

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

Date: June 29, 2020
Time: 4:00 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. M192 *Local Government Meetings & Bylaw Process (COVID-19) Order No. 3*; has implemented changes to its open Council meetings.

In the interest of public health and safety, in-person attendance by members of the public at Council meetings will be prohibited until further notice. Council meetings will be presided over 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 4:00 p.m. during this period.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

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8. RESOLUTIONS OF COUNCIL

8.1 In Camera Meeting

That a Special In-Camera meeting closed to the public will be held June 29th, 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) (d) the security of the property of the municipality;
- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90 (1) (g) litigation or potential litigation affecting the municipality;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

- 11.1 Comox Valley Coalition to End Homelessness - Connect Warming Centre COVID-19 Update and License to Occupy Extension Request– 685 Cliffe Avenue

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Staff Note: At it's Committee of the Whole (CoW) meeting held March 30th, 2020 Council passed the following resolution:

"That the terms and renewal of the January 6th, 2020 Connect Warming Centre Licence to Occupy agreement between the Comox Valley Transition Society (Licensee) and the City of Courtenay (Licence), for use of the north side of the City owned premises located at 685 Cliffe Avenue (legal description PID: 006-102-930, Lot 3, Section 61 Comox District Plan VIP3817), be temporarily extended until the 30th day of June, 2020, pursuant to section 3 of the agreement;

That staff provide public notice to satisfy the statutory advertising requirements for the provision of assistance and disposition of City lands per Section 24 of the Community Charter;

That the Mayor and Corporate Officer be authorized to execute all documentation relating to the interim extended terms and renewal of the Licence to Occupy agreement; and,

That the request made by the CVCEH for a one-year lease with option for renewal and continued in kind-support from the City be considered at a future Council meeting as deemed appropriate by staff."

Since the March 30th CoW meeting, the CVCEH submitted a new request dated June 11th, 2020 (letter attached).

12. BYLAWS

- 12.1 For First and Second Reading

- 12.1.1 Zoning Amendment Bylaw No. 2998, 2020

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A bylaw to rezone property from Residential One B Zone (R-1B) to Residential One S Zone (R-1S) to allow for a secondary suite (2466 Walbran Place)

13. ADJOURNMENT

Minutes of a Regular Council Meeting

Meeting #: R16/2020
Date: June 15, 2020
Time: 4:00 pm
Location: City Hall, Courtenay, BC, via video/audio conference

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
W. Sorchta, Corporate Officer, via video/audio conference
I. Buck, Director of Development Services, via video/audio conference
J. Nelson, Director of Financial Services, via video/audio conference
K. Shaw, Director of Public Works Services
D. Snider, Director of Recreation and Cultural Services
M. Fitzgerald, Manager of Development Planning, via video/audio conference
N. Borecky, Manager of Information Systems, via video/audio conference
E. Gavelin, Network Technician, via video/audio conference
R. Matthews, Executive Assistant/Deputy Corporate Officer, via video/audio conference

Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. M139 *Local Government Meetings & Bylaw Process COVID-19* implemented changes to its open Council meetings.

In the interest of public health and safety, in-person attendance by members of the public 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 4:00 p.m. during this period.

1. ADOPTION OF MINUTES

1.1 Adopt June 8th, 2020 Regular Council meeting minutes (0570-03)

Moved By Cole-Hamilton

Seconded By Frisch

That the June 8th, 2020 Regular Council meeting minutes be adopted.

Carried

Matters arising from the June 8th, 2020 regular Council minutes:

Councillor Hillian mentioned the concerns raised about “The Junction” (988 - 8th Street) supportive housing complex following the June 8th, 2020 Delegation presentation by Comox Valley Better at Home and Comox Valley Kiwanis Village residents; and, suggested Council consider inviting BC Housing to make a presentation to Council regarding management of the facility.

2. INTRODUCTION OF LATE ITEMS

2.1 Delegation - Comox Valley Better at Home and Comox Valley Kiwanis Village residents

Council unanimously agreed that a discussion regarding concerns raised about the management of “The Junction” supportive housing facility (988 - 8th Street) following the June 8th, 2020 Delegation presentation by Comox Valley Better at Home and Comox Valley Kiwanis Village residents be added to the June 15th, 2020 Council agenda under section *11.00 New Business*.

3. DELEGATIONS

4. STAFF REPORTS/PRESENTATIONS

4.1 Recreation and Cultural Services

4.1.1 COVID-19 Recovery Plan Policy: Field Bookings for Third-party Organized Outdoor Sports (5920-00)

Moved By Hillian

Seconded By McCollum

That based on the June 15th, 2020 staff report “COVID-19 Recovery Plan Policy: Field Bookings for Third-party Organized Outdoor Sports”, Council approves OPTION 1 as follows:

That per orders and requirements of the provincial and federal authorities to maintain physical distancing and restrict public gatherings related to the

spread of the Coronavirus COVID-19; and, as imposed by extraordinary powers adopted March 18th, 2020 under the BC provincial state of emergency; and,

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 2 which, under enhanced protocols allows the return to provision of certain services including outdoor organized sports at parks and fields;

Therefore be it resolved that effective immediately, Council authorizes the return to booking parks and fields by user groups with the following conditions:

- a. That in the interest of public health and safety, staff amend facility booking agreements to include COVID-19 language regarding provincial and federal guidelines
- b. That user groups submit a COVID-19 Safety Plan to the City prior to booking approval
- c. That user groups comply with all applicable Orders and Guidelines ; and,

That the City of Courtenay field booking policy during the COVID-19 pandemic be effective immediately and may be subject to change:

- a. as directed under the authority of the provincial or federal governments through the Emergency Program Act or Emergencies Act Canada
- b. until such time as the provincial state of emergency for the COVID-19 pandemic has been rescinded and local governments may resume regular operations, or
- c. by resolution of Council.

Carried

4.1.2 Cultural Service Summary Financial Implications and Service Agreements (2240-20)

Moved By Frisch

Seconded By Cole-Hamilton

That based on the June 15th, 2020, staff report “Cultural Service Summary Financial Implications and Service Agreements”, Council adopts OPTION 1 and direct staff to proceed with the Cultural Service Review Report key findings and recommendations;

That the Mayor and Corporate Officer be authorized to execute the attached Comox Valley Art Gallery Society Management and Operating

Agreement Amendment and the Comox Valley Art Council Fee For Service Agreement on behalf of the City; and,

That the total funding of \$78,750 for the two above referenced agreements be allocated from Gaming Funds in 2020.

Carried

4.2 CAO and Legislative Services

4.2.1 Amendment to Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020 (3900-00)

Moved By Frisch

Seconded By Cole-Hamilton

That based on the June 15th, 2020 staff report “Amendment to Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020”, Council proceed with OPTION 1 and approve amendments to Bylaw No. 3000 outlined in this report; and

That “Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Amendment Bylaw No. 3008, 2020” proceed to first, second and third readings and final adoption.

Carried

4.3 Development Services

4.3.1 Zoning Amendment Bylaw No. 2993 Requirement for a Public Hearing - 1028 Arrowsmith Avenue (3360-20-2001)

Moved By McCollum

Seconded By Hillian

That based on the June 15th, 2020 staff report, "Zoning Amendment Bylaw No. 2993 Requirement for Public Hearing" Council considers Zoning Amendment Bylaw No. 2993, 2020 consistent with the City’s Official Community Plan; and

That Council approves OPTION 1 and waives the Public Hearing with respect to Zoning Amendment Bylaw No. 2993, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd reading of the bylaw.

Carried

4.3.2 Public Hearing for Zoning Amendment Bylaw No. 2990 - 1025 Ryan Road (3360-20-1916)

Moved By Theos

Seconded By McCollum

That based on the June 15th, 2020 staff report, “Public Hearing for Zoning Amendment Bylaw No. 2990 - 1025 Ryan Road” Council considers Zoning Amendment Bylaw No. 2990, 2020 consistent with the City’s Official Community Plan; and

That Council approves OPTION 1 and waives the Public Hearing with respect to Zoning Amendment Bylaw No. 2990, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd reading of the bylaw.

Carried

4.3.3 Zoning Amendment Bylaw No. 2999 to allow for a Subdivision of 820 Urquhart Avenue (3360-20-2005)

Moved By Cole-Hamilton

Seconded By Frisch

That based on the June 15th, 2020 staff report, “Zoning Amendment Bylaw No. 2999 to allow for a Subdivision of 820 Urquhart Avenue” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2999, 2020;

That Council considers Zoning Amendment Bylaw No. 2999, 2020 consistent with the City’s Official Community Plan; and

That Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No. 2999, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd Reading of the bylaw.

Carried

New Motion:

Moved by Frisch and seconded by Cole-Hamilton that Council direct staff to include the City of Courtenay Development Services *Sustainability Evaluation Compliance Checklist* in all future development staff reports to Council, where applicable.

Carried

4.4 Financial Services

4.4.1 2021/2022 RCMP Municipal Policing Contract: Approval in Principle (1660-20)

Moved By Hillian

Seconded By McCollum

That based on the June 15th, 2020 staff report “2021/2022 RCMP Municipal Policing Contract: Approval in Principle”, Council approve OPTION 1 which provides approval in principle for an expenditure of \$6,561,243 of which Courtenay is responsible for 90% (\$5,950,756).

Carried

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.1 Briefing Note - Update - Virtual UBCM 2020 Convention (0390-20/7130-20-COVID-19)

Moved By Morin

Seconded By Hillian

That the June 5th, 2020 Briefing Note, “Update - Virtual Union of BC Municipalities (UBCM) 2020 Convention”, be received for information.

Carried

6.2 Briefing Note - Continued Closure of the Courtenay and District Memorial Pool for 2020 (6120-02)

Moved By Frisch

Seconded By Cole-Hamilton

That the June 8th, 2020 Briefing Note, “Continued Closure of the Courtenay and District Memorial Pool for 2020”, be received for information.

Carried

6.3 Routine Release of In Camera Resolutions per Council Policy #540.00.02 (for the period of June 2019 to February 3rd, 2020) (0540-01)

6.3.1 Council Policy #540.00.02

6.3.2 In Camera Resolutions for the period of June 2019 to February 3rd, 2020

Moved By McCollum

Seconded By Hillian

That the City of Courtenay In Camera Resolutions for the period of June 2019 to February 3rd, 2020, and, Council Policy #540.00.02, be received for information.

Carried

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

7.1 Councillor Cole-Hamilton

Councillor Cole-Hamilton participated in the following events (for the period of May 22nd to June 10th):

- Session Moderator, Together/Ensemble 2020 - Sustainable Development Goals Conference
- Comox Valley Drug Overdose Community Action Team Steering Committee meeting (2 Total)
- CVRD Director briefings; COVID-19/Regional EOC information update (3 Total)
- Climate Caucus Coordinating Committee meeting (3 Total)
- CVRD Board meeting
- Climate Caucus Board meeting
- Panelist for Mark R. Isfeld Secondary School Grade 11 class "Environment and Climate Change" (2 Total)
- Facilitator, Climate Caucus bi-weekly conference call meeting
- Downtown Courtenay Business Improvement Association Board Meeting
- Doughnut Economics for Local Governments with Kate Raworth webinar
- We Are One: A Peaceful Protest in Solidarity with Black Lives Matter and Justice for Indigenous People of Canada at Simms Millennium Park
- Vancouver Island and Coastal Communities Climate Leadership Plan meeting
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer
- PACE BC meeting
- Downtown Courtenay Business Improvement Association Virtual AGM

8. RESOLUTIONS OF COUNCIL

8.1 In Camera Meeting

Moved By Theos

Seconded By Morin

That a Special In-Camera meeting closed to the public will be held June 15th, 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.

Carried

9. UNFINISHED BUSINESS

9.1 Parklet Program - Downtown Courtenay - Request for Clarity - Verbal Discussion (5455-03)

Moved By Cole-Hamilton

Seconded By Frisch

Whereas options for downtown businesses to respond to the need for social distancing during the COVID-19 pandemic are evolving; and

Whereas temporary road closures on 5th Street and Duncan Avenue, and the use of the roadway by businesses during such closures are viewed by the Downtown Courtenay Business Improvement Association (DCBIA) as more effective than parklets; and

Whereas the flow of pedestrian traffic on sidewalks in a single direction would allow for greater social distancing;

Therefore be it resolved that the May 19th, 2020 Council resolution be amended to read as follows:

That 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 the options and implications of a parklet program for downtown Courtenay of *temporary street closures on 5th Street and Duncan Avenue, the use of street space by merchants and restaurants during such closures, and the use of signage to request pedestrians follow a voluntary one-way flow of movement on downtown sidewalks.*”

Carried

10. NOTICE OF MOTION

11. NEW BUSINESS

11.1 June 8th, 2020 Delegation - Comox Valley Better at Home and Comox Valley Kiwanis Village residents

Moved By Hillian

Seconded By Frisch

That Council invite BC Housing and the operator of “The Junction” (988 - 8th Street) to make a presentation to Council in response to the June 8th, 2020 Delegation to Council regarding concerns raised by Comox Valley Better at Home and Kiwanis Village residents about noise, public disturbances, garbage accumulation, drug related activities and feeling unsafe in their neighbourhood sourced to the “The Junction” supportive housing complex.

Carried

6:05 p.m. - - Councillor Morin recused herself from the video/audio conference meeting citing a possible conflict of interest as Councillor Morin is employed by the John Howard Society, an agency, directly involved with “The Junction.”

Councillor Morin returned to the video/audio conference meeting at 6:07 p.m.

12. BYLAWS

12.1 For First and Second Reading

12.1.1 Zoning Amendment Bylaw No. 2999, 2020

Moved By McCollum

Seconded By Morin

That “Zoning Amendment Bylaw No. 2999, 2020” pass first and second reading.

Carried

12.2 For First, Second and Third Reading

12.2.1 Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3008, 2020

Moved By Frisch
Seconded By Hillian

That “Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3008, 2020” pass first, second and third reading.

Carried

12.2.2 Revenue Anticipation Borrowing Bylaw No. 3011, 2020

Moved By Hillian
Seconded By Cole-Hamilton

That “Revenue Anticipation Borrowing Bylaw No. 3011, 2020” pass first, second and third reading.

Carried

12.3 For Final Adoption

12.3.1 Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3008, 2020

Moved By Morin
Seconded By McCollum

That “Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3008, 2020” be finally adopted.

Carried

12.3.2 Revenue Anticipation Borrowing Bylaw No. 3011, 2020

Moved By Cole-Hamilton
Seconded By McCollum

That “Revenue Anticipation Borrowing Bylaw No. 3011, 2020” be finally adopted.

Carried

13. ADJOURNMENT

Moved By Hillian
Seconded By Frisch

That the meeting now adjourn at 6:12 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 29th day of June, 2020

Mayor



STAFF REPORT

To: Council

File No.: 7900-00

From: Chief Administrative Officer

Date: June 29, 2020

Subject: COVID-19 Recovery Plan Policy: Lifting of Cultural Facility Closures

PURPOSE:

The purpose of this report is for Council to approve the lifting of the cultural facilities closures.

POLICY ANALYSIS:

As the provincial government progresses through the various phases of the BC Restart Plan, organizations are authorized to again provide services to the public within facilities. The authorization is conditional in many respects and we are to be prepared to again to request the suspension of those services if the COVID-19 rate of infections rises to an unacceptable level as determined by the Public Health Officer.

The City's solicitor has advised that Public Health and Ministerial Orders carry the weight of law. In addition, Public Health Guidelines issued by the Public Health Officer contain the minimum standard of enhanced protocols to be met in delivering services during the COVID-19 pandemic.

Unless altered by a Public Health or Ministerial Order, the City remains subject to all the normal senior government statutes and regulations. This includes in past weeks a flurry of amendments to these requirements in response to the pandemic with which we must comply.

Also, the Courts have established that a government body, including a municipality, will likely only owe a duty of care when engaged in operational decision making, but not when the conduct arises from a policy decision. A resolution of Council is typically a policy decision, whereas a decision of staff without the policy direction of Council is typically an operational decision.

Therefore, operationally we must comply with all statutes, Health and Ministerial Orders and the approved Guidelines yet will continue to owe a duty of care unless our operational decisions are endorsed by a resolution of Council. Consequently, as the recovery process continues through the BC Restart Plan phases, each service or group of like services will have a recovery plan provided to Council by staff reports. Each will contain a unique, recommended resolution to stipulate Council's specific policy decision to again provide the service or services according to the proposed operational plan.

CAO RECOMMENDATIONS:

That based on the June 29th, 2020, staff report "COVID-19 Recovery Plan Policy: Lifting of Cultural Facility Closures", Council adopt OPTION 1 as follows:

That per orders and requirements of the provincial and federal authorities to maintain physical distancing and restrict public gatherings related to the spread of the Coronavirus COVID-19; and, as imposed by extraordinary powers adopted March 18th, 2020 under the BC provincial state of emergency; and,

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 2 which, under enhanced protocols allows the return to provision of certain services;

Therefore be it resolved that effective immediately, Council authorizes the non-concurrent re-opening of the Centre for the Arts, Comox Valley Art Gallery, Courtenay and District Museum and Palaeontology Centre and the Sid Williams Theatre, subject to the following conditions:

- 1) No changes to the phased industry specific re-openings permitted under the existing Province of BC's Restart Plan;
- 2) City Staff receipt from each cultural facilities' respective COVID-19 Safety Plans;
- 3) That the tenants and cultural service operators comply with all applicable Orders and Guidelines; and,

That the City of Courtenay lifting of cultural facility closure policy during the COVID-19 pandemic be effective immediately and may be subject to change:

- a) as directed under the authority of the provincial or federal governments through the Emergency Program Act or Emergencies Act Canada
- b) until such time as the provincial state of emergency for the COVID-19 pandemic has been rescinded and local governments may resume regular operations, or
- c) by resolution of Council.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City initiated the closures of all City owned facilities on March 16, 2020 when the risk of the COVID-19 pandemic reached the community. The partnering arts organizations have shown great collective leadership during the COVID-19 pandemic situation by following the City's lead in responding to the physical distancing orders by closing cultural facilities, cancelling events, performances, and workshops.

With the recent BC Public Health announcement declaring the end of our first phase of the current COVID-19 outbreak and the release of the provincial re-start plan, the planning process for the future re-opening of the cultural facilities has been initiated. Through collaboration and shared resources, these core cultural groups have a stronger chance of surviving the negative financial impact of these unprecedented times.

KEY CONSIDERATIONS:

Art galleries and museums have been permitted to re-open under enhanced protocols in phase 2 of BC's Restart Plan. If transmission rates remain low or decline, theatres have been included between Phase 3 and 4 (permitting smaller events with less than 50 people in attendance), also subject to enhanced protocols.

The cultural facility closures, although not required by the province, were initiated by the City and the cultural partners as a joint effort in helping to flatten the curve thereby protecting their customers and employees. Under BC's restart plan, these organization may re-open under Phase 2 of the restart plan and provide cultural services within the enhanced public health protocols yet not permit the gathering of more than 50 patrons for the purpose of the event.

As outlined in BC's Restart Plan, each of the industry sectors has been asked to develop enhanced protocols aligned with the Public Health and Safety Guidelines. This is an effort to support diverse businesses with their industry specific health and safety needs as they reopen, complementing the existing COVID-19 information and resources available through WorkSafe BC.

The Comox Valley Art Gallery Society, Courtenay and District Historical Society, and Sid Williams Theatre Society all hold Licences of Occupation (LOO) with the City.

Each licensee is required to meet the following requirement within each respective LOO:

"The Society must carry on and conduct its activities on the Land and in, on and from the Building in compliance with any and all laws, statutes, enactments, bylaws, regulations and orders from time to time in force and obtain all required approvals and permits thereunder and not to do or omit to do anything in, on or from the Building or on or from the Land in contravention thereof."

In consultation with City Staff, the following process for re-opening has been agreed to by the City's cultural partners and affirmed in the attached re-opening summary plans:

1. Each respective organization will develop a phased or stepped approach to re-opening as permitted under the BC Restart Plan.
2. WorkSafe BC Employee Safety Plans and COVID-19 Public Safety Plans (developed under public health aligned industry guidelines) will be created by the respective cultural organizations and submitted to the City.
3. Re-opening is subject to Council's lifting of the current cultural facility closures.
4. During the phased re-openings, the cultural facilities will re-close if community outbreaks result in public health ordered closures or City mandated closures.
5. Each cultural organization will conduct a review of its operations during each phase to ensure they can operate under the enhanced protocols.
6. Each cultural organization will have their respective COVID-19 re-opening plans approved by their boards. All three cultural organizations have carried this out.

Since each cultural partner is at a different stage of the re-opening planning process, a non-concurrent approach to facility re-openings would be the best approach as each cultural partnering organization meets these requirements based on their own capacity and timelines, and within the phases permitted by the BC Restart Plan.

The Courtenay and District Historical Society has submitted their COVID-19 Safety Plan (Attachment 1). Whereas the Comox Valley Art Gallery is in the process of developing their COVID-19 Safety Plans and have provided a summary of their stepped process for re-opening. (Attachment 2). The Sid William Theatre

Society has also submitted a SWTS Re-opening Preparedness Report (Attachment 3) which outlines the steps the Society will take before re-opening to the public within the BC Restart Plan, under enhanced public health aligned industry guidelines.

The Centre of the Arts have several tenants that occupy the second floor of the facility and have been permitted to re-open under phase 2 of the BC Restart Plan under office based worksites. These tenants include Comox Valley Exhibition, Comox Valley Arts Community Arts Council, Comox Valley Art Gallery, Comox Valley Youth Music Centre and Comox Valley Economic Development Society (CVEDS). These tenants will also be required to develop their own respective COVID-19 Safety Plans as mandated by WorkSafe BC (developed under public health aligned industry guidelines). City Staff have communicated these requirements to the tenants and have taken a collaborative approach by requesting feedback on the development of a COVID-19 Public Safety Plan for the common areas of the building which they jointly use.

CVEDS is currently the major tenant on the 2nd floor of the Centre for the Arts Building and through its lease, is required to coordinate the public safety of the building along with ensuring enhanced public health protocols are adhered to with respect to the common areas which they have care and control over.

City Staff will be requesting these lease requirements be met and will be seeking remedies for non-compliance within each tenant's lease. City Staff clarified with each cultural organization and tenant that the receipt of these documents by the City is not, nor should it be construed as approval of their respective COVID-19 Safety Plans.

FINANCIAL IMPLICATIONS:

The cost of creating COVID-19 Safety Plans will be within each tenant and cultural organizations' own operating budgets. Any required enhanced protocol measures (i.e. installation of Plexiglas, additional COVID-19 prevention signage or purchase of additional personal protective equipment or hand sanitizer) will be covered by each organization's own annual operating budgets for the respective areas they operate or control.

ADMINISTRATIVE IMPLICATIONS:

The Recreation and Cultural Services Department (RCS) will act as the direct City liaison to each cultural organization and will receive the required plans to ensure they are in an acceptable form. The RCS Department will continue to meet weekly with the cultural partners to stay informed on their status as the COVID-19 situation continues to unfold and "new norms" are established. The RCS Department will continue to communicate with the Centre for the Arts tenants to ensure lease obligations are met.

ASSET MANAGEMENT IMPLICATIONS:

Existing City support for operations and maintenance of these facilities will not exceed approved limits.

STRATEGIC PRIORITIES REFERENCE:

The following Strategic Priorities 2019-2022 apply:

We focus on organizational and governance excellence

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

We proactively plan and invest in our natural and built environment

- Focus on asset management for sustainable service delivery
- ▲ Look for regional infrastructure solutions for shared services
- ▲ Continue to support Arts and Culture

- ▲ Support social, economic and environmental sustainability solutions

We continually invest in our key relationships

- Value and recognize the importance of our volunteers
- Consider effective ways to engage with and partner for the health and safety of the community

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

OFFICIAL COMMUNITY PLAN REFERENCE:

The OCP identifies the following vision:

The vision for the City of Courtenay is for a City that is unique and different from other communities. It is to become the most liveable community in the province. It can be expressed as having:

- a reputation as the premier regional centre for arts and culture

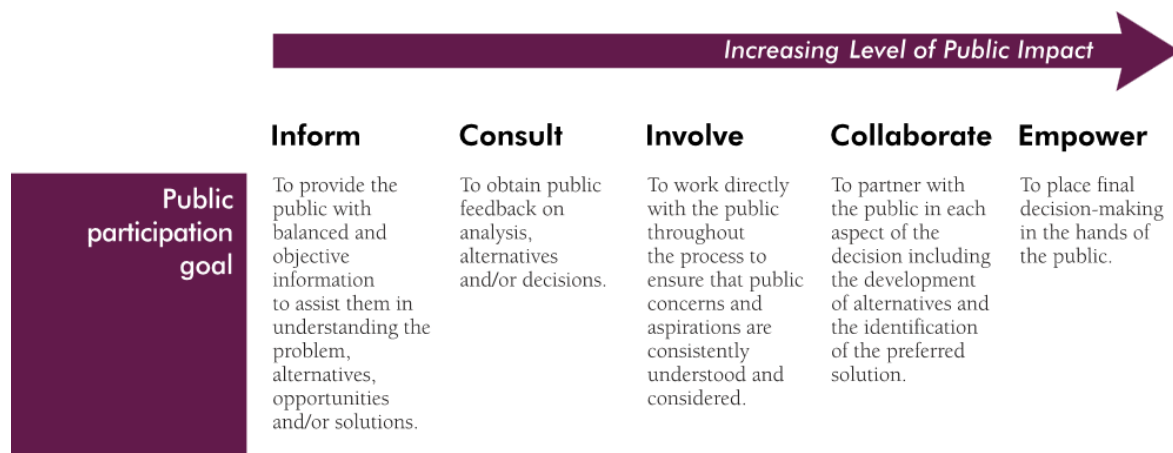
Arts and Culture are recognized by the City as essential ingredients of a vital community, and indeed, the City has historically provided major capital investments and ongoing operational funding in support of the Arts and Culture.

REGIONAL GROWTH STRATEGY REFERENCE:

No specific reference

CITIZEN/PUBLIC ENGAGEMENT:

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



OPTIONS:

1. That per orders and requirements of the provincial and federal authorities to maintain physical distancing and restrict public gatherings related to the spread of the Coronavirus COVID-19; and, as imposed by extraordinary powers adopted March 18th, 2020 under the BC provincial state of emergency; and,

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 2 which, under enhanced protocols allows the return to provision of certain services;

Therefore be it resolved that effective immediately, Council authorizes the non-concurrent re-opening of the Centre of for the Arts, Comox Valley Art Gallery, Courtenay and District Museum and Palaeontology Centre and the Sid Williams Theatre, subject to the following conditions:

- 1) No changes to the phased industry specific re-openings permitted under the existing Province of BC's Restart Plan;
- 2) City Staff receipt from each cultural facilities' respective COVID-19 Safety Plans;
- 3) That the tenants and cultural service operators comply with all applicable Orders and Guidelines; and,

That the City of Courtenay lifting of cultural facility closure policy during the COVID-19 pandemic be effective immediately and may be subject to change:

- a) as directed under the authority of the provincial or federal governments through the Emergency Program Act or Emergencies Act Canada
- b) until such time as the provincial state of emergency for the COVID-19 pandemic has been rescinded and local governments may resume regular operations, or
- c) by resolution of Council.

2. Council refer this matter to City Staff and the cultural partners for consideration and consultation.

Respectfully submitted,



Dave Snider MBCSLA
Director of Recreation and Cultural Services

Reviewed by:



Trevor Kushner, BA, DLGM, CLGA
Deputy Chief Administrative Officer

Concurrence by:



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Attachments:

1. CDMS COVID-19 Safety Plan 2020.
2. CVAG Reopening Summary Plan.
3. SWTS Reopening Preparedness Report.

Courtenay and District Museum COVID-19 Safety Plan 2020

This plan works follows the suggested WorkSafeBC COVID-19 safety plan template and is posted in the museum.

Step 1: Assessing Workplace Risks

The CDM staff and board are aware that the COVID-19 virus spreads in several ways: in droplets when a person coughs or sneezes, if staff or visitors touch a contaminated surface and then touch their faces.

As well, the risk of person to person transmission increases the closer people are to one another and with the amount of time people spend together.

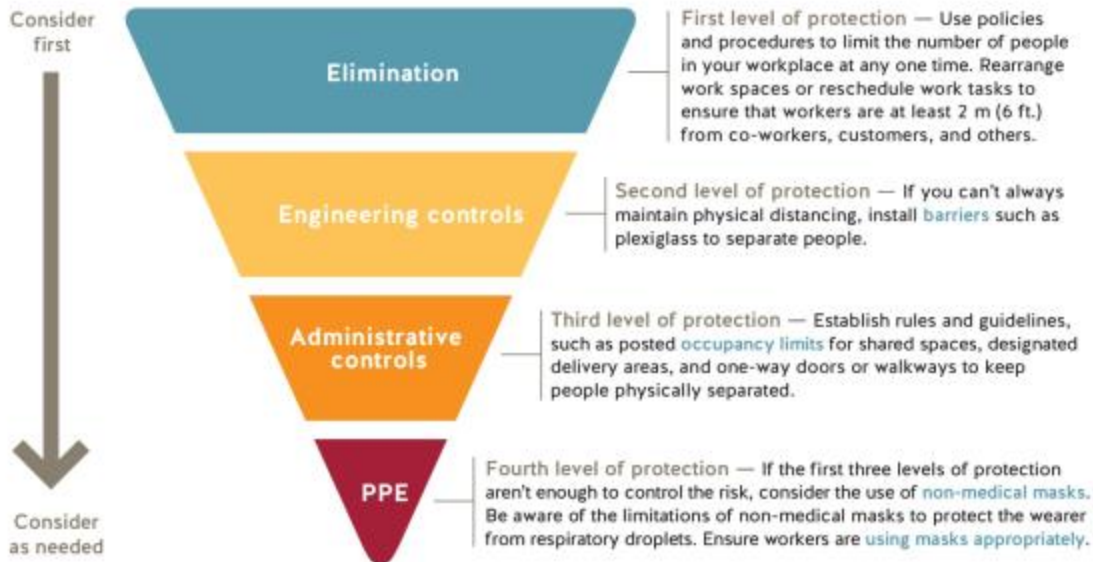
- ☑ All staff, with an appointed safety person, have participated in identifying risks, protocols and solutions as per the WorkSafeBC template and the provincial protocols for museum and galleries.
- ☑ Identified areas where people gather: gallery areas, meeting and lecture areas, workspaces, collection areas and retail space.
- ☑ Identified job tasks and processes where workers are close to one another or to members of the public.
- ☑ Identified potential of contaminated surfaces that staff and public touch often such as doorknobs, elevator buttons, light switches, washroom facilities, purchase terminals, gift shop items, particularly display cases with glass surfaces and large artifacts that are highly conducive to the public to touch.
- ☑ The risk of surface transmission in the museum is notable, particularly in galleries with many objects on display and with glass cases people are viewing and frequently touch. People also frequently touch hand railings and doorknobs. We have identified these areas and taken steps to control them.

Step 2: Protocols for Risk Reduction

The CDM has reviewed industry specific protocols for museums and galleries through WorkSafeBC and has also looked to guidance from the British Columbia Museums Association, The Canadian Museums Association and from examples provided by those associations as per the protocols from WorkSafe BC for Museums and Galleries.

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



Elimination: First Level of Protection

First level of protection: the following policies and procedures limit the number of people in the galleries, collections areas, archives, workspaces and retail in order to limit COVID 19 transmission.

- ☑ When open, the CDM occupancy limit for combined first and second floor galleries and gift shop is TEN. On opening, this occupancy capacity is posted outside as well as inside.
- ☑ Entrance and exits are separate and direction signs are posted as such.
- ☑ Directional floor signage for galleries will be placed before opening.
- ☑ There is no public access to washrooms, collection areas, west side staircase (unless in emergency) archival areas, office areas or loading bay.
- ☑ Workspaces have been rearranged and work tasks restructured to ensure that workers are at least 2 meters (6 feet) from co-workers, customers and others
- ☑ Spaces where lines can form or where people gather are regulated to ensure minimum physical distancing is maintained.
- ☑ The CDM capacity best practice is 10 square metres of space per person.
- ☑ Spaces where the public naturally congregates, such as seating areas have been rearranged or removed and staff have limited the potential for congregating.
- ☑ Signage and Wayfinding-- Clear and prominent signage is available to the public and staff at points of entry, in common spaces, and in high traffic areas such as washrooms.

- ☑ The CDM has cancelled or restricted group visits, guided tours, public programs, and special or private events in excess of 50 people, in accordance with public health officer's prohibition on mass gatherings.
- ☑ For groups of fewer than 50 people, the CDM will ensure there is adequate space in the museum to accommodate the group.
- ☑ Ten people max with are allowed in gallery and retail spaces and signage has been created and posted asking people to limit their time
- ☑ The museum also considers allowing access by appointment to ensure occupancy limits are followed.
- ☑ There are control access to entry points for workers, customers, and deliveries. There are limited entries and one door each for entry and exit.
- ☑ Key and code control: Three named city employees can enter building without staff assistance. Other contractors will be accompanied with staff member or with one of the employees.

Engineering Controls Second Level of Protection

- ☑ Plexiglass protection dividers are being placed at the central station between galleries and gift shop. Opening will not occur until this happens.
- ☑ On opening the museum will be accepting credit cards rather than cash payments.
- ☑ Touch controlled audiovisual displays have been removed.
- ☑ Visitor flow is being managed with directional signage, one-way walkways and marking off designated walking path areas. One entrance and one exit.
- ☑ Exhibit areas have been cleared out to provide more per person space, to provide directional flow, to remove potential touch areas and items.
- ☑ Attendance for public will include self guided tours or tours where curator delivers information from a distance through a phone or with speaker set apart from visitors.
- ☑ All staff have been supplied with disinfecting materials.
- ☑ Frequent cleaning of the space takes place.
- ☑ Gallery floors have been and will continue to be cleaned.
- ☑ A limit of one visitor per more than 15-square meter (or 161-square-foot) area has been set **with ten visitors in the museum at one time including both floors.**
- ☑ One staff person will be assigned to control numbers in building and all staff will clean surfaces throughout gallery and work areas throughout the day. Museum is also seeking volunteers and a paid position for assisting with this on opening.
- ☑ Hand sanitizing stations are located at: entrance, in gallery area, on each floor and at exit.
- ☑ Museum has regularly inspected HVAC system for air circulation.

Administrative Controls: Third Level of Protection

- ☑ Exchange of paper products has been limited and paper notices and posters have been removed. Museum is expanding information and interpretation to web.
- ☑ Occupancy signs for rooms have been discussed, created and posted.

PPE: Fourth Level of Protection

- Museum has sufficient supply of masks and gloves for staff and have also been encouraged to wear masks and to use hand sanitizer during off-work time when needed. The museum also has a supply of masks for visitors.

Step 3: Policies

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, stress of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have working alone policy in place (if needed).
- We have a work from home policy in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modification of the workplace. Ensure an appropriate violence prevention program is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to test and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 9 1 1.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Communication Plans and Training

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- With posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.

- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitoring and Updating Plans and Protocols as Necessary

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to within safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assessment and Addressing Risks from Resuming Operations

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.



580 DUNCAN AVENUE
COURTENAY BC V9N 2M7

PHONE 250.338.6211
GALLERY TUES-SAT 10-5
SHOP MON-SAT 10-5

June 15, 2020

TO: Dave Snider, Joy Chan
City of Courtenay

RE: STEPS TOWARD RE-OPENING

The first priority for the Comox Valley Art Gallery is the health, safety, and well-being of our staff, volunteers, presenting artists and the general public. As such, we plan to re-open in a careful, staged manner, and will not advance to any new stages until we are completely satisfied with previous stage and made any adjustments based on lessons learned. Further, we will immediately respond to any new orders or guidelines provided by the BC Health Officer, WorkSafe BC, the regional health authority, or the City of Courtenay.

CVAG will provide the Employee Safety Plan and Visitor Safety Plan in steps one and two to City Staff.

Step one: Develop a health and safety plan for staff, volunteers, contractors, project participants and presenting artists that is in full compliance with the guidelines issued by WorkSafe BC. This plan will include protocols for cleaning, disinfecting, regular hand-washing, physical distancing of at least 2 meters, and internal communication so that staff are always aware of when and where other staff will be operating in the building.

Step two: Develop and prominently post a health and safety plan for visitors that includes protocols for physical distancing, disinfectant, hand-washing, access to washrooms, and limits on space.

Step three: Invite small groups of people to visit the Gallery for a guided visit. We will set a maximum number of people based on physical distancing requirements and staff capacity to actively monitor ensure adherence to our safety protocols. The Gallery doors would remain closed to the public, expect for invited visitors.

Step four: Based on our satisfaction with step three, and on current advice and guidelines from health authorities, and the experiences of other public institutions, we would open the Gallery part time based on our ability to strictly adhere to the protocols outlined in our staff and public safety plans.

Note one: The Gallery shop will remain closed until a full safety plan is developed for the shop. This plan would be submitted to City Staff in an acceptable form before we would proceed.

Note two: We will be prepared to shut down instantly upon directly from health authorities or the City, or if for any reason we feel we cannot comply with our health and safety plan.

SWTS Reopening Preparedness Report – To Courtenay Recreation and Cultural Services

On March 31st, 2020, the Sid Williams Theatre Society (SWTS) Board approved an Interim Operations Plan¹ (IOP) prepared by the SWTS General Manager/Management Team. On April 14th and May 19th, 2020, the SWTS Board approved updates to the IOP^{2/3}. The IOP covers theatre operations, services and human-resource considerations during the closure of the venue by the City of Courtenay (March 16th to the present) as well as during ongoing provincial restrictions for public access to the facility. The May 19th IOP update addressed **considerations for reopening the facility**.

Effective March 24th, 2020, the SWTS Joint Occupational Health and Safety Committee (JOHSC) approved a Safe Work Procedure⁴ for theatre staff working both on-site and remotely during the COVID-19 emergency (and **Phase 1 of the BC Reopening Plan**). As of June 2, 2020, the SWP will be updated to respond to **Phase 2 of the BC Reopening Plan**.

The SWTS Mandate, our Management Agreement with the City of Courtenay, and our agreements with other levels of government and funders all stress the importance of our operation of a professional theatre facility and our services to the audiences, performers, stakeholders and cultural partners in the Comox Valley and surrounding region.

These agreements, as well as our **organizational core values of accountability and professionalism** stipulate that we will be proactive in complying with legal requirements and other guidance from all levels of government. Our **code of ethics** also sets high standards for community access, quality of services, environmental and financial responsibility, and especially safety for the public, for performers and for our personnel.

The SWTS Management Team and Board will evaluate plans for a gradual re-opening of the Sid Williams Theatre based on the framework above, as well as guidelines currently emerging for our industry, specifically from **Worksafe BC** and **Actsafes BC**; Actsafes BC is a service organization contracting with Worksafe BC in an advisory capacity for the live-performance and film industry. Actsafes BC is also leading a broad **industry task force specific to Covid-19** and the safe reopening of our sector. Actsafes will also be liaising with the BC Ministry of Health and with local health units in the province.

Steps the SWTS will take prior to admitting the public to the facility:

- Staff and public Safety plans are created relative to BC Reopening phases 2 and 3,
- Consultation with Insurance Provider on compliance requirements SWTS and user groups,
- Staff training specific to COVID-19 and safety procedures,
- Event Risk Assessment process adapted to include COVID-19 specific safety measures,
- Post event evaluation process are in place to measure the effectiveness of safety procedures,
- Necessary equipment is in place (PPE and custodial, including signage),
- Documentation templates are in place for JOHSC and planning and assessment purposes,
- Advance communication with the public (including theatre user groups),
- Reversal planning: reduction of services, closure as per BC Health Orders if needed.

Current Timeline for Theatre Reopening (Summer/Fall 2020):

Note: June-August activities presented by SWTS (~with community partner organizations). Rental activities not until the Fall. All events to use social distancing and other mandated safety measures.

- June-July
 - As per guidelines for **Phase 2 of BC Reopening Plan**,
 - Staff numbers in the theatre will increase slightly,
 - Low number of trial activities, performers/crew only, videographer,
 - Max 10 persons in the building.

- July-August
 - Evaluation of June-July activities, procedural changes if/as needed,
 - Low number of trial activities Max 20-30 persons in the building.
- August-September
 - Evaluation of July-August activity, procedural changes if/as needed,
 - Update plans relative to launch of **Phase 3 of BC Reopening Plan**,
 - Infrastructure changes if needed (additional equipment, minor renovations),
 - Volunteer training,
 - If prior month evaluations positive, trial activity up to 50 persons in bldg.
- September-October
 - Previous month activity evaluation, procedural changes if/as needed,
 - Ongoing staff volunteer training as needed,
 - Moderate number of activities max 50 persons in bldg or as per provincial order.
- October-November-December
 - Staff and volunteer presence in bldg. increases per event needs (within SWP guidelines).
 - Resumption of limited rental activities (within BC Health and other Government or Industry guidelines),
 - Review reversal preparedness (in the event of a Winter COVID outbreak),
- 2021
 - Continuation of Fall activity level,
 - Increased activity level or resumption of normal business volume dependent on launch of **Phase 4 of BC Reopening Plan**.

Communication with the City of Courtenay and other levels of government or industry regulatory bodies will be ongoing and proactive.

Cultural and other key partner organizations the SWTS aims to collaborate with as we work on reopening our community theatre facility:

- Courtenay and District Museum,
- Comox Valley Art Gallery,
- C.V. Arts,
- Vancouver Island Musicfest,
- Downtown Courtenay Business Improvement Association.

Our industry (local/regional and across BC and Canada) is in an extreme state of vulnerability and change. Paid and volunteer personnel are working hard to be as responsible and flexible as possible. Our goal is to serve our mandate and our community, and to learn from this challenge for a stronger future.

Submitted with the greatest respect for our team of staff, board, and volunteers; and for our local government leaders, and provincial and national leaders who are guiding us through this crisis.



Deborah Renz, General Manager, and the Management Team, SWTS

Documents (superscript 1-4 above) available upon request

Documents 1-3 previously submitted to City Staff (Recreation and Cultural Services)



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: COVID-19 Recovery Plan Policy: Summer Programs

File No.: 8000-20
Date: June 29, 2020

PURPOSE:

This report is for Council to authorize staff to begin offering Summer Programs effective June 29, 2020.

POLICY ANALYSIS:

As the provincial government progresses through the various phases of the BC Restart Plan, we are authorized to again provide services to the public within facilities. The authorization is conditional in many respects and we are to be prepared to again suspend those services if the COVID-19 rate of infections rises to an unacceptable level as determined by the Public Health Officer.

The City's solicitor has advised that Public Health and Ministerial Orders carry the weight of law. In addition, Public Health Guidelines issued by the Public Health Officer contain the minimum standard of enhanced protocols to be met in delivering services during the COVID-19 pandemic.

Unless altered by a Public Health or Ministerial Order, the City remains subject to all the normal senior government statutes and regulations. This includes in past weeks a flurry of amendments to these requirements in response to the pandemic with which we must comply.

Also, the Courts have established that a government body, including a municipality, will likely only owe a duty of care when engaged in operational decision making, but not when the conduct arises from a policy decision. A resolution of Council is typically a policy decision, whereas a decision of staff without the policy direction of Council is typically an operational decision.

Therefore, operationally we must comply with all statutes, Health and Ministerial Orders and the approved Guidelines yet will continue to owe a duty of care unless our operational decisions are endorsed by a resolution of Council. Consequently, as the recovery process continues through the BC Restart Plan phases, each service or group of like services will have a recovery plan provided to Council by staff reports. Each will contain a unique, recommended resolution to stipulate Council's specific policy decision to again provide the service or services according to the proposed operational plan.

CAO RECOMMENDATIONS:

That based on the June 29th, 2020 staff report "COVID-19 Recovery Plan Policy: Summer Programs", Council approves OPTION 1 as follows:

That per orders and requirements of the provincial and federal authorities to maintain physical distancing and restrict public gatherings related to the spread of the Coronavirus COVID-19; and, as imposed by extraordinary powers adopted March 18th, 2020 under the BC provincial state of emergency; and,

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 2 which, under enhanced protocols allows the return to provision of certain services including summer recreational programs;

Therefore be it resolved that effective immediately, Council authorizes the City Staff to offer summer recreational programs with the following conditions:

- a) That in the interest of public health and safety, staff amend participant program forms to include COVID-19 language regarding provincial and federal guidelines.
- b) That Worksafe BC Employee Safety Plans for City Staff engaged in the provision of these summer recreational programs has been prepared under public health aligned industry guidelines and Worksafe BC regulations.
- c) That COVID-19 Safety Plan is completed and readily available to program participants and has been prepared under public health aligned industry guidelines including orders issued by the public health officer, the Minister of Public Safety and Solicitor General and Worksafe BC regulations.
- d) That summer recreational programs comply with existing applicable City policies or bylaws.
- e) That City Staff will review operations on a regular basis to ensure summer recreational programs are in compliance with the COVID 19 Recovery Plan Policy - Summer Programs.

That the City of Courtenay Summer Recreation Program Policy during the COVID-19 pandemic be effective immediately and may be subject to change:

- a) as directed under the authority of the provincial or federal governments through the Emergency Program Act or Emergencies Act Canada,
- b) until such time as the provincial state of emergency for the COVID-19 pandemic has been rescinded and local governments may resume regular operations, or
- c) by resolution of Council.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City of Courtenay provides quality recreational programs to the community. These services address the social, cultural, emotional and physical wellbeing of individuals of all age groups.

When the COVID-19 pandemic was announced along with the City's facility closures, all Spring recreational programs were cancelled in an effort to slow the potential spread of COVID-19 in the community. Selective

recreation programs were delivered online so members of the community could virtually engage in a wide range of activities from participating in a virtual fitness class to engaging in a craft project.

DISCUSSION:

The Recreation and Cultural Services Department has prepared a stepped plan for the re-offering of recreational programs and the gradual re-opening of certain recreational facilities. As indicated in the policy section of the staff report, as the recovery process continues through the BC Restart Plan phases, each group of services will have a recovery plan provided to Council by staff reports. This report is to address the first steps of service offerings: summer programs.

As the province moves from phase 2 to phase 3 of the BC Restart Plan, recreational programming through children's and adapted camp offerings are vital to the public:

1. to support the community's needs for childcare so parents can go back to work; and
2. to support the social, physical, wellness and educational needs of our community during these unprecedented times.

As part of the BC Restart Plan, recreation and sports activities such as children's and adapted camps are permitted to proceed under enhanced public health protocols that aligns with industry guidelines. Staff will offer other outdoor programs as the summer re-opening process progresses. For parks and recreation, the British Columbia Parks and Recreation Association (BCRPA) was given the mandate by the Provincial Health Officer to create these industry guidelines which would also comply with WorkSafe BC requirements. On May 27th, the Recreation and Parks Sector Guidelines for Restarting Operations was published by BCRPA.

The Recreation and Parks Sector Guideline for Restarting Operations provides recommendations for the recreation sector to comply with the Province's eight principles for preventing the transmission of the disease.

Our "new normal is based on principles that apply to every person and situation. These Principles are the foundation of how we need to move forward with our BC plan, and will remain in place for weeks and months ahead. ~ Dr. Bonnie Henry



Source: BC's Restart Plan

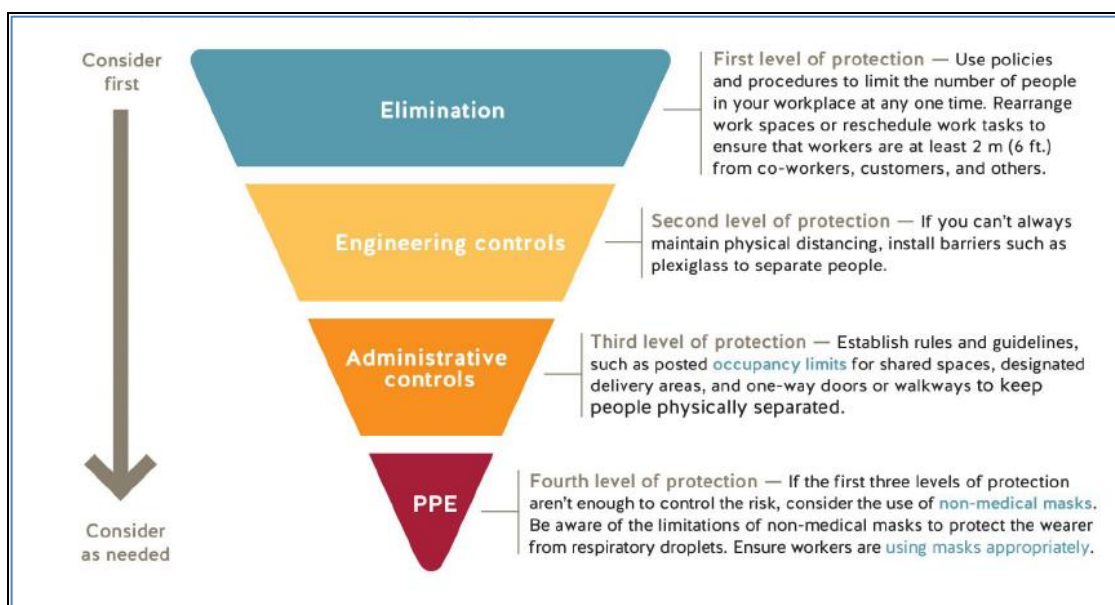
As directed by the Province, the guideline focuses on three main considerations for both patrons and employees:

1. processes to restart safely;
2. measures to keep people safe to avoid further outbreaks;
3. a plan in the event that a case or an outbreak should occur.

The guidelines include the use of an extensive risk matrix to assess the risk of transmission (low, medium, high) that may occur for a particular service based on two key factors:

1. What is the contact intensity in your setting – the type of contact (close/distant) and the duration of contact (brief/prolonged);
2. What is the number of contacts in your setting – the number of people present in the setting at the same time.

The risk of a service can move from high to medium to low by applying a range of control measures as illustrated by the following Hierarchy of Controls For COVID-19:



Source: BCRPA Restarting Guidelines

City Staff have utilized standard tools provided by the BCRPA to ensure the provincial enhanced protocols are incorporated in the summer program specific safety plans. In addition to the BCRPA, provincial health and WorkSafe BC guidelines, City Staff have considered existing City policies and procedures which would also affect this policy and have incorporated them as part of the process for developing summer program safety plans. i.e. Respectful Workplace Policy, Violence in the Workplace, OH&S Safety Policy, and First-Aid Procedures.

BCRPA has also partnered with the Municipal Insurance Association of BC (MIABC) to ensure risk management issues are addressed in COVID-19 re-opening industry guidelines which includes providing updated wording to be added to a local government's program waivers and informed consent forms. By doing so, patrons or parents of children are aware of the risks of virus transmission arising from participation in recreation programming or use of recreation facilities. City Staff have amended their participant forms to include the recommended risk awareness language.

MIABC has also been a resource to its members by coordinating COVID-19 Think Tank Webinars which address issues local governments are facing during these unprecedented times. Common COVID-19 related local government issues are discussed and recommendations are made by a panel of industry representatives and subject matter experts which have included BC Public Health, BCRPA, MIABC, viaSport, Lifesaving Society and Lidstone and Company. City Staff have been attending these webinars to ensure re-opening planning activities were in line with the proper stakeholders who have been mandated by the province to establish industry guidelines.

On April 22, 2020, the province issued Ministry Order MO120 in which those organizations deemed as providing essential services (including local governments) are not liable for damages resulting, directly or indirectly, from an individual being infected or exposed to COVID-19. This immunity does not apply to claims of gross negligence and is restricted to essential services who were or reasonably believed they were providing services "in accordance with all applicable emergency and public health guidance." The immunity will remain in place throughout the state of emergency.

MIABC has clarified through its own legal consultation that essential services as defined by MO120 include recreational services as defined by 11 (g) of the ministerial order:

11(g) All government (local, regional, provincial, federal) functions or services, including where these functions or services are provided by agencies, crown corporations, contractors or service providers, and government owned or leased buildings.

FINANCIAL IMPLICATIONS:

Summer camps for kids are typically well subscribed. With reduced offerings staff anticipate camps to fill again this year.

The City has received grants from the Canada Summer Student Grant Program for 2 positions in the amount of \$8,176. Based on the proposed camp offerings, and the grant funding the revenues are expected to exceed expenses by \$7,160. If registration is low, staff will make operational decisions to reduce the expense and maintain a revenue neutral position at a minimum.

Some participants will enrol under the City's Recreation Access Program and will therefore pay a lower registration fee. This is considered when establishing the financial structure of the program offering. Staff ensure that other offerings are priced and staffed to achieve a revenue neutral position. This will be the case with any further summer programs that are offered.

The cost to the City for running the summer camps are expensed from the approved 2020 General Operating Budget.

ADMINISTRATIVE IMPLICATIONS:

The Recreation and Cultural Services Department will administer and operationalize the COVID-19 Recovery Plan Policy for Summer Programs. As the RCS Department moves to the next steps of opening as outlined in the RCS Re-opening Plan, staff will be preparing subsequent staff reports for Council to approve the COVID-19 Recovery Plan Policy for the next steps in service.

Enforcement of Orders is the responsibility of WorkSafe BC inspectors and provincial government compliance officers.

ASSET MANAGEMENT IMPLICATIONS:

Related operations and maintenance support for these services will not exceed approved limits.

STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay
- ▲ Look for regional infrastructure solutions for shared services
- Value and recognize the importance of our volunteers
- ■ Consider effective ways to engage with and partner for the health and safety of the community

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

OFFICIAL COMMUNITY PLAN REFERENCE:

Recreation

4.7.2 Goals

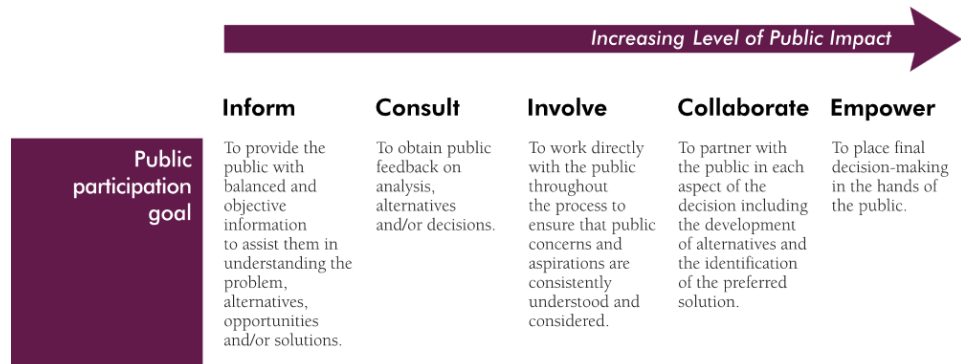
1. People: To further the growth and development of the individual (ie. social, emotional, moral, physical, wellness, educational, mental and spiritual).
2. Community: To foster the growth and development of the community (economic, community spirit, environmental, social and quality of life).
3. Quality: To provide quality recreation services that meets the changing needs of the community with the available resources.
4. Resources- To generate the resources necessary to allow us to achieve our objectives.

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

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



OPTIONS:

1. Council approves the re-offering of the Summer Camp Programs as of June 29, 2020;

That per orders and requirements of the provincial and federal authorities to maintain physical distancing and restrict public gatherings related to the spread of the Coronavirus COVID-19; and, as imposed by extraordinary powers adopted March 18th, 2020 under the BC provincial state of emergency; and,

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 2 which, under enhanced protocols allows the return to provision of certain services including summer recreational programs;

Therefore be it resolved that effective immediately, Council authorizes the City Staff to offer summer recreational programs with the following conditions:

- a) That in the interest of public health and safety, staff amend participant program forms to include COVID-19 language regarding provincial and federal guidelines.
- b) That Worksafe BC Employee Safety Plans for City Staff engaged in the provision of these summer recreational programs has been prepared under public health aligned industry guidelines and Worksafe BC regulations.
- c) That COVID-19 Safety Plan is completed and readily available to program participants and has been prepared under public health aligned industry guidelines including orders issued by the public health officer, the Minister of Public Safety and Solicitor General and Worksafe BC regulations.
- d) That summer recreational programs comply with existing applicable City policies or bylaws.
- e) That City Staff will review operations on a regular basis to ensure summer recreational programs are in compliance with the COVID 19 Recovery Plan Policy - Summer Programs.

That the City of Courtenay Summer Recreation Program Policy during the COVID-19 pandemic be effective immediately and may be subject to change:

- a) as directed under the authority of the provincial or federal governments through the Emergency Program Act or Emergencies Act Canada,
- b) until such time as the provincial state of emergency for the COVID-19 pandemic has been rescinded and local governments may resume regular operations, or
- c) by resolution of Council.

2. Council refer this item back to staff for further consideration or consultation.
3. Council refer this matter to the Parks and Recreation Advisory Commission for further consideration and consultation.

Respectfully submitted,



Dave Snider MBCSLA
Director of Recreation and Cultural Services

Reviewed by:



Trevor Kushner, BA, DLGM, CLGA
Deputy Chief Administrative Officer

Concurrence by:



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 4320-20

From: Chief Administrative Officer

Date: June 29th, 2020

Subject: Permanent Change to Liquor Licence Application (Crown Isle Golf Club) - 399 Clubhouse Drive

PURPOSE:

The purpose of the report is to provide Council with the results of public notification of Crown Isle Golf Club's application made to the Liquor & Cannabis Regulation Branch (LCRB) for a permanent change to their liquor licence at the above referenced location.

CAO RECOMMENDATIONS:

That based on the June 29th, 2020 staff report, "Permanent Change to Liquor Licence Application (Crown Isle Golf Club) - 399 Clubhouse Drive", Council approve OPTION 1 as follows:

- 1) The Council of the City of Courtenay recommends the Liquor & Cannabis Regulation Branch (LCRB) approve the application for Crown Isle Golf Club's permanent 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.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The applicant is making application for a permanent change to their existing liquor licence to the Liquor & Cannabis Regulation Branch (LCRB) for the property at 399 Clubhouse Drive. The proposed change is to increase the hours of operation for the liquor primary licensed area to open at 9:00am daily to allow service of beverages such as coffee with liqueur, mimosas and Caesars. The license includes a 105-person patio, a 75-patron interior space, a 12-patron interior space, and two beverage carts. The subject pub and patio are located at the rear of the clubhouse building (**Figure 1**) and currently has permitted hours of operation of 11:00am to 1:00am (midnight Sundays).

DISCUSSION:

The subject location is zoned Comprehensive Development One B (CD-1B), which permits the intended use. The applicant is not proposing to make changes or alterations to the building and is not subject to development permit requirements.

The total number of patrons and seating will not change with this application (**Figure 2**). The patio is located at the southwest corner of the building, backing onto the golf course but largely unscreened from residences starting about 100m away. The earlier opening hours could increase noise nuisance for some of these residents; however, much of the patio in question had until recently been allowed to open at 9:00am under a previous food primary licence, and 9:00am-11:00am noise is expected to be minimal.



Figure 1. Context

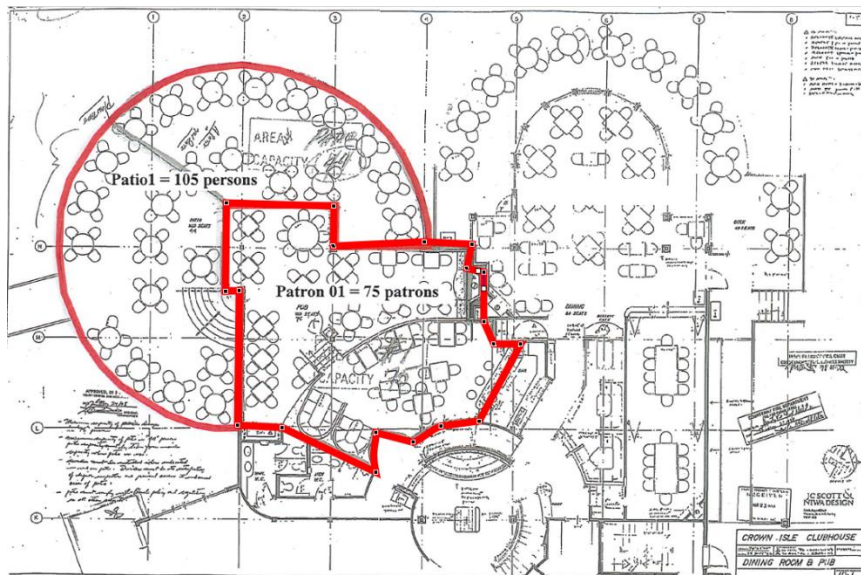
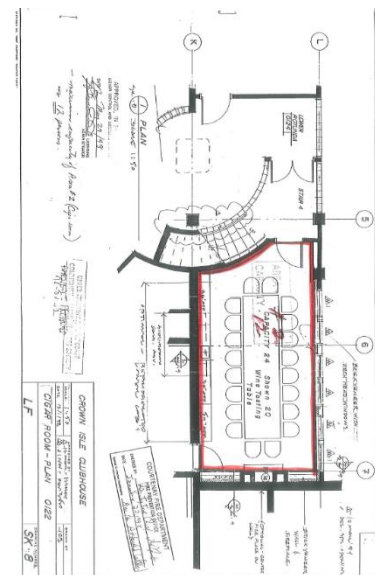


Figure 2. Plans



FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licencing is included in the City’s general statutory duties. To date, staff has spent seven hours processing the application.

ASSET MANAGEMENT IMPLICATIONS:

There is no direct asset management implication related to this application.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

The November 2019 Strategic Priorities Check-in does not include any additional relevant references.



We focus on organizational & governance excellence

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay

● **Area of Control**

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

OFFICIAL COMMUNITY PLAN REFERENCE:

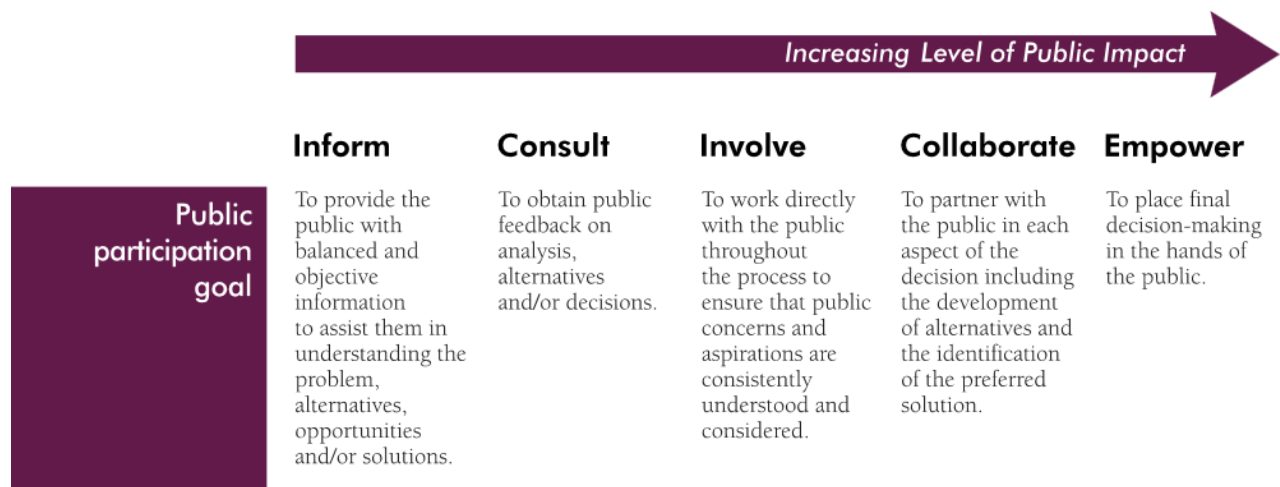
There is no direct reference related to this application.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

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



The public comment gathering period is open on the City's web page from June 2nd to June 15th, 2020 on the City's website. The City has received no comments at the time this report was written. Any comments received immediately before the Council meeting will be forwarded to Council for their consideration.

OPTIONS:

Option 1: 1) The Council of the City of Courtenay recommends the Liquor & Cannabis Regulation Branch (LCRB) approve the application for Crown Isle Golf Club's permanent 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. **(Recommended)**

Option 2: That Council not recommend approval of the application.

Prepared by:



Mike Grimsrud
Planner 2

Reviewed by:



Ian Buck, MCIP, RPP
Director of Development Services

Concurrence by:



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-2004

From: Chief Administrative Officer

Date: June 29th, 2020

Subject: Zoning Amendment Bylaw No. 2998 to allow for a secondary suite at 2466 Walbran Place

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 2466 Walbran Place from Residential One B Zone (R-1B) to Residential One S Zone (R-1S) to permit the addition of a secondary suite to an existing house.

CAO RECOMMENDATIONS:

THAT based on the June 29th, 2020 staff report, "Zoning Amendment Bylaw No. 2998 to allow for a secondary suite at 2466 Walbran Place" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2998, 2020; and,

THAT Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw following the resumption of regular Council meetings, or when an alternative process is developed.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is an approximately 650m² residential lot located at 2466 Walbran Place in East Courtenay, legally described as Lot G District Lot 236 Comox District Plan VIP78805 (**Figure 1**). The property is currently zoned Residential One B (R-1B) and there is an existing 178m² (1,916ft²) two-storey single family dwelling on the parcel (**Figure 2**). The home contains a two car garage with additional parking for two vehicles on the driveway. Plans and elevations are shown in **Attachment No. 1**.

The secondary suite is proposed within the ground floor of the existing home. The proposed suite is 55m² (592ft²) in size and includes one bedroom, one bathroom, stacked laundry, a living room and a kitchen (**Attachment No. 1**). The applicant's rationale for the rezoning can be found in **Attachment No. 4**.



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



Figure 2. Existing home from Walbran Place.

DISCUSSION:

The subject property is located within one kilometre of North Island College, Crown Isle Plaza, the Comox Valley Aquatic Centre, North Island Hospital and several parks. These destinations are easily accessible by walking, cycling or transit (with four bus stops nearby).

OCP Review

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

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

Zoning Review

This application meets zoning requirements, including building height, lot coverage, building setbacks and parking for both R-1B and R-1S zones. It also specifically meets all R-1S zoning requirements for secondary suites, summarized in the table below.

Requirements	Proposal
Total not more than 90.0 m ²	Approximately 55 m ² (includes 1 bedrooms,1 bathroom, living room, kitchen)
Floor Area Less than 40% of the total habitable floor space of the building	~31%
Located within a building of residential occupancy containing only one other dwelling unit	Yes
Located within a building which is a single real estate entity	Yes
Three Parking Spaces (2 spaces for the principal dwelling unit and 1 additional space for the secondary suite)	3 parking spaces: 1-car garage, 2 full-sized driveway spaces (Attachment No. 1)

FINANCIAL IMPLICATIONS:

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

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

ADMINISTRATIVE IMPLICATIONS:

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 18 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional two hours of staff time will be required to prepare notification for public hearing and to process the bylaw. Additional staff time will be required to process the subsequent building permit application including plan checking and building inspections.

ASSET MANAGEMENT IMPLICATIONS:

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

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

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

OFFICIAL COMMUNITY PLAN REFERENCE:

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

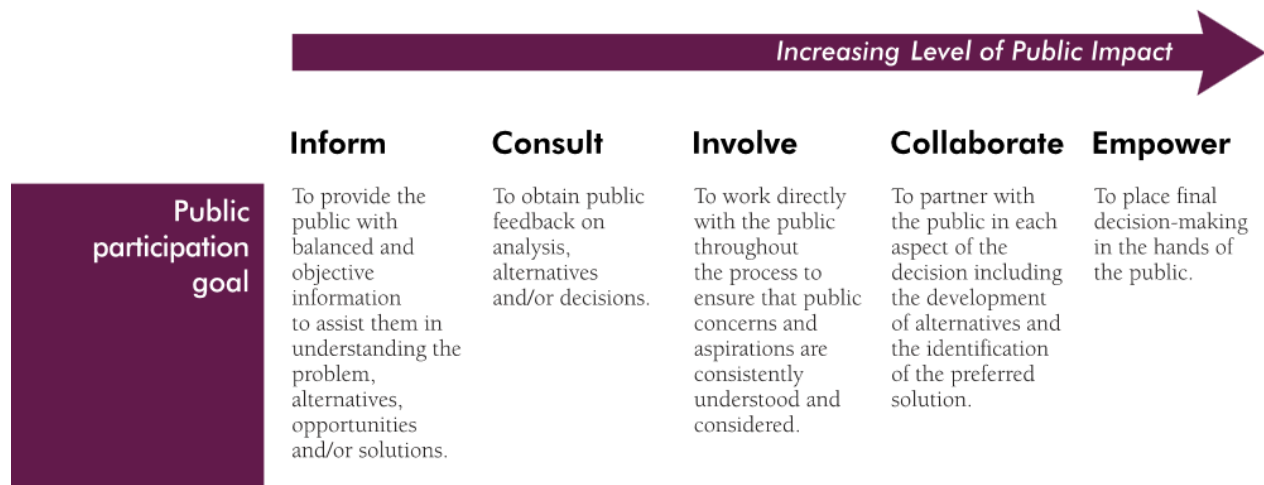
REGIONAL GROWTH STRATEGY REFERENCE:

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

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

CITIZEN/PUBLIC ENGAGEMENT:

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



Should Zoning Amendment Bylaw No. 2998, 2020 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant distributed an alternative public information package to property owners and occupiers within 100m of the property and collected and summarized feedback, over a two week period as per the new Alternative Development Information Meeting process. The information provided to neighbours and the summary of the process can be found in **Attachment No.**

2. According to the applicant, no members of the public submitted a response to the applicant. However, seven neighbours submitted comment directly to the City regarding the rezoning.

The feedback can be found in **Attachment No. 3**. Six of those who commented to the City are opposed. One is in support. Those who oppose cite the following as their reasons for opposition:

- Maintaining single-family zoning in the neighbourhood
- Parking
- Traffic
- Nearby apartment developments (as already providing rental stock)
- Future owners or renters on the property
- Rental of both units and no owners present
- The potential for the property to fall into disrepair with renters

It is important to note that the zoning bylaw requires one additional off-street parking space be provided for a suite, and these requirements for parking will be met on the subject property. Staff also note that the neighbouring property directly south of the subject property is zoned R-1S.

Common with applications to rezone for secondary suites is concern over the tenure of the property. Specifically, it is felt that if both units are rented the property will fall into disrepair and become a nuisance to the neighbourhood. Should Council wish to rezone the property to permit a secondary suite and require that the property owner occupy the lands, staff suggest requiring a housing agreement pursuant to section 483 of the *Local Government Act* as a condition of rezoning. Staff have included this in Option 2 below for Council's consideration.

OPTIONS:

OPTION 1: (Recommended)

THAT Council approve OPTION 1 and proceed to First and Second Readings of Zoning Bylaw No. 2998, 2020; and

THAT Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw following the resumption of regular Council meetings, or when an alternative process is developed.

OPTION 2:

THAT Council approve OPTION 1 and proceed to First and Second Readings of Zoning Bylaw No. 2998, 2020; and

THAT Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw following the resumption of regular Council meetings, or when an alternative process is developed; and

THAT Council direct staff to prepare and execute a housing agreement bylaw, at the applicants expense, that requires the owner of the land to occupy one of the dwelling units on the land as a condition of adoption of Zoning Bylaw No. 2998, 2020.

OPTION 3: Defeat Bylaw No. 2998.

Prepared by:



Cassandra Marsh,
Planner I

Reviewed by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services

Concurrence by:

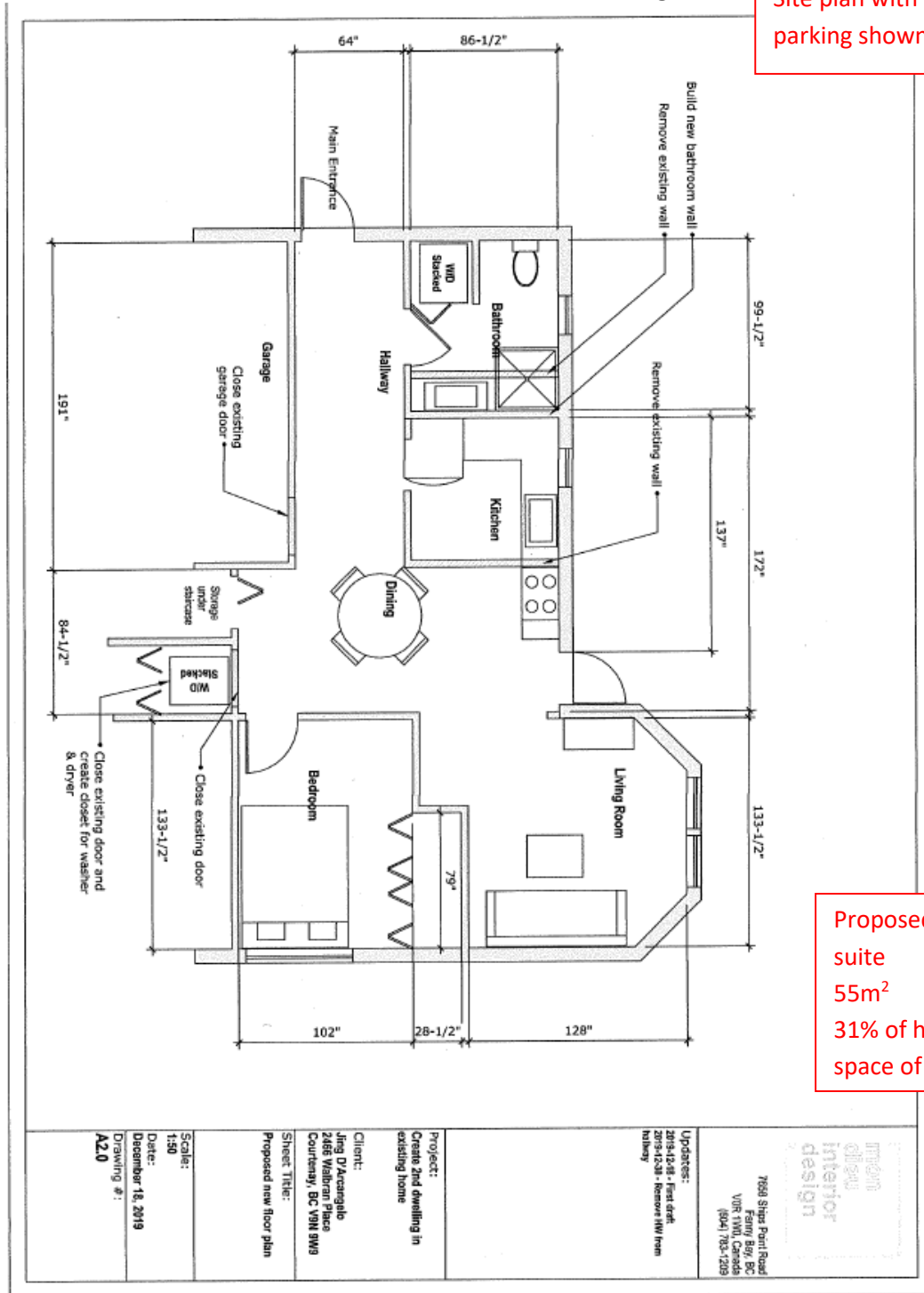


David Allen, BES, CLGEM, SCLG
Chief Administrative Officer

Attachments:

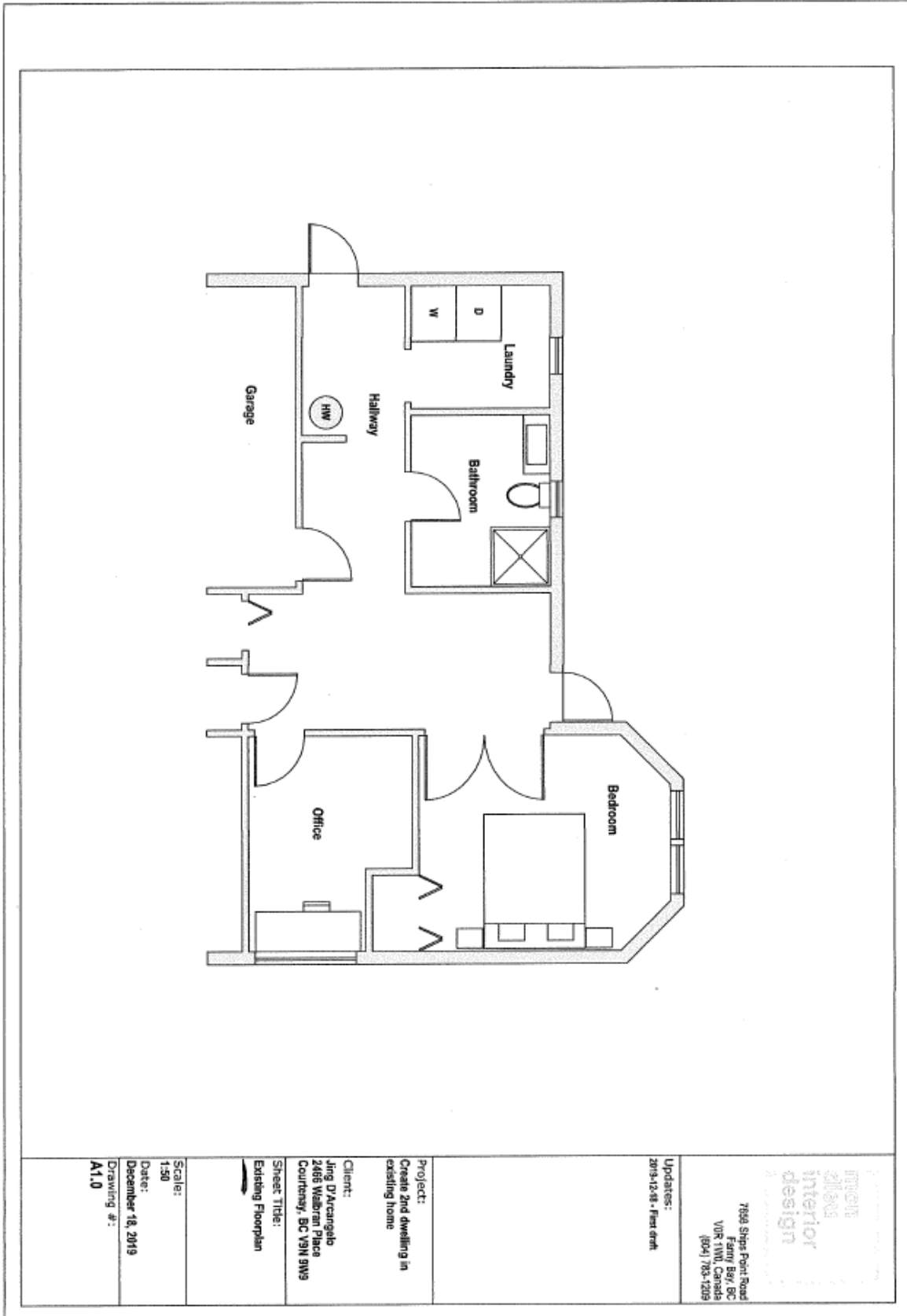
1. *Attachment No. 1: Plans and Elevations*
2. *Attachment No. 2: Alternative Public Information Meeting Mail Out and Summary*
3. *Attachment No. 3: Public Comments*
4. *Attachment No. 3: Applicant's Rationale*

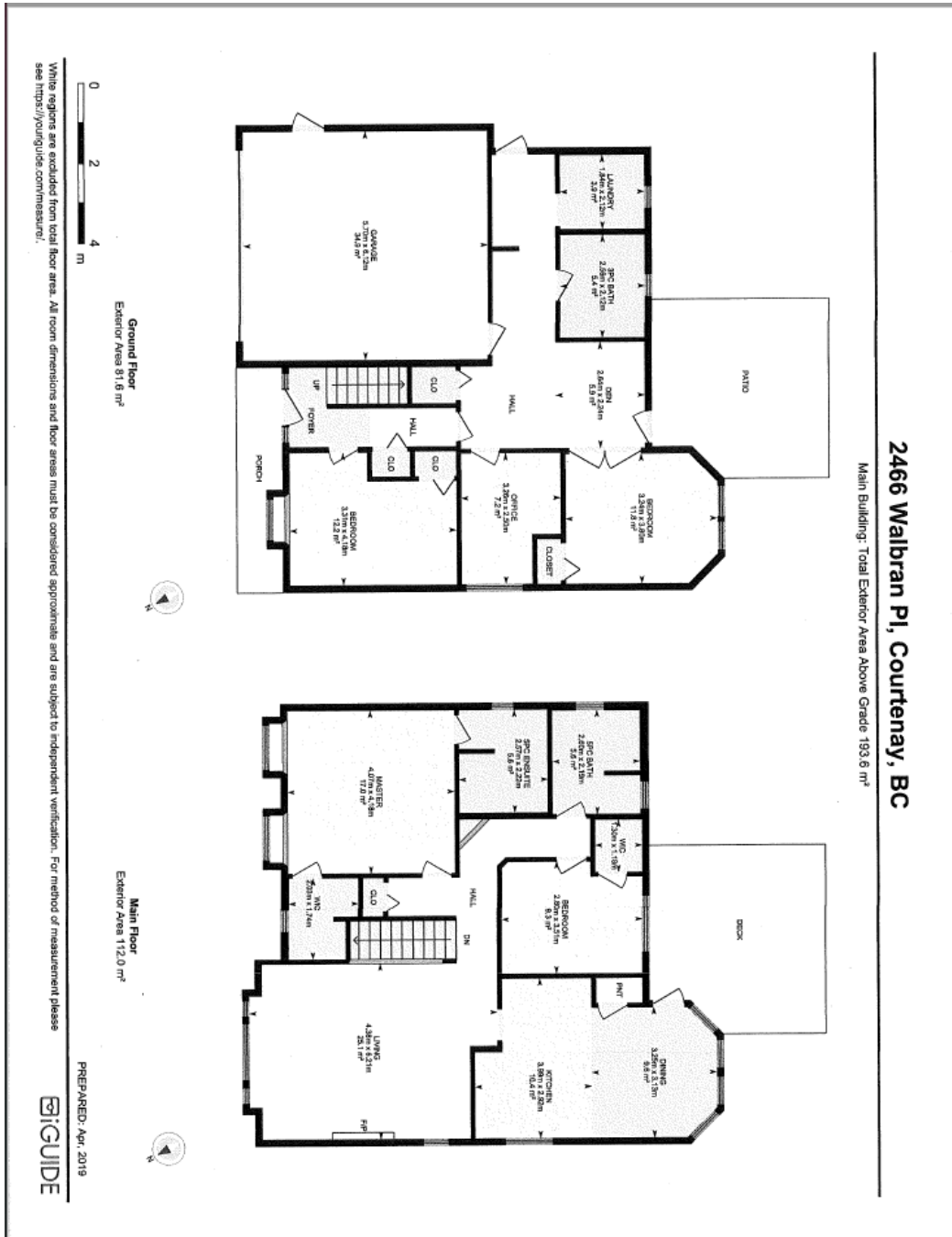
Attachment No. 1: Plans and Parking

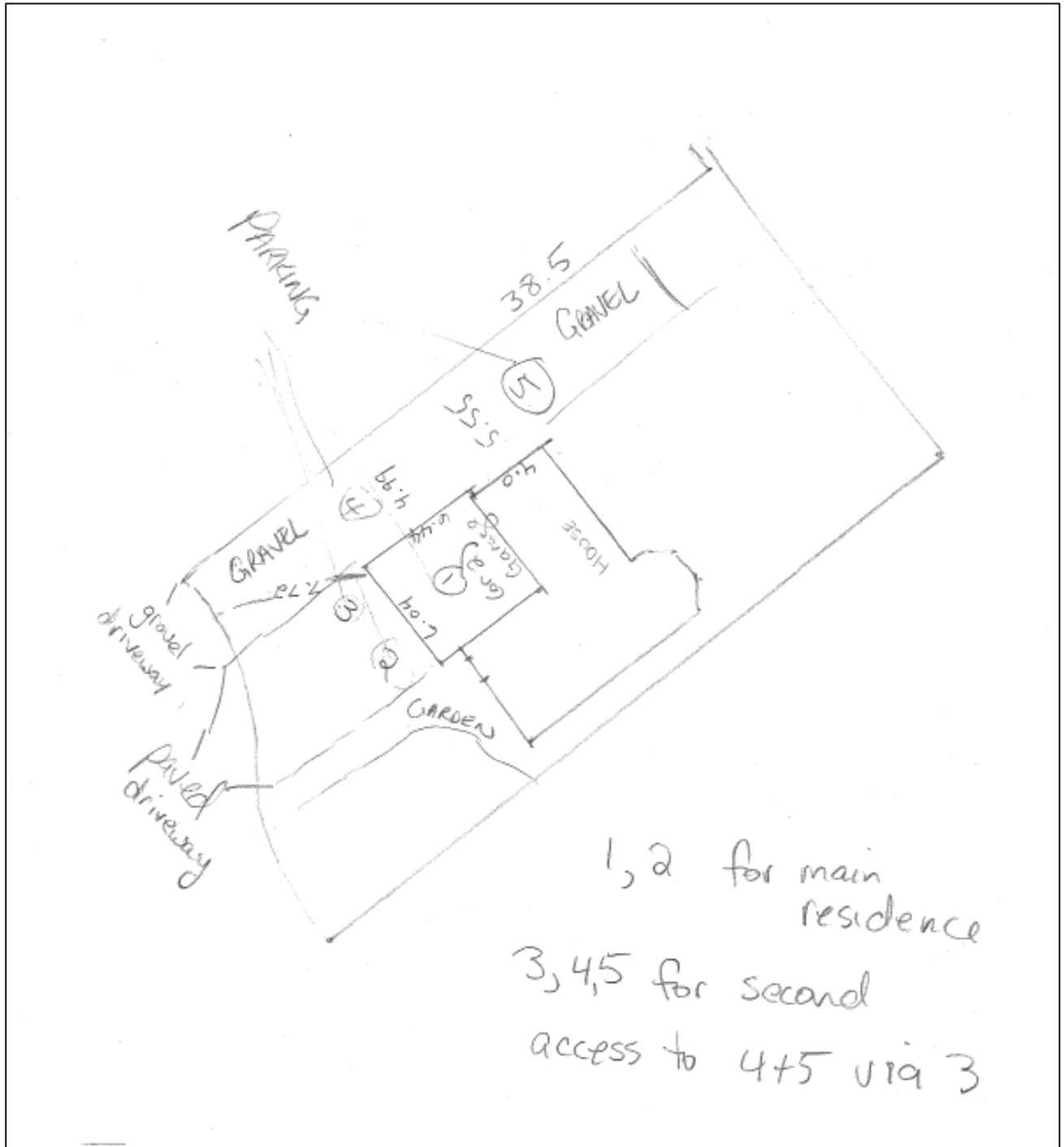


Site plan with existing parking shown

Proposed basement suite
 55m²
 31% of habitable floor space of building







Attachment No. 2: Public Information Meeting Summary

Royce Dixon & Virginia D’Arcangelo
2466 Walbran Place
Courtenay BC V9N 9W9

May 11, 2020

Dear Neighbour:

We are writing to advise you of our application to amend the zoning designation at 2466 Walbran Place from R1B to R1S so that we may proceed with our home renovation.

The project includes renovating our ground floor basement into a secondary suite to accommodate our adult daughter who will be taking the nursing program at NIC and needs her own living space now. There is no plan to change the footprint of the current building and we have ample parking on our property as per the city requirements.

You can view relevant documents on The City of Courtenay website www.courtenay.ca/devapptracker (search by file number or address)

Your comments or feedback are most welcome and can be submitted to the City of Courtenay. Please reference:

File # RZ000041 – 2466 Walbran Place

Please return your Comments by Wednesday, May 26, 2020

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

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

Input received will be reviewed by staff as part of the application process. Feedback received will be included in a staff report for Council’s consideration of a permit or prior to consideration of 1st and 2nd reading of a bylaw amendment.

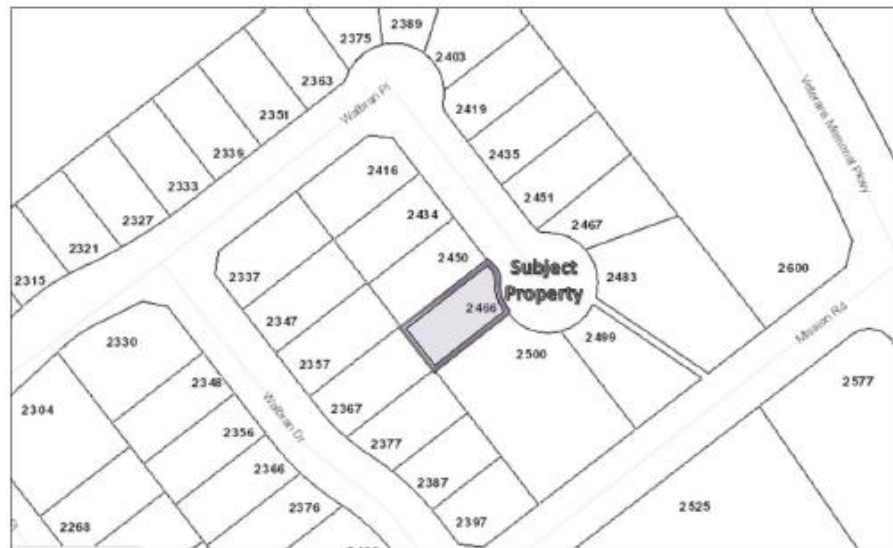
Letter to neighbours mailed out in place of in-person meeting.

If you wish to contact us directly with questions or comments, you can email virginia.darcangelo@gmail.com or call (250) 650-4324.

Thank you for your time and consideration.

Royce Dixon & Virginia D’Arcangelo

Map of Subject Property:



Summary of mail out process (alternative PIM).

Mail Out Report 2466 Walbran Place

The mailout for our proposed zoning amendment was sent out on May 12, 2020. The stamps were purchased in the post office, applied onsite, and the letters handed to the postal worker in person.

To date (June 9, 2019) we have not received any comments, questions, or feedback from any parties. Many people have walked and driven by and looked at the sign, but we have not received any communications from neighbors on this topic.

We provided the following info in the letter (as attached)

- 1) A detailed description of the proposal
- 2) A weblink to our application at www.courtenay.ca/devapptracker
- 3) My telephone number and email address (250-650-4324
virginia.darcangelo@gmail.com)
- 4) A requested timeframe for responses within 2 weeks of the date mailed (May 12 – May 26)
- 5) Overview map of our location

We cannot offer a summary of questions raised as none have been received.


Respectfully,

Virginia D’Arcangelo


Royce Dixon

Attachment No. 3: Public Comments



 Sat 5/23/2020 11:34 AM
#RZ000043 2466 Walbran Drive

To: PlanningAlias

 You replied to this message on 5/25/2020 10:27 AM.
If there are problems with how this message is displayed, [click here to view it in a web browser.](#)

Dear Sir or Madam,

I have am resubmitting this letter as the reference number that the owner gave to neighbours was incorrect. I doubt that it was an error. The owner is a realtor and knows to be careful of details like that. It is disappointing behaviour and dishonest.

We are writing to express our opposition to the proposed zoning change to 2466 Walbran Drive.

We border this property at 2367 Walbran Drive and do not want a multiple rental unit next door for several reasons:

First, we deliberately bought in a single family R1 residential neighbourhood, paying premium costs for that type of neighbourhood where there is a standard of property care and development. The proposed development allows for the owner or future owners to rent out the whole house thereby creating a two renter situation or duplex. We lived next to rental property in the past where the owner does not live in the home and the property was inevitably unkempt and an eyesore. If the zoning allowed the owner to live in the house we would not be so opposed to the change. We put a lot of work into maintaining our property and so do our neighbours which is why we bought here in the first place.


Second, it is not acceptable or fair to buy in a R1 zoned neighbourhood and then try to change the zoning. If the desire is for a rental unit in your home then move to a neighbourhood already zoned for it.



Third, traffic is already a huge issue in the neighbourhood with Queneesh school nearby. On a daily basis, this means there is a lot of traffic when parents drop off and pick up students. In the evening there is a lot of sports on the Queneesh fields with the Comox Valley Sports and Social Club, a for profit organization. Many park on Walbran. On an intermittent basis our streets are packed whenever the school holds an event. On Sunday mornings, church goes for Queneesh park on the street. Our streets are busy already. Recently the corner of Lerwick and Mission was rezoned to allow a large apartment complex to be built, much against what the neighbourhood wanted. This will create a dangerous traffic situation as the renters will have to turn right onto Mission towards the elementary school and through our neighbourhood to get back to Mission Rd. There is also the Cubes apartments beside Queneesh so more renters and traffic in the neighbourhood. **We need to have residential parking only on Walbran which would help with some of the traffic problems.** If there are more vehicles going to 2466 Walbran, that is not good. Safety should always be a primary concern but especially near an elementary school the traffic needs to be considered carefully.

Fourth, changing the zoning for one home in the R1 neighbourhood will lead to other homes making the same change. If 2466 is rezoned the precedent will be set for others multiplying the issues I have outlined.


Please consider the stress this neighbourhood feels already with the apartments going in beside Queneesh and on the corner. Please do not threaten the R1 zoning on Walbran itself.

Thank you.


2367 Walbran Drive
Proud Homeowners

 Sat 5/23/2020 11:21 AM
 >
File #RZ000043 - 2466 Walbran Pl

To PlanningAlias

 You replied to this message on 5/25/2020 10:21 AM.


To whom it may concern,


I write in response to the rezoning application for 2466 Walbran Place, file #RZ000043. I note that the applicant incorrectly referenced the file number in the notice to neighbours (attached). I trust I have used the correct number here, please advise if I have not.

I am opposed to this application for rezoning. This is mainly for the same reason that I have written to the City previously- traffic impacts to this small street and uncontrolled 3-way intersection. I am opposed to any proposal to increase density in this area for that reason. It is a major accident waiting to happen.

Additionally, I don't see the reasons provided in the application as genuine. Re-zoning is not required to have a family member co-reside in the property. I suspect the actual reasoning is to increase the property value for resale. Other similar applications on this street have been rejected and I hope this one will as well.


Thank you.



 Fri 5/22/2020 8:34 AM
[Redacted]
File #RZ000041 - 2466 Walbran Place

To PlanningAlias

Red Category

 You replied to this message on 5/22/2020 9:14 AM.

File # RZ000041
2466 Walbran Place

Dear City of Courtenay,

To be clear, we are **absolutely opposed** to the the application to rezone the designation at 2466 Walbran Place. The house in question has been up for sale in the last year, the current owner was unable to sell it for the price listed. Since Mrs. D'Arcangelo is a real estate agent, she is aware that having a R1S zoning designation on the house would open the property up to more potential buyers and potentially get more interest in the property if rezoned R1S.

As to the adult child in the basement, we also have our adult son living in our basement with no need to "rezone". There is no need to apply for rezoning of a property if you have family living in the same house, our opinion. Many resident of the neighbourhood have family living in the same home, without the need to rezone the property. Why is this needed in this case? From my understanding of the bylaws, the only need for rezoning it is if they intend to rent out the top and/or bottom requiring 2 stoves, as stated in her letter why would this be needed for family unless the intention was to sell once this is approved. If approved, there will be a "For Sale" sign up soon after. Our fear is that it will be sold and bought for rental income without owners occupant in the house. This would devalue the neighbourhood.

We are the original builders and owners of this property since 2006 and have invested a considerable amount of our income to live in this neighbourhood, an **R1B residential area for single families**. It is our desire to keep it as intended when we purchased the property. The city has already approved 60 apartments on Mission and 2 other lots behind us on Lerwick with another 200 rental apartments and townhouses, so there seems to be an adequate supply of lower income housing already being planned in the area. Basically this application does not make sense and needs to be denied.


Clearly actual motive of the application and the story given are very far apart, this based on what we observe day to day. Regardless of the story being given for the reason, we are still absolutely not in favour of the rezoning regardless of "the story". We want to keep our neighbourhood as is.

Regards,

[Redacted]
2434 Walbran Place


 Fri 5/15/2020 3:42 PM
[Redacted]
Re: Automatic reply: File# RZ000042-2466 Walbran Place

To PlanningAlias


 This message has extra line breaks.

This is not a application this is a comment regarding a proposed application to rezoning designation at 2466 Walbran Place from R1B to R1S. As property owners at 2467 Walbran Place we agree with the Applicants Royce Dixon & Virginia D'Arcangelo.
[Redacted]

Sent from my iPad

 Thu 5/14/2020 2:04 PM
[Redacted]
File #RZ000041 2466 Walbran Place

To: PlanningAlec; [Redacted]

 Follow up. Start by Thursday, May 14, 2020. Due by Thursday, May 14, 2020.
You forwarded this message on 5/14/2020 3:37 PM.

File # RZ000041
2466 Walbran Place

Dear Sir

I am writing to express my opposition to the proposed zoning change. My rationale is as follows:

- The addition of a suite in an R1 development increases the number of vehicle using the neighbourhood roads. This area has already had several multi-unit developments approved in the immediate area, allowing an unacceptable increase in the traffic situation.
- I built in an R1 development to ensure the standard of development in my immediate neighbourhood. I chose this area because it was an R1 zoning, and paid a premium to build here because of the zoning. For an individual to knowingly move into the R1 development and then try to change the zoning is unacceptable.
- Under R1S there is no requirement for the home owner to live in the house. This will allow the home owner, or subsequent home owners, to rent to two different tenants, thereby allowing a duplex rental situation. I have lived in neighbourhoods where this has happened and inevitably the property suffers from a lack of care and maintenance. I will restate this is one of the reasons I built in an R1 zone.
- I believe this application is being made in an effort to maximize the resale value of the property. Houses with legal suites are viewed as more affordable as there will be some rental income to offset the mortgage payments. Again, if you cannot afford to live in an R1 development, do not buy there in the first place.

People bought in this very nice R1 subdivision because they were willing to pay to ensure a certain standard of development. It is unfair to all the owners in the development, to allow a zoning change after they have all bought in the neighbourhood.

If there was a zoning that allowed a suite, PROVIDED the owner lived in the house, I believe there would be less opposition to that type of zoning change. If the owner lives on the premises, there is less of a chance that it will degrade from a lack of care.

If you have any desire for clarification on any point, please do not hesitate to contact me.

Sincerely,
[Redacted]
2347 Walbran Drive
Courtenay, BC V9N 9W9
[Redacted]

[REDACTED]
 2450Walbran Place
 Courtenay ,B.C.
 May 25,2020

File RZ000041 - 2466 Walbran Place

To The City of Courtenay

I want to submit this letter in regards to my complete opposition to amend the zoning for Royce Dixon and Virginia D’Arcangelo’s house at 2466 Walbran Place

As Virginia was a practicing Real Estate agent and they had listed this home for sale approximately one year ago and I believe that to be the purpose of the zoning change.

With a mortgage helper suite in the basement it would be more advantageous to find a buyer. Due to the fact another family member [REDACTED] has lived at this residence up until now [REDACTED]

Virginia had moved out of 2466 Walbran Place for a period of time and then moved back in again. She explained to me she was occupying downstairs and that another family member [REDACTED] was upstairs.

A [REDACTED]

There are other people who have immediate family members living with them on Walbran and without a renovation or zoning amendment.

And there have already been zoning changes in the area for apartment rentals like the ones on Mission; I see no reason to change the R1B residential area zoning which was so desirable for me when we purchased the house next door to Vivian and Royce’s 2466 Walbran Place in 2009. This area should be kept as single family residential.

There is no reason another family member [REDACTED] wouldn’t be able to live downstairs just as has been done in the past.

As I stated previously; [REDACTED] the present situation should be more than adequate [REDACTED]

[REDACTED]. There is no need to change this zoning!

Sincerely
 [REDACTED]
 2450 Walbran Place [REDACTED]

Attachment No. 4: Applicant's Rationale

2466 Walbran Place, Courtenay BC

Proposed project:
Zoning amendment from R - 1B to R - 1S

Creation of 1 bedroom, 1 bathroom suite conforming to the specifications outlined for R1-S. No changes to the exterior of the building and minimal changes to the interior. No extra bathrooms will be added - there is already one in the space. The existing large bathroom and laundry room would be made much smaller, providing space for a kitchen area. The current den/office space would be enlarged to provide a bedroom, and the current bedroom would be converted to a living room, adjacent to the proposed kitchen area. Access to the garage would be removed. There are two doors for ingress and egress that would remain in place.

The property has enough room for parking - the land beside the driveway now has dustfree type gravel for additional parking space.

Our young adult daughter wishes to stay in the community but has really no options for housing - the rental market is tight and prices are high. This would provide her with a place of her own to rent as she continues to work and attend post secondary studies in Health Care in the Comox Valley.

The property is situated a block away from the new hospital, minutes from North Island College and walking distance to shopping etc. It will be a ground floor suite with easy accessibility.

Thank you for your consideration.

Royce Dixon & Virginia Mackie
250 650 4324
radixon60@gmail.com



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: Official Community Plan (OCP) – Stakeholder Consultation

File No.: 6480-01
Date: June 29, 2020

POLICY IMPLICATIONS:

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

November 2019 Strategic Priority Chart: Number 1 (NOW) Priority

- OCP – Consultation Process (public input/consult report)

Strategic Priorities 2019 - 2022

We continually invest in our key relationships

We support diversity in housing & reasoned land use planning

- Complete an update of the City's OCP and Zoning Bylaw
- ▲ ■ Advocate and cooperate with local and senior governments on regional issues affecting our community

ISSUE:

OCP project staff are preparing for a series of short online meetings with community stakeholders and local government partners to identify key policy issues and opportunities. The meetings are anticipated to be online only and will take place in the next few weeks. After completion of these meetings, the project team will categorize several major policy topics based on the stakeholder feedback. Staff will use this information to organize a series of workshop style sessions with stakeholders as well as Councillors to share knowledge of each topic and build general consensus on approaches to policy development and implementation. The format of the workshop will likely be a hybrid of in-person and online. Councillors will be given an opportunity to choose which workshop(s) to attend, however there will be a limit of 2 Councillors at each session. Staff will advise Council once detailed information including a schedule of the workshops is confirmed.

An online public survey on future growth options will be launched mid-July. This survey is to collect opinions from the public on two proposed growth options developed by the OCP project team and the consultant. Notice of the survey will be advertised on the City's website and social media sites as well as the local newspaper. The notice will also be sent out to individuals who registered their email address through the project website. All residents of Courtenay are encouraged to provide feedback. Staff will provide Council with a copy of the survey prior to its public release.

BACKGROUND:

The OCP update project is continuing with public and stakeholder engagement and is beginning the policy drafting stage. This phase is essential to formulate sound policies to achieve the vision of becoming a net zero GHG emission community by 2050 and also to properly respond to emerging policy issues identified

through public and stakeholder consultation. The online public survey will provide the project team with a broader sense of preferred growth option that aims to achieve the vision.

KEY CONSIDERATIONS/NEXT STEPS:

- Project team to conduct meetings (online) with stakeholders including government agencies
- Project team to identify broad policy topics in July
- Online public survey on future land use growth model options will be launched and available for the month of July and August
- Topic focused workshops (online and in-person) will be conducted in August/September

Prepared by:



Tatsuyuki Setta, RPP, MCIP
Manager of Community and Sustainability Planning

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services

Concurrence by:



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

June 11th, 2020

Re: Connect Warming Centre COVID-19 Update and License to Occupy Extension Request– 685 Cliffe Ave

Dear City of Courtenay Mayor and Council,

On behalf of the Coalition to End Homelessness and the Comox Valley Transition Society, I would like to thank you for the Connect Warming Centre license to occupy extension approved at the March 30th, 2020 council meeting. We are fast approaching our license to occupy-end date of June 30th, 2020 so I wanted to provide another update on the Connect Warming Centre which has more than ever before become an invaluable facility for our community's most vulnerable.

Since the onset of the COVID-19 pandemic, and the closure and reduction of many services in the downtown Courtenay core, the Connect Warming Centre has pivoted to respond to the needs of and to protect our most vulnerable populations. Hours of operation increased from Monday – Friday 1-5pm to 7 days a week 10:30am-5:30pm. With strict health protocols and physical distancing measures in place Connect offers COVID-19 symptom screening and education, a washroom, hand hygiene, cell phone charging, access to wi-fi, coffee and hygiene supplies such as soap, hand sanitizer and masks. Staff are still available to help fill out income assistance forms, administer Vulnerability Assessments for supportive housing, and offer referrals to other agencies & access to living supports. Through our partnership with the Comox Valley Division of Family Practice's Vulnerable Populations Working group, we now have a physician attending Connect regularly and assisting people on-site. 30-40 individuals continue to access these services at Connect daily.

Our current partners include, AVI, Wachiay Friendship Centre, Dawn to Dawn, Ministry of Poverty and Social Development, Nursing Centre, Island Health Mental Health & Substance Use, Indigenous Women's Sharing Society, RCMP, and continues to grow.

In a short time, this space has proven to be invaluable to the health and well-being of the many clients who frequent Connect. From January to March (pre-pandemic) Connect had 2176 visits. This space has become even more important during the crux of the pandemic when many people not only had no home to self-isolate in, but who were suddenly cut off from many regular services and felt disconnected from the community. Connect continues to provide a very safe, welcoming environment and has been an integral program to educate and empower vulnerable people to stay as safe as possible during COVID-19.

With medical health officers and experts predicting a 'second wave' of COVID-19 in the Fall, keeping the Connect site open is more important now than ever. Not only that, but with many agencies providing reduced hours or capacity reductions during current BC Re-Start phase, there is still nowhere else for people to go during the day. We also know that during the upcoming hot summer months those experiencing homelessness are at risk once again, but this time of heatstroke, and potentially from wildfire smoke, both having a significantly negative impact on this already medically vulnerable group. On top of those risk factors, people who do not have a safe space to self-isolate or practice physical distancing or who have compromised health and co-morbidities are 5-10 times more likely to contract

COVID-19. If permanent housing is not available, then at minimum, being able to provide a space for people to go during the day can make a huge impact on people's well-being.

It is our goal to continue to operate Connect at 685 Cliffe Avenue with the continued support of the City of Courtenay. We are requesting a one-year license to occupy for 685 Cliffe Ave with the option for renewal and the continued in-kind support from the City of Courtenay for rent, utilities, Price Alarms monitoring, wi-fi, taxes and general building maintenance such as electrical and plumbing.

The Coalition will continue to pursue funding opportunities to maintain current hours of operation. To date, we have received funding from the Comox Valley Regional District, Comox Valley Community Health Network, United Way Central & Northern Vancouver Island, Comox Valley Community Foundation, and many donations from the public. Having a longer-term license to occupy allows us to plan and makes funders feel more confident in providing continued financial support. If a longer-term license to occupy is something being considered, we would be happy to apply for funding opportunities to cover the cost of any potential building renovations or enhancements increasing the value of the 685 Cliffe Ave building.

We invite members of City of Courtenay council and staff to consider our request and we also invite you to stop by the Centre to see all the wonderful upgrades we have made to the space since January.

Once again, we would like to thank the City of Courtenay for supporting the Connect Warming Centre – especially during these unprecedented times. It has made a profoundly positive impact on many people's lives.

In community,



Andrea Cupelli
Coordinator for the Comox Valley Coalition to End Homelessness

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2998

A bylaw to amend Zoning Bylaw No. 2500, 2007

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 **“Zoning Amendment Bylaw No. 2998, 2020”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot G District Lot 236 Comox District Plan VIP78805 (2466 Walbran Place), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One B Zone (R-1B) to Residential One S Zone (R-1S); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

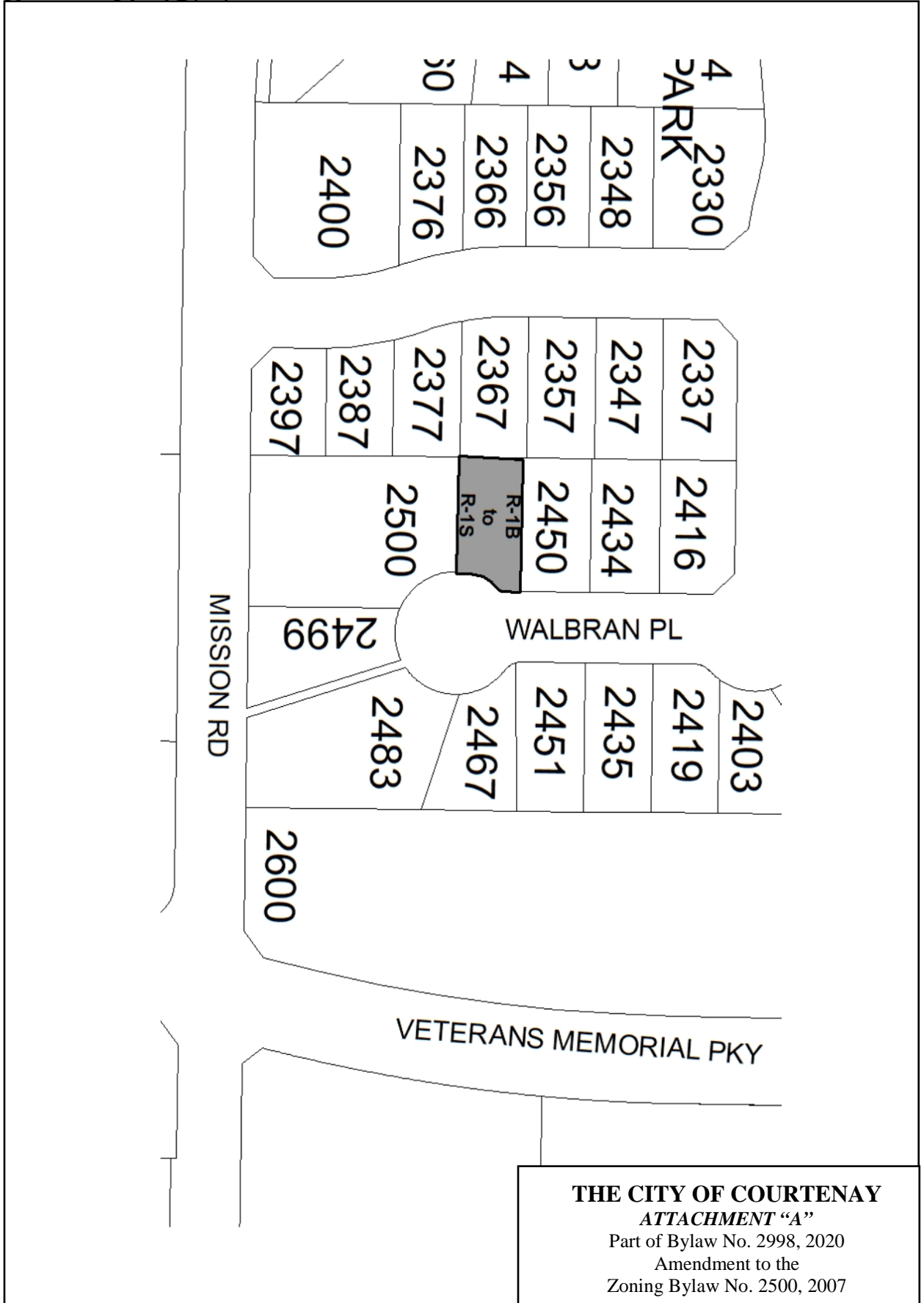
Read a first time this	day of	, 2020
Read a second time this	day of	, 2020
Considered at a Public Hearing this	day of	, 2020
Read a third time this	day of	, 2020
Finally passed and adopted this	day of	, 2020

Mayor

Corporate Officer

Approved under S.52(3)(a) of the *Transportation Act*

Brendan Kelly, Senior District Development Technician
Ministry of Transportation and Infrastructure



THE CITY OF COURTENAY

ATTACHMENT "A"

Part of Bylaw No. 2998, 2020

Amendment to the

Zoning Bylaw No. 2500, 2007