities;
4. Small businesses like restaurants are key contributors to Vancouver's economic health generating jobs and tax revenue;
5. The City has a key role to play in supporting economic recovery. Speed flexibility and nimbleness in permitting and business support services will be instrumental to helping businesses get back up and running and survive;
6. Patio season is a critical revenue generator for restaurants and upon us now. Expedited patio permitting must be turnkey when restaurants are able to reopen to table type service;
7. An outcome of Covid will likely be the need for some continued physical distancing processes in businesses. Customers will also be cautious about being in close quarters to others.
8. Patios provide the health benefit of fresh air and sunlight.
9. There is opportunity to be innovative and redefine patios such as pop-up standing patios for quick service type offerings, expanded size to enable physical distancing and more open-air dining, as well as utilization of street or laneway space for extensions where it doesn't impede transit, emergency or service vehicles or traffic.
10. Currently, patio permitting can require a combination of licensing, development permits and permits to enable operations.

THEREFORE

- A. BE IT RESOLVED THAT Council direct staff to prepare options and report back as soon as possible to support more flexible patio types and sizes (including consideration for pre-detailed designs and formats), expedited permitting including applications and renewals, as well as the number of patios allowed, in order to support the economic recovery of Vancouver's restaurant sector;
- B. THAT such options be considered for the duration of the COVID-19 response and recovery, recognizing that innovation will provide for valuable learning towards operations and adaptation in a new, post-Covid world.
- C. THAT this motion be shared with the Council Pandemic Response and Recovery Working Group for the purpose of enabling them to seek or share further information from the restaurant sector as may be beneficial to and aid this work.



BRIEFING NOTE

To: Council

File No.: 7130-20-COVID-19

From: Chief Administrative Officer

Date: May 15, 2020

Subject: Summary of BC Restart Plan Near-term Impacts on City Operations: Phase 2

ISSUE:

As of this date British Columbia remains in Phase 1 of the COVID-19 response: “Essential Services”. Phase 2 is the beginning of the “BC Restart Plan”. This coming Phase impacts certain key sectors that are related to City operations and the plan sets the conditions which now apply to essential services and must be met prior to restarting suspended operations.

BACKGROUND:

Following a May 7th, 2020 regional call between the Minister and Mayors and Chairs, the Deputy Minister (DM) of Municipal Affairs and Housing, Kay Krishna, wrote a message entitled “COVID-19 Transition Planning” addressed to all BC CAOs. She said in part, “Municipal Affairs and Housing will serve as your key liaison into [the] Provincial government to coordinate Local Government transitions...” She also stated **Phase 2 “is intended to begin following the May long weekend”**.

In televised statements May 13th Premier Horgan and Dr. Bonnie Henry reiterated that Phase 2 does not commence until Tuesday, May 19th.

KEY CONSIDERATIONS:

City staff continue to closely monitor the various Public Health Orders, Notices and Guidance as well as the associated COVID-19 Ministerial Orders, particularly as they apply to local government operations. These may all be found at:

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus> and <http://www.bclaws.ca/civix/content/mo/mo/1115649140/?xsl=/templates/browse.xsl> respectively.

The BC Restart Plan is provided in summary at: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>

The named Phase 2 key sectors associated with the City’s operations are as follows:

- Museums, art galleries, and libraries
- Office-based worksites
- Recreation and sports
- Parks, beaches, and outdoor spaces
- Child care

Mandatory Enhanced protocols:

The DM attached three documents as background and guidance for CAOs to explain what “Enhanced Protocols” would mean to the sectors associated with our operations and stated “employers will need to engage with their employees to find the right solutions and consider the concerns and needs of their customers... and **to move forward** they will be asked to **develop operational protocols aligned with the Public Health and Safety Guidelines.**”

WorkSafe BC has been assigned the responsibility “to ensure the direction and guidance they provide to their members meets the requirements set out by the Provincial Health Officer... and through educational materials, consultation and **workplace inspections to help them restart safely**”.

An overview of the most current WorkSafe BC compliance requirements are at:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

Additionally, we are subject to a declared state of provincial emergency. The BC Emergency Response priorities during declared disasters and emergencies are:

1. Safety & Health of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect critical infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic & social losses

All of our City staff members are responders. They provide services the province has declared essential during this pandemic. Therefore, their continued safety and health are of the highest priority.

FINAL COMMENTS:

Meeting the mandatory responsibility to provide ‘employees a safe workplace’ is a complex undertaking whether in the field environment or, particularly, in a facility. For example, without first implementing the enhanced protocols aligned with the Public Health and Safety Guidelines, a single visitor later found infected with the COVID-19 virus will cause mandatory self-isolation of staff in that visited workplace due to contact tracing. So, opening before implementation of these protocols risks the suspension of any newly reopened services and, in addition, the potential shut-down of essential services already being provided.

On May 15th (the date of this Briefing Note) the City of Courtenay CAO is invited to participate in a teleconference arranged by staff from the BC Ministry of Municipal Affairs and Housing (MAH), “Deputy Minister CAO Roundtable on COVID-19 Restart Guidelines for Local Governments (Vancouver Island)”. This is taking place at 3:00 pm after the May 19th Council agenda is posted, so the outcomes of this meeting will be reviewed with Council on May 19th.

This morning a PowerPoint presentation “B.C. Restart - DM to CAO’s A Transition Path in our COVID-19 Response”, was sent from MAH for the May 15th Deputy Minister CAO Roundtable. A copy of this presentation is attached to this Briefing Note for information.

Respectfully submitted,

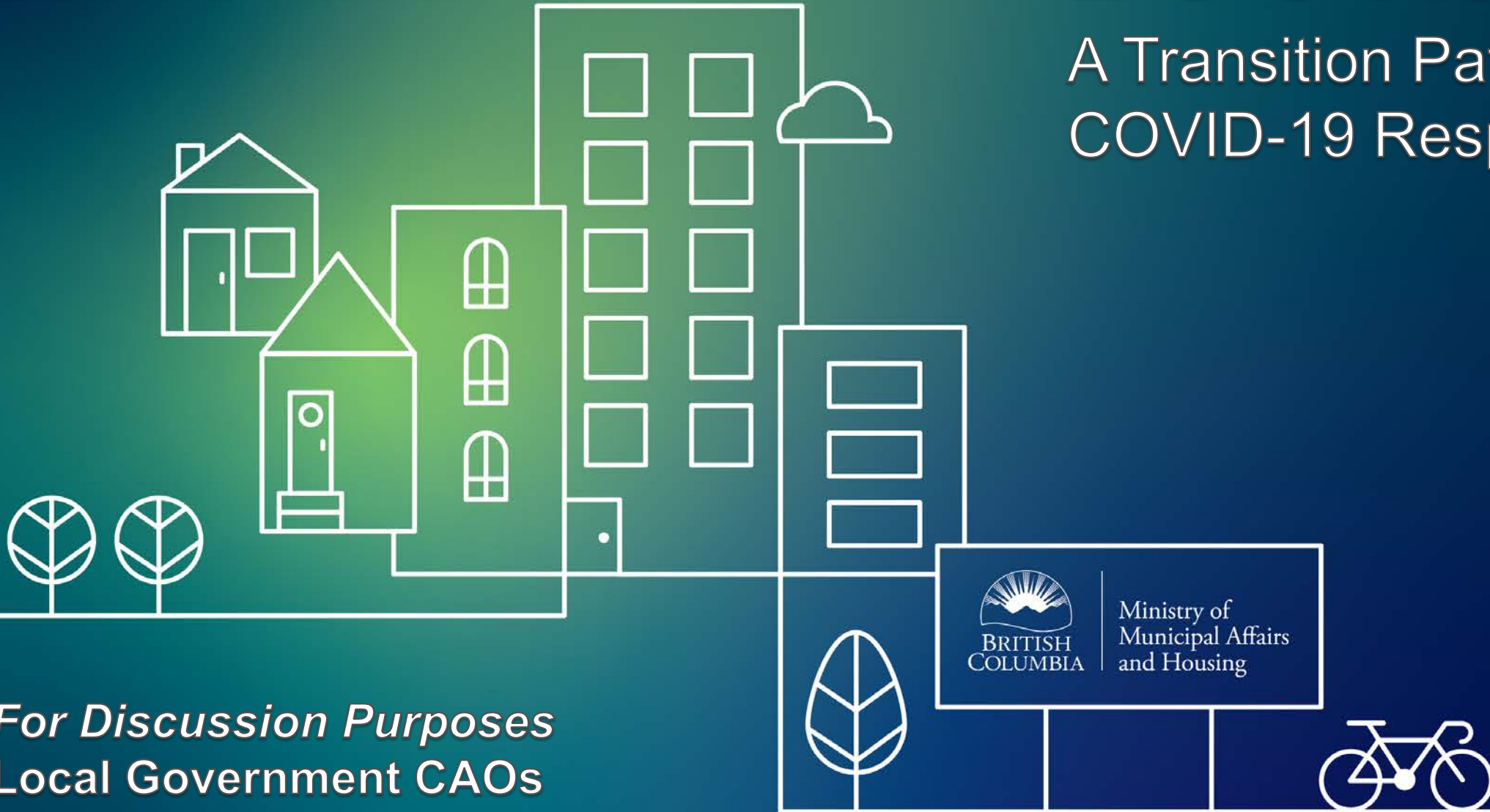


David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Attachment (1): “B.C. Restart - DM to CAO’s A Transition Path in our COVID-19 Response”

BC's Restart

A Transition Path in our
COVID-19 Response



For Discussion Purposes
Local Government CAOs
Week of May 11, 2020

Introduction

Meeting Purpose: Present update on BC Restart Transition planning approach and support for local governments; provide opportunity for CAO's to share ideas, raise questions, or make requests.

Agenda:

Opening Remarks	5 minutes
Presentation	20 minutes
Discussion/Questions	30 minutes
Closing Remarks	5 minutes

Context - What We Have Done

Measures we have taken in B.C. include:

- Providing physical distancing and hygiene guidelines for individuals & industry.
- Banning mass gatherings of more than 50 people.
- Defining essential services and encouraging them to stay open.
- Ordering closure of some businesses (bars, restaurants, personal services).
- Providing guidelines for some sectors to operate safely.
- Reducing in-classroom learning and childcare.
- Requiring travelers to implement a 14-day self-isolation plan.
- Restricting visitors in health care and assisted living settings.
- Postponing elective surgeries and decanting hospitals.



Context – What We Need to Do Next

Full engagement of individual citizens, key institutions, and employers to hard wire best-practices into day-to-day interactions with the overall objective to find the right balance against five goals:

- Suppress transmission rate to lowest rate possible for at-risk populations until a vaccine becomes available.
- Avert the health system being overwhelmed such as to be unable to offer quality care to both non-COVID-19 and COVID-19 patients.

Balanced against.....

- Meeting the very real ongoing physical and mental health needs of the non-COVID-19 patients and populations.
- Getting people back to work and rebuilding the economy.
- Optimizing the social fabric of our families and communities.



Evidenced-Based Shifts

- Gradually move to **60%** of normal; shifting to a sustainable “new-normal” for the coming 12 to 18 months
- Adapt approach as/if evidence changes, as directed by the PHO
- Focus on 3 key areas to reduce transmission:
 1. Core Guidelines for Personal Self Care.
 2. Core Guidelines for Managing Social Interaction with Extended Family and Friends.
 3. Core Guidelines to Implement Safe Practices In Organizations and Public Institutions.



Transitioning to a New Normal

- To help businesses and other organizations get back on their feet, we need workplace practices that ensure British Columbians feel safe, whether they are returning to work, or going out as a customer.
- Employers will need to engage with their employees to find the right solutions and consider the concerns and needs of their customers.
- For the different organizational sectors to move forward they will be asked to develop operational protocols aligned with the Public Health and Safety Guidelines.
- **WorkSafeBC will work with industry associations** to ensure the direction and guidance they provide to their members meets the requirements set out by the Provincial Health Officer.
- **WorkSafeBC will work with employers and workers** through educational materials, consultation, and workplace inspections to help them restart safely.
- A cross-ministry deputy minister's committee will monitor the process and ensure overall alignment with Public Health and Safety Guidelines and WorkSafeBC.



Transition: A Phased Approach

May 19th Onwards

Under enhanced protocols

- Restoration of health services
 - Re-scheduling Elective Surgery
 - Medically-related services
 - Dentistry, Physiotherapy, Registered Massage Therapy, Chiropractors
 - Physical therapy, speech therapy and similar
- Retail sector
- Hair salons/ barbers/other personal service establishments
- In-person counselling
- Restaurants, cafes, pubs
- Museums, art galleries, libraries
- Office based worksites
- Recreation/sports
- Parks, beaches and outdoor spaces
- Transit Services
- Child care

June through September (If Transmission Rate Remains Low or In Decline)

Under enhanced protocols

- Hotels and Resorts (June)
- Parks – broader reopening, including some overnight camping (June)
- Film industry – beginning with domestic productions (June/July)
- Select entertainment – Movies and symphony, but not large concerts (July)
- Post-secondary education – with mix of online and in-class (September)
- K-12 education – with only a partial return this school year (September)

Future

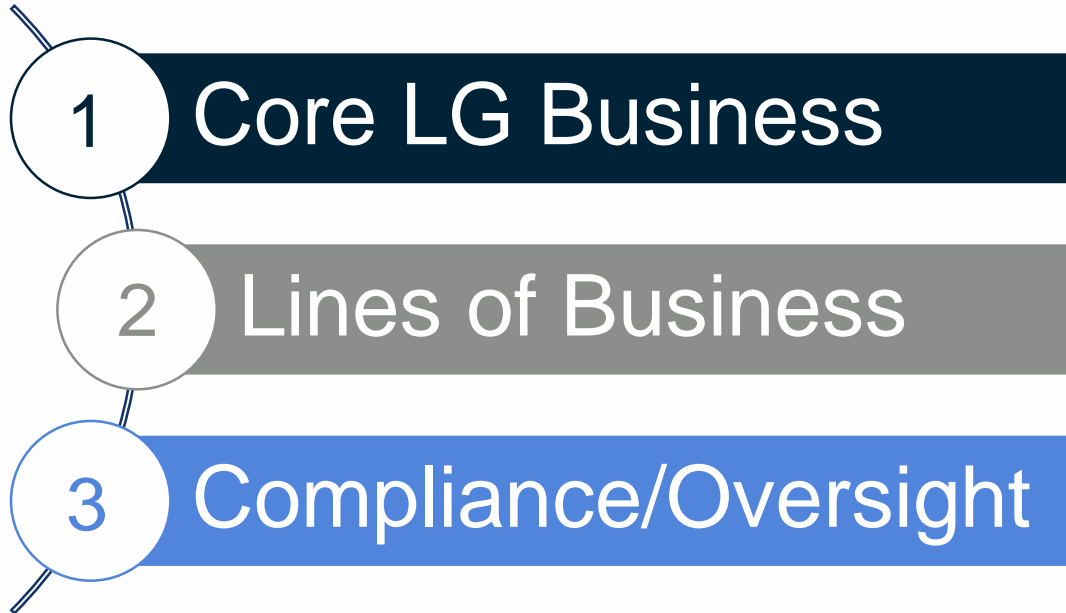
To Be Determined

- Night clubs
- Bars
- Casinos

Conditional on at least one of: **wide vaccination; “community” immunity; broad successful treatments:**

- Large gatherings (50+)
- Conventions
- Live audience professional sports
- Concerts
- International tourism

Local Government Considerations



1. Transitioning your 'core' local government functions, e.g.
 - Staff workplaces
 - Public counters and offices
 - Council and board meetings, hearings
2. Opening your 'lines of business,' e.g.
 - Libraries and museums
 - Golf courses
 - Recreation centres
3. Your oversight & compliance support role, e.g.
 - Restaurants
 - Retail
 - Personal services



Core Workplace Guidelines

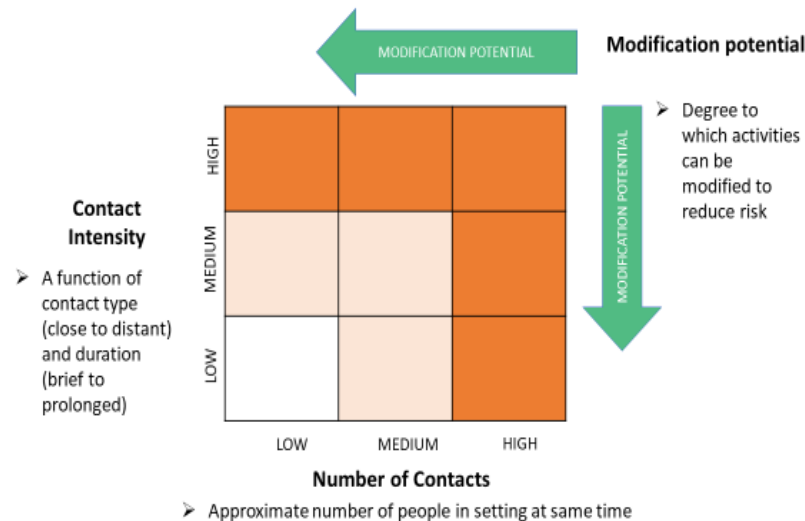
1 Core LG Business

2 Lines of Business

3 Regulatory Oversight

The risk of transmission in organizational settings and public institutions is subject to two variables that we need to modify to reduce transmission risk:

- (1) contact intensity (how close you are to someone and for how long);
- (2) number of contacts (how many people are in the same setting at the same time).



Modifying from high to low can be based on a range of actions:

- Physical distancing measures – to reduce density of people
- Engineering controls – physical barriers, increased ventilation
- Administrative controls – rules and guidelines
- Non-medical masks

Core Workplace Guidelines

1 Core LG Business

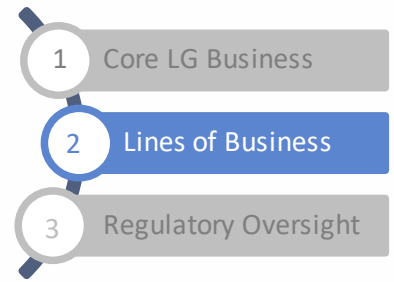
2 Lines of Business

3 Regulatory Oversight

- Actively promote and monitor personal self care actions in your organization.
- Actively promote and implement the core measures for managing social interaction in your organizational setting in congregate social areas (kitchens, staff room, canteens, shared public spaces).
- You must have clear policies to enable and ensure that individuals who have the symptoms of a cold, flu, or Covid-19 including any coughing or sneezing should not come into the workplace. As part of opening your specific settings, you should implement sick day policies for the coming twelve months that actively work with individual staff being off sick more often or working safely at home during these illnesses. As employers you must take leadership in this regard with routine screening/questions of staff for symptoms checking.
- Require and sustain higher levels of frequent cleaning of “high touch” areas in workplaces and retail outlets throughout the day and availability of hand sanitizer stands at entrances or around workplaces and shops.
- Where appropriate and practical increase use of temporary physical barriers (such as plexiglass at service counters or checkouts).
- Focus on how you will support and accommodate higher-risk populations including those 65+ and those with underlying medical conditions, e.g. exercise greater accommodation for these age groups in terms of work space, more flexible hours of work or shopping (earlier, later, mid-day) or working at home options.



Sector Planning



- For the different sectors to move forward they will be asked to develop operational protocols aligned with the Public Health and Safety Guidelines.
- **WorkSafeBC will work with sector associations** to ensure the direction and guidance they provide to their members meets the requirements set out by the Provincial Health Officer.
 - Sectors already operating may need to modify their plans
 - Sectors that are opening will need to establish new plans
- A **cross-ministry Provincial committee** will monitor the process and ensure overall alignment with Public Health and Safety Guidelines and WorkSafeBC.
- **MAH will help to** keep Local Governments informed once sector plans are supported.
- **Local Governments will then create/update their own safe operating plans per sector or ‘line of business’ (e.g. library, golf course, etc.).**
- **WorkSafeBC can support you** through educational materials, consultation, and workplace inspections to help them restart safely. Updated plans are online:
 - <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information>



Compliance/Oversight

- Individual organizations or businesses are responsible for developing and implementing their own safe operating plan, based on the sector plan or the PHO/WorkSafeBC guidance (if there is no organized sector).
- **WorkSafeBC can support them** through educational materials, consultation, and workplace inspections to help them restart safely.
- Those respective organizations and businesses will then open according to the plan.
- Compliance in relation will be a shared responsibility
 - Compliance starts with the business itself and its WorkSafe obligations to keep its employees safe.
 - PHO orders may need to be modified to support some plans (e.g. for sectors that were closed).
 - There will be a need for education to build understanding that there is no “one size fits all” to appropriate physical distancing among different sectors.
- We will evolve the COVID response enforcement framework as part of this transition. As that is underway, local bylaw enforcement officers should be aware of all updated sector plans and maintain the current approach to education, compliance, and enforcement.
 - The Provincial Orders Support Team (POST) remains available for bylaw officers to call with questions about the current PHO orders and rules - right now and as they continue to evolve: **(1-833-309-4631)**



Next Steps

- Develop your own transition plan framework:
 - Update safe operating plans for your core business (workplace(s), public counters or public-serving offices, council/board meetings, hearings, etc.)
 - Develop phased approach to resuming core business and line of businesses
 - Update and implement safe operating plans as new sector plans or other resources become available
- Stay connected as new information or resources emerge, e.g.:
 - Updated or new sector-specific safe operating plans
 - Any new direction from the PHO
- Reach out with questions
 - Contact your MAH regional analyst as questions arise:
<https://contacts.localgovernmentinformationssystem.gov.bc.ca/lgics.aspx>
 - Enforcement/guidance support: 1-833-309-4631 (same number)

THANK YOU



Office of the Chair

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 5040-01

March 6, 2020

Sent via email only: dallen@courtenay.ca

Mayor and Council
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mayor and Council:

Re: Regional Poverty Reduction Assessment and Strategy Funding Application

This letter serves to request your consideration to support the Comox Valley Regional District's (CVRD) regional application to the UBCM Poverty Reduction Action and Planning Program. The intent of the program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy, TogetherBC. The CVRD proposes to undertake a poverty reduction assessment and strategy to identify key actions to reduce poverty at the local level with a focus on affordable housing transportation, children and youth and food security options. We feel that a regional application and process can provide significant value and help to ensure this important issue is considered in a thorough and all-encompassing process. This work would build on our regional housing needs assessment findings, as well as the recently completed Childcare Inventory and help to advance a number of strategic priorities.

On February 25, 2020, the CVRD Board approved the following:

THAT staff be authorized to make an application for \$150,000 to the Union of BC Municipalities for grant funding through Stream No. 1 of the Poverty Reduction and Action Planning program to develop a regional poverty reduction action plan focused on housing affordability, children and youth, transportation and food security;

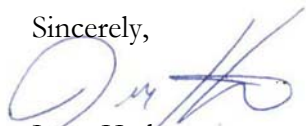
AND THAT the Comox Valley Regional District send a request to each member municipality requesting permission to make the grant application on their behalf;

AND FINALLY THAT the Comox Valley Regional District serve as the primary applicant to apply for, receive and manage the grant funding on behalf of the Village of Cumberland, the Town of Comox and the City of Courtenay.

If successful in obtaining grant funding, CVRD planning staff, in consultation with the Regional Growth Strategy technical advisory committee and steering committee, will lead this initiative and be responsible for administering the grant, overseeing any consulting help, delivering the community engagement and final reporting. Key community partners will include the Coalition to End Homelessness, the Community Health Network and the Social Planning Society.

The funding intake deadline was February 28, 2020. The CVRD has submitted an application and it would be appreciated if your Council would consider supporting a resolution to endorse your municipality's participation in this regional project at your next meeting. It is our view that a regional approach to the preparation of a poverty reduction assessment and strategy will create efficiencies for each local government and best position us to tackle the issue of local poverty reduction.

Sincerely,



Jesse Ketler
Chair

cc: John Ward, Director of Legislative Services / Deputy Chief Administrative Officer
Russell Dyson, Chief Administrative Officer
Alana Mullaly, Senior Manager of Sustainability and Regional Growth Strategy

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3006, 2020

A bylaw to amend Municipal Ticket Information Bylaw No. 2435, 2006

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 **“Municipal Ticket Information Amendment Bylaw No. 3006, 2020.”**
2. That “City of Courtenay Municipal Ticket Information Bylaw No. 2435, 2006” be amended as follows:
 - a) That Schedule 1, Column 1 “Designated Bylaws” line item No. 2 “Building Bylaw No. 2323, 2003”, be hereby repealed and substituted therefore by the following: “Building Bylaw No. 3001, 2020”.
 - b) That Schedule 1, Column 2 “Designated Bylaw Enforcement Officers” Line items No. 1, 2, 3, 5, 7, 9, 12, 13, 14, the words” Building Inspectors” be repealed and replaced with “Building Officials”
 - c) That Appendix 2 to Schedule 1, be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this day of , 2020

Read a second time this day of , 2020

Read a third time this day of , 2020

Finally passed and adopted this day of , 2020

Mayor

Corporate Officer

APPENDIX 2 TO SCHEDULE 1

Building Bylaw No. 3001, 2020

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Interference with building officials right of entry	7.6	\$300.00
Construction without building permit	11.1	\$300.00
Demolition without building permit	11.1(c)	\$300.00
Moving building without permit	11.1(b)	\$300.00
Unsafe site	8.5(c)	\$500.00
Failure to post civic address	8.5(a)	\$100.00
Failure to comply with permit conditions	8.3(a)	\$200.00
Failure to obtain Occupancy inspection notice	11.53	\$500.00
Unsafe condition	7.7(i)	\$500.00
Failure to obtain building officials acceptance prior to concealing work	11.34	\$100.00
Failure to stop work after a registered professionals services are terminated	11.38	\$100.00
Violation of stop Work Order	11.36	\$100.00
Violation of Do not Occupy Notice	11.43	\$500.00

THE CORPORATION OF THE CITY OF

COURTENAY

BYLAW NO. 3007, 2020

A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992

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 “ **City of Courtenay Fees and Charges Amendment Bylaw No. 3007, 2020.**”
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
 - (a) That Schedule of Fees and Charges, Section II, Appendix I, “Development Fees”, be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section II, Appendix I - Development Fees
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this day of , 2020

Read a second time this day of , 2020

Read a third time this day of , 2020

Finally passed and adopted this day of , 2020

Mayor

Corporate Officer

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW
No. 3007, 2020**

**SECTION II
APENDIX I
DEVELOPMENT FEES**

SCHEDULE OF FEES AND CHARGES - DEVELOPMENT APPLICATIONS

APPLICATION	TOTAL
Official Community Plan (OCP) Amendment	
Application Fee.....	\$3,000.00
Small projects (less than 4 residential units or less than 465 m ² of commercial floor area)	\$2,500.00
Temporary Commercial or Industrial Use Permit	
Application fee	\$2,500.00
Zoning Bylaw or Land Use Contract Amendment	
1. Application fee	\$3,000.00
a. For existing developed residential property to allow for a secondary suite.....	\$500.00
2. Large projects - if application is for a parcel with a site area:	
a. Site area over 2 ha or if floor area exceeds 4500 m ²	\$5,000.00
*Plus:	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m ² for commercial developments (to a max of (\$10,000)	
b. Site area over 8 ha or if floor area exceeds 9000 m ²	\$6,500.00
*Plus:	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m ² for commercial developments (to a max of \$10,000)	
3. Comprehensive Development zone (other than 2b)	\$7,500.00
*Plus:	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m ² for commercial developments (to a max of \$10,000)	
4. For each additional public hearing or public information meeting	\$2,000.00
If, at the discretion of the Director of Planning, a Peer Review is required for any technical documentation submitted in conjunction with an application, the applicant shall be required to cover the costs of such a review	
Development Permit Applications	
1. Application fee	\$2,500.00
a. For residential projects, add \$50 per residential unit or parcel over 25 units or parcels	
b. For commercial/industrial projects, add \$100 per 100 m ² of gross floor area over 500 m ² or add \$50 per 0.1 ha of site area over 0.4 ha whichever results in the greater fee (round up to nearest \$100.00)	
2. Application for a residential unit in an intensive residential zone	\$500.00/unit
3. For the Exterior renovation of existing commercial properties within the Downtown Courtenay Business Improvement Area.....	\$100.00
4. Environmental Development Permit.....	\$1,000.00
5. Minor Environmental Development Permit	\$500.00
6. Application to extend the period of validity for an existing permit	\$750.00
7. Application to amend an existing permit.....	\$750.00

*Per Residential Unit (i.e. Single Family Lots, Townhomes, Condominiums or Apartments)

Development Variance Permit Applications	
1. Application fee for commercial, industrial and multi-residential	\$1,500.00
2. Application for single residential or duplex	\$1,000.00
3. Application for variance of the Sign Bylaw	\$400.00
4. Application to extend the period of validity for an existing permit	\$500.00
5. Application for a phased strata development.....	\$1,500.00
Applications to the ALC	
1. Application to include or exclude land in the ALR	\$1000.00
2. Application to subdivide land within the ALR	\$600.00
3. Application to use land in the ALR for non-farm purposes	\$600.00
4. Application to place fill or remove soil for non-farm purposes	\$600.00
5. For each additional public hearing or public information meeting	\$1000.00
ALC Application Refunds	
1. If an application which requires a public hearing is withdrawn or rejected by Council prior to public notification, a partial refund will be issued.....	\$600.00
2. If an application to the ALC is withdrawn by the applicant prior to Council's consideration, a partial refund will be issued.....	\$300.00
Board of Variance	
Application to the Board of Variance	\$250.00
Building Permit Application Fees	
	Rate
1. Building permit application fees. If value of construction is:	
a. Not Exceeding \$100,000 <i>value of construction</i>	\$50.00
b. Greater than \$100,000 and not exceeding \$500,000.....	\$100.00
c. Greater than \$500,000.....	\$500.00
Building Permit Fees	
	Minimum \$50
1. Buildings and other structures	\$7.50 per \$1000 of construction value
2. CSA certified buildings containing 1 or 2 dwellings.....	50% of the fee for Buildings /Structures
3. Building Move.....	50% of the fee for Buildings /Structures
4. Temporary Building.....	\$100.00
5. Demolition.....	\$100.00
6. Plumbing Permit (per fixture).....	\$8.00
7. Fire suppression system (per sprinkler head).....	\$0.50
8. Each hydrant, hose cabinet, hose outlet or standpipe.....	\$10.00
9. Factory built chimneys and fireplaces and solid fuel burning appliances	\$100.00
unless the works are part of another valid and subsisting permit	
Inspection Fees	
1. Re-inspection Fee.....	\$100.00
2. Special Inspection Fee.....	\$100.00
Other Fees	
1. Change of owner/permit holder.....	\$25.00
2. Design Modification Fee (per hour).....	\$75.00
3. Permit Extension Fee.....	\$25.00
4. Stop Work Order Exceeding 30 Days.....	\$100.00
5. Remove Section 57 Community Charter from Title.....	\$300.00

Security Deposits	Per Value of Construction	
\$0.00 - \$50,000.....		\$250.00
\$50,001 - \$100,000.....		\$500.00
\$100,001 - \$500,000.....		\$2,000.00
\$500,001 - \$1,000,000.....		\$2,500.00
\$1,000,000 +		\$3,500.00
Temporary Building.....	10% of the value of the bldg	
Liquor License Applications		
1. Application fee, or	\$500 + GST	\$525.00
2. If a public hearing is to be held	\$1,250 + GST	\$1,312.50
Landscaping Inspections		
1. After 3 landscaping inspections, fee for each additional inspection	\$100 + GST	\$105.00
Sign Permits		
1. Freestanding Sign over 2.5 m in height		\$100.00
2. Freestanding Signs under 2.5 m in height		\$45.00
3. Fascia Signs, Canopy Signs, Projecting Signs		\$45.00
4. Portable Signs, Under Canopy Signs.....		\$10.00
Site Profile		
1. Administration Fee	\$150 + GST	\$157.50
Soil Removal or Replacement Fee.....		
		\$600.00
Strata Conversion		
1. Application for a strata conversion of a previously occupied building		
a. Inspection fee	\$100 + GST	\$105.00
b. Application fee		\$500.00
c. For each additional unit/parcel		\$100.00
Subdivision Application Fees		
1. First parcel		\$600.00
2. Each additional parcel		\$150.00
Tree Cutting & Removal		
1. Single family lots equal to or under 2,000 m ² in size, or when only two trees are removed on any sized lot.....		\$50.00
2. Single family lots between 2,000 m ² and 4,000 m ² in size.....		\$100.00
3. Lots of a land use other than single family residential, lots larger than 4,000 m ² and multi lot subdivisions.....		\$250/4000m ² of lot area
4. Hazardous tree removal.....		No Fee