



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 6480-01

**From:** Chief Administrative Officer

**Date:** October 21, 2019

**Subject:** Official Community Plan Advisory Committee

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### PURPOSE:

The purpose of this report is for Council to consider and appoint members to the Official Community Plan (OCP) advisory committee.

### CAO RECOMMENDATION:

THAT based on the October 21, 2019 staff report "Official Community Plan Advisory Committee", Council approve OPTION 1 and appoint the following individuals to the OCP Advisory Committee:

- Sheena Campbell
- Norman Carruthers
- Tom Dishlevoy
- Betty Donaldson
- Derek Costantino
- Tanis Gower
- Dianne Hawkins
- Annelies Henckel
- Charlotte Kimmins
- Lindsay McGinn
- Erin Nowak
- Garry Renkema
- Don Ferguson; and

THAT Council modify the Official Community Plan Advisory Committee Terms of Reference to increase the membership by one (1).

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

At the regular Council meeting on September 3, 2019, Council authorized the establishment of an Official Community Plan Advisory Committee based on the Terms of Reference presented. Following Council direction, staff immediately began the recruitment process by utilizing the City's website, social media, and

local newspaper. The application period was closed on October 6 and a total of twenty nine (29) applications were submitted to the City. Staff reviewed all the submissions and selected thirteen (13) candidates based on the information provided for Council consideration. All submissions are attached in this report for Council information.

**DISCUSSION:**

The primary role of the OCP Advisory Committee is to assist in the review of work produced in each project phase and provide broad guidance on policy implementation. Committee members are expected to proactively engage with the specific affiliations they are representing, if any, and broader community groups and individuals. The committee plays an integral role in project implementation from the first phase to the end, and reports to Council regularly throughout the process. Meetings will occur on an as needed basis in support of key project milestones. The first meeting is scheduled for November 1, 2019.

Although the adopted terms of reference state that the Committee shall be comprised of a maximum of twelve members (s.3.1), staff recommend increasing this by one person. Originally the terms of reference called specifically for youth and young adult representation, considering the fairly large number of senior residents in the City and the Region, staff consider it appropriate to add a member from this particular population cohort to represent their perspectives in the City.

Staff appreciates all 29 applicants who demonstrate a strong interest in the OCP implementation process and passion for creating a better community, however only 13 could be selected. Staff have recommend a group of individuals who represent the balance of interests found in the community and believe they will be an excellent resource for the new OCP process. Those applicants who are not selected to be part of the OCP Advisory Committee will be engaged in various ways throughout the overall community consultation process in order to create a robust forward thinking plan.

**FINANCING IMPLICATIONS:**

All members of the OCP Advisory Committee are expected to serve without remuneration, except for preapproved expenses that arise directly out of the performance of their duties pursuant to section 6.1 of the Terms of Reference.

Staff will include nominal funds in the 2020 budget for materials, food and room bookings related to the Committee meetings.

**ADMINISTRATIVE IMPLICATIONS:**

Development Services department staff will prepare meeting agendas and minutes and attend meeting. Staff also distributes meeting materials for the purpose of facilitating discussions.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no direct asset management implications.

**2019 - 2022 STRATEGIC PRIORITIES REFERENCE:**

**Strategic Priorities 2019 - 2022**

**We continually invest in our key relationship**

- Value and recognize the importance of our volunteers

**OFFICIAL COMMUNITY PLAN REFERENCE:**

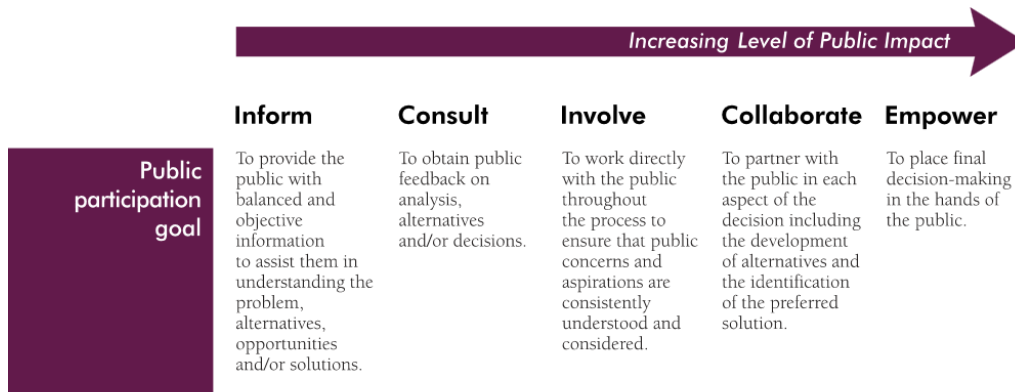
Not referenced.

**REGIONAL GROWTH STRATEGY REFERENCE:**

Not referenced.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff would “**Collaborate**” based on the IAP2 Spectrum of Public Participation.



**OPTIONS:**

**OPTION 1:** THAT based on the October 21, 2019 staff report “Official Community Plan Advisory Committee”, Council approve **OPTION 1** and appoint the following individuals to the Advisory Committee:

- Sheena Campbell
- Norman Carruthers
- Tom Dishlevoy
- Betty Donaldson
- Derek Costantino
- Tanis Gower
- Dianne Hawkins
- Annelies Henckel
- Charlotte Kimmins
- Lindsay McGinn
- Erin Nowak
- Garry Renkema
- Don Ferguson; and

THAT Council modify the Official Community Plan Advisory Committee Terms of Reference to increase the membership by one (1). **(Recommended)**

**OPTION 2:** THAT Council select and appoint members from the applicants in Attachment No.2; and THAT Council modify the Official Community Plan Advisory Committee Terms of Reference to increase the membership by one (1).

Prepared by:



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

Reviewed by:



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Ian Buck, MCIP, RPP  
Director of Development Services

Attachment No. 1 - OCP Advisory Committee Terms of Reference  
Attachment No. 2 - Submitted applications

**Attachment No. 1 - OCP Advisory Committee Terms of Reference**

**CITY OF COURTENAY  
OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**1.0 INTRODUCTION**

Advisory committees are established pursuant to the *Community Charter* (S.141-145) to assist Council by providing for public input on municipal matters. These committees are advisory in nature and function within the parameters set out in their Terms of Reference. The City of Courtenay Official Community Plan Advisory Committee shall be a Select Committee of Council. Meetings are open to the public.

**2.0 PURPOSE OF THE OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE**

The purpose of the "Official Community Plan Advisory Committee" (OCP-AC) is to provide Council with meaningful, integrated, technical input on a range of community issues related to the creation of the City of Courtenay climate friendly Official Community Plan (OCP). It shall provide technical guidance at key Project milestones on long-term planning principles, policy development and ideas for partnership and acceleration of implementation strategies that support the ultimate goal of reducing community greenhouse gas emissions and adapting to climate change.

Specifically the OCP-AC is intended to:

- 2.1 On matters referred to it, review and provide general guidance on background information, draft materials, draft vision statement, and draft plan sections;
- 2.2 Participate in the specified consultation activities as a way to provide guidance into the OCP review process;
- 2.3 Assist in identifying and connecting the City with key stakeholder groups through personal and/or professional contact networks as requested;
- 2.4 Assist in informing the community about the OCP review process and encourage participation by diverse members of the community;
- 2.5 Act in a strictly advisory role. Council may consider the advice and recommendations of the OCP-AC, but is in no way bound by such recommendations;
- 2.6 Report to and communicate to Council through regular update reports prepared by Staff on the Committee's behalf.

**3.0 MEMBERSHIP, COMPOSITION AND QUALIFICATION**

- 3.1 The OCP-AC shall be comprised of a maximum of (13) members of local subject experts and/or advocates appointed by Council;
- 3.2 OCP-AC members shall reside, be employed, and/or own or have interest in property within the City of Courtenay;
- 3.3 The OCP-AC shall be comprised of individuals who represent the following topic areas:
  - o Environmental Stewardship Organizations
  - o Development Industry
  - o Business Community
  - o Economic Development
  - o Health and Social Services
  - o Arts and Culture
  - o Youth and/or young adult and/or senior representation
- 3.4 The Mayor is a member of the OCP-AC and is entitled to vote at all Committee meetings;
- 3.5 Interested parties shall apply for membership to the OCP-AC by means of a letter to the Director of Development Services outlining what topic area, or organization if applicable, they represent, and their interest and qualifications in participating in the Committee with specific reference to advancing climate friendly planning solutions;
- 3.6 The OCP-AC membership is open to individuals who are members of existing committees of Council provided that not more than two (2) members from any specific committee are appointed;
- 3.7 The Director of Development Services (in consultation with the Manager of Community and Sustainability Planning and the Policy Planner) will review membership applications of interested members and will make recommendations of appointment to Council.

#### **4.0 RECRUITMENT**

Council will recruit individuals to serve on the OCP-AC by:

- 4.1 Contacting the desired organizations (S.3.3) to assign a representative;
- 4.2 If topic area representatives are not assigned by the above means, Council will use other methods of recruitment such as word of mouth and letters to other various community groups, organizations and individuals, or advertising in the local newspaper and placement of notice on the City's website.

## **5.0 APPOINTMENT AND TERM**

- 5.1 Members shall be appointed for a term specified at the time of appointment, but not to exceed the term of Council or first reading of the Official Community Plan Bylaw. This is approximated to be 16 months;
- 5.2 Council may rescind an appointment at any time and members may resign at any time by providing written notice to the OCP-AC Chair with copy to the Director of Development Services;
- 5.3 Appointments to fill interim vacancies shall be for the remainder of the term only and shall be filled according to the criteria described in Section 3 (Membership, Composition and Qualifications).

## **6.0 REMUNERATION AND EXPENSES**

- 6.1 Members of the OCP-AC shall serve without remuneration, except for preapproved expenses that arise directly out of the performance of their duties and that shall be reimbursed in accordance with applicable City bylaws and policies.

## **7.0 PROCEDURES AND CONDUCT**

- 7.1 The OCP-AC is appointed by, and reports to, Council. Council reserves the right to recommend amendments to the structure of the Committee as required at any time including the appointment of new members or the termination of the Committee;
- 7.2 OCP-AC members have a responsibility to make recommendations based on the best interests of the community-at-large. In providing its advice and opinion to Council, the Committee shall have due regard for applicable statutes, bylaws and policies of the City;
- 7.3 Members shall conduct themselves in accordance with Robert's Rules of Order which shall govern the conduct of meetings, Council Procedure Bylaw No. 2730; and the *Community Charter*;
- 7.4 Members must declare any conflicts of interest, including property interests, and must excuse themselves from recommendations or deliberations related to said interests;
- 7.5 Members shall not speak on behalf of the Committee or represent themselves as having any authority beyond that delegated by Council;
- 7.6 The OCP-AC is not authorized to call public meetings, commit funds, enter into contracts or represent the City;
- 7.7 A quorum shall consist of a majority of all its members;
- 7.8 A respectful and cooperative decorum will be maintained at all times between Committee members, Staff and Consultants;
- 7.9 Agendas will be made available to Committee members and the public at least 24 hours prior to a meeting. Minutes of all meetings shall be kept and made available to the public on the City's website and in the municipal office during normal business hours.

## **8.0 CHAIRPERSON**

- 8.1 The Chair and Deputy Chair are to be chosen annually by the OCP-AC members at the committee's inaugural meeting;
- 8.2 The Chair shall be a voting member of the Committee;
- 8.3 The Chair shall preside at all meetings of the Committee, maintain order and ensure that the rules of the Committee are followed;
- 8.4 The Deputy Chair shall serve in the Chair's absence. An Alternate Chair will be selected by the members of the Committee in the event of an absence of both the Chair and Deputy Chair.

## **9.0 MEETING ATTENDANCE**

- 9.1 Any member who fails to attend two (2) consecutive meetings, except for reasons of illness, shall cease to be a member of the Official Community Plan Advisory Committee and the appointment shall be terminated;

## **10.0 MEETING FREQUENCY**

- 10.1 The OCP-AC shall meet as required in the Council Chambers located at the City of Courtenay City Hall, 820 Cliffe Avenue, on a specified day, at a specified time when matters are referred by the Director of Development Services or their authorized designate;
- 10.2 Meetings will occur on an as needed basis in support of key Project milestones, to be scheduled by the Director of Development Services or their authorized designate. It is anticipated that approximately 6 meetings will be required within the approximate 16 month Project timeline;

## **11.0 COMMITTEE RECOMMENDATIONS**

- 11.1 Recommendations and minutes of the OCP-AC will be presented by the Chair at a regular Council meeting or Committee of the Whole meeting as deemed appropriate by the Director of Development Services or upon further direction by Council;
- 11.2 Recommendations of the OCP-AC shall be in writing and generally contain the information as set out below for each item dealt with by the Committee:
  - i. the date, time and place of the meeting;
  - ii. the members of the Committee present;
  - iii. other persons present for the duration of the meeting;
  - iv. the item(s) dealt with by the Committee;



- v. recommendation(s) of the Committee stating one of the following:
  - o item to be recommended for approval with reasons stated;
  - o item recommended subject to various conditions with conditions stated;
  - o item to be denied with reasons stated.
- vi. the mover and seconder of each motion as recorded.

## **12.0 STAFF SUPPORT AND OTHER RESOURCES**

- 12.1 The City will provide Staff to prepare and distribute meeting agendas and minutes, distribution of materials for review and assist in facilitating discussions;
- 12.2 At the direction of the Director of Development Services or their authorized designate, professional and technical advice may be provided by the appropriate department representative, the Consultant contracted to undertake the project or professional expert to explain or clarify the legislative and technical contexts which affects the review and the implications of recommendations proposed by the OCP-AC;
- 12.3 Additional support and resources may be provided at the discretion of Council.

## **13.0 PUBLIC**

- 13.1 All meetings will be open to the public and Council for observation only. Members of the public who wish to provide comment or input to the OCP-AC may do so by making a submission in writing or by attending scheduled public open houses or workshop events.

## Attachment No. 2 - Submitted applications

I would like to apply to be a member of this committee. I will not be representing the Chamber at this time, but rather am applying as a member of the development community. I am an owner of Wedler Engineering LLP, and our Courtenay branch is located in the City on Cousins Ave.

Here are my responses to the items listed on the City website:

- which topic area the applicant wishes to represent,
  - the development community
- a description of the applicant's interest in said topic,
  - As a development professional (civil engineering consultant) I have a necessary professional interest in the OCP as it will impact projects I work on, and the aspirations of my clients who wish to develop within the City. As a business owner in the City, my success in obtaining work and retaining clients and employees is tied to how attractive and functional the City is – this is directly impacted by the OCP as it will shape how our City grows and develops over time.
- their involvement in the community (topic area) they wish to represent, including participation in any organizations,
  - As a professional engineer and consultant on development projects, I am directly impacted and involved in development projects that will be required to conform to the OCP
  - I was on the Chamber of Commerce Board from 2011 to 2017 including serving as the Chair
  - I am a founder and director of Imagine Comox Valley – a non-profit advocacy group who organized several Car Free Sunday events in Courtenay, TedXComoxValley, and co-led the Duncan Commons initiative with the Downtown BIA
  - Not in my topic area – but as one of the co-founders of Elevate the Arts, I bring considerable experience and passion for the arts community to the table.
  - Also not my topic area – as an entrepreneur and business owner, I am able to comment and contribute from an economic development perspective.
- relevant training and/or experience,
  - I am a civil engineer with over 20 years of experience, including 19 years after receiving my professional accreditation. I have worked on development projects throughout Vancouver Island, BC and the Western Provinces, and have considerable experience with a variety of municipalities (and as such their OCPs, zoning bylaws, subdivision standards, and development regulations).
- capacity to support anticipated implementation ideas,
  - As a consultant in the development industry, I will be directly advising clients on how the new OCP impacts any proposed developments. I will be working hand in hand with City staff to ensure implementation of the OCP happens.
- motivations for applying.
  - I serve my community, my clients, and my team better by being informed and involved in the creation of the City's revised OCP.
  - I am highly motivated to see the City develop in a sustainable manner – in terms of the environment, our community / social aspects and economically.

Please let me know if you need more details or information.

Regards,

**Andrew Gower, FEC, P.Eng., PE, CCA** | Partner • Courtenay Branch Manager

Wedler Engineering LLP | Courtenay (250) 334-3263 ext. 102

RE: OCP Advisory Committee Application

FROM: Andrew Thomas  
Goldfinch Small Home Design  
877 5th Street  
Courtenay, BC

Hi Tats,

Please accept this letter as application for becoming a member of the OCP Advisory Committee. The topic area I believe I am able to represent would be as a member of the business community although I guess I may be considered part of the development industry, depending on how you define it.

I am very interested in the OCP as I started my company specifically to provide affordable housing and advice to the public with regard to their zoning and development opportunities. I have also canvassed local council members with respect to current bylaw issues that could stand in the way of environmentally friendly development of our city. I have also been visited and cited by our MP Gord Johns on multiple occasions regarding my companies expertise and mission for affordable housing.

I am presently a member of the Board of Variance (BOV) for the CVRD and am hoping to become a member of the City of Courtenay BOV. I am also a member of the Chamber of Commerce. Whilst at NIC I was chair of several committees and members of others, ranging from Health and Safety to policy development. I was also an integral contributor to the development of four NIC campuses.

My experience is diverse and includes working for local architects as an architectural technologist before being the Operations Manager of North Island College for 10 years, ending in 2018 and now having a design and construction company with specific aims of increasing housing density and affordability. I also have Bachelors and Masters Degrees in Physics and taught degree level physics at NIC in addition to my management role.

I believe I am well known in the community due to my NIC, committee, arts community and even local theatre activities. My motivation for joining would be to aid in the community's responsible and environmentally sustainable development.

Please let me know if you think I am a suitable candidate and I am happy to discuss if you would like to learn more.

Best regards,

Andrew Thomas

Dear Selection Committee of the OCP-AC:

I am very grateful for this opportunity to apply for this exciting position with our municipal council. I would like to summarize why I would make an excellent candidate.

*“The purpose of life is to live it, to taste experience to the utmost, to reach out eagerly and without fear for newer and richer experiences.” -Eleanor Roosevelt*

Like most things in life, I realize that I won't experience success until I have tasted failure. I hope to live my life by trying new things and reaching out for collaborative experiences. This is why I am a design thinker; I look at problems with an openness to new ideas and creative enthusiasm.

I am 17 years old and currently enrolled in my final year of high school. Over the past 4 years, I have been part of the Executive Board for the Mark R Isfeld Interact club. I have learned a tremendous amount during this time. Not only have I learned how to work with different programs and organizations, but I have found a community of like-minded students, where I can express my ideas and create compassionate action.

I love interacting with people, and this is why I challenged myself by learning two additional languages ( French and Spanish). I am a communicator who excels in team environments. I am involved in my community through volunteerism and have a passion for creating a sustainable world. I have worked with Project Watershed, the Tsolum restoration society and the recent climate strikes. Not only do I take the initiative in these kinds of projects, but I also inspire others to take part.

I genuinely believe that “Youth” should have a say in how we develop and implement changes that will affect our futures. This job opportunity will let the younger generation have a significant voice in our community development. You can trust me to vocalize a wide-spectrum of youth due to my participation in diverse programs. I am not afraid of bringing my own ideas to the table while also being a thoughtful listener.

In closing, I hope that you will agree that I would make a perfect addition to this committee as the representative of the youth.

I look forward to hearing from you soon,  
Yours sincerely,  
Annelies Henckel

Hello, my name is Anthony Olynyk. I am writing you to apply for an open OPC-AC seat, as a representative of the population under the age of 25 (as I am 21).

I am applying as a concerned citizen of the Comox Valley, Canada, and the world in general. The ongoing climate crisis is scary, no doubt. But what's more scary is the lack of political (municipal, provincial, or federal) representation of my generation. We really want to do amazing things, but unfortunately our voices get overshadowed by others with more power than us. I am in no way calling out any of the council personally, I am just making a broad statement of the feeling millennials and Gen Z people get when they think about these types of issues.

For me, personally, I gradually got into the climate crisis scene, as with most of us. We learned about it in school, heard it on the news, we even saw it on nature documentaries. But today is a whole different ball game, as climate scientists say we do not have much time to change before we go into full damage control, instead of preventative measures. My generation will be the first to suffer the full wrath of anything related to the climate crisis. If sea levels rise 5 meters, Downtown Courtenay will be underwater. I don't want that. I grew up here, I have a special connection with this town that pulls me in every time I try to leave. I love everyone here, I love the sense of community that the Valley holds. I love the sense of environmentalism we all share, and how everyone does their little part to help. I would never want to leave unless forced, and unfortunately, climate change might just eventually force it.

As much as I love the changes I have made in my life so far, like vermicomposting, attending climate crisis protests, and buying more locally sourced, organic food, I am searching for a project where I could have a bigger impact for myself, and my fellow community members. As a young adult, I feel as if it's a responsibility to help any way I can. For example, I currently take recyclables home from my workplace (Panago Pizza on Duncan Ave) because there is no place we can currently recycle everything we package (for example, we can't recycle tin or plastics from our ingredients through our cardboard bin). It's something little that I can do to help make a difference, but it could be a lot more efficient. We would love to do our part to pitch in, but unfortunately, the burden is shifted on the individual, rather than the business community coming together to help alleviate the burden of more than just cardboard waste. I constantly see recyclables being thrown into the dumpster, rather than being recycled, and it's disheartening, because I know we can do better to shift the waste we put into the landfill and put it into more greener purposes. And I would love to help with that.

I completely get where my younger generation's mindset is, as well as the other generations that want to help. We want to help. We really do. We don't want to see the world slowly die, as I know the current panel is currently fighting to prevent on a municipal level. We are scared, and sometimes even have tugs of hopelessness. But there is a fire burning to help with the fight. The current activism is something that cannot be ignored, locally, nationally, or internationally, as I know the panel has definitely seen. I would hope to help bend that activism into meaningful action for the City, with the knowledge of my generation as my tools, and the changes in my life as proof.



We can all make the switch. Every one of us. But sometimes we need that little push to get the ball rolling. We already have the momentum, now let's harness it. Together.

Thank you for taking the time to read my application, and I hope you consider me for a position on the Council.

Best regards,  
Anthony Olynyk

Attention: T. Setta,

Manager of Community and Sustainability Planning,

City of Courtenay,

This letter is an application to become a member of the **Official Community Plan Advisory Committee (AC-COP)**. My experiences and motivations for applying are organized according to your guidelines but I wish to highlight my commitment to seniors' issues, a demographic I represent. I believe that seniors' perspectives pervade all currently listed OCP topic areas, but I imagine that "Health and Social Services" is considered the most directly related category.

I moved to the Comox Valley as a permanent resident in retirement. As I phased out of my career and became Professor Emerita, University of Calgary, I lived three months of the year here when writing a book. During the fourth year, I purchased a unit in the TIDES, newly built along the Estuary, near the Marina (2007). It was a happy decision; one I've never regretted. Although my choice of location has become one of the most changed areas within city boundaries during the past decade, these have been upgrades. As I had anticipated, the marina area has become part of the urban core while remaining proxemic to downtown amenities.

As a "young" retiree, I wanted to pay forward because I know I will need to draw down as I age. Therefore, I have been an active volunteer. I've served as president of the Community Justice Centre, on the Board of Project Watershed, on the Executive and Curriculum Committees of Elder College, on the Executive of the Comox Valley Probus Club, as President of my Strata, as a volunteer with the SID for more than ten years, and on the Board of my church. I was a member of the community action committee that persuaded Cumberland to designate the only Green Burial section in a North Island cemetery. I currently coordinate the Fall CVEC lectures series, chair the Oct 18 Persons Day Lunch committee, am a member of the CV Elders Take Action and am on the MARS special projects team. With respect to the seven topic areas you list, I think I have a good overview of most issues.

My research career in the Faculty of Education focussed upon student transitions within and from the educational systems, including post-secondary institutions. In the 1980s I was actively involved in setting up various work experience programs; in the 1990s, I became concerned about how gender influenced career trajectories. For the past two decades, I've supported friends and family as they've struggled with next generation issues including student debt, housing, career stability, family-work demands. I've seen how drug usage derails lives and how moderate acknowledgement inspires ambition. With many other seniors, I have time and power to assist in these transitions.

The Comox Valley has been a magnet for many retirees and is considered one of the prime retirement locations in Canada. However, the impact of this growing segment of the population has not been a planning priority, except when needs become acute. I'd like to make a contribution to pro-active policies and planning. While we all are much more informed about the issues, many problems loom. Among them are adequate assisted-living accommodations, hidden poverty or cash flow restrictions, transportation, loneliness, health maintenance support systems and enhancement of quality of life experiences. Possibly I might make a contribution to reducing suffering – before I enter the final stage of life. Given that the majority of seniors retire during their 60s and many live until their 90s, the City of Courtenay needs to include these 30 years of the life cycle in the updating of the Official Community Plan.

Should you wish to talk further with me, please do not hesitate to do so.

Thank you for considering my application.

Dr. E Lisbeth (Betty) Donaldson



To whom it may concern,

As an environmental activist and concerned youth leader, I am writing to you in regard to the open youth position on the Official Community Plan Advisory Committee. I wish to represent Environmental Stewardship organizations on the Advisory Committee. My interest in this particular topic runs deep. I have always been someone who has enjoyed being outside in any way and especially love being on the water. Environmental conservation and leadership have been at the forefront of my mind since the creation of my personal plastic elimination initiative, Cut it Out. I began Cut it Out after attending the 2018 Young Woman in Ocean Literacy and Leadership Academy. A program established by the Comox Valley School District and Ocean Wise to give young women across British Columbia an understanding of the problems facing our ocean. One component of the camp was to find a problem of interest and to create an action project to tackle it. The problem that I chose to focus on is oceanic plastic pollution, as I believe single-use plastics are easily avoided and are detrimental to the environment. Next, I began thinking of ways I used plastics in my personal day-to-day life, realizing it was eating my school lunches with a plastic fork. From that moment on I vowed to make a change not only in my life but in my school and community. Since, my work to eliminate single-use plastic cutlery items within school districts has spread nationally. Along with Cut it Out, I have worked as a youth ambassador for Ocean Wise, a global conservation organization that is working to bring our ocean back to a healthy and flourishing state. In partnership with Ocean Wise, I have been able to expand my knowledge and career, I have been able to work in outreach, education, and leadership. Most recently creating the Ocean Wise YouthToSea Council. YouthToSea is a group comprised of motivated youth from across British Columbia, who work together to create solutions to the problems facing our ocean. I created this program to let youth leaders work together to spread their knowledge, spread the power, and spread the action. Already, this council is bringing change to our province. A large project that I will be spearheading along with YouthToSea will be the 2020 Ocean Wise Youth Ocean Conservation Summit, which will bring students and educators together for a week of ocean-related education. These various projects and

organizations have allowed me to learn exactly what it means to be an activist and environmental leader. Such an experience would make me an asset to a group such as the Official Community Plan Advisory Committee and would give me the capacity to support anticipates implementation ideas. Implementation and change have both been incredibly important in my life over the past year and that would continue on the Committee. It would be an absolute honor to be considered for the position and if appointed I would do everything in my power to expand Courtenay's climate action and awareness. I have decided to apply to this position as there is nothing more important in my opinion than climate justice. This Committee would provide me with the opportunity to join the conversation and would allow me to bring my ideas, and the ideas of other youth around me, to light.

Thank you so very much for the consideration.

Sincerely,

Charlotte Kimmins



October 4, 2019

Corporation of the City of Courtenay  
830 Cliffe Avenue  
Courtenay, B.C.  
V9N 2J7

Attention: Nancy Gothard

Hi Nancy,

RE: Official Community Plan Advisory Committee

We are putting up the names of the following to sit on this committee:

Gary Renkema – Monterra Homes

Bob Hudson – McElhanney Engineering

The above individuals know Courtenay and have significant background to be of assistance in the OCP review.

Cheers,

A handwritten signature in blue ink that reads 'Murray'. The signature is fluid and cursive, with a long vertical stroke extending downwards from the end of the name.

Murray Presley



Comox Valley Community Arts Council  
202-580 Duncan Ave, Courtenay BC V9N 2M7  
[ed@comoxvalleyarts.com](mailto:ed@comoxvalleyarts.com) 250.334.2983  
comoxvalleyarts.com

October 6, 2019

To Tatsuyuki Setta, City of Courtenay Manager of Community and Sustainability Planning,

On behalf of the Comox Valley Community Arts Council, I would like to express our interest in working with the City of Courtenay in building the Official Community Plan and representing Arts, Culture, and Heritage on the Advisory Committee.

Arts Councils ensure that communities have an active team of people making Arts, Culture, and Heritage a priority. Established as your Arts Council in 1967, Comox Valley Arts has acted as the central community agency that supports, promotes and celebrates a vibrant inclusive arts community between Fanny Bay and Oyster River. We offer a wide range of opportunity's for community members to gather, celebrate and engage with one another and involve local artists and performers in our events and provide support to those who are pursuing higher artistic excellence.

CVA's services support groups and individuals involved in community and professional theatre, dance, symphony, visual and digital arts, as well as agencies dedicated to the promotion of these arts through festivals and special events. We work in partnership with over 50 local heritage groups and museums, cultural societies and community groups who provide a wide range of services including health, poverty, hunger, and homelessness alleviation, as well as municipal government and economic development agencies. CVA embraces the depth and breadth of how Arts & Culture bring us together.

We estimate that there are 5000 creative workers in the Comox Valley (based on extrapolated data and responses to our 2016 Cultural Inventory) and they are significant contributors to our quality of life, as an economic driving force, and as a motivator for why people choose to live, work, and raise their families here. We take our work of supporting, promoting and celebrating our vibrant and inclusive arts community very seriously.

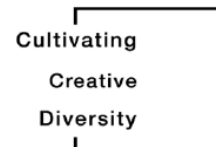
To be a guiding voice on the future direction Courtenay and the greater Comox Valley is both a great opportunity and responsibility for CVA and we know we can do great things when we work together to fulfill the creative capacities of our communities!

**Please do not hesitate to contact us is you have any further questions.**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Dallas Stevenson', with a red horizontal line underneath.

Dallas Stevenson, Executive Director  
On behalf of the Board of Directors, Comox Valley Arts



**From:** [Comox Valley Arts Your Regional Arts Council](#)  
**To:** [Setta, Tatsuyuki](#)  
**Subject:** Re: Letter of Interest - OCP-AC  
**Date:** October-15-19 9:40:31 AM

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Hi Tatsuyuki,

Please put our president Don Ferguson's name down for the committee.  
For reference, he is an Urban Planner and Landscape Architect.

Thank you,  
Dallas Stevenson  
Executive Director

[comoxvalleyarts.com](http://comoxvalleyarts.com)  
250.334.2983



gilakas'la / čεčε haθεč,

I respectfully acknowledge that I live, work and play within the traditional territory of the K'ómoks Nation.

**Applicant:** David Stapley

**Topic Area:** Environmental Stewardship

**Description of Interest in topic/ Motivation:**

I am currently a board member of the Comox Valley Land Trust (1.5 years). I have also worked as program manager of the Comox Valley Conservation Partnership (8 years). I have a keen interest in development of policies and regulations to guide sustainable land use practises. I am excited that Courtenay is review the OCP with a climate change lens.

I am also a City property owner (847 Urquhart Ave) and landlord.

Sustainable land use policies need to address the environmental, economic and social needs of the community. Though I will be representing the environmental stewardship sector, I understand this topic links with economic and social interests. The goal of the OCP process should be to develop policies that integrate all three interests to build a more sustainable City.

**Relevant Experience:**

In my roles with the Comox Valley Land Trust I have reviewed local government policies and regulations, for the purpose of making recommendations to sector stakeholders and local governments. Land use planning processes I have engaged in have included:

- Comox Valley Sustainability Strategy
- CVRD Regional Growth Strategy and OCP review
- Cumberland and Comox OCP processes
- Courtenay Tree Bylaw (including representing stewardship sector on Council Standing Committee for the Tree Bylaw)
- Arden Area Local Area Plan
- CVRD Comox Lake Watershed Advisory Committee
- Area A advisory planning committee

I also work as a professional facilitator with experience in leading public consultation processes, strategic planning and facilitating project management for 20 years. I have worked with the public, private and NGO organizations and businesses.

**Capacity to support anticipated implementation ideas**

I am currently semi retired, so I have the time to devote to the committee as outlined in the terms of reference. I expect to use my connections with the stewardship sector and other community organizations to gather ideas beyond my own. I would also promote organizations and individuals to participate in the public OCP process.



## Derek Costantino

# Official Community Plan-Advisory Committee

3rd October 2019

### OVERVIEW

A submission to join the advisory committee pertaining to the City of Courtenay's Official Community Plan update for 2019/2020.

### GOALS

I would enjoy the opportunity to provide whatever information, advice and expertise I can to the advisory committee as well as the City of Courtenay staff, mayor and City Council.

### TOPIC AREA AND INTERESTS

The topic area I represent is the area of development. I am a licensed commercial real estate agent and enjoy not only the field of real estate but adding value to the community through involvement in the various aspects of the real estate development industry.

It should be noted that my workplace and offices are located at 121-750 Comox Road in Courtenay.

### Involvement in Real Estate Development

As a licensed commercial real estate agent I have had the good fortune of sitting on the Commercial Council for the Vancouver Island Real Estate Board (two terms, 4 years in total). I have also chaired and co-chaired the Vancouver Island Real Estate Board's Commercial Building Awards from 2012-2017 and facilitated the nomination processes for that excellent event.

As a practicing commercial agent I work side by side with the development community in the Comox Valley and specifically the City of Courtenay to acquire, (re)zone, market and sell both commercially zoned property as well as large scale residential stratified projects.

## **Relevant Training**

I am a member of the Vancouver Island Real Estate Board's Commercial Division as well as a member in good standing of the CCCR (Canadian Commercial Council of Realtors).

I have also sat on the Edmonton Real Estate Board's Commercial Division's Board of Directors and was a member of that division for 8 years.

In addition to the education component I have been involved in and/or facilitated numerous large scale commercial real estate transactions in the Comox Valley, the City of Campbell River, the City of Nanaimo, the City of Edmonton, the City of St. Albert (AB) and the City of Sherwood Park (AB).

I have facilitated the sale of over \$40,000,000 in commercial real estate (not including residential real estate) and have represented multiple class (A) investment companies in the acquisition, sale, development and marketing of these projects. From multi-family strata projects to multi-unit commercial sales to land annexation, corporate land leases as well as representing the Ministry of Children and Family Services (BC) and the Ministry of Housing (BC and Alberta) in their commercial real estate requirements.

## **CAPACITY/MOTIVATIONS**

My interest in involvement in this advisory committee stems from two clear objectives. First, I believe that the City of Courtenay and city council would benefit from a person with "boots on the ground" experience in this field. This is my job and has been for 21 years, I believe (hope) I can add some value to the advisory committee and the Official Community Plan.

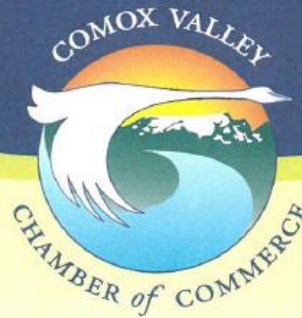
Secondly, I have a keen interest in seeing the Comox Valley's Official Community Plan be representative of the realities of climate change. I believe that the development community has not only a fiscal responsibility but a moral responsibility to take into account the requirements of building large scale developments while keeping climate actions in mind. I firmly believe that in order to mitigate some of the damage of climate change we can nudge our development community towards better and more thoughtful designs, higher quality workmanship, more innovative building designs, better heating/cooling methods as well as pushing them towards electric vehicle charging stations, public transit and so forth.



In my humble opinion, this should be a mandate from the municipal level to push our developers (and their agents/lawyers/accountants/draftsmen/architects) to bring smart development to this community and to try and include LEED Certified buildings whenever possible. LEED certification has many levels but the move towards development that has a minimum impact on the local environment needs to happen now.

## **SUMMARY**

In conclusion I believe I can offer a different perspective to the revision of the Official Community Plan. I firmly believe that the real estate industry and its subsections are massive economic drivers for this community and will continue for decades to come. What we, as stakeholders in this community, can do is start to shift the conversation on how we view development and what sort of development is needed in our communities. Being mindful of the realities of climate change and mitigation should be a mandate for not only this city council but successive councils in the future.



October 4, 2019

Ms. Tatsuyuki Setta  
Manager of Community & Sustainability Planning  
City of Courtenay

Dear Ms. Tatsuyuki:

Re: OFFICIAL COMMUNITY PLAN – ADVISORY COMMITTEE (OCP-AC) APPLICATION

The Comox Valley Chamber of Commerce is pleased to provide a letter of application to participate on the Official Community Plan Advisory Committee (OCP-AC).

The Chamber plays an integral role in building collaboration and connections in our community. We recognize our role is not only to promote businesses and services for economic purposes but also to demonstrate sustainable practices and accountability which ensures the overall health of the community. My application responses are below:

**Topic Area** – Business Community and Economic Development

**Description of the applicant's interest in the topic**

- The Chamber has a vested interest in the OCP and how it will develop and impact local business and the community as a whole and wish to be part of the community's vision for the future.

**Involvement in the community (topic area) they wish to represent, including participation in any organizations**

- The Chamber has been actively involved in advocacy and the development and progress of the community since 1919 (that's 100 years!).
- In my role as CEO, I collaborate on projects with both Cumberland Economic Development as well as the Comox Valley Economic Development Society.
- As Chamber representative, I work closely with both the Comox and Downtown Courtenay BIAs.
- I am on the board of the North Island College Foundation for a 2<sup>nd</sup> term.
- Previous board positions I have held are: Courtenay Rotary Club, Secretary; Women's Business Network, Director; BC Chamber Board, Director; and Past President of the BC Chamber Executives.

*Serving the business community since 1919*

2040 Cliffe Avenue, Courtenay, BC V9N 2L3 • T: 250.334.3234 • F: 250.334.4908 .../2

[www.comoxvalleychamber.com](http://www.comoxvalleychamber.com)

**Relevant training and/or experience**

- As Chamber CEO, I work to represent the business community and our members; the Chamber (and I) understand what impacts and affects local business; we speak on behalf of business.
- 15 years' experience as spokesperson and CEO of the Chamber of Commerce representing its 500 members and the business community.
- Actively advocate for business at municipal, provincial and federal levels.
- Prior to my role at the Chamber, I was Operations Manager and Instructor for a local private College (12 years).
- I was raised in a family owned business in the Comox Valley.
- My background is adult education and I possess excellent communications skills.

**Capacity to support anticipated implementation ideas**

- As a representative of the Comox Valley Chamber of Commerce, I have access to communications tools to update businesses in the Valley as well as members.
- The Chamber has a proven track record of working collaboratively with City staff, Mayor and Council.
- The Chamber is recognized for its confidentiality and non-partisan approach to issues.
- The Chamber has resources in place to support messaging as instructed by the OCP Advisory Council.

**Motivations for applying**

- In my role as Chamber CEO I serve my community, our members, my board of directors and my team.
- The Chamber can ensure stakeholders of our organization are kept updated and informed in the developments of the revised OCP.
- I am excited to see the City unfold in a sustainable manner with a vision of creating an even more wonderful community to live, work and play in through adopting sustainable practices for the environment as well as the well-being of its citizens.

The Chamber (and I) wish to thank the City of Courtenay for the opportunity to apply for this position and look forward to being part of the solutions going forward to further enhance our fabulous community.

Sincerely,



Dianne Hawkins  
CEO



Erin Nowak  
Program Coordinator  
(250) 203-5644  
Email: erin@cvlandtrust.ca

Mailing Address  
P.O. Box 3462  
Courtenay, BC V9N 5N5

Office:  
2356a Rosewall Crescent  
Courtenay, BC, V9N 8R9

#### Partner Organizations

Comox Valley Land Trust  
Project Watershed  
Millard-Piercy Watershed Stewards  
Morrison Creek Streamkeepers  
Beaufort Watershed Stewards  
Comox Valley Nature  
Comox Valley Water Watch Coalition  
Brooklyn Creek Watershed Society  
Perseverance Creek Streamkeepers  
Cumberland Community Forest  
Society

#### Support Organizations

CV Sustainability Project  
CV Council of Canadians  
Friends of Comox Lazo Forest Society  
Forbidden Plateau Road Residents  
Association  
Black Creek Streamkeepers  
Saratoga and Miracle Beach Residents  
Association  
Arden Area Residents Association  
Friends of Strathcona Park  
Merville Area Resident's & Ratepayers  
Association  
VI Whitewater Paddling Association  
Mountaineer Avian Rescue Society  
Macdonald Wood Park Society  
Tsolum River Restoration Society

#### Funding Partners

Real Estate Foundation of B.C.  
Community Gaming Grant  
Comox Valley Regional District  
City of Courtenay  
Village of Cumberland

[www.cvlandtrust.ca/cvcp/](http://www.cvlandtrust.ca/cvcp/)

Date: Sept 26, 2019

Re: Application for Courtenay's OCP Advisory Committee (Erin Nowak)

To: Tatsuyuki Setta, City of Courtenay Manager of Community and Sustainability Planning

The Comox Valley Conservation Partnership (CVCP) is a partnership based organization with a core belief in the power of collaborative approaches. We bring together twenty-three local community-based groups and other stakeholders to provide a coordinated voice for the value of conservation in our communities. Together, as partners, the CVCP works proactively with local governments to encourage the development of innovative policies and regulations that protect sensitive ecosystems and watersheds, as well as to ensure the impacts of development and land use are balanced with environmental objectives.

The CVCP has the capacity to provide technical guidance on long-term planning principles/policy development to achieve the ultimate goal of reducing community greenhouse gas emissions and adapting to climate change. Our organization has been a recent and active participant in a number of City of Courtenay led land-use policy/consultations processes:

- ICLEI workshop series;
- Integrated Rainwater Management Plan;
- Subdivision & Development Services Bylaw review;
- Urban Forest Strategy;
- Ongoing planning development referrals.

Due to this engagement, we feel the CVCP would be a good fit to represent the interests of local environmental stewardship organizations and help to create a sustainable, climate friendly community vision for Courtenay.

As Program Coordinator for the CVCP, I (Erin Nowak) would like to apply as a member of the upcoming Official Community Plan Advisory Committee for the topic area re: Environmental Stewardship Organizations.

For the past 12 years, I have worked in the environmental non-profit sector. Previous to my role with the CVCP; I was the Operations Manager for Greenways Land Trust (10 years) in Campbell River and participated as a committee member for their 2012 Sustainable Official Community Plan.

If granted, I look forward to representing the environmental stewardship sector on the upcoming OCP Advisory Committee.

Sincerely,

Erin Nowak  
Program Coordinator, Comox Valley Conservation Partnership



Hello Mr. Tatsuyuki Setta

My Name is Fernando Costa, I was born and raised in Comox Valley.

I know I can be an asset to this OCP-AC, with my local Knowledge and Development experience.

My Topic area is the Development Industry. I started young with family business of building homes, Landscaping and subdividing land in Comox Valley and all over Vancouver Island.

I have taken projects from raw land, many land assemblies then to rezoning and build out of project.

I have worked at this field for 40 years all this time on Vancouver Island including Victoria.

I have been a past member of Urban Development Institute Pacific Region, and have attended many accredited courses.

Was a member of the Manufactured Housing Association of BC, attended many workshops and traveled to many exhibits in Western Canada in USA. I was a Licensed Realtor for 5 years and did The UBC Diploma Program in Urban Land Economics. Kwantlen Polytechnic University real estate development courses that I attended.

I own property on McPhee Ave. and am very interested in OCP update. My time in Comox Valley I have witnessed steady growth, I suspect there will be very few pioneers active with OCP process. It is important for this Advisory Committee to have a local ( minority?) of a long time residents out look in this OCP process.

This point is more about community that was prevalent in the past. When new people move here in recent years it takes on a different culture. You need to have more of a shared community of pioneers and new comers.

I have attended many planning work shops with great speakers in the CV in the past. The best are the ones that ask the 400 people at Stan Hagan Auditorium the first question at the start " Who is born in CV", and it usually me as the only person with thier hand up. Its is very good speaker that does this, as it sets the tone of the growth acceleration of CV and how most new people that come here want to close the door to new comers.

I look forward to the 6 meetings and the public workshops for the OCP. I am very interested in the OCP process and have been on committees in the past. With Provincial and Federal fishers policies in Vancouver DFO and worked on a Underutilized Fishery policies in Ottawa with DFO.

I do travel most winters now and fully appreciate how cities I visit are planned. I will not be traveling this winter so I can attend required meetings.

Best Regards

Fernando Costa

26 September 2019

Tatsuyuki Setta  
Manager, Community and Sustainability Planning  
City of Courtenay

by email: [tsetta@courtenay.ca](mailto:tsetta@courtenay.ca)

**Re: Application for Membership, Official Community Plan Advisory Committee**

Dear Madam/Sir:

Please accept this letter as application for membership on the proposed Official Community Plan Advisory Committee (OCPAC). As owner of and resident in the above noted address, I meet the criteria for eligibility as outlined in the Terms of Reference (TOR) for the OCPAC.

My rationale for seeking membership on the OCPAC is as follows:

- while the current Mayor and Council have placed priority on address of climate change, past address has been, for the most part, superficial in nature;
- practical development and execution of the proposed Community Plan will require emphasis on the “meaningful, integrated, technical” evaluation of alternatives contemplated in the TOR;
- specifically, the enhancements to the Official Community Plan require:
  - evaluation of a full range of alternatives;
  - a quantitative and transparent approach to the selection and forwarding of recommendations;
  - acknowledgment of the “trade-offs” resident in each decision and recommendation, and communication of same to both Council and the residents of Courtenay;
    - including the impact of a “climate friendly” strategy on other aspects of the Official Community Plan;
  - a fulsome evaluation of the risks resident in each decision, as well as a plan to monitor for downside risk/consequence during execution of these decisions and mitigate possible downside consequence;
  - a credible calculation of full cycle impacts on carbon management realized through execution of recommendations;
    - “incremental” vs. “asserted” reductions;
  - calculation of the cost inherent in the execution of recommendations; and
  - consideration of the impact of such recommendations on property taxes within the municipality.

I note with interest that the TOR identifies a number of sectors within the community that might provide representation on and input to the OCPAC, but the party funding such recommendations (ratepayers) are absent. While I hold no affiliation with any ratepayers organization, I find such omission to be inappropriate. As such, my advocacy on the OCPAC would include consideration of property tax consequences.



I hold the following technical qualifications and experience that would be of use to the OCPAC:

- practicing engineer for a period of 39 years;
- extensive experience in;
  - strategic planning;
  - decision analysis, including application of the “Kepner-Tregoe” process, which I submit would be of material value to the OCPAC;
  - risk analysis and risk management;
  - investment analysis and budgeting;
  - multi-discipline impact assessment, with working knowledge of:
    - air quality impacts (including climate change assessment);
    - hydrology and hydrogeology;
    - vegetative, wildlife, and aquatic life impacts;
    - human health risk assessment;
    - land use, including traditional land use; and
    - socio-economic impacts;
- experience in stakeholder consultation, including First Nations and Metis consultations;
- extensive involvement in interest-based negotiations;
- experience in not-for-profit organizations and community service; and
- experience in review of consultancy reports and recommendations, including direction on follow-up and revisions.

My objective in participating on the OCPAC would be the attainment of the “meaningful, integrated, technical” reflection of climate impact strategies in the OCP. Emphasis would be on validation, quantification of impact, and residual risk inherent in any alternative under consideration. If selected, I will commit to a detailed review of the current Official Community Plan and affiliated documents prior to the first OCPAC session.

Contact particulars are the above address, 250 871-6414, and [fred.payne@shaw.ca](mailto:fred.payne@shaw.ca). Please contact me if you require further information on this application.

Regards,



Fred Payne

## Application for member of Courtenay OCP-AC

Name: Gordon Zhao

Topic Area: Development Industry

Our company owns a property of 6.3 ac in south of Courtenay for development. We are working to apply rezoning and subdivision of this property.

Experience:

We have many years development experience in various cities of BC. I research and work with various city planning department and familiar with the OCP and know what is the requirement of development industry. Following is our past and current projects.

Current Projects:

1. A 84-unit 3 storey market townhouses and strata house in 4300 35 Avenue, Vernon, BC. We provide pre-construction, value-engineering and construction management service
2. A 20-unit 3 storey market townhouses in 7670 Okanagan Landing Road, Vernon, BC. We provide pre-construction, value-engineering and construction management service
3. A 24 single family strata houses in Marriott Road (6.3 Acres in ocean waterfront), Courtney, BC. We provide all pre-construction, value-engineering and construction service.
4. A 8-unit 3 storey market townhouses in 101 Jardine Street, New Westminster, BC. We provide all pre-construction, value-engineering and construction service.
5. A 18-unit 3 storey market townhouse in 7239, 7255 Oak Street, Vancouver, BC. We provide all pre-construction, value-engineering and construction service.

Completed Projects:

1. A 12-Unit Collection of Private Townhomes in Richmond in 8380 General Currie Rd., Richmond, BC. We provide construction management service
2. A 33-Unit Collection of Prestige Parkside Single Family Homes in Coquitlam in 1436 Argyle St., Coquitlam, BC. We provide construction management services.
3. 5448 Gordon Avenue, Burnaby, BC. We provide pre-construction, value-engineering and construction management service



4. 5390 Gordon Avenue, Burnaby, BC. We provide pre-construction, value-engineering and construction management service
5. 1485 Ottawa Avenue, West Vancouver, BC. We provide pre-construction, value-engineering and construction management service
6. 927 W 58 Avenue, Vancouver, BC. We provide pre-construction, value-engineering and construction management service
7. 5111 Harbour View Road, Burnaby, BC. We provide pre-construction, value-engineering and construction management service.
8. 11731 Granville Avenue, Richmond, BC. We provide pre-construction, value-engineering and construction management service

Vancouver Island and Courtenay Experience:

I have a property in Coal Harbour which is close to Port Hardy since 2005. I travel and stay in Coal Harbour several months each year. My family and I usually stayed in Courtenay when we drive to Coal Harbor. I know Courtenay pretty well. I purchased the property Marriott Road of Courtenay in 2017> I would like to serve Courtenay local people.

Other Experience:

I move into Canada in 1989 and studied and worked in University of British Columbia as research Radiologist to do therapeutic trial in multiple sclerosis for last 30 years. I have many years management experience.

## Hans Petersen

Application to apply as a member on the OCP Advisory Committee.

Which topic area do you wish to represent:

- Arts and Culture, Hans has been a member/Chair of the Cartwright Recreation Association, for appx. 20 years as the Chair which also oversees the Evergreen Senior's Association. (7 members on this committee). The CRA Board has been in existence for appx 65 years.
- Hans was also a member of the Centennial Committee for the City's 100th Birthday Celebration.
- Hans was also chair of the Art Gallery Association (appx 2-3 years).
- Hans was interested in being involved with this committee ~~as~~ having been involved with other committees and would enjoy continuing his involvement with this committee to stay involved with the future direction of the City.
- Hans was also Chair of the Pearl Killis Art Gallery (appx. 4 terms)
- Hans was also President of the Lions Club.



Signature.

Sept 17, 2019.

**OCP Advisory Committee Application**  
**Jack Stevens, B.Ed. M.A.**  
**Community Education**

Throughout the course of my career and continuing in retirement, I have been involved in many planning exercises, conferences and workshops on a variety of education and community based issues.

**Some examples:**

- After teaching at Lake Trail from 1964-66, moved to North Vancouver and to a variety of teaching and administrative positions, including principal and Board administration.
- Implemented the first Community School in B.C. in 1971
- Taught Community Education for Simon Fraser U. and Capilano College.
- Advised on planning School and Community facilities
- Completed an M.A. in Community Education on a Mott Foundation Fellowship in Michigan.
- Chaired a Community School Consulting Team for the Province and B.C. School Trustees Association

**Recent Activities in the Comox Valley**

- Chaired a Seniors Health Task Force
- Served on the Planning Committee for the Comox Valley Health Network
- Worked with Puntledge Park parents to prevent closure of the school
- Member of Project Watershed and Kus Kus Sum
- Active in Brooklyn Creek Stream Keepers
- With residents, gave reactions to proposed Park and Recreation Plan and Tree By law
- Raised funds for a bench campaign in Crown Isle
- Supported woodsmoke initiatives
- Participated in School District Strategic Planning
- Participated in Downtown Core planning

## **Some Current Challenges**

The Climate Crisis is **the** dominant challenge we all face. It is a major factor in people choosing to relocate from other parts of the country. We are also an aging community with older residents requiring a range of services, not always available in a small community.

The Watershed is in difficulty and will soon require dramatic costly upgrades. Availability of water will affect our food supply from off island and from local farmers.

Affordable housing will continue to be a priority need for e.g. tradespeople, support workers, teachers, agency workers, health professionals and retirees.

Building Codes and enforcement need to reflect the requirement of a smoke free environment.

Incentives need to be provided to build and expand business opportunities in the context of the OCP and bylaws.

Greater collaboration is needed between the City, CVRD and School District, especially for capital projects and at the staff level.

First Nations culture, recognition and partnerships need to be strengthened.

Young people have to be represented in all the processes of local governance.

A Sense of Community needs to be fostered through neighborhood associations where the 'conversations' about local issues should begin.

Greater connectivity for walkers and cyclists and safe passage for those with handicaps



## **Finally**

Residents and our elected representatives need to work together to identify needs and help achieve consensus on priorities for action.

Policies and Planning documents are important for establishing the broad direction for change. But for elected officials and staff to have confidence in advocating new directions, residents have to be engaged. Engagement is a bottom up approach- community development, as well as greater collaboration between existing agencies.

Local area planning should be promoted through Neighborhood Associations where the 'conversations' need to start.

## **Comox Valley Food Policy Council Application for City of Courtenay Official Community Plan Advisory Committee**

***“Global food production threatens climate stability and ecosystem resilience. It constitutes the single largest driver of environmental degradation and transgression of planetary boundaries.”***

***“Food is [also] the single strongest lever to optimize human health and environmental sustainability on Earth.” - [both quotes]- Summary Report of the EAT-Lancet Commission, Jan 16, 2019.***

Dear Ian Buck, Director of Development Services and Advisory Committee selection team:

Please accept this application for Jennifer Meilleur to represent the Comox Valley Food Policy Council (CVFPC) on the City of Courtenay’s Official Community Plan Advisory Committee (OCP-AC). The Comox Valley Food Policy Council is comprised of individuals from all aspects of the local food system as well as local government officials and representatives from VIHA and SD71. We are an innovative collaboration between citizens and government officials. The goal is to provide a forum for advocacy and policy development that works towards the creation of a food system that is ecologically sustainable, economically viable and socially just. The CVFPC is coordinated by LUSH Valley Food Action Society, a local non-profit charity which envisions healthy local food at the heart of community wellbeing.

Members of the CVFPC are very excited for the opportunity to engage in this way with the OCP review process and commend the City for their Climate friendly approach. We believe that Jenn’s experience and skills will help the City to support the advancement of climate friendly planning solutions. Many members of the CVFPC with experience in policy development and local planning processes have also committed to helping Jenn in this role, should she be accepted. Having additional members of the CVFPC committed to engaging with this process and implementing the climate friendly outcomes also provides additional capacity to support anticipated implementation ideas. With their support, Jenn will represent the topic areas of Environmental Stewardship, Economic Development, and Health and Social Services, often tying these topic areas together with a sustainable food-systems focus.

Bringing a food systems understanding to the OCP-AC process will provide important opportunities to ultimately reduce community greenhouse gas emissions and adapt to climate change in Courtenay. The United Nations Sustainable Development Goal Number 2 (SDG2) is to “End hunger, achieve food security and improved nutrition and promote sustainable agriculture.” SDG2 recognizes that there are many inter linkages between supporting sustainable agriculture, empowering small farmers, addressing food waste, ensuring healthy lifestyles, addressing poverty and subsequent food insecurity, and climate change. Food systems are also inherently inter linked across many local government departments (see attachment “Where Food Systems and Local Government Coalesce,” taken from “Working with Local Government on Food Policy: a toolkit for civil society” by the BC

Food Systems Network, 18 June, 2018). With all of these linkages between food and climate, as well as local government jurisdiction, it will be critical to ensure that food systems are represented and carefully considered throughout Courtenay's OCP review process.

Jenn's passion and career has focused on building capacity and creating the conditions for happier, healthier, more resilient communities. With leadership experience in the public, private, nonprofit, and philanthropic sectors, she has spent the last twenty years creating and delivering community development and sustainability programs. Jenn has worked as a staff member with five local governments on public policy, sustainability, communications, and community engagement. Through her work, volunteerism, and ongoing education and training, she brings expertise and experience in climate change, food systems, environmental conservation and stewardship, nature education, zero waste, circular economy, connection and belonging, Reconciliation, and community economic development. She is a skilled facilitator, systems-thinker and strategist, who enjoys working collaboratively and finding creative ways to engage with the community to work together on these complex issues.

Science recognizes that food systems can accelerate climate change or decelerate the process. This depends largely on food systems design and governance, including food grown in cities. We believe Courtenay, and the entire Comox Valley, has an opportunity to be leaders in the climate change and sustainable food systems fields. We would like to assist this process by providing the specific and needed resources and expertise that we have to offer. We also see this as an opportunity to delve into this process, so that we may be of greater assistance in other municipal and regional planning processes - which we hope would be in alignment with the climate change lense of the City of Courtenay.

In the case that the City must choose between including a representative of the Food Policy Council and the Community Health Network, the CVFPC would stand aside and support the Health Network's application. We would also like to mention that Jenn has submitted an application to become a Comox Valley Community Health Network's Coordinating Circle member, and is awaiting confirmation at the next intake.

Thank you for considering the CVFPC's application. Regardless of the outcome of this application, we look forward to participating in your OCP engagement process.

Sincerely,

The image shows two handwritten signatures in black ink. The signature on the left is 'Maurita Prato' and the signature on the right is 'Jenn Meilleur'.

Maurita Prato, Coordinator Comox Valley Food Policy Council and Jenn Meilleur, applicant, on behalf of the Comox Valley Food Policy Council

September 18, 2019

Tatsuyuki Setta

Manager of Community and Sustainability Planning

City of Courtenay

Application to serve on the OCP-Advisory Committee

Dear Ms. Setta,

I am interested in serving on this Committee. I am a semi-retired, emeritus faculty member at North Island College.

I have a long-standing interest and concern about climate change. As a faculty member of the Social Science department at NIC, I initiated and was involved in a number of research projects measuring community attitudes and beliefs pertaining to climate change. These studies had twin objectives:

1) measuring existing attitudes, and 2) more generally probing how valuing data (over hunches, personal beliefs, pre-existing attitudes, group membership, etc.) could be promoted- these more broad studies were not only related to climate beliefs but were more general. However, the studies were motivated by concerns about climate change beliefs and attitudes, as it continues to be puzzling, complex, and not fully understood why such severe threats to well-being remain under appreciated. Several of these studies have been published in peer-reviewed journals and have been the subject of conference presentations (to psychologists).

At North Island College, I established the Applied Research Program and chaired the Research Steering Committee. Applied Research at NIC has matured into a number of areas including environmental ones. (I don't take credit for the natural science research in environmental and marine areas-only in setting up the parameters and procedures that enabled NIC to be eligible for NESRC, CIHR and SSHRC funding to undertake these projects). At NIC, I also chaired the Human Subjects Research Ethics Board.

I have read many scientific books, articles, etc. about the basic physics and chemistry of CO<sub>2</sub> and climate change. I am reasonably current on the natural science. In 2016, I completed and received a certificate from HarvardX (an initiative of Harvard University through edX). The course was a combined physics/chemistry/math course entitled ENGSC137X: Energy Within Environmental Constraints. I picked this course because climate change is so inextricably linked to energy use.



I am current on the psychological research pertaining to the difficulties in communicating climate science to the general public. I have waded into the muddy waters of public policy related to mitigating climate change.

As a semi-retired person, I have the time and I would like to participate and to contribute in doing something useful. Working at the local level seems to have potential. My academic training is in psychology and I am familiar with group processes and community involvement.

I continue to have a link with North Island College. Students in a variety of disciplines have in the past been keenly interested in climate change (sometimes as part of course work), and possibly could be involved in implementation activities in the future. They are potentially a source of significant capacity.

Sincerely,

John Marton, Ph.D



October 2, 2019

Dear Tatsuyuki Setta,

Please accept this letter as the application from the Comox Valley Community Health Network to have a representative on the City of Courtenay's Official Community Plan Advisory Committee. We are interested in representing the Health and Social Services, including housing area. If possible, we would like to assign myself, as a the main representative and also an alternate in order to ensure we can participate in all meetings.

The Comox Valley Community Health Network brings together a wide variety of people to take action on issues that impact well-being and health in the Comox Valley. Our network includes Courtenay, Comox and Cumberland, K'ómoks First Nation and electoral areas A, B and C. We focus on areas for change that require the involvement of multiple people, groups and organizations to develop and implement solutions.

Our interest arises from our 6 community priority areas. We have recently completed our Strategic Plan and will be pursuing activities and partnerships in each priority area. They are:

- 1) Housing
- 2) Children, Youth and Families
- 3) Poverty Reduction
- 4) Mental Health Wellness
- 5) Healthy Environment
- 6) Seniors Wellness

Collaborating with the City on their Official Community Plan has been identified in our Strategic Plan and has the support of the Coordinating Circle.

#### **The Networks Guiding Principles (How We Work)**

In all that we do, we:

- Recognize that the Network exists within the unceded traditional territory of K'ómoks First Nations. We strive to incorporate decolonizing work in our activities and find new and better ways to utilize traditional knowledge and collaborate, plan and work together.
- Focus on improving the health and well-being across the lifespan of the entire population
- Address the determinants of health and issues of equity related to vulnerable populations
- Recognize the diversity of cultures in the Comox Valley and seek culturally appropriate ways to engage everyone.



- Work together on changes that can only be accomplished through multiple groups collaborating.
- Value all participants as important and equal voices in determining community priorities and actions.
- Are transparent and utilize clear accessible language to describe our work.
- Work to break down barriers that interfere with individual and community collaboration.
- Build on existing strengths, assets and opportunities in our region.
- Use adaptive, responsive and solution-oriented approaches.
- Are evidence - informed, balancing the best available data with local knowledge.
- Ensure diversity and inclusivity in how we work and engage with our community.

We have partnered with established collaboratives to deliver on some of our priorities and continue to pursue both formal and informal collaborative relationships. Our established partnerships are with:

- **The Comox Valley Coalition to End Homelessness** to deliver on our Housing Priority.
- **The Comox Valley Early Years Collaborative** to deliver on our Children and Families Priority.
- **Children and Youth Matter Comox Valley** to deliver on our Youth and Mental Health Wellness Priorities.

In addition we have been working collaboratively with the Comox Valley Social Planning Society, Comox Valley Nurses for Health and the Environment, British Columbia Council for International Cooperation, Planning Institute of BC – North Island Chapter, the United Way Centre and Northern Vancouver Island, The City of Courtenay Drug Strategy Committee, LUSH Valley Food Action Society, Comox Valley Art Gallery, Comox Valley Community Foundation, Glacier View Lodge Society, Comox Valley Seniors Table, and Elders Take Action on various health and social service projects related to our priorities.

Our leadership team, the Coordinating Circle, has participated in Diversity and Inclusion training. This training helped our network to develop our Diversity and Inclusion policy:

*Diversity is the mix of multiple identities, perceptions, and experiences interacting together. It includes both seen and unseen differences in our lived experience.*

*Inclusion is how you bring diverse people together and create a respectful environment so that everyone can participate fully.*

We have also recently completed as a group, Building Bridges through Understanding: The Village © workshop; an experiential workshop on the residential school system. We invited other community members to participate in this workshop with us and several attended. This training helped us to deepen our cultural awareness to inform our work in community.



- Our network has experience as working in consultation with community groups and in developing and implementing community engagement initiatives.
- We have spent significant time identifying, connecting and partnering with key stakeholders in the health and social service field.
- Through our Network Communication Strategy, we have designed and implemented regular projects and processes to inform the community about the network and its many initiatives.
- Our core value is diversity and inclusion and is a key focus of all our work.
- We work well in large groups, collaboratives and coalitions.

Our Coordinating Circle is comprised of 14 community participants. We are currently recruiting new participants and anticipate this team will grow to 20 people by the new year. We have one part-time staff person. We think many of the implementation ideas will align with our priorities and the work of many of our partnerships and collaborations and this will expand our capacity to support this work.

In speaking to our partners in the community, we feel the Community Health Network is well positioned to bring a wide range of social and health service perspectives to the table. We consulted with our partners in advance of applying and have the explicit support of the Comox Valley Coalition to End Homelessness, the Comox Valley Early Years Collaborative and the Comox Valley Social Planning Society to apply for this seat on their behalf. We have had discussions with both the Food Policy Council and Elders Take Action about the best way to ensure their unique issue areas are well represented. We would welcome more discussion on how our network could help to ensure inclusivity on this Advisory Council.

We look forward to hearing from you,

Sincerely,

Lindsay McGinn  
Facilitator - The Comox Valley Community Health Network

To: Tatsuyuki Setta, Manager of Community Planning

Re: Official Community Plan Advisory Committee.

I would like to participate in the above-mentioned committee if possible. Below is an outline of my interest, past experiences and group affiliations over the 50 years that I have resided in the Comox Valley.

**Business:**

I owned and managed a sporting goods shop on 5 th street for 17 years

I was appointed as the Comox Valley Emergency Program Coordinator for 15 years

I presently run an Emergency Management Consulting business

**Social Services:**

I was the Mt Washington Volunteer Ski Patrol Supervisor for 19 years.

I have been a volunteer with the Comox Valley Search & Rescue Association for the past 45 years and I am presently holding the function of Director and SAR Manager.

Yours Truly

Mike Fournier

October 01, 2019

City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC  
V9N 2J7

Attention: Tatsuyuki Setta  
Manager of Community and Sustainability Planning  
via email: [tsetta@courtenay.ca](mailto:tsetta@courtenay.ca)

Dear Sir;

**Application for Official Community Plan Advisory Committee (“OCP-AC”)**

Please accept my application as outlined below to serve as a member of the OCP-AC in support of the City of Courtenay goal to update their Official Community Plan.

I am currently a board member of the Comox Valley Cycling Coalition (“CVCCo”) which, I believe, would be considered an environmental stewardship organization under the guidelines for application. Alternative modes of transportation will play a large part in how our community transforms to reflect changing environmental expectations. CVCCo continues to be a leader in that regard and would greatly appreciate having a seat at the table during this process.

My wife and I are also active members of the Comox Valley Road Runners and are co-directors of the CVRR Canada Day 5<sup>th</sup> Street Mile Road Race in 2020. We are both active in many outdoor pursuits and volunteer our time wherever possible. For almost twenty years I commuted year-round by cycle for my job and would venture that I have definitely put more miles on my bicycle than on our vehicle in that time.

I am a retired professional engineer (>30 years) and, in addition to the activities mentioned above, spent over 15 years as a member and chair of the Transportation and Planning/Development committees in the community of West Hillhurst (Calgary). As such, I have a strong working knowledge of community planning and transportation issues (land use, development permits, traffic studies, etc.) and have worked closely with civic government staff/officials throughout. West Hillhurst is an inner-city neighborhood in Calgary which has gone through an enormous revitalization and includes two major thoroughfares which account for over 150,000 vehicles per day so the challenges were numerous and complex.



I have a long history of volunteerism and my motivation for this application is to provide any experience or guidance I may to the City of Courtenay so they can be a leader in developing an environmentally sound OCP that provides for the reality of our expanding population while protecting the things we love most about our community.

Thank you for this opportunity and should you require any additional information, please feel free to contact me as shown below.

Best Regards,

*Mike Keohane*

Mike Keohane



Tatsuyuki Setta  
Manager of Community and Sustainability Planning  
City of Courtenay

Dear Tatsuyuki,

### **APPLICATION FOR THE OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE**

While not representing any one organization or field, I am very interested in being a part of the OCP Advisory Committee and believe I would bring very valuable experience and perspectives to the Committee.

Since moving to Courtenay in 2011, I have served 5½ years on the Board of the Comox Valley Community Foundation, 3 as President and 1 each as Vice President and Past President. Under my leadership, we moved from a small organization to one with a part-time Executive Director and staff. One key undertaking was the inaugural *Comox Valley Vital Signs* in 2016. Last year, I headed up the *2018 Comox Valley Vital Signs* initiative.

Over the past few years, I was part of the Planning Committee for the Comox Valley Community Health Network and was Co-Chair of both the Governance and Structure Task Force and the Transition Team. I stepped back when the CVCHN Coordinating Committee became operational.

I served one year on Elder College's Executive Committee and have been on our strata corporation's Council since we moved into Woodlands in the fall of 2018. Recently, I volunteered to be part of Elders Take Action as well as to help a small local non-profit refresh its strategic plan and bylaws.

Community involvement has been a constant throughout my adult life as I was with the Osprey Community Foundation in Nelson, BC, again serving as President for 3 years. Like with the CVCF, the OCF grew organizationally to having an Executive Director and staff. Aso while in Nelson I was a founding Board member for the Kalein Hospice Society and Treasurer with Touchstones Nelson Museum of Art and History. When I lived in Calgary, I was the President of the Alexandra Community Health Centre, a non-profit which served the communities of Ramsey, Inglewood and Victoria Park as well as those Calgarians who did not qualify for Alberta Health coverage (often immigrants). It's a long time ago now but I was also on the initial planning committee for the Centennial Trail through Calgary and area back in the 1960's.

Academically I have a PhD in Finance and Urban Economics from the Haas School of Business at the University of California, Berkeley, and an MBA from Queen's University in Kingston, Ontario.

Professionally, my career path has been as varied as my community involvement:

- Chief Administrative Officer, City of Nelson
  - Management a full-scope city administration including Hydro and Police departments

- Development of new Economic Development Delivery partnership with Community Futures and Chamber of Commerce
- Development of “InvestKootenay” in partnership with the City of Castlegar,
- Multiple management positions with the City of Calgary, including
  - Leader of 1st and 3rd phases of Calgary’s 3 phase Organizational Review which included examination of the City’s strategy, structure, Council/management relationships, human resources and information technology and the creation of a municipal call centre.
  - The City’s representative on the Provincial Task Force rewriting in Alberta’s Municipal Government Act and coordinator of the City’s position on the legislation as it was developed.
  - The Finance Departments representative on GoPlan, the City’s 30 Year Transportation Plan
  - Architect of a long-term financial simulation model of the City of Calgary to help understand the implications of growth
  - Developed statistical evidence of a gender pay equity gap, designed the multi-year response and monitored the progress of closing the gap.
  - Led the City’s intervention on behalf of Calgary citizens on utility matters – proven results included saving Calgarians \$50 million per year over a 3 year period in lower natural gas, electricity and telecommunication rates (Cost of program: \$4 million).
- Management and Economic Consultant primarily serving government departments and agencies, and non-profit organizations
- University teaching
  - Taught at the Schools of Business at UBC and Queen’s University at both the Master’s and Undergraduate levels
    - Courses included Strategic Planning, Public Policy, Management Accounting, Management Information Systems, Urban Economics and Finance

### Summary

Paraphrasing John F. Kennedy, I have always believed that one should ask not what a community can do for you but ask what you can do for your community. I believe my work and engagement history reflects this basic approach to life and I continue to hold that passion of building community capacity. A good Official Community Plan is crucial to the sustainability of a vibrant, healthy community and I would be thrilled to be able to participate in the Advisory Committee helping the City of Courtenay create such a plan.

Sincerely,  
Norman Carruthers

Sept. 30, 2019

City of Courtenay Community and Sustainability Planning Department

**Re: Official Community Plan – Advisory Committee**

To Whom It May Concern,

I am writing to express my interest in being a part of the OCP Advisory Committee. I have some experience in the area and a lot of enthusiasm for how this work can move forward. I can represent the topic areas of health and youth.

I have worked in the healthcare field for 25 years in a variety of roles. I am trained as a community development social worker and in that area I was involved in many projects related to cities and city planning.

I was part of the implementation team for the expansion of addiction services in Vancouver including the opening of Insite (Canada's first supervising injection facility). I was responsible for the development of harm reduction services and related policy for Vancouver Coastal Health. I was also responsible for the design and development of the harm reduction program for Island Health. In these roles I designed and developed appropriate training seminars, engaged with clients and developed client advisory bodies, managed issues related to the new services, developed health marketing images and liaised with community partners. I sat on the provincial policy committee (BCHRSS) where we re-designed the harm reduction policies and related procedures for the province.

I am currently the prevention coordinator for the John Howard Society of the North Island. I work specifically with youth at risk for developing substance management issues as well as providing drug and alcohol education to students in the Comox Valley. I have worked with youth almost as many years as I have worked in healthcare – often with a lot of overlap. I was involved with the precursor to First Call – BC Child and Youth Advocacy Coalition. I was a community based researcher for issues related to healthy children and youth in a specific Vancouver neighbourhood as well as producing data specifically related to children with special needs. That research and subsequent knowledge exchange with the community gave me clear insight to the daily issues faced by children, youth and their families – much of which was strongly influenced by the municipal structures currently in place.

I held a position with the BC Coalition for Safer Communities wherein I travelled to various communities in BC to host trainings that specifically used the OCP as a tool for positive social development. Municipal leaders and community practitioners were brought together to identify how best to use the tool of the OCP as a way of shaping a healthier community. Since that time I have had a better understanding of how municipalities can use the tools at hand to do more than maintain roads and sewers (also important!).

I am motivated to apply for this position as I feel that a community of our size has great capacity to create healthy and happy communities. I would love to be able to contribute to the development of a strong, compassionate and sustainable Courtenay.

Sincerely,  
Sheena Campbell



City of Courtenay  
Community and Sustainability Planning

Attn: T Setta

I am writing to apply for a seat on the City of Courtenay Official Community Plan Advisory Committee.

I am a very interested in the importance of municipal governments in setting the framework for healthy, thriving communities through zoning and land-use regulation. The review of the Official Community Plan is a significant opportunity for citizens to have input in the guiding framework for the future of their community and the Advisory Committee plays an important role in ensuring transparency and broad representation of interests. I am particularly interested in collaboration and use of public spaces and facilities to support health and quality of life.

I have been a resident of Courtenay for the past 12 years, having transitioned from fulltime residence on Hornby Island when our children reached high school age. We maintain a second home on Hornby and I bring the experience of many Comox Valley residents for whom Courtenay is the main commercial, recreational and education centre and exerts an major influence on the quality of life for everyone.

I am self-employed, providing bookkeeping services to small businesses and non-profits. I am also the elected SD71 School Board Trustee for Area A and have worked throughout my term to increase networking and collaboration between the School Board and Municipalities. The School Board holds significant assets in the City and our operations impact traffic volume, greenhouse gas emissions, water use and more. There are many opportunities to benefit all stakeholders through planning for zoning and shared use. While I am not applying in the capacity of a formal SD71 representative, I think that my input, based on understanding how our operations intersect, could be very valuable and that I would, of course, communicate relevant aspects of the OCP process to my colleagues and facilitate action for implement. .

I believe that I would bring significant experience to the role. I have a BA from McGill University and MA from UBC in Human Geography which provide understanding of urban planning, smart growth, transportation management, housing and service delivery. My work and volunteer life reflect over 40 years of interest, academic and practical, in community-building and stakeholder engagement. In Vancouver, I was co-manager of the East End Co-op, Board member of CCEC Credit Union and Isadora's Co-op Restaurant and was active in the Co-op Housing and Community School movements. I spent 5 years as manager of Ikahuk Co-op in Sachs Harbour, NWT and then moved to Hornby Island as Co-op manager. I subsequently worked as Administrator of the Hornby and Denman Community Health Care Society. I served on many island committees, including the Hornby Island Education Society, Residents and Ratepayers Treasurer and Recycling Committee. I was a founding member of the HI Community Economic Enhancement Society and served as its representative on the CVEDS Board while Hornby was

a participant in the CVRD economic development function. On Hornby, the Islands Trust plays a role in residents' life that makes the zoning framework much more evident. I was the Trust Committee minute-taker for several years and served on the HI Trust Advisory Committee during a Review of the OCP and Bylaws. From these experiences, I have built a strong understanding of the roles of OCPs, zoning and the importance of transparent, inclusive community engagement.

Since moving to Courtenay, I have been active in many community initiatives. I was a participant in the CV Sustainability Strategy plan development. I was a founding member of the Lake Trail Community Education Society, also known as Lake Trail Neighbourhood Connections, which embodies the principles of building healthy, thriving communities through collaboration, education and shared use of public spaces. I am a champion of Active Travel to School Planning, Farm to School, Community gardens and Healthy food initiatives. Over many years, through the many workshops I have attended, such as the annual Civic Governance Conference, I have gained knowledge about the value of theory and practice based in the Social Determinants of Health, sustainability and community engagement.

I am strongly supportive of the capacity – and the imperative- of municipalities to create conditions for healthy, fulfilled citizens. On moving to town and seeing more than the shops and recreation classes, I was amazed at the ready access to natural areas, the cultural activities and the strong community supports that contribute to very strong quality of life for most residents. The OCP review will ensure that those qualities are preserved and extended. I think that I have the background and experience with community engagement processes generally and Official Community Plans in particular, to contribute in the oversight and guidance of the process, encouraging input, reflection and development of strategies that reflect a vibrant, sustainable future for Courtenay.

Sincerely,

Sheila McDonnell

4 October 2019

**Via Email: [tsetta@courtenay.ca](mailto:tsetta@courtenay.ca)**

Tatsuyuki Setta, RPP, MCIP, AICP  
Manager of Community and Sustainability Planning  
City of Courtenay  
830 Cliffe Avenue, Courtenay, BC, V9N 2J7

Attention: Tatsuyuki Setta

Dear Mr. Setta:

Please accept this as my application to form part of the Official Community Plan Advisory Committee (OCP-AC). In particular, I wish to represent part of the Business Community.

I was raised in the Comox Valley and practice law in the City of Courtenay. I own a commercial office space within the City of Courtenay which will be my new office space within the next few weeks.

I am a board member of the Comox Valley Brain Injury Society and I am a member of the Comox Valley Bar Association. I hold a Bachelor of Law Degree and a Bachelor of Science Degree from the University of Victoria. My motivation for applying is two-fold. First, to ensure the City of Courtenay continues to develop into a vibrant business community and second, to ensure it is done in an environmentally friendly manner.

After consulting the Terms of Reference for the OCP-AC, I feel I am a suitable match for this role as I will bring a unique skill set to the OCP-AC and can be of assistance with consultation activities and connecting the City with key stakeholder groups through both my personal and professional contact networks.

My work ethic is characterized by high attention to detail, adopting a methodical approach, and being professional and honest when engaging with colleagues and stakeholders.

I look forward to having the opportunity to talk with you more about this position and how I could use my skills to benefit your organisation.

Thank you for considering my application. I look forward to hearing from you.

Kind Regards,

Steve Allardice  
Lawyer

**Acheson Sweeney Foley Sahota LLP**  
512 Fourth Street  
Courtenay, BC V9N 1H2  
Tel: 250-338-6747  
Fax: 250-338-1833



Tatsuyuki Setta  
Manager of Community and Sustainability Planning  
City of Courtenay  
Delivered by email: [tsetta@courtenay.ca](mailto:tsetta@courtenay.ca)

**Re: application for the Official Community Plan Advisory Committee**

I would like to apply to be a member of the Advisory Committee for the City of Courtenay's climate-friendly Official Community Plan (OCP) update. I'm applying because I believe that the policies within OCPs can be very important in determining the quality of life for residents, as well as addressing the environmental impacts of development. Reducing greenhouse gas emissions is urgent, and community land use patterns and policies have a large impact on the ability of individuals to reduce their carbon footprint.

As a resident of West Courtenay, I am very familiar with the land use patterns and the high environmental impacts of our new residential subdivisions. I believe it is possible for new developments in Courtenay to provide housing and a high quality of life for new and existing residents while maintaining healthy urban watersheds and urban forests.

As a member of the OPC-AC I would represent environmental stewardship organizations, particularly streamkeepers, in the City of Courtenay. I am a member of the Millard Piercy Watershed Stewards (MPWS), and I represent this group on the Comox Valley Conservation Partnership Steering Committee. I am also a supporter of the Morrison Creek Streamkeepers. Together, the Millard-Piercy and Morrison Creek watersheds encompass a significant portion of the City of Courtenay.

As a member of the MPWS, I have reviewed development plans for several new subdivisions, and then observed the subsequent impacts of these developments on Piercy Creek water quality and quantity, tree cover, amphibian habitat and riparian buffers. I have also observed the positive impact of planning ahead for parkland to provide a trail network and riparian buffers along Piercy Creek. I am an advocate for valuing our natural assets, such as creeks and forests, and recognizing them as infrastructure assets that can provide the same or better services as engineered infrastructure. I am also an advocate for rainwater management.

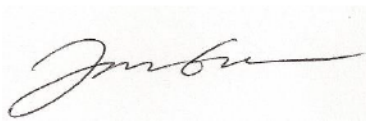
I am a Registered Professional Biologist, specializing in water-related policy and ecosystem restoration. In 2013, I co-authored the report "A Rainwater Management Strategy for The Comox Valley Regional District Electoral Areas" (by Fernhill Consulting, my consulting business), which remains in use by Comox Valley Regional District staff. In addition, in 2018 I assisted the

CVRD in the first phase of Tsolum River Agricultural Watershed Planning. I also work with Project Watershed on salt marsh restoration projects in the K'omoks estuary. In addition to my work as a consultant, I am the Science & Policy Advisor for Watershed Watch Salmon Society, a science-based charity that advocates for the health of B.C.'s wild salmon. In this role I engage with provincial-level water management and water policy issues.

As a member of the OCP-AC I would liaise with the Millard Piercy Watershed Stewards and the Morrison Creek Streamkeepers at the appropriate project milestones, to ensure that proposed OCP ideas and implementation strategies are reflective of stewardship community knowledge. I would also serve as an ambassador for the OCP climate-friendly update within the wider stewardship community.

Thank-you for undertaking this important initiative.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tanis Gower', written over a light-colored rectangular background.

Tanis Gower, R.P.Bio

12 September 2019

Attention: Tatsuyuki Setta  
Manager of Community and Sustainability Planning  
City of Courtenay

RE: OCP Advisory Committee – Application to Serve

I wish to put my name forward for consideration to serve on the City of Courtenay OCP Advisory Committee.

I am a registered architect in the province of British Columbia; the sole proprietor of my own professional architecture and planning company, and have practiced architecture for over 20 years in the Comox Valley. My firm has worked on a variety of projects in the Comox Valley, Vancouver Island and British Columbia. Significant work includes the Comox Valley Airport Terminal building, the restoration of the Native Sons Hall building, and the feasibility study for the new Regional District Administration Building. I have collaborated with a team of local professionals to undertake a Local Area Plan in Creston, BC and Master Plans for the Creston Central Park & Market as well as an Arden & Lake Trail Master Plan.

I was one of four authors/creators of the Comox Valley Living City Challenge, an international design competition in 2011, that undertook the re-design of the entire Comox Valley. *“The Living City Design Competition is an act of optimism. It is grounded in the belief that we already have the tools and collective wisdom we need to achieve true sustainability. But before we can bring our cities into balance with the ecosystems they inhabit, we must understand what that balance would look like”*. The intention of the competition was to develop a vision for the place where you lived using the seven petals, or principles of the Living Building Challenge: sustainable sites, water conservation; net zero energy; healthy places; appropriate materials; social equity; and beauty. The Comox Valley Living City Challenge competition can be viewed at it’s facebook page *CV Living City Challenge*.

I am a member in good standing with the Architectural Institute of British Columbia, and the Royal Architectural Institute of Canada. I am a certified Passive House Consultant. I am a LEED certified professional. I am the ambassador for the Living Building Challenge of the International Living Futures Institute. I am a past director of the Comox Valley Art Gallery, the Comox Valley



Chamber of Commerce, the Comox Business in Action, and the Cumberland Community Housing Society.

My experience would make me well suited to broadly represent the following topic areas:

- Environmental Stewardship;
- Development Industry;
- Business Community;
- Economic Development;
- Arts and Culture.

My office maintains a multi-jurisdictional business license and regularly works in the three Comox Valley municipalities and regional district areas. I am familiar with the various bylaws that effect planning and construction in the City of Courtenay. I am aware of the consequences of these regulations and the impact that they have on the developer/land owner/investor applicants. This unique insight will all me to inform council on decisions regarding proposed OCP policy as the update is carried out.

I care deeply about this wonderful place that we live. I believe strongly that the only way to sustainably inhabit this beautiful and complex landscape is to fit in with nature and its marvelous systems; to create a way of doing things that minimizes disruption, slows down the flows of energy rather than speeding it up, and reduces expenditures in costly infrastructure. I refer to this as *site adaptive design*. I would relish the opportunity to apply this way of thinking to an OCP in the Comox Valley.

Thank you for your consideration. I await your next contact and further instructions.

Sincerely,

**Thomas Dishlevoy Architecture LIMITED**



By

Tom Dishlevoy, Architect AIBC, MRAIC, LEED® A.P., Passive House Designer

