



City of
Courtenay

Development Services & Development Industry

Meeting April 24, 2025

Marianne Wade
Director of Development Services

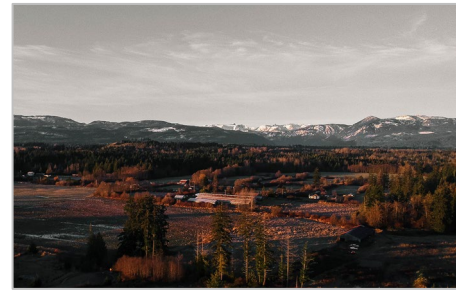
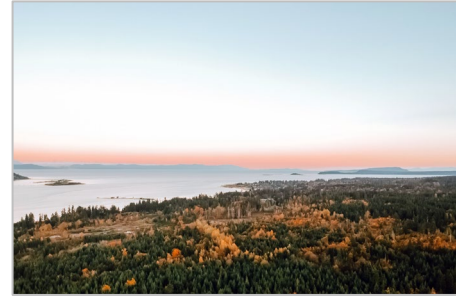


Agenda

1. Annual meeting schedule
2. Building stats
3. Level of Service (LOS) - timelines for BP, DP, Rezoning, DVP
4. DS 2025 Workplan Update
5. Capacity Model
6. Professional Reliance Model
7. Reminder on DP amendments and impact on Building
8. Feedback on Digital Forms and Pre-Application Meetings
9. Q&A

City & Development Industry meeting dates

- Survey indicated every two months over lunch
- Completed - March 20, 2025 very low attendance
- Upcoming - June, September and November
 - June- DCC and ACC engagement, update on DVLAP
 - September- big moves of OCP and final DVLAP, Development procedures bylaw update, Business licensing bylaw, and updates to fees and charges
 - November - zoning bylaw update



2024 Stats

Net New Housing Units by year * excludes 126 care home and hospice units	2021	2022	2023	2024	Annual Average
Single Detached	121	76	55	41	73
Attached Secondary	30	10	15	14	17
Detached Secondary	4	4	8	1	4
Duplex/Semi Detached	14	12	4	22	13
Townhouse	27	47	34	56	41
Apartment	247	289 *	64	491	273
Total	443	438 *	180	625	422

Net New Housing Units	Q1	Q2	Q3	Q4	Total
Single Detached	7	12	7	15	41
Attached Secondary	5	1	1	7	14
Detached Secondary	0	1	0	0	1
Duplex/Semi Detached	4	4	8	6	22
Townhouse	13	9	3	31	56
Apartment	0	245	193	53	491
Total	29	272	212	112	625

Quarterly Stats - Q1 - 2024 & 2025

Net New Housing Units	Q1 2024	Q1 2025
Single Detached	7	3
Attached Secondary	5	2
Detached Secondary	0	0
Duplex/Semi Detached	4	4
Townhouse	13	4
Apartment	0	40
Total	29	53

Level of



Total building permits issued 179 - 5.71 weeks

Type of occupancy	Number of weeks
Residential New	4.92
Single Family Dwellings	(< 1 week) Average 2.5
Commercial	6.69
Industrial	1.14
Public Assembly	4.11

Workplan Update

- Infill DPA amendments
- Short-term rental accommodation
- Downtown Vitalization LAP
- Official Community Plan update
- Zoning Bylaw update
- SDS Bylaw update
- DCCs/ACCs

Form and Character DPA amendments (DPA 1 & DPA 2)

2025					
February	March	April	May	...	December
<ul style="list-style-type: none">- Survey- Feb 5 Developer meeting- Feb 27 Public Open House	<ul style="list-style-type: none">- Prepare engagement summary report- Revise draft bylaws	<ul style="list-style-type: none">- Engagement summary and draft bylaws to Council- Public hearing April 30th	Bylaw to Council for third reading and adoption		Required OCP & Zoning Bylaw updates

Short-term Rental Accommodation

Proposed Zoning Bylaw Amendments:

- permitted use in single residential dwellings, accessory dwelling units or secondary suites
- one per parcel
- must be operated by the owner who has their principal residence on the parcel
- allow maximum of three bedrooms to accommodate up to six guests
- require a parking stall be provided
- require a business licence (\$150 application fee and \$150 affordable housing reserve fund fee)
- not permit in combination with bed and breakfast accommodation or day care uses

Learn more at engagecomoxvalley.ca/public-hearing-short-term-rental-accommodation

Short-term Rental Accommodation

2025					
April 2	April 13	April 30	May 7	May 8	Annual monitoring
<ul style="list-style-type: none">- 1st/2nd readings- Social Pinpoint page launched	<ul style="list-style-type: none">- Public notice begins including launch of social pinpoint page	<ul style="list-style-type: none">- Public hearing- Possibly 3rd reading	<ul style="list-style-type: none">- Possibly adoption	Business licencing goes live	Of rental vacancy rate, report back to Council

Learn more at engagecomoxvalley.ca/public-hearing-short-term-rental-accommodation

Downtown Vitalization Local Area Plan

Implementation strategy to support growth, bring civic spaces to life and strengthen connections to, within and around the DT

PLANNING DISTRICTS



HARMSTON PARK | SWOT ANALYSIS



Downtown Vitalization Local Area Plan

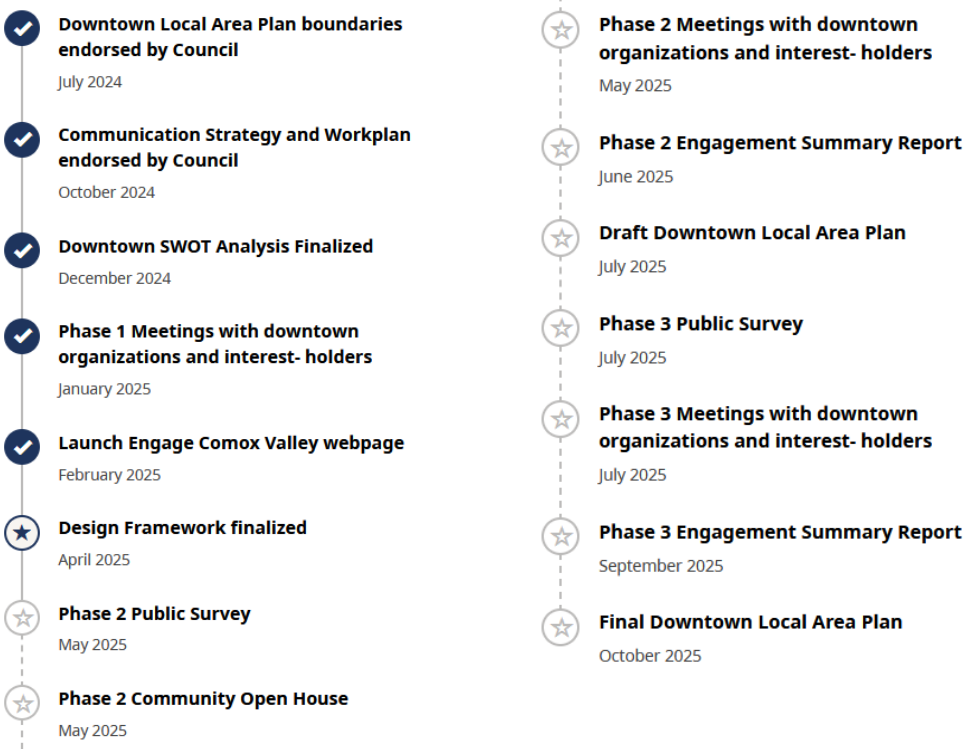
Timeline

Wednesday, May 14

Florence Filberg Center

Public Open House

(4-7pm)





Home / City of Courtenay



I'm looking for projects about: All categories In All places or Search for a specific project...

Open For Input



Last updated: 14 Apr, 2025

Public Hearing: Short-term rental accommodations

A public hearing for Courtenay's City Council to receive comments from the public about the proposed bylaw changes to regulate short-term rental accommodations.

Learn more →



Last updated: 11 Apr, 2025

Woodcote Park Playground Replacement Project

Woodcote Park Playground Replacement Project

Learn more →



Last updated: 07 Apr, 2025

Small-Scale Multi-Unit Housing - Development Permit Area Amendments

The City is aligning regulations with new provincial legislation that is aimed at delivering more small-scale, multi-unit housing for people.

Learn more →

Ongoing Projects



Last updated: 20 Jan, 2025

City of Courtenay Engagement Framework

The City of Courtenay is committed to improving



Last updated: 20 Jan, 2025

Courtenay Website Redesign

The City of Courtenay is launching a project that will enhance access to online information and services



Last updated: 28 Mar, 2025

Courtenay Downtown Vitalization Local Area Plan

The City of Courtenay is developing a plan for the

engagecomoxvalley.ca/courtenay

Official Community Plan update

To align with housing legislation, Housing Needs Report, community land use needs & servicing



2025					
April	May	June - July	August	September	October - December
<u>Phase 1:</u> Background & Engagement Plan	<u>Phase 2:</u> Project introduction & interest-holder outreach	<u>Phase 2:</u> Public Engagement	<u>Phase 3:</u> Draft plan preparation	<u>Phase 3:</u> Presenting draft plan to Council	<u>Phase 4:</u> Bylaw adoption process

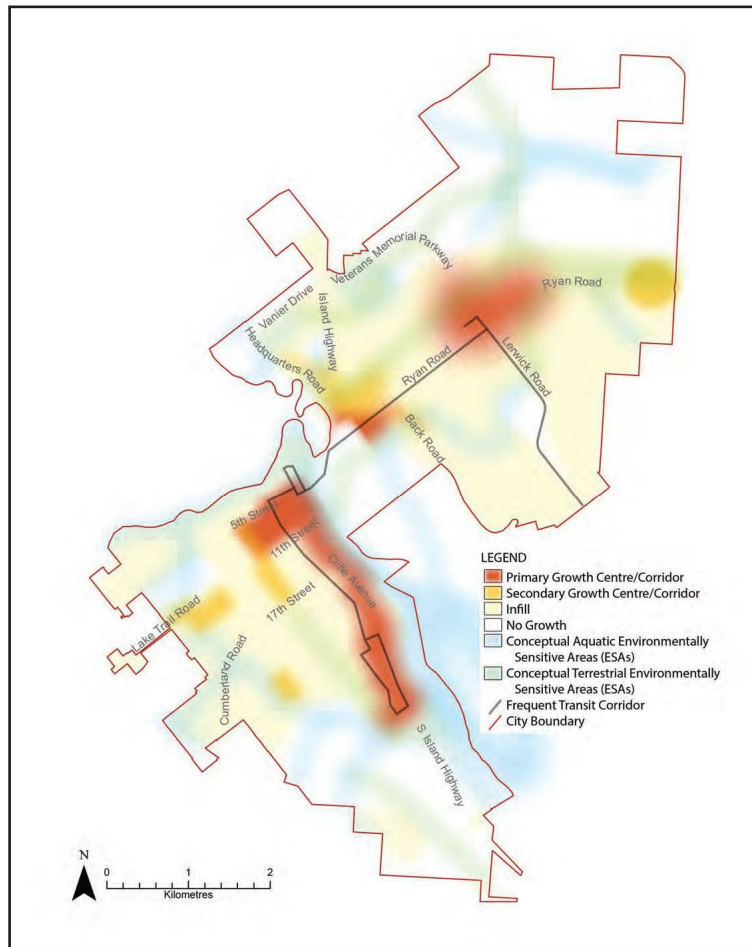
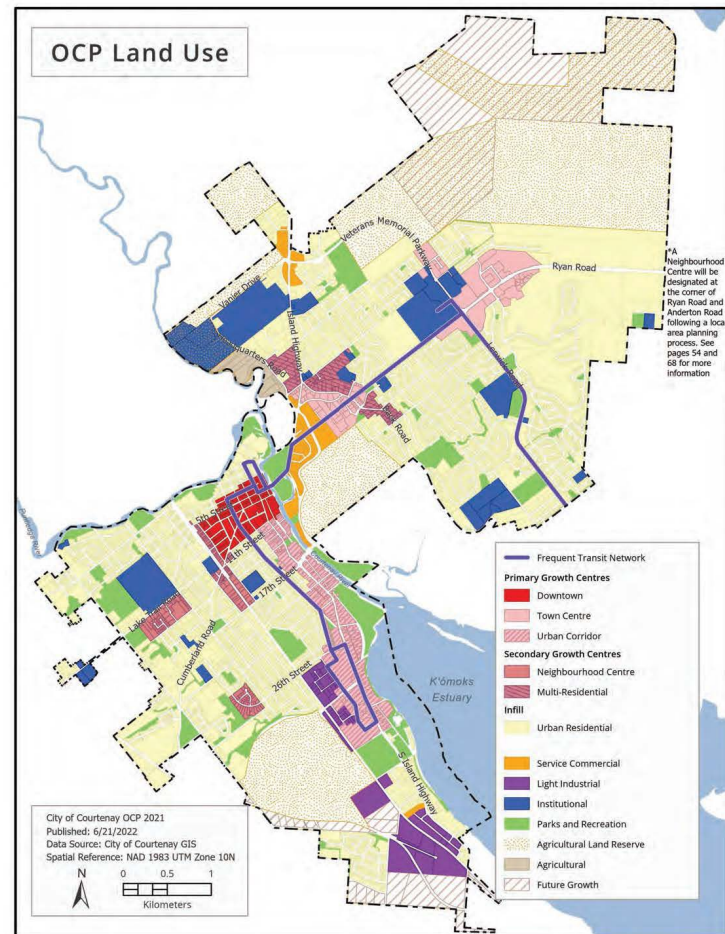


Figure B-1 Urban Framework Growth Concept

City of Courtenay Official Community Plan



Map B-1 Land Use Designations.

City of Courtenay Official Community Plan

Zoning Bylaw update

2025 (Tentative Schedule)					
March - April	May - June	July - Oct	Nov	...	December
<ul style="list-style-type: none">- Procurement- 80% complete	<ul style="list-style-type: none">- Housekeeping Amend- Launch update review & analysis- Engagement Plan	<ul style="list-style-type: none">- Zoning bylaw drafting & revisions- Engagement- Internal Workshops	<ul style="list-style-type: none">- Zoning Bylaw-finalize- Prepare for Council		Present to Council

SDS bylaw update

2025		
March	April	May
<ul style="list-style-type: none">- Legal Review commenced- Legal review identified <u>NO</u> delegation to staff for technical variances	<ul style="list-style-type: none">- Legal Review to be completed<ul style="list-style-type: none">i) Delegation for variancesii) Professional Assurance	<ul style="list-style-type: none">• Present “housekeeping” to Council• readings/adoption

DCC/ACC bylaw update

<i>Dates subject to modification</i>				
December 2024	January-April 2025	May-June 2025	June-August 2025	September-October 2025
<ul style="list-style-type: none">- Council introduction report	<ul style="list-style-type: none">- Reviewing DCC/ACC list	<ul style="list-style-type: none">- Bylaw(s) introduction to Council	<ul style="list-style-type: none">- Engagement & possible revisions for Council consideration- Introduce Bylaws	<ul style="list-style-type: none">- Inspector of Municipal Affairs- Consideration of Adoption



City of
Courtenay

Zero Carbon Step Code

Presented by:
Paul Preston, City of Courtenay

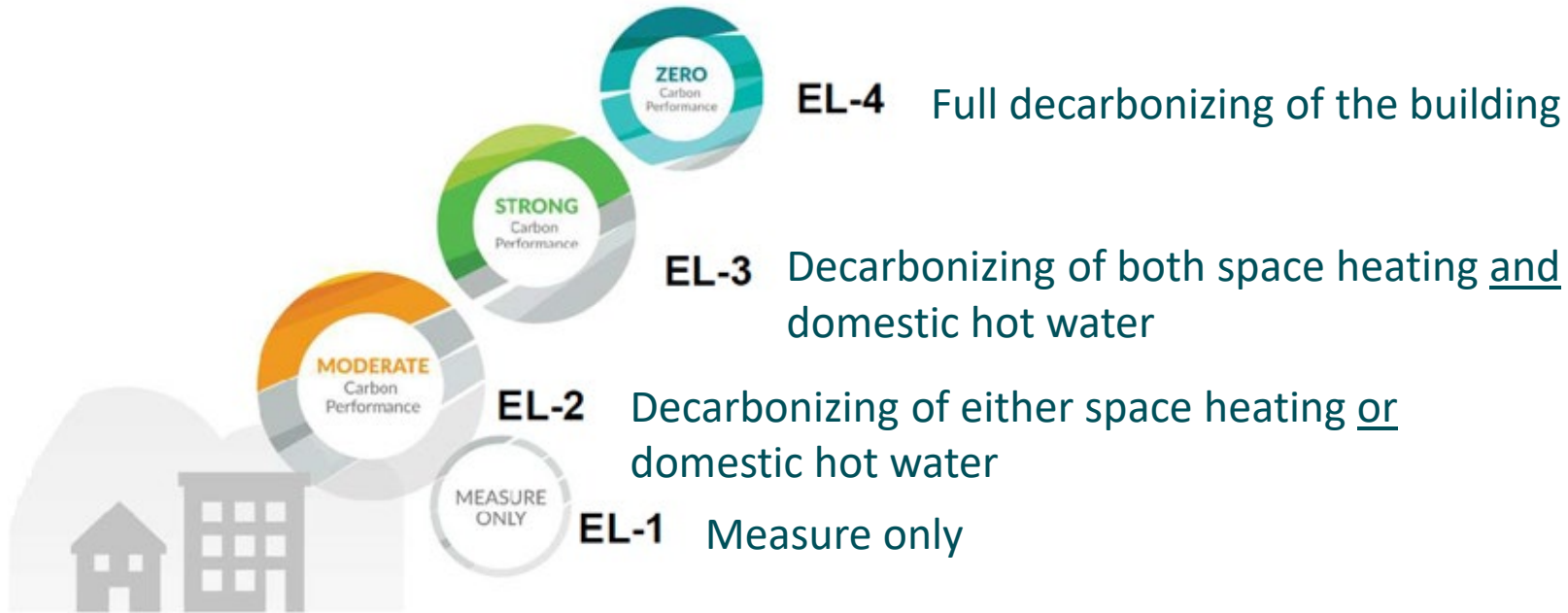


Council Motion - February 14, 2024

THAT Council adopt the Provincial Zero Carbon Step Code;

AND THAT Council direct staff to amend "Building Bylaw No. 3114, 2023" to include the Zero Carbon Performance Levels in accordance with the timelines established in the CleanBC Road Map for all applicable Part 3 and Part 9 buildings starting with EL2 in 2024 and EL3 in 2027 and EL 4 in 2030;

Local Governments have the option to regulate carbon requirements



Code Update

BCBC revision 5 – January 27, 2025

Effective March 10, 2025, new buildings must
meet EL-1 of the ZCSC

Buildings shall conform to the requirements of any of GHG Emission Levels EL-1, EL-2, EL-3 or EL-4 and shall be designed and constructed to conform to one of the GHG emission compliance options in Table 9.37.1.3.

Zero Carbon Step Code Update

Survey ran from March 20, 2025 to April 4, 2025

What we heard



Zero Carbon Step Code Update

Q8:

What level of the Zero Carbon Step Code should the City of Courtenay initially introduce?

75% EL-2

12.5% EL-3

12.5% EL-4

Zero Carbon Step Code Update

Q9:

Do you think that the higher steps of the Zero Carbon Step Code (EL-3 & EL-4) should be accelerated?

75% No
25% yes

Zero Carbon Step Code Update

Q9:

If No should we align with the

CleanBC Road Map 17%

BCBC 83%

May 1, 2025 Building staff will not be available for
Inspections or enquiries.



Discussion

1. Infrastructure Capacity Modelling Update
 - A. Water/Sewer modelling development applications
 - I. Criteria
 - II. Request Form
 - III. 3 Types
 - a) Simple low density residential lot
 - b) < 10 units simple ICI
 - c) > 10 units
 - B. Water / Sewer Model update to support Master Plans

Discussion

Water and Sewer Model Criteria

March 6, 2025 V4

1.0 General Hydraulic Network Considerations

Where development will be serviced by the existing water and/or sanitary sewer system, the City will conduct a hydraulic analysis using the City's network model(s), at the expense of the Applicant. The analysis will review system flows, pressures and velocities for conformance to City specifications and guidelines. The intention of the model is to determine capacity of the system and its components and identify constraints in the system such that the approval of the development by the Approving Officer may be conditional on the constraints being addressed.

The persons per unit (household) is to be based on the most recent related City documentation related to population/growth but shall not be less than 1.6 persons per unit for multifamily (1.1 studio/micro, 1.6 Apartment, 2.1 all others) and 2.4 persons per unit for single family. The preferred population/growth study is to be the most recent completed and be confirmed by City staff as acceptable such as, but not limited to:

- OCP
- Complete Communities Growth Assessment

Discussion

2.0 Water System Capacity Modelling

- The water network needs to be analysed to an appropriate boundary location to determine lowest pressure in the system resulting from the proposed works. The analysis needs to consider related pump stations, reservoirs and controls such as pressure reducing valves and settings.
- Upgrades are not limited to the frontage of the proposed development. The extent of the upgrade is determined based on the capacity of the system and may impact pipe sizes, pump stations, pressure zone controls and reservoir storage capacity.
- For water systems (per MMCD) the maximum static pressure during Average Day Demand will be 123 psi, minimum static pressure during Peak Hour Demand will be 44 psi and minimum residual pressure during Peak Hour Demand + Fire Flow Demand will be 22 psi. Fire flow will be determined by the Fire Underwriters Study unless the application is at area or neighbourhood level, and then MMCD can be used. Storage requirements will be as per the most recent Water Master Plan and Regional Water provision capacity.

Discussion

3.0 Sewer System Capacity Modelling

- The downstream sewer system needs to be analysed to an appropriate boundary location as proposed by the applicants engineer and approved by City staff to determine the extent and location of potential sewer upgrades. The analysis needs to account for the entire catchment, not just the proposed development and will be completed for both pre and post-development scenarios.
- Upgrades are not limited to the frontage of the proposed development. The extent of the upgrade is determined based on the capacity of the sewer system; therefore, the upgrade may be located a distance downstream of the proposed development.
- For sanitary sewers if total Peak Wet Weather Flow (PWWF) > Pipe Capacity (i.e. $q/Q > 1.0$ – exceeds capacity), assume the sanitary sewer will need to be upgraded. At the discretion of City staff, other factors may influence when upgrades are assigned, for example when a new area is added to an existing sewershed or when the proposed development is contributing the majority of the flows in a pipe. Pipes that are nearing capacity may also be identified for upgrading.
- I/I to utilise 0.26 L/s/ha as determined by the 2020 Sanitary Master Plan (Table 2.9)

Discussion

HYDRAULIC MODEL APPLICATION FORM	
PROPERTY DESCRIPTION	
Legal Description:	
Civic Address: 111 First Avenue	
APPLICANT INFORMATION	
Model Contact: John Doe P.Eng.	
Mailing Address:	
Primary Contact No.:	Cell:
Email:	
DEVELOPMENT TYPE (provide units for all that apply)	
_____ units - Single Family Dwelling (2.4 PDU)	_____ 8 _____ units - Low to Medium Density Multi-Family Residential (2.2
_____ units - High Density Residential (1.8 PDU)	_____ sq.m. or _____ max occupant - Commercial
_____ sq.m. Industrial	_____ sq.m. or _____ max occupant Institutional
Water Demand and fire flow to use site specific data related to development or zoning, service size determined by fixture units	
Water ADD 635 L/c/d, Peak Day 2100 L/c/d, Peak Hour 3000 L/c/d	
Water demand for commercial, institutional to use max. occupant load	
Sewer flows to use site specific data related to development or zoning, and use harmon peaking factor, infiltration to use MMCD	
Calculated Max Day Water Demand _____ 0.41 _____ L/s	Peak Hour Water Demand _____ 0.59 _____ L/s
Calculated Sanitary Peak Wet Weather Flow _____ 0.41 _____ L/s	
FIRE PROTECTION	
Calculated Fire Flow Requirement (FUS) _____ L/s	
Strategy? (ie: Sprinklers/Hydrants):	
PROPOSAL INFORMATION (briefly describe your proposal)	
APPLICANT CONFIRMATION	
1. Applicable detailed design drawings and payments must be submitted PRIOR to water or sewer model completion.	
2. As applicant or approved agent, I confirm that I have read all relevant Bylaws and policies and that this application is in conformance (unless a Bylaw amendment forms part of this application).	
3. I accept responsibility for processing delays caused by incorrect or insufficient submission materials.	
I have read and understand the above conditions _____ (please initial)	
Signature of Applicant:	Date:

DISCUSSION

3 Types of Sewer/Water System Assessments

1. 0\$ - Simple low density residential / ICI No impact
2. \$2,500 Sewer/\$2,500 water < 10 units simple ICI
3. Approx. \$4,500 each > 10 units, complex, broader system impacts

DISCUSSION

2. Professional Reliance Model for civil submissions

- A. Letters of Assurance similar to BCBC/MOTT have been provided
- B. Check List to be Standardized by City
- C. Check List of variances/deviations from standards being sought
- D. Service Report Reviews will continue
- E. Drawing Submissions will not be reviewed
- F. Substantial and Final Inspections will continue
- G. Variances to Standards/Bylaws will not be accepted when identified at Substantial/Final Inspection similar to BCBC requirements

*Contract variations during construction “may” still be considered

A few extra notes

1. Reminder on DP amendments and impact on Building
2. Feedback on Digital Forms and Pre-Application Meetings

Thank You/Questions??



City of
Courtenay