



CITY OF DUNCAN

Agenda

Regular Council Meeting

Monday, June 8, 2026 @ 6:00 p.m.

Council Chamber, 200 Craig Street, Duncan, BC

	Page #
1. Call to Order	
1.1. Call to Order	
2. Introduction of Late Items	
2.1. Late Items	
3. Approval of Agenda	
3.1. Approve Agenda	
<i><u>That the June 8, 2026 Council agenda be approved, as circulated.</u></i>	
4. Adoption of Minutes	
4.1. May 25, 2026 - Regular Council	4 - 8
<i><u>That the minutes of the May 25, 2026 Regular Council meeting be adopted, as circulated.</u></i>	
5. Delegations	
5.1. S/Sgt. Beard, Officer in Charge - 2026 First Quarter Report	9 - 17
6. Report of the Chief Administrative Officer	
6.1. Report of the Chief Administrative Officer	18 - 20
<i><u>That Council receive the June 8, 2026 report of the Chief Administrative Officer for information only.</u></i>	
7. Reports of Staff	
7.1. Development Variance Permit Application No. DVP-2026-01 for 360 Duncan Street	21 - 37
<i>The applicant is entitled to be heard prior to Council's deliberation. A written submission from the applicant is attached.</i>	
<i><u>That Council confirm staff's decision to deny issuance of Development Variance Permit No. DVP-2026-01 for 360 Duncan Street.</u></i>	

OR

That Council amend staff's decision to deny issuance of Development Variance Permit No. DVP-2026-01 for 360 Duncan Street.

OR

That Council set aside staff's decision to deny issuance of Development Variance Permit No. DVP-2026-01 for 360 Duncan Street;

And That Council issue Development Variance Permit No. DVP-2026-01 for 360 Duncan Street to regularize the fence installed in the front yard of the subject property.

- 7.2. Development Variance Permit Application No. DVP-2026-02 for 261 & 263 Third Street **38 - 68**

Persons who believe their interests may be affected will be provided the opportunity to speak prior to consideration.

That Council issue Development Variance Permit No. DVP-2026-02 for 261 and 263 Third Street to facilitate the development of a 5-storey multi-unit residential building.

- 7.3. Towing Policy **69 - 73**

That Council approve the Towing Policy, as attached to the June 8, 2026 report by the Manager of Building and Bylaw Services.

- 7.4. Artificial Intelligence (AI) Policy **74 - 79**

That Council approve the Artificial Intelligence Policy as attached to the June 8, 2026 report from the Corporate Services Coordinator.

8. Bylaws - Adoption

- 8.1. Council Procedure Bylaw Amendment No. 3050.06, 2026 **80 - 82**

That Council adopt "Council Procedure Bylaw Amendment No. 3050.06, 2026" – a bylaw to align the inaugural meeting date with the council meeting schedule.

- 8.2. Bylaw Offence Notice Enforcement Amendment Bylaw No. 3200.08, 2026 **83 - 89**

That Council adopt "Bylaw Offence Notice Enforcement Amendment Bylaw No. 3200.08, 2026" – a bylaw to establish bylaw offence fines associated with the Building Bylaw and to make other house-keeping amendments.

9. Reports of Mayor and Council

9.1. Councillors

9.2. Mayor Staples

10. Question Period

10.1. Question Period

Question Period is an opportunity for the public to ask brief questions regarding the business discussed during the meeting. When invited by the Mayor, members of the public who are attending the meeting may step up to the podium to ask their question(s).

11. Closed Session

11.1. Motion to Close

That the meeting be closed to the public under the following sections of the Community Charter to discuss matters related to:

- ***Employee Relations - Section 90(1)(c) labour relations or other employee relations.***

12. Reconvene from Closed Session

12.1. Reconvene from Closed Session

13. Adjournment

13.1. Adjourn

That the June 8, 2026 Council meeting be adjourned at _____ pm.

City of Duncan
Minutes
Regular Council Meeting
Monday, May 25, 2026 at 6:00 PM
Council Chamber, 200 Craig Street, Duncan, BC

Present Mayor Michelle Staples, Chair Councillor Garry Bruce
 Councillor Carol Newington (Video) Councillor Tom Duncan
 Councillor Stacy Middlemiss Councillor Mike McKinlay

Absent Councillor Jenni Capps

Also Present Peter de Verteuil, Chief Administrative Officer
 Paige MacWilliam, Deputy CAO/Director of Corporate Services
 Taras Dahl, Director of Public Works and Engineering
 Kyle Young, Director of Planning and Sustainability
 Jessica Hodgins, Corporate Services Coordinator

Call to Order

Call to Order The Chair called the meeting to order at 6:04 pm.

Approval of Agenda

Approve Agenda It was moved and seconded:
 R-93-2026 **That the May 25, 2026 Council agenda be approved, as circulated.**

CARRIED

Adoption of Minutes

May 11, 2026 - It was moved and seconded:
Regular Council **That the minutes of the May 11, 2026 Regular Council**
 R-94-2026 **meeting be adopted, as circulated.**

CARRIED

Report of the Chief Administrative Officer

Report of the Chief It was moved and seconded:
Administrative **That Council receive the May 25, 2026 report of the Chief**
Officer **Administrative Officer for information only.**
 R-95-2026

CARRIED

Reports of Staff

**Allenby Road
Watermain
Replacement
Materials and
Engineering Costs
Reimbursement
R-96-2026**

It was moved and seconded:

That Council approve reimbursing the Ministry of Transportation and Transit \$33,000, in addition to provision of staff time, from the Water Capital Infrastructure Reserve for the replacement of a portion of the watermain on Allenby Road completed during the 2026 Allenby Road slope stabilization project;

And That Council direct staff to draft amendments to the 2026-2030 Financial Plan to fund the project from unallocated water capital infrastructure reserves.

CARRIED

OPPOSED: Councillor Bruce

**Sewer Blockage
Investigations
Policy
R-97-2026**

On April 27, 2026, consideration of the Sewer Blockage Investigations Policy was referred to a future Council meeting. The Director of Public Works and Engineering summarized the amendments that were since made to provide additional clarity.

It was moved and seconded:

That Council adopt the Sewer Blockage Investigations Policy as attached to the May 25, 2026 report from the Director of Public Works and Engineering.

CARRIED

**Fire Hall Space Plan
Funding
R-98-2026**

It was moved and seconded:

That Council direct staff to proceed with the completion of a renovation of the fire hall with a single phased approach which would include a fitness and lounge area, laundry facility, and office and classroom space in 2026;

And That Council direct staff to bring forward a budget amendment for the full renovation with existing funding of \$15,000 and additional funding of \$117,825 to be borrowed from reserves.

CARRIED

OPPOSED: Councillor Bruce

**CVRD Emergency
Shelter and
Supportive Housing
Siting Policy
R-99-2026**

It was moved and seconded:

That Council direct staff to provide the following comments on the Cowichan Valley Regional District Emergency Shelter and Supportive Housing Siting Report and Policy to the CVRD:

- a) **The map should be updated to reflect that the Village located at 610 Trunk Road is a low-barrier supportive housing site, not an emergency shelter.**

CARRIED

OPPOSED: Councillor Bruce

**UBCM Minister
Meeting Requests
R-100-2026
R-101-2026**

It was moved and seconded:

That Council direct staff to request a meeting with the Minister of Transportation and Transit during the 2026 Union of BC Municipalities Convention on the following priority topic:

- **Regional Highway Safety Improvements in the Cowichan Valley by advancing the 2015 Trans-Canada Highway Corridor Management Plan: Boys Road to Beverly Street**

CARRIED

It was moved and seconded:

That Council direct staff to add the following topic to the request for a meeting with the Minister of Housing and Municipal Affairs during the 2026 Union of BC Municipalities Convention:

- **Including The Village Model of housing in the housing continuum to ensure that this model receives regular and ongoing funding from BC Housing.**

CARRIED

**Summary of
Building Permits -
April 2026
R-102-2026**

It was moved and seconded:

That Council receive the "Summary of Building Permits – April 2026" report of the Building Inspector for information only.

CARRIED

Bylaws - First, Second, Third Reading

**Bylaw Offence
Notice Enforcement
Amendment Bylaw
No. 3200.08
R-103-2026**

It was moved and seconded:

That Council rescind third reading of "Bylaw Offence Notice Enforcement Amendment Bylaw No. 3200.08, 2026";

And That Council give third reading to "Bylaw Offence Notice Enforcement Amendment Bylaw No. 3200.08, 2026" – a bylaw to establish bylaw offence fines associated with the Building Bylaw and to make other house-keeping amendments.

CARRIED

Bylaws - Adoption

Zoning Bylaw
Amendment Bylaw
No. 3166.12, 2026
R-104-2026

It was moved and seconded:

That Council adopt "Zoning Bylaw Amendment Bylaw No. 3166.12, 2026" - a bylaw to establish and permit the site-specific use of cannabis retail store at 130 Trans-Canada Highway.

CARRIED

New Business

Proclamation -
World Elder Abuse
Awareness Day -
June 15
R-105-2026

It was moved and seconded:

That Council proclaim June 15, 2026 as World Elder Abuse Awareness Day in the City of Duncan.

CARRIED

Reports of Mayor and Council

Councillors

Councillor Bruce and Councillor Duncan provided verbal reports.

Mayor Staples

Mayor Staples provided a verbal report.

Question Period

Question Period

No questions were posed.

Closed Session

Motion to Close
R-106-2026

It was moved and seconded:

That the meeting be closed to the public under the following sections of the *Community Charter* to discuss matters related to:

- **Negotiations - Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations**
 - i. **between the municipality and a provincial government or the federal government, or both, or between a provincial government or the federal government, or both, and a third party,**
 - ii. **between the municipality and another local government or between another local government and a third party, or**
 - iii. **between the municipality and a first nation or a prescribed Indigenous entity, or between a first nation or a prescribed Indigenous entity and a third party.**

CARRIED

At 7:12 pm, Council took a 5-minute recess prior to starting the closed session.

Reconvene from Closed Session

Reconvene from Closed Session

At 8:11 pm, Council rose without report from the closed session.

Adjournment

**Adjourn
R-107-2026**

It was moved and seconded:

That the May 25, 2026 Council meeting be adjourned at 8:11 pm.

CARRIED

Michelle Staples, Mayor

Paige MacWilliam, Director of Corporate Services

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RCMP·GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

**NORTH COWICHAN DUNCAN
DETACHMENT**

QUARTER END REPORT

January 2026 to March 2026

Open Report

NCD RCMP Service to the Community Jan - Mar 2026:

1. In February members attended a report of a hang glider crash on Mt Provost. GSAR and RCMP met other hang gliders and followed them in vehicles to a location where they had to hike into the crash site. The hang glider was located down in a very steep cliff area. One of the GSAR members was an expert rock climber and they were able to reach the hang glider pilot. The pilot had a head and leg injury and was in shock, but alert. GSAR attempted a rope rescue but was unable so a helicopter was dispatched to complete the rescue using a long line system.
2. In January community leadership from the City, MNC, Cowichan Tribes, Member of Parliament, CVRD...etc met to discuss the rise of racism in the Valley. Combating racism in its various forms must be a priority for the community. A quick look at certain posts on social media make it clear there are community members that view the world through the lens of stereotyping, exclusion and systemic and implicit bias. Leadership has a responsibility to confront racism when they see it and model attitudes, communicate values and demonstrate actions that reflect an unwillingness to accept that behavior.
3. In February members conducted a located illegal cigarettes, crack methamphetamine and stolen arrested and charged with various traffic stop on the TCH. Members cocaine, stolen cell phones, credit cards. The driver was offences.
4. With help from the public, members responded to a call of a male threatening others on York and Lewis streets. Member attended and arrest the male. A number on contraband items were located along with a replica replica firearms being seized by those entrenched in the drug culture. The replica real ones and in the interest of public and police officer safety, made by the police when suspects quick decisions must be use these items in the commission of an offence.
5. The detachment has been receiving multiple calls from community members about issues related to young people riding uninsured, unregistered dirtbikes on roadways at various locations in the local community including Crofton. Drivers show a disregard for others and reports have been received they drive aggressively and in doing risk. RCMP Air Services (Air 8 – so put themselves and others at helo) has been deployed on several occasions, when they have been in the area, to assist with observation of dirtbikes committing offences under the BC MVA. Air 8 has successfully located offending dirtbike riders and aided patrol members in locating the them. Photo shows two recent seizures of bikes. Both were eventually returned to owners.



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6. In 2026 Cst Collin O'Halloran of the NCD RCMP received the Ontario Provincial Police Commissioner's Performance of Duty Canadian Bail System. detachment for one training of a new cadet joined the RCMP in Canadian Armed Forces



Commendation for Exemplary for a research project involving the Cst O'Halloran has been with the year and is preparing to take on the from Depot in May. Cst O'Halloran 2025 after a career with the as a Military Police Officer.

7. In February, detachment members hosted a Town Hall for community members to attend and talk about priorities for the new fiscal year (2026-2027). The detachment uses this opportunity meet and discuss in person what the community would like from the detachment for the following 12 months. These



become policing priorities and actioned when members have time during the year. The repeats itself each year so the detachment can remain current on concerns of community members. In that way the detachment can adjust their focus points to ensure the community has input into



to see requests they are proactive process

safety and security issues that matter to them.

8. In March Cst Wes Richens was recognized with two lifesaving awards. The first one involved a involving a 16 overdose. The preventing a suicide off the thinking and



year old second young Silver FA/CPR



female suffering from an award was presented for person from attempting Bridge. Cst Richen's quick knowledge saved the the

lives of both young people. There was 18 other RCMP officers and staff that also were recognized for their contribution and extraordinary support to the safety and security of the community.

9. Cst James Casey has been working The work he has been doing to raise program for RCMP Police Dog of a new puppy in February and is begins it's training at the RCMP Alberta.



with the RCMP puppy rearing program. pups is the first step in the training Services. Cst Casey recently took charge busy looking after the pup before it Police Dog Service Kennels in Innisfail,

10. In March members responded to a vehicle trafficking activities on Lewis Street. A after arrest of the driver, illegal cigarettes, phones, knives...etc were seized. The has been turned over to the BC Civil



observed conducting drug vehicle stop was initiated and cash, meth, fentanyl, cell vehicle was also seized and Forfeiture Office as the

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vehicle was directly involved in an offence. The detachment has made several recent vehicle seizures for future auctioning by the CFO. Charges pending against the drug trafficker.

11. Indigenous Police Services in school zone areas Elementary school and



were busy with road safety enforcement including Tzouhalem Rd, Khowhemun Quw'utsun Smun'eem Elementary...etc.

12. Indigenous Policing pizza luncheons with

Members also hosted three separate students from the Cowichan Valley Open Learning Center including their satellite office and Cowichan Valley Alternative School. IPS members used this opportunity to build positive relations with students as many were Cowichan Tribes youth .

Jan 2026 – Mar 2026 – 3 Month Comparison (compared to same period in 2025)

Type of Offence & Occurrence	NCD Jurisdiction Totals			Municipality of North Cowichan			City of Duncan			Cowichan Tribes			Cowichan Valley Regional District		
	Jan to Mar, 2026	Jan to Mar 2025	% Change over prev year	Jan to Mar, 2026	Jan to Mar 2025	% Change over prev year	Jan to Mar, 2026	Jan to Mar 2025	% Change over prev year	Jan to Mar, 2026	Jan to Mar 2025	% Change over prev year	Jan to Mar, 2026	Jan to Mar 2025	% Change over prev year
Crimes Against the Person	407	331	23%	219	179	22%	87	55	58%	59	64	-8%	26	22	18%
Assaults	221	198	12%	126	103	22%	42	42	0%	37	41	-10%	10	9	11%
Extortion	9	5	80%	7	4	75%	0	0	N.C.	1	0	N.C.	1	1	0%
Harassment	29	25	16%	14	14	0%	8	1	700%	1	5	-80%	3	3	0%
Homicide	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Human Trafficking	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Kidnapping	3	3	0%	0	1	-100%	0	2	-100%	1	0	0%	2	0	N.C.
Robbery	9	9	0%	1	5	-80%	7	2	250%	1	2	-50%	0	0	0%
Sex Offences	41	27	52%	18	16	13%	9	1	800%	6	4	50%	3	3	0%
Utter Threats	87	62	40%	48	34	41%	20	7	186%	11	12	-8%	6	6	0%
Weapons Offences	6	2	200%	3	2	50%	1	0	0%	1	0	0%	1	0	N.C.
Crimes Against Property	948	565	68%	454	280	62%	230	97	137%	221	131	69%	37	53	-30%
Arson	14	13	8%	8	7	14%	3	3	0%	1	3	-67%	2	0	N.C.
Auto theft	17	12	42%	5	5	0%	6	0	N.C.	1	1	0%	5	6	-17%
B&E - Business	28	19	47%	15	9	67%	7	5	40%	4	1	300%	2	4	-50%
B&E - Residential	21	12	75%	11	8	38%	6	3	100%	0	0	N.C.	4	1	300%
B&E - Other	25	17	47%	17	10	70%	6	6	0%	1	1	0%	1	0	N.C.
Frauds	70	76	-8%	33	27	22%	17	4	325%	10	9	11%	8	11	-27%
Mischief to Property	54	301	-82%	198	136	46%	113	51	122%	67	31	116%	8	19	-58%
Possession of Stolen Property	8	9	-11%	5	4	25%	0	2	-100%	1	1	0%	2	2	0%
Shoplifting	214	109	96%	51	23	122%	38	7	443%	125	78	60%	0	1	-100%
Theft from Vehicle	50	17	194%	31	8	288%	11	4	175%	5	1	400%	2	4	-50%
All other thefts (combined)* *(Bike, Mail, Utilities, Other)	111	65	71%	80	43	86%	22	12	83%	6	5	20%	3	5	-40%
Other Offences & File Types															
Fail to Appear	48	79	-39%	0	0	0%	48	79	-39%	0	0	0%	0	0	0%
False Alarms	151	141	7%	51	49	4%	42	29	45%	30	35	-14%	25	28	-11%
Municipal By Law	131	139	-6%	74	76	-3%	38	47	-19%	14	12	17%	5	4	25%
Mental Health															
Sec 28 Apprehensions	120	96	25%	82	66	24%	25	11	127%	7	9	-22%	5	9	-44%

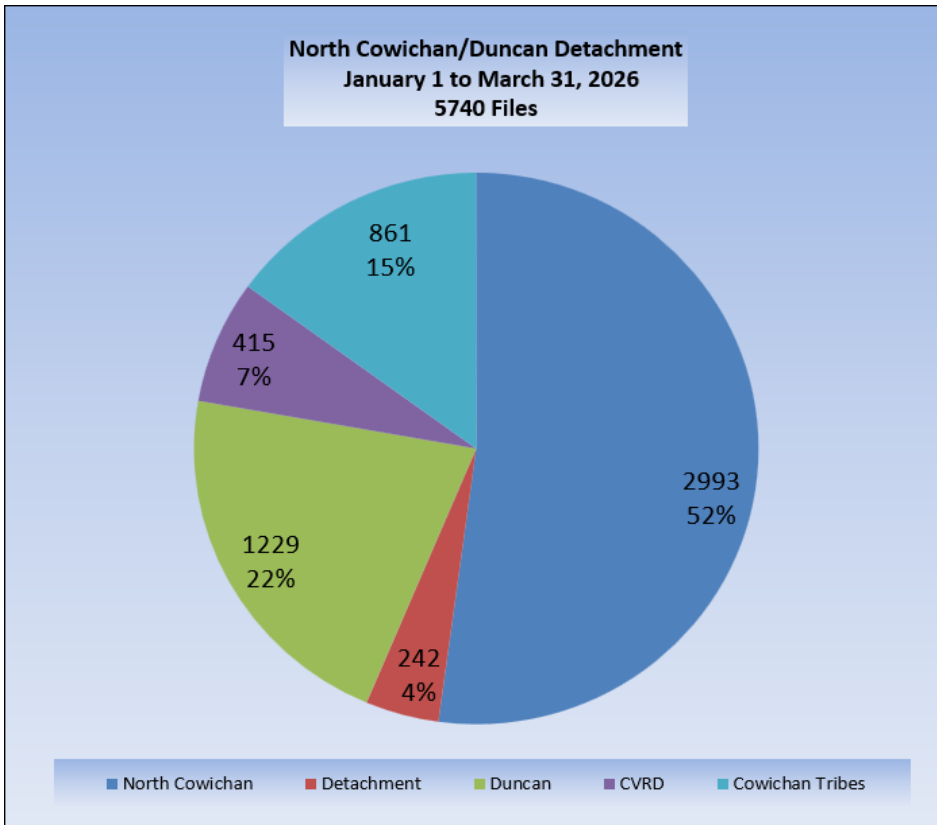
Unfounded, Assistance Only, Information, Prevention and Unsubstantiated events excluded (except Mental Health)
 Data obtained 2026-04-01 is presented 'as-is' and is subject to change
 Privatized files are excluded (except for homicides)
 values in red indicate increase is greater or equal to 10% AND at least one comparison value >= 10
 Most serious offence only counting method (except for Mental Health Apprehensions)

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Detachment File Count

January to March 2026 was characterized by significant growth in calls for service.

Area	Jan to Mar 2026	Jan to Mar 2025	% Change
North Cowichan	2993	2572	16%
City of Duncan	1229	918	34%
First Nations Reserves	861	738	17%
CVRD	415	389	7%
Detachment & other areas	242	211	15%
Total	5740	4828	19%



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North Cowichan Duncan Annual Performance Plan (APP)

North Cowichan/Duncan Priorities

1. Crime Reduction - Service Delivery to Vulnerable Groups

Initiative	2025-2026 target	Year to Date
# Bike Patrols	300	204
# TCH Corridor/Downtown Foot Patrols/Business Engagements	400	1563
# Road Safety Enforcement tickets	1400	2452
# Prolific Offender and Drug Enforcement	12	7
# School zone patrols	1200	1053
# of Curfew Checks	400	195
# of Restorative Justice Referrals	20	16

2. Provide Leadership & Governance – Accountability/Enhancing Public Trust & Confidence

Initiative	2025-2026 target	Year to Date
# Consultation with Local Govn, First Nation and Partner Agencies	300	263
# of Recruitment Events	2	7
# School Liaison/Visitation Program	70	60

3. Workplace – Employee Wellness & Respect

Initiative	2025-2026 target	Year to Date
# of NCO Development & Supervisor Training events	50	92

4. Contribute to Relationship Building with Indigenous communities/Reconciliation – service delivery

Initiative	2025-2026	Year to Date
# of IPS Unit to Cowichan Tribes events	100	148

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Human Resources Status Report:

Established regular NCD RCMP Officer Total: **69**

32 Municipality of North Cowichan

22 Provincial

11 Municipality of Duncan

4 Cowichan Tribes Community Policing

Officer Movement

Incoming Members:

1. Cpl Brandon Lum
2. Cst Jessica Cuthbert
3. Cst Aurnab Rahman
4. Cst Morgan Littlejohn

Departing Members:

1. Cst Julie Miller

Cowichan Valley Regional Victim Services:

Victim Services at the North Cowichan/Duncan Detachment responds to critical incidents/crisis intervention call outs from police on a 24 hour, 7 day a week basis. Victim Services provide initial defusing, stabilization and act as a liaison between victims and emergency personnel, providing an invaluable service to the public and police alike.

Cowichan Valley Regional Victim Services 4th Quarter 2025/26					
	January	February	March	Quarter Total	Year to Date Total
New Clients	66	63	63	192	192
Females	50	52	45	147	147
Males	16	11	18	45	45
Calls For Scene Attendance	9	8	7	24	24
Referrals By Area					
North Cowichan	29	29	34	92	92
Duncan	3	10	3	16	16
Cowichan Tribes/IPS	8	5	8	21	21
Provincial Areas	12	3	6	21	21
Total	52	47	51	150	150
Brief Service Files				0	0

New Clients = expectation of ongoing service. (Brief service files are not included in the totals.)

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Prisoner Statistics:

North Cowichan/Duncan Detachment Prisoner Statistics									
2026					2025				
	Municipal	Provincial	Duncan	Total		Municipal	Provincial	Duncan	Total
January	41	43	12	96	January	36	37	13	86
February	50	24	22	96	February	44	21	17	82
March	31	13	42	86	March	34	21	18	73
Quarter Total	122	80	76	278	Quarter Total	114	79	48	241
Year to Date Total	122	80	76	278	Year to Date Total	114	79	48	241

The number of prisoners from other municipal detachments is:

Year Total

LS:	SL:	LC:	SS:	Sheriffs:
13	10	7	5	1
13	10	7	5	1

Respectfully submitted,

S/Sgt Ken Beard
A/OIC North Cowichan Duncan RCMP

Chief Administrative Officer Report

To: Mayor and Council

Meeting Date: June 8, 2026

From: Peter de Verteuil, CAO



RMS 0640-30

Public Works and Engineering

- **Cowichan Way/Al Wilson Grove Forcemain** – No change - *Staff are accelerating the review of options for re-routing the forcemain to connect to Dobson Road, with a view to construct in 2026.*
- **Eagle Heights Reservoir Replacement** – No change - *The old reservoir tank will be demolished with Council's recent funding decision.*
- **Gibbins Reservoir Relining** – No change - *The contractor is working to address outstanding issues.*
- **TCH Boulevards Beautification** – No change - *The project is in design again after receiving comments back from MOTT and Duncan Parks Department.*
- **Coronation Ave Bike Lanes** – Complete, however a substantial completion meeting and project walk through is still required as there still a number of deficiencies to be addressed. Pedestrian activated crossing lights have been installed at the Coronation and Ypres Intersection. A Pedestrian Crosswalk ahead signal will be mounted at the top of Coronation Hill in the next few weeks.
- **Canada Ave Complete Streets** – Construction is underway and staff have been addressing resident concerns regarding the construction detour. There is a 3 phase Traffic Management Plan for Islay, Stage 1 has been implemented including speed reader boards, Stage 2 if required will implement delineators on the road and Stage 3 if required will use Traffic Pillows. *The target project completion date is April 30, 2027.*
- **Canada Ave – Government Street - Cowichan Way Traffic Signals** – No change - *The new GPS clocks have been installed, so the two intersections should always stay in sync. The traffic loops in the area have all been repaired, the proposed new timing schedules by Raylec are under review by a transportation engineer before being implemented.*
- **Heather Street Watermain Replacement** – No change - *Design drawings are nearing completion and progressing to tender soon. Construction to start in August 2026.*
- **Wharnccliffe Road** – No change - *2 speed humps are to be installed on Wharnccliffe Road due to complaints and confirmed excessive speeding vehicles. The speed humps will be in conformance with BC Transit Standards.*
- **Public Works Week 2026** – The event in McAdam park was a success. Multiple families and daycares stopped by the event where the public had photo opportunities with equipment as well as some sticker handouts.

CAO Report – June 8, 2026

Planning and Development

- **Development Applications – Awaiting Response / Action from Applicant**
 - **50 Coronation Avenue** – No change - *The applicant is now partnering with Richer Health to develop a health hotel and wellness centre on the property. Conceptually, this consists of 171 guest suites, health and wellness services, and a restaurant. While the proposed uses are permitted under the zoning for the property, Council approval of site-specific zoning amendment may be required to support certain parameters (e.g. building height). Once a formal submission is made to the City, additional information will be provided to Council.*
 - **490 Ypres Street** – No change – *Council approved the zoning bylaw amendment for this 6-storey, 84-unit multi-unit residential development on February 10, 2025. The development permit has been issued. The building permit review was completed, and comments were provided to the applicant on May 9, 2025.*
 - **447 Festubert Street** – No change – *Council approved the development permit for this 18-unit assisted living residential facility on January 26, 2026. Next step is a building permit application.*
 - **482 and 490 Festubert Street** – *This development permit application is for an 11-unit townhouse project. The application has been reviewed by the Advisory Design Panel. An application review letter has been provided. The development permit has been issued. The next step is a building permit application.*
 - **365 Ypres Street** – No change - *This development permit application is for a 5-storey, 80-unit apartment building. The application was considered by the Advisory Design Panel on April 23, 2026. An application review letter was sent to the applicant, and the City is currently awaiting a response.*
- **Development Applications – Awaiting Response / Action from City**
 - **261 and 263 Third Street** – *The application for a 6-storey, 24-unit multi-unit residential building (strata) was considered by the Advisory Design Panel on March 5, 2026. The applicant held a public information meeting on March 4, 2026. The City is prohibited from holding a public hearing on this proposal. The applicant has since revised their proposal and is now seeking approval for a 5-storey, 17-unit multi-unit residential building (strata). The proposal no longer requires a zoning bylaw amendment, but a rear parcel line setback variance is required and to be considered at the June 8, 2026 Council meeting.*
 - **521 Canada Avenue** – No change - *The City received a zoning bylaw amendment application to permit cannabis retail on the property. A cannabis retail store is currently operating at this location, authorized by a temporary use permit. The application is currently under review by staff.*
- **Development Applications – Underway / Development Commenced**
 - **162 First Street / 486 Jubilee Street (Duncan Manor Redevelopment)** – No change - *Council gave approvals on April 15, 2024 to facilitate the development of a 130-unit affordable housing building for seniors and people living with disabilities. Site work commenced in May 2026.*

CAO Report – June 8, 2026

- **442 Festubert Street** – No change - *This Development Permit application is for a 13-unit townhouse project. The application was reviewed by the Advisory Design Panel on June 26, 2025. An application review letter was provided to the applicant. The development permit has been issued. A building permit has been issued and construction is underway.*

Administration and Finance

- **2026 Property Tax Notices** – *NEW THIS YEAR – You can now sign up to receive your property tax notice by email, as well as view your property tax and utility billing accounts online through a single safe access point. Visit www.duncan.ca for detailed instructions. Paper notices have been mailed. If you have not received your notice by the middle of June, please contact City Hall 250-746-6126 or email taxes@duncan.ca.*
- **ChildCareBC New Spaces Fund** – *The City will build a new childcare centre in McAdam Park to provide 12 infant-toddler spaces and 24 spaces for kids aged 3-5 with \$3,179,000 provided by ChildCareBC. A geotechnical assessment has been completed and the report has been provided to the architect for the final design.*
- **2025/2026 Regional Community to Community Program Grant** – *No change - The City will receive \$11,150 in Community to Community (C2C) Program funding to support relationship building events and the development of agreements with Cowichan Tribes. Regional C2C program is administered by the Union of BC Municipalities and funded by the Province of BC and Indigenous Services Canada. A Council to Council event is tentatively being planned for June.*
- **Community Safety Action Plan** – *No change - Consent to enter agreements will be facilitated for other commercial property owners. Staff are preparing a who to call brochure, as well as information about the improvements to the graffiti removal program (increase to \$100 and include anti-graffiti coating) and enhanced security initiative (increase to \$2,000).*
- **Community Safety Advocacy Strategy** – *Resolutions were endorsed at the Association of Vancouver Island and Coastal Communities conference on April 24 on the following topics:*
 - *Supportive Housing Residential Tenancy Act Amendments*
 - *Province-wide expansion of the Chronic Property and Public Disorder Intervention Initiative*

Council has directed staff to send in a resolution and request a meeting with the Minister of Housing regarding the potential establishment of a recovery-oriented housing site. Staff continue to gather information to support that request. The meeting will also cover requesting the inclusion of The Village Model of housing in the housing continuum to ensure that this model receives regular and ongoing funding from BC Housing.

- **Provincial Advocacy** – *Council has requested a meeting with the Minister of Transportation and Transit during the 2026 Union of BC Municipalities Convention to discuss Regional Highway Safety Improvements in the Cowichan Valley by advancing the 2014 Trans-Canada Highway Corridor Management Plan: Boys Road to Beverly Street*

Request for Decision



To: Peter de Verteuil, CAO **File No:** 3090-20-DVP-2026-01
Meeting Date: June 8, 2026 **Submission Date:** May 21, 2026
From: Kyle Young, Director of Planning & Sustainability
Subject: Development Variance Permit Application No. DVP-2026-01 for 360 Duncan Street

RECOMMENDATION:

1. **That Council confirm staff’s decision to deny issuance of Development Variance Permit No. DVP-2026-01 for 360 Duncan Street.**

OR

2. **That Council amend staff’s decision to deny issuance of Development Variance Permit No. DVP-2026-01 for 360 Duncan Street.**

OR

3. **That Council set aside staff’s decision to deny issuance of Development Variance Permit No. DVP-2026-01 for 360 Duncan Street.**

And that Council issue Development Variance Permit No. DVP-2026-01 for 360 Duncan Street to regularize the fence installed in the front yard of the subject property.

BACKGROUND:

Subject Property

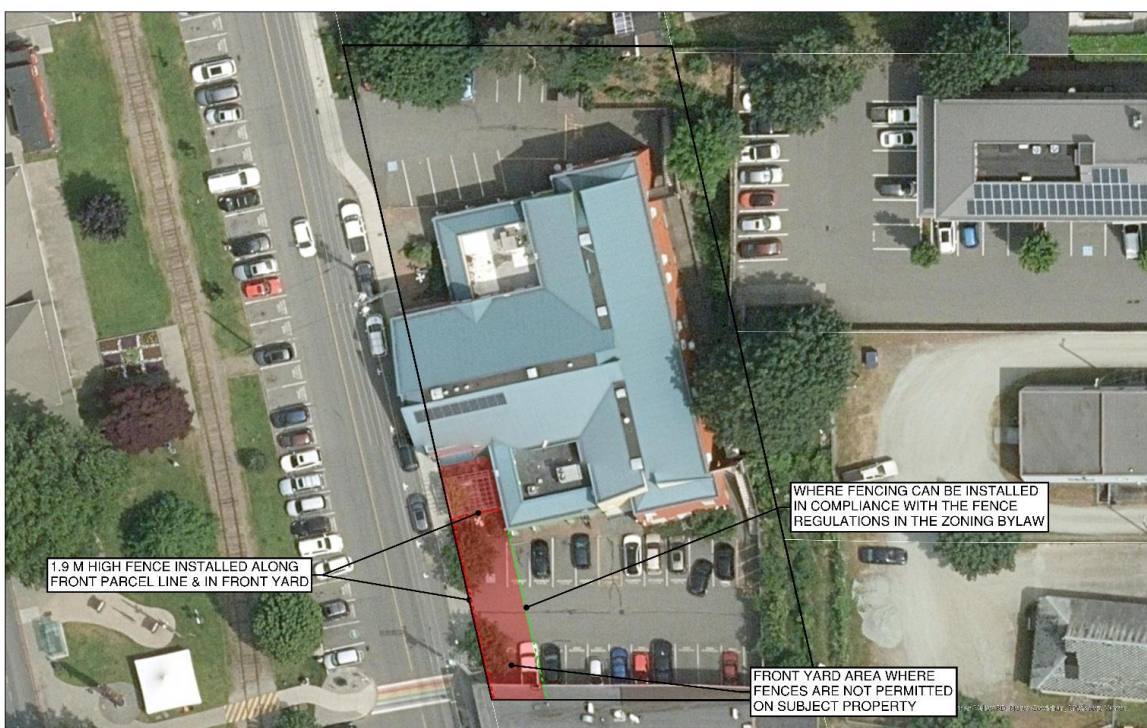
Civic Address: 360 Duncan Street (**APPENDIX B**)
 Neighbourhood: Downtown
 Property Area: 0.27 ha 0.66 ac 2,690 m² 28,955 ft²
 Zoning: Downtown Comprehensive (DTC) Zone (**APPENDIX C**)
 OCP Designation: Core Commercial
 OCP DPAs: DPA 1 – Design Standards
 Local Area Plan: N/A
 Site Description: The property contains a two storey mixed use building with commercial units on the ground floor and residential units on the upper floor (**APPENDIX D**). Site photos are included as **APPENDIX E**.

Request for Decision – June 8, 2026 Council Meeting – Development Variance Permit for 360 Duncan Street

- Site Context (North): Commercially zoned properties with single-unit dwellings
- Site Context (East): Commercially zoned properties & community use zoned property (former Mercury Theatre) accessed from Brae Road
- Site Context (South): Commercially zoned properties (e.g. Duncan Garage)
- Site Context (West): Duncan Street, followed by Charles Hoey Park

History & Proposal

In January of this year, the City became aware of a fence and gate that had recently been installed on the subject property in contravention of the fence regulations in the City’s zoning bylaw and the objectives of the applicable development permit area. Since the property is commercially zoned, fences are not permitted in the front yard or between the front face of the building and the front parcel line, as shown in the image below.



Unfortunately, a 1.9 m high metal fence (with a gate) was installed along the front parcel line immediately adjacent to the public sidewalk (see site photos in **APPENDIX E**). The landscaped area along the site frontage (now behind the fence) was also mostly destroyed when the fence was installed. City staff met with the property owner and property manager onsite to discuss the fence, including site security concerns and options to bring the fence into compliance with the zoning bylaw, which includes relocating the fence and gate or applying for a development variance permit. The owner submitted a development variance permit application to seek approval to allow the fence and gate to remain, as installed.

Request for Decision – June 8, 2026 Council Meeting – Development Variance Permit for 360 Duncan Street

Pursuant to the City’s delegation of authority bylaw, decisions on this type of development variance permit applications are delegated to the Chief Administrative Officer and the Director of Planning and Sustainability, collectively, for a decision. Staff considered the application and denied issuance of the requested variance for the following reasons:

- Fences are generally not permitted in the front yards of commercial properties in Duncan because they work against fostering positive interactions between private and public spaces.
- There is a cumulative impact if multiple sites wish to do the same and ‘close off’ large portions of their commercial properties.
- The fence is also subject to Development Permit Area (DPA) 1 – Design Standards and is inconsistent with the stated objectives to:
 - enhance the visual and aesthetic qualities and character of Duncan
 - improve the public realm adjacent to private development sites
 - support and enhance placemaking
 - ensure that development does not adversely impact the surrounding neighbourhood

In accordance with the delegation of authority bylaw, the owner is entitled to have the decision of a delegate reconsidered by Council, and the owner submitted that reconsideration request on May 13, 2026. The original cover letter and the letter from the owner requesting the reconsideration are attached as **APPENDICES F and G**. Council now has three options, as noted in the Recommendation section of this report.

ANALYSIS:

The reconsideration request letter notes that the property owner provides services to high-risk and vulnerable youth in the building and that this site serves as the base for the Child Safety After Hours Response Team, which operates and requires access at all hours of the day. The letter also notes that the fence and gate provide an essential layer of safety that, if removed, would create an unacceptable level of risk.

While there are other youth shelters and service providers in Duncan that do not have gated parking lots, there may be other factors and considerations unique to this site and operation that necessitate a fenced and gated area on the property. However, the same fence and gate could be positioned farther back from the front parcel line in line with the front of the building (as generally shown in the image above), offering the same level of security and protection while also complying with the bylaw. Aside from potentially reconfiguring the parking spaces closest to the street (~4 spaces) and leaving those spaces outside of the fenced area, this would appear to be a viable option. If the placement of a relocated fence or reconfiguration of parking results in the reduction of parking spaces, a variance for the parking reduction would be required because the number of parking spaces provided on the property is already below the minimum specified in the zoning bylaw.

Staff recognize that different uses may have unique operational and security needs and property owners and businesses/organizations should be able to adapt sites and buildings to meet their

Request for Decision – June 8, 2026 Council Meeting – Development Variance Permit for 360 Duncan Street

operational needs. However, site and building planning and design must also consider the zoning regulations and urban design objectives applicable to the property and surrounding area.

For the reasons noted above, and the fact that a fence and gate can be installed in compliance with the bylaw while also achieving the owner’s security and safety objectives, staff were unable to support the variance request. It is also important to note that while the organization currently operating at this site may have unique site security risks and needs, the next business or organization that occupies this space may not have the same needs, but the fence (if permitted) would remain.

Public Input

The City did not receive any input as a result of the City’s notice to neighbouring property owners and occupants.

IMPLICATIONS:

- Financial:** N/A
- Policy/Legislation:** The delegation of authority bylaw permits owners to have this type of delegated decision reconsidered by Council. Council can confirm, amend, or set aside the delegate’s decision.
- Strategic Priority:** N/A
- Sustainability:** N/A
- Communication:** Notice was sent to owners and occupiers within 60 m (200 ft) of the subject property. No responses were received.
- Staffing Implications:** N/A

ALTERNATE RESOLUTIONS AND IMPLICATIONS:

See Recommendations section.

APPENDICES:

- APPENDIX A** Development Variance Permit
- APPENDIX B** Location Map
- APPENDIX C** Zoning Map
- APPENDIX D** Air Photo
- APPENDIX E** Site Photos
- APPENDIX F** Original Cover Letter
- APPENDIX G** Reconsideration Letter

APPENDIX A**DEVELOPMENT VARIANCE PERMIT NO. DVP-2026-01**

Subject Property:	360 Duncan Street
Legal Description:	LOT A SECTION 17 RANGE 6 QUAMICHAN DISTRICT PLAN VIP54929
PID:	017-902-886
Property Owner:	0944623 B.C. LTD.
Applicant:	Preferred Property Management (Kartik Bishnoi)
File Number:	3090-20-DVP-2026-01
Proposal:	Front Yard Fence

CONDITIONS OF PERMIT**General Conditions**

1. This permit is issued subject to compliance with all City bylaws and provincial and federal laws.
2. This permit applies only to the subject property identified on this permit (the "Land").

Authorized Development

3. This permit authorizes the installation of a fence in the front yard on the Land.
4. The variances granted under this permit are for the existing fence authorized by this permit only. The variances do not apply to future development or redevelopment of the Land or new or altered fences.
5. The Land must only be used and developed in accordance with this permit, including the following schedules:

SCHEDULE 1: Subject Fence

Variance

6. This permit varies Section 3.8.4 of Zoning Bylaw No. 3166, 2017, by permitting and regularizing a fence that has been installed in the front yard of the Land, as shown in Schedule 1 of this permit.

DEVELOPMENT VARIANCE PERMIT NO. DVP-2026-01

Development Variance Permit Issuance and Expiry

This permit was issued by the City on _____ 2026.

This permit expires on _____, 2028.

The City of Duncan:

Director of Planning and Sustainability

Chief Administrative Officer

DEVELOPMENT VARIANCE PERMIT NO. DVP-2026-01

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the City of Duncan has made no representations, covenants, warranties, guarantees, promises, or agreements (verbal or otherwise) with the registered property owner, other than those contained in this permit.

Owner/Agent (signature)

Witness (signature)

Print Name

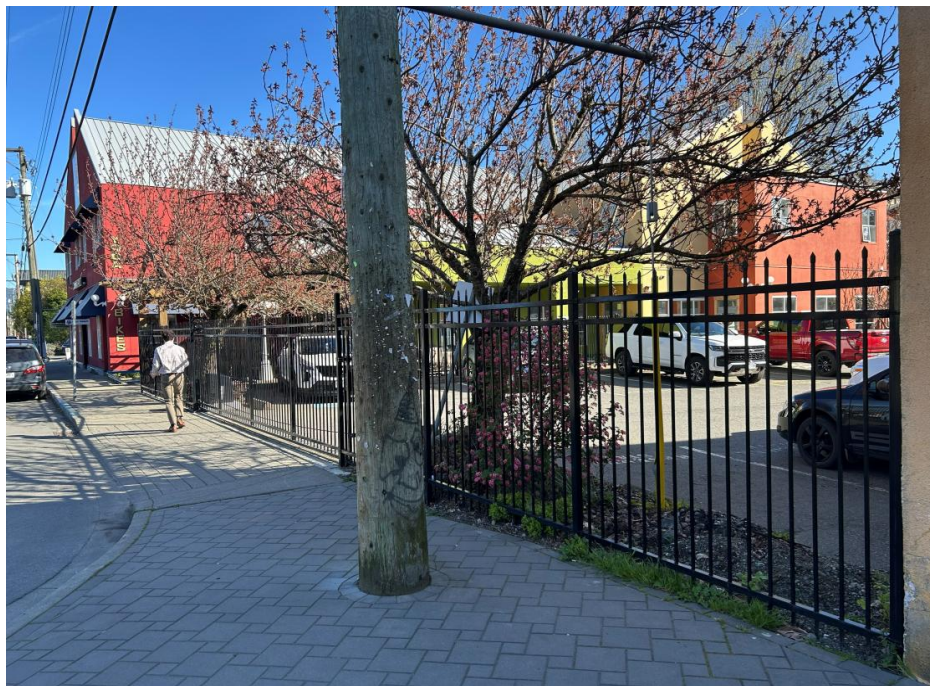
Print Name

Date

Date

DEVELOPMENT VARIANCE PERMIT NO. DVP-2026-01

SCHEDULE 1
Subject Fence



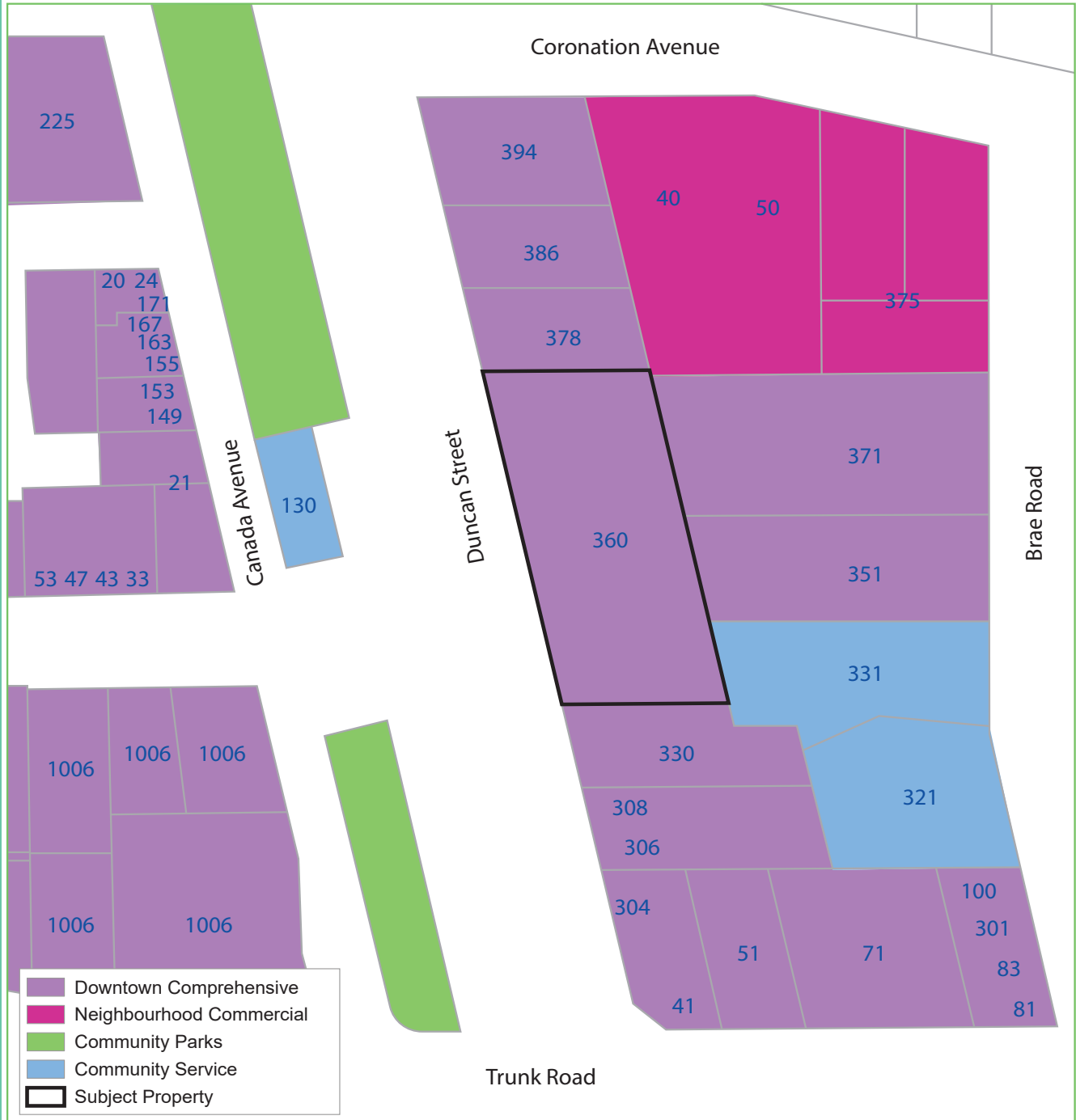
DEVELOPMENT VARIANCE PERMIT NO. DVP-2026-01





APPENDIX B
Location Map

File: DVP-2026-01



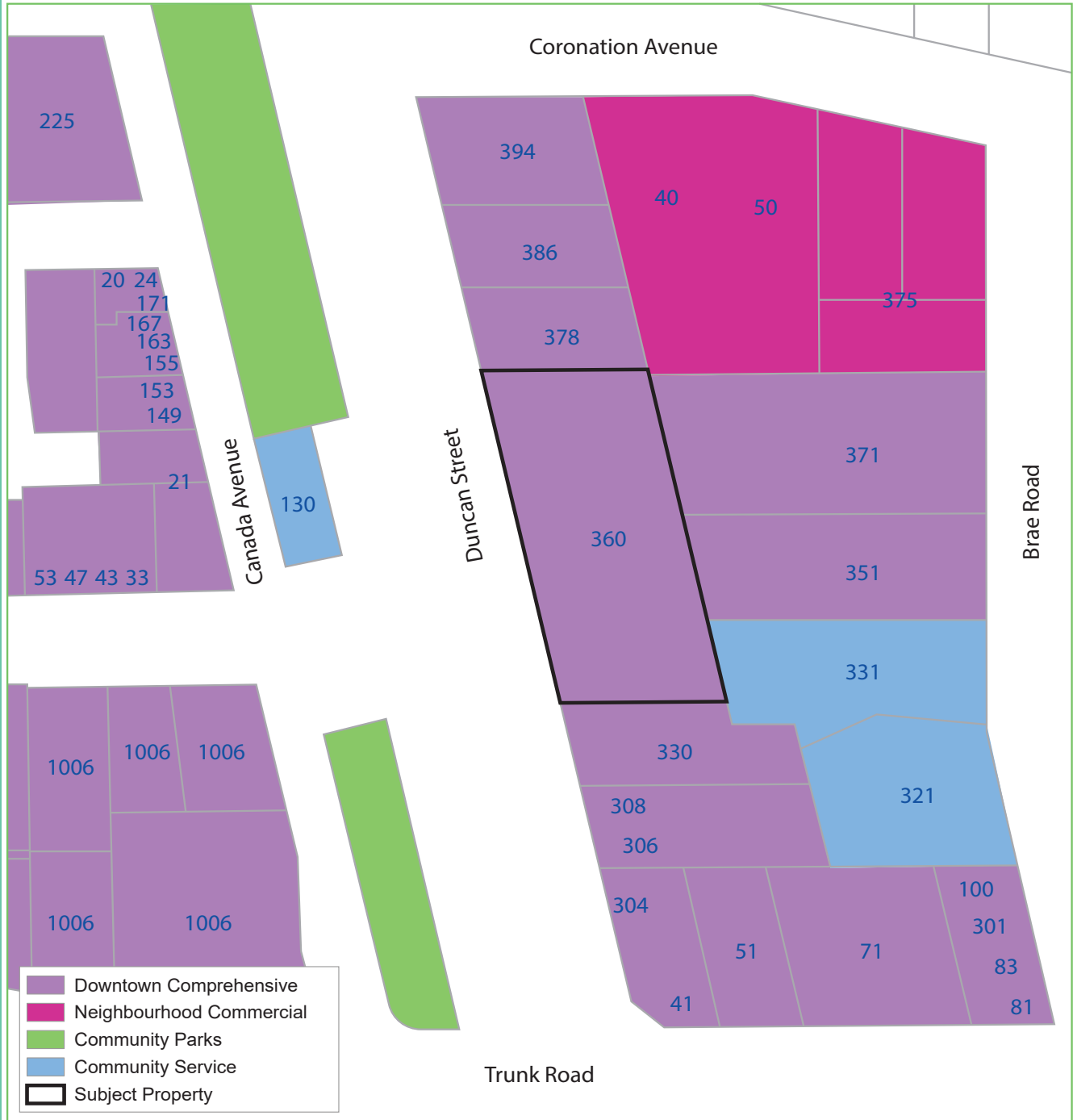
Subject Property





APPENDIX C
Zoning Map

File: DVP-2026-01



- Downtown Comprehensive
- Neighbourhood Commercial
- Community Parks
- Community Service
- Subject Property



Subject Property





APPENDIX D Ortho Imagery (2024) Map

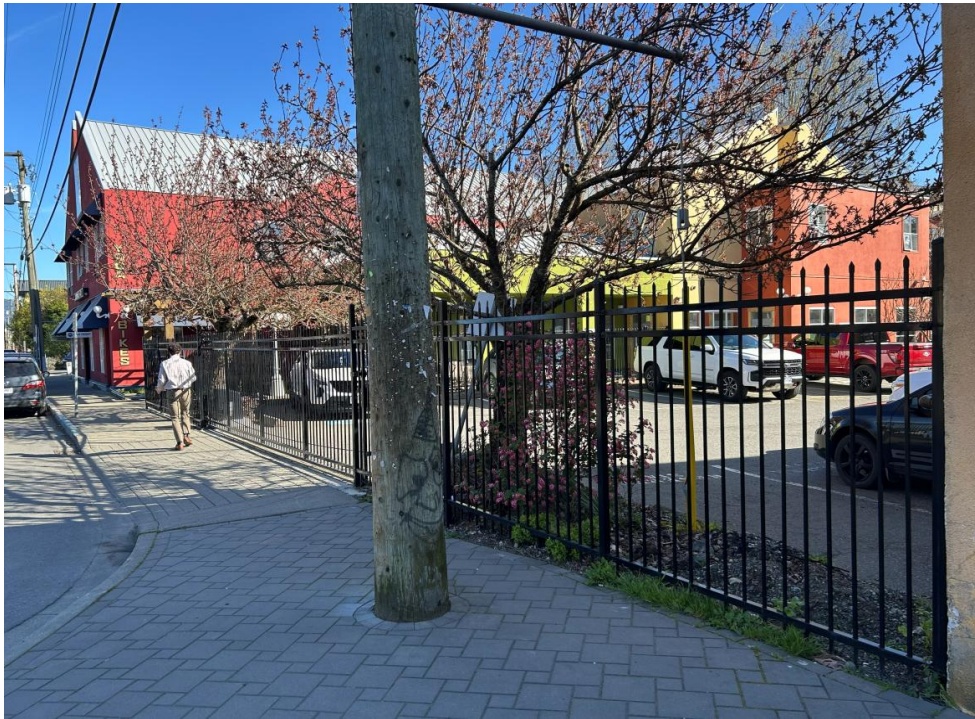
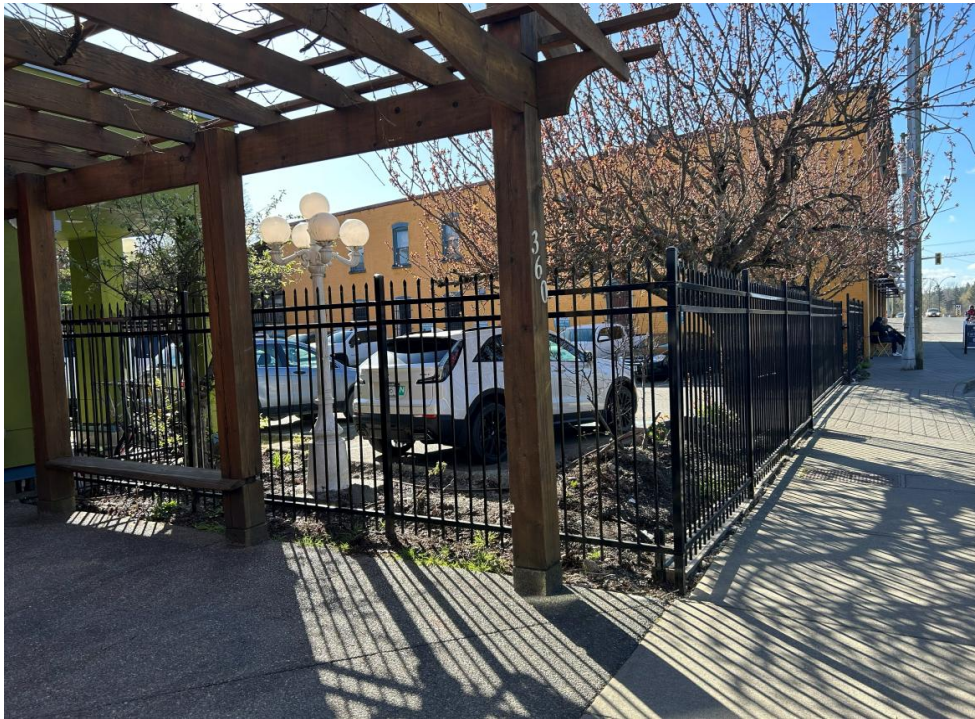
File: DVP-2026-01



 Subject Property



APPENDIX E



APPENDIX F

February 6th, 2026

Purpose of Application

This variance application seeks approval to permit an existing fence on a Cowichan Tribes owned and operated property that does not fully comply with Zoning Bylaw Sections 3.8.4 (Fence Height and Location), 3.24.1 (Off-Street Parking Obstruction), and 3.25.3 (Access to Parking Areas). Approval is requested to allow the fence to remain as constructed due to demonstrated safety, privacy, and operational requirements associated with the site.

Site Context and Program Use

The subject building and parking area are operated by Cowichan Tribes and used for community-based services, including trauma-informed programming for high-risk youth. Services involve sensitive interactions, crisis response, and confidential support. These operations may occur outside regular business hours, including after-hours and emergency situations.

Given the nature of the programming, the site requires a secure, predictable, and private environment to support participant well-being and effective service delivery.

Safety and Privacy Rationale

The fence provides essential physical security and visual separation. It supports controlled access, reduces unauthorized entry, and enhances staff safety during evening and overnight operations.

Privacy is equally critical. The services delivered on site involve highly sensitive and confidential matters. Visibility from adjacent properties or public areas would undermine the trauma-informed approach required for these programs. For individuals with lived experience of trauma, unplanned observation or perceived surveillance can increase stress and act as a barrier to participation. The fence mitigates these impacts by creating a discreet and protected setting appropriate to the services provided.

While Cowichan Tribes currently expends approximately \$35,000 annually on third-party security services, staffing-based security does not address privacy concerns. Physical site design, including fencing, is required to provide continuous, passive protection for both safety and confidentiality.

Staff Assessment: Safety and Privacy Considerations

From a staff assessment perspective, the fence is an appropriate and proportionate response to the operational needs of a facility delivering trauma-informed services to high-risk youth. The fence reduces the likelihood of unauthorized access, loitering, and unplanned interactions while limiting visual exposure of sensitive activities.



February 6th, 2026

The fence does not introduce new safety concerns, obstruct required sightlines, interfere with emergency access, or impede vehicle or pedestrian circulation. In this context, it functions as a preventative safety and privacy measure rather than a restrictive feature.

Bylaw Compliance and Functional Impacts

Although the fence is located in an area where commercial fencing is generally not permitted, it does not obstruct required parking stalls, drive aisles, or emergency access routes. The intent of Sections 3.24.1 and 3.25.3 to maintain functional off-street parking and access is achieved. No adverse impacts to adjacent properties or the public realm have been identified.

Design and Parking Lot Impacts

The fence as constructed avoids encroachment into parking stalls, preserves parking functionality, and maintains a cleaner, more orderly site layout. The fence is of high-quality construction, visually appropriate to the surrounding context, and presents a finished, professional appearance consistent with a community service facility.

Policy Context – Official Community Plan and Reconciliation

The City of Duncan's Official Community Plan adopts the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as a framework for reconciliation and recognizes Cowichan Tribes as a nation and a level of government. The OCP supports Indigenous-led social and community development initiatives and commits the City to respecting Indigenous governance and operational realities.

The fence directly supports these policy objectives by enabling Cowichan Tribes to safely and respectfully deliver confidential, trauma-informed youth services.

Conclusion

The requested variance represents a minor and reasonable variance of zoning regulations. The existing fence is essential to maintaining safety, privacy, and dignity for vulnerable youth and staff, maintains the intent of the bylaw, aligns with OCP policy direction, and represents the most functional and visually appropriate solution for the site.

Sincerely,

Kartik Bishnoi

Preferred Property Management

APPENDIX G



Cowichan Tribes

5760 Allenby Road Duncan, BC V9L 5J1
 Telephone (250) 748-3196 Fax: (250) 748-1233

6 May 2026

Duncan City Hall
 200 Craig Street
 Duncan,
 BC, V9L 1W3

Dear Kyle Young,

Re: Request to Retain Existing Fence and Gate Due to Safety Concerns

I am writing in response to the City's request regarding the removal of, or changes to, the existing fence and gate at our office building located at 360 Duncan Street and the rejected Development Variance Permit Application No. DVP-2026-01.

Our organization provides services to **high-risk and vulnerable youth**, several of whom reside on site. In addition, our building serves as a base for our **Child Safety After-Hours Response Team**, meaning staff access the premises at all hours, including late nights and early mornings.

Due to the nature of our work and the population we serve, **maintaining a secure perimeter is critical**. The current fence and gate provide an essential layer of safety for:

- **Youth living on site**, who are especially vulnerable to external risks,
- **Staff members** arriving and leaving in low-visibility hours,
- **Safe entry and exit between staff vehicles and the building**,

We have also observed a **significant and ongoing presence of unhoused individuals in the immediate area** surrounding the building. While we recognize the broader community challenges this reflects, the removal of the fence or gate would substantially increase safety risks, including unauthorized access to the property, potential confrontations, and threats to both staff and youth.

Removing or significantly altering the existing security measures would, in our assessment, **create an unacceptable level of risk** and run counter to our duty of care responsibilities to both staff and residents. Enclosed and controlled access allows our organization to continue operating safely while fulfilling our mandated child safety obligations.

For these reasons, we respectfully request that the City reconsider the requirement to remove or modify the existing fence and gate, or alternatively, work collaboratively with us to identify solutions that maintain appropriate security while addressing the City's concerns.

We would welcome the opportunity to meet on site to discuss this further and review the safety considerations in person.

Thank you for your understanding and consideration. Please feel free to contact me should you require additional information.

Sincerely,



Alistair MacGregor
Chief Administration Officer
Cowichan Tribes
(250)-748-3196
cao@cowichantribes.com

Request for Decision



To:	Peter de Verteuil, CAO	File No:	3090-20-DVP-2026-02
Meeting Date:	June 8, 2026	Submission Date:	May 25, 2026
From:	Kyle Young, Director of Planning & Sustainability		
Subject:	Development Variance Permit Application No. DVP-2026-02 for 261 & 263 Third Street		

RECOMMENDATION:

That Council issue Development Variance Permit No. DVP-2026-02 for 261 and 263 Third Street to facilitate the development of a 5-storey multi-unit residential building.

BACKGROUND:

Subject Property

Civic Address:	261 & 263 Third Street (APPENDIX B)
Neighbourhood:	Downtown
Property Area:	0.11 ha 0.26 ac 1,057 m ² 11,378 ft ²
Zoning:	High Density Residential (HDR) Zone (APPENDIX C)
OCP Designation:	High Density Residential
OCP DPAs	DPA 1 – Design Standards, DPA 3 – Natural Hazards
Local Area Plan:	N/A
Site Description:	The subject property is comprised of two parcels, each containing a single-unit dwelling and accessory structures. The property has three frontages: Third Street, Lukaitis Lane N/S (also referred to as Third Street B), and Lukaitis Lane (E/W). An air photo and site photos are included as APPENDICES D and E , respectively.
Site Context (North):	Single-unit dwellings in HDR zone, followed by multi-unit dwellings
Site Context (East):	Single-unit and two-unit dwellings in HDR zone
Site Context (South):	Single-unit dwellings in HDR zone
Site Context (West):	Vacant HDR zoned property, followed by Centennial Park

Original Proposal

Earlier this year, the property owner submitted concurrent zoning bylaw amendment and development permit applications to facilitate the construction of a 6-storey, 24-unit multi-unit residential building. The proposed zoning bylaw amendment included a number of site-specific development regulations,

Request for Decision – June 8, 2026 Council Meeting – Development Variance Permit for 261 & 263 Third Street

including increasing the maximum building height from five to six storeys, increasing the maximum floor area ratio, and reducing the minimum number of onsite parking spaces.

Public Information Meeting

The applicant held a public information meeting on March 4, 2026 to share the proposed development plans with the public, with the following summary of feedback provided by the applicant:

- *“Construction noise during the build process*
- *Felt this project would bring too many people into the neighbourhood*
- *Impact of additional noise with many more residents in the area*
- *Concern of additional crime and homelessness as a result of higher density subdivisions*
- *Feeling that parking bylaw stating one for one isn’t good enough for the zoning*
- *One couple had a concern about losing the streetlight on Lukaitis and it not being light enough in the area for security*
- *Another had a concern the building would provide too much light at night.”*

Advisory Design Panel

The application was reviewed by the City’s Advisory Design Panel (ADP) at its March 5, 2026 meeting. The ADP provided the following recommendations:

1. *achieve 1:1 parking ratio*
2. *explore options for a 5-storey building on the site*
3. *show difference in shadow impact between a 5-storey building (including elevator shaft) and a 6-storey building (including elevator shaft)*
4. *consider roof access for potential outdoor green roof amenity space or solar array*
5. *incorporate more amenity spaces*
6. *move exit stairway door on west side of building to exit north instead of south to add more landscaping south of that exterior exit*
7. *explore locating garbage and recycling inside to increase outside green space and convenience for residents*
8. *add additional greenery, especially native species, to the proposal, and increase tree canopy and vertical plantings, particularly along Third Street*
9. *consider composite or metal fencing*
10. *remove north exterior parking and add more greenery*
11. *differentiate sidewalk from driveway to the garage on the north side*
12. *expand exterior outdoor elevated greenery, including over parking garage and west wall*
13. *present a tree retention strategy to show how the Japanese Maple tree could be protected if a sidewalk is installed*
14. *incorporate setbacks on the east, west, and Lukaitis Road elevations*
15. *consider more articulation in the windows*
16. *incorporate brick instead of brick veneer*
17. *ensure every unit can accommodate a washer and dryer*
18. *explore window location at southeast elevation to add design interest and increase awnings facing south*

Request for Decision – June 8, 2026 Council Meeting – Development Variance Permit for 261 & 263 Third Street

Staff Review and Revised Proposal

Staff also completed their review of the zoning bylaw amendment and development permit applications and provided a detailed application review letter to the applicant.

In an effort to respond to and address a number of the comments from the public, the ADP, and staff, the applicant has revised the development proposal. In particular, the applicant is now proposing a 5-storey building that complies with the maximum building height and minimum parking requirements in the zoning bylaw.

As a result of the design changes and a number of other factors (see Analysis section of staff report), the applicant is requesting a development variance permit (DVP) to vary the zoning bylaw by reducing the minimum principal building rear parcel line setback from 4 m to 2 m. The proposed development variance permit and revised site plan are attached as **APPENDICES A** and **F**, respectively.

The architectural and landscape plans from the original proposal are attached as **APPENDIX G** for reference only and to illustrate the overall design aesthetic for Council. It is important to note that these plans will be revised to reduce the building height and scale, along with a number of other changes to reflect the staff and ADP feedback in the context of the development permit area guidelines. Should Council grant the DVP, the applicant would then prepare the revised plans for review by staff and consideration of issuance of the development permit by the Chief Administrative Officer and Director of Planning and Sustainability.

ANALYSIS:

Based on the definitions in the zoning bylaw, all three frontages of the subject property (north, south, and east property boundaries) are considered front parcel lines. This means that the western property boundary is a rear parcel line, which makes the minimum principal building setback from this parcel line 4 m. The applicant is requesting that this setback be reduced from 4 m to 2 m.

Staff are supportive of the requested variance for the following reasons:

1. The western property boundary will only technically be considered the rear parcel line in this instance because once the two parcels are consolidated, the property will be considered a through parcel with three frontages, all of which would be front parcel lines. In the absence of Lukaitis N/S being a front parcel line, the western property boundary of the subject property would be considered an interior side parcel line with a minimum 1.5 m setback.
2. The Lukaitis N/S right-of-way is currently 12 m wide. In order to achieve the ultimate road dedication width of 15 m, and to accommodate additional street improvements, an additional 1.5 m of road dedication is required along this frontage. While road dedication requirements should be considered in the site design process, it is reasonable to give some consideration to the impact of dedication on the design and the ability to meet development regulations like minimum setbacks.
3. Reducing the minimum setback from 4 m to 2 m is not anticipated to have an adverse impact on

Request for Decision – June 8, 2026 Council Meeting – Development Variance Permit for 261 & 263 Third Street

the vacant property to the west. That owner has expressed an interest in developing the vacant property. The latest concept presented by the owner to the City includes a building generally situated to the west of the property (outside of the riparian area), with a parking lot between the proposed building and proposed development on 261 and 263 Third Street (i.e. the subject property).

4. The revised site plan and design approach demonstrate a significant effort to balance the comments and feedback from staff and the ADP with the project’s feasibility. This includes things like incorporating the stairwell into the building footprint (rather than projecting to the western property boundary), incorporating the garbage and recycling into the parkade design, removing exterior parking, and reducing the number of dwelling units based on the number of parking spaces that can be accommodated.

Should Council grant the variance, the applicant will still need to prepare and submit revised architectural and landscape plans that are consistent with the development permit area guidelines. It is important to note that this DVP application is only addressing the rear parcel line setback, not other aspects of the site or building design. The applicant’s intent is to submit a revised development that complies with all other regulations in the HDR zone, the intent of which is to permit multi-unit residential buildings in a variety of forms up to 5-storeys in height, and other regulations in the zoning bylaw like minimum parking requirements.

IMPLICATIONS:

Financial:	N/A
Policy/Legislation:	<p>The following Official Community Plan policies are relevant to this application:</p> <p><i>3.2.7 The City will review its development application processes and work to reduce uncertainty in the application process.</i></p> <p><i>3.3.1 The City supports infill and redevelopment to permit more compact housing forms in appropriately designated areas of Duncan to provide a mix of housing types, tenures, and densities.</i></p> <p><i>3.3.3 The City will maintain an open and collaborative relationship with the development community who are responsible for the construction of most new housing.</i></p>
Strategic Priority:	N/A
Sustainability:	<p>Housing development in the HDR zone and near the Downtown support a number of sustainability objectives and policies, including supporting business retention and expansion in the Downtown, increasing the viability of transit services, and creating a compact, walkable community in the face of climate change. The proposed development will need to meet the higher steps of the BC Energy Step Code and BC Zero Carbon Step Code.</p>
Communication:	<p>Notice was sent to owners and occupiers within 60 m (200 ft) of the subject property.</p>

Request for Decision – June 8, 2026 Council Meeting – Development Variance Permit for 261 & 263 Third Street

Staffing Implications: N/A

ALTERNATE RESOLUTIONS AND IMPLICATIONS:

1. Council could amend the DVP conditions, then issue the amended DVP. Motion for consideration:

That Council amend Development Variance Permit No. DVP-2026-02 for 261 and 263 Third Street by [insert amendments].

And that Council issue Development Variance Permit No. DVP-2026-02 for 261 and 263 Third Street, as amended, to facilitate the development of a 5-storey multi-unit residential building.

2. Council could deny issuance of the DVP, in which case the applicant would need to redesign the development to comply with the minimum setback, including determining if such a revised proposal would be feasible. Motion for consideration:

That Council deny issuance of Development Variance Permit No. DVP-2026-02 for 261 and 263 Third Street.

APPENDICES:

- APPENDIX A** Development Variance Permit
- APPENDIX B** Location Map
- APPENDIX C** Zoning Map
- APPENDIX D** Air Photo
- APPENDIX E** Site Photos
- APPENDIX F** Updated Revised Site Plan
- APPENDIX G** Original Architectural and Landscape Plans

APPENDIX A**DEVELOPMENT VARIANCE PERMIT NO. DVP-2026-02**

Subject Property:	261 & 263 Third Street
Legal Description:	LOT 11, SECTION 18, RANGE 6, QUAMICHAN DISTRICT, PLAN 7135 LOT 12, SECTION 18, RANGE 6, QUAMICHAN DISTRICT, PLAN 7135
PID:	005-689-767, 000-911-283
Property Owner:	Centennial Park Properties Ltd.
Applicant:	Studio 9 Architecture + Planning Ltd. (Steven Kaup)
File Number:	3090-20-DVP-2026-02
Proposal:	5-Storey Multi-Unit Residential Building Rear Parcel Line Setback Variance

CONDITIONS OF PERMIT**General Conditions**

1. This permit is issued subject to compliance with all City bylaws and provincial and federal laws.
2. This permit applies only to the subject property identified on this permit (the "Land").

Authorized Development

3. The variances granted under this permit are to facilitate a 5-storey multi-unit residential building (see DP-2026-01).
4. The Land must only be used and developed in accordance with this permit and the following schedules, except as required to be modified by the conditions in this permit:

SCHEDULE 1: Site Plan**Variance**

5. This permit varies Section 4.12.1 of Zoning Bylaw No. 3166, 2017, by reducing the principal building rear parcel line setback from 4 m to 2 m, as shown in Schedule 1 of this permit.
6. The variances granted under this permit do not apply to future development or redevelopment of the Land following construction of the proposed 5-storey multi-unit residential building.

DEVELOPMENT VARIANCE PERMIT NO. DVP-2026-2

Development Permit Issuance and Expiry

- 7. This permit will expire two years from the date of issuance unless construction, in accordance with the terms and conditions of this permit, has substantially started. Construction is considered to be substantially started when a valid building permit for the authorized development has been issued and remains valid, and excavation or construction works associated with the authorized development have commenced to the satisfaction of the Director of Planning and Sustainability. Demolition does not constitute construction.

This permit was issued by the City on _____ 2026.

This permit expires on _____, 2028.

The City of Duncan:

Corporate Officer

DEVELOPMENT VARIANCE PERMIT NO. DVP-2026-2

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the City of Duncan has made no representations, covenants, warranties, guarantees, promises, or agreements (verbal or otherwise) with the registered property owner, other than those contained in this permit.

Owner/Agent (signature)

Witness (signature)

Print Name

Print Name

Date

Date

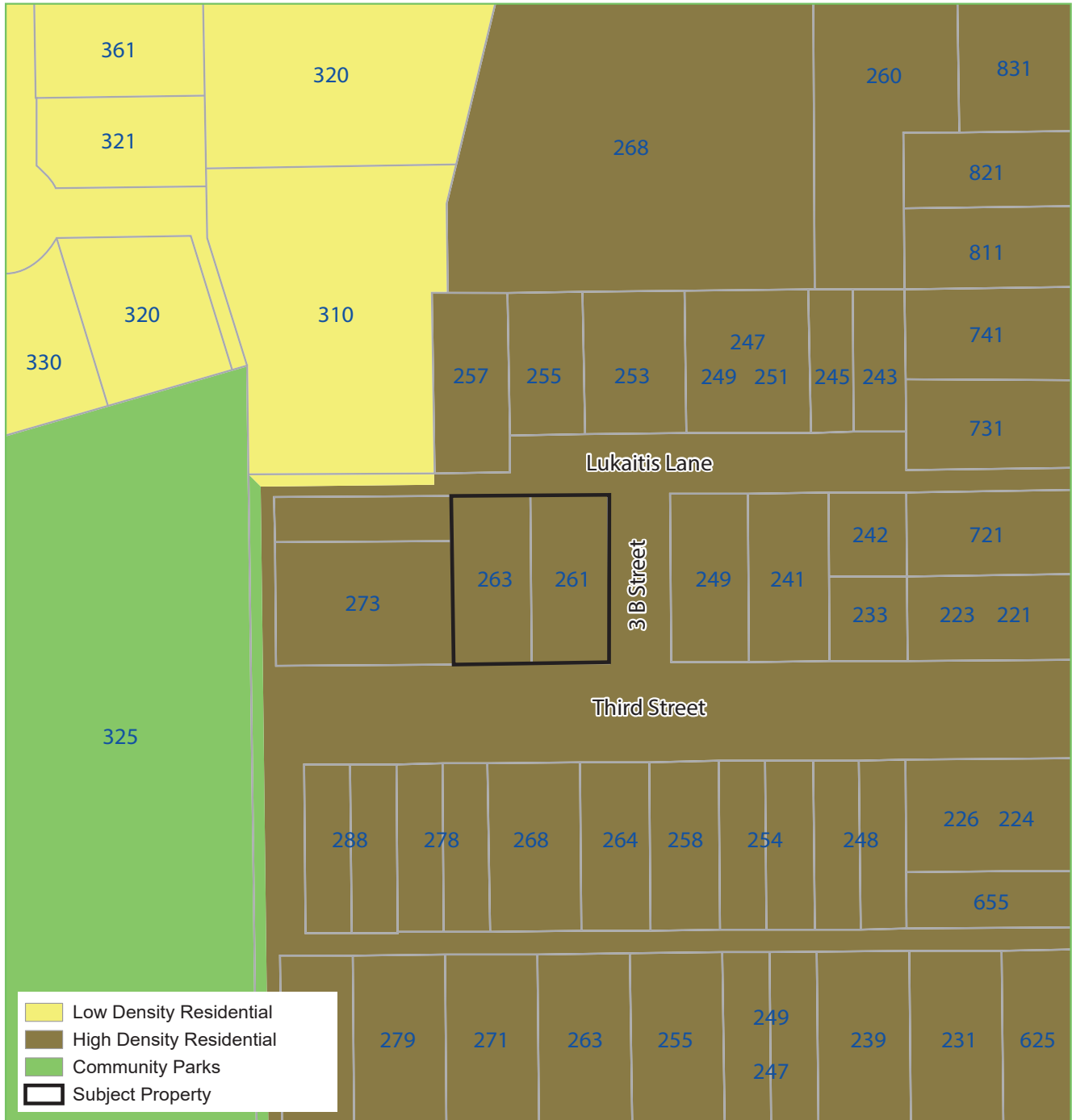
DEVELOPMENT VARIANCE PERMIT NO. DVP-2026-2

SCHEDULE 1
Site Plan



APPENDIX C Zoning Map

File: DP-2025-07



- Low Density Residential
- High Density Residential
- Community Parks
- Subject Property



Subject Property





APPENDIX D Ortho Imagery (2024) Map

File: DP-2025-07



 Subject Property



APPENDIX E





APPENDIX F



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OWNER:
CENTENNIAL

3rd. Street Condominiums

265 3rd. St.
Duncan, BC

ISSUE	DATE	DESCRIPTION
1	2025.08.22	SP APPLICATION

PROJECT #: 240813
DRAWN BY: JK
CHKD BY: STK
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Site Plan & Project Info

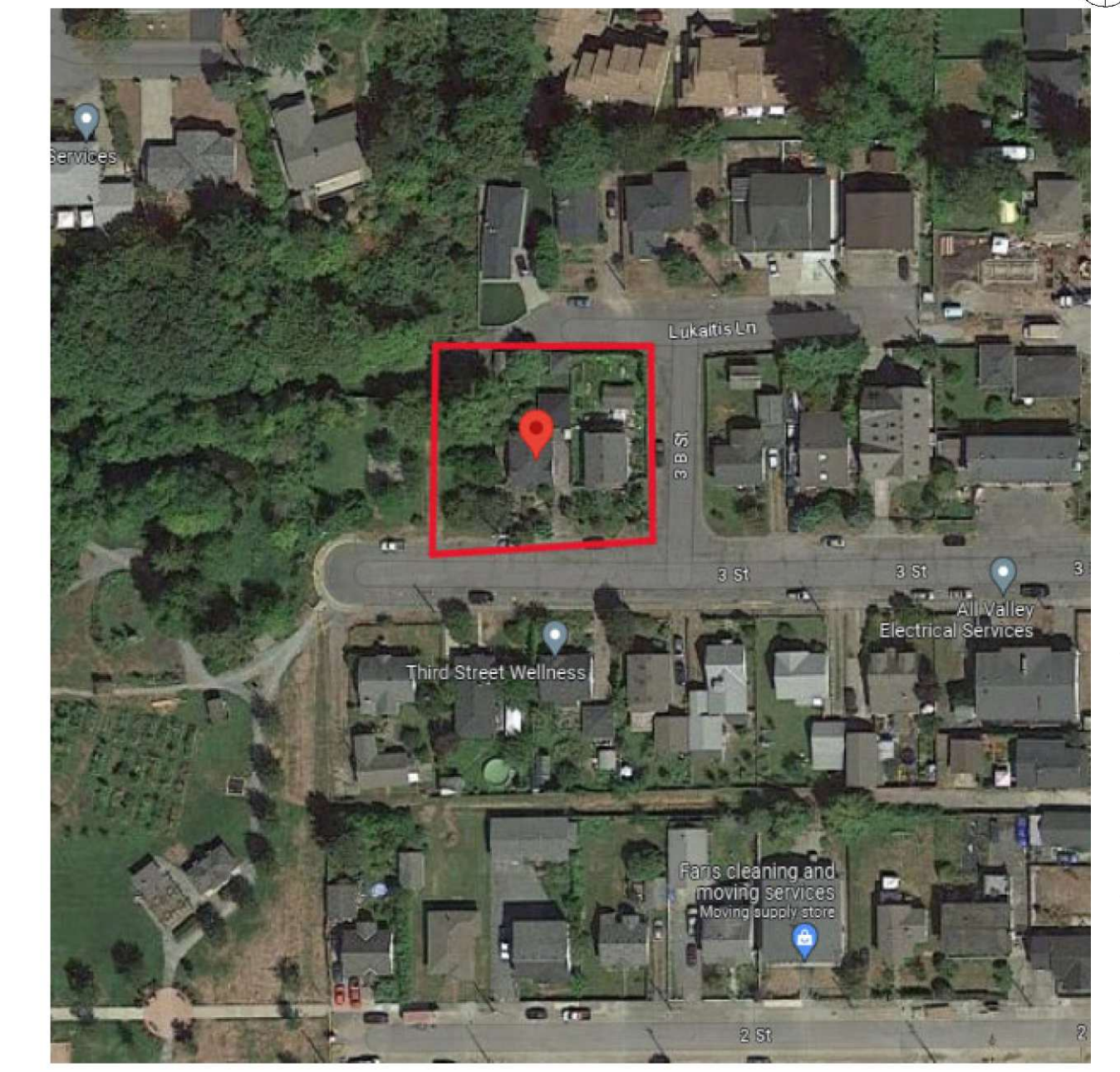
A100.1

SCALE: 1/8" = 1'-0"

NOT FOR CONSTRUCTION

PROJECT STATS			
CIVIC ADDRESS	261 & 265 3RD STREET, DUNCAN BC		
PROJECT DESCRIPTION	5 STOREY, MULTI-FAMILY RESIDENTIAL BUILDING		
ZONING	HIGH DESNITY RESIDENTIAL (HDR)		
ITEM	REQUIRED	PROPOSED	
GENERAL INFO.			
LOT FRONTAGE	15 m		
LOT DEPTH			1059.0 sq. m
LOT AREA	600 sq. m (min)		
MAX FLOOR AREA RATIO, PROJECT ADOPTING BONUS DENSITY II OPTION, STEP 3 CODE COMPLIANCE	3:1		TOTAL GROSS FLOOR AREAS / LOT AREA = 2.9:1
MAX LOT COVERAGE	70%		65%
COVERAGE AREA	742 sq. m (max)		740 sq. m
BUILDING AREA			
		SF	SM
LEVEL 1 (PARKADE)			688m
LEVEL 2			490m
LEVEL 3			490m
LEVEL 4			490m
LEVEL 5			490m
GRAND TOTAL - TOTAL GROSS AREA			2648m
SITE SETBACKS			
FRONT SETBACK	3.0 m		3.0 m
REAR SETBACK	4.0 m	PROPOSED VARIANCE	2.0m
NA	NA		NA
NA	NA		NA
BUILDING HEIGHT			
BUILDING HEIGHT	17 m (max)		16.9m
MAX. NUMBER OF STOREYS	5 Storeys		5 Storeys
UNIT TYPES			
	QUANTITY	TYPE	SF SM
TYPE A	3	3 BDR	
TYPE B	8	2 BDR	
TYPE C	6	1 BDR W/ DEN	
TOTAL =	17		
VEHICLE PARKING			
	REQUIRED STALLS		
1 STALL PER UNIT	17		
TOTAL =	17		
	PROVIDED STALLS		
REGULAR STALLS (2.6m x 5.4m) - ENCLOSED	14		
SMALL CAR STALLS (2.6m x 4.4m) - ENCLOSED MAX 30%	3		
ACCESSIBLE PARKING	1 (INCLUDED)		
VISITOR STALLS	1 (INCLUDED)		
TOTAL =	17 STALLS		
BIKE PARKING			
	REQUIRED	PROVIDED	
SHORT TERM	1 TWO-SIDED RACK PER 5 UNITS = 4 RACKS	4 RACKS	
LONG TERM	1 PER UNIT = 17 SPACES	25 SPACES	

SITE LOCATION



3rd. Street Condominiums

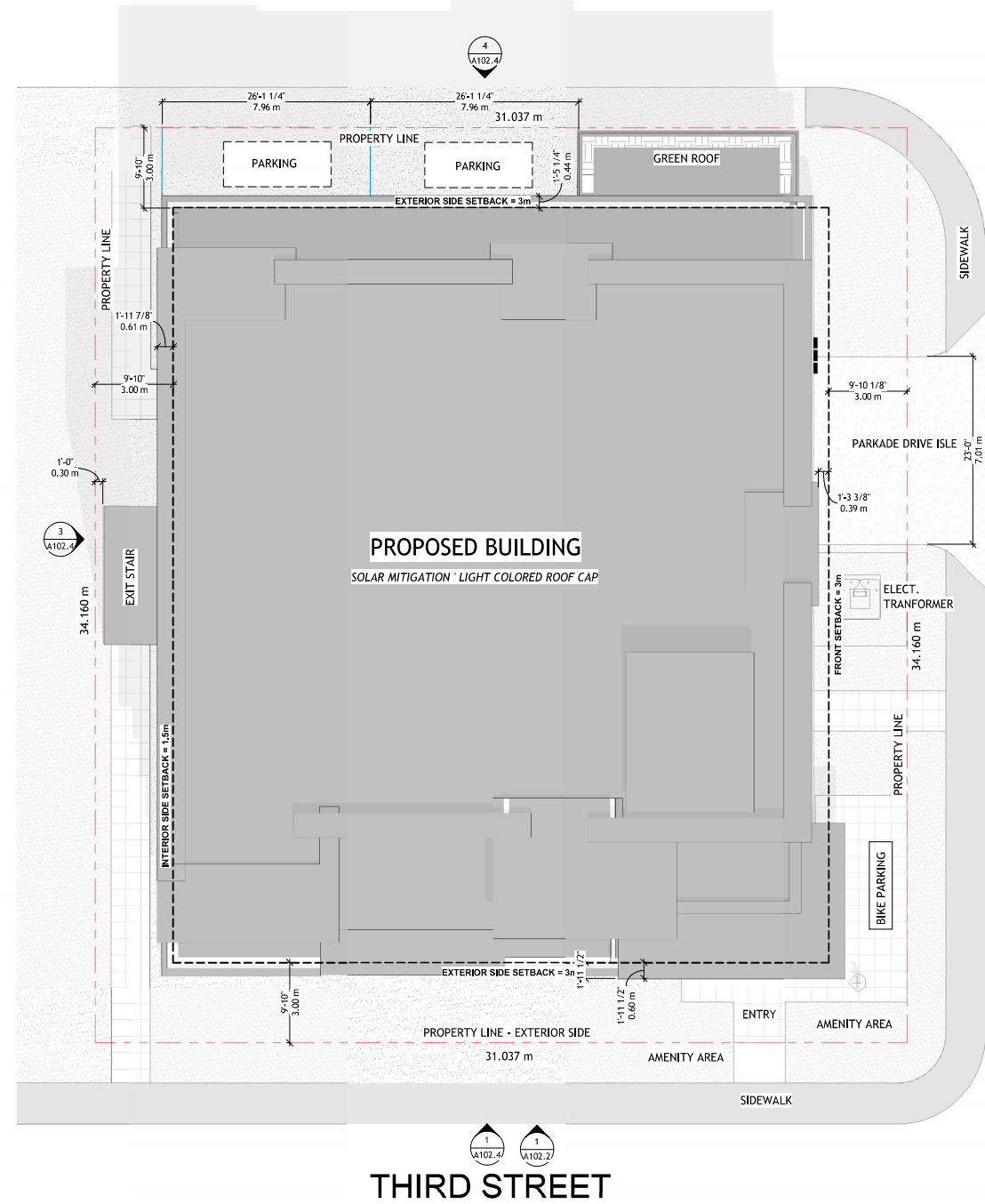
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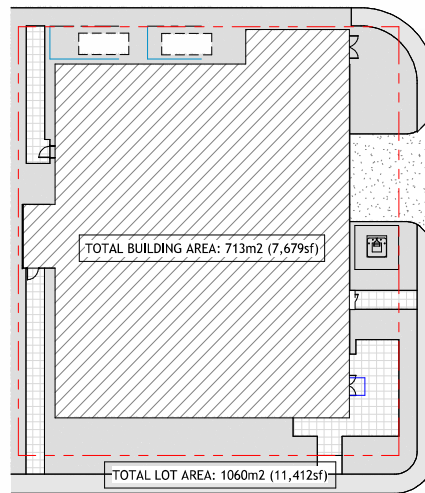
DP APPLICATION

DP APPLICATION - ADDENDUM 01
2025.10.17



SITE PLAN
1 : 100

LUKAITIS LANE NORTH/SOUTH

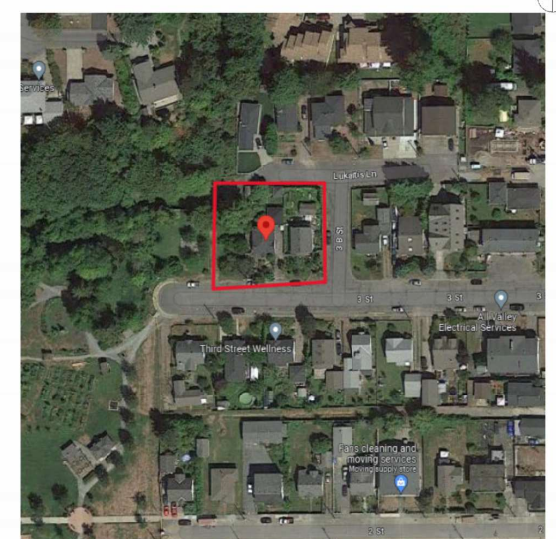


LOT COVERAGE DIAGRAM
1" = 20'-0"

PROJECT STATS			
CIVIC ADDRESS	261 & 265 3RD STREET, DUNCAN BC		
PROJECT DESCRIPTION	6 STOREY, MULTI-FAMILY RESIDENTIAL BUILDING		
ZONING	HIGH DENSITY RESIDENTIAL (HDR)		
ITEM	REQUIRED	PROPOSED	
GENERAL INFO.			
LOT FRONTAGE	15 m		
LOT DEPTH			
LOT AREA	600 sq m (min)	1060,2 sq. m	
MAX FLOOR AREA RATIO: PROJECT ADOPTING BONUS DENSITY II OPTION; STEP 3 CODE COMPLIANCE	3:1	TOTAL GROSS FLOOR AREAS / LOT AREA = 2.9:1	
MAX LOT COVERAGE	70%	67%	
COVERAGE AREA	742 sq. m (max)	713 sq.m.	
BUILDING AREA			
		SF	SM
LEVEL 1 (PARKADE)			713m
LEVEL 2			490m
LEVEL 3			490m
LEVEL 4			490m
LEVEL 5			490m
LEVEL 6			474m
GRAND TOTAL - TOTAL GROSS AREA			3147m
SITE SETBACKS			
FRONT SETBACK	3.0 m		3.0 m
REAR SETBACK	4.0 m		4.0 m
SIDE SETBACK (EAST)	3.0 m		3.0 m
SIDE SETBACK (WEST)	3.0 m	PROPOSED VARIANCE*	0.3m
BUILDING HEIGHT			
BUILDING HEIGHT	17 m (max)	PROPOSED VARIANCE*	19.0 m
MAX. NUMBER OF STOREYS	5 Storeys	PROPOSED VARIANCE*	6 Storeys
UNIT TYPES			
	QUANTITY	TYPE	SF SM
TYPE A	2	3 BDR	
TYPE B	13	2 BDR	
TYPE C	9	1 BDR W/ DEN	
TOTAL =	24		
VEHICLE PARKING			
	REQUIRED STALLS		
1 STALL PER 1 BDR UNIT 1:1	9		
1 STALLS PER 2 BDR UNITS OR LARGER 1:1	15		
TOTAL =	24		
	PROVIDED STALLS		
REGULAR STALLS (2.8m x 5.6m) - ENCLOSED	19		
PARALLEL STALLS (2.8m x 6.5m) - UNENCLOSED	2		
SMALL CAR STALLS (2.6m x 4.4m) - 50% ALLOWED (5 Small stalls allowed)	MAX 4 (INCLUDED)		
ACCESSIBLE PARKING	1 (INCLUDED)		
VARIANCE STALLS	3	PROPOSED VARIANCE*	
TOTAL =	27 STALLS		
BIKE PARKING			
	REQUIRED	PROVIDED	
SHORT TERM	1 TWO-SIDED RACK PER 5 UNITS = 5 RACKS	5 RACKS	
LONG TERM	1 PER UNIT = 24 SPACES	23 SPACES	

*SEE BYLAW VARIANCE RELAXATION NARRATIVE

SITE LOCATION



DP APPLICATION



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OWNER:
CENTENNIAL

3rd. Street Condominiums

265 3rd. St.
Duncan, BC

ISSUE	DATE	DESCRIPTION
1	2025.10.17	DP APPLICATION - ADDENDUM 01

PROJECT #: 240813
DRAWN BY: JK
CHKD BY: STK
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Site Plan & Project Info

A100.1

SCALE: As indicated

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Duncan, BC

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PROJECT #: 240813

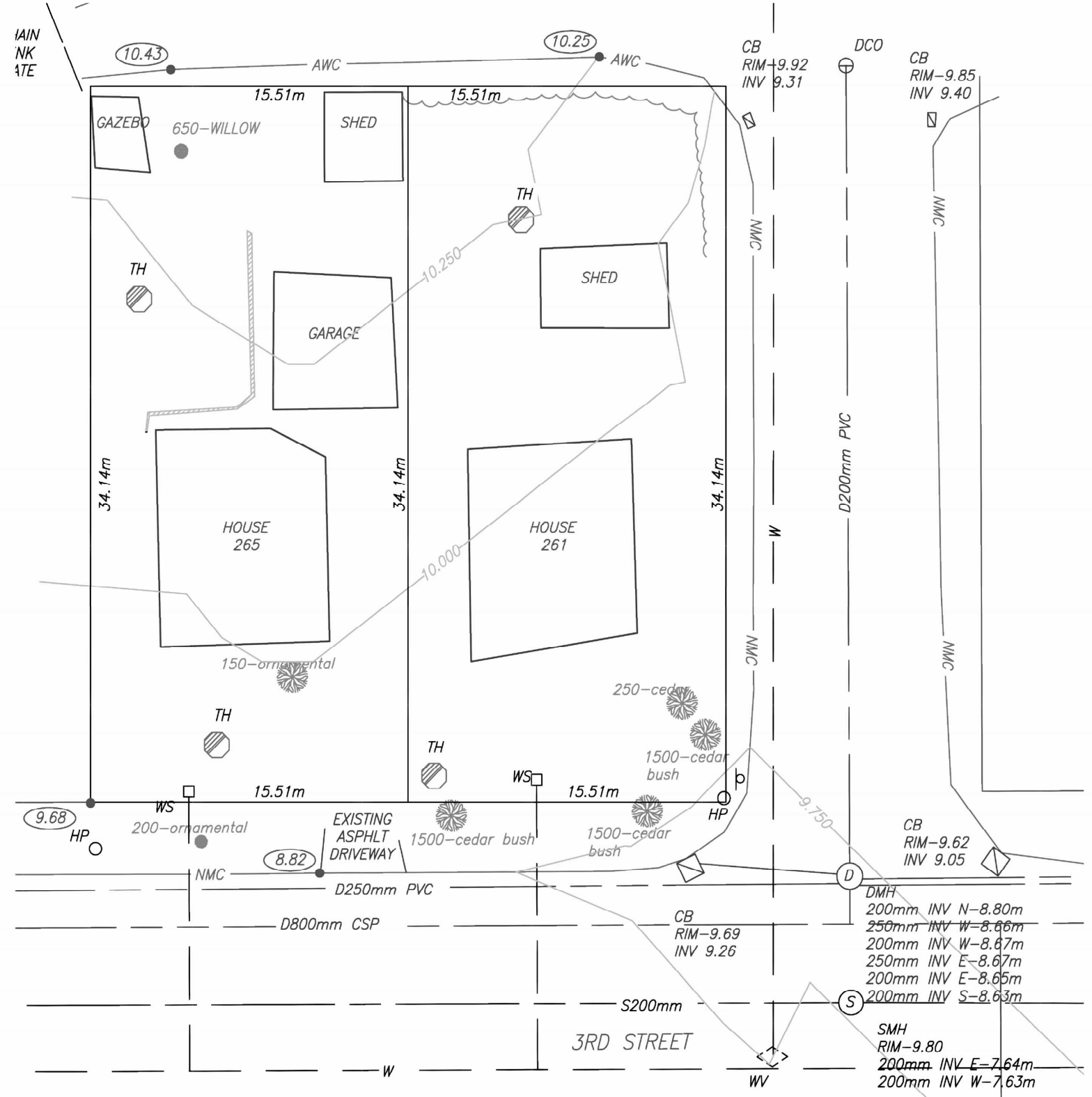
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Site Plan - EXISTING

A100.2

SCALE:

DP APPLICATION



① EXISTING SITE
Scale: 1 : 100



N
SOLAR STUDY - WINTER 10am
1" = 40'-0"



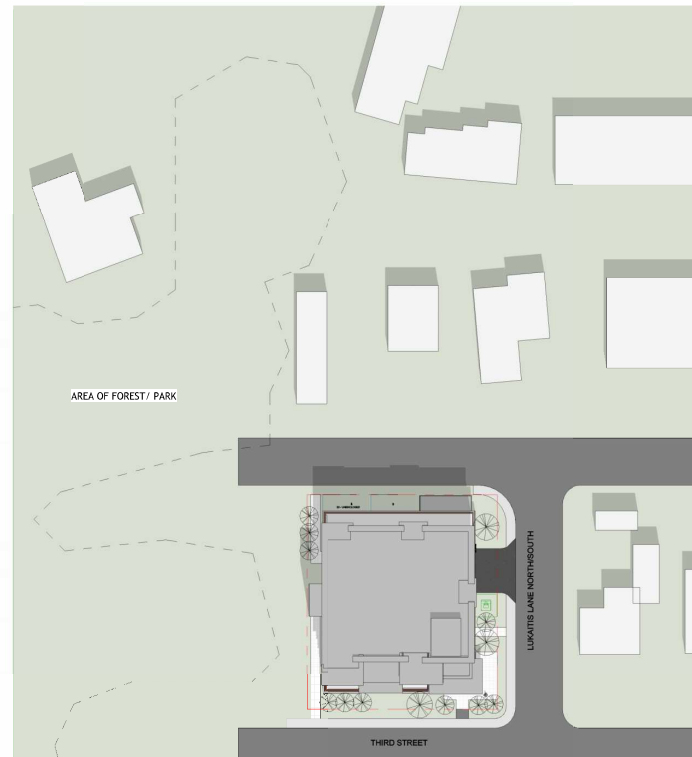
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SOLAR STUDY - WINTER 12pm
1" = 40'-0"



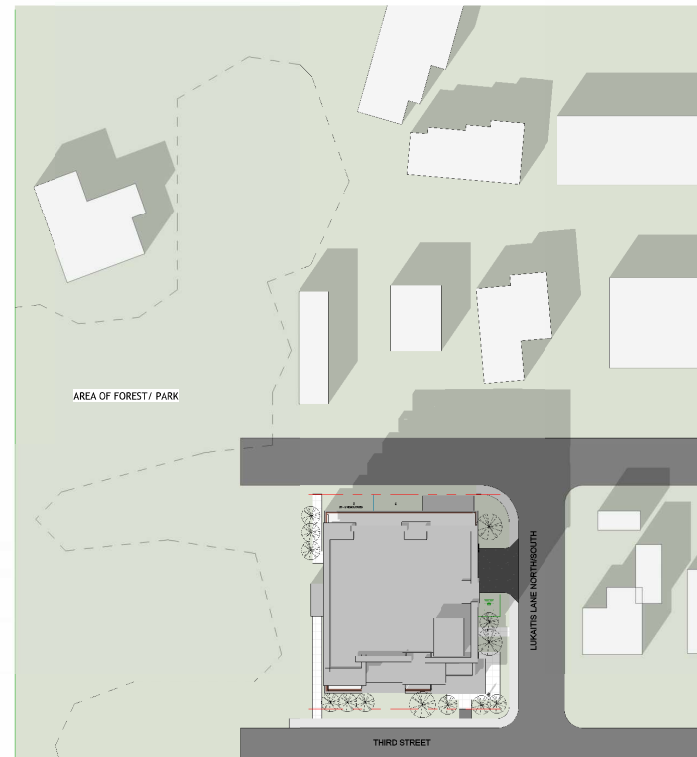
N
SOLAR STUDY - WINTER 2pm
1" = 40'-0"



N
SOLAR STUDY - SPRING/ FALL 10am
1" = 40'-0"



N
SOLAR STUDY - SUMMER 12pm
1" = 40'-0"



N
SOLAR STUDY - SPRING/ FALL 2pm
1" = 40'-0"

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Site Plan - SOLAR STUDY

A100.3

SCALE: 1" = 40'-0"

DP APPLICATION

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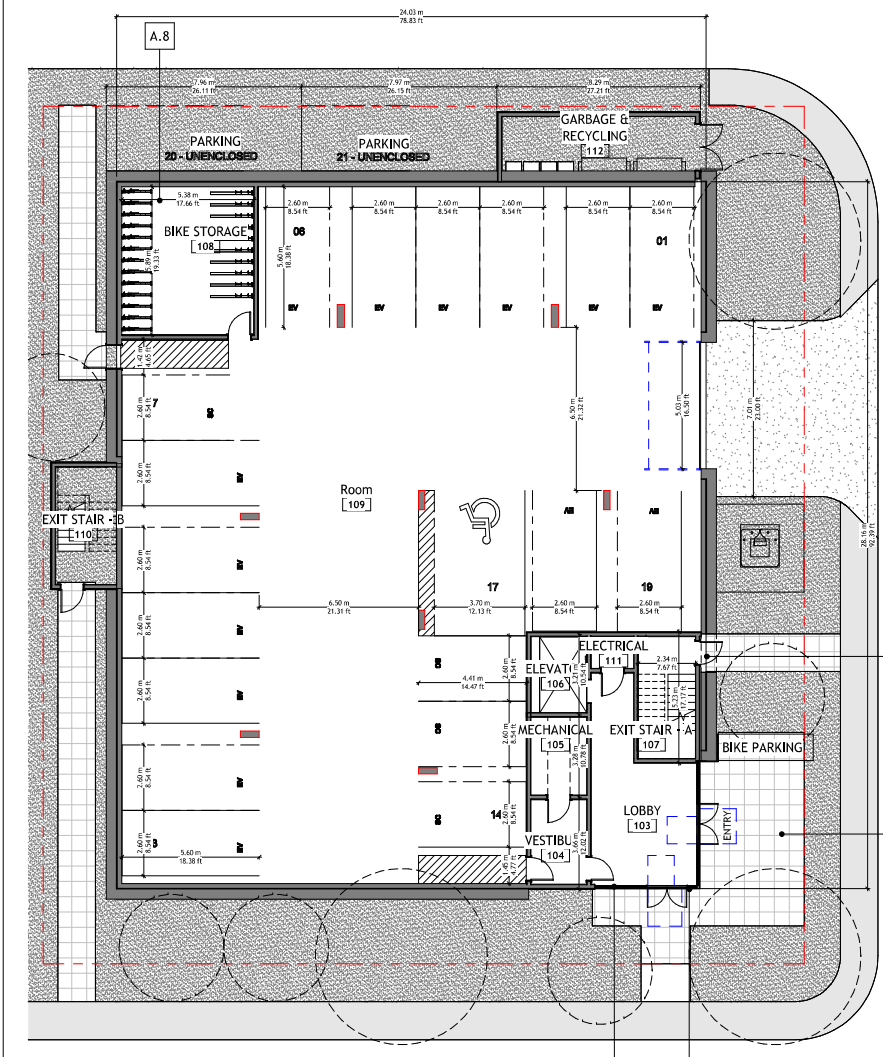
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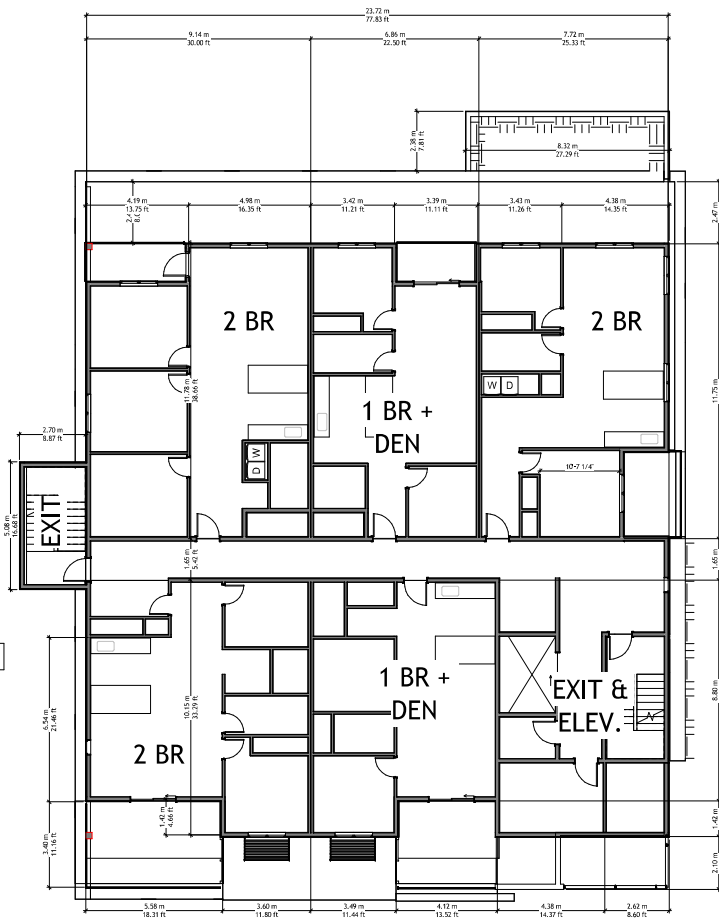
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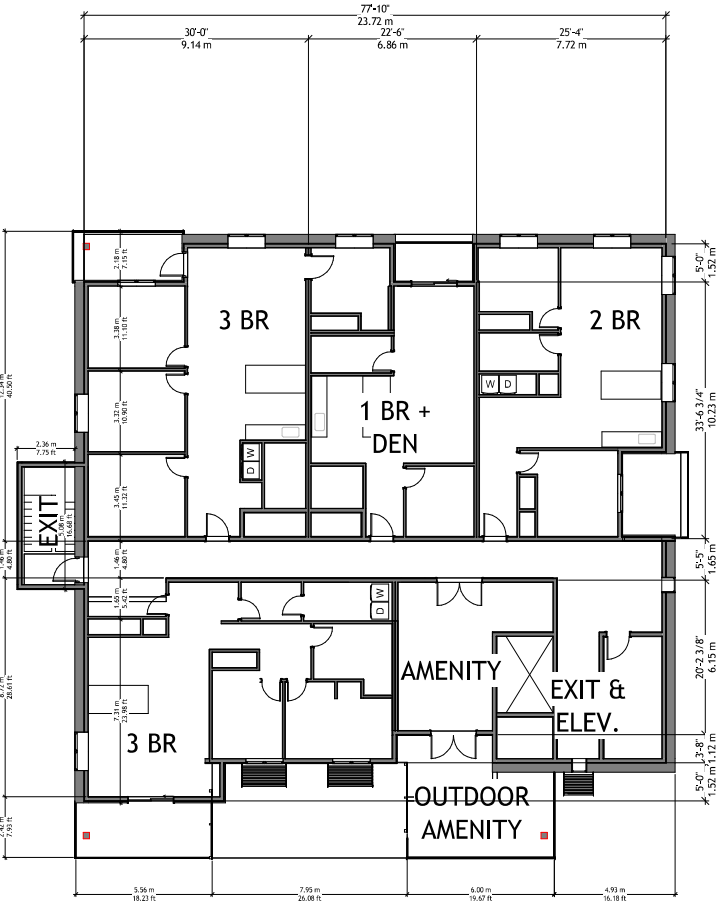
265 3rd. St.
Duncan, BC



FLOOR PLAN - LEVEL 1
1" = 10'-0"



FLOOR PLAN - LEVELS 2-5
1" = 10'-0"



FLOOR PLAN - LEVEL 6
1" = 10'-0"

DEVELOPMENT PERMIT STUDY

THE LEGEND BELOW IDENTIFIES LISTED ELEMENTS OF THE DPA 1, DESIGN GUIDELINES, THAT MEET THE INTENT OF THE GUIDELINES: REFERENCE TO: OCP BYLAW 2030, 2007, DPA 1 DESIGN STANDARDS

A: SITE

1. ENTRY AND AMENITY SPACES FACE THE SUN, SOUTH.
2. DECIDUOUS TREES PLANNED FOR SOLAR MITIGATION
3. ENCLOSED PARKING FOR 100S STALLS
4. DELIVERY VEHICLE PARKING PROVIDED
5. ALL PARKING STALLS C/W ELECTRICAL VEHICLE CHARGING
6. PEDESTRIAN ENTRANCE TO PARKING ADJACENT TO MAIN ENTRY
7. PARKING STRUCTURE CLAD W/ BRICK
8. SECURE BIKE PARKING AND SURFACE PARKING

B: BUILDING DESIGN - FORM AND CHARACTER

1. DESIGN INCLUDES SIGNIFICANT VERTICAL AND HORIZONTAL ARTICULATION FOR ATTRACTIVE INTEREST
2. SIGNIFICANT VARIATION OF COLOR AND TEXTURE:
 1. BRICK
 2. CERAMITIOUS PANEL W/ REVEALS - LIGHT GREY
 3. CEDAR
 4. GLU-LAM TIMBER
3. METAL SIDING - MEDIUM GREY - HORIZONTAL LAYOUT
4. LOW INTENSITY GREY FRAME WINDOWS AND DOORS
5. STOREFRONT GLAZING - ANKLED MATT ALUMINUM
6. DESIGNED W/ FACADE SHIFTS AND RECESSED PATIOS
7. DESIGNED WITH ARTICULATIONS, STEPPING, CANOPIES, DISTINGUISHED ENTRYWAY
8. ENTRANCE IS LOCATED AT THE CORNER FOR CONNECTIVITY
9. 3m STEP-BACK AT STREET LEVEL STOREY, 2 STREET FACADES
10. NATURAL MATERIALS USED WHERE PRACTICAL: CEDAR SIDING AND WOOD COLUMNS
11. LOCAL INSPIRED AND PREFERRED BRICK AT PEDESTRIAN LEVEL
12. MECHANICAL EQUIPMENT SCREENED AT ROOF

C: ENERGY EFFICIENCY

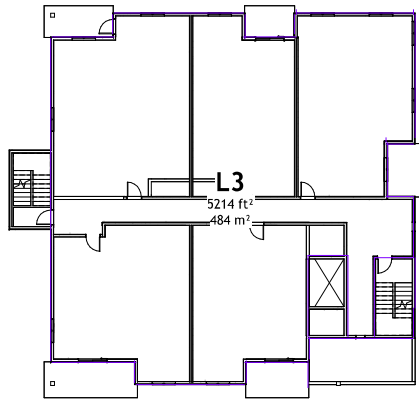
1. ROOF SYSTEM WILL BE A SOLAR MITIGATION TYPE AND COLOR
2. SOLAR SHADING DEVICES AT SOUTH-FACING WINDOWS
3. ENERGY STEP CODE 3-4 TARGET

DP APPLICATION

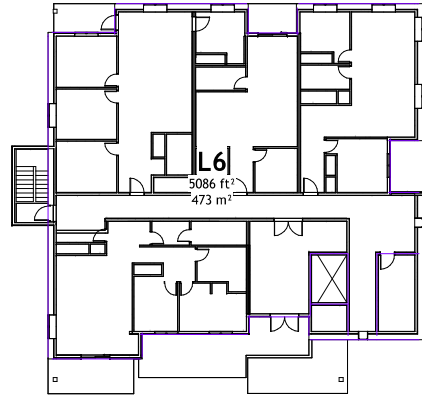
ISSUE	DATE	DESCRIPTION
1	2025.10.17	DP APPLICATION - ADDENDUM 01

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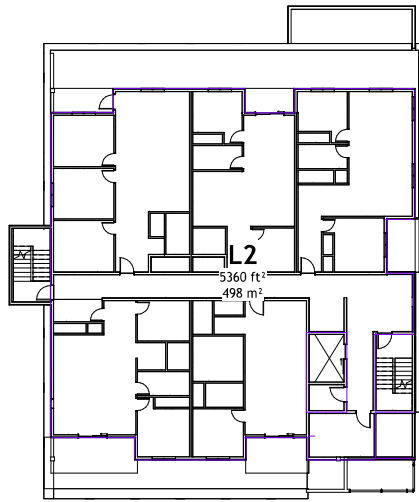
Floor Plans
A101.1
SCALE: As indicated



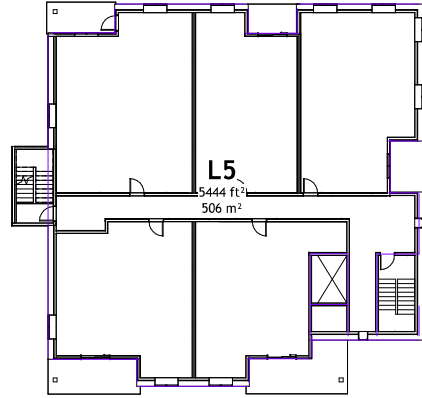
LEVEL 3
1/16" = 1'-0"



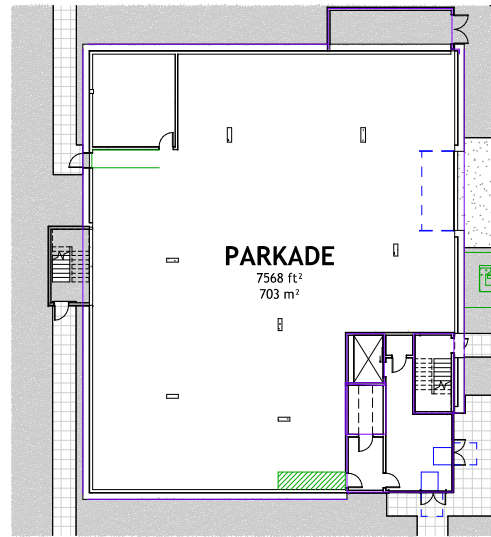
LEVEL 6
1/16" = 1'-0"



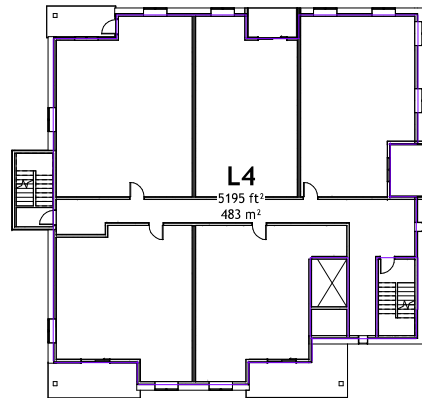
LEVEL 2
1/16" = 1'-0"



LEVEL 5
1/16" = 1'-0"



LEVEL 1
1/16" = 1'-0"



LEVEL 4
1/16" = 1'-0"

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OWNER:
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3rd. Street Condominiums

265 3rd. St.
Duncan, BC

AREA SCHEDULE - SUMMARY				
Name	Area	Metric Area	Comments	Area %
LEVEL 1				
PARKADE	7568 ft ²	703 m ²		22%
LEVEL 2				
L2	5360 ft ²	498 m ²		16%
LEVEL 3				
L3	5214 ft ²	484 m ²		15%
LEVEL 4				
L4	5195 ft ²	483 m ²		15%
LEVEL 5				
L5	5444 ft ²	506 m ²		16%
LEVEL 6				
L6	5086 ft ²	473 m ²		15%
Grand total	33668 ft ²	3146 m ²		

DP APPLICATION

ISSUE	DATE	DESCRIPTION
1	2025.10.17	DP APPLICATION - ADDENDUM 01

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Area Plans

A101.3

SCALE: 1/16" = 1'-0"



PERSPECTIVE VIEW - SE



PERSPECTIVE VIEW - NE



PERSPECTIVE - NW



PERSPECTIVE - SW

DEVELOPMENT PERMIT STUDY	
THE LEGEND BELOW IDENTIFIES LISTED ELEMENTS OF THE DPA 1, DESIGN GUIDELINES, THAT MEET THE INTENT OF THE GUIDELINES: REFERENCE TO: OCP BYLAW 2030, 2007, DPA 1 DESIGN STANDARDS	
A: SITE	1. ENTRY AND AMENITY SPACES FACE THE SUN, SOUTH. 2. DECIDUOUS TREES PLANNED FOR SOLAR MITIGATION 3. ENCLOSED PARKING FOR 100% STALLS 4. DELIVERY VEHICLE PARKING PROVIDED 5. ALL PARKING STALLS WITH ELECTRICAL VEHICLE CHARGING 6. PEDESTRIAN ENTRANCE TO PARKING ADJACENT TO MAIN ENTRY 7. PARKING STRUCTURE CLAD W/ BRICK 8. SECURE BIKE PARKING AND SURFACE PARKING
B: BUILDING DESIGN - FORM AND CHARACTER	1. DESIGN INCLUDES SIGNIFICANT VERTICAL AND HORIZONTAL ARTICULATION FOR ATTRACTIVE INTEREST 2. SIGNIFICANT VARIATION OF COLOR AND TEXTURE: 1. BRICK 2. CEMENTITIOUS PANEL W/ REVEALS - LIGHT GREY 3. CEDAR 4. GLU-LAM TIMBER 5. METAL SIDING - MEDIUM GREY - HORIZONTAL LAYOUT 6. LOW INTENSITY GREY FRAME WINDOWS AND DOORS 7. STOREFRONT GLAZING - ANKLED MATT ALUMINUM 8. DESIGNED W/ FACADE SHIFTS AND RECESSED PATIOS 9. DESIGNED WITH ARTICULATIONS, STEPPING, CANOPIES, DISTINGUISHED ENTRYWAY 5. ENTRANCE IS LOCATED AT THE CORNER FOR CONNECTIVITY 6. 3m STEP-BACK AT STREET LEVEL STOREY, 2 STREET FACADES 7. NATURAL MATERIALS USED WHERE PRACTICAL: CEDAR SIDING AND WOOD COLUMNS 8. LOCAL INSPIRED AND PREFERRED BRICK AT PEDESTRIAN LEVEL 9. MECHANICAL EQUIPMENT SCREENED AT ROOF
C: ENERGY EFFICIENCY	1. ROOF SYSTEM WILL BE A SOLAR MITIGATION TYPE AND COLOR 2. SOLAR SHADING DEVICES AT SOUTH-FACING WINDOWS 3. ENERGY STEP CODE 3-4 TARGET

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3rd. Street Condominiums

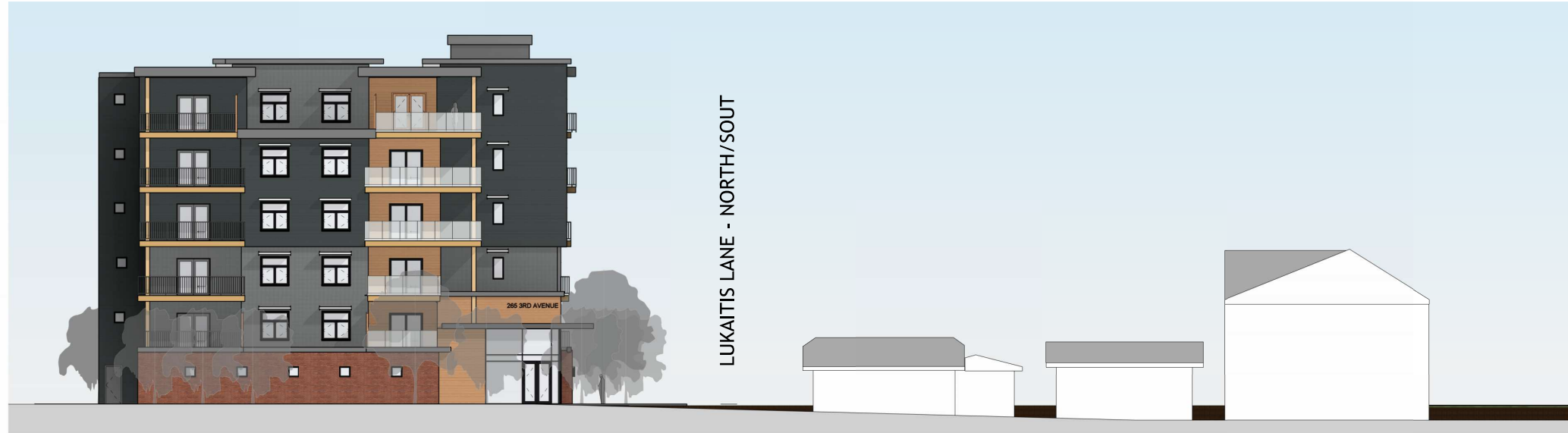
265 3rd. St.
 Duncan, BC

ISSUE	DATE	DESCRIPTION
1	2025.10.17	DP APPLICATION - ADDENDUM 01

PROJECT #: 240813
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View Perspectives
A102.1
 SCALE: 12" = 1'-0"

DP APPLICATION



ELEVATION - 3rd ST STREETSCAPE
3/32" = 1'-0"



ELEVATION - LUKAITUS LANE - STREETSCAPE
3/32" = 1'-0"

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265 3rd. St.
Duncan, BC

ISSUE	DATE	DESCRIPTION
1	2025.10.17	DP APPLICATION - ADDENDUM 01

PROJECT #: 240813

ARCHITECTURE + PLANNING LTD.

Exterior Elevations -
STREETSCAPE

A102.2

SCALE: 3/32" = 1'-0"

DP APPLICATION



B.2.7: ANODIZED ALUMINUM STOREFRONT FRAME SYSTEM - AT ENTRANCE



B.2.6: GREY FIBERGLASS WINDOW AND DOOR FRAMES - RESIDENTIAL LEVELS



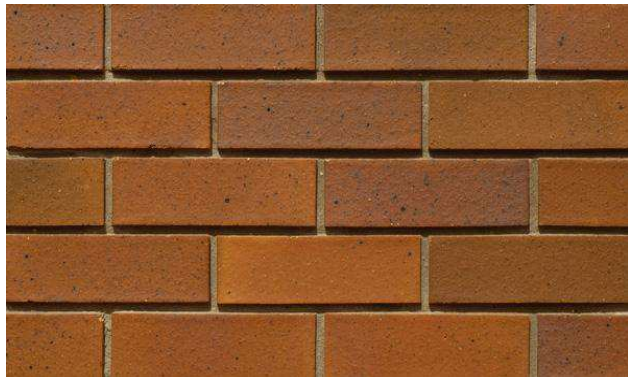
B.2.5: METAL SIDING - HORIZONTAL LAYUP - MEDIUM GREY



B.2.3: CEDAR SIDING



B.2.4: GLU-LAM TIMBER POST AND BEAM



B.2.1: SQUARE TOOL BRICK VENEER



B.2.2: CEMENTITIOUS PANEL W/ COLOR MATCH REVEALS AND FASTENERS - LIGHT GREY



DEVELOPMENT PERMIT STUDY

THE LEGEND BELOW IDENTIFIES LISTED ELEMENTS OF THE DPA 1, DESIGN GUIDELINES, THAT MEET THE INTENT OF THE GUIDELINES: REFERENCE TO: OCP BYLAW 2030, 2007, DPA 1 DESIGN STANDARDS

- A: SITE**
1. ENTRY AND AMENITY SPACES FACE THE SUN, SOUTH.
 2. DECIDUOUS TREES PLANNED FOR SOLAR MITIGATION
 3. ENCLOSED PARKING FOR 100% STALLS
 4. DELIVERY VEHICLE PARKING PROVIDED
 5. ALL PARKING STALLS WITH ELECTRICAL VEHICLE CHARGING
 6. PEDESTRIAN ENTRANCE TO PARKING ADJACENT TO MAIN ENTRY
 7. PARKING STRUCTURE CLAD W/ BRICK
 8. SECURE BIKE PARKING AND SURFACE PARKING

- B: BUILDING DESIGN - FORM AND CHARACTER**
1. DESIGN INCLUDES SIGNIFICANT VERTICAL AND HORIZONTAL ARTICULATION FOR ATTRACTIVE INTEREST
 2. SIGNIFICANT VARIATION OF COLOR AND TEXTURE:
 1. BRICK
 2. CEMENTITIOUS PANEL W/ REVEALS - LIGHT GREY
 3. CEDAR
 4. GLU-LAM TIMBER
 5. METAL SIDING - MEDIUM GREY - HORIZONTAL LAYUP
 6. LOW INTENSITY GREY FRAME WINDOWS AND DOORS
 7. STOREFRONT GLAZING - ANODIZED MATT ALUMINUM
 8. DESIGNED W/ FACED SHIFTS AND RECESSED PATIOS
 3. DESIGNED WITH ARTICULATIONS, STEPPING, CANOPIES, DISTINGUISHED ENTRYWAY
 5. ENTRANCE IS LOCATED AT THE CORNER FOR CONNECTIVITY
 6. 3m STEP-BACK AT STREET LEVEL STOREY, 2 STREET FACADES
 7. NATURAL MATERIALS USED WHERE PRACTICAL: CEDAR SIDING AND WOOD COLUMNS
 8. LOCAL INSPIRED AND PREFERRED BRICK AT PEDESTRIAN LEVEL
 9. MECHANICAL EQUIPMENT SCREENED AT ROOF

- C: ENERGY EFFICIENCY**
1. ROOF SYSTEM WILL BE A SOLAR MITIGATION TYPE AND COLOR
 2. SOLAR SHADING DEVICES AT SOUTH-FACING WINDOWS
 3. ENERGY STEP CODE 3-4 TARGET

studio 9
ARCHITECTURE + PLANNING LTD.

1307 TREVOR STREET
NELSON, BRITISH COLUMBIA
V1L 2A4
250.384.3959
WWW.STUDIO9ARCHITECTURE.COM

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OWNER:
CENTENNIAL

3rd. Street Condominiums
265 3rd. St.
Duncan, BC

ISSUE	DATE	DESCRIPTION
1	2025.10.17	DP APPLICATION - ADDENDUM 01

PROJECT #: 240813

ARCHITECTURE + PLANNING LTD.

Exterior Materials

A102.3

SCALE: 12" = 1'-0"

DP APPLICATION

studio 9
ARCHITECTURE + PLANNING LTD.

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OWNER:
CENTENNIAL

3rd. Street Condominiums

265 3rd. St.
Duncan, BC



DEVELOPMENT PERMIT STUDY
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1. ENTRY AND AMENITY SPACES FACE THE SUN, SOUTH.
2. DECIDUOUS TREES PLANNED FOR SOLAR MITIGATION
3. ENCLOSED PARKING FOR 100+ STALLS
4. DELIVERY VEHICLE PARKING PROVIDED
5. ALL PARKING STALLS WITH ELECTRICAL VEHICLE CHARGING
6. PEDESTRIAN ENTRANCE TO PARKING ADJACENT TO MAIN ENTRY
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4. LOW INTENSITY GREY FRAME WINDOWS AND DOORS
5. STOREFRONT GLAZING - ANKLED MATT ALUMINUM
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1. ROOF SYSTEM WILL BE A SOLAR MITIGATION TYPE AND COLOR
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3. ENERGY STEP CODE 3-4 TARGET

DP APPLICATION

ISSUE	DATE	DESCRIPTION
1	2025.10.17	DP APPLICATION - ADDENDUM 01

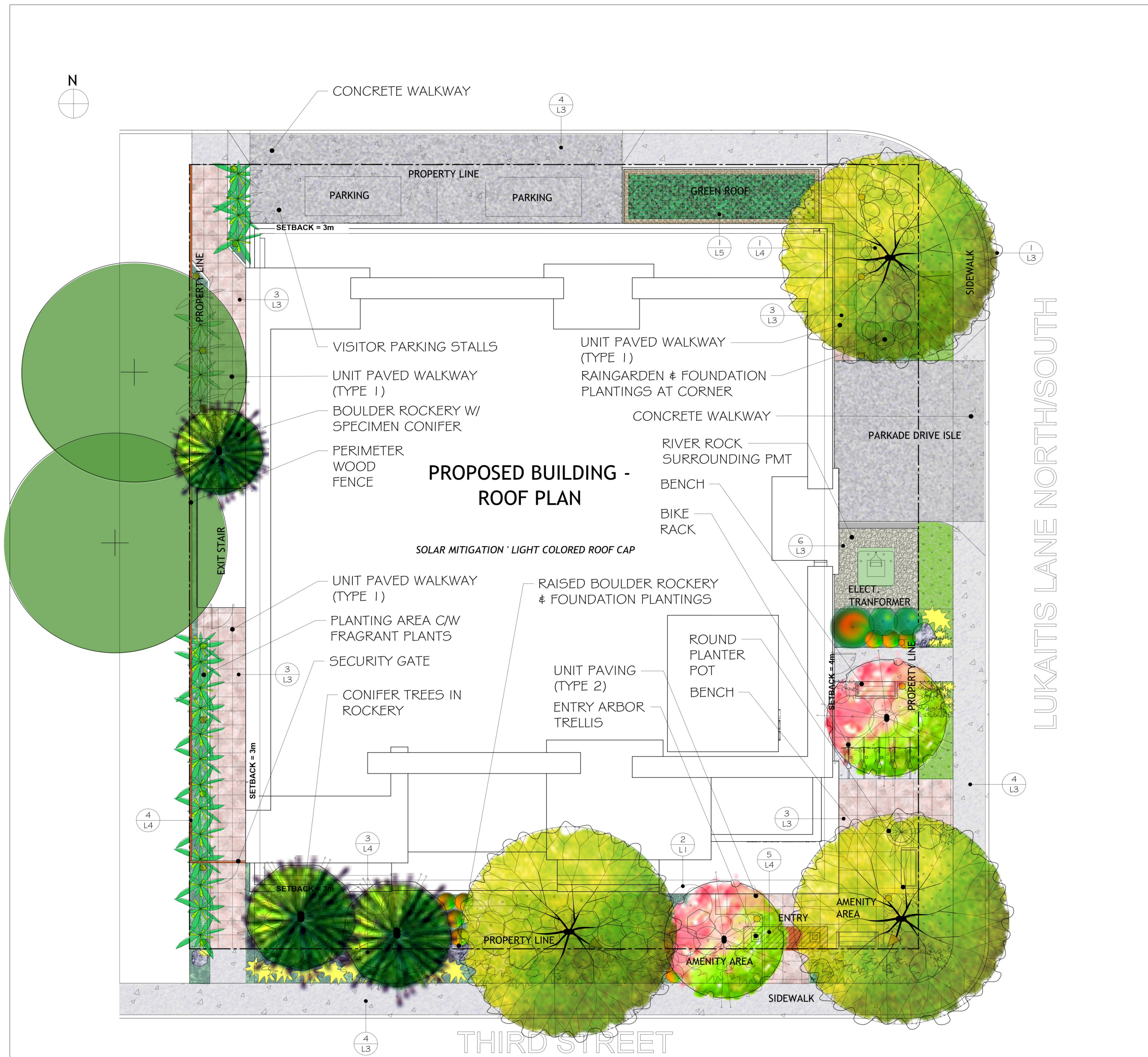
PROJECT #: 240813

ARCHITECTURE + PLANNING LTD.

Exterior Elevations

A102.4

SCALE: As indicated



GENERAL NOTES

IRRIGATION

- CONTRACTOR SHALL ENGAGE THE SERVICES OF A BRITISH COLUMBIA CERTIFIED IRRIGATION DESIGN PROFESSIONAL IN ACCORDANCE WITH THE IABC STANDARDS FOR LANDSCAPE IRRIGATION SYSTEMS, MOST RECENT EDITION.

STRUCTURAL ELEMENTS:

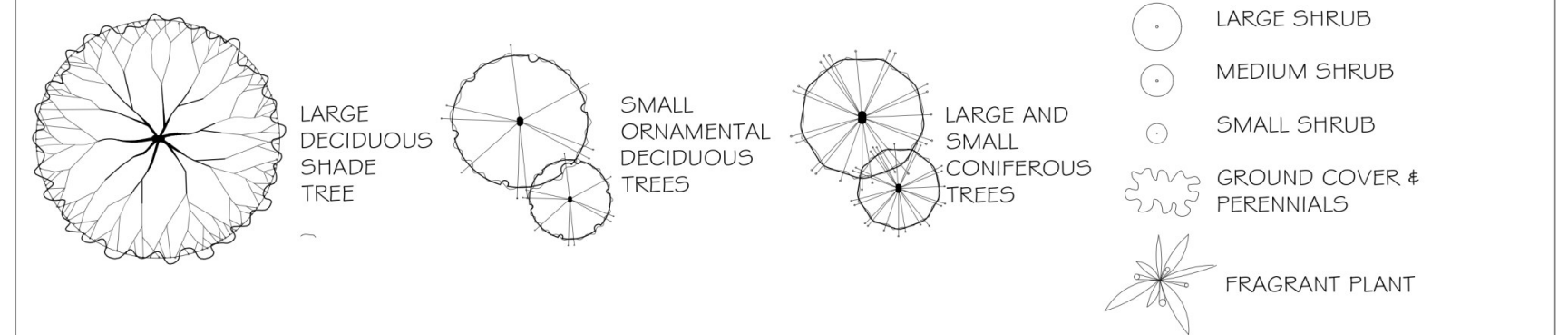
- CONTRACTOR SHALL ENGAGE THE SERVICES OF A BRITISH COLUMBIA CERTIFIED STRUCTURAL DESIGN PROFESSIONAL IN ACCORDANCE WITH THE SEABC STANDARDS FOR STRUCTURAL ENGINEERS.

TREE PLANTING

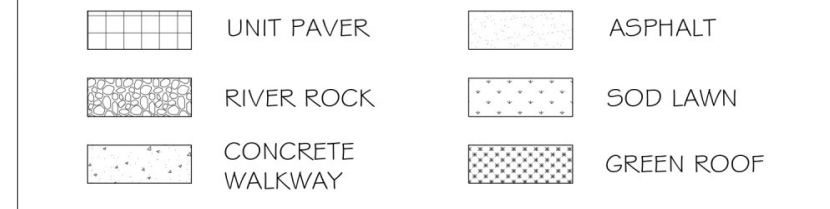
- WHERE REQUIRED, INSTALL ROOT BARRIER UB 24-2 (2'-0" DEPTH) DEEP ROOT CANADA CORP. 1-800-561-3883. PLACE SO THAT IT EXTENDS 3.65m BEYOND TREE TRUNK (6 PANELS @ 610mm LONG PANEL.) INSTALL AS PER MANUFACTURERS INSTRUCTIONS.
 - AS PER CANADIAN LANDSCAPE STANDARD: TREES SHALL HAVE 0.6 m³ OF SOIL PER m² OF EXPECTED CROWN AREA AT MATURITY

1. REFER TO SHEET L2 FOR PLANTING PLAN
2. REFER TO SHEET L2.1 FOR ROOF PLAN
3. REFER TO SHEETS L3-L5 FOR LANDSCAPE DETAILS
4. DO NOT SCALE DRAWINGS.

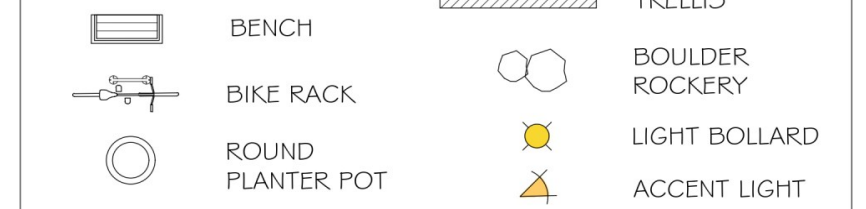
SOFTSCAPE LEGEND



MATERIALS LEGEND



SYMBOLS LEGEND

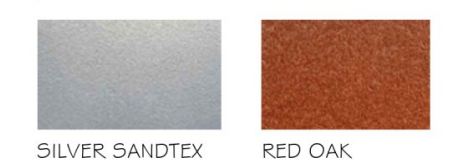


BENCH

DESCRIPTION: COMMERCIAL METRO BENCH
 QUANTITY: 3
 FRAME COLOUR: MATT (FINE TEXTURE): SILVER SANDEXT
 RECYCLED PLASTIC LUMBER COLOUR: RED OAK
 SUPPLIER: CANAAN SITE FURNISHINGS
 PHONE: 1-855-330-1133



COLOUR PALETTE



ROUND PLANTER POT

NAME: ROSA PLANTER
 MATERIAL: FIBERGLASS
 FINISH: SEMI-MATTE FINISH
 COLOUR: BLACK
 DRAINAGE HOLES: YES
 SIZE: 24" Ø, 28" H
 SUPPLIER: C3 PLANTERS
 PHONE: 604-828-6144



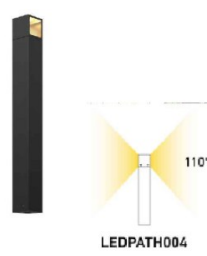
BIKE RACKS

MODEL NAME: CITY BIKE PARKING RACK
 CAH-201
 QUANTITY: 5
 COLOUR: COLOUR: MATT (FINE TEXTURE): SILVER SANDEXT
 SUPPLIER: CANAAN SITE FURNISHINGS
 PHONE: 1-855-330-1133



BOLLARD LIGHTS

NAME: STATURE BOLLARD
 LEDPATH004
 QUANTITY: 17
 SIZE: 4" L x 4" W x 36" HT.
 COLOUR: BLACK
 SUPPLIER: DAL'S
 PHONE: 877-430-1818



ACCENT LIGHTS

NAME: 4" LANDSCAPE SPOT LIGHT
 LSP4-CCL
 QUANTITY: 2
 COLOUR: BLACK
 SUPPLIER: DAL'S
 SIZE: 877-430-1818



UNIT PAVER (TYPE 2)

TYPE: BLUE 80 SMOOTH
 COLOUR: SHALE GREY
 SIZE: VARIOUS
 PATTERN: ASHLAR BOND
 SUPPLIER: TECHN-BLOC
 PHONE: 1-800-463-0450



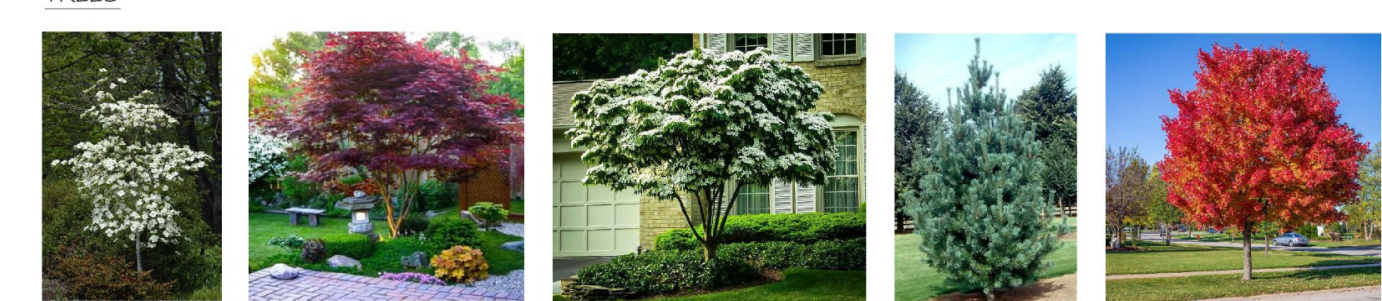
UNIT PAVER (TYPE 2)

TYPE: BLUE 80 SMOOTH
 COLOUR: CHAMPLAIN GREY
 SIZE: VARIOUS
 PATTERN: ASHLAR BOND
 SUPPLIER: TECHN-BLOC
 PHONE: 1-800-463-0450



PLANT PALETTE

TREES



PACIFIC FLOWERING DOGWOOD (Eden's White Wonder) Cornus nuttallii
 JAPANESE MAPLE (Bloodgood) Acer palmatum
 KOUSA DOGWOOD Cornus kousa
 VANDERSWOLF PINE Pinus flexilis
 RED MAPLE (Red Sunset) Acer rubrum

SHRUBS



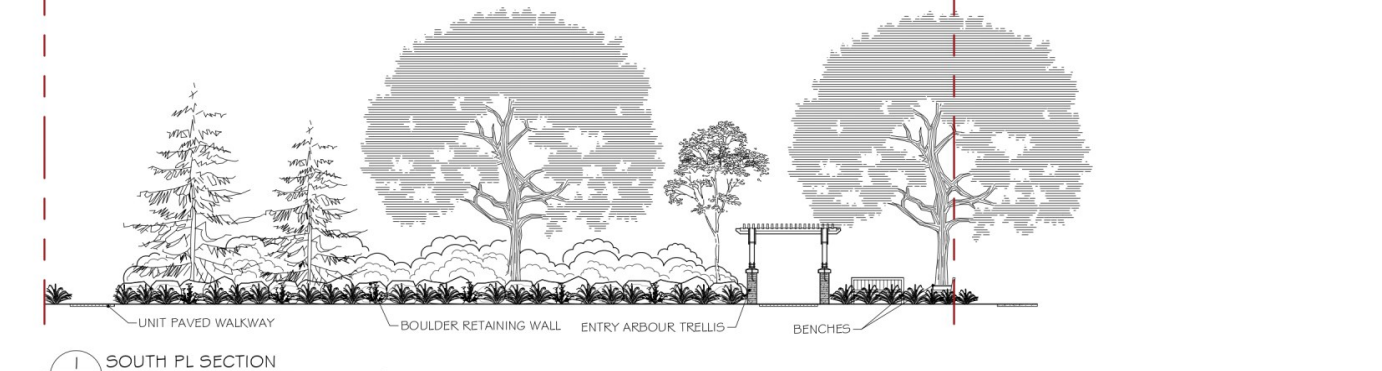
GLOSSY ABELIA (Chimney Chase) Abelia x grandiflora
 RHODODENDRON (Chimney Chase) Rhododendron
 WINGED BURNING BUSH (Chimney Chase) Euonymus alatus
 SPIREA (Chimney Chase) Spiraea japonica
 DWARF PINES (Chimney Chase) Pinus yunnanensis
 ELKOMYLUS (Chimney Chase) Eucomylus

GRASSES & GROUNDCOVERS



FEATHER REED GRASS (Karl Foerster) Calamagrostis x austroflora
 FLAME SEDGE (Karl Foerster) Hemerocallis alata
 JAPANESE SEDGE (Karl Foerster) Carex morrowii
 BEARBERRY (Karl Foerster) Arctostaphylos uva-ursi

SECTION



PROJECT:
3RD STREET APARTMENTS

PROJECT ADDRESS:
265 3RD STREET DUNCAN, BC

CLIENT:



ISSUED FOR:
DEVELOPMENT PERMIT

DATE:
October 14, 2025

REVISION No:	DATE:
1	04-17-2025
2	10-14-2025

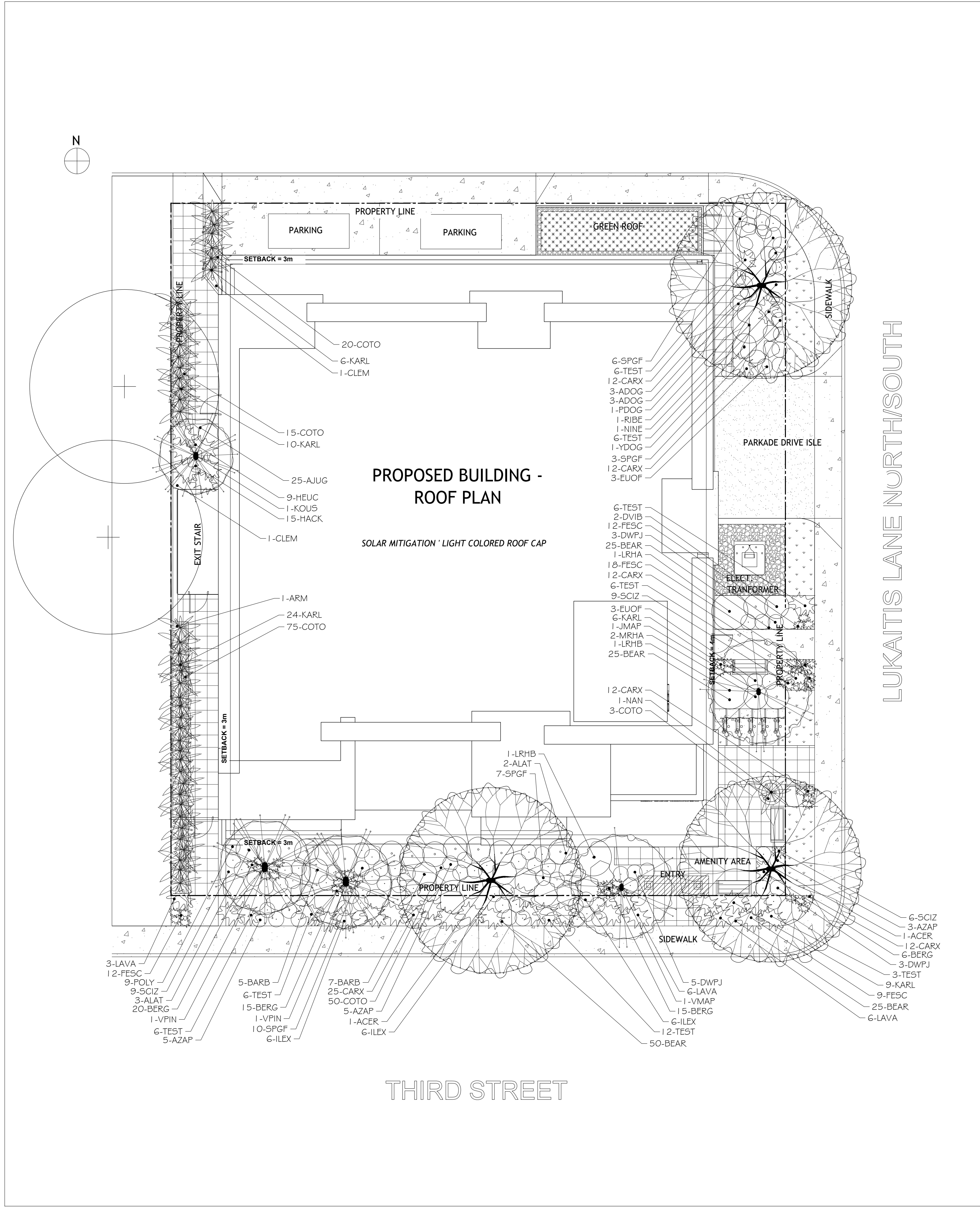
SAC PROJECT NO:
 THI-01-22

DRAWN BY:
 BF/RF

SCALE:
 1 : 100

DRAWING TITLE:
LANDSCAPE CONCEPT PLAN

DRAWING NUMBER:
L1



SUGGESTED PLANT LIST

	KEY	QTY	COMMON NAME	BOTANICAL NAME	SIZE
TREES	ACER	2	Red Maple	<i>Acer Rubrum</i> var. 'Red Sunset'	7cm Cal.
	PDOG	1	Pacific Flowering Dogwood	<i>Comus nuttallii</i> var. 'Eddie's White Wonder'	6cm Cal.
	KOUS	1	Kousa Dogwood	<i>Comus kousa</i> var. 'Saton'	6cm Cal.
	JMAP	1	Japanese Maple	<i>Styrax japonicus</i> var. 'Temple Bells'	6cm Cal.
	VMAP	1	Vine Maple	<i>Acer circinatum</i>	6cm Cal.
	VPIN	2	Vanderwolf Pine	<i>Pinus flexilis</i> var. 'Vanderwolf's Pyramid'	2.5m Ht.
LARGE	LRHA	1	Rhododendron	<i>Rhododendron</i> var. 'Pink Walloper'	#5 Pot
SHRUBS	LRHB	2	Rhododendron	<i>Rhododendron</i> var. 'Gomer Waterer'	#5 Pot
	NINE	1	Pacific Ninebark	<i>Physocarpus capitatus</i> var. 'Diablo'	#5 Pot
MEDIUM	ALAT	5	Dwarf Burning Bush	<i>Euonymus alata</i> var. 'Compacta'	#5 Pot
SHRUBS	MRHA	2	Rhododendron	<i>Rhododendron</i> var. 'Unique'	#5 Pot
	DVIB	2	David Viburnum	<i>Viburnum davidii</i>	#2 Pot
	BARB	12	Purple Leaved Barberry	<i>Berberis thunbergii</i> var. 'atropurpurea'	#2 Pot
	NAN	1	Heavenly Bamboo	<i>Nandina domestica</i> var. 'Plum Passion'	#2 Pot
	RIBE	1	Red Flowering Currant	<i>Ribes Sanguineum</i> var. 'King Edward'	#2 Pot
	YDOG	1	Yellow Twig Dogwood	<i>Comus sencea</i>	#2 Pot
SMALL	ADOG	6	Arctic Fire Dogwood	<i>Comus sencea</i> var. 'Arctic Fire'	#1 Pot
SHRUBS	DWPJ	11	Dwarf Lily of the Valley	<i>Pleni japonica</i> var. 'Debutante'	#1 Pot
SHRUBS	EUOF	6	Creeping Euonymus	<i>Euonymus fortunei</i> var. 'Emerald & Gold'	#1 Pot
	AZAP	13	Evergreen Azalea	<i>Azalea japonica</i> var. 'Gumpo Pink'	#1 Pot
	POLY	9	Sword Fern	<i>Polystichum munitum</i>	#1 Pot
	ILEX	18	Japanese False Holly	<i>Ilex crenata</i> convexa	#1 Pot
	SPGF	26	Goldflame Spirea	<i>Spirea bumalda</i> var. 'Gold Flame'	#1 Pot
GROUND	AJUG	25	Bugleweed	<i>Ajuga reptans</i> var. 'Burgundy Glow'	SP4
COVERS	BEAR	125	Bearberry	<i>Arctostaphylos uva-ursi</i> var. 'Vancouver Jade'	SP4
	COTO	163	Trailing Cotoneaster	<i>Cotoneaster</i>	SP5
	BERG	56	Bergenia	<i>Bergenia cordifolia</i>	SP5
PERENNIALS	CARX	85	Vanegated Sedge	<i>Carex morrowii</i> var. 'Ice Dance'	#1 Pot
# GRASSES	HACK	15	Japanese Forest Grass	<i>Hakonechloa</i> grass	#1 Pot
	HEUC	9	Coral Bells	<i>Heuchera micrantha</i> var. 'Bressingham Bronze'	SP5
	LAVA	15	English Lavender	<i>Lavandula angustifolia</i> var. 'Hidcote'	#1 Pot
	TEST	51	Flame Sedge	<i>Carex testacea</i>	#1 Pot
	KARL	55	Feather Reed Grass	<i>Calamagrostis acutifolia</i> var. 'Karl Foerester'	#1 Pot
	SCIZ	24	Kaffir Lily	<i>Schizostylis coccinea</i> var. 'Oregon Sunset'	SP5
	FESC	51	Blue Fescue	<i>Festuca ovina</i> glauca var. 'Elijah Blue'	#1 Pot
VINES	CLEM	2	Montana Clematis	<i>Clematis montana</i> var. 'Elizabeth'	#5 Pot
	ARM	1	Evergreen Clematis	<i>Clematis armandii</i>	#5 Pot

PROJECT:
3RD STREET APARTMENTS

PROJECT ADDRESS:
265 3RD STREET DUNCAN, BC

CLIENT:

ISSUED FOR:
DEVELOPMENT PERMIT

DATE:
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2	10-14-2025

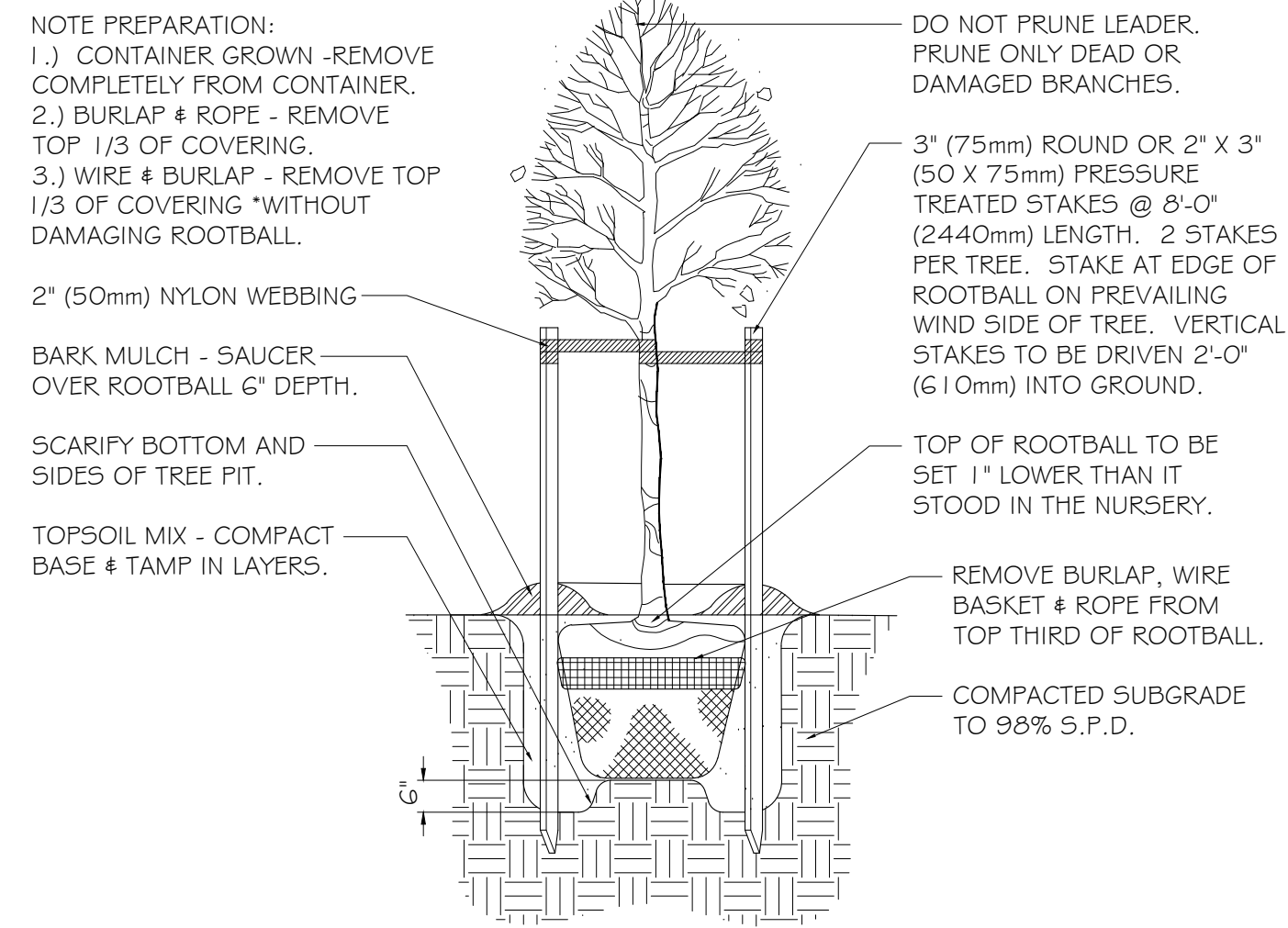
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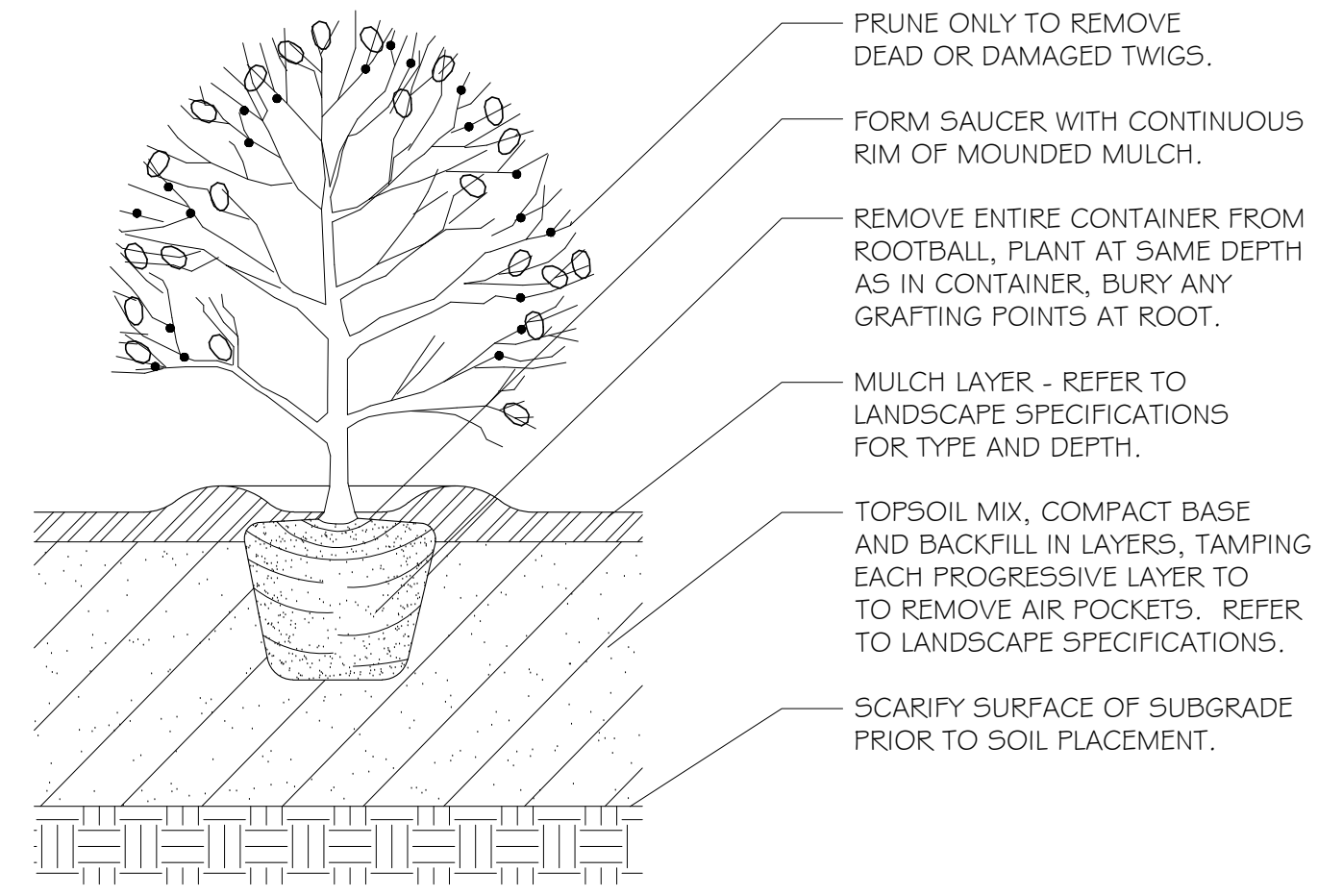
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DRAWING TITLE:
PLANTING PLAN

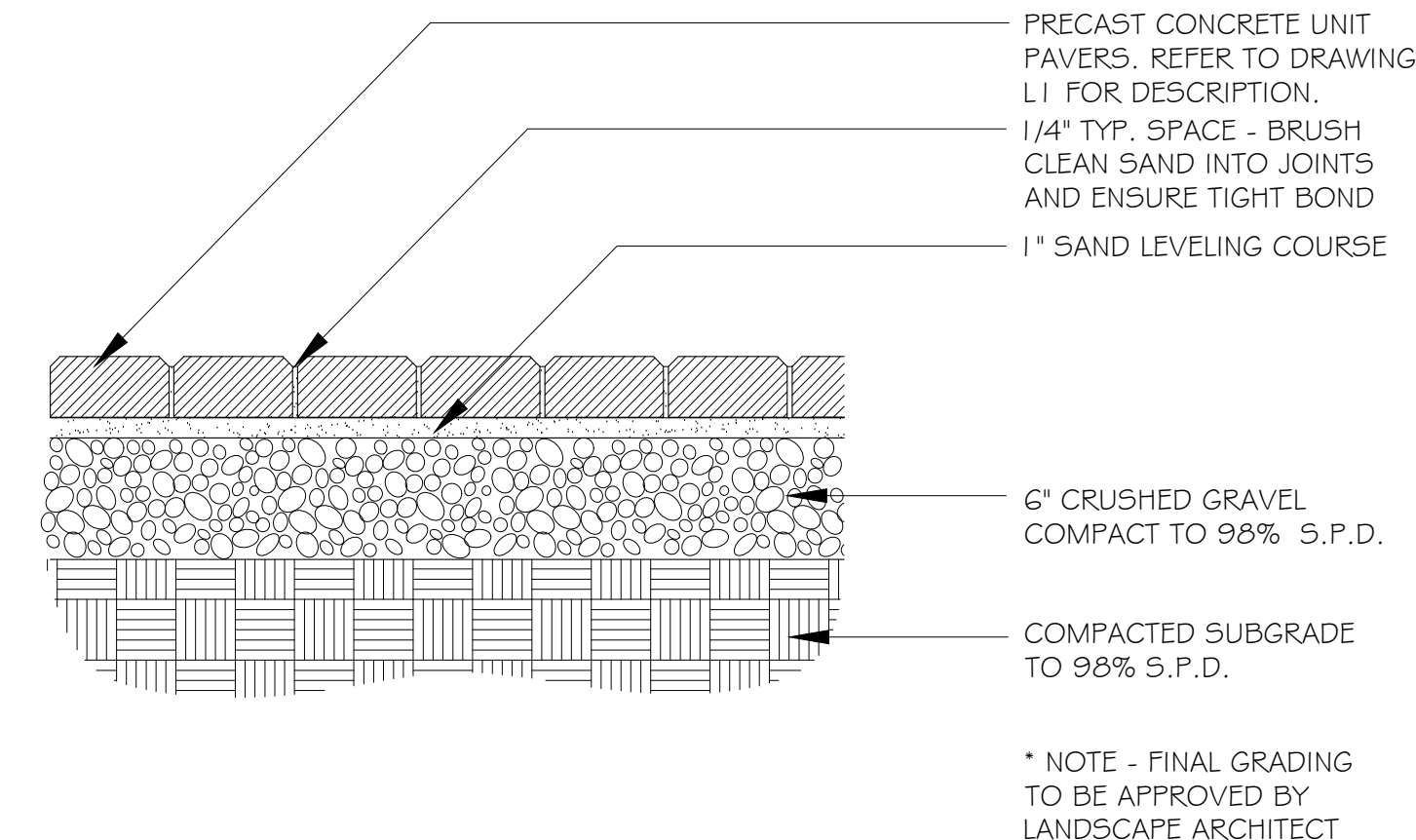
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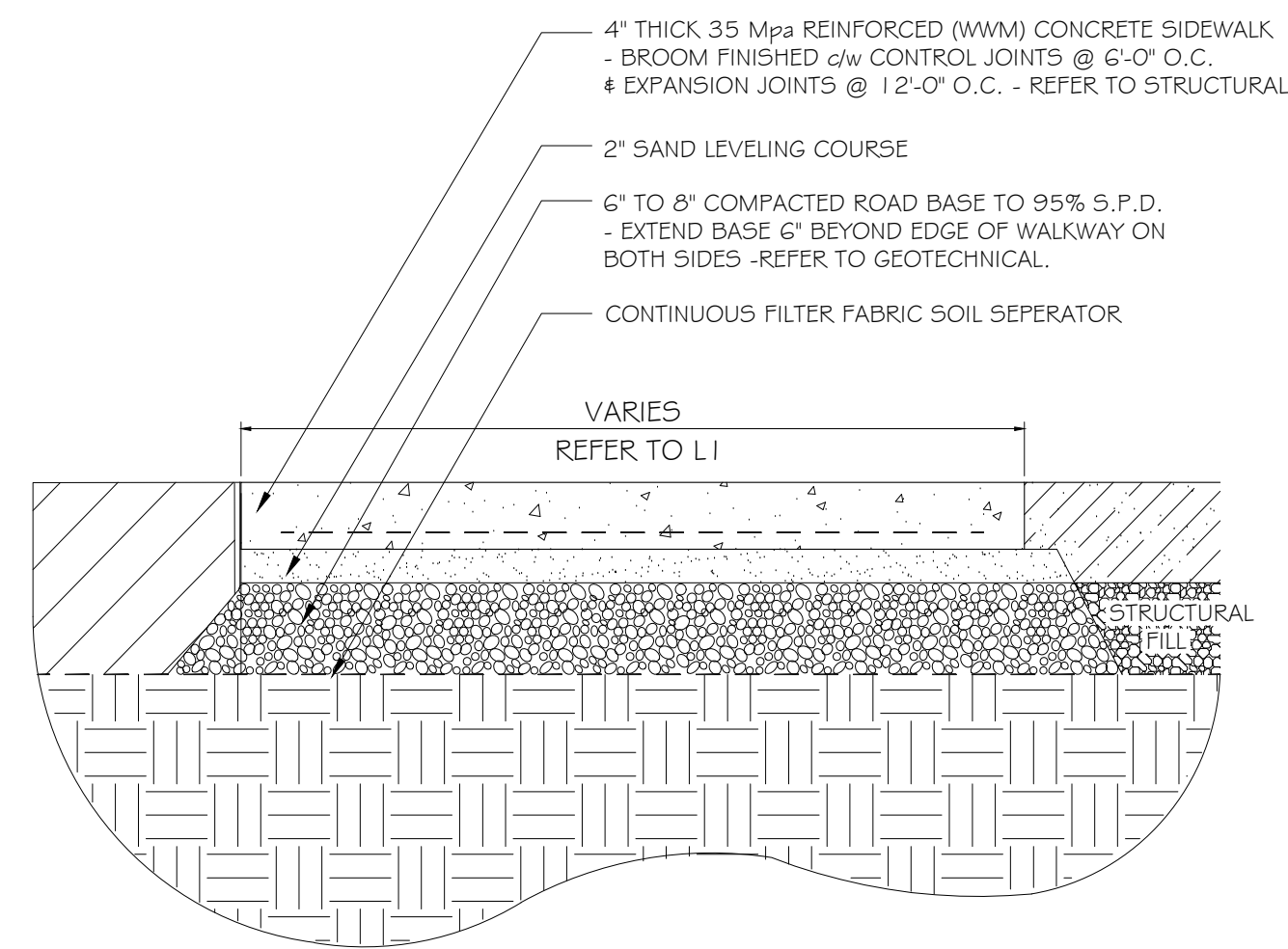
1 TREE PLANTING
L3 SCALE: N.T.S.



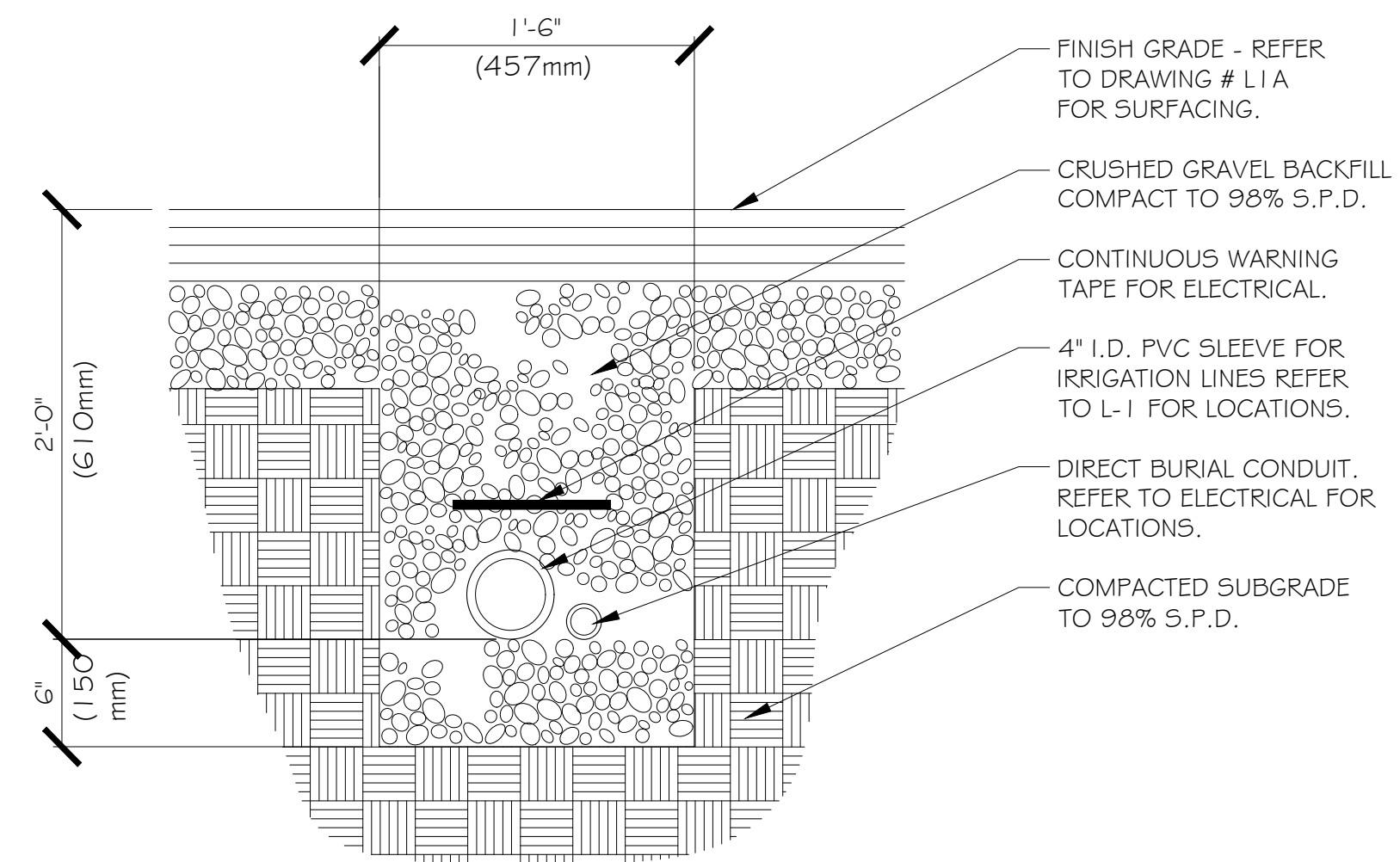
2 SHRUB PLANTING
L3 SCALE N.T.S.



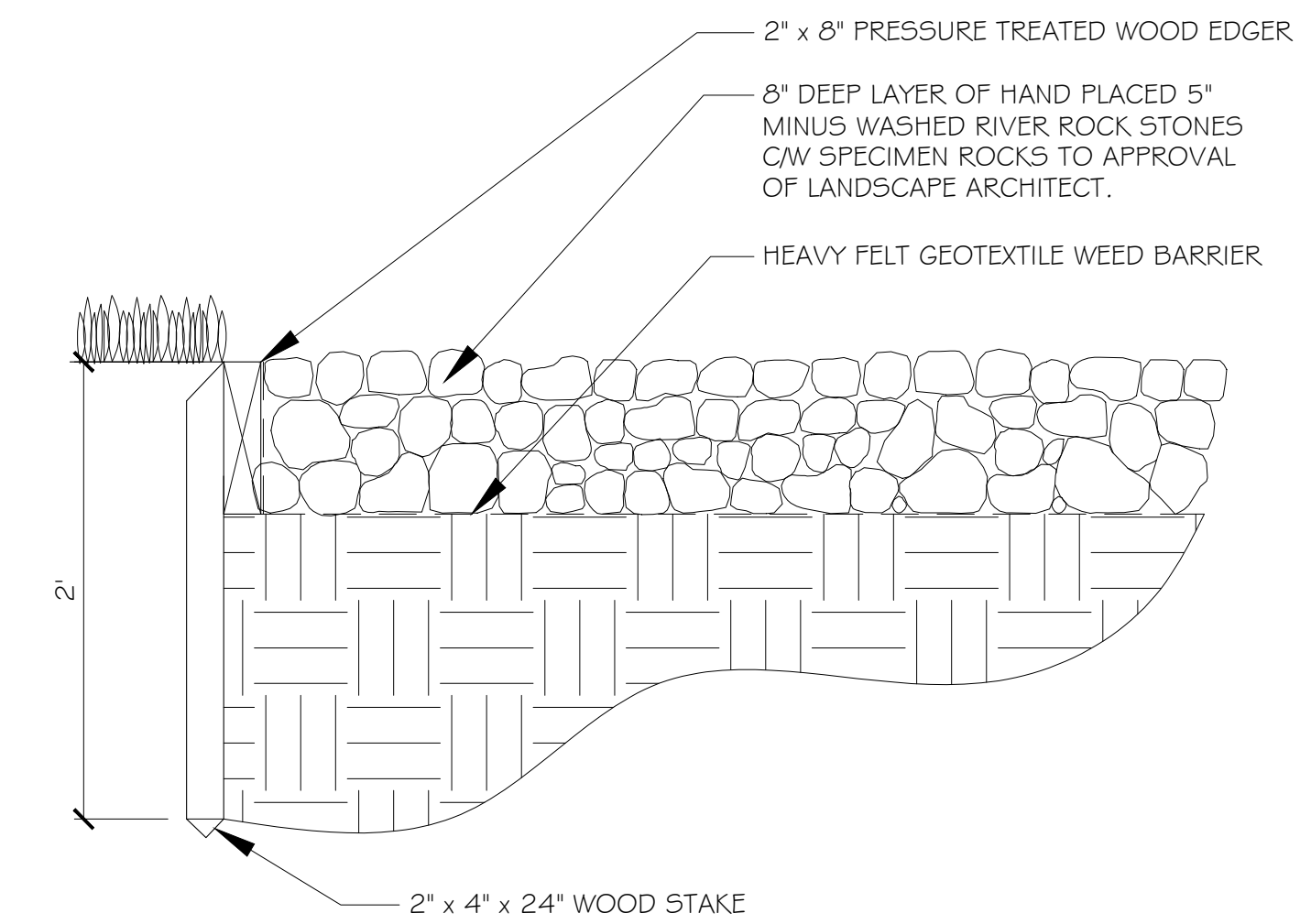
3 UNIT PAVING
L3 SCALE 1-1/2" = 1'-0"



4 BROOM FINISHED CONCRETE SIDEWALK
L3 SCALE 1/2" = 1'-0"



5 IRRIGATION SLEEVE
L3 SCALE 1-1/2" = 1'-0"



6 RIVER ROCK BORDER
L3 SCALE 1-1/2" = 1'-0"

NOTE: 1. CONTACT SCALE THE DRAWING. WORK TO FINISHED DIMENSIONS ONLY. 2. CONSULT WITH THE ARCHITECT FOR ANY CHANGES TO THE DRAWING. 3. THE DRAWING IS THE PROPERTY OF 4★SITE LANDSCAPE ARCHITECTURE AND SHALL NOT BE REPRODUCED WITHOUT WRITTEN PERMISSION.

PROJECT:
3RD STREET APARTMENTS

PROJECT ADDRESS:
265 3RD STREET DUNCAN, BC

CLIENT:

4★SITE
LANDSCAPE ARCHITECTURE
AND SITE PLANNING (2014) INC.

ISSUED FOR:
DEVELOPMENT PERMIT

DATE:
October 14, 2025

REVISION No:	DATE:
1	04-17-2025
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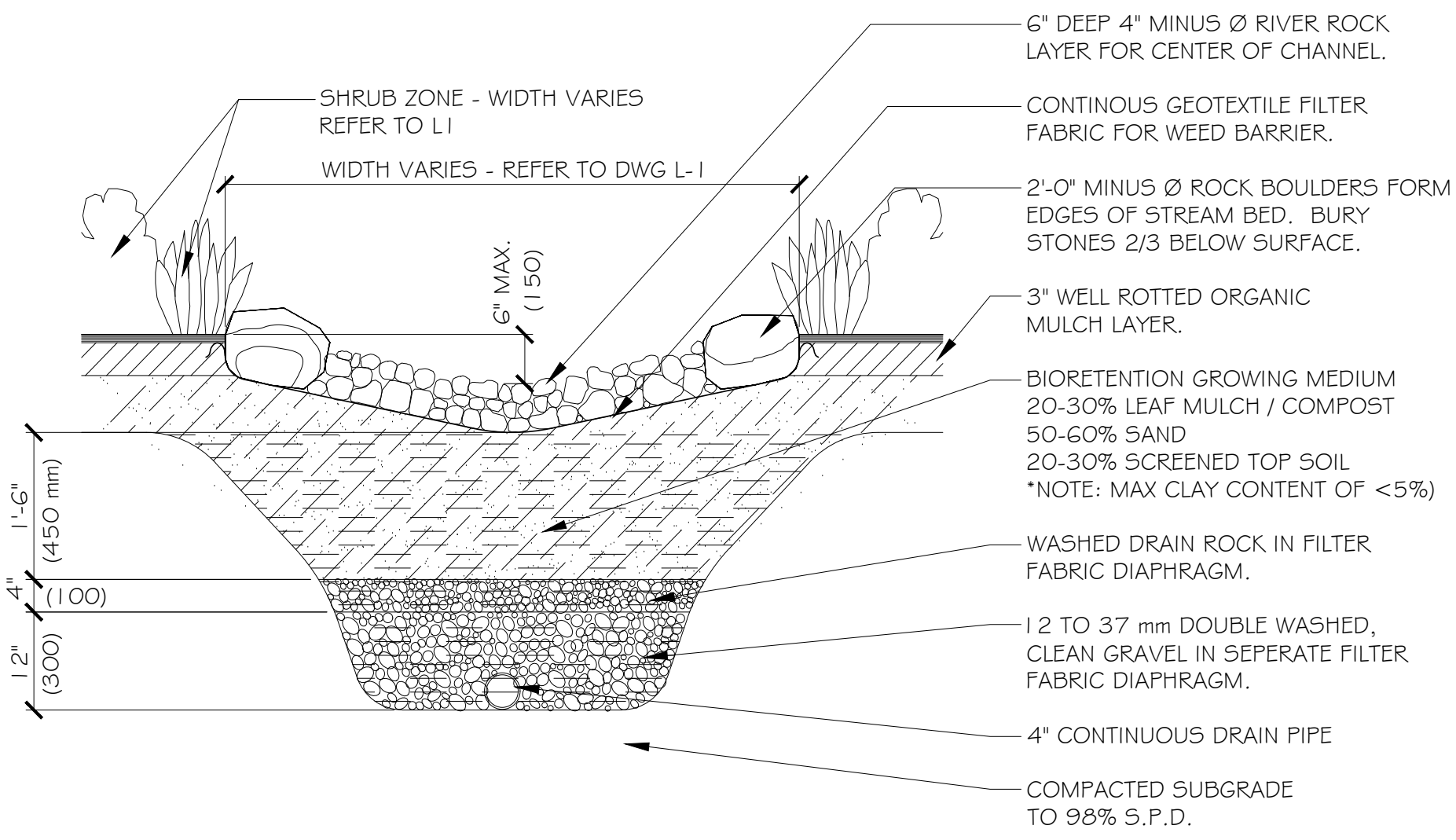
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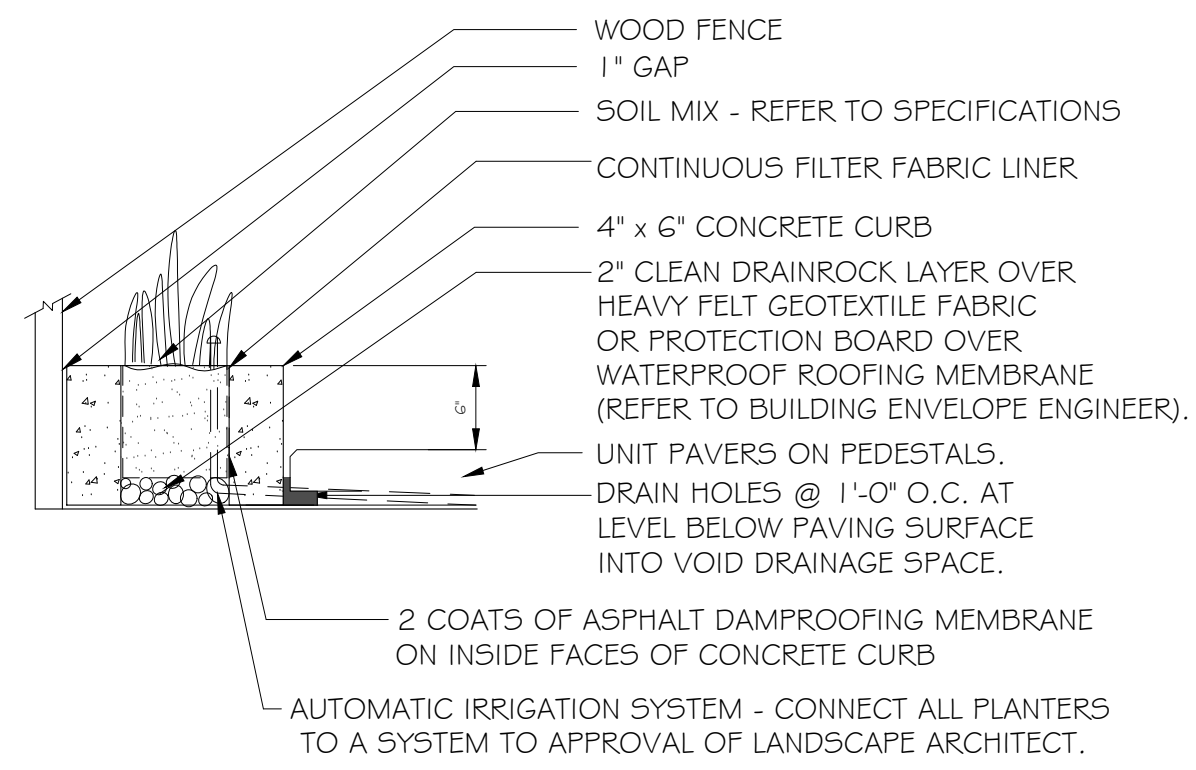
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LANDSCAPE DETAILS

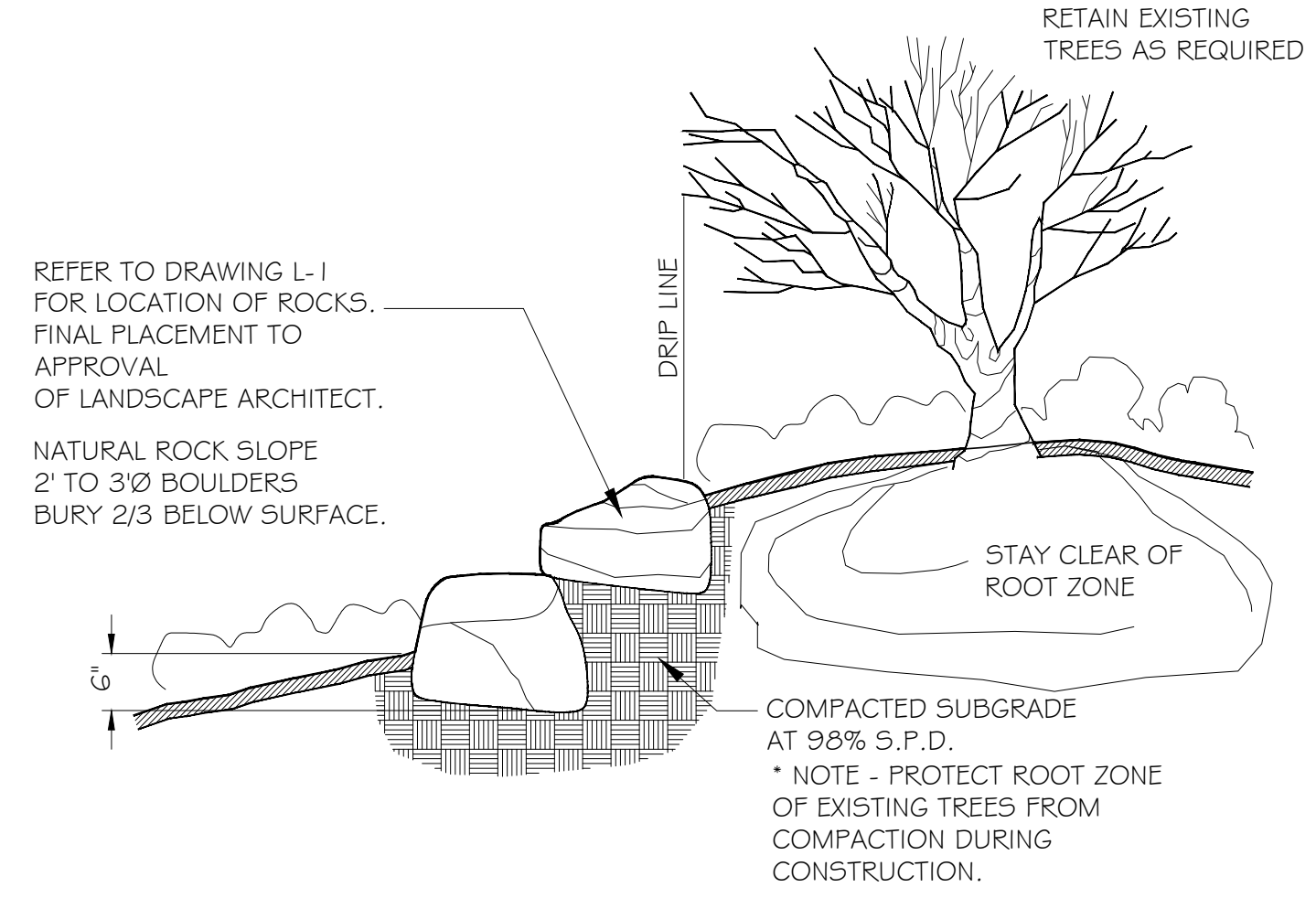
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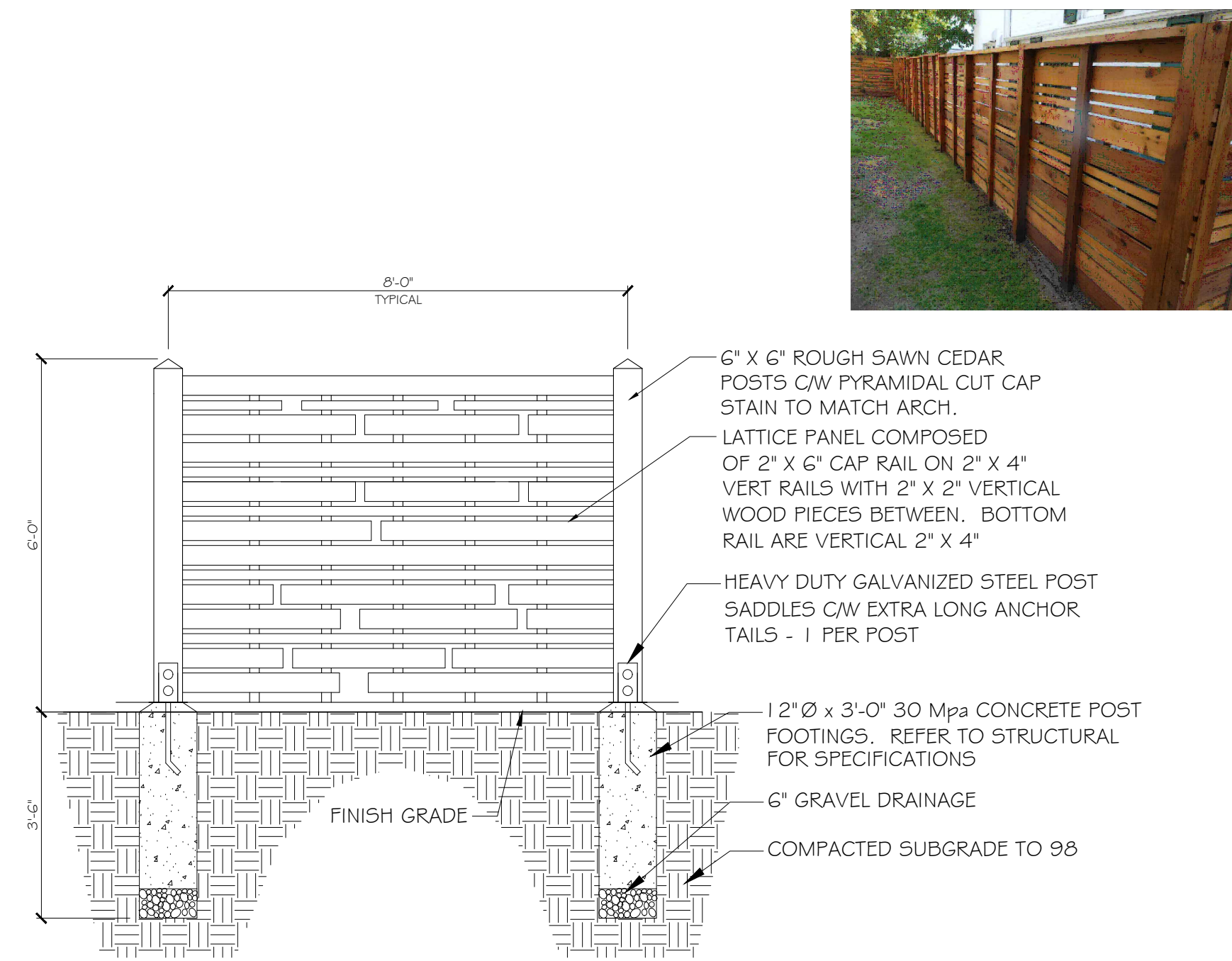
1 RAINGARDEN
L4 SCALE 3/4" = 1' - 0"



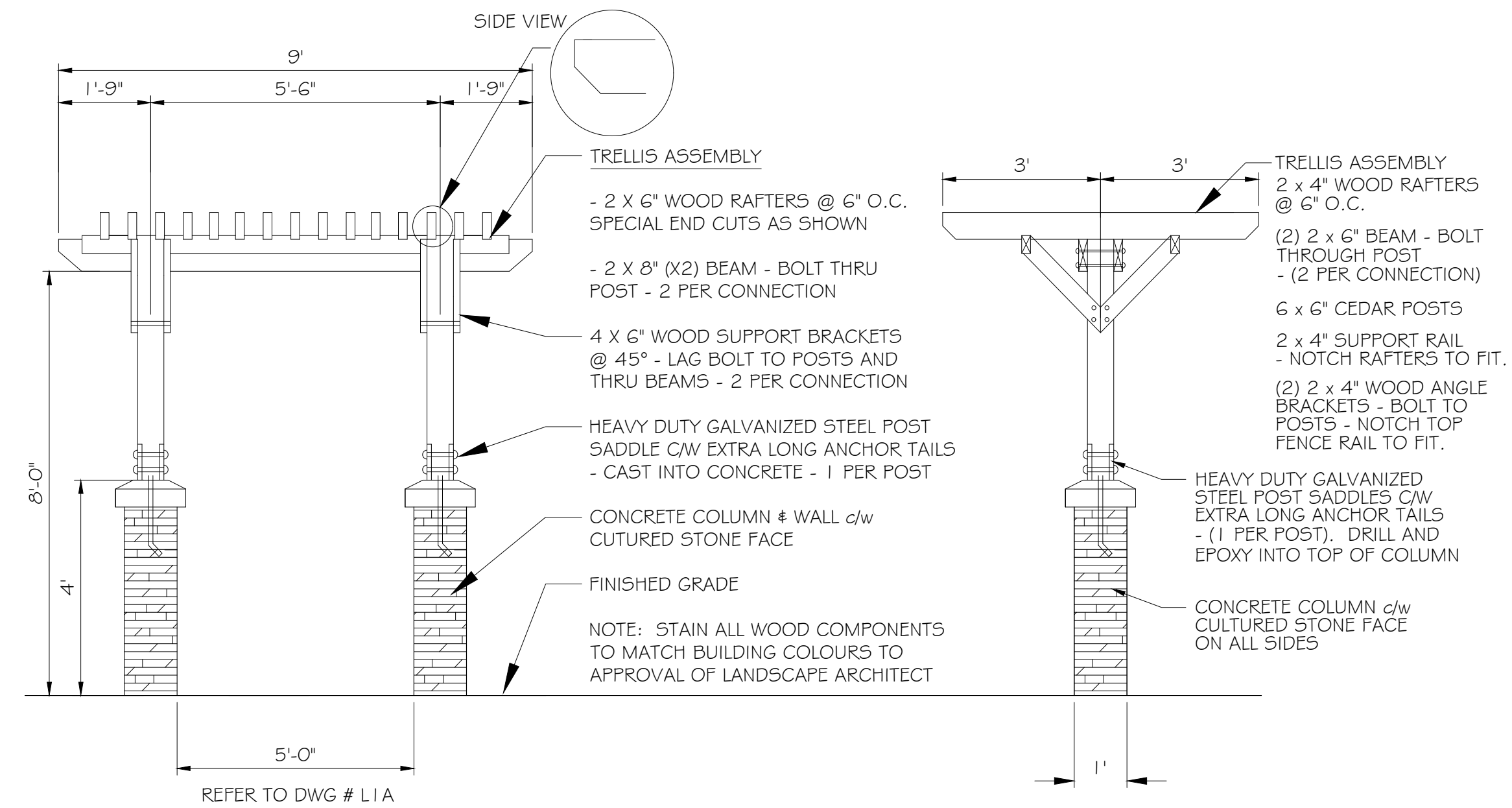
2 GARDEN PLANTER OVER SLAB
L4 SCALE 1" = 1' - 0"



3 BOULDER PLACEMENT
L4 SCALE 3/4" = 1' - 0"



4 WOOD PANEL FENCE
L4 SCALE 1/2" = 1' - 0"



5 WOOD ARBOUR
L4 SCALE 1/2" = 1' - 0"

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PROJECT:

3RD STREET APARTMENTS

PROJECT ADDRESS:

265 3RD STREET DUNCAN, BC

CLIENT:

-



ISSUED FOR:

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SAC PROJECT NO:

THI-01-22

DRAWN BY:

BF/RF

SCALE:

AS NOTED

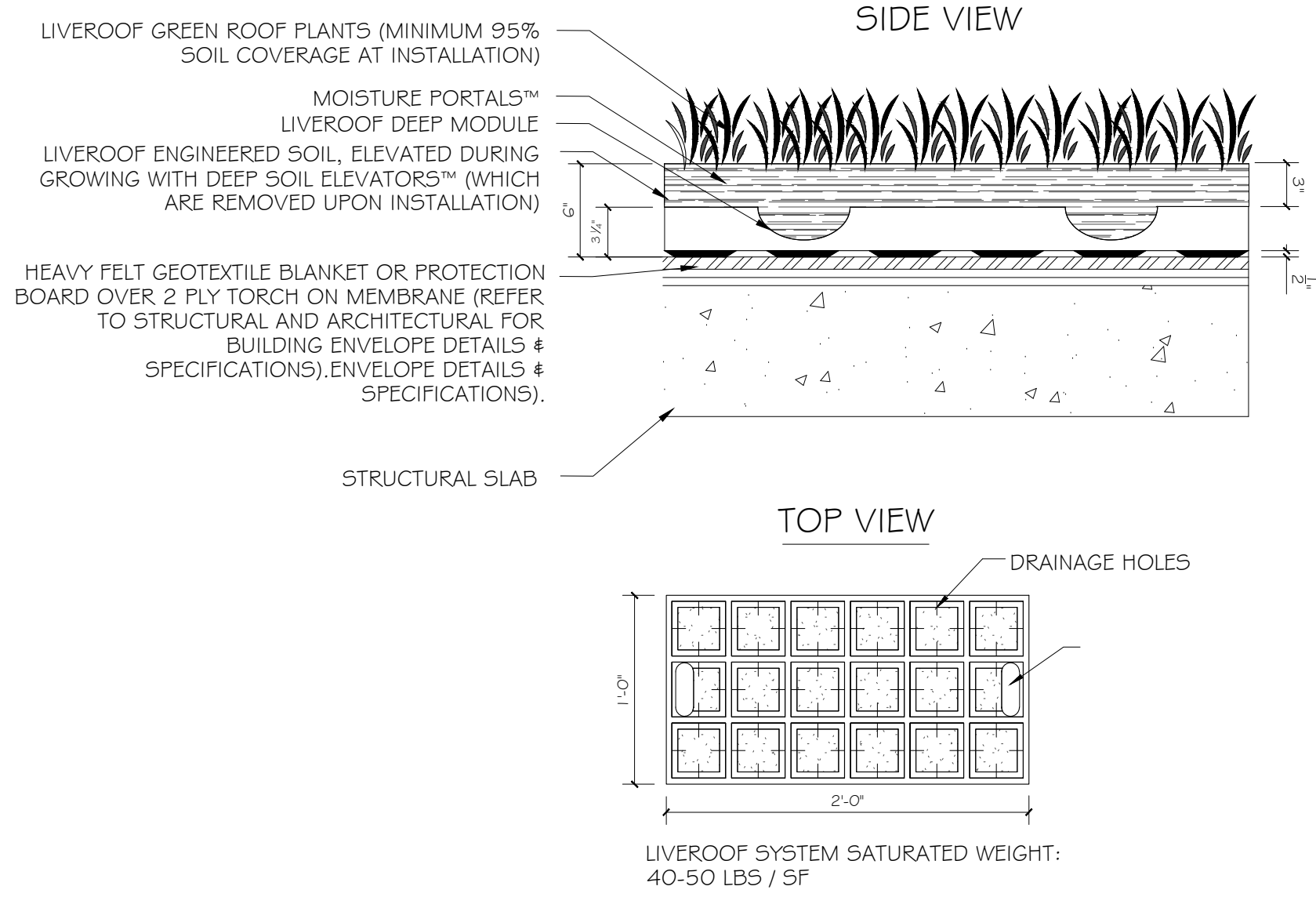
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LANDSCAPE DETAILS

DRAWING NUMBER:

L4

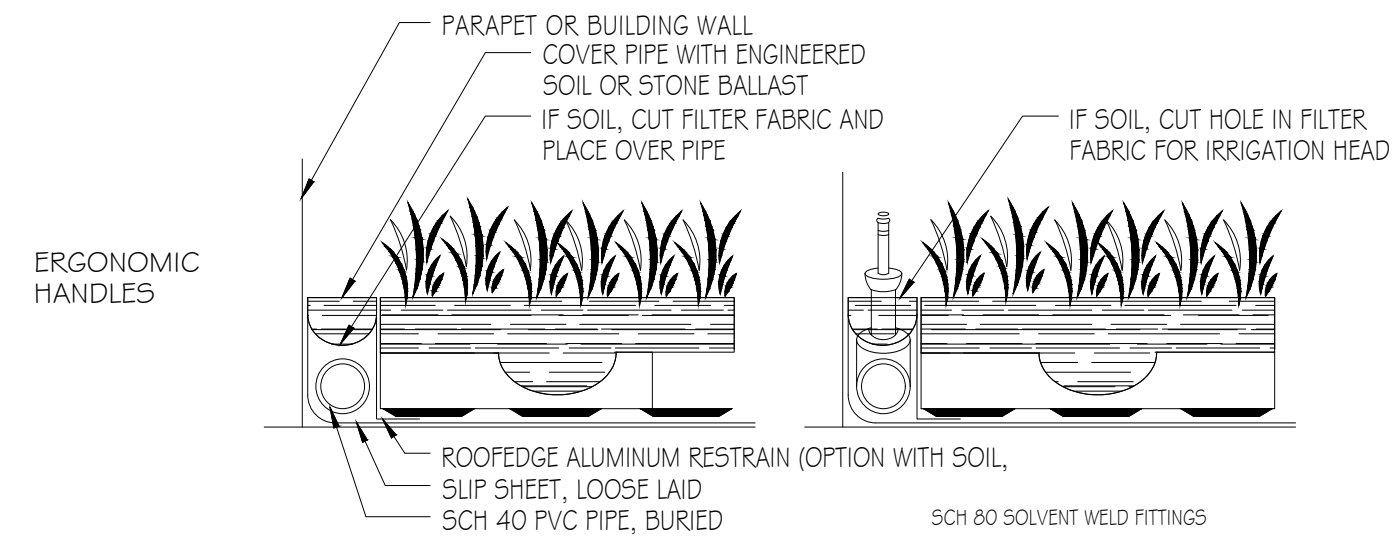
LiveRoof DEEP SYSTEM
Over Conventional Roofing Assembly



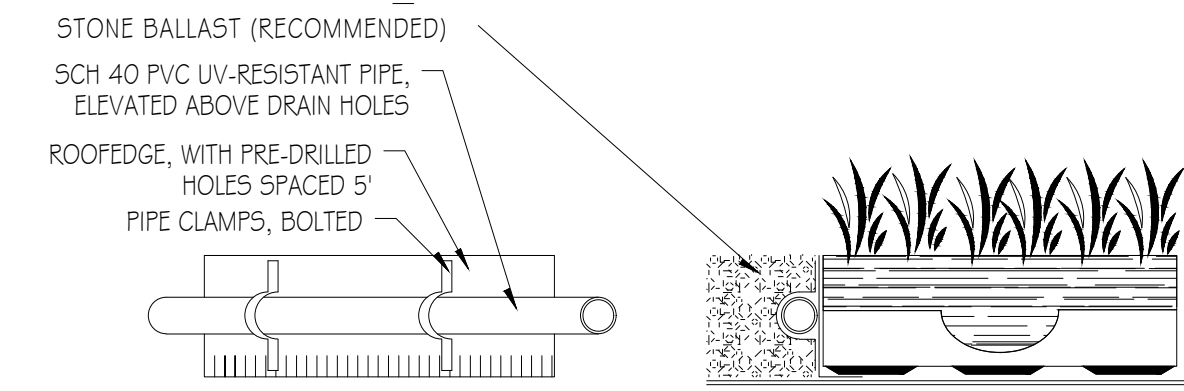
1 GREENROOF PLANTING OVER SLAB
L5 SCALE 1-1/2" = 1' - 0"

SIDE VIEWS

OPTION 1: ALONG PARAPET OR BUILDING WALL, DRAINAGE IN FIELD OF ROOF



OPTION 2: SURROUNDING GREEN ROOF, DRAINAGE REQUIRED AT PERIMETER



SLOPE, REFLECTIVE SURFACES, SHADE, BUILDING HEIGHT AND WIND EXPOSURE AFFECT IRRIGATION NEEDS. CONSULT LIVEROOF LICENSED GROWER FOR APPROPRIATE PLANT SELECTIONS BASED ON SITE CONDITIONS. CONSULT A QUALIFIED IRRIGATION SPECIALIST TO DETERMINE APPROPRIATE DESIGN CONFIGURATION OF IRRIGATION, INCLUDING PIPE DIAMETER, LAYOUT, HEAD STYLE AND SPACING.

2 SUBTERRANIAN IRRIGATION
L5 SCALE 1-1/2" = 1' - 0"

NOTE: 1/8" NOT SCALE THE DRAWING. WORK TO FIGURED DIMENSIONS ONLY. IS CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE. REPORT ANY DISCREPANCIES TO ARCHITECT IMMEDIATELY UPON TO PROCEEDING WITH THE WORK. IN THE DRAWING IS THE PROPERTY OF 4★SITE LANDSCAPE ARCHITECTURE AND SHALL NOT BE REPRODUCED WITHOUT WRITTEN PERMISSION.

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DRAWN BY:
BF/RF

SCALE:
AS NOTED

DRAWING TITLE:
LANDSCAPE DETAILS

DRAWING NUMBER:
L5

SEDUM SPECIES FOR GREEN ROOF



STONECROP
Sedum album



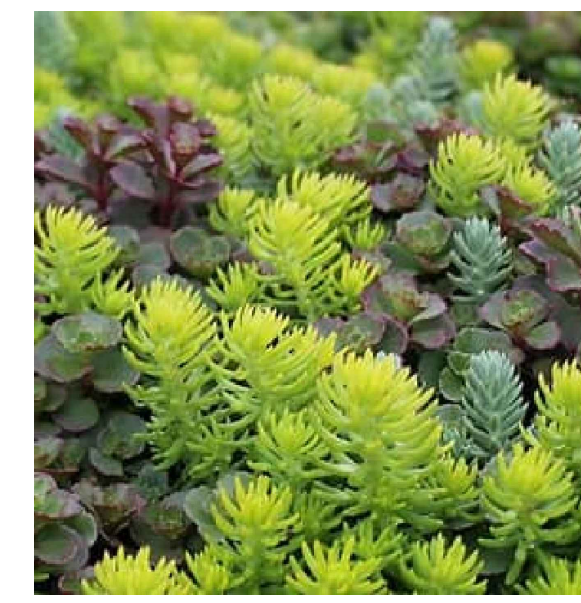
TASTELESS STONECROP
Sedum sexangulare



WEIHENSTEPHANER GOLD
Sedum floriferum



VARIEGATUM STONECROP
Sedum spurium



GOLDMOSS STONECROP
Sedum acre



SPANISH STONECROP
Sedum hispanicum

Request for Decision



To:	Peter de Verteuil, CAO	File No:	0340-50
Meeting Date:	June 08, 2026	Submission Date:	June 03, 2026
From:	Rachel Hastings, Manager of Building and Bylaw Services		
Reviewed By:	Paige MacWilliam, Deputy CAO & Director of Corporate Services		
Subject:	Towing Policy Update		

RECOMMENDATION:

That Council approve the Towing Policy, as attached to the June 8, 2026 report by the Manager of Building and Bylaw Services.

BACKGROUND:

The Towing Policy was last updated in 2019 to address vehicles obstructing permitted events, including street closures and City Square events. Under the current policy, obstructing vehicles are not impounded but are instead relocated outside the event area and issued a ticket.

The 2019 towing policy also includes provisions for towing and impounding vehicles with 3 or more outstanding parking violations.

ANALYSIS:

Since the policy update, the management of City events has evolved, and staff have identified several updates to improve the clarity, function, and customer friendly focus of the policy.

One of the current challenges is that the region lacks a towing company with a secure storage yard in the Duncan area. Staff are currently in discussions with the towing companies that have storage lots, located near Ladysmith, for storage of abandoned vehicles or impounding vehicles owned by individuals who have multiple outstanding parking tickets.

Given the long distance that repeat offenders must navigate to retrieve their impounded vehicles, the updated policy increases the threshold from 3 to 5 outstanding tickets before an owner would receive a tow warning letter prior to the vehicle being towed and impounded.

The proposed policy includes the following customer friendly additions:

- a) Posting advance warning in a form prescribed by the City at least 24 hours in advance of the event or project.
- b) Requires a one-hour grace period and for reasonable efforts to contact the vehicle(s) owner(s) before towing is considered.

Request for Decision – Towing Policy Update - June 08, 2026- Council

IMPLICATIONS:

- Financial:** Bylaw enforcement efforts focus on education and compliance. It is not anticipated that amending the downtown towing policy will result in increased ticketing revenue.
- Policy/Legislation:** *Community Charter Section 260 – Bylaw Enforcement Powers; Streets and Parking Regulation Bylaw 3101*
- Strategic Priority:** Thriving and Resilient Economy and Business Community
- Sustainability:** N/A
- Communication:** Staff will make the policy available on our website and share it with event organizers whenever relevant.
- Staffing Implications:** The proposed updates can be accommodated with current staff capacity.

ALTERNATE OPTION:

That the Towing Policy be referred to the Committee of the Whole for further discussion.

APPENDICES:

- Appendix A: Towing Policy - Draft
- Appendix B: Towing Policy - Current



COUNCIL POLICY

Towing

GOAL

This policy is intended to provide guidance for the City's towing practices in support the City's goal for customer friendly parking.

SCOPE

This policy applies to all vehicles in violation of the City's parking regulations. It provides guidance on towing vehicles of repeat offenders and vehicles obstructing approved events or City projects.

POLICY

1. Outstanding parking violations:
 - a. At five outstanding parking bylaw offence notices of any kind a tow warning will be issued.
 - b. If found parked in City boundaries after fourteen days from the date of the tow warning letter the vehicle will be towed and impounded at the nearest secure impound lot until the outstanding bylaw offence notices and towing / impound fees are resolved.
2. Events:
 - a. Vehicles may be towed when obstructing an event in the downtown core, or a community-wide event outside the downtown core, to the Canada Avenue paid parking lot when the following conditions have been met:
 - i. an authorized special event permit has been issued;
 - ii. advance warning was posted by the permit holder in a form prescribed by the City at least 24 hours in advance of the event;
 - iii. event organizers have given a 1-hour grace period and made a reasonable effort to contact the vehicle owner before towing will be authorized.
 - b. Vehicles will not be impounded but will be issued a bylaw offence notice where parked contrary to signage for special event closures.
 - c. Event organizers are expected to advise impacted residents and businesses of the streets for the event and how they can gain access to their properties in advance of the event.
3. Public Work Plan Projects
 - a. Public Works staff may arrange to tow vehicles that are obstructing a City construction project where the following conditions have been met:
 - i. advance warning was posted in a form prescribed by the City at least 24 hours in advance of the project; and,
 - ii. Public Works Staff have given a 1-hour grace period and made a reasonable effort to contact the vehicle owner before towing.



COUNCIL POLICY

Towing

- b. Public Works Staff will advise impacted residents and businesses of the streets for the project and how they can gain access to their properties in advance of the project.
 - c. Vehicles will not be impounded but a bylaw offence notice will be issued if parked contrary to posted signage.
 - d. Vehicles will be towed to the closer of the Canada Avenue paid parking lot or the Public Works Yard.
4. Vehicles obstructing an emergency repair project by the City may be towed immediately outside of the affected area; the vehicles will not be impounded or issued a bylaw offence notice.



COUNCIL POLICY

Towing

POLICY

This policy will provide direction to the Parking Enforcement Staff with regards to notifying repeat offenders prior to towing vehicles of repeat offenders to further encourage customer friendly parking. This policy will also provide direction to staff with regards to moving vehicles obstructing events or City projects.

1. The Parking Enforcement Staff will keep a list of repeat offenders.
2. After two observed violations of parking contrary to time limit regulations downtown, a ticket will be issued on third parking violation and on any further parking violations.
3. At three outstanding parking offences of any kind, a tow warning will be issued.
4. If found parked in City boundaries after one week from date of tow warning until the outstanding tickets are resolved, the vehicle will be towed and impounded.
5. Vehicles obstructing an event for which there is an authorized street closure permit, parade permit, or City Square Use Agreement will be towed immediately outside of the event area; the vehicles will not be impounded but will be issued a ticket where parked contrary to signage for street closure.
6. Vehicles obstructing a City construction project for which ample notice has been provided by way of signage and notification to neighbouring property will be towed immediately outside of the affected area; the vehicles will not be impounded but a ticket will be issued if parked contrary to signage.
7. Vehicles obstructing an emergency repair project by the City will be towed immediately outside of the affected area; the vehicles will not be impounded or issued a ticket.

Request for Decision



To:	Peter de Verteuil, CAO	File No:	0340 Policies
Meeting Date:	June 8, 2026	Submission Date:	May 5, 2026
From:	Jessica Hodgins, Corporate Services Coordinator		
Reviewed By:	Paige MacWilliam, Deputy CAO/Director of Corporate Services		
Subject:	Artificial Intelligence (AI) Policy		

RECOMMENDATION:

That Council approve the Artificial Intelligence Policy as attached to the June 8, 2026 report from the Corporate Services Coordinator.

BACKGROUND:

AI technologies have advanced rapidly in recent years and are increasingly embedded in applications the City is already using. AI-powered tools can be used to support research, automate routine tasks, enhance customer service, improve document quality, analyze large datasets, and support more timely decision-making. For local governments, this trend presents both opportunities and responsibilities. Staff already have access to AI tools through the licensed software platforms the City subscribes to, and informal use is becoming more common. Without clear governance, such use can introduce risks related to privacy, data security and accuracy, and public trust.

ANALYSIS:

Recognizing that AI is expected to become further embedded across business processes, staff have developed an AI Policy to guide the use of AI by City representatives so that the City can benefit from the potential of AI technology while taking appropriate steps to protect personal and other sensitive information.

A key message of the proposed policy is that AI is a tool, not a replacement for human judgement. Users of AI tools are responsible for their final work product, including any content created with AI assistance, and need to be aware that AI can be inherently biased and can generate incorrect information. Protected groups, such as people with disabilities, can be disproportionately impacted by these equity risks. In response to this, the policy identifies limitations of AI and requires users to verify that AI outputs are factually accurate, complete, up-to-date, and use language that is respectful and free from bias before they are presented to other people. It further requires users to consider accessibility when reviewing AI outputs, and includes the option to use AI to help improve the accessibility of content. Work that is supported by AI, just like other work products, should align with all relevant City policies.

Request for Decision – Artificial Intelligence Policy – June 8, 2026 Council

IMPLICATIONS:

- Financial:** Having an AI Policy is an important tool to support risk management. Without a policy in place, the City could be exposed to significant legal risk and its associated potential costs in the event of a privacy breach.
- Policy/Legislation:** There is currently no finalized federal or BC legislation governing the use of AI. The policy can be amended in future as needed to align with new legislation.
- Strategic Priority:** Establishing an AI policy can support Council’s strategic goal to support good governance and workplace culture by authorizing the use AI tools in a responsible way to enable staff to find efficiencies in the completion of their work that in turn can support improved service delivery to the community.
- Sustainability:** AI-related data centres require a significant amount of electricity and water to operate. The policy acknowledges this by requiring users to be specific with prompts to contribute to a collective effort to reduce environmental impacts through reduced number of prompts needed to get desired outputs. This also encourages thoughtful, intentional AI use.
- Communication:** If approved, the AI Policy will be posted on the City’s website. The policy includes a section on transparency requirements so that the City is consistent in clearly communicating the use of AI when a final work product is substantively generated using AI, and when AI is used for autonomous decision making.
- Staffing Implications:** The AI Policy is intended to offer reassurance to City staff in the use of AI to assist with work, supporting more efficient operations across departments as staff find opportunities to integrate AI into workflows and explore new AI-powered applications or services over time to support enhanced service delivery to residents.

ALTERNATE OPTION:

That Council refer the draft AI Policy to the Committee of the Whole for further discussion.

APPENDICES:

Appendix A: Artificial Intelligence Policy (draft)



Council Policy

Artificial Intelligence

Goal

The goal of the Artificial Intelligence policy is to establish principles and guidelines for City representatives' safe and responsible use of AI tools, recognizing that these tools can support efficiency and enhance the services the City is able to provide to residents.

Scope

This policy applies to the use of any AI technology by City Council members, City employees, or City volunteers (collectively the "users") in the conduct of their duties on behalf of the City.

Definitions

Artificial Intelligence (AI) means technologies that simulate human intelligence to perform tasks, including decision-making, pattern recognition, and natural language processing by relying on algorithms and data to analyze patterns, make predictions, and solve problems. This includes all forms of AI, including Generative AI (which produces content such as text, audio, code, videos, and images), and including AI features built into software or services provided by third parties.

FOI Head means the City of Duncan employee designated as head of the public body for the purposes of British Columbia's *Freedom of Information and Protection of Privacy Act*.

Hi-Risk AI Use means AI use that may significantly affect individuals, including decisions relating to eligibility, enforcement, financial matters, or rights, which would only be considered subject to the completion of a Privacy Impact Assessment.

Personal Information means recorded information about an identifiable individual. It includes personal identity information, which is any personal information of a type that is commonly used, alone or in combination with other information, to identify or purport to identify an individual.

Privacy Impact Assessment (PIA) means a step-by-step review process to evaluate new programs or systems for potential risks to individual privacy to ensure that the collection, use, and storage of Personal Information is carried out appropriately and in accordance with applicable legislation. The City has established a PIA template to guide employees in this evaluation.

Prompt means a stimulus or cue that elicits a response, such as a question or short instructional text that is provided as input to an AI tool.

Sensitive Information means information that is not approved for disclosure, such as confidential information to be considered in a meeting closed to the public; disclosures that would be harmful to third parties or personal privacy; and proprietary information or information protected by copyright.



Council Policy Artificial Intelligence

Policy

Users may use AI as a tool to support their work, not as a replacement for professional judgement. When using AI, users must do so in a manner that is risk-aware and defensible, with safeguards appropriate to foreseeable risks. The higher the potential impact of the task, the more carefully AI output must be checked before use.

Users are solely accountable for their final work product, including any content created with AI assistance.

All users must be aware of AI's limitations:

- **It can invent information:** AI may generate false “facts” and citations that seem plausible but are fabricated.
- **It can be biased or unprofessional:** AI's training on public internet data can lead to biased or inappropriate content.
- **It can be outdated:** The information it uses may not be current or accurate.

Verification Requirements

- Before presenting or relying on an AI output, including search engine overviews and summaries, users must verify that it is factually accurate, unbiased, accessible, complete, up-to-date, and appropriate for the intended use. Verification must be proportionate to the risk of the task.
- Subject to an approved PIA, if AI is used for autonomous decision-making, users must review AI outputs over time for accuracy, bias, or unexpected behaviour.

Transparency Requirements

- When text generated by AI tools is used substantively in a final product, attribution to the specific AI tool is required, and should also include the department or position that reviewed/edited the content.
 - *Example: Some material in this report was generated using Microsoft Copilot and was reviewed for accuracy by a member of the Corporate Services Department before publication.*
- Subject to an approved PIA, if AI is used for autonomous decision making, an understandable explanation of the role of AI in the decision-making process must be provided.

Acceptable Uses of AI

Users may engage with AI to support the following activities:

- Research and idea creation (subject to human fact checking of content)
- Drafting communications and reports for subsequent human review
- Improving clarity, tone, grammar, format, accessibility and inclusivity of content
- Data analysis for subsequent human review
- Summarizing meetings (with consent of all participants)



Council Policy Artificial Intelligence

Prohibited Uses of AI

- Never enter Personal Information or other Sensitive Information into an AI tool without a corresponding PIA in place that is approved by the FOI Head. Where there is uncertainty, users must treat information as Sensitive Information and not input it into AI tools. See the Privacy Requirements section for more information.
- Users must not use personal AI accounts to process City information.
- Social scoring or profiling of individuals or communities is prohibited.
- Using AI for legal interpretation, enforcement, or eligibility decisions without human review is prohibited.
- AI must not be used to make autonomous decisions without an approved PIA. All AI outputs must be reviewed and approved by a qualified individual who remains accountable for the outcome.

Privacy Requirements

Privacy Impact Assessments

A PIA is mandatory when any of the following apply:

- A new AI initiative or a substantive change to an existing initiative is being considered. This includes the procurement of any new goods, services, or solutions that incorporate AI.
- A user wishes to use Personal Information or Sensitive Information in a Prompt.
- Automated decision-making is being considered (e.g. eligibility, enforcement, application completion).

Where AI is used to support decisions affecting individuals, the PIA must also evaluate:

- risk of bias or discrimination;
- degree of human oversight; and
- limitations and applications of the tool.

Contact the Corporate Services Department to determine if a PIA is required in other circumstances.

Sustainability Requirements

- Be specific in initial Prompts to minimize the number of subsequent Prompts needed to get the desired output to reduce the environmental impact of the City's AI use.

Contractors and Vendors

When City staff are aware that a contractor or vendor will be using AI, staff will be responsible for evaluating whether a PIA would be required. The use of AI should be addressed under the contract terms.



Council Policy Artificial Intelligence

Incident Reporting

Users must promptly report privacy or confidentiality breaches to the FOI Head.

Subject to an approved PIA, if AI is used for autonomous decision-making, users must report to the FOI head if AI is:

- producing materially incorrect outputs, especially when relied upon in final work products or decision-making; or
- suspected to be providing biased or unfair outputs.

Reported incidents will be reviewed to determine whether corrective action or changes to AI use are required.

Training, Compliance, and Enforcement

All users must comply with this policy and related City of Duncan policies.

The City may provide staff with periodic training on ethical, privacy-protective, and secure AI use (subject to use and resourcing). Training may include guidance on identifying High-Risk AI Uses, recognizing potential bias, and applying appropriate safeguards.

Breaches of this policy will be addressed in accordance with the City's collective agreement, employment agreements, the City's Code of Conduct policies, or vendor contract, as applicable.

Policy Monitoring

This policy will be reviewed at least once annually to account for any new developments in AI technology and incorporate any improvements based on compliance observations or issues arising through employee training. This review will consider emerging risks, including bias, accuracy, and evolving legal or regulatory expectations related to AI use.

The City will manage AI use in accordance with recognized best practices for risk management, transparency, data governance, and human oversight, consistent with evolving legal and regulatory expectations.

CITY OF DUNCAN

BYLAW NO. 3050.06, 2026

A BYLAW TO AMEND THE COUNCIL PROCEDURES BYLAW

NOW THEREFORE the Council of the City of Duncan hereby enacts as follows:

1. This Bylaw may be cited as “Council Procedure Bylaw Amendment No. 3050.06, 2026”.
2. “Council Procedure Bylaw No. 3050, 2012” is hereby amended as follows:
 - 2.1 By deleting 6. (1) under Part 2 – INAUGURAL MEETING in its entirety, and replacing it with:

“6. (1) The first regular Council meeting following a general local election will be held on the first regularly scheduled meeting in November according to the approved Council meeting schedule.”

PASSED FIRST READING 11-MAY-2026.

PASSED SECOND READING 11-MAY-2026.

PASSED THIRD READING 11-MAY-2026.

Notice of intention to proceed with this bylaw was published in accordance with City of Duncan Public Notice Bylaw No. 3237, 2023 and Sections 94 of the *Community Charter* on May 27, 2026 and June 3, 2026.

ADOPTED

Michelle Staples, Mayor

Paige MacWilliam, Corporate Officer

Request for Decision



To:	Peter de Verteuil	File No:	3900-30
Meeting Date:	May 11, 2026	Submission Date:	May 1, 2026
From:	Jessica Hodgins, Corporate Services Coordinator		
Reviewed by:	Paige MacWilliam, Deputy CAO/Director of Corporate Services		
Subject:	Council Procedure Amendment Bylaw No. 3050.06, 2026		

RECOMMENDATION:

1. **That Council give first three readings to Council Procedure Amendment Bylaw No. 3050.06, 2026 – a bylaw to align the inaugural meeting date with the council meeting schedule.**

BACKGROUND:

Municipalities are required by section 124 of the *Community Charter* to establish a procedure bylaw that regulates Council and committees in conducting business. Section 124 (2) (g) requires that a council's procedure bylaw establish the first regular council meeting date as a day in the first 10 days of November following a general local election.

In 2024, Council amended Council Procedure Bylaw No. 3050 to make it less prescriptive regarding meeting days to accommodate scheduling regular council meetings on the second and fourth Monday of each month to avoid most statutory holidays that fall on Mondays, and to make it easier to host two meetings in January following the Christmas break.

ANALYSIS:

Council's 2026 council meeting schedule aligns with the *Community Charter*, with the inaugural meeting following the 2026 general local election scheduled for Monday, November 9.

However, this is inconsistent with the Council Procedure Bylaw which establishes that the inaugural meeting must be held on the first Monday of the month following the general local election, which this year would be on November 2nd.

As the scheduled date for the inaugural meeting already aligns with the *Community Charter*, and to make Part 2 of the Council Procedure Bylaw consistent with the updates made in 2024, staff recommend that the bylaw be amended to indicate that the first regular Council meeting following a general local election will be held on the first regularly scheduled meeting in November according to the approved Council meeting schedule.

Request for Decision – Council Procedure Bylaw Amendment Bylaw 3050.06, 2026 – May 11, 2026 Council

IMPLICATIONS:

Financial: The cost associated with posting notice of the proposed amendment bylaw in the newspaper will be approximately \$150 depending on the specifications of the advertisement.

Policy/Legislation: Council is required by the *Community Charter* to have a procedure bylaw and to publish the meeting calendar at least once each year in accordance with Section 94 of the *Community Charter* and the City’s Public Notice Bylaw. The 2026 meeting schedule was published in late 2025.

Strategic Priority: N/A – statutory requirement

Sustainability: n/a

Communication: Should Council wish to proceed with the proposed amendment bylaw, notice will be published at the public notice posting places and in accordance with the City’s Public Notice Bylaw and *Community Charter*.

No changes to the 2026 Council meeting schedule are proposed. Should Council pursue the alternate option of amending the meeting schedule instead of the bylaw, notice of the change to the schedule would be posted in accordance with the City’s Public Notice Bylaw.

Staffing Implications: Required notices would be coordinated by the Corporate Services Department.

ALTERNATE OPTION:

That Council direct staff to amend the 2026 Council Meeting Schedule to move the inaugural meeting from November 9, 2026 to November 2, 2026, and to publish notice of the amended schedule.

APPENDICES:

Appendix A: Draft Council Procedure Bylaw Amendment Bylaw No. 3050.06

Appendix B: 2026 Council Meeting Schedule

CITY OF DUNCAN
BYLAW NO. 3200.08, 2026
A BYLAW TO AMEND THE BYLAW OFFENCE NOTICE ENFORCEMENT BYLAW

The Council of the City of Duncan enacts as follows:

1. Title

This Bylaw may be cited as “Bylaw Offence Notice Enforcement Amendment Bylaw No. 3200.08, 2026”.

2. Amendments

“Bylaw Offence Notice Enforcement Bylaw No. 3200, 2019” is hereby amended as follows:

2.1 By deleting the section entitled “BUILDING BYLAW NO. 1848, 1998” under Schedule “A” and replacing it as follows:

BUILDING BYLAW NO. 3254, 2026

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
5.1	Construction without a valid building permit	\$400.00	\$375.00	\$450.00	YES
5.3	Relocating a building prior to obtaining a building permit	\$400.00	\$375.00	\$450.00	YES
7.1 (a)	Non-conforming construction or work	\$400.00	\$375.00	\$450.00	NO
7.1 (b)	Occupancy without a permit or contrary to conditions	\$400.00	\$375.00	\$450.00	YES
7.1(c)	Provide false or misleading information	\$100.00	\$75.00	\$150.00	No
7.1(d)	Altering approved plans or documents	\$400.00	\$375.00	\$450.00	No

7.1(e)	Tampering with posted notices or permits	\$100.00	\$75.00	\$150.00	No
7.1(f)	Construction, work or activity not consistent with approved plans	\$300.00	\$275.00	\$350.00	Yes
7.1(g)	Obstructing a building official	\$450.00	\$425.00	\$500.00	No
7.1(h)	Change of use or occupancy without permit	\$400.00	\$375.00	\$450.00	Yes
7.1(i)	No visible civic address	\$100.00	\$75.00	\$150.00	Yes
7.1(j)	Contravene order, direction, notice or other requirement	\$500.00	\$375.00	\$500.00	Yes
12.1	Fail to restore excavation as required	\$300.00	\$275.00	\$350.00	Yes
12.2	Fail to secure site or address unsafe condition	\$300.00	\$275.00	\$350.00	Yes
13	Fail to comply with demolition requirements	\$300.00	\$275.00	\$325.00	Yes
14.1	Failure to obtain inspection	\$100.00	\$75.00	\$150.00	Yes
16.3	Fail to comply with written notice or order	\$100.00	\$75.00	\$150.00	No
17.1(a)	Fail to comply with building permit conditions	\$100.00	\$75.00	\$150.00	Yes
17.1(b)	Fail to comply with stop work order	\$450.00	\$425.00	\$500.00	No
17.1(e)	Fail to allow a building official to enter property, building or premises	\$400.00	\$375.00	\$450.00	Yes

17.1(f)	Fail to provide required notices to building official	\$100.00	\$75.00	\$150.00	Yes
17.1(k)	Fail to post permit or keep required documents on site	\$200	\$150	\$250	Yes

2.2 By deleting the section pertaining to 19.6 “Failure to move after 24 hours” in the section entitled “STREETS AND PARKING REGULATIONS BYLAW NO. 3101, 2014” under Schedule “A” and replacing it with the following:

19.6	Deposit or permit to remain unmoved or within the immediate vicinity for a period greater than twenty-four (24) hours	\$100.00	\$75.00	\$150.00	Yes
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2.3 By deleting the section pertaining to 20.1 “Unlawful removal of notice” in the section entitled “STREETS AND PARKING REGULATIONS BYLAW NO. 3101, 2014” under Schedule “A” and replacing it with the following:

20.1	Unlawful removal of bylaw offence notice	\$40.00	\$30.00	\$55.00	Yes
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2.4 By deleting the section pertaining to 47.1 (h) “Permit to stand or park on any curb painted yellow” in the section entitled “STREETS AND PARKING REGULATIONS BYLAW NO. 3101, 2014” under Schedule “A” and replacing it with the following:

47.1 (h)	Permit to stand or park on any curb painted yellow	\$50.00	\$40.00	\$65.00	Yes
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2.4 By deleting the section entitled “ZONING BYLAW NO. 3166” under Schedule “A” and replacing it with the following:

ZONING BYLAW NO. 3166, 2017

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
1.2.1	Use, occupy or permit a person to use or occupy	\$400.00	\$375.00	\$450.00	NO

	land, a building, or structure in contravention of bylaw				
1.2.8	Obstruct authorized entry	\$200.00	\$175.00	\$225.00	NO
3.2	Carry on prohibited use in any zone	\$400.00	\$375.00	\$450.00	YES
3.3	Unlawful accessory use	\$100.00	\$75.00	\$125.00	YES
3.4	Unlawful siting of a shipping container	\$100.00	\$75.00	\$100.00	YES
3.5.1	Unlawful accommodation in a recreational vehicle	\$200.00	\$175.00	\$225.00	YES
3.5.3	Unlawful temporary building or structure	\$200.00	\$175.00	\$225.00	YES
3.6	Non-compliant urban food garden	\$100.00	\$75.00	\$125.00	YES
3.7.1	Insufficient fencing of swimming pool	\$200.00	\$175.00	\$225.00	NO
3.8	Unlawful fence	\$400.00	\$375.00	\$450.00	YES
3.11	Insufficient building separations	\$100.00	\$75.00	\$125.00	NO
3.13	Unlawful siting of mechanical equipment	\$100.00	\$75.00	\$125.00	YES
3.15	Obstruction of visibility at intersections	\$100.00	\$75.00	\$125.00	YES
3.16	Unlawful setback from riparian area	\$100.00	\$75.00	\$125.00	NO
3.17.2	Unlawful siting of backyard hen enclosure	\$100.00	\$75.00	\$125.00	YES
3.18.2	Oversized home-based business	\$100.00	\$75.00	\$125.00	YES
3.18.2	Unauthorized number of non-resident employees	\$100.00	\$75.00	\$125.00	YES
3.18.2	Unauthorized number of motor vehicles associated with home-based business	\$100.00	\$75.00	\$125.00	YES
3.18.1; 3.18.3; 3.18.4	Unlawful home-based business	\$100.00	\$75.00	\$125.00	YES
3.19	Unlawful bed and breakfast	\$100.00	\$75.00	\$125.00	YES
3.20	Unlawful residential daycare	\$100.00	\$75.00	\$125.00	YES
3.22.1	Insufficient landscaping	\$100.00	\$75.00	\$125.00	YES
3.22	Insufficient screening	\$100.00	\$75.00	\$125.00	YES
3.23	Recycling and garbage storage facilities not sited or screened as required	\$100.00	\$75.00	\$125.00	YES

3.28	Insufficient off-street parking	\$100.00	\$75.00	\$125.00	NO
3.31	Insufficient off street loading facilities	\$100.00	\$75.00	\$125.00	NO
3.32	Unlawful storage of commercial vehicles, recreational vehicles, motor vehicles or watercraft	\$100.00	\$75.00	\$125.00	YES
3.34	Insufficient parking for persons with disability requirements	\$100.00	\$75.00	\$125.00	NO
4.3.1; 4.7.1; 4.12.1; 5.3.1; 5.8.1; 5.13.1; 6.3.1; 6.8.1	Insufficient setback from property lines of principal building or accessory building or structure	\$200.00	\$175.00	\$225.00	NO
4.3.1; 4.7.1; 4.12.1; 5.3.1; 5.8.1; 5.13.1; 6.3.1; 6.8.1	Exceeds maximum parcel coverage	\$200.00	\$175.00	\$225.00	NO
4.3.1; 4.7.1; 4.12.1; 5.3.1; 5.8.1; 5.13.1; 6.3.1; 6.8.1	Over height buildings or structures	\$200.00	\$175.00	\$225.00	NO

PASSED FIRST READING 11-MAY-2026.
 PASSED SECOND READING 11-MAY-2026.
 PASSED THIRD READING 11-MAY-2026.
 RESCIND THIRD READING 25-MAY-2026.
 PASSED THIRD READING 25-MAY-2026.
 ADOPTED

Michelle Staples,
Mayor

Paige MacWilliam,
Corporate Officer

Request for Decision



To:	Peter de Verteuil, CAO	File No:	3900 Bylaws
Meeting Date:	May 11, 2026	Submission Date:	May 5, 2026
From:	Paige MacWilliam, Deputy CAO/Director of Corporate Services		
Reviewed By:	Rachel Hastings, Manager of Building and Bylaw		
Subject:	Bylaw Offence Notice Enforcement Amendment Bylaw No. 3200.08, 2026		

RECOMMENDATION:

That Council give first three readings to Bylaw Offence Notice Enforcement Amendment Bylaw No. 3200.08, 2026 – a bylaw to establish bylaw offence fines associated with the Building Bylaw and to make other house-keeping amendments.

BACKGROUND:

The City has implemented a bylaw notice adjudication system under the *Bylaw Offence Notice Enforcement Act*. This administrative system is an alternative to the provincial court for resolving minor local government bylaw contraventions. The Bylaw Offence Notice Enforcement Bylaw lists all fines associated with minor bylaw offences with a maximum penalty of \$500. Each time there is an amendment to City regulations, an amendment is also required to update the fines included in the Bylaw Offence Notice Enforcement Bylaw to reflect the new changes.

ANALYSIS:

The new Building Bylaw No. 3254, 2026 was adopted on April 17, 2026. The proposed Bylaw Offence Notice Enforcement Bylaw Amendment Bylaw (BON Amendment Bylaw) will implement the fines associated with enforcement of building bylaw offences.

The proposed BON Amendment Bylaw also includes corrections to the zoning bylaw section numbers, which is necessary as sections of the zoning bylaw were renumbered as part of previous amendments. In addition, the fine amounts for occupancy contraventions, prohibited uses, and unlawful fences have been increased from \$100 to \$400.

The proposed BON Amendment Bylaw also includes updates to the Streets and Parking Regulation Bylaw fines - to increase the fine amount for parking on yellow curbs from \$40 to \$50, and update the fine description for parking more than 24 hours.

IMPLICATIONS:

Financial:	There are no financial implications associated with this bylaw.
Policy/Legislation:	<i>Bylaw Offence Notice Enforcement Act</i>

Request for Decision – Bylaw Offence Notice Enforcement Amendment Bylaw – May 11, 2026 Council

- Strategic Priority:** Well-Managed and Resilient City Infrastructure and Servicing
- Sustainability:** N/A
- Communication:** If the Amendment Bylaw is adopted, the consolidated Bylaw will be updated on the City website and notification will be provided to City staff.
- Staffing Implications:** Adoption of this bylaw will aid in seeking compliance for bylaw infractions.

ALTERNATE OPTION:

That Council refer the “Bylaw Offence Notice Enforcement Amendment Bylaw No. 3200.08, 2026” to the Committee of the Whole for further discussion.

APPENDICES:

Appendix A: Bylaw No. 3200.08, 2026 - Bylaw Offence Notice Enforcement Amendment Bylaw