

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY DECEMBER 6, 2023

The Town of Comox respectfully acknowledges that we are standing on the Unceded traditional territory of the K'òmoks First Nation.

Meeting Location: Council Chambers, 1801B Beaufort Avenue, Comox

Call to Order: 5:00 p.m.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

2. ADOPTION OF AGENDA:

- a. [Adoption of Agenda](#)

THAT the December 6, 2023 Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (5) a. [Richard Ellsay, Municipal Marina Slip tenants](#)
- (6) b. [Michael Zbarky \(CVRD\) & David Holzer \(BCAA Evolve\) - Regional E-bike Program](#)

4. ADOPTION OF MINUTES:

- (7) a. [Regular Council Meeting Minutes](#)

THAT the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday, November 15, 2023 be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

- (14) a. [Consent Agenda](#)

THAT the Consent Agenda items as follows be received for information:

A. Rev Alastair Hunting, Church of Saint John the Divine Anglican Church of Canada, November 14, 2023 regarding St. Andres Cemetery - Revisited Project.

B. Natasha Letchford, November 14, 2023, call for ceasefire.

C. Wendy Lindsay, November 14, 2023, automated collection concerns.

D. Stefan Szkwarek, November 15, 2023, golf ball damage.

(14) a. [Consent Agenda](#)

E. Janice Hayward (+3), November 17, 2023, safety in Kye Bay area.

F. Judy Morrison, November 20, 2023, widening of Lazo Rd.

G. Howard Robertson, Performing Arts Comox Valley, November 23, 2023, invitation to upcoming performances.

H. Michelle Jelinski, November 27, 2023, Complaint about Comox Taxi.

I. Dwayne McDonald, November 30, 2023, RCMP Detachment Quarterly Report.

7. UNFINISHED BUSINESS:

(47) a. [Assisted Set-Out Service Fees and Subsidies](#)

1. *THAT the Fees and Charges Amendment Bylaw No. 2016.01 be Adopted.*

2. *THAT Solid Waste Management Bylaw No. 2027 be given First Reading.*

3. *THAT Solid Waste Management Bylaw No. 2027 be given Second Reading.*

4. *THAT Solid Waste Management Bylaw No. 2027 be given Third Reading.*

5. *THAT Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given First Reading.*

6. *THAT Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given Second Reading.*

7. *THAT Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given Third Reading.*

(85) b. [Pump Track Location](#)

1. *THAT Council authorize administration to proceed with the design and construction of a pump track at Anderton Park;*

2. *THAT Council approve a budget of \$650,000 for the design and construction of a pump track as part of the 2024 Capital and Special Projects Budget.*

3. *THAT Council authorize administration to seek applicable funding opportunities; and*

4. *THAT Council approve the community engagement strategy for the design phase with the establishment and review from a technical committee.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

- (146) a. [Amendment to Affordable Housing Contribution Policy CCL-069](#)

THAT Council Affordable Housing Amenity Contribution Policy CCL-069 be amended as contained in Attachment 1 of the Staff Report on PR 23-24 dated December 6, 2023 to:

- 1. change affordable amenity provision schedule for developments that are 300 or more units from payment of entire amenity at time of rezoning to payment by installments;*
- 2. include an inflation factor for affordable amenity provided by installments; and*
- 3. exclude from affordable amenity calculation the common use areas for Multi-Family and Rental developments.*

- (155) b. [Community Centre Warming and Cooling Centre Operations Policy CCL - 075](#)

THAT Council adopts the attached policy CCL – 075 Community Centre Warming and Cooling Centre Operations.

- (163) c. [2024 Marina Rates Bylaw No.2010.01](#)

- 1. THAT the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01, be given First Reading.*
- 2. THAT the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be given Second Reading.*
- 3. THAT the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be given Third Reading*

- (171) d. [Comox Parks and Recreation Fees Bylaw No.1924.01](#)

- 1. THAT the Comox Parks and Recreation Fees Amendment Bylaw No. 1924.01 be given First Reading.*
- 2. THAT the Comox Parks and Recreation Fees Amendment Bylaw No. 1924.01 be given Second Reading.*
- 3. THAT the Comox Parks and Recreation Fees Amendment Bylaw No. 1924.01 be given Third Reading.*

- (174) e. [Development Variance Permit Application: DVP 23-11 - Variance to permit a Coach House at 2137 Noel Avenue](#)

THAT Development Variance Permit DVP 23-11 for 2137 Noel Avenue be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the December 6, 2023, Planning Report on DVP 23-11.

(181) f. [Rural Economic Diversification and infrastructure Program Economic Diversification Grant Approval](#)

1. *THAT Council authorizes an application to be made to the Province of BC, Rural Economic Diversification and Infrastructure Program (REDIP) Economic Diversification Category – for the implementation of marina enhancements and additional floating commercial space;*
2. *THAT Council commits to covering any required funding amount required in support of the project.*

(183) g. [Universal Water Meters](#)

1. *THAT Council authorize administration to proceed with the universal water metering by increasing the water rate to cover the costs; and*

THAT Council authorize administration to proceed with a tiered water rate billing system.

2. *THAT Council approves the borrowing for universal water meter installation.*

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS:

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA:

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER

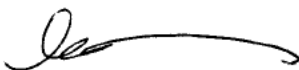


REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca
Comox BC V9M 1R9 Fx: (250) 339-7110

REQUESTS TO APPEAR BEFORE COUNCIL OR THE STRATEGIC PLANNING COMMITTEE MUST BE SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking: Richard Ellsay		
Organization you are representing: Comox Municipal Marina Slip Tenants		
Primary purpose of Organization: To share mutual concerns regarding the operation of the boat marina facility		Number of members: Approx 40
Mailing address of Organization: [REDACTED]		Contact Name: Dave Adamson
		Phone: [REDACTED]
City: Courtenay	Postal Code: [REDACTED]	Email: [REDACTED]
Subject matter: Outline marina related issues from the users point of view		
Specific request of Council, if any (i.e., letter of support, funding): None		
Requested meeting and date: December 6, 2023		AV equipment required: No
Date of application: October 14, 2023	Signature of applicant: 	Print name: Dave Adamson

Please Note:

1. Regular Council and Strategic Planning Committee Meetings start at 5:00 p.m. Delegations are dealt with at the beginning of each meeting.
2. Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
3. Presenters are to address Council or the Strategic Planning Committee, and not the audience.
4. All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
5. Please ensure that your cell phone is turned OFF during the meeting.

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REQUEST TO APPEAR AS A DELEGATION

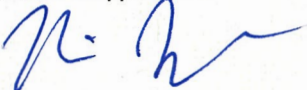
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REQUESTS TO APPEAR BEFORE COUNCIL OR THE STRATEGIC PLANNING COMMITTEE MUST BE SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking: Michael Zbarsky (CVRD) David Holzer (BCAA)		
Organization you are representing: Comox Valley Regional District		
Primary purpose of Organization: Public service		Number of members:
Mailing address of Organization: 770 Harmston Avenue		Contact Name: Michael Zbarsky
		Phone: 250-334-6037
City: Courtenay	Postal Code:	Email: mzbarsky@comoxvalleyrd.ca
Subject matter: Introduction of a proposed regional electric bike share program		
Specific request of Council, if any (i.e., letter of support, funding): To support the regional e-bike share program, to be operated by BCAA Evolve on Town of Comox roads, sidewalks and property.		
Requested meeting and date: December 6, 2023		AV equipment required: powerpoint
Date of application: November 21, 2023	Signature of applicant: 	Print name: Michael Zbarsky

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Council and Strategic Planning Committee Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website.



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday November 15, 2023

Present: Mayor N. Minions
Councillors S. Blacklock (electronically), K. Grant, C. Haslett,
J. Kerr, J. Meilleur (electronically), M. Swift

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
G. Kreek, Acting Director of Finance
M. Kamenz, Director of Development Services
G. Schreiner, Fire Chief
S. Ashfield, Director of Operations

Call to Order:

The meeting was called to order at 5:00 p.m. with 5 members of the public in attendance.

Mayor Minions acknowledged that the Town of Comox is standing on the Unceded traditional territory of the K'omoks First Nation.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

That the November 15, 2023 Regular Council Meeting agenda be Adopted.

(2023.378) -- CARRIED

3. DELEGATIONS: NIL

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

**Regular Council Meeting
Minutes**

*That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday,
November 1, 2023 be Adopted.*

(2023.379) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Meeting Minutes

**Strategic Planning
Committee Meeting Minutes**

*That the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on
Wednesday, November 8, 2023 be Received.*

(2023.380) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Permissive Property Tax Exemption Policy

Permissive Property Tax Exemption Policy

That a report to Council be provided on the various permissive property tax exemptions granted in BC.

(2023.381) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

That the Consent Agenda items as follows be received for information:

a. Janette Martin-Lutzer, President, Comox Valley Ukranian Cultural Society, October 27, 2023, sponsorship package.

b. Ben Davies, Rad Brewing Co., October 30, 2023, operating days clarification.

c. Mel McLachlan, October 30, 2023, church tax exemption

d. Zoe Levitsky and John Clark, October 31, 2023, 2024 organic carts.

e. Minister Mitzi Dean, Ministry of Children & Family Development, October 31, 2023, November Adoption Awareness Month

f. Heather Hachigian, Royal Roads University, November 3, 2023, Speaker Series.

g. Wanda Thompson, November 6, 2023, church tax exemption.

h. John Mang, November 6, 2023, 2024 automated collection.

i. Carolyn & David Rice, November 6, 2023, CVRD - Traffic Management Strategy Back Road.

j. Debra Caldecott, November 9, 2023, 2024 organic carts.

k. Joan Hanson, November 9, 2023, Comox Ave. crosswalk.

l. Gord Milsom, Mayor - City of West Kelowna, November 10, 2023, thanks for wildfire assistance

(2023.382) -- CARRIED

7. UNFINISHED BUSINESS:

- a. Kari Hackett and Betty Tate, Comox Valley Substance Use Strategy update - Delegation on November 1, 2023**

CV Substance Use Strategy

That the delegation information related to the Comox Valley Substance Use Strategy Update at the Regular Council Meeting on November 1, 2023, be Received.

(2023.383) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Comox Water Rates and Regulations Amendment Bylaw No. 529.34

Water Rates Amendment

That Comox Water Rates and Regulations Amendment Bylaw No. 529.34 be Adopted.

(2023.384) -- CARRIED

b. Comox Sanitary Sewer and Water Parcel Tax Bylaw No. 2029

Sewer and Water Parcel Taxes

That the Comox Sanitary Sewer and Water Parcel Tax Bylaw No. 2029 be Adopted.

(2023.385) -- CARRIED

c. Comox Sewer User Rates Bylaw No. 2030

Sanitary Sewer Rates

That the Comox Sewer User Rates Bylaw No. 2030 be Adopted.

(2023.386) -- CARRIED

10. NEW BUSINESS:

a. Introductory Report: Official Community Plan Amendment RZ OCP 23-4 (1966 Guthrie Road)

1966 Guthrie Road

1. *That the Food Policy Council be added to the referral list of organizations.*

(2023.387) -- CARRIED

[Opposed: Councillors SBlacklock CHaslett]

2. *That, in accordance with section 475 of the Local Government Act:*

- a. *Notice of proposed Official Community Plan Amendment, as contained in Attachment 1 to the November 15, 2023 Planning Report on RZ OCP 23-4, be posted on the Town's bulletin board and website, until replaced by a notice of public hearing; and*

- b. *The November 15, 2023 Planning Report on RZ OCP 23-4 and subsequent Planning Reports be posted on the Town website.*

(2023.388) -- CARRIED

3. *That, when a public hearing is scheduled for the proposed development application RZ OCP 23-4, an option for online participation is added.*

(2023.389) -- CARRIED

b. Rezoning Application: RZ 23-3 / Development Permit Application: DP 23-6 (215 Port Augusta Street)

215 Port Augusta Street

1. *That, once the Town has received an updated application package which addresses BC Transit concerns and Development Permit Area #1 compliance as outlined in the October 18th, 2023 Staff Report on RZ 23-3 215 Port Augusta, rezoning and phased development agreement bylaws be submitted for Council consideration which exclude the permanent and temporary plaza spaces as outlined in the October 18th, 2023 Staff Report on RZ 23-3 215 Port Augusta, but includes, as amenities, the 4 m wide (130 m²) dedication strip along the frontage of the proposed building and a \$200,000 amenity contribution towards a downtown vitality project.*

b. Rezoning Application: RZ 23-3 / Development Permit Application: DP 23-6 (215 Port Augusta Street)

215 Port Augusta Street

1. AMENDING MOTION:

That the main motion be amended to include the following text: "When a rezoning bylaw for 1st reading is introduced for Council's consideration, it shall include the requirement of terracing the building mass above the second storey to reduce its prominence over the streetscape."

(2023.390) -- DEFEATED

[Opposed: Councillors SBlacklock CHaslett KGrant JMeilleur MSwift]

SUBSEQUENT AMENDING MOTION:

That the main motion be amended to include the following text: "When a rezoning bylaw for 1st reading is introduced for Council's consideration, it should include the requirement for the building to reduce its prominence over the streetscape, such as through the terracing of the building mass over the second storey."

(2023.391) -- CARRIED

2. MAIN MOTION AS AMENDED:

That, once the Town has received an updated application package which addresses BC Transit concerns and Development Permit Area #1 compliance as outlined in the October 18th, 2023 Staff Report on RZ 23-3 215 Port Augusta, rezoning and phased development agreement bylaws be submitted for Council consideration which exclude the permanent and temporary plaza spaces as outlined in the October 18th, 2023 Staff Report on RZ 23-3 215 Port Augusta, but includes, as amenities, the 4 m wide (130 m²) dedication strip along the frontage of the proposed building and a \$200,000 amenity contribution towards a downtown vitality project; and further,

That, when a rezoning bylaw for 1st reading is introduced for Council's consideration, it should include the requirement for the building to reduce its prominence over the streetscape, such as through the terracing of the building mass over the second storey.

(2023.392) -- CARRIED

c. Village Park Tot Lot Playground Renewal

Village Park Tot Lot Playground

That \$150,000 funding for the renewal of the playground at Village Park Tot Lot as part of the Capital and Special Projects Budget 2024, as recommended in the November 15, 2023 report to Mayor and Council from the Parks Department titled "Village Park Tot-Lot Renewal", be Approved.

(2023.393) -- DEFEATED

[Opposed: Mayor Minions, Councillors SBlacklock CHaslett KGrant JKerr JMeilleur MSwift]

d. New Automated Collection Service and Solid Waste Management Bylaw

New Automated Collection Service

1. *That the Solid Waste Management Bylaw be amended to eliminate the \$100.00 assisted setout service fee.*

(2023.394) -- DEFEATED

[Opposed: Councillors SBlacklock CHaslett KGrant JMeilleur MSwift]

2. *That the draft Solid Waste Management Bylaw be reviewed to consider the removal of the \$100.00 assisted setout service fee; and further,*

That the draft Solid Waste Management Bylaw be brought back for three readings at the December 6, 2023, Regular Council Meeting.

(2023.395) -- CARRIED

[Opposed: Councillors SBlacklock CHaslett KGrant]

e. Fees and Charges Amendment Bylaw No. 2016.01

Fees and Charges Bylaw Amendment

1. *That the Fees and Charges Amendment Bylaw No. 2016.01 be given First Reading.*

(2023.396) -- CARRIED

2. *That the Fees and Charges Amendment Bylaw No. 2016.01 be given Second Reading.*

(2023.397) -- CARRIED

3. *That the Fees and Charges Amendment Bylaw No. 2016.01 be given Third Reading.*

(2023.398) -- CARRIED

f. 2024 Capital and Special Projects Budget

2024 Capital and Special Projects Budget

1. *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'A' of the November 15, 2023 report from the CAO titled "2024 Capital and Special Projects Budget", and approves their inclusion in the 2024-2028 draft Financial Plan.*

(2023.399) -- CARRIED

2. *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'B' of the November 15, 2023 report from the CAO titled "2024 Capital and Special Projects Budget", and approves their inclusion in the 2024-2028 draft Financial Plan.*

(2023.400) -- CARRIED

3. *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'C' of the November 15, 2023 report from the CAO titled "2024 Capital and Special Projects Budget", and approves their inclusion in the 2024-2028 draft Financial Plan.*

(2023.401) -- CARRIED

4. *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'D' of the November 15, 2023 report from the CAO titled "2024 Capital and Special Projects Budget", and approves their inclusion in the 2024-2028 draft Financial Plan.*

(2023.402) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Swift

Councillor Swift advised that she had nothing to report.

Councillor Haslett

Councillor Haslett advised that he attended a meeting with North Island College.

Councillor Grant

Councillor Grant announced the election outcomes of the November 7, 2023, CVRD Board meeting.

Councillor Kerr

Councillor Kerr thanked the Comox BIA for hosting the BIA downtown revitalization public engagement sessions last week and congratulated the Comox Valley Society for Diversity on the first Divali festival in Courtenay.

Councillor Blacklock

Councillor Blacklock advised that he attended:

- the Comox BIA downtown revitalization public engagement sessions and AGM meeting; and,
- an online information session on substance use in the workplace.

Councillor Meilleur

Councillor Meilleur advised that she had nothing to report.

Mayor Minions

Mayor Minions advised that she attended:

- the Comox BIA downtown revitalization public engagement sessions;
- the Remembrance Day ceremonies on Nov 11th;
- a Task force meeting on homelessness and shelter spaces;
- the Metis flag raising at the Comox Town Hall in recognition of Métis Week and Louis Riel Day.

17. RESOLUTION TO GO IN-CAMERA:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera session of Council on Wednesday November 15, 2023 pursuant to the following sub-sections of section 90 of the Community Charter:

(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

(2023.403) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:59 p.m.

THE REGULAR COUNCIL MEETING RECONVENED AT 7:35 P.M.

18. RISE AND REPORT FROM IN-CAMERA:

a. 266 Gladstone Street – Old Fire Hall

266 Gladstone Street

The following Resolution No. 23-405 from the November 15, 2023 In-Camera meeting of Council was reported:

"THAT Council authorize Administration to demolish the building at 266 Gladstone Street and retain the property for future use."

Adjournment:

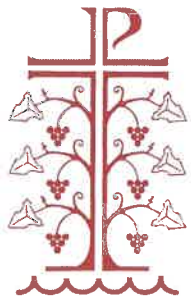
Regularly moved and seconded that the meeting adjourn at 7:36 p.m.

CARRIED

Certified correct pursuant to Section 97(1)(b) of the Community Charter.

MAYOR

CORPORATE OFFICER



CHURCH OF SAINT JOHN THE DIVINE
ANGLICAN CHURCH OF CANADA
579 FIFTH STREET, COURTENAY, BRITISH COLUMBIA, CANADA V9N 1K2

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NOV 14 2023

November 8, 2023

City of Comox
Attention: Mayor and Council
1809 Beaufort Avenue
Comox, BC V9M 1R9

TOWN OF COMOX

LOG: 23-390	REFER:	AGENDA: RCM
FILE: 4100-01	ACTION: MR	06 DEC 23

Dear Members of Council:

Re: St Andrews Cemetery – Revisited Project

St. Andrews Church, Sandwick was not only the first church north of Nanaimo 150 years ago, but its cemetery is also a living history of the those who featured prominently in the development of the Comox Valley. It is also the site of many war graves for those who fought in uniform.

As a known supporter of numerous projects that enrich the lives of Comox Valley residents and visitors, we invite you to participate in bringing this 150th Anniversary campaign to reality. We need your support to reinvigorate the St Andrews Cemetery and restore it as an inviting destination for residents and visitors alike. You may offer support directly or you may be aware of potential sources. Either way please let us know how best to work with you. Your contribution of \$500 or more toward the estimated \$50,000 total cost will be recognized publicly along the pathway. With your help we can....

The St Andrew's Cemetery – Revisited project aims to transform the little used, oft forgotten cemetery at the corner of Island Highway North and Dingwall Rd into an inviting park-like space for all to explore, learn and enjoy. There are 4 components to the project, one or some which may touch on your area(s) of interest:

- display a gravesite map with links to a virtual/self guided tour including information on early settlers and war veterans, plus targeted invitations to various seniors facilities, service clubs, schools, tourist agencies, conservation, genealogy groups to include site tours in their itineraries;
- trim and nurture Garry Oaks promoting their majesty, historical significance and current contribution to this setting and the environment;
- install reading benches for respite, quiet contemplation and/or gathering of small groups; and
- install an accessible entrance and flagstone pathway allowing those with mobility challenges to enter safely and to participate in days of remembrance, enjoyable outings and the peace and tranquility of the space.

The project is dependent on fundraising, with funds held in trust until component parts can be completed. We welcome all comments, advice and referrals. If you have a specific application process we are happy to provide project detail in your chosen format. If you have any questions, do not hesitate to contact me or Kathy Coulthart-Dewey, Parish Council Secretary (pcsecretary@sjtdcourtenay.ca 613-809-0318).

Yours sincerely,

Rev Alastair Hunting
Rector incumbent@sjtdcourtenay.ca
250-331-4331

TELEPHONE: (250) 334-4331
E-MAIL: admin@sjtdcourtenay.ca
WEBSITE: www.sjtdcourtenay.ca

WITH YOUR HELP WE CAN ...

CREATE A PEACEFUL PLACE TO HONOUR THE PAST

GARRY OAKS AND MEADOW
FLOWERS OFFER MAJESTIC SHADE
AND COLOURFUL LIFE. **WE CAN...**
trim dead branches to revive the
trees and encourage native seeds
and bulbs to thrive.



THE RICH HISTORY OF THE COMOX
VALLEY IS REFLECTED HERE WHERE
WE HONOUR FOUNDING FAMILIES.
WE CAN... install a map so
genealogy buffs and visitors can find
researched grave sites.



ACTIVE MILITARY AND YOUTH
CADETS REMEMBER THOSE WHO
FOUGHT FOR OUR FREEDOM. **WE
CAN...** develop educational
programs and tours with activities
like rubbings and monument
restoration.



SENIORS AND YOUNG FAMILIES
NEED A PARK-LIKE SETTING TO
VISIT, EXPLORE AND REFLECT ON
OUR SURROUNDINGS; PAST AND
PRESENT. **WE CAN...** install
benches and accessible walkways.



**....SO EVERYONE IN THE
VALLEY WILL BENEFIT!**

150TH ANNIVERSARY CELEBRATIONS
ST ANDREWS CHURCH AND CEMETERY

Town of Comox – Administration

Subject: Call for ceasefire

Copies - Council
-JW/SR/CD

From: Natasha Letchford [REDACTED]

Sent: Thursday, November 9, 2023 3:38 PM

To: council <council@comox.ca>

Subject: Call for ceasefire

Warning This E-Mail originated from outside The Town of Comox. *Please open with Caution*

Hello,

I'm asking you to please follow Burnaby's lead and call for a ceasefire in the Gaza Strip. Local politics matter. Please add your voice on my behalf and on behalf of other residents of Comox who want this attack on men, women, and children to end.

Thank you,

Natasha Letchford

[REDACTED] Comox, BC [REDACTED]

Town of Comox – Administration

Subject: Upcoming Radical Changes to Garbage Service

From: wendy lindsay [REDACTED]
Sent: Tuesday, November 14, 2023 2:13 PM
To: council <council@comox.ca>
Subject: Upcoming Radical Changes to Garbage Service

Warning This E-Mail originated from outside The Town of Comox. *Please open with Caution*

It is with GREAT concern that I received my three garbage bins very recently and saw just how small the household garbage bin is. I sent this note to Emterra and they advised me to get in touch with you. What is being provided to homes that have more than 2.5 people residing there? Despite me being fanatically careful about composting and recycling, we simply generate more garbage than Comox has considered.

My email to Emterra:

Our address is [REDACTED] Road, Comox. We have received one of each collection bin (recycling, house waste, organics) for use in 2004. We recycle and compost avidly, but we are 8 adults and 3 pets on the property. The size of the house waste garbage pail is of deep concern as we currently pay the town cost of \$3.50 for an additional bin every week. Despite being very careful of the contents, 8 adults+ generate more than 1 bin of waste each week. There are two large houses on the property. At one time (30+ years ago) these were separate addressees. We would request a 2nd house waste bin for the 2nd house. My phone: 250-339-7196.

Town of Comox – Administration

Subject: FW: Golf Ball Hit our windshield

Copies - Council
- JW/SR/CD

From: Stefan Szkwarek [REDACTED]
Sent: Friday, November 10, 2023 2:36 PM
To: council <council@comox.ca>
Subject: Fwd: Golf Ball Hit our windshield

Warning This E-Mail originated from outside The Town of Comox. *Please open with Caution*

Good day esteemed members of town council,

I am writing to you today to voice my displeasure with the community golf course and how it handles damage to property, and more so prevention thereof. Our car was hit in September and it has taken nearly two months to get a response from the club which is effectively "this is your problem". Our car was struck in September and although we reported it immediately, the nature of the strike immediately causes the crack to grow and our windshield will need to be replaced.

Realizing that golf is a game of skill and that golf balls can go errant (I know this well considering how bad I am at golf!) there seems to be a lack of warning to the public and a complete lack of enforcement of golfers wildly hitting balls outside the confines of the course.

Of note, there are no signs on church street warning drivers of the hazards of the course, nor does there seem to be an appropriate amount of surveillance or enforcement of golfers hitting adjacent cars or property; there are no cameras and it seems as tho the marshals can't possibly enforce golfers to own up to hitting someone's car. Considering that this is a public golf course, this is rather unacceptable and even worse, that the golf club can simply ignore requests for restitution because of their "policy"

As such, I would ask that the town of comox look into this matter, consider paying for our broken wind screen and adequately warn and protect the public from these hazards via signs and cameras along the fence line.

Thanks for your understanding,

Stefan Szkwarek
[REDACTED] Comox BC

Sent from my iPhone

Begin forwarded message:

From: Stefan Szkwarek [REDACTED]
Date: November 10, 2023 at 2:24:41 PM PST
To: Comox Golf Club <comoxgolfclub@gmail.com>
Subject: Re: Golf Ball Hit our windshield

Hi there - this is highly disappointing and frankly, not good enough. I will have to bring this up with town council.

This is a public golf course and you are not providing the public an appropriate amount of due diligence w respect to safety of their property. Case in point, there are no signs posted and no way of enforcing anything with regards to errant golf balls. At minimum, This needs to be improved.

Stefan

Sent from my iPhone

On Nov 10, 2023, at 1:56 PM, Comox Golf Club <comoxgolfclub@gmail.com> wrote:

Board of Directors
Comox Golf Club
1718 Balmoral Avenue
Comox, BC, V9M 2N1
November 9, 2023

Subject: Errant Golf Balls and Damages

Dear Mr. Szkwarek,

We are writing to inform you about our policy regarding errant golf balls and the responsibility for any damages they may cause. While we strive to maintain a safe and enjoyable environment for all our members and guests, it is essential to acknowledge that the nature of the game involves certain inherent risks, including the possibility of errant shots.

Please be advised that Comox Golf Club cannot assume responsibility for any damages caused by errant golf balls. Golf is a sport that requires a certain level of skill and precision, and despite our efforts to design and maintain a safe course, unforeseen circumstances may arise. It is the responsibility of each golfer to take precautions and be aware of their surroundings while on the course.

We understand that accidents can happen, and we appreciate your understanding in this matter. We want to emphasize that Comox Golf Club will not be liable for any costs associated with damage to personal property caused by errant golf balls. If you have any questions or concerns about this policy, please feel free to contact us.

Thank you for your understanding.

Sincerely,

Paul Whyte
President of the Board

On Mon, Nov 6, 2023 at 12:04 PM Stefan Szkwarek [REDACTED] wrote:

Just following up again as I haven't been contacted

Stefan

Sent from my iPhone

On Oct 26, 2023, at 8:32 AM, Comox Golf Club
<comoxgolfclub@gmail.com> wrote:

Hello,

Unfortunately the Board was not able to have their meeting yet. It is now scheduled for October 30th.

Sandra

On Thu, Oct 26, 2023 at 8:06 AM Stefan Szkwarek
[REDACTED] wrote:

Just following up; I have not yet been contacted by your board on how to proceed with this.

Stefan

Sent from my iPhone

On Oct 10, 2023, at 11:14 AM, Stefan Szkwarek
[REDACTED] wrote:

thank you

On Tue, Oct 10, 2023 at 10:18 AM Comox Golf Club
<comoxgolfclub@gmail.com> wrote:

Hello Stefan,

I passed your email along to the Board of Directors on October 5th when I received it. They have asked me to reach out and let you know that it will be discussed at the next monthly meeting being held October 17th. After that, a Board member will contact you.

Please feel free to reach out to me if you have any questions.

Sandra Sidl
Clubhouse Manager

On Thu, Oct 5, 2023 at 7:56 AM Stefan Szkwarek
[REDACTED] wrote:

Hi there,

About 2 weeks ago, our vehicle was struck by an errant golf ball on church st and it cracked our windshield. The next day I came into the office to report it and the employee working that day indicated for us to email the club but the board but that they normally do not cover such things. After considering our options, we would like to proceed with bringing this matter to your attention and for the club to cover payment for our repair.

On church street, there are no signs indicating the risk to cars, no signage indicating that people parking are doing so at their own risk (facing the street). As such, drivers are not being fairly warned about the risks at the golf course. This is a common practice across north america and considering that this can happen frequently, it is our estimation that posting adequate signage is the bare minimum that an organisation should be doing to prevent damage or injury to the general public.

Further, In speaking to a club employee, they indicated that golfers are responsible for any damage to cars, however, since there are also no cameras in the vicinity of where we were parked, it is not possible to track down who did this. Also, unless the golf club has marshalls that frequent this area, how can the club possibly police this type of policy? Although this would incur some cost, considering that damage has occurred (and this likely happens on some frequency), this to me is something worth considering.

As such, between the lack of signage and cameras it is our estimation that the golf club has not conducted its due-diligence in preventing damage to vehicles belonging to the general public and we are asking that the cost of our repair be covered. Since this is a public course, owned by the town, we are prepared to escalate council if need be.

Thank you for your understanding in this matter, and please let me know when we may resolve this issue.

Regards,

Stefan Szkwarek
Town of Comox Resident

--
Comox Golf Club
1718 Balmoral Ave.
Comox, BC
V9M 2N1
(250) - 339 - 4444

You have received this email because you are either a past or present member of the Comox Golf Club or have participated in activities at the Comox Golf Club.

If you no longer wish to receive communications from the Comox Golf Club and **are not a current member**, please reply to this email with '**Unsubscribe**' in the subject line.

--
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Comox, BC
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To: Town of Comox

Attention: Mayor Nicole Minions and Councillors Steve Blacklock, Ken Grant, Chris Haslett, Dr. Jonathan Kerr, Jenn Meilleur, and Maureen Swift

Date: November 16, 2023

Re: Kye Bay Hill, Lower Kye Bay Road, Longview Road, and Windslow Road in East Comox

We are sure that you are all familiar with the unique and beautiful hamlet of Kye Bay. We are a community of humble cabins, beautiful houses, vacation rentals, a resort, and multi-family accommodation. In addition, we have the most beautiful dog-friendly, sandy beach on Vancouver Island.

Kye Bay is a gem. Daily, people are drawn to our community to enjoy the Elks-Royal Purple Park, beach walks, family picnics, dog walks, and celebrations of all kinds. Vacationers also come to stay for days and weeks to experience the Comox Valley life.

Many of us (permanent residents) have seen a significant increase in traffic to Kye Bay. There are more full-time, year-round residents than ever before. COVID forced people into the outdoors and Kye Bay was a great discovery for them. The newly refurbished playground has been a huge success resulting in an up-tick in traffic. And, for the houses not occupied full time, many are rented as vacation homes. Kye Bay is no longer a seasonal destination. It is a full-time, thriving community with vehicles arriving from sunup to sundown and late into the night.

This letter will describe the roads in Kye Bay and outline safety concerns for residents and visitors. In addition, there are concerns of parties and beach fires directly in front of the west-end parking lot on Windslow Road. If the party is the west of the parking lot, under the jurisdiction of CFB Comox, the participants are gaining access via Windslow Road and using the west-end parking lot.

The goal of this letter is to have the Comox Council work with us to establish the best solutions, approve, and implement traffic calming strategies on our roads. We also wish to find ways to eliminate the number of careless, garbage-littered parties and beach fires in and near our community.

Who comes to Kye Bay?

<ul style="list-style-type: none">• Residents<ul style="list-style-type: none">○ Fulltime and part time• Family and friends of residents• Long-term renters• Short-term vacationers• Park and playground visitors• Dog walkers• Beach lovers	<ul style="list-style-type: none">• Adults• Teens• Seniors• Children• Toddlers• Babies• Party people
--	--

What vehicles use our roads?

<ul style="list-style-type: none"> • Handy Dart • Bicycles <ul style="list-style-type: none"> ○ With the E-bike boom there has been a significant increase in bicycle traffic • Strollers/wagons/walkers • Personal vehicles • Delivery trucks 	<ul style="list-style-type: none"> • Emergency vehicles. • Construction/renovation vehicles • Town of Comox vehicles • Fuel trucks, propane trucks • Yard maintenance vehicles • Recreation vehicles • Garbage trucks
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Road / Area	Characteristics & Signage	Safety Concerns	Solutions
Kye Bay Hill	<ul style="list-style-type: none"> • 30 km/h - posted prior to hill and approximately a third of the way down the hill • Pedestrian sign (yellow) • No centreline • Maximum width – it was too dangerous to measure • Minimum width – it was too dangerous to measure • No shoulder • No sidewalks • Sharp U-turn corner at the top of the hill <ul style="list-style-type: none"> ○ Maximum width of corner – too dangerous to measure ○ Minimum width of corner – too dangerous to measure ○ No centreline on corner • Sharp U-turn corner at bottom of Kye Bay Hill onto Windslow Road <ul style="list-style-type: none"> ○ Maximum width of corner – too dangerous to measure ○ Minimum width of corner – too dangerous to measure ○ No centreline on corner 	<ul style="list-style-type: none"> • Excessive speeds on the hill in both directions • At the bottom of Kye Bay Hill, there is a convergence of Kye Bay Road, Windslow Road, and the east-end parking lot. <ul style="list-style-type: none"> ○ Most people turning onto Windslow “cut” the corner ○ When the parking lot is full, people park on both sides of Windslow causing extreme congestion ○ There is a concern that emergency vehicles would not be able to pass through the congestion. • Going up the hill, the right-hand side of the road is sinking, leaving a ledge varying in depth and up to 15.25 cm (6 inches) inches for approximately one-half of the length of the hill. • At the top of Kye Bay Hill, on the U-corner, heading down, it is impossible for long-wheel based vehicles to stay on their respective side of the road. <ul style="list-style-type: none"> ○ No centreline ○ There have been accidents at this corner 	<ul style="list-style-type: none"> • Work with DOT to fix the sinking hill (not just a band-aid) <ul style="list-style-type: none"> ○ Can the road be widened? ○ Can the corner be safer? • Lower speed limit to 20 km/h • Speed bump at top, middle, and bottom of hill • Put in a walking lane, sidewalk, or shoulder • Create lanes by painting a centerline at the top and bottom of the hill • Reduce ‘road’ parking at the bottom of the hill to avoid congestion and allow emergency vehicles to pass.

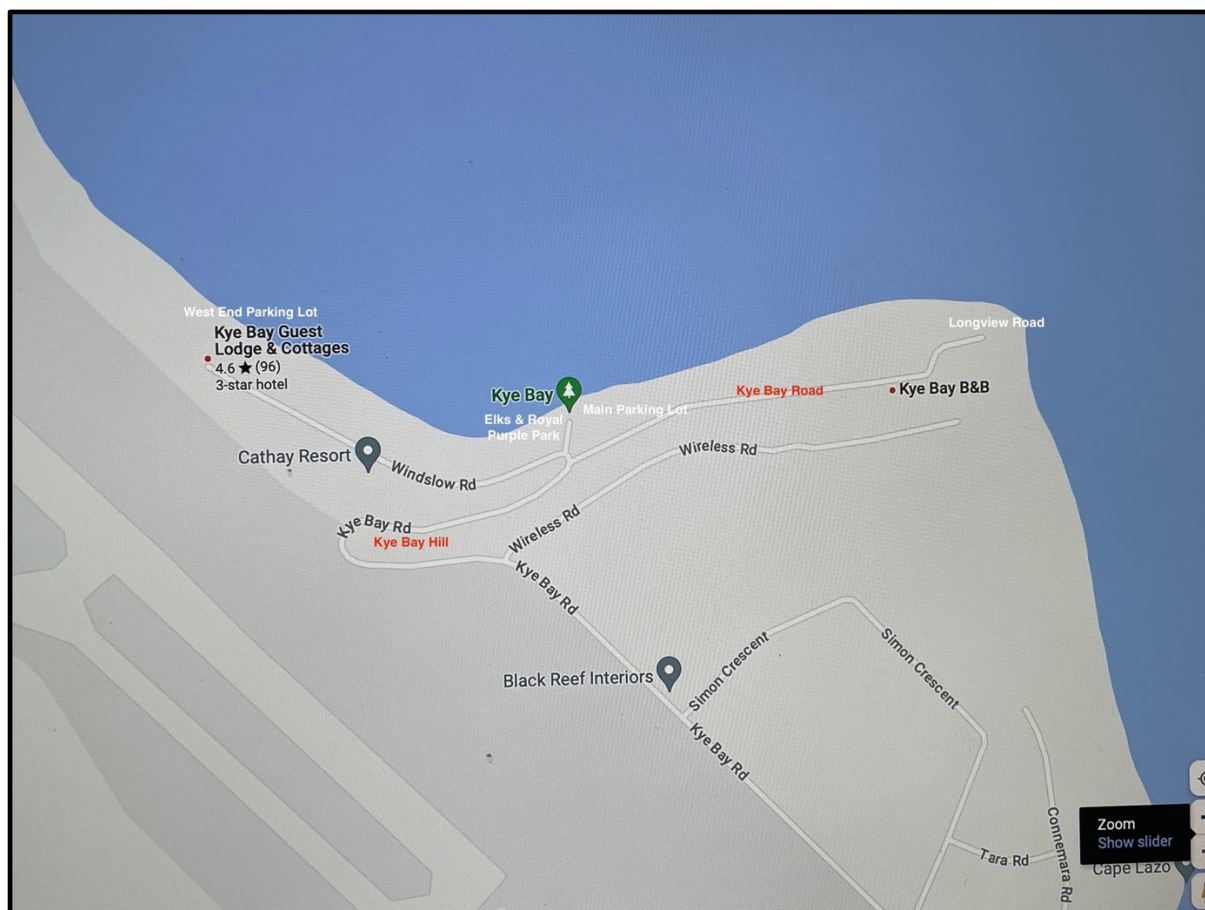
Kye Bay Hill cont'd		<ul style="list-style-type: none"> ○ Dangerous for opposing vehicle traffic, pedestrians, and cyclists • The upper U-shape corner is a blind corner • When pedestrians are on the hill, it is one-lane traffic • Congestion at the top of the hill when there are events happening at CFB Comox such as the Snow Birds. 	
Lower Kye Bay Road	<ul style="list-style-type: none"> • 50 km/h – not posted • Length 0.4 km • ~ 36 driveways • No centreline • Little to no shoulder • No sidewalks • Maximum width – 5.18 m (17') • Minimum width – 3.35 m (11') • Two beach access points <ul style="list-style-type: none"> ○ One with room for minimal parking ○ One no parking • S-turn onto Longview Road 	<ul style="list-style-type: none"> • Excessive speeds • One-lane traffic for portions of the road <ul style="list-style-type: none"> ○ Opposing traffic must either pull over or back up to a safe place to pull over • Foliage overgrowth • S-turn onto Longview Road <ul style="list-style-type: none"> ○ Blind corner 	<ul style="list-style-type: none"> • Lower speed to 20 km/h • Speed bumps • Place portable speed monitors (as you did for Lazo Road) for drivers to be aware of their speed.
Longview Road	<ul style="list-style-type: none"> • Dead-end road • 50 km/h – not posted • Length 0.09 km • 8 driveways • No centreline • Little to no shoulder • No sidewalks • Width – 5.0 m (16.5') • One unofficial beach access point <ul style="list-style-type: none"> ○ Cul de sac type parking at the dead end ○ Residents use this area for personal parking <ul style="list-style-type: none"> ▪ My understanding is that this area is private property 	<ul style="list-style-type: none"> • No concerns at this time 	
Windslow Road	<ul style="list-style-type: none"> • 30 km/h – posted at the park • 50 km/h – past the park, not posted • Length 0.5 km • ~ 60 driveways • Dead end road at west parking lot • No centreline • Little to no shoulder • No sidewalks 	<ul style="list-style-type: none"> • Excessive speeds • Cars parked on the side of the road overlap the road and create hazards for other vehicles and pedestrians 	<ul style="list-style-type: none"> • Lower speed limit to 20 km/h • Place portable speed monitors (as you did for Lazo Road) for drivers to be aware of their speed.

Windslow Road cont'd	<ul style="list-style-type: none"> • Maximum width – (15') • Minimum width – (21.5') • Three beach access points <ul style="list-style-type: none"> ○ Each access point has minimal parking ○ Two parking lots – east and west end of Windslow 	<ul style="list-style-type: none"> • Congestion on Windslow at the park causing one-lane traffic 	<ul style="list-style-type: none"> • Speed bumps
Elk and Royal Purple Park	<ul style="list-style-type: none"> • 30km/hr • Refurbished playground • New split-rail cedar fence • Minimal safe parking 	<ul style="list-style-type: none"> • The refurbished park has been very popular resulting in an increase of families coming to Kye Bay • The new fence has forced cars to park further away from the fence in order to open their passenger-side doors, resulting in parked cars overlapping the road. • No crosswalk resulting in kids darting between cars to get to the bathrooms/beach on the opposite side of the street. (Kids, dogs, adults, and all the beach/park essentials) 	<ul style="list-style-type: none"> • Post NO parking signs along the fenced side of Windslow Road. • Lower speed limit to 15 km/h • Add a high-visibility crosswalk.
West End Parking Lot	<ul style="list-style-type: none"> • Parking for Kye Bay Beach and for east end of Air Force Beach 	<ul style="list-style-type: none"> • This parking lot is the gateway for parties to access the beach directly in front of the parking lot and the east end of Air Force Beach. <ul style="list-style-type: none"> ○ Fires are not properly extinguished ○ The pathway is used as a toilet with dirty toilet paper left strewn on the ground • Drivers speed to and from the party on Windslow 	<ul style="list-style-type: none"> • Install a gate into the parking lot. Have it locked by 22:00 hrs and reopened at 06:00 hrs. • Have security/by-law officers patrol the beach during the spring/summer when there is no campfire ban. • Work with CFB Comox Military Police and Fire Department to eliminate parties and fires.

West End Parking Lot cont'd		<ul style="list-style-type: none"> • Beverage containers are left on the beach and thrown into resident's yards along the west end of Windslow • Partiers are urinating in resident's yards along Windslow 	
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When talking to the 'old-timers' of Kye Bay, they tell us that they have complained in the past and the complaints have fallen on deaf ears. We are sure, at that time, Kye Bay was a part of the Regional District. We believe that you, the current Town of Comox Council, cares about our safety. Each of you are invited to Kye Bay to walk with us and see for yourself our reasonable and valid concerns in our community.

To satisfy some of your curiosity, a map and a few pictures are attached. Please be reminded that these pictures are a sample of the issues and do not represent how bad and serious it can be.





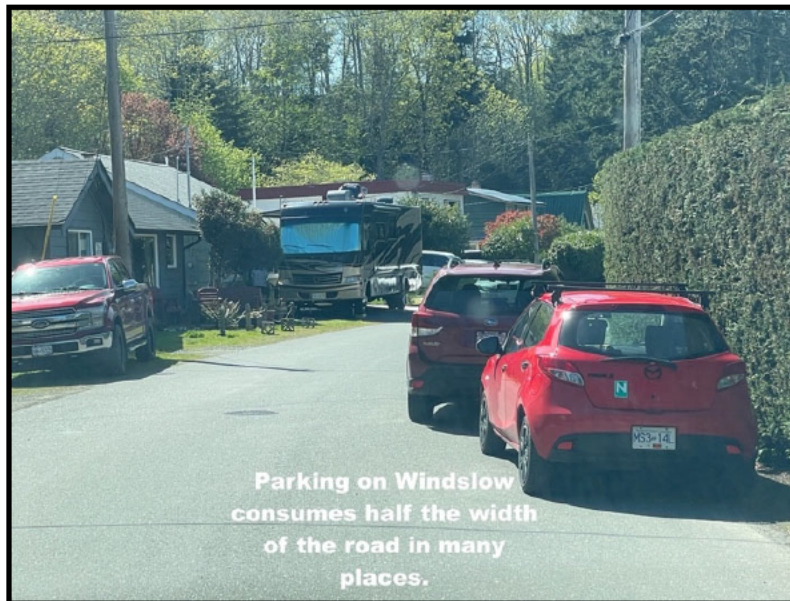
**Kye Bay Parking Lot
West End of Windslow**



**West end Windslow Road
Unsafe parking for people
crossing to washrooms
This was before new fence installed.**







In conclusion, I believe that together we can make Kye Bay a safer place for everyone – residents and visitors. Let's get it done before anyone gets seriously hurt.

Yours in Safety,

Janice Hayward [REDACTED]

Janice Sommerfeld [REDACTED]

Lynn Batstone [REDACTED]

Leanne Stegall [REDACTED]

Copies - Council
- JW/SA/SR/CD

[REDACTED]
Comox, B.C.

Telephone: 250-[REDACTED]

November 19, 2023

Town of Comox,
1809 Beaufort Avenue,
Comox, BC
V9M 1R9

Attention: Mayor and Council

Dear Sirs:

Re: Widening of Lazo Road, Knight Road South to Cape Lazo RV Park

I am the owner of 506 Lazo Road, on the west side of Lazo Road. The Town has undergone a road widening in the area and I don't believe that the dune on the beach side of our property has been adequately protected.

In a previous presentation to Council in April of 2022 I explained that the dune was essential to the Garry Oaks on our property that my husband and I steward. I was initially told by Engineering and the Site designers that a dune would be placed but since then they decided the retaining wall was not necessary and that it would not affect the height or integrity of the dune. I disagree.

I have attached three photos of areas on the road widening that have received a retaining wall.

Number 1:

Photo at 348 Lazo Road. The Allen block is 3' to 4' tall.

Number 2:

Photo at 670 Lazo Road. The retaining wall is 3' high.

Number 3:

Photo at the park at the intersection of Sandpines and Lazo Road. The retaining wall is about 3' tall. The wall has created a new ledge of soil that did not exist prior to construction.

As the finale I include Number 4 photo which is the subject dune showing the stripping of vegetation and soil from the face. The dune is 5' plus high.

There are two issues here. The first is how Engineering and the Design Team and the contractors plan to keep the dune in the shape it is without sluffing and other forms of erosion. The second issue is the safety of people walking on top of the dune.

In conclusion, I believe the Dune has to have some form of remedial design to keep its height and integrity.

If you have any questions on the preceding or would like further information please contact me.

Yours truly,

Judy M. Morrison
[REDACTED]

c.c. Public Works, Attn: S. Ashfield, P. Wells



348 Lazo Road



670 Lazo Road



Park, Sandpines and Lazo



506 Lazo Road

Town of Comox – Administration

From: Howard & Joanne <hojo29@shaw.ca>
Sent: November 23, 2023 4:43 PM
To: Town of Comox – Administration
Subject: Performing Arts Comox Valley

Copies - Council
-JW/SR/CD

Warning This E-Mail originated from outside The Town of Comox. *Please open with Caution*

Hello Mayor Minions and Comox Council,

It has been about one year since a group of volunteers got together to start Performing Arts Comox Valley, known as PACV, to encourage and support Community Performing Arts in the Comox Valley for all cultural traditions. We currently have over 20 groups as members, including choirs, instrumental groups, theatre companies and dance studios.

This time of year is the busiest for our community-led events, and we want to invite you to come out and enjoy a performance or two. Our community members have been working hard preparing to enliven and entertain their friends, family and neighbours, in a true community-building experience.

Visit our website at

<https://performingartskomoxvalley.ca/>

to see a calendar of events, and posters for each show, including ticket information.

Also, see the full-page performance ad in the November 22 Comox Valley Record, brought to you by PACV.

Howard Robertson
Co-Chair



<https://performingartskomoxvalley.ca/>

Town of Comox – Administration

Subject: FW: Complaint - Comox Taxi

Copies - Council
-JW/SR/CD

From: Michelle Jelinski [REDACTED]
Sent: Saturday, November 25, 2023 7:09 PM
To: council <council@comox.ca>; mayor@courtenay.ca; council@courtenay.ca
Cc: dispatcher@comoxtaxi.com
Subject: Complaint - Comox Taxi

Warning This E-Mail originated from outside The Town of Comox. *Please open with Caution*

To: Mayor Nicole Minions and Councillors, Town of Comox
To: Mayor Bob Wells and Councillors, City of Courtenay
cc: Comox Taxi

Good evening,

I am writing to bring to your attention a situation that occurred this morning (Saturday, November 25) that unfortunately leaves a poor taste in my mouth after visiting your beautiful communities. I feel it is important to bring this to your attention as it appears this was not an isolated incident and it would be unfortunate for you to not have awareness of the negative impact this has on visitors to your respective communities.

I was visiting Vancouver Island for work and stayed at the Best Western, The Westerly in Courtenay last night. (On a side note, my experience there was wonderful and the front desk staff provided exemplary customer service!)

My concern and situation is as follows...I had an early morning flight this morning and had called Comox Taxi at 4:00 a.m. to arrange a pickup for 4:30 a.m. I was told they wouldn't be able to promise 4:30 but would have a driver at the hotel at 4:40. At 4:43, the taxi had not yet arrived so I called the dispatcher and was told the driver had just dropped someone off at the airport and would be at the hotel in 8 minutes. At 4:59, (16 minutes later) the taxi had still not arrived so I called the dispatcher again and was told (once again) that the driver was just leaving the airport and would be at the hotel "soon". By 5:10, a full 30 minutes after I was initially told the taxi would arrive, there was still no sign of the driver. Thankfully, a Good Samaritan overheard my situation and offered to drive me to the airport. Since I had zero faith that my taxi would ever show, I accepted. At 5:19 a.m. while en route to the airport, I received a call from the dispatcher saying the taxi had arrived at the hotel and was waiting for me. When I relayed that I had made alternate arrangements since they were 40 minutes late, the dispatcher had the nerve to suggest that I shouldn't have left. Needless to say I ended the conversation at that point.

As a result of Comox Taxi failing to provide the service that they committed to, I did not make it to my flight in time. Furthermore, I ended up paying \$526 to book a new flight home to Saskatoon.

While at the airport, there were two separate parties who shared with me that they had also not made it on their flights as a result of the same issue with their taxis being extremely late or a no show. (Note I do not know if they had called Comox Taxi or another taxi service.) Some bystanders (who were locals) commented that they weren't surprised to hear this and that it happens "all the time". A subsequent review of Comox Taxi on Trip Advisor shows this same broken promise/no show situation has occurred to others, and appears to be an ongoing issue.

I am not asking for a response, nor am I asking for sympathy. I will say what happened this morning will make me think twice about flying in/out of Comox for future work and personal travel. I will also be sharing this negative experience

with my numerous friends, family, and coworkers who travel to the Island as well as posting an online review. That said, I felt it was only fair for you to be informed as well.

Ultimately, my hope is that this dishonest and misleading business practice is not allowed to continue. Had I been truthfully informed about the wait time up front or during any of the follow up phone calls, I could have made alternate arrangements, made it on my flight, and subsequently back home to my young baby without an extra \$500 and 8 hours of my life that I will never get back. Comox Taxi has to be held accountable, especially in a community where ride share options do not exist. As an entry/exit point on the Island, and the opportunity for your respective Council members and Leadership to provide significant influence in this regard, I trust you will receive this information so that you may be fully informed in your future decision making processes.

I am prepared to provide additional information if requested. Otherwise, I thank you for your time and sincerely hope that other visitors to your communities never have to experience the embarrassing disappointment that is Comox Taxi.

Sincerely,
Michelle Jelinski
Saskatoon, SK

Copies
-Council
- JW/SR/CD

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Comox Valley RCMP Detachment

QUARTERLY REPORT TOWN OF COMOX

July 1, 2023 – September 30, 2023

Comox Valley RCMP Detachment Quarterly Report

July 1, 2023 to September 30, 2023

The Comox Valley Royal Canadian Mounted Police (RCMP) provides quarterly updates on policing in the community. The quarterly reports coincide with the Comox Valley RCMP Annual Performance reporting time lines in conjunction with Community Priorities.

First Quarter: April 1 to June 30

Second Quarter: July 1 to September 30

Third Quarter: October 1 to December 31

Fourth Quarter: January 1 to March 31

Calls for Service

During the second quarter of 2023, there were 771 Calls for Service in Comox. This was a 16% increase over the 666 Calls for Service in the second quarter of 2022.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	203	169	210	244	260	254	261	278	229	214	195	191	2708
2020	218	252	221	222	256	252	264	293	225	249	201	153	2806
2021	159	152	167	219	216	215	294	240	208	190	188	189	2437
2022	160	160	182	183	191	170	232	228	206	222	156	195	2285
2023	161	162	194	151	245	237	294	271	206				1921

Most Common Call Types

Relative to the second quarter of 2022, calls to check the wellbeing of people and regarding unwanted persons as well as fraud increased by over 100% in the second quarter of 2023. The victims of more than half of the fraud files reported in the second quarter of 2023 were targeted either via telephone calls urging them to transfer money to the fraudsters or online, particularly on Facebook marketplace.

	Final Case Type	2023	2022	% Change	Difference
		Q2	Q2		
1	TRAFFIC INCIDENT	79	71	11%	8
2	CHECK WELLBEING	72	26	177%	46
3	PROPERTY	60	46	30%	14
4	SUSPICIOUS CIRCUMSTANCES	43	30	43%	13
5	THEFT	42	22	91%	20
6	DISTURBANCE	39	28	39%	11
7	MISCHIEF	36	48	-25%	-12

8	UNWANTED PERSON	30	10	200%	20
9	ASSIST POLICE/FIRE/AMBULANCE	26	24	8%	2
10	FRAUD	25	10	150%	15

Most Common Call Locations (Excluding RCMP Detachment)

In the second quarter of 2023, the location in Comox with the highest number of Calls for Service was the Comox Municipal Marina. The files at the BC Ferries Little River terminal primarily pertained to traffic incidents and requests to the check the wellbeing of people.

	Address	2023	2022	% Change	Difference
		Q2	Q2		
1	123 PORT AUGUSTA ST (Marina)	23	12	92%	11
2	1250 KNIGHT RD (Airport)	19	12	58%	7
3	Supportive Youth Residence	13			13
4	Private Residence	13	2	550%	11
5	215 PORT AUGUSTA ST (Comox Centre Mall)	11	18	-39%	-7
6	2137 COMOX AVE (St. Joe's Hospital)	11	3	267%	8
7	1300 ELLENOR RD (BC Ferries Little River)	11	1	1000%	10
8	RYAN RD / ANDERTON RD	10	2	400%	8
9	2187 COMOX AVE (Seascape Apartments)	10	15	-33%	-5
10	1966 GUTHRIE RD (Highland Village)	10	1	900%	9

Violent Crime

During the second quarter of 2023, there were 42 Violent Crime files in Comox. This was a 6 file decrease from the 48 Violent Crime files in the second quarter of 2022.

Types of Violent Crime

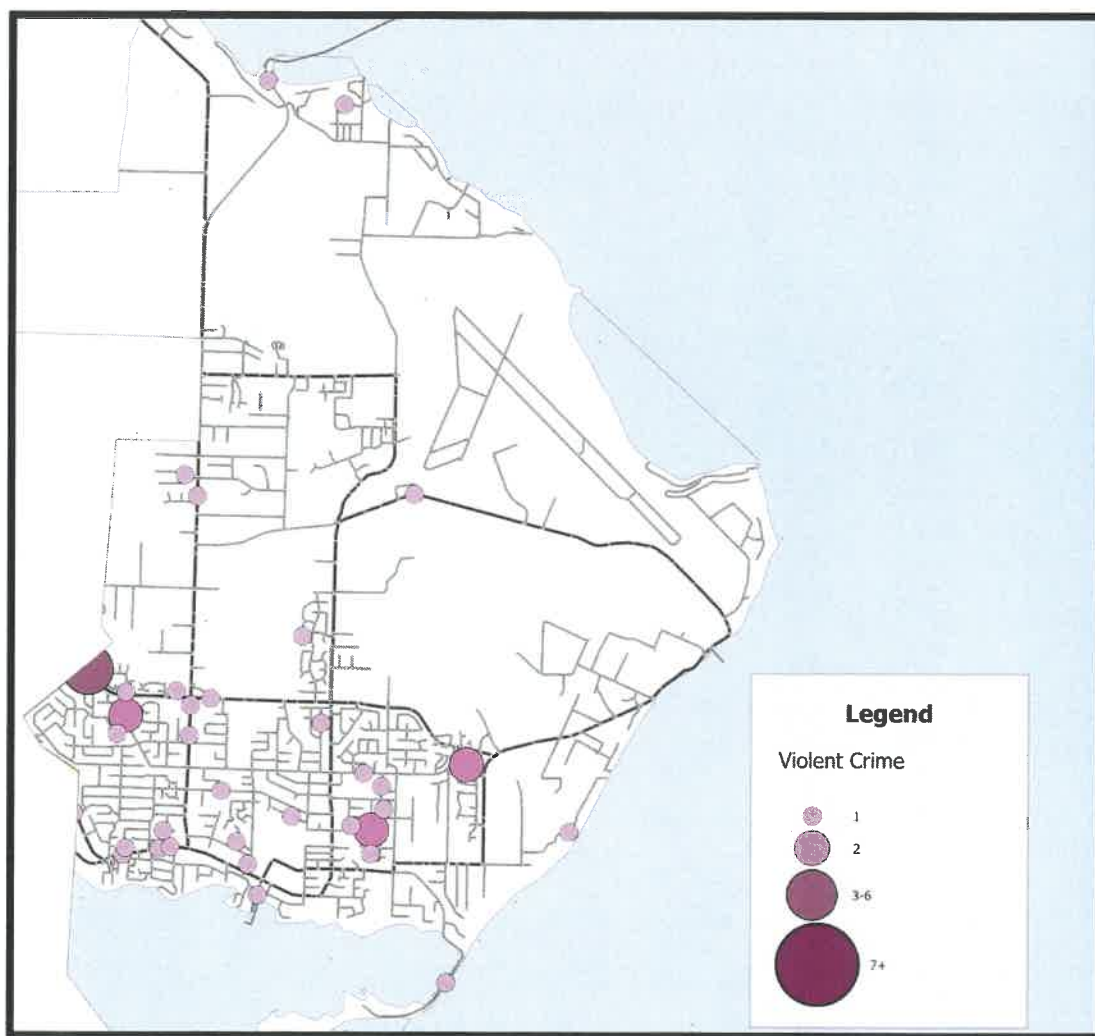
In the second quarter of 2023, the most common type of Violent Crime file in Comox was assault. Seven of the 14 assault investigations resulted in charges.

File Type	2023	2022	% Change	Difference
	Q2	Q2		
ASSAULTS	14	16	-13%	-2
HARASSMENT	11	12	-8%	-1
UTTER THREATS	9	11	-18%	-2
SEX OFFENCES	3	6	-50%	-3
EXTORTION	3	3	0%	0

ROBBERY	1			1
HOMICIDE	1			1
Grand Total	42	48	-13%	-6

Map of Violent Crime in Comox

In the second quarter of 2023, Violent Crime files in Comox were most concentrated in the area around Guthrie Road and McDonald Road.



UNCLASSIFIED

Property Crime

During the second quarter of 2023, there were 134 Property Crime files in Comox. This was a 17% increase over the 115 Property Crime files in the second quarter of 2022.

Types of Property Crime

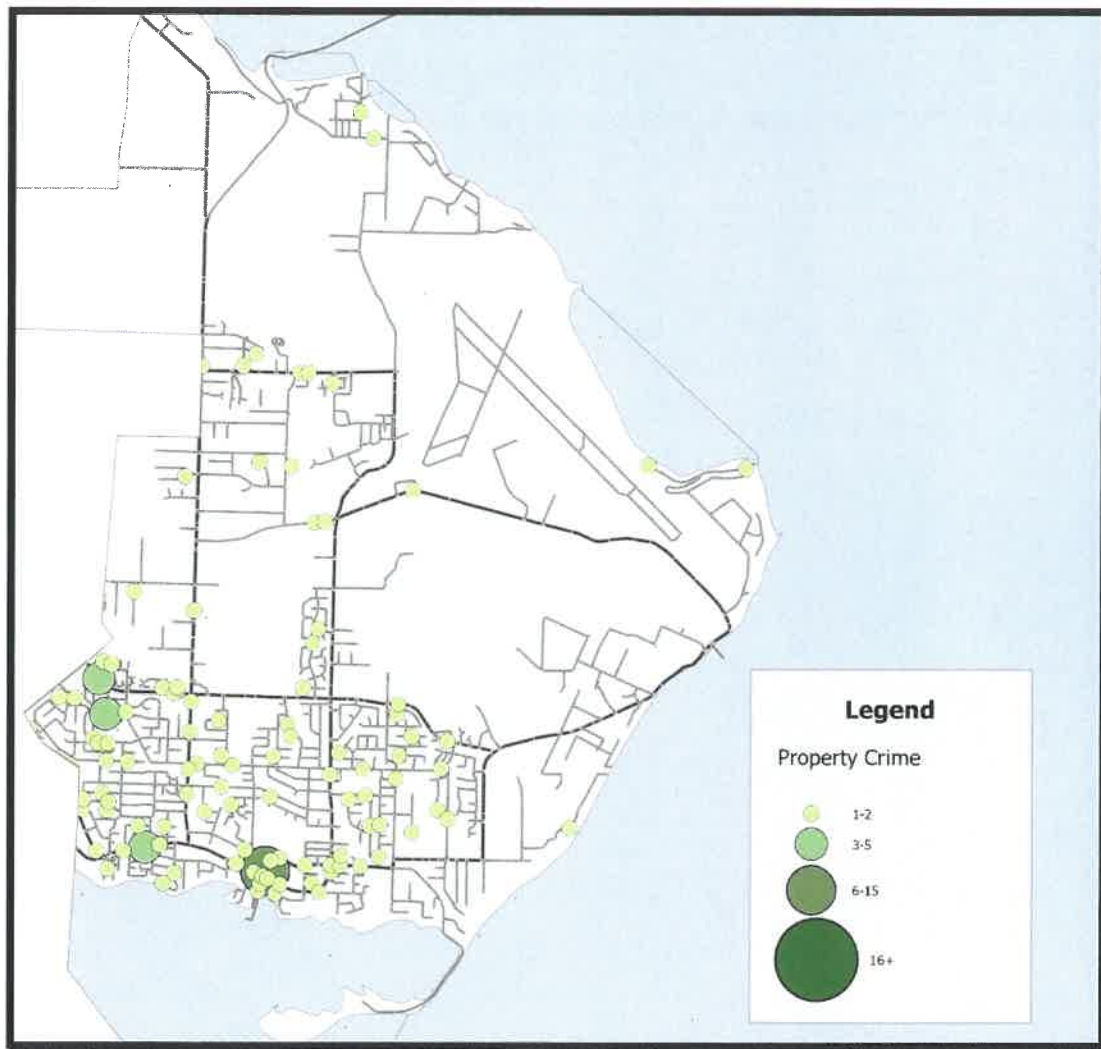
In the second quarter of 2023, the most common type of Property Crime file in Comox was mischief to property. There was a 17 file increase in frauds, a 9 file increase in thefts from vehicles, and a 5 file increase in commercial break and enters.

File Type	2023	2022	% Change	Difference
	Q2	Q2		
MISCHIEF TO PROPERTY	42	63	-33%	-21
FRAUDS	28	11	155%	17
THEFT FROM VEHICLE	22	13	69%	9
OTHER THEFT U/5000	10	6	67%	4
BIKE THEFT	8	6	33%	2
BREAK & ENTER - BUS	7	2	250%	5
BREAK & ENTER - RES	5	4	25%	1
SHOPLIFTING	3	2	50%	1
BREAK & ENTER - OTH	3	4	-25%	-1
AUTO THEFT	3	3	0%	0
OTHER GO	2	1	100%	1
OTHER THEFT O/5000	1			1
Grand Total	134	115	17%	19

UNCLASSIFIED

Map of Property Crime by Area of Comox

In the second quarter of 2023, Property Crime files in Comox were most concentrated in the area around the Marina and Downtown as well as between Guthrie Road and Murrelet Drive.



UNCLASSIFIED

CDSA Offences

During the second quarter of 2023, there were 2 Drug Trafficking files in Comox whereas there were 0 in the second quarter of 2022. Both of these files pertained to the same private residence.

File Type	2023	2022	% Change	Difference
	Q2	Q2		
DRUG TRAFFICKING	2			2
DRUG POSSESSION	1	1	0%	0
DRUGS OTHER		2	-100%	-2
Grand Total	3	3	0%	0

Traffic Offences

During the second quarter of 2023, there were 17 Traffic Offence files in Comox, which was 6 files more than in the second quarter of 2022. All of these files pertained to the impaired operation of motor vehicles.

File Type	2023	2022	% Change	Difference
	Q2	Q2		
IMPAIRED OP MOTOR VEHICLE	17	11	55%	6
Grand Total	17	11	55%	6

UNCLASSIFIED



Royal Canadian Mounted Police Gendarmerie royale du Canada
Commanding Officer Commandant divisionnaire

October 12, 2023

Province of British Columbia
Mayors and City Managers

Dear Respected Colleagues/Community Partners,

I wish to take this opportunity to update you on RCMP Commissioner Mike Duheme's visit to British Columbia last week.

However, I first want to thank you for your support following the on-duty homicide of Constable Frederick "Rick" O'Brien on September 22, 2023 in Coquitlam, B.C. I know that many municipal representatives attended the regimental funeral on October 4, 2023 at the Langley Events Centre and your presence there was sincerely appreciated by the family of Constable O'Brien and his RCMP colleagues.

While Commissioner Duheme touched on several topics in media interviews during his visit, he asked that I pass along his assurances that specific action is being taken in relation to recruiting and vacancies here in British Columbia. These actions to date include:

1. Modified recruiting practices that see applicants returning to their home province if they choose to do so—98 percent—do!;
2. Streamlined recruiting practices to reduce delays and increase the speed of processing applicants;
3. Ongoing recruiting and information sessions at detachments, career fairs and community events—nearly 175 across the province so far this year;
4. Divisional processing and selection of the Experienced Police Officers (EPO) program to streamline applications for quick entry into duty;
5. E Division is one of three divisions embarking on a pilot to develop a de-centralized model for recruiting. E Division would continue to be responsible for proactive recruiting, and would add administrative processes for file management all the way up to troop loading at Depot.

These actions are leading to significant momentum in recruiting and hiring trends throughout BC and nationally as follows:

1. **Applicants:** There are 6,072 applicants in process across the country. This represents, 1,997 applicants that are within the divisional proactive unit stage, and 4,075 active applicants at assessment phase and beyond;
2. **BC Applicants:** Most recent number is 2,109 applicants. This number is fluid;
3. **Experienced Police Officer (EPO) program:** 108 EPOs hired in BC since last year. Specifically, 43 were hired in the 2022/2023 fiscal year. This year, so far, 65 EPOs have been hired;
4. **EPO increase:** EPO hiring has increased 51 percent this year over last fiscal year. These officers are serving all over British Columbia;
5. **Diversity:** 39 percent of all recent BC applicants, self-identify as members of a racialized community and Indigenous persons;

CO: T23-0294 / pd

2853 (2007-05)

Canada

6. **Cadets and Troop Load:** We have increased troop size from 24 to 32. Troops 17 forward (August 2023) are now being loaded at 32.
7. **BC RCMP Cadets:** E Division receives approximately 1/3 of cadets.

Of all our initiatives, the most positive feedback we are receiving is the ability of new cadets to return to their home province of British Columbia. Given the high number of BC applicants, we have also initiated bi-monthly “Pathways” presentations at Depot to showcase BC RCMP posting opportunities in Northern BC.

The second bit of feedback cited by our Experienced Police Officers and cadets as a factor for joining the RCMP, are the vast number of career options available to serve our communities. The RCMP has a lot to offer – from career diversity, world class training, competitive salaries and comprehensive benefits.

In a competitive labour market, this is of significant appeal to our target applicant group and, with wage equivalency to other police agencies, is a driving factor in making the RCMP an employer of choice.

We are committed to continuing to support these processes and adding others to ensure we continue the momentum in serving our communities and responding quickly to those needs.

Kind regards,



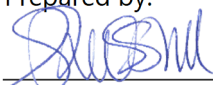

Dwayne McDonald
Deputy Commissioner
Commanding Officer BC RCMP

14200 Green Timbers Way
Mailstop #308
Surrey, BC V3T 6P3

CO: T23-0294 / pd

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	5350-20 / 22.01
FROM:	Shelly Russwurm, Director of Corporate Services	DATE:	Nov. 10, 2023
SUBJECT:	Assisted Set-Out Service Fees and Subsidies		

Prepared by:  Shelly Russwurm, DCS	Supervisor: _____	Financial Approved: _____ Geoffrey Kreek, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That the Fees and Charges Amendment Bylaw No. 2016.01 be Adopted.
2. That Solid Waste Management Bylaw No. 2027 be given First Reading.
3. That Solid Waste Management Bylaw No. 2027 be given Second Reading.
4. That Solid Waste Management Bylaw No. 2027 be given Third Reading.
5. That Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given First Reading.
6. That Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given Second Reading.
7. That Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given Third Reading.

ALTERNATIVE RECOMMENDATIONS:

In place of recommendation No. 1 above, Council may wish to adopt the following if the desire is to eliminate the \$100 assisted set-out service fee:

1. That Third Reading of Fees and Charges Amendment Bylaw No. 2016.01 be repealed.
2. That the Fees and Charges Amendment Bylaw No. 2016.01 be amended to:
 - a. change the Assisted Set-Out Service Fee in Table 2 of Schedule B from \$100 to \$0, and
 - b. change the Assisted Set-Out Service Fee Subsidy in Table 2 of Schedule B from \$3.50 to \$4.50.
3. That the Fees and Charges Amendment Bylaw No. 2016.01 be given Third Reading as amended.

PURPOSE

- To present information on an alternative subsidy required in order to eliminate the assisted set-out service fee.

STRATEGIC PLAN LINKAGE

Not applicable.

BACKGROUND

At its Regular Meeting of November 15, 2023, Council passed the following resolution:

That the draft Solid Waste Management Bylaw be reviewed to consider the removal of the \$100.00 assisted set-out service fee; and further,

That the draft Solid Waste Management Bylaw be brought back for three readings at the December 6, 2023, Regular Council Meeting.

Staff have reviewed the numbers and estimate that the elimination of the recommended \$100 assisted se-out service fee would require an additional \$1.00 per household to be added to the original recommended \$3.50 subsidy. The amount is an estimate, based on an approximate uptake in the service of 50 households, for which the cost would need to be recovered from the approximately 4700 households participating in the automated collection service. There is a small risk that eliminating the fee would encourage some households who are not eligible to request the service, however the bylaw does allow for the Director to ask for information that confirms the household requires the service.

Since the November 15, 2023 Council meeting, the City of Courtenay has given three readings to its new Solid Waste Management Bylaw No. 3113. The City of Courtenay included a \$100 set out fee in its first three readings of the bylaw.

ENCLOSED:

1. *Fees and Charges Amendment Bylaw No. 2016.01*
2. *Solid Waste Management Bylaw No. 2027*
3. *Bylaw Notice Enforcement Amendment Bylaw No. 2004.02*
4. *Copy of November 15, 2023 Staff Report "New Automated Collection Service and Solid Waste Management Bylaw"*

TOWN OF COMOX

BYLAW NO. 2016.01

A BYLAW TO AMEND THE COMOX FEES AND CHARGES BYLAW NO. 2016

WHEREAS the Council of the Town of Comox wishes to initiate an automated curbside collection program for solid waste;

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1. Title

This bylaw may be cited for all purposes as the "Fees and Charges Amendment Bylaw No. 2016.01".

2. Amendment

(1) The Comox Fees and Charges Bylaw No, 2016, 2023 is hereby amended as follows:

(a) By replacing the Title in Subsection 1(1) with the following:

"This bylaw may be cited for all purposes as the Fees and Charges Bylaw No. 2016."

(b) By adding SCHEDULE B [Solid Waste Collection Fees] attached to and forming part of this Bylaw.

3. Effective Date

This Bylaw shall become effective January 1, 2024.

4. Adoption

READ A FIRST time this 15th day of November , 2023

READ A SECOND time this 15th day of November , 2023

READ A THIRD time this 15th day of November , 2023

ADOPTED this day of , 2023

MAYOR

CORPORATE OFFICER

SCHEDULE B Solid Waste Collection Fees

Effective January 1, 2024

1. AUTOMATED COLLECTION SERVICE FEES:

1.1 Basic Annual Fees

For the purpose of section 20(1) [Basic Annual Fees] of the Solid Waste Management Bylaw No. 2027, the Basic Annual Fee is set out in Columns 2, 3 and 4 of Table 1, opposite the applicable type of Collection Carts supplied to the Automated Service Property in Column 1:

Table 1 – Basic Annual Fees

Column 1 Cart Type	Column 2 120L Cart	Column 3 240L Cart	Column 4 360L Cart
Garbage Cart	\$122.21	\$375.00	N/A
Recycling Cart*	\$22.01	\$26.20	\$33.75
Additional Recycling Carts*	\$53.36	\$55.30	\$61.14
Organics Cart	\$136.79	\$147.97	\$167.53

**Recycle BC provides the Town of Comox with a monthly financial incentive to collect recycling on their behalf. 75% of the financial incentive has been allocated back to households, thereby reducing the basic annual fees for the first recycling cart. The incentive will apply first to the cost of the cart, with any remainder applying to the cost of the service. Any additional recycling carts requested will be at full cost.*

1.2 Cart Exchange Application Fees

For the purpose of section 20(4) [Cart Exchange Application Fee] of the Solid Waste Management Bylaw No. 2027, the Cart Exchange Application Fee is \$35 for each Collection Cart that is exchanged to a different size.

1.3 Additional Cart Application Fees

For the purpose of section 20(5) [Additional Cart Application Fee] of the Solid Waste Management Bylaw No. 2027, the Additional Cart Application Fee is \$35 for each additional Collection Cart that is supplied to an Automated Service Property.

1.4 Assisted Set-Out Service Fee

For the purpose of sections 20(6) and 20(7) [Assisted Set-Out Service Fees] of the Solid Waste Management Bylaw No. 2027, the annual Assisted Set-Out Service Fees are set out in Column 2 of Table 2, opposite the applicable Fee Type in Column 1:

SCHEDULE B Solid Waste Collection Fees

Table 2: Assisted Set-Out Service Fees

Column 1 Fee Type	Column 2 Annual Fee
Assisted Set-Out Service Fee	\$100
Assisted Set-Out Service Fee Subsidy* (per Automated Service Property)	\$3.50

**The annual Assisted Set-Out Service Fee partially covers the total cost of the service. The remainder is subsidized through an annual Assisted Set-Out Service Fee Subsidy of \$3.50 charged to all Automated Service Properties.)*

2. CONTAINER COLLECTION SERVICE FEES:

2.1 Container Fees

For the purpose of section 21 [Container Collection Service Fees] of the Solid Waste Management Bylaw No. 2027, the Container Fees are set out in Columns 2, 3 and 4 of Table 3, opposite the applicable type of Waste collected under the Container Service Property in Column 1:

Table 3: Container Collection Fees

Column 1 Waste Type	Column 2 Bin Fee per yd³	Column 3 Compactor Fee per pickup	Column 4 Receptacle Fee per pickup
Garbage	\$14.17	\$229.69	\$4.20 ¹ / \$11.94 ²
Recycling	\$6.47	\$178.94	\$34.25 ³ / \$58.14 ⁴

¹Garbage receptacle fee each for 1-5 receptacles

²Garbage receptacle fee each for 6+ receptacles

³Recycling receptacle fee for first receptacle

⁴Recycling receptacle fee for each additional receptacle

TOWN OF COMOX

BYLAW NO. 2027

**A BYLAW TO PROVIDE FOR THE CONTROL, COLLECTION AND DISPOSAL OF
GARBAGE, RECYCLABLES AND ORGANIC MATERIALS**

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TOWN OF COMOX

BYLAW NO. 2027

A BYLAW TO PROVIDE FOR THE CONTROL, COLLECTION AND DISPOSAL OF GARBAGE, RECYCLABLES AND ORGANIC MATERIALS

WHEREAS the *Community Charter* empowers the Town, by bylaw, to establish a system to collect, remove and dispose of garbage, recycling and other discarded matter;

AND WHEREAS the Town is transitioning to a new collection system that offers several benefits, including increased diversion of organics and recycling waste, reduced volume of garbage waste and a regional cost-saving effect, all of which will contribute to extending the lifespan of landfill cells, reducing long-term costs and reducing greenhouse gas emissions;

NOW THEREFORE, the Council of the Town of Comox, in open meeting assembled, enacts as follows:

PART 1 -- TITLE AND DEFINITIONS

1. Title

This Bylaw will be cited for all purposes as "Solid Waste Management Bylaw No. 2027".

2. Definitions

In this Bylaw:

"Approved Disposal Site" means a site owned and operated by Comox Strathcona Waste Management, or licensed or otherwise approved by Comox Strathcona Waste Management and/or the Ministry of the Environment and Climate Change Strategy, for the deposit, disposal and/or processing of Waste.

"Assisted Set-Out Service" means a service provided by the Town, where the Town or the Contractor identifies a location on an eligible Serviced Property where the Town or the Contractor will collect each Collection Cart from, empty the Collection Cart into the collection vehicle, and return the Collection Cart to the agreed upon location, all in accordance with section 12 of this Bylaw.

"Automated Collection Service" means the collection of Garbage, Recyclables and Organics using a specialized collection vehicle with a mechanical apparatus for the emptying of Collection Carts directly into the vehicle without the need for manual labour.

"Automated Service Property" means a Serviceable Property determined by the Director, in their sole discretion, to receive the Automated Collection Service.

"Banned Recyclables" means Recyclables not accepted under Recycle BC's curbside collection of Packaging and Paper Product Recycling Program, as may be amended or replaced from time to time.

"Basic Annual Fee" means the fee payable for the Automated Collection Service provided to each Property or Dwelling Unit, as set out under Schedule B of the Fees and Charges Bylaw No. 2016.

"Bicycle Lane" means a lane intended for the exclusive use of bicycles and sometimes skateboards, in-line skates, scooters, and/or other active modes of transportation, within a roadway used by motorized vehicles.

"Bin" means a vessel of various cubic yard sizes which is loaded directly into the collection vehicle by driving straight into the vessel with front-loading forks or by a rear-load automated lifting mechanism.

"Bin Fee" means the fee payable for the collection of each Bin under the Container Collection Service, as set out under Schedule B of the Fees and Charges Bylaw No. 2016.

"Bi-Weekly" means every other week.

"Bylaw Enforcement Officer" means

- (a) the person appointed by the Town of Comox to enforce bylaws; and
- (b) the Chief Administrative Officer, Corporate Officer, Director of Operations or Engineering Manager.

"Cart Exchange Fee" means the fee payable for the exchange of a Collection Cart, as set out under Schedule B of the Fees and Charges Bylaw No. 2016.

"Cart Replacement Fee" means the fee payable for the replacement of a Collection Cart, as set out under Schedule B of the Fees and Charges Bylaw No. 2016.

"Collection Cart" means a Garbage Cart, Recycling Cart or Organics Cart, supplied by the Town through the Automated Collection Service to an Automated Service Property.

"Collection Container" means a container for the collection of Waste provided by or approved for collection by a through the Container Collection Service or a Private Collection Service.

"Collection Day" means the day or days scheduled for the Curbside Collection of Garbage, Recyclables and Organics from a Serviced Property as determined by the Town in its sole discretion.

"Collection Point" means the location on or adjacent to a Serviced Property where a Collection Cart is placed on Collection Day for optimal access by the specialized vehicle used for the Automated Collection.

"Collection Schedule" means the calendar indicating the days on which the Automated Collection Service is provided to Automated Service Properties within the Town.

"Commencement Date" means January 1, 2024.

"Community Charter" means the *Community Charter*, S.B.C. 2003, c. 26 as may be amended or replaced from time to time.

"Composting Facility" means the Comox Strathcona Waste Management Regional Organics Composting Facility.

"Container" means a Bin or a Compactor with at least a two (2) cubic yard capacity, supplied by the Contractor through the Container Collection Service to a Container Service Property.

"Container Collection Service" means the collection of Garbage and Recyclables using specialized collection vehicles for the emptying and/or swapping of Containers without the need for manual labour.

"Container Service Property" means a Serviceable Property for which the Owner or Occupier has voluntarily chosen to receive the Container Collection Service.

"Compactor" means a vessel of various cubic yard sizes with a mechanism to crush and compact waste into a smaller area.

"Compactor Fee" means the fee payable for the collection and disposal of Compactors under the Container Collection Service, as set out under Schedule B of the Fees and Charges Bylaw No. 2016.

"Contamination" means:

- (a) Garbage in the Organics Cart or Recycling Cart;
- (b) Recyclables in the Organics Cart or Garbage Cart;
- (c) Organic Waste in the Garbage Cart or Recycling Cart; and
- (d) Prohibited Waste in the Garbage Cart, Recycling Cart, or Organics Cart.

"Contractor" means a company, or any other entity, with whom the Town has entered into an agreement for the provision of any part of the Municipal Collection Service.

"Council" means the elected Municipal Council for the Town of Comox.

"Curbside Collection" means the Automated Collection Service for Garbage, Recyclables and Organics from a Collection Point, individually or collectively, as determined by the Collection Schedule.

"Depot Recyclables" means those products listed in Schedules 1-5 of the *Recycling Regulation*.

"Director" means the Town's Engineering Manager or their designate, where such designate can include a Contractor.

"Dwelling Unit" means one or more habitable rooms on a Property, to be used as place of residence and includes:

- (a) a single family detached dwelling;
- (b) a secondary suite in a single family detached dwelling;
- (c) a second dwelling located on a single family Property
- (d) each unit of a duplex, triplex or fourplex;
- (e) a multi-residential detached or row house dwelling;
- (f) a manufactured home dwelling;

"Excluded Property" means a Property excluded from the Municipal Collection Service and includes:

- (a) for the Automated Collection Service, Unserviceable Properties; and
- (b) for the Container Collection Service, Unserviceable Properties and Serviceable Properties where the Owner, Occupier or Strata Corporation has refused the Container Collection Service.

"Garbage" means all waste and discarded materials produced but excludes Prohibited Waste, Organic Waste, and Recyclables.

"Garbage Cart" means the Collection Cart that has been supplied through the Automated Collection Service to Serviced Properties for the collection of Garbage.

"Hazardous Waste" has the same meaning as prescribed under the *Hazardous Waste Regulation*.

"Hazardous Waste Regulation" means the *Hazardous Waste Regulation*, BC Reg 63/88 enacted under the *Environmental Management Act*, as amended and replaced from time to time.

"Municipal Collection Service" means the service administered by the Town for the collection of Garbage, Recyclables and Organics as set out under this Bylaw and includes an Automated Collection Service and a Container Collection Service.

"Occupancy Permit" means the permission or authorization in writing issued by the Town to occupy a building for its intended purpose in accordance with the Comox Building Bylaw 1472.

"Occupier" means a person occupying a Dwelling Unit or Property.

"Organics Cart" means the Collection Cart that has been supplied through the Automated Collection Service to Automated Service Properties for the collection of Organics.

"Organics" means compostable organic material including raw and cooked food waste and/or Yard Waste from a Dwelling Unit that meets the acceptable criteria for the Composting Facility.

"Owner" has the same meaning as defined under the *Community Charter*.

"Parking Lane" means a zone within a roadway designed only for the parking of vehicles in a parallel fashion in accordance with the Street and Traffic Bylaw, 2001 or the Motor Vehicle Act, R.S.B.C. 1996, c. 318.

"Physically Challenged" means a person who has been medically diagnosed with physical disabilities or infirmities.

"Private Collection Service" means a private service for the collection and disposal of Garbage, Recyclables or Organics from an Excluded Property that is arranged and managed by the Owner, Occupier or Strata Corporation of the Excluded Property and which is not administered by the Town.

"Property" means real property within the jurisdiction of the Town.

"Prohibited Waste" means all prohibited waste included under Schedule "C" in of the *Comox Strathcona Waste Management Service Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 720, 2022*.

"Receptacle" means a collection cart other than an Automated Collection Cart for the curbside collection of Garbage and Recyclables under the Container Collection Service.

"Receptacle Fee" means the fee payable for the collection and disposal of Receptacles under the Container Collection Service, as set out under Schedule B of the Fees and Charges Bylaw No. 2016.

"Recyclables" means materials acceptable for recycling as determined by the Contractor, or by Recycle BC as set out in the *Recycling Regulation*, but does not include Depot Recyclables.

"Recycle BC" means the not-for-profit agency named Recycle BC with which the Town has entered into a Master Services Agreement related to Recyclables.

"Recycling Cart" means the Collection Cart that has been supplied through the Automated Collection Service to Automated Service Properties for the collection of Recyclables.

"Recycling Regulation" means *Recycling Regulation*, BC Reg. 449/2004 enacted under the *Environmental Management Act*, as amended or replaced.

"Serviceable Property" means a Property that is not otherwise an Unserviceable Property.

"Serviced Property" includes both Automated Service Properties and Container Service Properties.

"Special Waste" means Hazardous Waste, pathological waste, explosives, radioactive material, paint and paint products, all waste resulting from a commercial, industrial or manufacturing operation.

"Strata Corporation" has the same meaning as in the *Strata Property Act*.

"Town" means the Town of Comox.

"Unserviceable Property" means a Property that is not able to be serviced with the Municipal Collection Service in accordance with this Bylaw.

"Waste" means Garbage, Recyclables, Organics and/or Special Waste.

"Wildlife Resistant" means resistant to access by bears and other wildlife.

"Yard Waste" means grass clippings and vegetation removed from trees, shrubs and gardens with branches no bigger than 75 mm (3 inches) in diameter.

PART 2 -- GENERAL

3. Role of the Director

- (1) The Director is authorized to administer and enforce this Bylaw including the supervision, control and direction of the collection, removal, and disposal of Waste generated by Properties including, without limitation, Garbage, Recyclables and Organics.
- (2) The Town may discontinue or suspend service to a Serviced Property, in the sole discretion of the Director, where a Serviced Property does not comply with the requirements under this Bylaw.

4. Duties of Owners and Occupiers

- (1) Every Owner or Occupier of Property that generates Waste will comply with the

provisions of this Bylaw.

- (2) Every Owner or Occupier of Serviced Property must participate in the Municipal Collection Service and must ensure that all Garbage, Recyclables and Organics generated on the Serviced Property are collected and disposed of in accordance with this Bylaw.
- (3) By complying with this Bylaw, a person is not relieved of any other obligation that they may have under any other federal, provincial or municipal enactments in respect of the storage and disposal of Waste generated on a Property.
- (4) Each Owner or Occupier of Serviced Property will, with respect to any Collection Cart or Collection Container located on their Property:
 - (a) maintain the Collection Cart or Collection Container in a clean and sanitary condition;
 - (b) ensure the Collection Cart or Collection Container does not become noxious, offensive, or dangerous to public health;
 - (c) ensure that the Collection Cart or Collection Container does not overflow by adhering to its capacity limits as set out under this Bylaw;
 - (d) clean up any spillage from the Collection Cart or Collection Container before or after any collection;
 - (e) prevent liquid from entering or accumulating inside the Collection Cart or Collection Container; and
 - (f) store Garbage, Recyclables and Organics in the Collection Cart or Collection Container in a manner that is Wildlife Resistant and which otherwise avoids attracting wildlife.
- (5) Every Owner or Occupier of a Serviced Property will ensure that:
 - (a) Garbage, Recyclables and Organics are placed in the appropriate Collection Cart or Collection Container without Contamination;
 - (b) Banned Recyclables, Prohibited Waste and/or Special Waste is not stored in the Collection Cart or Collection Container, and all Banned Recyclables, Prohibited Waste, and/or Special Waste do not accumulate at the Property and are disposed of by the Owner or Occupier at an Approved Disposal Site; and
 - (c) the Collection Carts and Collection Containers are only used in connection with the Municipal Collection Service in accordance with this Bylaw and within their capacity limits set out under this Bylaw.

5. Management of Waste

- (1) No person will accumulate, spill, drop, dump, dispose of any Waste, or any other material on any street, sidewalk, boulevard, park or other lands owned by the Town.
- (2) No person, except the Owner or Occupier of the Property to which the Collection Carts or Collection Containers were supplied by the Town, will remove any Garbage, Recyclables or Organics from the Collection Carts or Collection Containers prior to collection by the Town.

6. Waste Audits and Rights of Entry

- (1) The Town, including the Contractor, has the right to enter at all reasonable times upon any Property subject to this Bylaw for the purposes of confirming an Owner or Occupier's compliance with this Bylaw, including but not limited to determining:
 - (a) the number and existence of Dwelling Units at a Property;
 - (b) whether Garbage, Recyclables or Organics are being stored in the appropriately designated Collection Cart or Collection Container in accordance with this Bylaw; and
 - (c) whether Banned Recyclables, Special Waste and/or Prohibited Waste are being stored in the Collection Carts or Collection Containers.
- (2) A person must not obstruct or interfere with the Contractor, Bylaw Enforcement Officer or other representative of the Town from or while carrying out their functions pursuant to this Bylaw, including on any inspection by the Town.

PART 3 -- AUTOMATED COLLECTION SERVICE

7. Mandatory Automated Collection Service

- (1) As of the Commencement Date, the Town will provide for the collection, removal, and disposal of Garbage, Recyclables and Organics by way of an Automated Collection Service or manual labour, or a combination of both, for all Automated Service Properties on the following schedule:
 - (a) weekly Curbside Collection of the Organics Cart; and
 - (b) alternating Bi-Weekly Curbside Collection of the Garbage Cart and the Recycling Cart.
- (2) The frequency and schedule of the provision of the Automated Collection Service described under this Part of the Bylaw is subject to change from time to time, as determined by the Director, in their sole discretion, or as otherwise necessary to respond to environmental, emergency, or other unforeseeable circumstances. For

greater certainty, any failure by the Town or the Contractor to provide the Automated Collection Service to any Automated Service Property in accordance with the schedule in this Bylaw does not constitute a breach of this Bylaw.

- (3) On Collection Days, the Owner or Occupier of an Automated Service Property will:
- (a) position Collection Carts with the lids in the closed position, no earlier than 5:00 a.m. and prior to 8:00 a.m. on each Collection Day, in such a way that they are placed:
 - (i) on the unpaved shoulder of the roadway or lane adjacent to the Property line for the Automated Service Property,
 - (ii) in front of the curb or curb and sidewalk on the roadway adjacent to the Property line for the Automated Service Property,
 - (iii) in the driveway directly behind the curb adjacent to the Property line for the Automated Service Property when parked cars prevent roadway placement,
 - (iv) behind the curb or curb and sidewalk adjacent to the Property line for the Automated Service Property when a Bicycle Lane prevents roadway placement, or
 - (v) in a Parking Lane when a Bicycle Lane and a Parking Lane are both present adjacent to the Property line for the Automated Service Property.
 - (b) for certainty, position Collection Carts in such a way that:
 - (i) the front of the Collection Cart faces the roadway or lane adjacent to the Property line, with the arrows on the Collection Cart pointing to towards the roadway or lane;
 - (ii) the Collection Cart is as close as possible to the travelled portion of the roadway or lane adjacent to the Property line;
 - (iii) a collection vehicle with a reach of three and a half (3.5) metres would have direct access to and reach the Collection Cart;
 - (iv) the Collection Cart does not obstruct the travelled portion of a roadway, lane, sidewalk, footpath or bike lane;
 - (v) there is at least one (1) metre of clearance on each side of the Collection Cart, at least three (3) metres of clearance above the Collection Cart and at least one (1) metre of clearance from parked vehicles; and
 - (vi) the Collection Cart can be handled from street level and is easily accessible from any roadway or lane adjacent to the Property line.

- (c) with the exception of an Organics Cart equipped with a gravity lock, which should be in the locked position at all times, ensure all latching devices, if any, are unlatched by 8:00 a.m. on each designated Collection Day;
 - (d) remove all Collection Carts from the Collection Point no later than 10:00 p.m. on each Collection Day;
 - (e) in the case of cul-de-sacs, ensure that, where possible, all vehicles are parked on the Property and not on the roadway, all obstacles are moved off of the roadway, and otherwise all bylaws and regulations are followed with respect to the parking of vehicles in cul-de-sacs.
 - (f) comply with any other direction given to the Owner or Occupier by the Director or the Contractor in respect of the timing, placement, or location of the Collection Carts.
- (4) No Owner, Occupier or Strata Corporation of an Automated Service Property may opt out of the Automated Collection Service.

8. Collection Carts

- (1) The Town will provide the Collection Carts to every Owner or Occupier of an Automated Service Property in accordance with the below table, unless otherwise agreed to in writing between the Owner or Occupier of an Automated Service Property and the Director:

Type of Serviced Property	Capacity Limit for Garbage Cart	Capacity Limit for Recycling Cart	Capacity Limit for Organics Cart
Single Family Dwellings	120 L	360 L	360 L
Secondary Dwelling Units on Single Family Property	120 L	240 L	120 L
Duplexes	120 L	360 L	240 L
Triplexes, Fourplexes, Townhouses and Mobile Homes in a Mobile Home Park	120 L	240 L	120 L

- (2) All Collection Carts supplied by the Town or the Contractor in connection with the Automated Collection Service will remain the property of the Town or the Contractor.
- (3) All Collection Carts will remain on the Automated Service Property to which they were issued unless removed in accordance with this Bylaw.

- (4) The Town will have the right to inspect, alter, remove, replace or exchange the Collection Carts at any time and for any reason and an Owner or Occupier of an Automated Service Property must provide the Town with reasonable access to the Collection Carts for this purpose upon request by the Town.
- (5) The Town will not collect any Garbage, Recyclables or Organics which exceeds the capacity of the Collection Carts as set out in the above table.
- (6) An Owner or Occupier of an Automated Service Property having Garbage, Recyclables or Organics for disposal in any single Collection Period which exceeds the capacity of the Collection Carts as set out under this Bylaw must arrange for disposal of such excess Garbage, Recyclables or Organics at an Approved Disposal Site at the Owner or Occupier's sole cost.
- (7) The Collection Carts will not be used for any purpose other than their intended use, which is the disposal of Garbage, Recyclables and Organics in accordance with this Bylaw.
- (8) The Owner or Occupier of an Automated Service Property will notify the Town if a Collection Cart is damaged, lost or stolen and the Town may repair or replace the Collection Cart at the Town's sole discretion and subject to the Owner or Occupier paying a Cart Exchange Fee.
- (9) If a Collection Cart is damaged, lost, or stolen due to the negligence of the Owner or Occupier, as determined by the Director in their sole discretion, the Town may repair or replace the Collection Cart and the Owner or Occupier, in addition to paying a Cart Exchange Fee, will reimburse the Town for all costs of such repair or replacement of the Collection Cart within 30 days of receipt of an invoice from the Town for such costs.

9. Exchanges

- (1) On or after July 1, 2024 an Owner of an Automated Service Property may request an exchange of one or more Collection Carts to a different size using the prescribed form of application.
- (2) An Owner of an Automated Service Property that has exchanged one or more Collection Carts shall not again request an exchange until after one full year.
- (3) A request for an exchange in a Collection Cart must be of the same type as the one that the requested exchange is for.
- (4) A Collection Cart that is exchanged must be in the same condition, other than reasonable wear and tear, as when it was supplied to the Automated Service Property.

10. Additional Recycling and Organics Carts

- (1) On or after July 1, 2024, the Owner of an Automated Service Property may request one or more additional Recycling and Organics Carts using the prescribed form of application.
- (2) The Owner of an Automated Service Property that has requested an additional Collection Cart shall not again request an additional Collection Cart until after one full year.

11. Medical Condition Requiring Additional Garbage Cart

- (1) The Owner of an Automated Service property may request an exchange in a Garbage Cart or an additional Garbage Cart using the prescribed form of application if an Owner or Occupier of the Automated Service Property has a medical condition that results in a volume or weight of Garbage that exceeds the volume or permitted gross tare weight of the Garbage Cart supplied to the Automated Service Property.
- (2) The Director may require that the Owner or Occupier provide confirmation from a physician that the Occupier has a medical condition that results in a volume or weight of Garbage that exceeds the volume or permitted gross tare weight of the Garbage Cart supplied to the Automated Service Property.

12. Assisted Set-Out Service

- (1) Where the Owner or Occupier is Physically Challenged and unable to reasonably comply with section 7(3) [placement of Collection Carts on Collection Day] of this Bylaw, and does not have an able-bodied person assisting them with their household activities, the Physically Challenged Owner or Occupier may apply to the Director for the provision of an Assisted Set-Out Service, using the prescribed form of application.
- (2) On receipt of an application by a Physically Challenged Owner or Occupier for the Assisted Set-Out Service, the Director will determine, in their sole discretion, whether a Physically Challenged Owner or Occupier requires such assistance.
- (3) On an application for the Assisted Set-Out Service, the Director may require the Physically Challenged Owner or Occupier to provide any information the Director deems necessary to determine if the Physically Challenged Owner or Occupier qualifies for the Assisted Set-Out Service, including without limitation:
 - (a) a letter or other written confirmation from a qualified physician that the Owner or Occupier is Physically Challenged;
 - (b) information confirming that the Owner or Occupier does not have an able-bodied person assisting them with their household activities; and/or

- (c) a site inspection of the Dwelling Unit and/or the Property where the Physically Challenged Owner or Occupier resides.
- (4) The Director, in their sole discretion, may refuse an Owner or Occupier's application for the Assisted Set-Out Service, or on written notice to the Owner or Occupier cease providing the Assisted Set-Out Service, for any reason, including without limitation:
 - (a) the applicant is a seasonal or part-time resident of the Town;
 - (b) the physical layout of the Property where the Dwelling Unit is situated, or any nearby properties or roadways, makes the provision of the Assisted Set-Out Service unsuitable;
 - (c) limits on the available resources of the Town to provide the Assisted Set-Out Service; and/or
 - (d) the Owner or Occupier has not provided the Director with sufficient information for the Director to determine that they qualify for the Assisted Set-Out Service.
- (5) For certainty, the provision of all of the information required under this Bylaw on an application for the Assisted Set-Out Service does not guarantee that the Town will provide the Assisted Set-Out Service to an Owner or Occupier.
- (6) As a condition of the Assisted Set-Out Service, on the Collection Day, the Owner or Occupier will ensure that the Collection Carts are at all times freely accessible and not enclosed within any building or gated area.
- (7) Upon approval of the Assisted Set-Out Service for an Owner or Occupier, the Owner or Occupier will enter into a signed agreement with the Town, confirming responsibilities and providing a release or waiver of claims against the Town for any negligence by the Town or the Contractor.
- (8) The Town is not responsible for any property or other damage as a result of providing the Assisted Set-Out Service, and the Assisted Set-Out Service is provided to Physically Challenged Owners and Occupiers on the condition that they waive any claims against the Town and the Contractor for any property or other damage as a result of the Town or the Contractor providing the Assisted Set-Out Service, whether or not such damage was caused by the negligence of the Town or the Contractor.

13. Properties Excluded from Automated Collection Service

- (1) The Automated Collection Service will not be provided to the following Unserviceable Properties:
 - (a) multi-residential apartments and condominiums;

- (b) Dwelling Units located on Properties that also contain commercial, industrial or institutional uses;
 - (c) industrial, commercial and/or institutional Properties; and
 - (d) Properties otherwise determined to be Unserviceable Properties in accordance with this Bylaw.
- (2) Despite subsection (1), the Director may, on receipt of the prescribed form of application from an Owner or Strata Corporation of a Property, and on any terms or conditions required by the Director, in their sole discretion, agree to provide the Automated Collection Service to any Property.

PART 4 -- CONTAINER COLLECTION SERVICE

14. Voluntary Container Collection Service

- (1) As of the Commencement Date, the Town will provide for the collection, removal, and disposal of Garbage and Recyclables by way of a Container Collection Service for all Serviceable Container Service Properties that apply to the Director using the prescribed form of application.
- (2) The frequency of and schedule for the provision of the Container Collection Service described under this Part of the Bylaw shall be determined by the Contractor and is subject to change from time to time, as determined by the Director or Contractor, in their sole discretion, or as otherwise necessary to respond to environmental, emergency, or other unforeseeable circumstances. For greater certainty, any failure by the Town or the Contractor to provide the Container Collection Service to any Container Service Property in accordance with the schedule determined by the Contractor does not constitute a breach of this Bylaw.
- (3) All Container Service Properties must obtain the Container from the Contractor. The number and size of Containers shall be determined by the Contractor.
- (4) All Containers must be accessible for collection at a location to be determined by the Contractor, and all Garbage and Recyclables must be placed in the applicable Container by 8:00 a.m. on each applicable collection day.
- (5) Every Owner or Occupier of a Container Service Property must provide a suitable level base on which the Container must be located. This base must comprise a 2.44 metre (8 feet) by 2.44 metre (8 feet) area, with a concrete or asphalt surface, or another surface sufficient to support the Container safely and effectively when full.

15. Initiation of Container Collection Service

- (1) The Owner, Occupier or Strata Corporation of Serviceable Property may apply to initiate a Container Collection Service by submitting the prescribed form of application

to the Director at least three full months prior to the requested initiation of the Container Collection Service.

- (2) Despite subsection (1), the Owner, Occupier or Strata Corporation of an Automated Service Property may not apply to initiate a Container Collection Service.
- (3) The Owner, Occupier or Strata Corporation of a Serviceable Property that has initiated or discontinued a Container Collection Service shall not again request an initiation in Container Collection Service until after one full year.

16. Discontinuance of Container Collection Service

- (1) The Owner, Occupier or Strata Corporation of a Container Service Property may request to withdraw from the Container Collection Service by submitting the prescribed form of withdrawal at least three full months prior to the requested withdrawal from the Container Collection Service.
- (2) The withdrawal notice provided under subsection (1) must include the following information:
 - (a) the date that a Private Collection Service is intended to begin collecting and disposing of Garbage, Recyclables and Organics that originate from the Property;
 - (b) the name of the Private Collection Service provider; and
 - (c) any other information required by the Director to conclude the Container Collection Service to the Property.
- (3) The Container Collection Service terminates on the date determined by the Director.
- (4) The Owner, Occupier or Strata Corporation of a Serviceable Property that has initiated or discontinued a Container Collection Service shall not again request the discontinuation in Container Collection Service until after one full year.

PART 5 -- PRIVATE COLLECTION SERVICE

17. Unserviceable and Excluded Properties

- (1) A Property will be considered an Unserviceable Property where the Director determines, in their sole discretion, that the Property, or any Dwelling Unit located at the Property, cannot be serviced for one or more of the following reasons:
 - (a) roadway configuration;
 - (b) grade of the Property or any public roadway, lane, or access route to the Property;
 - (c) physical condition of the public roadway, lane, or access route to the Property;

- (d) public safety;
 - (e) conflict with other municipal bylaws or other municipal, provincial or federal regulations;
 - (f) operational constraints on the Town, including the availability of Town resources;
 - (g) the presence of an unsafe person, animal, natural or other hazard at the Property;
 - (h) an Owner or Occupier of a Property is not in compliance with any of the provisions of this Bylaw, including non-payment of all required fees and charges for the Municipal Collection Service; or
 - (i) any other reason as determined by the Director acting reasonably.
- (2) Where a Property is an Excluded Property, the Owner, Occupier or Strata Corporation of that Property will not be required to pay any fees or charges for the Municipal Collection Service as long as the Property remains an Excluded Property.
 - (3) Where a Property is an Excluded Property, the Owner, Occupier or Strata Corporation of that Property will ensure that all Waste generated at the Property, including Garbage, Recyclables and Organics, is disposed of at an Approved Disposal Site by a Private Collection Service, at the Owner, Occupier or Strata Corporation's sole expense.
 - (4) The Owner, Occupier or Strata Corporation of residential Excluded Property under this Bylaw must ensure that collection of Garbage, Recyclables and Organics by a Private Collection Service is done at intervals consistent with the schedule for collection for the Automated Collection Service to avoid the accumulation of Waste on the Property.
 - (5) Despite subsection (4), the Owner, Occupier or Strata Corporation of a Property using Containers for the collection of Waste does not need to ensure that the Waste is collected at intervals consistent with the Automated Collection Service schedule.
 - (6) Where a Property is an Excluded Property, the Owner, Occupier or Strata Corporation of that Property will not cause or permit any Garbage, Recyclables or Organics to accumulate at the Property and will ensure the proper storage of any Garbage, Recyclables or Organics, by using a Collection Container or another container used for the storage of Waste in such a way as to ensure:
 - (a) it is maintained in a clean and sanitary condition;
 - (b) it does not become noxious, offensive or dangerous to public health;
 - (c) it does not overflow;
 - (d) all spillage from it is cleaned before and after collection;

- (e) liquid does not enter or accumulate inside it; and
- (f) it stores Waste in a manner that is Wildlife Resistant and otherwise avoids attracting wildlife.
- (7) At any time the Town may discontinue or suspend the Municipal Collection Service to any Automated or Container Service Property where the Director determines, in accordance with this Bylaw, that the Automated or Container Service Property is an Unserviceable Property, and where the Town provides notice to the Owner, Occupier or Strata Corporation that the Property is an Unserviceable Property.
- (8) Upon receiving notice from the Town that a Property has been deemed an Unserviceable Property in accordance with this Bylaw, the Owner, Occupier or Strata Corporation of the Unserviceable Property will promptly comply with all requirements of this Bylaw in respect of Unserviceable Properties, including arranging for a Private Collection Service for all Garbage, Recyclables and Organics within one (1) month of the Owner or Occupier receiving notice from the Town that the Property is an Unserviceable Property.

PART 6 -- FEES AND CHARGES

18. General Fees and Charges

- (1) The fees and charges payable under this Bylaw are set out under Schedule B of the Fees and Charges Bylaw No. 2016.
- (2) The fees and charges payable under this Bylaw will be levied by the Town or the Contractor for each Property or Dwelling Unit as identified in this Bylaw.
- (3) The fees and charges payable under this Bylaw will be invoiced annually or monthly and may be combined with other utilities provided by and invoiced by the Town.
- (4) Despite subsection (3), Cart Exchange Application Fees and Additional Cart Application Fees are payable at the time of application.
- (5) No complaint of an error in any charges for fees and charges billed under this Bylaw will be considered and no adjustment of any such error will be made after a period of one year has elapsed since the end of the period for which such user rates or charges were billed by the Town or the Contractor. After the termination of this period, all such user rates or charges will be deemed to have been properly and correctly made.
- (6) Credit balances, other than those described in subsection (5) or at the discretion of the Director, will not be paid back but held in the property tax account to apply against subsequent charges.
- (7) All charges levied on a Property do not in any way imply that the use of the Property by the Owner or Occupier is legal or otherwise in compliance with the Town's bylaws.

In levying the charges, the Town is in no way determining that a Property is in compliance with other Town bylaws and the Town reserves all of its rights to enforce its bylaws at any time.

19. Fees and Charges for Partial Years

- (1) Where the Automated Collection Service is provided to any Property or Dwelling Unit after the first day of January in any year, the charges pursuant to this Bylaw will be calculated as follows:
 - (a) For a newly constructed Dwelling Unit, the charges for that year will apply upon the earlier of occupancy, the issuance of an Occupancy Permit or where there is evidence that the Dwelling Unit is available for occupancy, and the full annual charge payable under this Bylaw will be prorated by the number of days remaining in the calendar year in which the Automated Collection Service starts.
 - (b) For an existing Property or Dwelling Unit, the charges for that year will apply from the date the Automated Collection Service begins and will be prorated by the number of days remaining in the calendar year in which the Automated Collection Service starts.
 - (c) For an existing Property or Dwelling Unit that has applied for a change in the Automated Collection Service through the exchange or addition of Collection Carts, the change in charges for the remainder of the calendar year will be either invoiced separately or, for credit balances, held in the property tax account to apply against subsequent charges.
- (2) Where the Container Collection Service is provided to any Property after the first day of any month, the charges for the first month's service will be prorated by the number of days remaining in the month in which the Container Collection Service starts.

20. Automated Collection Service Fees

- (1) A Basic Annual Fee for each Collection Cart provided to an Automated Service Property is payable by the Owner or Occupier of the Automated Service Property and will form a charge on the Property.
- (2) Despite subsection (1), the total Basic Annual Fee for Garbage Carts issued under section 11 [Medical Condition Requiring Additional Garbage Cart] is equivalent to the 120L Cart Fee.
- (3) The Basic Annual Fee is payable whether:
 - (a) the Automated Service Property is occupied;
 - (b) any Owner or Occupier of the Automated Service Property makes use of the Automated Collection Service; and

- (c) the Automated Collection Service is interrupted, temporarily ceased, changed in any manner by the Town or the Contractor, or is not provided by the Town due to an Owner or Occupier's non-compliance with this Bylaw.
- (4) A Cart Exchange Application Fee for each Collection Cart that is exchanged or replaced is payable by the Owner or Occupier of an Automated Service Property.
- (5) An Additional Cart Application Fee for each additional Collection Cart that is supplied to an Automated Service Property is payable by the Owner or Occupier of an Automated Service Property.
- (6) An annual Assisted Set-Out Service Fee for the provision of an Assisted Set-Out Service is payable by the Owner or Occupier of an Automated Service Property and will form a charge on the Property.
- (7) An annual Assisted Set-Out Service Fee Subsidy is payable by each Automated Service Property and will form a charge in the Property.
- (8) Other than Cart Exchange and Additional Cart Application Fees, Automated Collection Service fees will be invoiced annually and may be combined with other utilities provided by and invoiced by the Town.
- (9) Other than fees for partial years noted in section 19(1), the annual Automated Collection Service fees are payable annually and are included within the statement and billing of property taxes, with the same due date and penalty provisions as property taxes.
- (10) Annual Automated Collection Service fees imposed by this Bylaw which are unpaid by December 31 of the year are deemed taxes in arrears on the land or property on which the charge is imposed and may be recovered as provided for in the Community Charter.

21. Container Collection Service Fees

- (1) A Bin Fee per cubic yard for the collection and disposal of Waste from each Bin is payable by the Owner or Occupier of a Container Service Property.
- (2) A Compactor Fee per pickup for the collection and disposal of Waste from each Compactor is payable by the Owner or Occupier of a Container Service Property.
- (3) A Receptacle Fee per pickup for the collection and disposal of Waste from each Receptacle is payable by the Owner or Occupier of a Container Service Property.
- (4) Container Collection Service fees will be invoiced monthly by the Contractor.

PART 7 -- GENERAL OFFENCES AND SEVERABILITY

22. Offences

- (1) When requested by a Bylaw Enforcement Officer, or any other person authorized by the Town, any person, including an Owner, who has apparently committed an offence under this Bylaw, will correctly state their name and address.
- (2) Every person will at all times comply with any lawful order, direction, signal, or command made or given by a Bylaw Enforcement Officer, or other person authorized by the Town, in the performance of their duties enforcing the provisions of this Bylaw.
- (3) Any person who violates any provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this Bylaw is liable, on summary of conviction, and may be issued a bylaw notice as permitted under the *Local Government Bylaw Notice Enforcement Act*, SBC 2003 c. 60.
- (4) Where there is an offence that continues for more than one day, separate fines may be issued for each day in respect of which the offence occurs or continues.

23. Liability

Any person who contravenes any provisions of this Bylaw is liable to the Town for, and must indemnify the Town from, all costs, expenses, damages, and injuries resulting from the contravention.

24. Remedies for Non-Compliance

- (1) The Town may, in its sole discretion, enforce compliance with this Bylaw or any non-payment of fines issued for non-compliance with this Bylaw by temporarily or permanently discontinuing the provision of the Municipal Collection Service to any person. The Town's temporary or permanent discontinuance of the Municipal Collection Service under this Bylaw does not in any way limit the Town's right to collect all fees associated with the Municipal Collection Service, or otherwise under this Bylaw, or relieve any person from their obligations under this Bylaw, including without limitation, an Owner or Occupier's obligation to remove and dispose of all Waste from their property.
- (2) Nothing in this Bylaw limits the Town from utilizing, enforcing or relying on any other remedy that is otherwise available to the Town under this Bylaw or at law generally.

25. Severability

Each provision of this Bylaw is severable from each other provision, and, if any provision is determined by a Court of competent jurisdiction to be void or unenforceable in whole or in

part, this determination will not be deemed to affect or impair the validity of any other provision, unless a Court otherwise determines.

PART 8 -- REPEAL

26. Repeal Refuse Collection Bylaw

Bylaw No. 1585 "Comox Refuse Collection Bylaw, 2007" is hereby repealed.

PART 9 -- ADOPTION

READ A FIRST time this _____ day of _____, 2023

READ A SECOND time this _____ day of _____, 2023

READ A THIRD time this _____ day of _____, 2023

ADOPTED this _____ day of _____, 2023

TOWN OF COMOX

BYLAW NO. 2004.02

A BYLAW TO AMEND THE BYLAW NOTICE ENFORCEMENT BYLAW NO. 2004

WHEREAS the Council of the Town of Comox wishes to initiate an automated curbside collection program for solid waste;

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1. Title

This bylaw may be cited for all purposes as the "Bylaw Notice Enforcement Amendment Bylaw No. 2004.02".

2. Amendment

- (1) The Comox Bylaw Notice Enforcement Bylaw No. 2004, 2022 is hereby amended as follows:

- (a) By replacing the Title in section 1 with the following:

"This bylaw may be cited for all purposes as the Bylaw Notice Enforcement Bylaw No. 2004."

- (b) By replacing the table in SCHEDULE "A" titled "COMOX REFUSE COLLECTION BYLAW, 2007" with the following:

SOLID WASTE MANAGEMENT BYLAW NO. 2027				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty (within 14 days)	Full penalty (after 14 days)	Compliance Agreement Discount
Failure to participate in Municipal Collection Service	4(2)	50	100	N/A
Failure to prevent nuisance	4(4)	50	100	N/A
Contamination of waste stream	4(5a)	50	100	N/A
Storage or accumulation of prohibited waste	4(5b)	50	100	N/A
Dispose of waste on Town land	5(1)	50	100	N/A

SOLID WASTE MANAGEMENT BYLAW NO. 2027				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty (within 14 days)	Full penalty (after 14 days)	Compliance Agreement Discount
Removal of waste from collection container	5(2)	50	100	N/A
Obstruction of Town representative	6(2)	50	100	N/A
Removal of collection cart from property	8(3)	50	100	N/A
Failure to provide access to collection cart	8(4)	50	100	N/A
Failure to use collection cart for intended use	8(7)	50	100	N/A
Failure to obtain private collection service	17(3)	50	100	N/A
Improper accumulation and storage of waste	17(6)	50	100	N/A
Failure to comply with Unserviceable Property requirements	17(8)	50	100	N/A

3. Adoption

READ A FIRST time this _____ day of _____, 2023

READ A SECOND time this _____ day of _____, 2023

READ A THIRD time this _____ day of _____, 2023

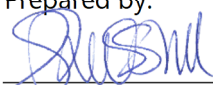

ADOPTED this _____ day of _____, 2023

MAYOR

CORPORATE OFFICER

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	5350-20 / 22.01
FROM:	Shelly Russwurm, Director of Corporate Services	DATE:	Nov. 10, 2023
SUBJECT:	New Automated Collection Service and Solid Waste Management Bylaw		

Prepared by:  Shelly Russwurm, DCS	Supervisor: _____	Financial Approved: _____ Geoffrey Kreek, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Solid Waste Management Bylaw No. 2027 be given First Reading.
2. That Solid Waste Management Bylaw No. 2027 be given Second Reading.
3. That Solid Waste Management Bylaw No. 2027 be given Third Reading.
4. That Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given First Reading.
5. That Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given Second Reading.
6. That Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given Third Reading.

PURPOSE

- To present information on a new solid waste collection program for residents and businesses.
- To provide for consideration of three readings, a replacement bylaw for the collection, disposal and regulation of solid waste.
- To provide for consideration of three readings, an amendment to the Bylaw Notice Enforcement Bylaw.

STRATEGIC PLAN LINKAGE

The increased diversion of solid waste from the landfill has been a priority of Council for many years. Through the implementation of a new, automated collection system, including an expanded organics program for residential strata customers, residents will be encouraged to

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divert more solid waste away from the landfill and towards the recycling and organics streams. In addition, the decision to implement a new solid waste collection program meets Council's *Climate Lens* as presented in the 2022-2026 Strategic Plan, to consider and value natural assets and unique community features, and take responsibility for long-term impact on the environment for future generations.

EXECUTIVE SUMMARY

In 2022, the Town entered into a new solid waste collection contract with Emterra, which will transition the residential curbside collection program from a manual collection system to a fully automated system. The new automated collection program will begin in January 2024, and collection carts are now being distributed to every eligible residential property, including residential strata properties. An extensive public education and information campaign is also currently underway. Opportunities will exist for residents to exchange or add collection carts after a period of six months. Opportunities also exist for residents to apply for an assisted set-out service and/or medical exemptions for additional garbage carts. Coordinating with the implementation of the automated collection program is a new solid waste management bylaw, updates to the fees and charges bylaw and updates to the bylaw notice enforcement bylaw.

The Town is also in the process of entering into a new solid waste collection contract with Emterra for the continuation of the container collection program for industrial, commercial, institutional and some residential strata customers. This program will transition to a voluntary participation program.

Decision points for Council's consideration include:

1. The setting of fees for additional and/or alternate-sized collection carts.
2. The setting of fees for the assisted set-out program.

BACKGROUND

Currently, the Town provides a solid waste collection service for both residences and businesses, comprised of:

- a *curbside* program (mainly single-family and small multi-unit residential properties), providing manual collection of all three streams – garbage, recyclables and organics (food and yard waste); and
- a *container* program (mainly industrial, commercial and institutional properties), providing front-load collection of garbage and recyclables by way of large metal bins or compactors.

Currently, both the curbside program and the container program require mandatory participation of all properties, and the Town has contracted with Halton Recycling Ltd. dba Emterra Environmental (Emterra) for the collection of garbage and recyclables since 2005. In 2006, the Town began collecting yard waste from single-family and small multi-unit housing. And in 2012, the Town expanded its yard waste collection program to include the collection of kitchen waste from curbside single-family and small multi-unit housing as part of the Comox

Valley Regional District's organics processing pilot program. Currently, the curbside program consists of weekly collection of garbage and organics, and bi-weekly collection of recyclables.

In 2021, with the upcoming expiration of the solid waste collection contract with Emterra, the Town partnered with the City of Courtenay in the joint tendering for a new, fully automated curbside solid waste collection service. Emterra was the successful bidder in the tender and the Town has entered into a ten-year contract, from January 1, 2024, to December 31, 2033.

Also in 2021, due to numerous requests from residential strata properties to be included in the organics collection program, and as part of Council's strategic priority to further increase the diversion of waste going to the regional landfill, the Town applied to the Clean BC Organic Infrastructure and Collection Program. The Town was successful in receiving funding, which has allowed for the initiation of organics collection for eligible residential strata properties, in coordination with the new automated curbside collection program.

TRANSITION TO NEW SOLID WASTE COLLECTION SERVICE

On January 1, 2024, the Town will be transitioning to the new solid waste collection service, which will continue to have both a curbside collection and a container collection program.

Curbside Program

The curbside program will be a mandatory, fully automated program to collect garbage, recyclables and organics from residential properties, including single-family, small multi-unit and eligible strata housing. The curbside collection program includes alternating bi-weekly collection of garbage and recyclables, and weekly collection of organics.

As per Council direction, the following standardized collection carts are now being delivered to eligible residential properties:

Table 1: Initial Distribution of Collection Carts:

Type of Serviced Property	Capacity Limit for Garbage Cart	Capacity Limit for Recycling Cart	Capacity Limit for Organics Cart
Single Family Dwellings	120 L	360 L	360 L
Secondary Dwelling Units on Single-Family Property	120 L	240 L	120 L
Duplexes	120 L	360 L	240 L
Triplexes, Fourplexes, Townhouses and Mobile Homes in a Mobile Home Park	120 L	240 L	120 L

In total, approximately 5300 residential properties, including approximately 500 residential strata units, are being supplied with standardized collection carts. Each cart is stamped with the Town logo and includes a radio frequency identification tag that assigns each to a particular property.

After an initial six-month period, property owners will be able to submit applications to exchange their collection carts for larger or smaller sizes. Applications will also be accepted for additional recycling and organics collection carts.

Beginning with the implementation of the program, eligible owners or occupiers may apply for an assisted set-out service whereby Emterra will collect the carts from a designated collection point on the property, empty the carts in the collection vehicle and return the carts back to the collection point. The full cost of providing this service is \$450 per year and an annual assisted set-out service fee of \$100 is recommended, with the full cost of the service being subsidized through an annual \$3.50 subsidy fee to all automated service properties. Council may wish to suggest an alternate subsidy fee. Eligible owners or occupiers needing additional garbage capacity may also apply for a medical exemption to obtain a larger garbage collection cart at no additional cost.

The automated collection program offers advantages for both Emterra and the Town. Collection vehicles only require a single operator vs. two operators with manual collection. The automated collection system eliminates the injuries related to repetitive heavy lifting, slips and trips, and exposure to sharp objects. In turn, a safer, more efficient collection system results in a more reliable service for residents.



Container Program

The container program providing front-load collection of garbage and recyclables for industrial, commercial, institutional and some multifamily properties will continue as is, and will transition to a voluntary program. Existing owners and occupiers on the program may exit with three months' notice to the Town, providing they advise of the private collection contractor and meet

all requirements of the new solid waste management bylaw. If they choose to exit the service, they will not be able to re-enter the program until 12 months have passed. New owners and occupiers meeting eligibility criteria may apply for collection under the Town container program.



Note that some properties on the container program have curbside collection, using standard garbage receptacles. These properties will continue to have curbside collection using standard receptacles at this time.

Bylaw Updates

A recommended Solid Waste Management Bylaw No. 2027, enclosed with this report, covers both the new automated collection program and the existing container collection program. Updates in the recommended bylaw include:

- details regarding the new automated collection program, including the initial distribution of carts, provision to exchange or obtain additional carts, specifics on the placement of carts on collection day, ability to apply for assisted set-out service and medical exemptions for additional garbage carts; and
- changes to the existing container collection program, including its transition to a voluntary program, opt-out provisions and requirements for private collection.

A recommended amendment to the Comox Fees and Charges Bylaw No, 2016, 2023 updates fees for both curbside and container collection and adds fees for collection cart exchanges, additional collection carts and assisted set-out service.

A recommended amendment to the Comox Bylaw Notice Enforcement Bylaw No. 2004, 2022 replaces the schedule of offences related to the Refuse Collection Bylaw, 2007 in Schedule A with a new schedule incorporating offences related to the proposed Solid Waste Management Bylaw No. 2027.

a. Applicable Policies, Legislation and Legal

The *Environmental Management Act* requires that regional districts develop plans for the management of municipal solid waste, including landfills and recycling, and Comox-Strathcona Waste Management provides this service for both the Comox Valley Regional District and the Strathcona Regional District. The Comox Valley Regional District has recently opened the Regional Organics Composting Facility.

The *Comox Refuse Collection Bylaw, 2007*, currently provides for the collection and regulation of solid waste from residents and businesses in the Town. This bylaw will be repealed if Council adopts the Solid Waste Management Bylaw No. 2027.

The new *Curbside Collection of Garbage, Recyclables and Organics Contract* between the Town and Emterra establishes the parameters of the new residential curbside program, including:

- a new, fully automated curbside program with provisions for assisted set-out service;
- a new collection schedule consisting of weekly organics collection and alternating bi-weekly garbage and organics collection;
- the purchase and provision of new collection carts to eligible properties; and
- an updated pricing schedule.

b. Financial

Funding for the implementation of the new automated solid waste collection service includes costs related to the following:

- the purchase and distribution of new, automated collection carts that are stamped with the Town logo and include radio-frequency identification tags;
- the development and set up of a new collection app for mobile devices;
- the development of updated webpages, including the development of online forms; and
- communication costs, such as the printing and mailing of a new program guide and collection schedule, the promotion of social media messaging, the purchase of newspaper advertising and the production of new cart labels.

At this time, and as recommended for 2024, the solid waste collection service is fully funded by user fees, recoverable through annual utility fees for the curbside program and monthly fees for the container program. Recycling collection funding is also supplemented through annual incentive funding of approximately \$270,000, received from Recycle BC, as part of their *Full Producer Responsibility Model*. As well, the Town was successful in receiving approximately \$400,000 in grant funding through the Clean BC Organic Infrastructure and Collection Program to help with the expansion of organics collection to include residential strata properties.

Fees for solid waste collection and disposal are authorized in the Fees and Charges Bylaw No. 2016. An amendment to this bylaw, authorizing updated fees for the 2024 calendar year can be found in the accompanying report from the Revenue Manager, titled "Fees and Charges Amendment Bylaw", which details the analysis conducted in the determination of updated fees. A summary for single-family residential comparing 2024 to 2023 is provided in Table 2:

Table 2: Curbside Collection and Disposal Fees for Single-Family Residential

	Column 1: 2024 Fees: Initial Cart Distribution	Column 2: 2023 Fees: Comparable Service
Basic Annual Fee:		
Garbage (120L Cart)	\$122.21 per year	\$130.50 per year
Recycling (360 L Cart)	\$33.75 per year	\$33.60 per year
Organics (360L Cart)	\$167.53 per year	\$96.84 per year*
Cart Exchange Fee	\$35	N/A

	Column 1: 2024 Fees: Initial Cart Distribution	Column 2: 2023 Fees: Comparable Service
Additional Cart Fee	\$35	N/A
Assisted Set-Out Fee	\$100 per year	N/A

**Significant increase due to the ending of the pilot organics program, and resulting increase in tipping fee for organics. As properties can add and/or exchange their collection carts after an initial 6-month period of time, basic annual fees for a range of cart sizes have also been added to the Fees and Charges Amendment Bylaw and are included in Table 3. Since these fees can be based on broader criteria than simple cost recovery, such as including incentive-based pricing to encourage diversion, Council may wish to suggest different pricing for these fees.*

Table 3: Basic Annual Fees

Cart Type	Column 2 120L Cart	Column 3 240L Cart	Column 4 360L Cart
Garbage Cart	\$122.21	\$375.00	N/A
Recycling Cart**	\$12.01	\$26.20	\$33.75
Additional Recycling Carts**	\$53.36	\$55.30	\$61.14
Organics Cart	\$136.79	\$147.97	\$167.53

**Residents who wish to have additional garbage, recycling or organics capacity must first exchange their carts for a larger size. If residents still wish additional capacity, they may add additional carts.*

*** Recycle BC provides the Town of Comox with a monthly financial incentive to collect recycling on their behalf. 75% of the financial incentive has been allocated back to households, thereby reducing the basic annual fees for the first recycling cart. The incentive will apply first to the cost of the cart, with any remainder applying to the cost of the service. Any additional recycling carts requested will be at full cost.*

For the container program (industrial, commercial, institutional and some residential stratas), a general 20% increase is recommended in fees, as noted in Table 4:

Table 4: Container Collection and Disposal Fees:

	2024 Fees	2023 Fees
Garbage Receptacles (120L):		
1-5 Receptacles	\$4.20 each	\$3.50 each
6+ Receptacles	\$11.94 each	\$9.95 each
Recycling Receptacles ("Toters")		
First Receptacle	\$34.25 each	\$28.54
2+ Receptacles	\$58.14 each	\$48.45
Garbage Bin	\$14.17 cubic yard	\$11.81 per cubic yard
Recycling Bin	\$6.47 cubic yard	\$5.39 per cubic yard
Garbage Compactor	\$229.69 per pickup	\$191.39 per pickup
Recycle Compactor	\$178.94 per pickup	\$149.12 per pickup

c. Intergovernmental

The Town partnered with the City of Courtenay in tendering for the new collection service, and startup of the new automated service will coincide with startup in Courtenay. As a result, the

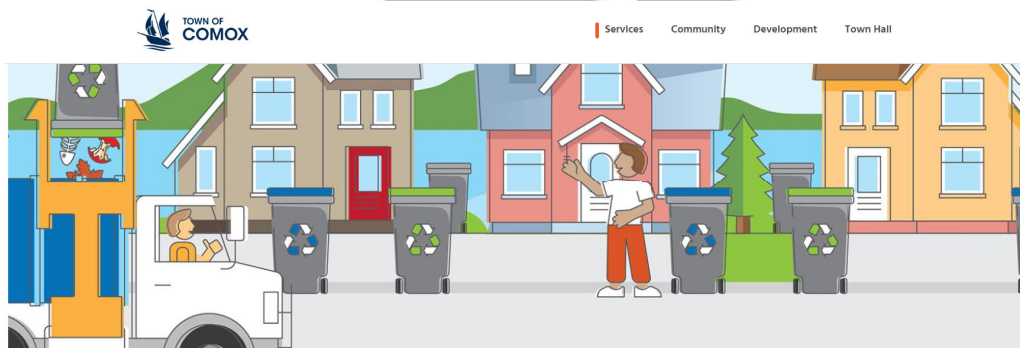
contract, rollout of messaging, cart delivery and bylaw development have been consistent with the City. In the end, a more coordinated service and bylaw results in less confusion with residents and businesses, and allows for additional partnership opportunities with the City.

The Town has also worked closely with the Comox Valley Regional District in the coordination of messaging related to the initiation of the new automated service.

d. Public Relations

Since early 2023, the Town has undertaken an extensive public engagement strategy, including:

- displays with brochures, infographics and sample collection carts at public places and events such as the Community Centre, Comox Mall and Nautical Days celebration;
- extensive updated information on the Town's website <http://www.comox.ca/carts>;
- the development of an *Automated Curbside Collection Cart Guide*, which accompanied each set of collection carts distributed to properties;
- an *Automated Curbside Collection Mailout* to all eligible residential properties, including frequently asked questions;
- a *Comox Curbside App* for Apple and Android devices, including custom collection schedules, collection reminders and service notices; and
- many social media posts announcing the beginning of the program, the delivery of collection carts, the location of displays, etc.



GOVERNANCE CONSIDERATIONS

Q: How does the transition to a fully automated collection program result in a more reliable service?

A: The transition to fully automated collection has resulted in significantly increased collection times in other communities, meaning there will be less missed collection days due to increased service areas. The automated collection system also only requires a single operator per collection vehicle, resulting in less missed collection due to contractor staff shortages.

Q: What can residents do with their existing solid waste receptacles? Won't these result in a lot of waste going to the landfill?


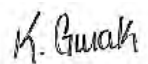

A: Staff are working on providing an opportunity for residents to recycle their existing solid waste receptacles and details will be provided when known.

ENCLOSED:

1. *Solid Waste Management Bylaw No. 2027*
2. *Bylaw Notice Enforcement Amendment Bylaw No. 2004.02*
3. *Automated Curbside Cart Collection Guide*

COPY

TO: Mayor and Council	FILE: 6240-20
FROM: Robbie Nall, Parks Manager	DATE: Dec 6, 2023
SUBJECT: Pump Track Location	

Prepared by:  Robbie Nall, Parks Manager	Supervisor:  Ted Hagmeier, Recreation Director	Financial Approved:  Koreen Gurak, Communications Coordinator	Report Approved:  Jordan Wall, CAO
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RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council authorize administration to proceed with the design and construction of a pump track at Anderton Park.

THAT Council approve a budget of \$650,000 for the design and construction of a pump track as part of the 2024 Capital and Special Projects Budget.

THAT Council authorize administration to seek applicable funding opportunities.

AND THAT Council approve the community engagement strategy for the design phase with the establishment and review from a technical committee.

ALTERNATIVE RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:

Alternative #1: THAT Council commission the design of a pump track at Highland Park/Salish Park/ or McKenzie Park and receive a follow up report on costs.

Alternative #2: THAT Council commission the design of a modular pump track at Highland Park Rotary Sport Box and receive a follow up report on costs.

Alternative #3 THAT Council receives the report as information and for staff to bring a report back to Council following the completion of the Parks Master Plan

Alternative #4 THAT Council receive the Pump Track Location report for Information, and direct staff not to construct in 2024, and instead seek grants.

Alternative #5 THAT Council direct staff to conduct community consultation on the preferred location and desired amenities.

PURPOSE

To provide information to Council on locations for a pump track.

STRATEGIC PLAN LINKAGE

The design and construction of a Pump Track is highlighted as a top project in the Strategic Plan (2022-2026).

Strategic Priority	Area of Focus
Community Connection and Wellness	<p>Recreation</p> <p>We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.</p> <p>Projects initiatives</p> <ul style="list-style-type: none">- Deliver youth recreation opportunities and continue to support the Comox Youth Council.- Further enhance youth recreation opportunities through the construction of a pump track and development of skate park plans.

BACKGROUND

At RCM March 16, 2022, Council received the Youth Outdoor Recreation Needs Assessment report (Appendix A), which recommended youth recreation facilities be constructed in Comox, and passed recommendations for administration to investigate a public engagement to build a skatepark and pump track. Administration presented a summary of their work to date and a proposed community engagement plan at the June 7, 2023, Regular Council Meeting. Council received the recommendations with the project development conditional on grant funding. At the July 12, 2023, Regular Council Meeting, Council directed staff to prioritize the construction of a hardtop pump track.

Pump tracks play a vital role as entry-level infrastructure, enhancing equity and accessibility to action sports, particularly for those who may find larger trails and facilities challenging to reach. Standard pump tracks are designed for youths aged 8 and above, with the level of difficulty determined by the track's design, making them generally suitable for novice to intermediate riders. To cater to younger users, aged 3-5, smaller "bump tracks" are employed, minimizing conflicts, and providing a dedicated space for young children to develop their biking skills. Given the available space, the Town's pump track project emphasizes the creation of a youth facility, aligning with the goals of the Youth Outdoor Recreation Needs Assessment report.

In a regional context, the Town's proposed hardtop pump track differs from The Village of Cumberland's, Village Park Dirt Jump area. Many of the trails in the dirt jump area are designed for users requiring more advanced skills than a youth-focused novice to intermediate pump track.

ANALYSIS

Administration assessed 4 potential pump track sites (Figure 1) with active sports specialists Van Der Zalm + Associates (Appendix B). Areas assessed included:

- Anderton Park
- Highland Park
- Salish Park
- McKenzie Park

The proposed sites were assessed for suitability through several lenses, including accessibility, safety and visibility, the proximity to amenities, and the impact to neighbours from any increased sound from park users. Anderton Park rated the highest.

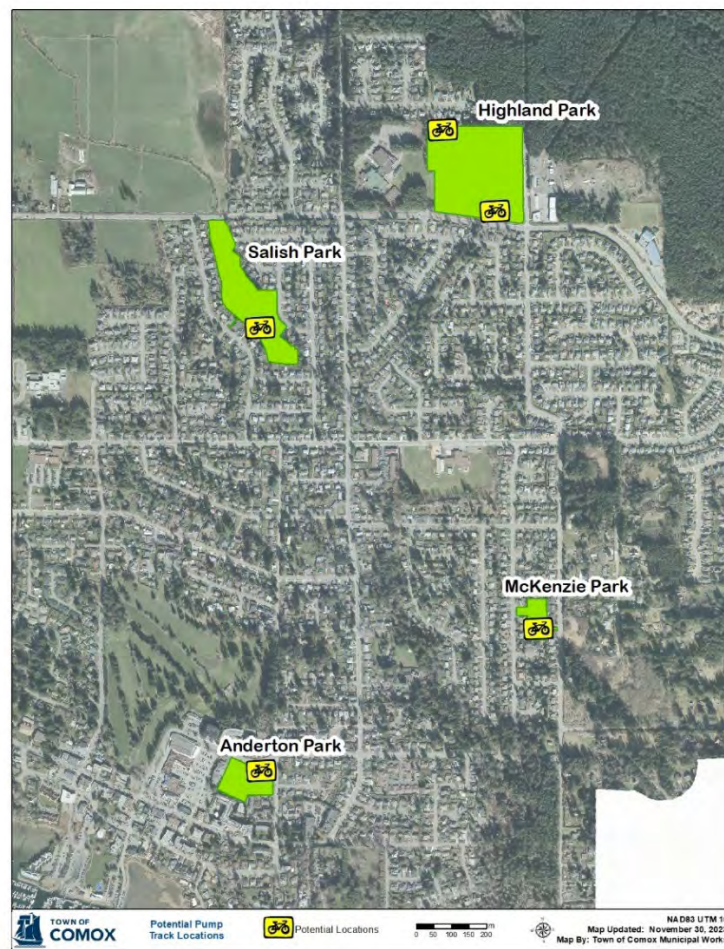


Figure 1. Pump Track Distribution

Anderton Park

Anderton Park is a community hub for active recreation, featuring six tennis courts, outdoor fitness equipment, a table tennis table, a children’s playground for ages two to five, parking (lot and street), and a public washroom. The park is close to the downtown core with transit and access to amenities at Comox Mall less than 200 meters away.



Figure 2. (Anderton Pump Track footprint).

Pros	Cons
<ul style="list-style-type: none">• Central location, with proximity to transit, Comox Mall, and desirable amenities• Parking• Visible from the street• Trees provide shade	<ul style="list-style-type: none">• Space limited by existing amenities (1100m²). The pump track would not feature large jumps• Tree removal may be required

Anderton Park is rated highly as a potential location for a pump track. The space available is more than enough for the development of a diverse all wheels facility (appendix B). Due to multiple park user groups in a condensed space, safety fencing may be needed to reduce user conflict.

Class C Cost Estimate For Anderton Park* – Approximate pump track size 1000m²

HARDSCAPE	\$26,500.00
SOFTSCAPE	\$16,300.00
FENCING	\$8,000.00
FURNISHING	\$5,000.00
AMENITIES	\$2,000.00
TREE PROTECTION	\$14,500.00
ASPHALT PUMP TRACK	\$350,000.00
STORMWORKS	\$20,240.00
EROSION AND SEDIMENT CONTROL	\$5,000.00
DESIGN FEE	\$44,754.00
CONTRACTORS FEE	\$44,754.00
	SUBTOTAL \$537,048.00
	GST \$26,852.40
	15% CONTINGENCY \$84,585.06
	OVERALL TOTAL: \$648,485.46

* Design fees include detailed design, geotechnical study, communications outreach, and engineering.
 The per year increase to fund the replacement of the pump track would be \$3.70 per household.

Highland Park

Adjacent to Highland Secondary School, Highland Park is an existing recreation hub for soccer, baseball, softball, pickleball, and roller hockey. 2 sites were assessed as the location for the potential pump track (Figure 3).



Figure 3. (Highland Park).

Area A (1500 m²)

Pros	Cons
<ul style="list-style-type: none"> • Large area (1500 m²) • Parking • Washroom (when field is in use) • Shaded areas • Active park 	<ul style="list-style-type: none"> • Adjacent to homes • Distance to amenities • Isolated location in the corner of the park (potential issues related to Crime Prevention Through Environmental Design - CPTED)

Area B (1000m²)

Pros	Cons
<ul style="list-style-type: none"> • Parking • Washroom (when field is in use) • Shaded areas • Active park 	<ul style="list-style-type: none"> • DND fuel line limits construction • Construction impacts to mature conifers • Leaf litter/needle debris • Adjacent to busy road

Highland Park exhibits potential for the development of a pump track, specifically at Area B. Although there are construction constraints on the site (Area B), introducing a pump track could enhance Highland Park's role as a vibrant recreational hub. Area B will require further consultation with the SD71 as the Town leases this sight from the district.

Area A would cost approximately \$730,000 for design and build. Area B would cost approximately \$650,000.

Salish Park (1000m²)

Salish Park is a large neighbourhood park with enough open space to host a pump track (Figure 4). However, the site faces limitations in terms of suitability. Drainage concerns, proximity to Brooklyn Creek, and the possibility of noise complaints from neighbouring residents with backyards bordering the park render Salish Park unsuitable for a pump track.



Figure 4. (Salish Park Pump Track)

Pros	Cons
<ul style="list-style-type: none"> • Open space • Existing playground 	<ul style="list-style-type: none"> • Drainage issues • Proximity to Brooklyn Creek (Environmental regulations) • Potential noise disturbances • Pathways require improvements for all wheel access • Poor visibility from the road (CPTED issues) • Lack of amenities • Street parking only

Consultation with the Brooklyn Creek Watershed Society (BCWS) would be required. Construction may require approval from provincial regulators or other approved management parties. Project costs are anticipated to be \$700,000 due to construction limitations and additional geotechnical requirements.

McKenzie Park (1000 m²)

McKenzie Park is a neighbourhood Park featuring a recently updated playground and a large open lawn area. The park is enclosed by residential housing, many with open yards bordering the park. The lawn area is large enough to host a pump track (figure 5), and the park is located near a private school.

Pros	Cons
<ul style="list-style-type: none"> • Open space • Updated playground • Shaded by trees 	<ul style="list-style-type: none"> • Potential noise disturbances • Lack of amenities • Street parking only

McKenzie Park has the potential to host a pump track based on the space available. However, the lack of existing amenities at the park, potential noise conflicts, and the distance to services pose suboptimal conditions for such an amenity.

Project costs are anticipated to be in the \$650,000 range, similar to Anderton Park.



Figure 5. (McKenzie Park Pump Track).

Modular Pump Tracks:

Modular ramp systems may provide municipalities with an alternative to traditional concrete skatepark and asphalt pump tracks. Modular pump tracks are made of marine-grade lumber and composite riding surfaces or precast concrete sections. The former can be laid across grass or concrete/asphalt surfaces. Precast concrete is heavier, requiring a compacted gravel, concrete, or asphalt surface on which to sit.

Town Administration has identified the Highland Sports Box as a potential site for a combination modular skatepark and pump track (Figure 6).



Figure 6. (Highland Park Modular Pump Track)

Modular pump tracks offer advantages such as quick and easy installation, pre-engineered and modular options, and compatibility with various wheel types. Modular systems may be moved and/or relocated within Comox. However, they come with limitations, including limited design options, potential traction issues without proper finishing, distortion leading to gaps or lips between segments over time, and the risk of hazardous drop-offs at the edges of segments. A comparison between different surface types can be found in Appendix B.

IMPLICATIONS

Repurposing the Highland Sports Box will impact current users. Highland Sports Box 2023 bookings:

- April 16, Sunday, one-hour rental; birthday party.
- May 8 – July 31, Mondays, one-hour rental; bike camp.
- April 26 - May 7, Sundays, two-hour rental; roller hockey.
- June 4 – 25, Sundays, two-hour rental; roller hockey.
- September 4, Monday, two-hour roller hockey.

There are no doubt informal users who do not book their time through the Town. Pickleball players also use the Sports Box as an overflow area when the Courts are busy.

The Highland Sports Box is on School District property. A change in use will require consultation with them and the Comox Rotary Club, who were sponsors of the Sports Box when it was constructed. Both organizations have indicated qualified and informal support for a change to a skatepark and pump track.

FUNDING

In pursuit of financial support for the pump track project, staff is actively exploring various funding opportunities. Notably, the Active Communities Grant program, offering up to \$50,000, stands as a potential avenue for financial assistance. Additionally, collaboration with community groups such as the Comox Valley Lions Club and Rotary International can be pursued to increase funding.

COMMUNITY ENGAGEMENT

Developing a communication and public engagement strategy for the construction of the new pump track demands a thoughtful approach to ensure the community is well-informed. Following the receipt of the Pump Track location report, the engagement efforts could include the following areas:

Design:

- Staff will initiate the conceptual design phase and could engage the community in the process.
- There is an opportunity to solicit feedback and comments through visual aids such as 3D renderings. The design phase would include consultation and a final review from an established technical committee.

Amenities:

- Involve the community in the design process by soliciting input on the selection and prioritization of amenities that could enhance the space - taking into consideration the feasibility related to project funding. All amenity options would be subject to review from an established technical committee through the conceptual design phase.

Location:

- Communicating that a comprehensive analysis of potential pump track locations has been completed, considering factors such as accessibility, existing land use, and environmental impacts as outlined in the report.

Based on thorough analysis, staff are advising of the risk of going out to public consultation for the location. Public participation includes the promise that the public's contribution will

influence the decision. There is a risk if there is no way for the public to affect the outcome based on the factors considered in the report.

Tactics:

There are various ways staff can communicate and engage the public depending on what areas Council chooses to involve them in the process. Depending on the allocation of funding for communication and public engagement, the following engagement tactics could be considered.

- Exploring options for community feedback through various channels, including but not limited to surveys, open houses, pop-up events, virtual webinars, or polls, and/or utilizing the Engage Comox Valley website.
- Estimated costs associated with communication and community engagement are approximately \$5,000.

Providing the public with opportunities to engage and provide input with the project planning can foster a sense of ownership and collaboration, leading to a more successful outcome of the pump track project.

Town of Comox



Youth Outdoor Recreation Needs Assessment 2021

DECEMBER 15
ENGAGED RECREATION SOLUTIONS

Janice
Sandholm
Michele Sirett



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INTRODUCTION

The Town of Comox acknowledges and respects that the community is located entirely within the traditional territory of the K'ómoks First Nation.

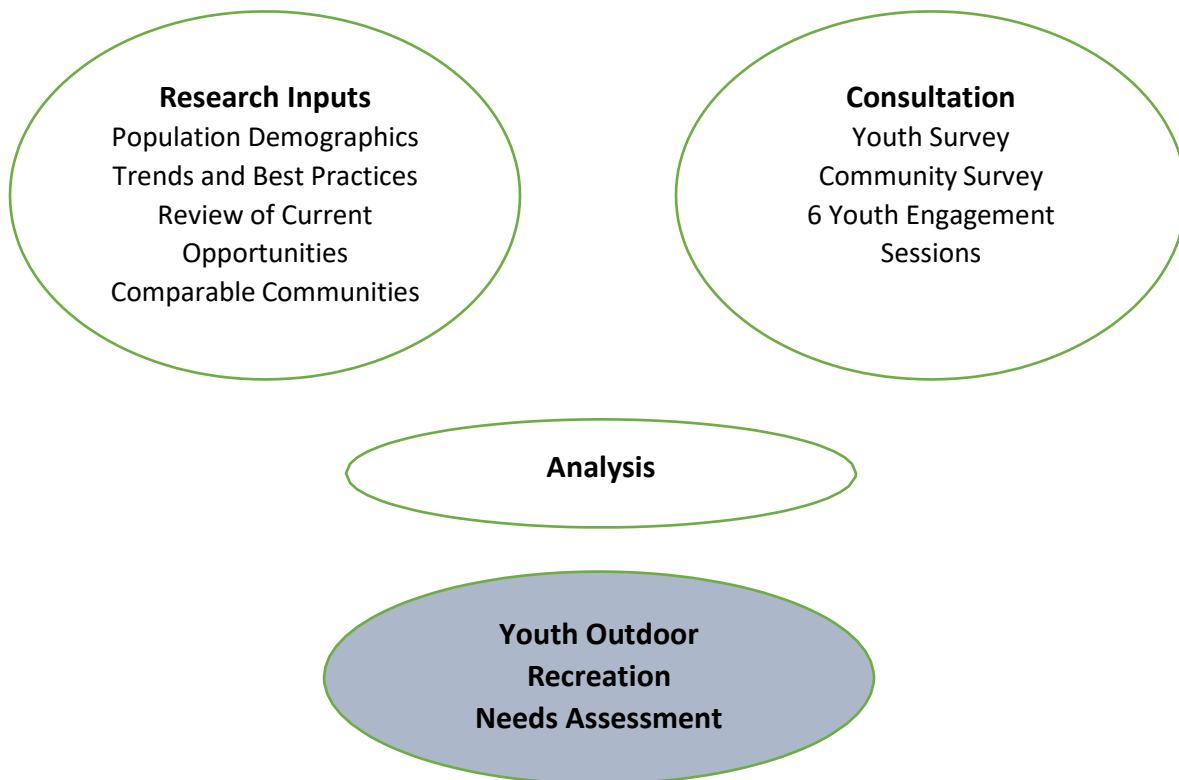
The Town of Comox requires a plan that assesses and provides recommendations for outdoor recreation and parks infrastructure for underserved youth aged 12 - 18. This consultation process actively searched out and engaged underserved youth to help identify priorities of outdoor recreation and parks infrastructure. The project identified and connected with Comox youth, families and the community, identifying priorities of outdoor youth recreation and parks infrastructure.

Definition of recreation

In the context of this needs assessment the term “recreation” is based on the definition included in the Framework for Recreation 2015: Pathways to Wellbeing:

Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

Research and Engagement methods



We acknowledge and thank the following youth who were involved in planning, implementation and decision making activities for this project:

- Christine Gottman
- Quinn Powell
- Will Peters
- Mira Hershmillier
- Benoit Vaillant
- Sarah Szkwarek

School District #71 and the French language school, Ecole au coeur de l'île, administration supported the project encouraging teaching staff and students to participate in engagement sessions and the on-line Youth Survey.

The School District #71 Parent Advisory Council shared information about the Comox Youth Outdoor Recreation Needs Assessment with parents through their E-newsletters.

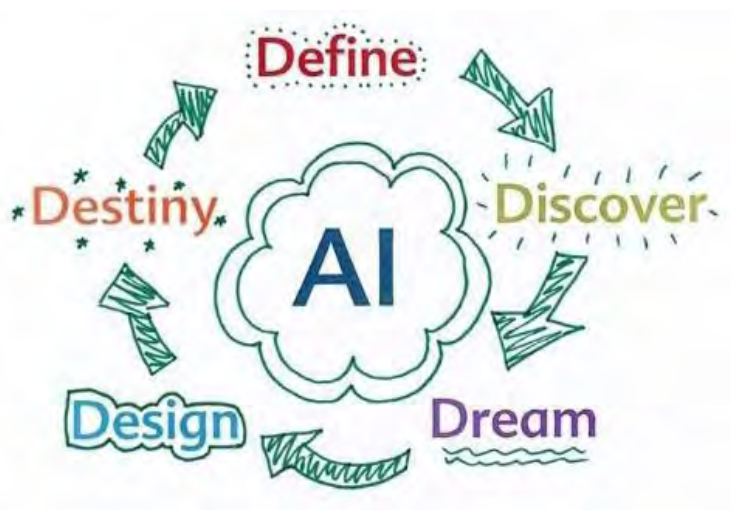
We appreciate the contributions of the Town of Comox Recreation Staff who were actively involved in the project activities. Their involvement and commitment to the process will build capacity and ongoing relationships with youth and community stakeholders for youth outdoor recreation.



EXECUTIVE SUMMARY

The Youth Outdoor Recreation Needs Assessment project adopted principles of 'appreciative inquiry' for the engagement session activities. The Interview Matrix activities (see Appendix A) helped define and discover the aspects of outdoor recreation in Comox that are favorites for youth; encouraged youth to dream of improvements and new infrastructure to improve outdoor recreation options for youth.

Appreciative Inquiry



Define and Discover Results

The results from the student engagement sessions (see Appendix B) were supported by the results of the on-line surveys (see Appendices C, D and E). The combined survey data and qualitative data concluded **Comox youth appreciate and enjoy the following favorite spaces and activities:**

Outdoor Recreation Space	Why	Of Interest
Marina Park and Pier	Eating and food trucks, large open area, fresh air, boating, water park, pier, fishing, and hanging out with friends	Marina Park and Pier was the most popular outdoor recreation space identified.
Beaches and waterfront at Kye Bay, Air Force Beach, Goose Spit*, Marina Park	Beachcombing, swimming, picnics with friends, dogs, enjoying the views	The Goose Spit* was noted as easy to get to from home. 43% of respondents required a parent to drive them to outdoor recreation activities.
Forests including Northeast Wood, McDonald Park, Salish Park	Walking trails, riding bikes and horses, walking their dogs	17% participated in individual recreation pursuits and an additional 16% identified as mountain bikers
Sports fields, such as Highland Park, and organized sport facilities	Soccer, basketball, baseball, football, lacrosse, rugby, tennis and gaga ball	Youth noted nets, fences and lighting as important features. 21% of Youth Survey respondents participated in organized team sports.
Parks including Filberg Park, Anderton Park, Disc Golf Course	Picnicking, spending time with family and friends, playground equipment, courts and photography	Youth noted amenities such as lighting and available washrooms as important features

* The Goose Spit is in the Regional District however the youth identified this space as highly valued.

Comox youth are actively involved in traditional group sports including soccer, basketball, baseball and hockey, as well as individual leisure pursuits including swimming, running, paddling, fishing, workouts, painting, dance, drawing, and Jiu jitsu. The respondents mentioned many favorite lakes and rivers in the Comox Valley as destinations to swim and hang out. The ocean at Goose Spit, Kye Bay and Airforce Beach were all mentioned as favorite swimming beaches.

The survey respondents and engagement participants also reported outdoor recreation goes better with friends. The theme 'Hanging with Friends' was highlighted by shopping, eating and socializing in all the favorite spaces as well as downtown Comox.

Dream and Design Results

The youth were asked “What is the best thing the Town of Comox could do to improve outdoor recreation for youth? What is missing?” The responses were themed and collated resulting in the following priorities for improvements.

Priority Theme 1 – Adrenaline Junkies

The data revealed the largest cohort of Comox youth are asking for *more high energy options* for outdoor recreation. The most popular responses include:

- Trampoline Park, possibly on the water
- Skatepark
- Bike Park
- Dirt Jumps
- Pump Track, BMX
- Big obstacle course
- Rollercoasters, theme park
- Bike trails - designated mountain biking

Survey data supports this priority with 43% of the youth respondents indicating they were involved in unstructured outdoor activities.

Priority Theme 2 – Sporty Stuff

The survey and engagement process identified a desire for improvements to the existing sports playing fields and courts:

- add lights, washrooms and covered seating areas
- install fences behind basketball hoops
- install a beach volleyball court at Kye Bay
- outdoor hockey/skating rink

“Sporty Stuff” is also supported in the survey data with 31% of the youth indicating they enjoyed team and individual organized sports. Survey results identified the following new sports infrastructure:

- Turf field
- Skatepark
- Outdoor Pool/Swimming

Priority Theme 3 – Hanging with Friends

The third priority theme the youth identified was better shopping, eating and public spaces for youth to socialize. Leisure is often a social choice for adolescents which includes shopping,

eating and places to relax outdoors and “hang out”. Marina Park & Pier was highlighted in both the engagement activities and the on-line surveys as the favorite outdoor space to hang out with friends and family. The youth suggested improvements to provide a more youthful environment:

- access to jump off the pier
- big games (chess)
- youth friendly seating
- affordable food trucks or concessions
- washroom facilities to be unlocked
- more lighting
- affordable and accessible equipment rentals including kayaks and paddleboards

In the youth survey, improved shopping was the number one request to make downtown more exciting. Youth identified opportunities exist for commercial businesses to offer more youth friendly and affordable products and services:

- Donut shop
- Candy store
- Drive-in movie theatre
- More fairs and concerts
- Franchise stores such as Zumiez, Footlocker, Lululemon, Target and Bath & Body Shop



SECTION 1 – BACKGROUND

Overview

Comox is immersed in a recreationally dynamic valley consisting of three separate communities and a regional district that all contribute to high quality recreation opportunities. The Official Community Plan for Comox expresses shared values of open space, green space, parks and access to beaches and the ocean. The attractive community is popular as a retirement community as well as to young families. Persons aged 65 and older make up approximately 25% of the population, while youth 12 – 18yrs are approximately 10% of the population (Stats Canada Census 2016 – Town of Comox).

Population & Demographics Indicators

Youth 12 – 18yrs, families and community stakeholders living in the town of Comox.
(Statistics Canada, 2016 - Town of Comox Census Data)

Demographic Notes:

Population 2016	14028
Population Growth 2011 – 2016	2.9%
Youth 10 – 19yrs	1473 / 10.5%
Median Age	51.8yrs
Average per census family	2.6 persons

The Town of Comox Official Community Plan estimates that the population may increase to 19,000 by 2031.



Outdoor Recreation Opportunities in the Town of Comox

Residents of the town of Comox live within 10km of varied recreation facilities and amenities provided by the City of Courtenay, the Comox Valley Regional District and the Village of Cumberland.

The table below reveals the recreation facilities and amenities within the boundaries of the Town of Comox (Town of Comox, 2021).

Facility Type	#	Locations
Baseball/Softball	9	Aspen Park, Highland Park Village Park
Bathrooms	6 locations	Anderton Park, Aspen Park, Filberg Park, Highland Park, Marina Park, Village Park
Beach/Water Access	7 locations*	Brooklyn Creek Park, Filberg Park, MacDonald Wood, Mack Laing Park, Marina Park, Baybrook Park, Port Augusta Park
Disc Golf	1 location	Village Park & Tot Lot
Drinking Fountain	3 locations	Lions Park, Marina Park
Gazebo	2 locations	Filberg Park, Marina Park (2)
Outdoor Fitness Equipment	1 location	Anderton Park
Petting Zoo	1 location	Filberg Park
Picnic Area	6 locations	Anderton Park, Filberg Park, Highland Park, MacDonald Wood, Marina Park, Village Park & Tot Lot
Playground	10 locations	Anderson Park, Aspen Park, Lions Park, Harbourwood Park, Lancaster, McKenzie Park, Marina Park, Pioneer Park, Salish Park, Village Park & Tot Lot
Splash Park	1 location	Marina Park
Tennis Courts	2 locations	Anderton Park (6), Village Park (2)
Trails / Wooded Spaces	13 locations	Northeast Wood, Aspen Park, Brooklyn Creek Park, Carthew Creek, Condor Park, Foxwood Park, MacDonald Wood, Mack Laing Park, Baybrook Park, Port Augusta Park, Salish Park, Village Park & Tot Lot

* Goose Spit is a Regional District Park

Comox Parks and Recreation Facilities



Source: comox.ca

Further to the amenities of playing fields, courts and play parks, the Town of Comox Official Community Plan (2011) details community parks space objectives that include connectivity to the downtown, diversity of recreation opportunities for different ages and abilities.

The OCP (2011, p50) states the community seeks to develop greenway networks that connect parks, schools, cultural features, neighborhoods, commercial areas, the waterfront and other destinations.

Leading Practices & Trends

Leading Practices

To ensure best practices in youth friendly planning for outdoor recreation infrastructure, the consultants adopted the framework established by the Pathways to Wellbeing: A Framework for Recreation in Canada (CPRA, 2015) as a guide. The Framework describes five goals and priorities for action under each goal. The goals are:

Goal 1: Active Living

Foster active living through physical recreation.

Goal 2: Inclusion and Access

Increase inclusion and access to recreation for populations that face constraints to participation.

Goal 3: Connecting People and Nature

Help people connect to nature through recreation.

Goal 4: Supportive Environments

Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities.

Goal 5: Recreation Capacity

Ensure the continued growth and sustainability of the recreation

Ongoing Commitment to Working with Youth

Continual youth engagement keeps kids interested and involved as they progress from childhood to adolescence to young adulthood – as participants, volunteers, leaders, mentors and potentially Town of Comox employees (Vancouver Foundation, 2018). Working with youth facilitates decision making opportunities and seek youth and young adults' input, applying their ideas where possible, and reporting back on the results. The relationships and new learning will invigorate future recreation strategies for youth in Comox.

Trends

The research that helped create the Framework for Recreation in Canada (2015) identified a new understanding of providing public recreation infrastructure and services in Canada. The new definition of recreation recognizes a holistic approach to planning and blurs the lines between traditional recreation options with other community sectors, including tourism, culture, community development, transportation, planning, parks, and open spaces.

The Framework document highlights the ability for recreation to increase social capital in communities. The trend is towards facilities that treat public recreation spaces as social hubs that encourage people of all ages, including families, to gather.

The current trends in recreation facility design reflect an increase in multi-purpose use and unstructured access. Municipalities are planning pedestrian pathways that encourage walkability throughout communities; individuals want to walk their dog to the grocery store, cycle or skateboard to work, school or the nearest play space. Recreation infrastructure with open access that encourages unstructured or spontaneous use has increased in popularity (RG Strategies & PERC, 2016).

Many municipalities across Canada are considering partnerships with other levels of government, schools, not for profits or the private sector to access space, leverage funding and accomplish shared strategic goals.

Barriers

The youth participating in the Interview Matrix engagement sessions expressed the following barriers that prevented them from trying new outdoor recreation activities:

- Time
- Cost
- Lack of equipment
- Location too far away

- Transportation
- No facilities

The barriers expressed by the youth reflect the importance of recreation options within easy walking, cycling and skateboarding access of residential neighborhoods.

Comparable Communities

The Town of Comox Staff identified 5 comparable communities: Terrace, Parksville, Smithers, Nelson and Summerland. The consultants also included facilities found in the City of Campbell River.

The following table compares outdoor, youth oriented facilities to the youth oriented facilities in Comox:

	Terrace	Smithers	Parksville	Nelson	Summerland	Campbell River	Comox
Beaches*	X		X	X	X	X	
Sports Fields	X	X	X	X	X	X	X
Turf Field						X	
Skatepark	X	X	X	X	X	X	
Bike Skills	X	X	X	X		X	
Trails	X		X	X	X	X	X
Basketball Courts	X		X	X	X	X	X
Disc Golf	X	X		X		X	X
Tennis Courts	X	X	X	X	X	X	X
Other		Swimming Hole		X	Floating Dock	Mclvor Lake	Marina Park & Pier

*Access to the water for the purpose of swimming

Analysis


The chart above reveals that the Town of Comox does not provide access to the water for the purpose of swimming. The nearest beach area is Goose Spit which is operated by the Regional District.

The Chart also shows that most of the communities surveyed have skate parks and bike skills parks. Nelson, Parksville and Campbell River have placed these two skill oriented parks next to each other.

What this chart does not show is how well these outdoor facilities are maintained or how well they are used. Throughout the engagement process many youths cited facilities they used needed attention or upgrading. They expressed their disappointment and indicated that the

condition of the facilities discouraged their participation. Maintaining and upgrading current infrastructure could result in increased youth participation.

When compared to the engagement and survey data it appears that access to water, skate park and biking opportunities are facilities that are missing for youth in the Town of Comox. The comparative research did not ascertain if any of these communities had turf fields. A quick scan of Via Sport data indicated that Campbell River was the only community in the comparators list that currently has a Turf field. Turf fields were in the top 3 requests in both the focus group engagement and the Youth Survey (see Appendix B and Appendix D)



COMOX YOUTH






PHOTO CREDIT: ANDREW KOLFE

**WHAT DO YOU LOVE
ABOUT RECREATING IN COMOX?**
HOW CAN OUTDOOR RECREATION OPTIONS
BE BETTER FOR YOUTH IN OUR COMMUNITY?
YOUR OPINION MATTERS.

**FIND OUT HOW YOU CAN HELP
COMPLETE A SURVEY:**



Town of Comox / Recreation
E-MAIL: YOUTHREC@COMOX.CA 250-339-2255

SECTION 2 – ENGAGEMENT METHODOLOGY

Communications & Engagement Plan

The consultants created a Communications & Engagement Plan to ensure the processes involved in the project were unbiased, transparent and respected the voices of youth.

Strategic Communications Intended Outcome

- Share information about goals and objectives of youth needs assessment
- Encourage youth, family and stakeholder participation in process
- Youth friendly and youth driven
- Readers desire a positive outcome for youth, more outdoor recreation opportunities
- Readers trust the process is open and transparent

Objectives

1. Increase trust in the process by demonstrating transparency.

Key message:

“All relevant documents and information are available on the Town of Comox website.”

2. Convince people that the decisions have not already been made.

Key message:

“All ideas are welcomed and encouraged. Options will be reviewed by Town of Comox recreation professionals, planners and youth leadership team.”

3. Encourage participation by people who traditionally do not get involved.

Key message:

“All Comox youth, families and stakeholders have a voice in contributing to expanding opportunities for youth outdoor recreation in the town of Comox.”

The complete Engagement and Communications Guide is found in Appendix A.

Community Survey

144 Community Survey Respondents

The Community Survey was provided voluntary to all community members on-line.

The Community Survey and data is found in Appendix C.

Youth Survey

152 Youth Survey Respondents

A representative sample of 10% of youth 10 – 19yrs (2016 Census) collected voluntarily through schools providing the survey to students in Grades 7 – 12 completed the Youth Survey.

The Youth Survey data is found in Appendix D.

School Engagement Sessions – Interview Matrix Activity

The Interview Matrix activity encouraged groups of youth to define community strengths and outdoor recreation assets. The technique asks youth “What do you love about recreating in Comox? How can we make it better?” This approach encouraged open conversations between the students and provided rich and detailed qualitative data for the project.

The methodology for the Interview Matrix Activity is found in Appendix A.

135 Youth Led Interviews

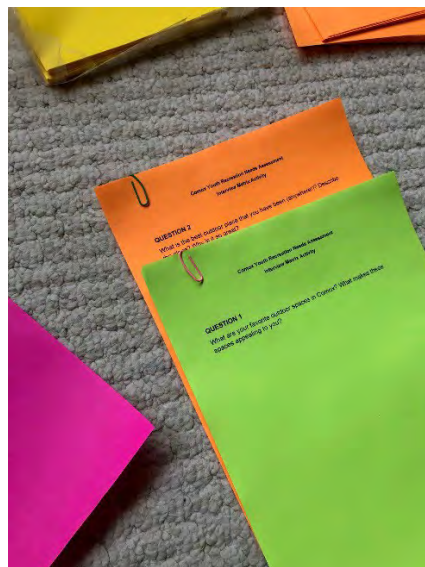
A representative sample of 9% of youth 10 – 19yrs (based on the 2016 Census)

6 Engagement Sessions

- 3 Elementary School (Grade 7 classes)
- 3 High School (Grade 10 – 12 classes)

The Interview Matrix qualitative data is found in Appendix B.

The collated responses from the Community and Youth Survey, combined with the qualitative information are reflected in the Priority Themes in the Executive Summary, and actioned in the Key Findings and Recommendations.



SECTION 3 – KEY FINDINGS AND RECOMMENDATIONS

Note: Estimates provided for study purposes. These high level estimates should be considered +/- 30% and were not developed by engineers or architects.

Key Finding #1 – High Energy Outlets

Recommended Action	Suggested Location	High Level Cost Estimate
Skatepark	Noel Ave/Village Park area. Move current Disk Golf Course to a new location. Skateparks require “eyes on”. This location is across from Comox Community Centre, adjacent to a school and within walkable distance of residences.	\$1,500,000 – 2,500,000 Depending on elements included in design. Cement construction.
Bike Skills Park	Northeast Wood The trails of NE Wood are already popular for biking. Bike Skills Parks are all ages and abilities and help riders to learn new skills that help prepare riders for more difficult trails. The Bike Skills Park can incorporate jumps as desired by the “adrenaline junkies”.	\$180,000 – 500,000 Dirt elements Size determines cost. The Stevie Smith Bike Park is a large park built in Nanaimo in 2016 for \$413,000.
Pump Track	Noel Ave/Village Park area Pump Tracks partner well with Skateparks for scooting and BMX bike riding.	\$250,000 – 500,000 Asphalt construction
Turf Field	Highland Park Renovate existing soccer fields	\$2,500,000 – 5,000,000 Depends on the number of fields and amenities

The one big win for youth who participated in the youth outdoor recreation needs assessment process would be an investment by the Town of Comox in a Skatepark. Through the various engagement techniques used in the project the overwhelming response from youth was the desire for a Skatepark. If the Town of Comox Council chose to make this investment in a youth

oriented facility it would be crucial to involve youth throughout the design and building process.

It is important to choose a location for a Skatepark that naturally has a lot of traffic or “eyes” on the space. This was the justification for the first choice location on Noel Ave. across from the Comox Community Centre. However, it is also important to note that there has been a great deal of success pairing Skateparks with Pump Tracks and Bike Skills Parks. A secondary location to consider is the area near Highland Park, at Torrence Rd and Guthrie Rd., which is adjacent to the Northeast Wood and existing nature trails.

The engagement process revealed support from youth for a turf field in Comox, however the current Town of Comox Official Community Plan (2011, p55) suggests the community exceeds the standard for provision of playing fields such as soccer fields and ball diamonds. Only one comparable community in this needs assessment process had a turf field (Campbell River). The Comox Valley is currently served by a turf field located near Vanier Secondary School

Key Finding #2 - Business or Partnership Opportunities

Recommended Action	Suggested Location	High Level Cost Estimate
Trampoline Park – Wibit Waterpark Equipment	McDonald Park access to inside of Goose Spit	\$10,000 - \$100,000
Host more events for older youth	Marina Park	\$10,000 - \$25,000
Expand agreement with SD#71 and Ecole au Coeur de l’île to add improvements of outdoor spaces	Aspen School field, Highland Secondary outdoor basketball courts, Ecole au Coeur de l’île outdoor basketball court	\$10,000 - \$75,000
Encourage development of youth friendly shopping options	Downtown Comox	
Inexpensive options at food outlets	Marina Pier, Special events	

There are opportunities for the Town of Comox to partner with private business to provide outdoor recreation activities. The ‘adrenaline junkies’ would be ecstatic if the Town of Comox created an environment where a business could provide a trampoline park, or a water based Wibit Waterpark. For example, the Town of Comox could create access to the water, with a reasonable investment, and put out a request for proposals (RFP) to attract private business.

Key Finding #3 – Easy Wins

Recommended Action	Suggested Location	High Level Cost Estimate
Floating dock at Marina Pier	Marina Pier	\$20,000 - \$50,000
Upgrade existing 3 on 3 courts with lighting, nets and fencing	School courts used after hours, Comox Community Centre	\$30,000 - 100,000
Install beach volleyball court	Kye Bay	\$2,000 – 5,000
Purchase / install fun outdoor seating options	Marina Park / Pier	\$5,000 – 10,000
Purchase / Install ‘big games’	Marina Park	\$3,000 – 5,000
New trail linkages - safe off street trails and greenways system	Connecting parks, beaches, greens space to neighborhoods and commercial areas	\$10,000 - \$250,000 per km depending on land use, surface material and terrain

Throughout the engagement process the consultants heard there were many outdoor facilities that youth enjoyed and used regularly. However, the youth expressed many of these facilities were not well maintained and lacked a youth friendly feel. The youth identified several low cost improvements. The number one space enjoyed by youth was Marina Park and Pier. Creating access to the water for swimming was an improvement requested.



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Appendices

Appendix A – Methodology – Interview Matrix

Interview Matrix Session (Focus Group Engagement Activity)

Group interview (Interview Matrix process):

Total group is divided into 4 equal groups. Ideally 12 – 20 participants

Interview Questions:

1. What are your favorite outdoor spaces in Comox? What makes these spaces appealing to you?
2. What is the best outdoor place you have been (anywhere)? Describe the place. Why is it so great?
3.
 - a. What activities do you participate in during your leisure time?
 - b. What activities would you like to do?
 - c. What barriers stop you?
 - d. What would need to change to make it better?
4. If there were no barriers, what would be the best thing the Town of Comox could do or build to improve outdoor recreation for youth? Dream big!

Questions are limited to four open ended questions to encourage robust conversation.

Facility, equipment and supplies required:

Large room to allow for social distancing. Masks are required.

An even number of participants are preferred in the Interview Matrix process

tables/ chairs – 2 - 6 participants per table

Number each table

Sheets for recording – pencils (1 per participant)

Flip charts – 4 stands with paper (1 per question)

Felt pens – 4

Projector, screen, laptop, power cords and power source

Memory stick with ppt file (Appendix ABCD)

4 questions – 1 per group

- Copies of each question on letter sized paper – 1 for each participant pair
- Extra sheets of paper for each clipboard

Process:

(Total time allotted 1hr)

1. Introduction (5 mins):

Facilitator explains context of session, purpose of the research study and process involved.

- All answers are right – just write them down in point form
- The notes should be anonymous
- Write legibly
- Notes will be collected for primary research records
- Think of all the seasons you enjoy outdoors
- Be free! Be creative! Dream – no wrong answers

2. Interview matrix activity (40 mins):

Participants rotate through the matrix, interviewing each other and recording their findings.

6 rotations in all

Each rotation is 6 minutes plus 2 mins for moving to next table.

3. Analyze findings in original pairs (15 mins):

Once all rotations are completed the pairs return to their original table, compare, and analyze notes:

1. What were the truths?
2. What were the keepers?
3. What did the Interviewers want to add to the story?

Findings are recorded on flip chart paper.

4. Present findings to the group (20 minutes):

- Each pair reports findings to full group
- Group is invited to contribute or expand on the findings

Appendix B - School Focus Groups – Interview Matrix Results

Combined Themed Coded and Counted Interview Matrix Data Favorite Spaces

Favorite Outdoor Spaces in Comox and Why

Theme		Location	Why	# of mentions
Water Attractions	56	Marina Park	giant tree, memories w/grandpa	30
		Marina Park Pier/Docks	food trucks, views, meet friends, open space, lots of community wharf,	
		Airforce Beach	sailing, boating, fishing, fresh air swimming, views, friends, social, picnics, sitting, dogs	15
		Goose Spit	nice beach, swimming, views close to where I live easy to get to, swimming	11
Sporty Stuff	39	Outdoor basketball courts	basketball	13
		Playing fields	soccer, baseball, great workout	11
		Highland Park	Ball hockey rink	4
		Comox Community Centre	gym workouts/courts, play weight room, basketball court	3
		Glacier Greens	Golfing	2
		French School	Frisbee golf, basketball court	2
		Outdoor tennis courts	tennis	1
		Beach	Beach volleyball	1
		Aspen Park	team play	1
		Playgrounds	play	1
Green Peace	27	Forest	easy to ride biking and walking, room to mess around, play Mantracker at Aspen, easy to get to	12
		Northeast Woods	biking and walking trails, dog walking, fresh air	3
		Filberg Park	picnic with family, great location for photos	4
		Salish Park	walking trails	2

		Disc Golf Course in forest	play disc golf	2
		Parks	feel excited	1
		Playgrounds in parks	more fun	1
		Park next to Comox Mall	not crowded, clean, bathrooms	1
		McDonald Park	walking trails	1
Adrenaline Junkies	20	Skatepark	skating, scooting, angles	12
		Forested spaces/trails	bike jumps	4
		McDonalds / Coop Area	skateboarding, hanging out	1
		Abandoned hospital	skateboarding, hanging out	1
		Old Comox Elementary	skateboarding, hanging out	1
		Dollarama	skateboarding on ramps	1
Hanging with Friends	11			
		Downtown Comox	Shop, eat ice cream, hang out	3
			cute stores, pizza	
		Dollar Store	Shop and hang out	2
		Food trucks	hang with friends and eat	2
		Mall	Shop and hang out	1
		Marina	Eat, hang out	1
		Café patio	homework, food,	1
		Goose Spit	hang with friends	1

Combined Themed Coded and Counted Interview Matrix Data Barriers

What barriers stop you? What would need to change to make it better?

Theme	Barrier	Change Needed	# of mentions
Facility or Program	Lack of facilities	Turf field for lacrosse, soccer	2
		Swimming Pool	
		Add areas for new activities	
		Add fulltime badminton courts	
		Waterpark	
		Ice rink in Comox	
		Go cart track	
		Roller rink	
		Better maintenance of outdoor facilities including skateparks, basketball courts, fields, playgrounds, parks	

		Nets for outdoor volleyball	
	Not enough bike trails		
	No team		
	No trampoline park in Comox	Trampoline Park - Air House	2
	Skatepark too far away	Skatepark next to Bike Park in Comox	
	Dance studios are full		
	All the bike paths are in Cumby		
	Not accessible	More accessibility	
Personal			
	Schedule too busy		7
	Scheduling conflicts with activity time		2
	Lack of skill - not good at it		
	Age	Friends	
	School, Work		
	Laziness		
	Cost		
Emotional			
	Fear		
Situational	COVID 19		2
	No equipment	Communal equipment	4
	Adults won't let me		
	Coaches		
	Weather		
	Lack of information	More information	
Transportation			
	Too far away		
	Getting there		2
	Bus schedules	Better bus schedules	
Hang Time			
	No Mall	Hype Store, Zumiez, Graffiti	3
		Nike Shop	
		Open sitting areas to hang out with friends	
		Benches	
		More places to meet friends	
		More food trucks	

Combined Themed Coded and Counted Interview Matrix Data Dreams

The Best "thing" the Town of Comox could do to improve outdoor recreation for youth

*Note: Only data related specifically to Comox and outdoor recreation activities are included

Theme		Change Desired	Detail	# of mentions
Adrenaline Junkies	81	Trampoline air park	Air House	11
		Bike Park, skills Park	with dirt jumps	10
		Skatepark	street style, scooting	9
		Dirt jumps		8
		Big obstacle course	Wild Play Park	7
		Better mountain biking trails	designated mb trails, more difficult	6
		BMX		5
		Pump track		5
		Rollercoasters, theme park	Disneyland, Disney Wonderland	5
		Paintball gun park		3
		Zipline, Zipline park		2
		Skydiving, sky park		2
		Horseback riding		2
		Electric scooter rentals		1
		Surfing		1
		Dirt biking and Quad trails		1
		Go cart track		1
		Bike rentals	Shaw on the Go	1
		Rock climbing		1
Sporty Stuff	59	Better outdoor sports places	volleyball, basketball, soccer tennis courts, fix broken fields	12
		with lights		
		Nicer basketball courts	with nets, lights, fencing	5
		Volleyball court	beach soccer, lacrosse, football	5
		Turf Field		4
		Outdoor hockey/Skating rink		4
		New rec centre w/ huge gym	more activities for older teens	4
		Cricket Park		3

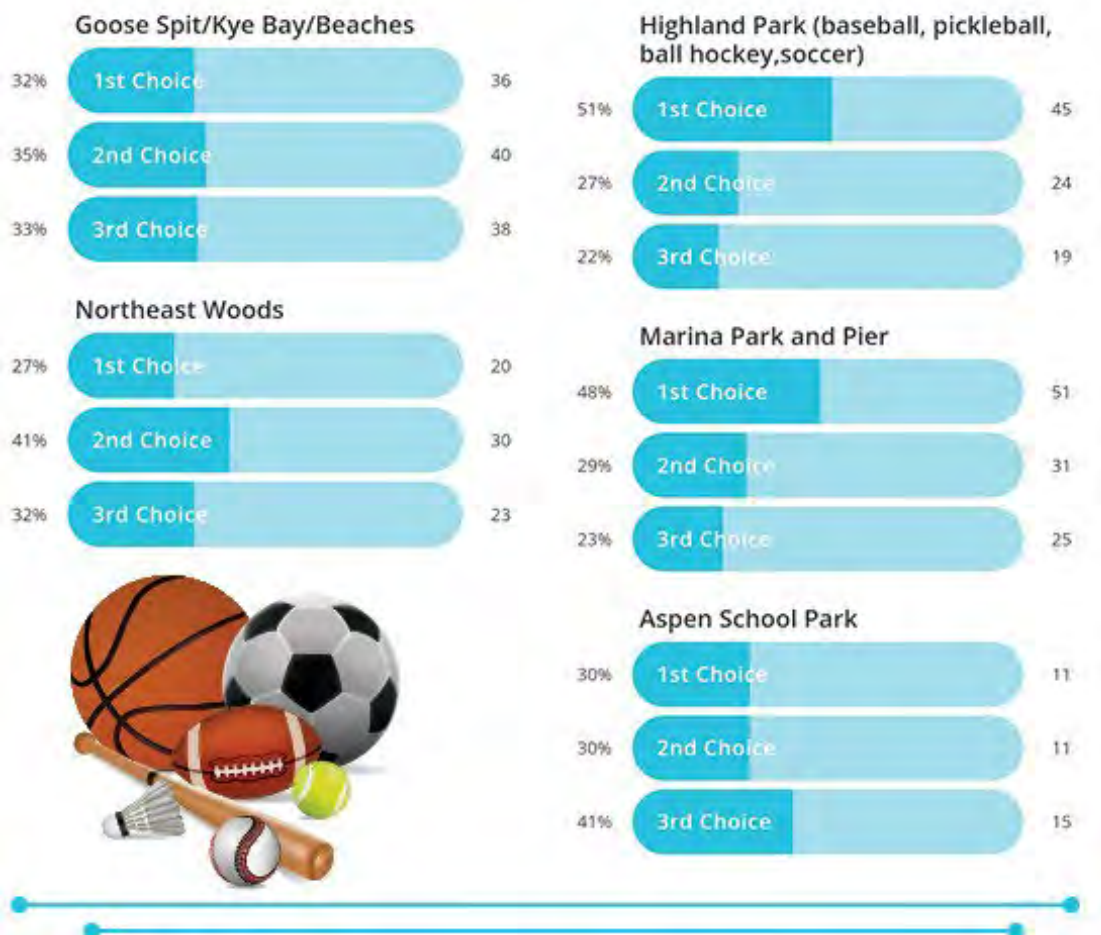
		Roller blading park	3
		Baseball field	2
		Ultimate mini golf	2
		Track	2
		More Frisbee golf courses	2
		Stadium	2
		Gymnastics	2
		Multiport activity area/centre	1
		Roller hockey	1
		Gaga ball	1
		Outdoor gym/exercise park	1
		Shooting range/gun club	1
		Lacrosse arena	1
		Climbing wall	1
Hanging with Friends	39		
		More shopping	Zumiez, Footlocker, malls, donut shop, candy store, Lululemon, Target, Bath&Body Shop 11
		Sheltered pavilion	4
		Drive in movie theatre	3
		More fairs and concerts	with rappers 3
		New places to eat	3
		Youth Zone like the Link	2
		Better spots for youth	2
		Outdoor Market, Farmers	2
		Improve transportation	bus stops closer to ferry, subway/tube to Comox Valley 2
		Concert venue	1
		Food court	1
		Outdoor games like chess	1
		Improve outdoor bathrooms	unlock them, provide lighting 1

		Places to sit and stay dry		1
		Affordable concessions in parks		1
		Roof on Rotary shell		1
Water Attractions	28			
		New pool, wave pool or outdoor pool	with waterslides free access	7
		Huge water park		7
		Waterslides		4
		Rental gear	paddleboards, kayaks, canoes	2
		Fly boat		2
		Trampoline into water		1
		Beach volleyball at Kye Bay		1
		Bouncy castle	specifically on a lake	1
		Wakeboarding Park		1
		Better Marina set up		1
		Boat vending machine		1
Green Peace	24			
		Campgrounds		6
		Dog parks		4
		More gentle biking paths	no hills	3
		Better playgrounds		3
		More dedicated trails	trail through Comox	2
		Improve and expand wildlife habitat		2
		Outdoor library		2
		More plants and scenery		1
		Refurbish old parks	and amenities	1

Appendix C - Community Survey Results



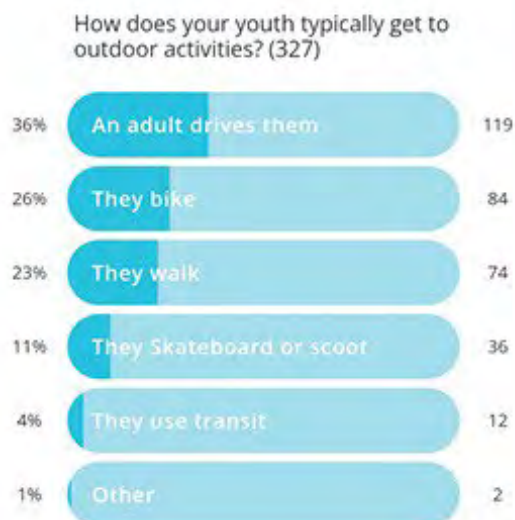
1. Rank the top 3 outdoor spaces in Comox where your youth recreate.



2. What type(s) of outdoor activity is your youth interested in? (428)



3. How does your youth typically get to outdoor activities? (327)

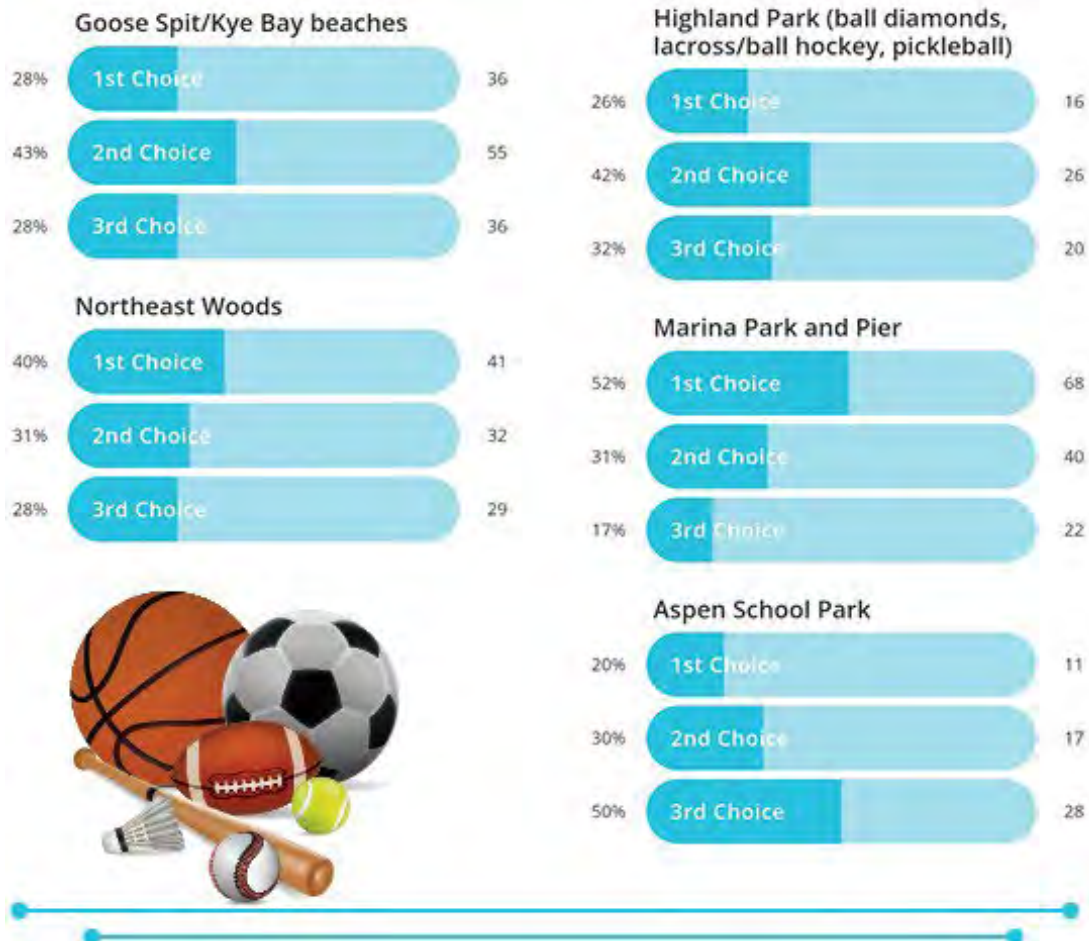




Appendix D – Youth Survey Results



1. Please choose your 3 favourite outdoor spaces and rank each of your choices.



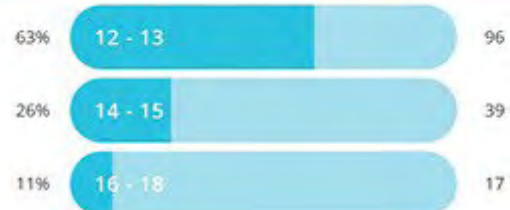
2. What type of activity do you typically participate in? (407)



3. How do you typically get to your activities? (277)



4. How old are you? (152)



Did we miss one of your favorite outdoor spaces?

Skate Park (5)

Vanier (4)

Mountains (4)

Comox Lake (3)

BMX Track (2)

Brooklynn Creek Trails (2)

Seal Bay (2)

Cumberland Park (2)

Basketball Court (2)

Cow Field (2)

MacDonald Woods

Village Park

Point Holmes

Landslide lake

Hockey Rink

Arcade

Kin Beach

Robb Road Courts

Outdoor Pool

The Mall

Stotan Falls

Filberg

What is missing? How can the Town of Comox improve outdoor spaces so that you will be excited to go there? Dream Big!

Better Shopping /mall (14)

Skate Park (12)

Turf Field (12)

*Bike Trails (11)

Outdoor Pool/Swimming (11)

**Improve Park Amenities (11)

Improve 3 on 3 Courts (10)

Bike Skills/Pump Track (9)

More Green Spaces (9)

Skating Rink (8)

Trampoline Park (8)

Beach Volleyball (6)

More Community Events (5)

BMX Park (5)

Amusement Park (4)

Access to Jump off the pier (3)

More Off Leash Parks (2)

More Tennis Courts (2)

Water Park

Baseball

Lacrosse Box

Mini Golf

Larger Boat Ramp

Horseback Riding

Disc Golf

Water Course

Climbing Wall

*There was reference made to single use bike trails, as well as connecting trails

**References were made to Food trucks with affordable offerings, comfortable furniture, BBQ/fire pits, better lighting and better maintenance.

Appendix E – Youth and Community Survey Analysis

Comox Youth Outdoor Recreation Needs Assessment Analysis On-Line Youth and Community Surveys

Total Respondents

Youth Survey – 152 responses

Community Survey – 144 responses*

*Note: 37 of the 144 Community respondents were youth.

Question 1 – Rank the top 3 outdoor spaces in Comox where you/your youth recreate?

Number 1 Fav Spot:

Marina Park & Pier - Youth

Marina Park & Pier – Community

Number 2 Fav Spot:

Goose Spit & Kye Bay Beaches – Youth

Highland Park – Community

Number 3 Fav Spot:

NE Woods - Youth

Goose Spit & Kye Bay Beaches – Community

Number 4 Fav Spot:

Aspen School Park - Youth

NE Woods - Community

Below are the results of all 3 responses for each choice:

Youth:

Marina Park & Pier 130

Goose Spit & Kye Bay Beaches 127

NE Woods 122

Highland 62

Aspen Park 56

Community:

Goose Spit & Kye Bay Beaches 114

Marina Park & Pier 107

Highland Park 88

NE Woods 73

Aspen Park 37

Analysis

The beaches and waterfront spaces are by far the reported favorites, however the youth rate NE Woods higher than Highland Park. Youth report the Northeast Woods as the third favorite outdoor space. The results indicate youth value natural spaces, including beaches and forests, that typically lend to less structured and spontaneous activities.

In question 2 below the youth and community responses confirm less structured activities are preferred activities.

Question 2 - Activities Involved In

Youth - 43% report unstructured physical activities i.e., walking, biking, skateboarding/scooting
- 31% report structured team and individual sports

Community - 50% report unstructured activities i.e., walking, biking, skateboarding/scooting
- 36% report structured team and individual sports

Analysis

Youth and community report youth are more interested in unstructured activities than organized team and individual sport.

Question 3 - How youth get to their recreation activities?

Youth - 43% adult drives them
- 53% are self-propelled i.e., walk, ride, skate

Community - 36% adult drives them
- 59% are self-propelled i.e., walk ride, skate

Analysis

Although youth report needing an adult to drive them to activities more than 40% of the time, a combined 53% of youth report getting themselves to their chosen activity by walking, biking or skateboarding. The community survey confirms these results.

Question 4 - How old are you? (Question 5 on Community Survey)

Youth - 63% of respondents were 12 - 13yrs old (Grade 7 / 8)
- 26% 14-15yrs old (Grade 9/10)
- 11% 16-18yrs old (Grade 11/12)

Community Survey
- 26% of respondents were Youth under 19yrs
- 74% Adults 19yrs+

Analysis:

An additional 37 youth completed the Community Survey which extends the voluntary reach of the on-line survey to 13% of the estimated 1475 youth 10 – 18yrs old (Census, 2016).

Question 4 - Where do you live in the CV? Community Survey Only

Community Survey - 78% Town of Comox, 11% City of Courtenay, 10% Regional District

Appendix F – Communications and Engagement Guide

COMMUNICATIONS AND ENGAGEMENT GUIDE

Strategic Communications Intended Outcome

- Share information about goals and objectives of youth needs assessment
- Encourage youth, family and stakeholder participation in process
- Youth friendly and youth driven
- Readers desire a positive outcome for youth, more outdoor recreation opportunities
- Readers trust the process is open and transparent

Objectives

1. Increase trust in the process by demonstrating transparency.

Key message:

“All relevant documents and information are available on the Town of Comox website.”

2. Convince people that the decisions have not already been made.

Key message:

“All ideas are welcomed and encouraged. Options will be reviewed by Town of Comox recreation professionals, planners and youth leadership team.”

3. Encourage participation by people who traditionally do not get involved.

Key message:

“All Comox youth, families and stakeholders have a voice in contributing to expanding opportunities for youth outdoor recreation in the town of Comox.”

Roles and Responsibilities

Process and check points for approval or release of communications to the public.

- Single step approval -Ted Hagameier
- Timing as per communications plan
- Website updates, social media posts, press releases and produce printed material to be designed by Engaged Recreation Solutions and posted or released by Town of Comox staff.

INTEGRATED COMMUNICATIONS MIX

Direct Response:

a) Direct e-mail information and **link to surveys (community and youth)** via Comox Recreation registration software.

Interactive:

b) Town of Comox / Comox Recreation tweet announcing launch of project/links to surveys.

c) Town of Comox / Comox Recreation website landing page “Relevant Link” and “Events”.

d) E-mail established youthrec@comox.ca

Public Relations

d) Display in the main lobby of Comox Community Centre.

e) Press release for on-line and print media sources.

COMMUNICATIONS PLAN EVALUATION

The communication plan will be evaluated as follows:

1. The percentage of residents completing survey and participation in focus groups.
2. The percentage of youth participating in engagement activities.
3. The degree of youth participation, i.e., design, delivery, dialogue and decision-making.
4. The number of social media shares.
5. The press release is published in one print media publication in Comox.

MEDIA OBJECTIVES (SMART)

Target Audiences

Youth 12 – 18yrs, families and community stakeholders living in the town of Comox.

(Source: Stats Canada Census 2016 - Town of Comox)

Demographic notes:

- Population 14,028
- 10.5% are youth 10 – 19yrs (1,473)
- Median age 51.8yrs
- Average per census family 2.6 persons

MEDIA OBJECTIVES

Project awareness

1. Create awareness and interest in the Youth Needs Assessment project.
2. Engage youth aged 12 – 18 in designing, delivering and decision-making for engagement process.
3. Engage 25% of the Comox Recreation clientele (see recreation software) in responding to survey via direct e-mail surveys.
4. Attract youth, families and community stakeholders to participate in one of 5 focus group sessions.

STRATEGIES

Media Strategies

Spokesperson/s:

- Russ Arnott, Mayor, Town of Comox

- Ted Hagmeier, Recreation Director, Town of Comox

The media strategies for the Youth Needs Assessment include:

1. Direct Response personal e-invitations to participate in completing the survey or participating in a community focus group to all clients on the registration software.
2. Print and On-line media (See media list) coverage both pre and post the project with the goal of raising awareness of the need for outdoor recreation amenities that target youth aged 12 – 18, and the direct engagement of youth in the process.
3. Social media including the Town of Comox / Comox Recreation website, E-News, Facebook, Instagram and Twitter accounts will be utilized to expand the reach to the combined target audience.
4. Lobby display at Comox Community Centre for tactile and visual presence, as well as the ability to move to other locations in Comox as required.
5. Print / media coverage (overhead screens) in schools.
6. DPAC e-news targeted at Comox families.

Project Coverage

Provide a minimum of 3 press releases in print and on-line media to raise awareness of the youth needs assessment and inviting target audience to participate in community engagement activities.

Provide 1 follow up press release in the media coverage for the project summarizing the process and results.

Recognize and show appreciation for the individuals who volunteer their time and energy to the needs assessment project.

Recognize the support of stakeholders including, but not limited to: the Town of Comox, School District #71, Ecole au coeur de l'île and Phil and Jennie Gaglardi Academy.

MEDIA CONTACT LIST

Media		Contact Information
Print and On-Line Media		
Comox Valley Echo		250-334-4722 www.comoxvalleyecho.com
Comox Valley Record		250-338-5811 www.comoxvalleyrecord.com
Radio		
Vista Radio	98.9 Jet FM	www.vistaradio.ca/radio/british-columbia
Eagle Radio	97.3 The Eagle Linda Thomas	250-703-2200 linda.thomas@pattisonmedia.com

Social Media		
Twitter	Town of Comox	https://twitter.com/ComoxRec
Facebook	Town of Comox	https://www.facebook.com/comoxrec/
Instagram	Town of Comox	https://www.instagram.com/comoxcommunitycentre

Post Project Communications

Share results of the project and appreciation for community support.

1 Follow up press release in Comox Valley print and on-line media.

1 social media follow up post on Town of Comox/Recreation website, Facebook, Instagram and Twitter.

MEDIA COVERAGE TOOLS

Media and Social Media Timeline

Objective	Action	Deadline
Direct E-mail with survey to recreation clients at Town of Comox Recreation	Contact list established	29 Sep 21
	Survey designed	29 Sep 21
	Survey E-mailed	1 Oct 21
Lobby / Event Display	Set up in main lobby of Comox Community Centre	1 Oct 21 Ongoing
Facebook / Instagram/ Twitter Project Awareness Posts	Infographic with project details and contact info	1 Oct 21
	Updates weekly	Ongoing
Website Page Project Link	Town of Comox/Recreation website	22 Sep 21
	TOC website/Relevant page	22 Sep 21
Press Release	Media contact list updated	7 Sep 21
	1 Press release targeted at adults/parents/stakeholders	22 Sep 21
	1 Press release targeted at youth 12 – 18yrs	6 Oct 21
E-news Mini Blog	Town of Comox release	1 Oct 21
Follow Up Press Releases	Print/On-line newspapers	20 Oct 21

		5 Nov 21 15 Dec 21
Follow Up Social Media posts including website, Facebook, Instagram and Twitter		15 Dec 21

ENGAGEMENT ACTIVITIES TIMELINE

Objective	Action	Deadline
Establish core youth team	Press release and social media awareness Initial meet and greet with interested youth: - Changer Makers Initiative members - Comox Recreation youth volunteers	22 Sep 21 29 Sep 21
Establish approval and access to local schools; SD71, Coeur de l'île, Jennie and Phil Gaglardi	Mayor to send letter requesting support	20 Sep 21
Meetings with individual school staff involved, engagement activities scheduled	Mich/Jan reach out to individual schools as approved	28 Sep 21
Community survey launched		1 Oct 21
Youth survey launched		6 Oct 21
School based focus groups		1 – 31 Oct 21

PUMP TRACK ASSESSMENT REPORT



TOWN OF
COMOX

VDZ+A

INTRODUCTION TO PUMP TRACKS

TOWN OF COMOX PUMP TRACK LOCATION ASSESSMENT

USER CONSIDERATIONS

WHY BUILD A PUMP TRACK:

Pump Tracks are important entry level infrastructure for increasing equity and access to action sports and more complex BMX activities. Not all users may be able to get to larger trails and facilities. Pump tracks are designed to be less intimidating areas for those being introduced to the sport, and also provide nearby facilities for continued use.

Like a sports field, a pump track provides an area where users of various abilities and ages can practice their skills and ability to handle a bike. The amount of difficulty a rider encounters is dictated by the design of the track more-so than the length or area of the track. Careful design consideration and consultation with local users can help ensure the track meets the needs of the intended user group.

For younger users, a less expensive and smaller 'bump track' is often a good option to minimize conflict between more skilled users and novices.

If the a proposed track has multiple flow paths or can be accessible at lower speeds, lower skilled and younger users may be able to use the same facility - ideally at a designated time. To most effectively minimize conflict a separate track is typically the preferred approach.



STANDARD TRACK (8+):



'BUMP' TRACK (3-5):

COMMUNITY CONSULTATION:

Local user groups are typically interested in giving input into what types of features they would like to see in a proposed facility. At the same time existing park users and stakeholders may have concerns over new programs being added into the park.

For reaching specific user groups often online surveys allow for input from users who are interested in the project but may not currently be at the proposed location frequently. Finding a community leader from the user group to help facilitate participation is often helpful to ensure the target community offers their feedback and input.

For everyday park users and location stakeholders, open houses on-site and in person consultation can assist in reaching those who may be at the park frequently but potentially less inclined to fill out online surveys or offer feedback specifically on the pump track and its features.

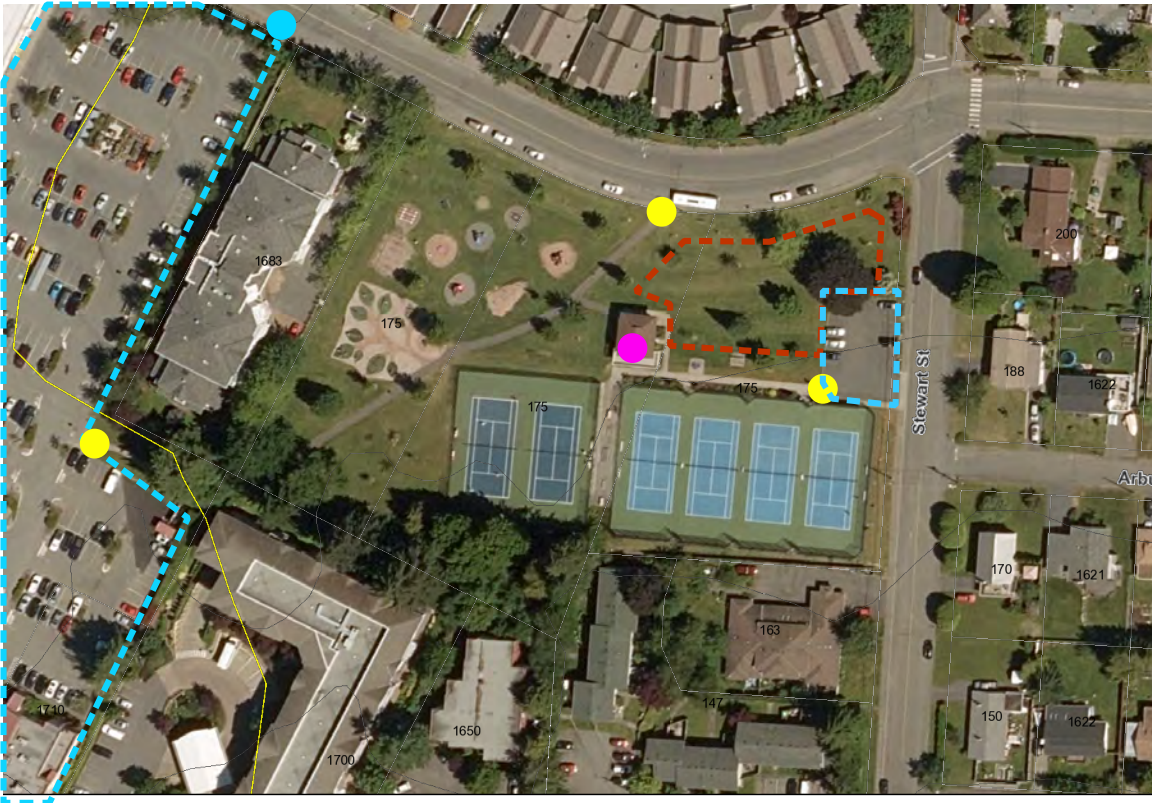
Paired together, these approaches can help provide a robust idea of potential conflicts, support, and community interest in a project.

LOCATION SCORE

TOWN OF COMOX PUMP TRACK LOCATION ASSESSMENT

CONTEXT

Potential Area: 1100m2



OVERVIEW:

Located in Comox Town Centre, Anderton Park is directly adjacent to a grocery store and several other cafes and restaurants. The streets are generally pedestrian friendly and well lit.

The site has good visibility. Open placement of trees provides shade and clear lines of sight. Limited space is available due to the existing tennis courts, playground and outdoor fitness area.

As a central location, the park is highly accessible. Designated parking and street parking are both available and main bus routes go by the site.

ANDERTON PARK

LEGEND

- Parking Lot
- Potential Pump Track Area
- Park Entry
- Bus Stop
- Washroom

CONSIDERATIONS:

- Arborist likely required for work around mature trees.
- Directly adjacent to Comox Centre Mall
- Adjacency to Seniors Facility and Tennis Club
- Track layout may be partially dictated by existing trees

ACCESSIBILITY

Shared Roads

Park Parking Lot and Comox Centre Mall Parking

3 Main Entries, central location

100m away

SAFETY & VISIBILITY

Mixed Use Residential Area

Open Field, Large Tree Screen on all sides of park

Adjacent to Road

Pedestrian friendly sidewalks, Crosswalks

AMENITIES

100m away

Street Lights Along Roadway

100m away

WC

Community Centre 1.35km away

Shade Opportunities

Garbage Cans Available

IMAGE



CONCLUSION:

Anderton Park has high potential for a pump track amenity. Being adjacent to Comox Centre Mall, food and water are nearby and the location has good visibility without being too exposed. A variety of users and age groups are likely to be comfortable using a pump track in this area.

Consultation with existing park users and Tennis Club would be recommended to ensure the facility is supported.

LOCATION SCORE

TOWN OF COMOX PUMP TRACK LOCATION ASSESSMENT

CONTEXT

Potential Area: 1000m2



OVERVIEW:

Located in a residential neighbourhood, McKenzie Park is surrounded by private homes but has an open entry and clear sight lines. The site is not particularly close to amenities, and does not have designated parking areas. Parking would be limited to the street.

Some mature trees are on site but a large lawn area is present. The site is approximately 350m from the local K-12 independent school. Construction was recently completed on the playground renovation and not all the homes have privacy fencing or hedges.

MCKENZIE PARK

LEGEND

- Potential Pump Track Area
- Park Entry

CONSIDERATIONS:

- Newly constructed playground (Ages 2-12)
- Proximity to residential property
- Distance from amenities
- Good visibility

ACCESSIBILITY

- Shared Roads
- Street Parking Only
- Main Entry on Quarry, Secondary entry on Torrence
- 200m away

SAFETY & VISIBILITY

- Residential Area, Homes back onto park
- Open Field, Some Trees and Screening on site
- Enclosed Pedestrian Space
- Open Entry, Residential Road lacking formal crosswalks

AMENITIES

- 1.2km Away
- Street Lights (Provides Entry Light Only)
- 1.2km Away
- 1.2km Away
- Community Centre 1.8km Away
- Shade Opportunities
- Garbage Cans Available

IMAGE



CONCLUSION:

McKenzie Park has some potential for a pump track amenity. The lack of privacy fencing and hedging backing onto the park and open entry create a visible space which is likely to appeal to younger and vulnerable users. The area may not be compatible with use by teenagers and lack amenities for them.

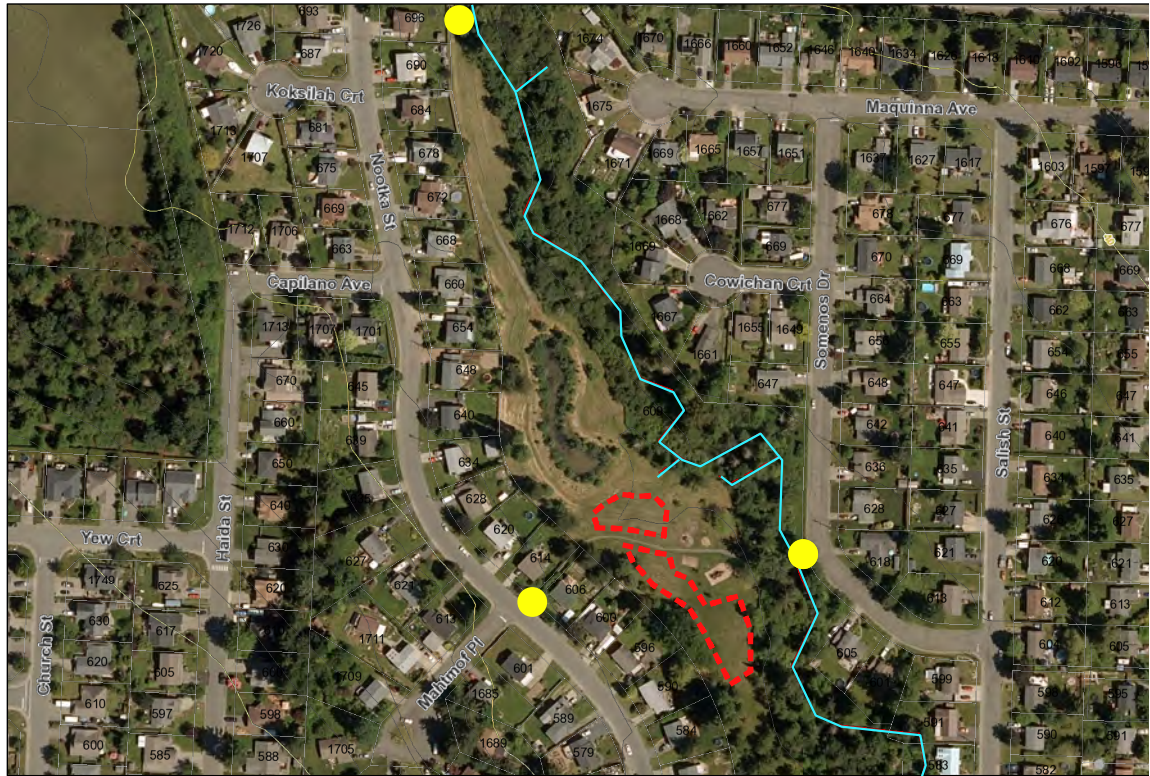
The large lawn space has minimal barriers to construction. Public consultation would be required to ensure the neighbours do not object to the potential noise from increased park usage.

LOCATION SCORE

TOWN OF COMOX PUMP TRACK LOCATION ASSESSMENT

CONTEXT

Potential Area: Undetermined - Requires Input from Environmental
Shown: 1000m2



OVERVIEW:

Salish Park encompasses Brooklyn Creek and is tucked away in a residential neighbourhood. The adjacent homes back onto the park providing a strong tree line on all sides of the park.

There are three nodes of entry, two off of residential roads with street parking and one off of Guthrie with limited street parking. Entry off of Guthrie and Nootka are informal with Someos being the only entry with clear signage.

There is a fair amount of open space but that may be limited by wet ground conditions and riparian offsets.

SALISH PARK

LEGEND

- Brooklyn Creek
- Potential Pump Track Area
- Park Entry

CONSIDERATIONS:

- Proximity to Brooklyn Creek (Fish Bearing Creek)
- Wet Area / Ground
- Proximity to residential property and existing playground
- Existing entry and paths may benefit from upgrades

ACCESSIBILITY

Shared Roads

Street Parking Only

Limited Entry 3 Access Points

Guthrie Road Entrance 350m
Somenos Drive Entrance 520m

SAFETY & VISIBILITY

All Houses Back onto Park

Open Field, Large Tree Screen on all sides of park

Enclosed Pedestrian Space

Crosswalk on Guthrie Rd. No Crosswalk for Residential Entrances

AMENITIES

1km Away

No Park Lights

1km Away

1km Away

Community Centre 1km Away

Shade Opportunities

Single Garbage Can

IMAGE



Open Field Area



Main Entry on Somenos Drive

CONCLUSION:

Salish Park is a residential park with drainage and construction limitations due to the creek. As a fish bearing creek, riparian offsets may apply and can range from 15-30m. Construction may require approval from provincial regulators and consultation with environmental stewardship groups (Brooklyn Creek Watershed Society).

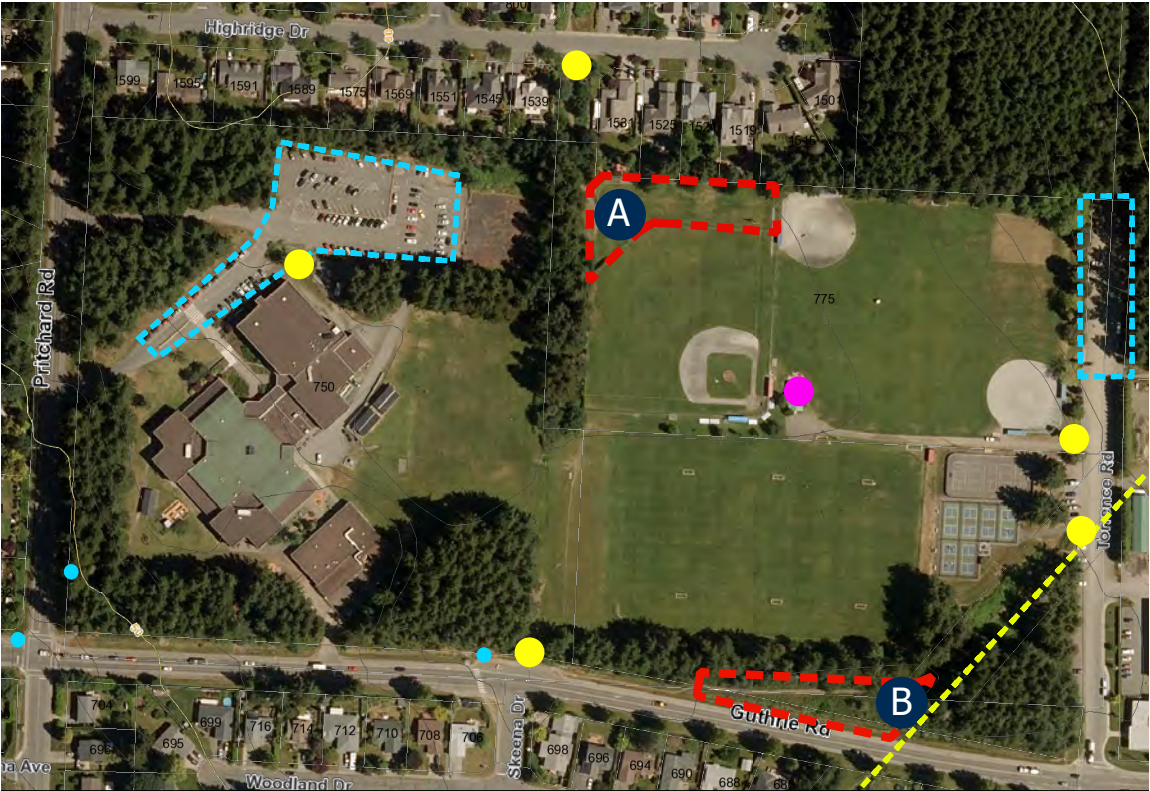
Parking and noise may become a neighbourhood nuisance and amenities are far away. Salish Park has open space but low potential for a pump track.

LOCATION SCORE

TOWN OF COMOX PUMP TRACK LOCATION ASSESSMENT

CONTEXT

Potential Area A: 1500m2
Potential Area B: 1000m2



OVERVIEW:

Next to Highland Secondary School, Highland Park has designated parking, potential access to washrooms, and is adjacent to public transportation. The sites location is not directly adjacent to amenities, however it is close to both an elementary school and a high school. This makes the site a convenient location for key user groups.

As a multi-sport facility nearby residents are less likely to notice an increase in noise. The Park is quite large and has a strong tree line on all sides, visibility would be reliant on sporting events and general park users.

The site contains a high quantity of mature conifers. Conifers are typically sensitive to construction and conifer needles are rounded creating slippery surfaces. Needle fallout would need to be cleaned off of the track for safe use. Consultation with SD71 and sport user groups is recommended.

HIGHLAND PARK

LEGEND

- Do Not Disturb Pipeline
- Potential Pump Track Area
- Washroom
- Parking Lot
- Bus Stop
- Park Entry

CONSIDERATIONS:

- A Proximity to residential property and existing play fields
- A Existing entry and paths may benefit from upgrades
- B Proximity to residential property and existing play fields
- B Existing entry and paths may benefit from upgrades

ACCESSIBILITY

- A Shoulder for Bikes on Guthrie
- A Designated Parking
- A Limited access if fields are in use
- A Close proximity to bus stops
- B Shoulder for Bikes on Guthrie
- B Designated Parking
- B Open Access
- B Close proximity to bus stops

SAFETY & VISIBILITY

- A Tree Buffer Between Park and Residents
- A Open Field, Trees on all Sides of Park
- A Enclosed Pedestrian Space
- A Entry from Residential Street, Internal Park Paths
- B Road Between Park and Residents
- B Heavy Tree Line to Park, Open to Road
- B Adjacent to Road
- B Crosswalks Near Bus Stops

AMENITIES

- 1.5km Away
- No Park Lights
- Fountain and Mist Station to be Installed (2024)
- Only Open When Field is Booked
- Shade Opportunities
- Garbage Cans Available
- Community Centre 1.75km Away

IMAGE



CONCLUSION:

Site A:

Younger and vulnerable users may be less likely to use this space if the park and fields are not in use as the strong tree line limits the visibility of the park.

When the sports fields are in use the only possible access is off of Highridge Drive. Site A has some potential for a pump track.

Site B:

Site B is more visible but has a limited footprint due to the large conifers and the DND pipeline. The site is narrow limiting the potential track design and may require frequent maintenance due to the conifer tree needles.

PUMP TRACK ANATOMY

TOWN OF COMOX PUMP TRACK LOCATION ASSESSMENT

MATERIALS



CONCRETE:

Pros:

- High resilience
- Low maintenance
- Handles all wheel types
- Handles contouring well
- Smooth, with high traction potential

Cons:

- Expensive
- Impervious (high run off)
- Can have traction issues if not properly finished



ASPHALT:

Pros:

- Low maintenance
- Handles all wheel types
- High traction

Cons:

- Does not handle contouring as well as concrete
- Impervious (high run off)
- May soften in high temperatures
- Texture may become more coarse over time



COMPOSITE PREFAB:

Pros:

- Easy and fast install
- Pre-engineered and modular options
- Handles all wheel types

Cons:

- Limited design options
- Can have traction issues without proper finishing
- Can distort and lead to gaps or lips between segments over time
- Can have hazardous drop-off at edges of segments



DECKING:

Pros:

- Easy and fast install
- Tactile feedback
- Easy and inexpensive surface replacement

Cons:

- Takes damage from the elements
- Can have traction issues without proper finishing
- Can have hazardous drop-off at edges of segments



SOIL MIX:

Pros:

- Discourages non-bike user conflicts
- More forgiving to accidental impact

Cons:

- Higher maintenance requirements and Soil needs to be reapplied periodically
- Can be altered intentionally by users
- Susceptible to erosion
- In-optimal to non-bike user groups



NATIVE SOIL:

Pros:

- Most inexpensive
- More forgiving to accidental impact
- Easy and inexpensive surface replacement

Cons:

- Easy to be reshaped by users
- Requires most maintenance
- Will experience deformation from use and weather
- Susceptible to erosion
- Can be altered intentionally by users

PUMP TRACK ANATOMY

TOWN OF COMOX PUMP TRACK LOCATION ASSESSMENT

ISLAND MATERIALS



RUBBERIZED SURFACE:

Pros:

- Fall safe
- Clean look.
- Handles contouring well

Cons:

- Expensive
- Can become an informal cycling area



ASPHALT:

Pros:

- Low maintenance
- Handles contouring well

Cons:

- Not forgiving to accidental impact
- Impervious (high runoff)



ARTIFICIAL TURF:

Pros:

- Looks nice and softens the visuals
- Allows drainage
- More impact forgiving

Cons:

- Expensive installation



MULCH OR AGGREGATE:

Pros:

- Low cost
- Impact forgiving
- Looks nice
- Allows drainage

Cons:

- Needs to be periodically "topped up"
- Can be susceptible to erosion
- Can have susceptible to weeds
- Material can migrate onto track



SOIL:

Pros:

- Low cost
- Impact forgiving
- Allows drainage

Cons:

- Susceptible to erosion
- Messy
- Can be susceptible to weeds
- Material can migrate onto track



CURATED PLANTING OR SOD:

Pros:

- Low cost
- Controls erosion
- Allows drainage
- Looks great

Cons:

- Can get damaged and trampled by users

PUMP TRACK ANATOMY

TOWN OF COMOX PUMP TRACK LOCATION ASSESSMENT

ELEMENTS:



ROLLERS:
The berms that make up the majority of the pump track

- Bumps: small
- Humps: medium
- Jumps: large



SHADE:
Providing cover from the elements either over portions of the track or select rest areas. Track coverage can extend life of track depending on material



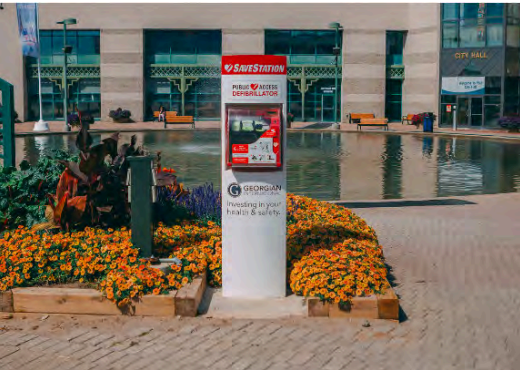
WATER FOUNTAINS:
Water fountains and bottle refill stations for thirsty cyclists



BANKS / CORNERS:
Sloped curves with a tall outside edge



SEATING / REST AREAS:
Rest areas are much appreciated by exhausted users. There is a risk that furniture elements will be used for stunting



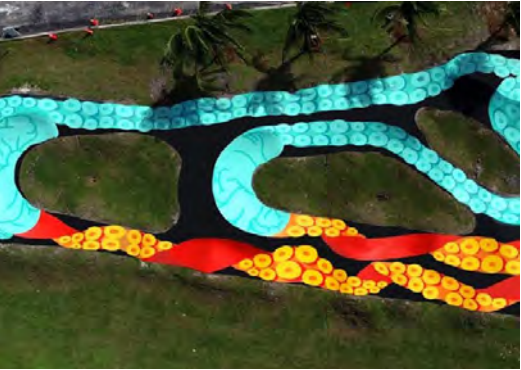
FIRST AID STATIONS:
Injuries and over-exertion can happen at pump tracks. Access to first aid equipment could be a valuable element



BOWLS / DIPS:
Depressions either along the track or in connected areas. Not as common and tend to blur the lines between pump tracks and BMX or skate parks



BIKE REPAIR STATIONS:
Bike repair stations can provide tools, a stand, and even tire inflation for minor on-site tune ups.



INTEGRATED PUBLIC ART:
Pump tracks are a lot of hardscape. Colorful art can be an effective way of making the course visually appealing for the community

TYPICAL:

OPTIONAL:

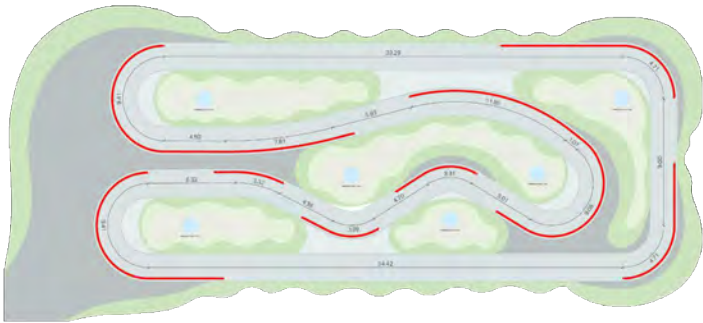
PUMP TRACK ANATOMY

TOWN OF COMOX PUMP TRACK LOCATION ASSESSMENT

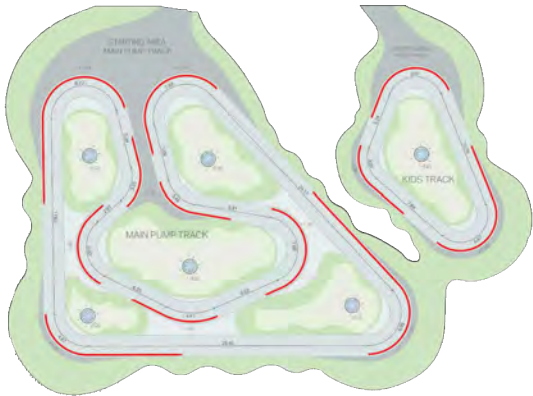
TYPICAL SIZE AND COST (TRACK ONLY):



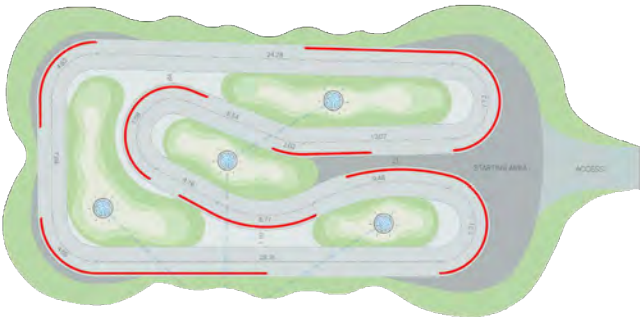
SIZE: 500-750m²
COST: \$200k-\$275k



SIZE: 1000-1250m²
COST: \$340k-\$375k



SIZE: 1500-1750m²
COST: \$430k-\$490k



SIZE: 750-1000m²
COST: \$275k-\$340k



SIZE: 1250-1500m²
COST: \$375k-\$430k



SIZE: 1750-2000m²
COST: \$490k-\$550k

High level cost estimates are for information / budgeting only. Pricing reflects only track costs, additional cost typically required for construction fees, design, softscape, civil works, signage, site furnishing, fencing, and any other optional park items tied into the project.

TO:	Mayor and Council	FILE:	PR 23-24
FROM:	Marvin Kamenz, Director of Development Services Regina Bozerocka, Planner II	DATE:	December 6, 2023
SUBJECT:	Planning Report PR 23-24 Amendment to Affordable Housing Contribution Policy – Inflation Factor		

Prepared by:  Regina Bozerocka Planner II	Supervisor:  Marvin Kamenz, Director Dev. Services	Financial Approved:  Geoffrey Kreek Acting Dir. of Finance	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council Affordable Housing Amenity Contribution Policy CCL-069 be amended as contained in **Attachment 1** of the Staff Report on PR 23-24 dated December 6, 2023 to:

- change affordable amenity provision schedule for developments that are 300 or more units from payment of entire amenity at time of rezoning to payment by installments;
- include an inflation factor for affordable amenity provided by installments; and
- exclude from affordable amenity calculation the common use areas for Multi-Family and Rental developments.

PROPOSAL

The calculation of affordable contributions is based on the floor area of residential development under the Policy, but for the sake of simplicity in this report, rather, the number of units is used to discuss contribution calculation by installments.¹

¹ At the time of pre-application negotiation with developers, typically, it is the approximate number of units that is known and allows developers to work on a project pro forma. The contribution amounts for a development would be calculated in accordance with the Policy once the development plans advance to application submission stage and residential floor areas can be determined.

The proposal is to amend Affordable Housing Contribution Policy CCL-069 (the Policy) by:

1. Changing the amenity provision time for development comprised of 300 or more residential units (either Multi-Family or Rental), from the entire payment at the time of rezoning bylaw adoption to payment by installments:
 - a. first payment at the time of rezoning, equal to affordable amenity amount calculated for the first phase, but not less than for 150 units;
 - b. subsequent payments prior to a building permit issuance, in increments equal to affordable amenity amounts for the subsequent phases of the development, but not less than for 150 units per installment; and
 - c. the last installment paid prior to a building issuance for the last phase of the development: as either the remaining balance of affordable contributions and previous payments, or the actual floor area of the that phase, if there were no overpayments previously.
2. Adding an inflation factor to the affordable amenity calculation provided by installments, and
3. Excluding from amenity calculation any common use areas for Multi-Family and Rental developments, so as to not discourage their provision for residents; and making other consequential text changes required to reflect the proposed amendments.

Key issues:

Financial benefit of rezoning is received at bylaw adoption	Land value changes at rezoning bylaw adoption, even without construction of any improvements. Town seeks affordable housing contribution from developers with the purpose of increasing affordable housing stock locally.
Disproportionate financial impact of large contribution payment at rezoning	Upfront payment of entire amenity contributions at the time of land rezoning may be a significant burden, especially for multi-phased projects that also require upfront construction of infrastructure for the entire build-out, for example a storm detention pond.
Amenity payment by installments increases Town processing costs and risk	Installment payments increase the processing complexity, staff time for tracking, and risk of not receiving the future phase contribution due to development not proceeding as planned. Installments postpone Council's ability to use affordable contributions to fund housing initiatives (i.e. opportunity cost).
Inflation factor	Inflation reduces purchasing value of affordable housing fund.
Avoid unintended outcomes	Including common use areas provided for residents comfort and livability, such as lobbies, recreation rooms, storage spaces, communal laundry rooms, accessory buildings in the Amenity calculation discourages their provisions.

Council Decision

Council may either adopt the recommended amendments to the Policy, modify, or set them aside.

Decision options

Recommended:

Allow payment by installment for development of 300 or more units, apply an inflation factor and exclude common use areas from calculation of amenity contribution



Implications

Address disproportionate impact of entire amenity payment at time rezoning for large multi-phase developments while balancing increased processing complexity and associate staff time, risk and opportunity cost.

Alternative 1: Change threshold
Increase or decrease the development size (number of units) for installment eligibility



Increases or decreases the processing complexity, staff time, risk and opportunity cost.

Alternative 2: Common areas
Not exclude common use areas from contribution calculation.



Creates additional disincentive to the provision of common use areas for residents.

STRATEGIC PLAN LINKAGE

This report addresses the following strategic priorities identified in the 2023 Strategic Plan:

Strategic Priority	Areas of Focus
Organizational Excellence	<ul style="list-style-type: none"> Internal processes – streamline and develop new processes that are efficient, cost effective and support our overall objectives.
Good Governance	<ul style="list-style-type: none"> Community Participation – We enhance two-way communication with our community. Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.
Balanced Community Planning	<ul style="list-style-type: none"> Strategic Growth - We will balance the benefits of growth with the livability of our seaside community. Housing - We will create the conditions for a diversity of housing options in our unique seaside Town. Community Addition - We will ensure that each new major development adds positively to the community through appropriate amenity contributions and/or other community benefits.

ANALYSIS

The Town and developer's agreement on affordable amenity contribution is documented in a Phased Development Agreement (PDA) and considered by Council by way of a PDA Authorization Bylaw, processed concurrently with rezoning.²

During recent community amenity contribution negotiations with a developer, the matter of all monetary contributions provision upfront at rezoning was raised, in the context of a phased construction of over 700 dwelling units spanning multiple years and major storm infrastructure upgrades required at the first phase of construction. Upfront payment of entire affordable amenity at rezoning is a significant burden.

From the Town perspective, deferring the monetary amenity brings up the issues of securing the provision of such amenity³, the funds devaluation over time due to inflation, lost opportunity costs and increased complexity of application processing from pre-application and continuing into construction time:

- Negotiations, legal agreement details;
- Coordinate between several town departments over years: tracking payment amounts and timelines, multiple building permits issuance, covenants;
- Risk that development does not proceed and amenity will not be paid.

The benefit of the amenity payment by installments is that developers in Comox are not deterred from proposing residential projects that provide significant infrastructure upgrades, by having more flexibility in managing their costs and timelines.

In this report, staff propose amendments to the Policy that would allow large multi-family or rental developments of a certain size to provide affordable amenity contribution by installments, and to include an inflation factor in its calculation⁴.

² In accordance with the *Local Government Act*, the maximum term for a phased development agreement is currently 10 years, but there are provisions under the Act for renewal or extension, and for re-assigning to a new owner. Local government has an ability to downzone a property if PDA conditions are not met and staff intent is to include additional language in PDA template with deferred amenity provision, for instances when development is significantly delayed, or a phase doesn't proceed.

³ In the past, any monetary amenity contributions secured by a PDA were provided in advance of rezoning adoption to a lawyer in trust, and released to the Town if bylaws were adopted.

⁴ The contribution amounts with inflation factor would not rise and fall with the market but would provide some flexibility for developers constructing in multiple phases, while maintaining surety as to the total amount of contribution. There was no notable long-term deflation observed in Canada since 1930s and there are no indications for it in the near future, but potential for deflation is also accounted for in the "inflation factor".

The same inflation factor adjustment is used in standard Town covenants and is based on annual changes to CPI (Consumer Price Index). Using the same method makes it transparent and understandable.

The risk, cost and processing complexity are managed by only applying the option of installment payments to large projects that are typically disproportionately impacted due to extended construction time or a need to provide ultimate infrastructure upgrades in the first phase of development.

Also proposed are changes to the Policy to exclude common residential use areas from amenity calculation, so as not to discourage provision of livable and attractive multi-unit development and not "punish" developers who design comfortable space for the future residents.

MK/ RB

Attachment 1:
Council Policy CCL-069 with proposed amendments in track changes

However, it would add to major financial output at the building permit stage, when the following payments are also required: Development Cost Charges (non-refundable), building permit fees (non-refundable), Landscaping, Erosion & Sediment Control, Off-Site Works securities and other bonds, which are only refunded at the completion of construction. A developer may always propose to provide entire affordable amenity at rezoning, which will be reflected in the PDA specific to the application, as done in the past.


ATTACHMENT 1

Affordable Housing Contribution Policy

Proposed amendments are shown as follows

deletions: ~~in red crossed out text~~

insertions: blue text

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
AFFORDABLE HOUSING AMENITY CONTRIBUTION POLICY			
Section: COUNCIL	Number: CCL-069	Office of Primary Responsibility: CORPORATE SERVICES	
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted: March 16, 2022	Date Last Amended: June 1, 2022	Date to be Reviewed: March 2023 December 2024	
Manner Issued: Website, Internal Memo, Upon request			

1 PURPOSE

- 1.1 The purpose of this policy is to seek developer contributions for Affordable Housing as an amenity ~~at time of~~ [in relation to](#) zoning amendment.
- 1.2 The purpose of this policy is to direct developer contributions collected under this policy towards either the acquisition of units owned by the Town and managed by a non-profit housing provider or to provide funds to non-profit housing providers in a partnership for the provision of affordable housing.

2 POLICY STATEMENT

- 2.1 Affordable Housing remains a challenge for many residents within the Town of Comox.
- 2.2 The number of households in core housing need is increasing within the Town.
- 2.3 The construction of non-market units helps meet the need for Affordable Housing.
- 2.4 The Town may work through non-profit housing providers to facilitate the management of Affordable Housing.
- 2.5 The Town may seek an Affordable Housing amenity for rezoning applications for four or more principal residential dwellings.

3 DEFINITIONS

- 3.1 "Affordable Housing" means housing where the cost of accommodation does not exceed 30% of a household's gross income.
- 3.2 "Affordable Housing Operator" means a non-profit housing development corporation whose primary function is the provision and/or management of Affordable Housing units.
- 3.3 "Cellar" means that portion of a building situated between the top of any floor and the top of the floor next above it, having no more than 0.6 metres of its height above grade, and a height from floor to ceiling of less than 2.1 metres.

- 3.4 "Multi-~~f~~Family Development" means development consisting of more than one unit on a parcel excluding secondary suites and coach houses.
- 3.5 "Rental Development" means development where units are limited to residential rental tenure in accordance with section 481.1(1) of the *Local Government Act*
- 4 "Single-~~f~~Family Development" means development consisting of one dwelling unit on fee simple or bare land strata lots with or without a secondary suite or coach house.
- 4.1 This policy applies to all applications for rezoning where rezoning yields 4 or more additional dwelling units excluding secondary suites and coach houses.
- 4.2 As of the date this policy is adopted by Council, this policy only applies to applications which have not submitted a complete [rezoning](#) application.
- 4.3 Any amendments to this policy will apply to applications which have not submitted a complete [rezoning](#) application as of the amendment adoption date, unless otherwise directed by Council.

5 POLICY

- 5.1 As part of an amenity negotiation for rezoning, the Town will seek a developer contribution rate of:
- (a) \$73 per square metre for Multi-~~f~~Family Development,
 - (b) \$50 per square metre for Rental Development, and
 - (c) \$7,300 per lot for Single-~~f~~Family Development.

The per square metre contribution will be based on the ~~interior~~ floor area of each residential ~~unit~~, ~~including~~ building, excluding common use areas such as: lobby, interior corridors, recreation rooms, storage rooms, communal laundry facilities, stairwells and elevator shafts, ~~accessory buildings~~, but excluding enclosed vehicle parking and loading areas, Class II bicycle parking spaces and Cellars.

- 5.2 The developer contribution rate may be adjusted in consideration of the following factors:
- (a) The impact of the proposed development on the community, and
 - (b) The size of the proposed units.

5.3 The developer amenity contribution will be secured by a phased development agreement and payable at the time of rezoning.

5.4 Notwithstanding 5.3, for developments resulting in creation of over 300 units in total, the developer amenity contributions will be secured by a phased development agreement with registration of a "no build" covenant on title, and paid in 150 unit installments:

- a. first installment at the time of rezoning;
- ~~a-b.~~ subsequent installments prior to a building permit issuance;
- ~~b-c.~~ where an installment includes units for which a building permit has yet to be issued, the payment shall be based on a 80 sqm unit size.
- d. the calculation of the second and subsequent installment amounts shall include adjustment for any over or underpayment in the previous installment; and

e. Any subsequent installment provided after rezoning will be adjusted (increased or decreased) on December 31 of each year, commencing on December 31 of the following calendar year after rezoning adoption date, by a percentage determined as follows:

$$\frac{\text{Current Years's June CPI Index} - \text{Previous Years's June CPI Index} \times 100}{\text{Previous Year's June CPI Index}} = \quad \%$$

where CPI is means All-items Consumer Price Index published by Statistics Canada, or its successor in function, for Vancouver, British Columbia.

5.35.5 The Town will seek to expend contributions collected under this policy either through the purchase or acquisition of units in new developments or through project partnerships with non-profit affordable housing providers. Purchase or acquisition will be at market rate excluding real estate fees.

6 PROCEDURES


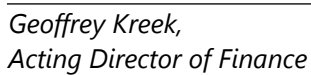

6.1 Purchase or acquisition of Affordable Housing units: the Town will seek units which meet the following criteria:

- (a) One bedroom units shall have a floor area of 58 square metres or alternative as accepted by the Town;
- (b) Two bedroom units shall have a floor area of 75 square metres or alternative as accepted by the Town;
- (c) All units shall meet the Town's Adaptable Housing Standards in section 5.20 of the Comox Zoning Bylaw 1850.

6.2 Units purchased under section 5.03 will be owned by the Town and offered for lease to an Affordable Housing Operator selected at Council's discretion.

Amendment Date	Section Amended or Description of Amendment	Resolution Number
March 16, 2022	Policy adopted	2022.117
April 6, 2022	Amended to contain a hybrid long-term acquisition and non-profit provision method (1.02 and 5.07 added).	2022.133
June 1, 2022	Convert multifamily contribution rate to per square meter, add rental development contribution rate and increase single-family contribution rate.	2022.207- 2022.209

TO:	Mayor and Council	FILE:	0360-50
FROM:	Ted Hagmeier, Recreation Director	DATE:	Dec 1, 2023
SUBJECT:	Community Centre Warming and Cooling Centre Operations		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
			
Ted Hagmeier,		Geoffrey Kreek, Acting Director of Finance	Jordan Wall, CAO

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council adopts the attached policy CCL – 075 Community Centre Warming and Cooling Centre Operations.

ALTERNATE RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

- 1) THAT Council adopts the attached policy CCL – 075 Community Centre Warming and Cooling Centre Operations with the amendment that during Heat Emergencies and Extreme Cold Emergencies the warming/cooling center remains open regardless of usage.
- 2) THAT Council adopts the attached policy CCL – 075 Community Centre Warming and Cooling Centre Operations with the amendment that during Heat Emergencies and Extreme Cold Emergencies the warming/cooling center only remain open during regular operating hours.

PURPOSE:

To provide guidelines to operate the Community Centre as a warming and cooling centre.

STRATEGIC PLAN LINKAGE

Strategic Priority	Area of Focus
Community Connection and Wellness	Public Safety – support Comox Fire Rescue and other local emergency services to maintain and enhance the safety of our citizens.

Executive Summary

With increasing extreme weather fluctuations, the BC Provincial Government has enhanced their response measures and provided money to support local governments offering assistance to their communities during these events. One of the many tactics are warming and cooling centres. The provision of these spaces is not mandated by the Provincial Government but are voluntary services that Council may choose to provide to the community. As such Council must determine whether this service will be provided and at what level: **always open, open past operating hours when a need is demonstrated, or only open during regular business hours.**

These services are generally defined as:

- Warming centre is a temporary place for people to go to warm up safely and get information on how to stay warm where they reside. Warming centres may operate during the day for low level emergencies or operate overnight when there is higher risk to community safety.
- Cooling centre: is a temporary place for people to go to cool down and be out of direct sunlight. Cooling centres may operate during the day or into early evening, during the hottest times of the day.

Staff at the Comox Valley regional governments are formulating plans to operate warming and cooling centres when required. Comox administration have identified the Community Centre as the facility most suited to support these tactics, which can be generally summarized as:

Weather Event*	Response Occurring Within Regular Operating Hours	Response Occurring During & Outside Regular Operating Hours	Provincial Funding	Extra Staff Required
Heat Alert	Yes		No	No
Heat Emergency		Yes	Yes	Yes
Cold Weather Emergency		Yes	Yes	Yes

*The definitions of weather emergency are listed below.

BACKGROUND

A. Weather Triggers:

The British Columbia Provincial Government has created guidelines for local government and community responses to heat and cold weather emergencies.

The BC Provincial Heat Alert and Response System: 2023, is in two tiers:

1. Heat Warning: Issued when two or more consecutive days of daytime maximum temperatures are expected to be 29°C or warmer and nighttime minimum temperatures are expected to be 16°C or warmer. This may prompt a level one Comox Valley Emergency Operations Centre response.
2. Extreme Heat Emergency: Heat Warning criteria have been met and the forecast indicates that daily highs will substantively increase day-over-day for three or more consecutive days. This may prompt a level two Comox Valley Emergency Operations Centre response.

Cold weather emergency responses can be initiated by the Comox Valley Emergency Program (CVEP), where:

1. Environment Canada has prescribed any of the following conditions for Vancouver Island/Comox Valley:
 - i. Environment Canada is forecasting, for the next 24-hour period, a temperature of -4C or lower as the lowest temperature for that period.
 - ii. According to Environment Canada, the temperature currently is -4C or lower.
 - iii. Environment Canada, for the next 24-hour period, is forecasting a temperature of 0C or lower as the lowest temperature for that period AND has issued a weather warning.
 - iv. According to Environment Canada the temperature currently is 0C or lower AND Environment Canada has issued a weather warning.
2. There are locally identified weather risks, such as a power outage and low temperatures, to life and safety.

B. Recreation Department Weather Responses:

Heat Warning, the Community Centre:

- Maintains its current operating hours, programs, and services.
- Opens a cooling centre to the public in a common room with tables and chairs and unsupervised games and toys for children as needed. The foyer may act as a cooling centre if scheduled programming does not permit opening a room.

Extreme Heat Emergency, the Community Centre:

- May extend operating hours and/or open on a statutory holiday to provide a cooling centre to the public through the hottest time of the day, from roughly noon to 10:00 p.m. or 11:00 p.m.

- Opens a common room to the public with tables and chairs and unsupervised games and toys for children as needed.
- Will arrange for the Town's IT contractor to extend the Community Centre's public Wi-Fi hours as needed.
- Through the CVEP, may provide money to purchase bottled water, snacks, and electrolyte drinks.
- Through the CVEP, may coordinate outreach services to assess attendees for needs and vulnerability.

When the Community Centre opens a cooling centre outside of regular operating hours, all other recreation facilities and amenities to the public will close according to regular schedule.

Warming Centre, the Community Centre:

The Town may operate a warming centre because of a short-term shortage of spaces for the unhoused and/or because of a cold weather disaster which impacts the community's safety.

- May extend hours and/or open on a statutory holiday to provide a warming centre to the public overnight, typically for twelve hours, roughly 8:00 p.m. to 8:00 a.m.
- Open a common room to the public with tables and chairs and offer unsupervised games and toys for children as needed.
- Will arrange for the Town's IT contractor to extend the Community Centre's public Wi-Fi hours as needed.
- Through the CVEP, may provide money to hot drinks and snacks.
- Through the CVEP, may coordinate outreach services to assess attendees for needs and vulnerability.

When the Community Centre opens a warming centre outside of regular operating hours, all other recreation facilities and amenities to the public close according to regular schedule.

The Community Centre's regular operating hours are:

- Monday to Friday 6:00 a.m. to 9:30 p.m.
- Saturday to Sunday 8:00 a.m. to 4:30 p.m.
- Closed statutory holidays.

FINANCIAL IMPLICATIONS

The Provincial Government may redeem certain emergency operation expenses. Where applicable, CVEP will provide supplies or a task number to purchase supplies for compensation. This may include incremental costs for Town staff to operate the Community Centre outside its normal operating hours, third-party services (security, IT, etc.) and supplies like food, water, hot chocolate, etc. The Town will be responsible for any costs not reimbursed by the Provincial Government.

GOVERNANCE CONSIDERATIONS

Q: What does operating the Community Centre outside normal hours mean for staff?

- A minimum of two staff are required on site to open the building to the public. Ideally, one exempt staff (Recreation Director, Recreation Supervisor or CAO) and one custodian.
- Opening the Community Centre after hours or on statutory holidays may trigger overtime for Union staff as per the Collective Agreement.
- Overtime is defined in the Collective Agreement as voluntary.
- Extended emergency situations may require other exempt and union staff to support warming and cooling centre operations.

Q: How do local governments plan to communicate emergency services to the public?

The Comox Valley Communications Collaboration Group will support and coordinate messaging across the region.


- Coordinate extreme weather preparedness messaging (internal and external), including location hours of operation for activated drop-in spaces, shares key community-wide and neighbourhood messaging to help residents identify extreme temperature/weather-related risks and actions to reduce exposure.
- Provide up-to-date messaging on local responses to weather emergencies through various communication tools (i.e., elected officials speaking or briefing notes, news releases, posters, radio, social media, Connect Rocket – the local area emergency response system etc.). Key messaging for target audiences will be developed and may include all of the following: personal safety, support for vulnerable people, advice on travel, public services (open or closed), securing properties, and contact information for residents wanting more information or help.
- The Town's communication staff will support the emergency response team by providing vital, real-time, two-way communication to residents and groups impacted by the weather emergency for the duration of the event. Target audiences could include some or all of the following: residents, elected officials, staff, local community partners or inter-municipal governments, local businesses, media, etc.

Q: How does the Community Centre transition from operating overnight as a warming centre to its regular operations?

Warming centre hours may be adjusted to Community Centre programming schedules to ensure adequate time and administration will develop transition and cleaning procedures for staff.

Q: What is the difference between a warming centre and a shelter?

As explained above, warming centres are opened in coordination with CVEP and are short term tactics to assist those in need. Shelters are part of the BC Housing's Extreme Weather Response Program Framework, 2011, a document to coordinate local response to periods of extreme winter weather which threaten the health and safety of homeless individuals. Such a situation may occur from a forecasted extreme cold and/or existing warming centre services reporting they are at capacity or overwhelmed. Shelters are semi-permanent or permanent places to assist those in need.

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL
Section: Council	Number: CCL - 075	Office of Primary Responsibility: RECREATION
COMMUNITY CENTRE WARMING AND COOLING CENTRE OPERATIONS		
Type: <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Date Adopted: December 6, 2023	Date Last Amended: N/A	Date to be Reviewed:
Manner Issued: Email		

1 PURPOSE

- 1.01 To provide guidelines to operate the Community Centre to the public during weather emergencies.

2 POLICY STATEMENT

- 2.01 The Town is committed to mitigating the health impacts of extreme weather on residents. The Town will work in collaboration with Comox Valley regional governments and the Comox Valley Emergency Program (CVEP) for effective response protocols and to assist our community.

3 DEFINITIONS

- 3.01 "Heat Warning" is issued by the Provincial Government when two or more consecutive days of daytime maximum temperatures are expected to be 29°C or warmer and nighttime minimum temperatures are expected to be 16°C or warmer.
- 3.02 "Extreme Heat Emergency" is issued by the Provincial Government when Heat Warning criteria have been met and the forecast indicates that daily highs will substantively increase day-over-day for three or more consecutive days.
- 3.03 Cold "Extreme Weather Conditions" are any of following conditions prescribed for Vancouver Island/Comox Valley:
- i. Environment Canada is forecasting, for the next 24-hour period, a temperature of -4C or lower as the lowest temperature for that period.
 - ii. According to Environment Canada, the temperature currently is -4C or lower.

- iii. Environment Canada, for the next 24-hour period, is forecasting a temperature of 0C or lower as the lowest temperature for that period and has issued a weather warning.
 - iv. According to Environment Canada the temperature currently is 0C or lower and Environment Canada has issued a weather warning.
- 3.04 "Warming Centre" a place for people to go to warm up safely and get information on how to stay warm where they reside.
- 3.05 "Exempt Staff" are the CAO, Recreation Director and their exempt designates.
- 3.06 "Town Employees" are unionized employees.

4 POLICY PRINCIPLES

- 4.01 The Town commits to operate the Community Centre during regular operating hours defined weather emergencies 3.01, 3.02 and 3.03 to support the Town and coordinate with Comox Valley regional governments and CVEP.
- 4.02 That the Town will extend Community Centre operating hours to applicable extreme weather events to provide cooling and warming centres if there is a demonstrated need.
- 4.03 The Town believes, that while it is prudent to plan and prepare for weather emergencies, not all scenarios and responses may be anticipated. Therefore, Exempt Staff have the discretion to operate the Community Centre in their best judgement to support the Town's responses to weather emergencies.

5 SCOPE

- 5.01 This policy shall apply to the Recreation Department.

6 RESPONSIBILITIES

- 6.01 The Town is responsible to analyze and mitigate potential liabilities of services offered to the community during weather emergencies. In this the Town will receive recommendations from CVEP where possible.

7 PROCEDURES

- 7.01 Exempt Staff will determine the space(s) in the Community Centre to support operations during weather emergency operations for the public.
- 7.02 Cooling Centre - Heat Warning:
- The Community Centre maintains normal operating hours.
- 7.03 Cooling Centre - Extreme Heat Emergency:
- The Town may open a cooling centre to the public as recommended by the CVEP.
 - Community Centre recreation services and amenity operations will not extend past regular opening hours open during an extreme heat emergency.
 - The Town will arrange for the Town's IT contractor to extend Community Centre

public Wi-Fi hours as needed.

7.04 Warming Centre - Extreme Weather Conditions:

- The Town may open a warming centre to the public as recommended by the CVEP.
- Community Centre recreation services and amenity operations will not extend past regular opening hours when open as a warming centre.
- The Town will arrange for the Town's IT contractor to extend Community Centre public Wi-Fi hours as needed.

7.05 Exempt Staff have the discretion to close a Community Centre warming or cooling centre open past regular operating hours if the service is not sufficiently utilized.

7.06 The Community Centre will operate during weather emergencies with a minimum of two employees, consisting of any combination of Exempt Staff and/or Employees, on site at all times when open outside standard operating hours. The Town will endeavor to schedule at least one Exempt Staff at all times.

7.07 The Town accepts contracted security services, outreach support services and other services provided by CVEP to operate at Town Facilities, with the authorization of Exempt Staff, during weather emergencies.


7.08 Town Employees working to support weather emergency operations will be paid wages and overtime as per the collective agreement.

7.09 Exempt Staff working outside their regular work hours and more than 7 hours in that day will be paid per hour at the double time rate of the Custodial Supervisor if approved for reimbursement from the BC Provincial Government.

8 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Amendment Date	Section Amended or Description of Amendment	Resolution Number

TO:	Mayor and Council	FILE:	1810-20;3900-30
FROM:	Marisa Thurlborn, Revenue Manager	DATE:	Nov 27, 2023
SUBJECT:	2024 Marina Rates Bylaw No.2010.01		

Prepared by: Marisa Thurlborn Revenue Manager	Supervisor: Geoffrey Kreek Fin. Director	Financial Approved:  Geoffrey Kreek, Acting Director of Finance	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be given First Reading.
2. That the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be given Second Reading.
3. That the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be given Third Reading.

ALTERNATIVE RECOMMENDATION

That the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be adjusted to (raise/lower) marina rates by (x%)

PURPOSE

To set Marina rates for 2024 to match the annual required savings to the projected capital marina improvements.

STRATEGIC PLAN LINKAGE

If this price increase is implemented by Council, it will help the Town meet the Strategic planning goal of Organizational excellence and improving Economic Health by ensuring the Town has adequate funding for capital improvements in the marina and by collecting enough funding to continue to provide great customer service to boaters.

BACKGROUND

The municipal marina in Comox is one of four local marinas (Comox Valley Marina (CVM), Gas'N'Go Marina, and Comox Harbour Authority (CHA)) that provide moorage for boaters in the surrounding area.

The marina serves a wide variety of boaters and their watercraft. Some such groups include a dedicated search and rescue association, the dragon boat club, sail club, an adventure company, fishing charters, and an animal tour business. A boat launch ramp and dock are available for use and is one of the busiest on the island, with roughly 10,000 users in 2022.

Please note that the revenue generated by the boat launch is used for maintenance and expansion of the boat launch, and those funds are not used to repair and expand the moorage dock.

The current total yearly costs required for the Marina are as follows and show the 'break-even' point for the marina operations and infrastructure renewal plus the creation of a marina improvement fee to fund the construction of upgrades suggested in the Town's Economic Development and Downtown Action Plan which is currently being created. The rates recommended in this report will see the Town reach this 'break-even' point in 2028.

Description	Costs
Operating Costs	\$195,000
Capital Recovery (recovered over 75 years) *	\$110,618
Proposed Marina Improvement Fund	\$80,000
Transfer to General Revenue	\$100,000
Total	\$485,618

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

The Community Charter allows a Council, by bylaw, to set rates for services the municipality provides.

b. Financial

For 2024 it is proposed that the Town of Comox increase the rates for permanent moorage by \$3.84 per foot per year (\$0.32 per foot per month), an average increase of 3.9% for moorage and 10% on all other marina services.

To meet the average funding requirements set in our Asset Management Plan, it is proposed to increase the permanent moorage rates by \$11.40 per foot per year (\$0.95 per foot per month)

by the end of 2028. To meet this target, increasing the permanent moorage rates in equal increments over the next three years, plus any inflation costs, is proposed.

With the proposed increase, the Town would generate an additional \$24,900 in 2024.

Please see Appendix A for a complete breakdown of the proposed 2024 fees, below is the annual moorage rates.

Foot	Target Annual Rate	2024 Total Annual	2023 Total Annual
20'	\$2,263.20	\$1,804.80	\$1,672.80
24'	\$2,715.84	\$2,165.76	\$2,007.36
25'	\$2,982.00	\$2,409.00	\$2,244.00
26'	\$3,101.28	\$2,505.36	\$2,333.76
27'	\$3,327.48	\$2,708.64	\$2,530.44
28'	\$3,551.52	\$2,808.96	\$2,624.16
29'	\$3,678.36	\$2,909.28	\$2,717.88
30'	\$3,999.60	\$3,204.00	\$3,006.00
31'	\$4,132.92	\$3,310.80	\$3,106.20
32'	\$4,266.24	\$3,417.60	\$3,206.40
33'	\$4,399.56	\$3,524.40	\$3,306.60
34'	\$4,532.88	\$3,631.20	\$3,406.80
35'	\$4,741.80	\$3,813.60	\$3,582.60
36'	\$4,963.68	\$3,922.56	\$3,684.96
37'	\$5,248.08	\$4,178.04	\$3,933.84
38'	\$5,389.92	\$4,290.96	\$4,040.16
39'	\$5,700.24	\$4,572.36	\$4,314.96
40'	\$5,846.40	\$4,689.60	\$4,425.60
41'	\$5,992.56	\$4,806.84	\$4,536.24

Appendix B shows a breakdown of the marina projects since 2021 based on the inspections and the marina assessment conducted by Herold Engineering.

Appendix C shows a breakdown of future planned marina capital projects.

c. Public Relations

The Town should update the website with new marina rates and post the information on social media and the message board near the marina building.

GOVERNANCE CONSIDERATIONS

If Council decides not to increase the cost of marina services, resulting in the asset replacement projects not moving forward, repairs and maintenance along with customer service could decrease going forward.

What is the transfer to operating and why is it included in the 'break even' costs?

The Town currently draws approximately \$100,000 from Marina revenue towards general operations. Because this is a past practice, not continuing to collect this revenue would require a corresponding general taxation increase.

Council has requested staff consider additional revenue sources, could the marina fees be used in this manner?

Yes, compared to other investigated marinas, Comox Marina has further room to increase fees and generate more funds to be transferred to general revenue to fund different Town services or reduce general taxation amount.

Appendix A- Other Marina Costs

Temporary Moorage (Charged on the length of the vessel or the slip length, whichever is greater) (per foot per night)		
Duration	2024	2023
For 1 to 13 continuous nights	\$2.10	\$1.90
For 14 to 29 continuous nights	\$1.58	\$1.43
For 30 or more continuous nights	\$0.79	\$0.71
Temporary Moorage for sublets (Charged on the length of the vessel or the slip) (per foot per night)		
Duration	2024	2023
For 1 to 13 continuous nights	\$1.64	\$1.49
For 14 to 29 continuous nights	\$1.09	\$0.99
For 30 or more continuous nights	\$0.55	\$0.50
Use of Marina Hydro (per vessel)		
Duration	2024	2023
Per Day	\$8.56	\$7.78
Per Month	\$73.52	\$66.84
Per Annum	\$469.67	\$426.97
Tidal Grid Rental (per grid use)		
Type of Vessel	2024	2023
For a Recreational Vessel (per use)	\$97.86	\$89.05
For a Commercial Vessel (per use)	\$195.95	\$178.09
Boat Launch Use		
Type of Use	2024	2023
Daily - Personal Use (per day)	\$16.19	\$14.66
Plus Overnight personal parking (vehicle & trailer) (per night)	\$3.57	\$3.15
Daily – Commercial use (per day)	\$98.10	\$89.05
Annual – Personal use (per year)	\$242.86	\$220
Annual – Commercial use (per year)	\$484.76	\$440
Dinghy Storage (per dinghy per year)		
Type	2024	2023
In Dinghy Compound	\$242.86	\$220
On Pull-up Floats	\$393.33	\$357.50

Appendix B- Capital Project List

2023 Capital Projects
Replacement of Docks adjacent to the boat ramp with the addition of three new sections
Reconfiguration of the dinghy dock to accommodate more users
Hired diver to work on scraping and cleaning of the underside of the entire Marina
Began the replacement of dock planks
Replacement and repair of structural members
Upgraded for Fire Department requirements
Purchased Security Cameras
Replacement of a section of viewing platform deck
Repaired both grids
Began installation of electrical and water components that arose due to concerns
Replacement of ladders, bull rails, and added cleats
Completion of maintenance requests and addressed safety concerns

*The above projects and repairs were based on the inspections and marina assessment done in 2021 conducted by Herold Engineering. The recommendations based on this report were estimated in 2021 to be \$331,000 and were the focus and priority over the last couple of years, resulting in \$180,000 of expenses.

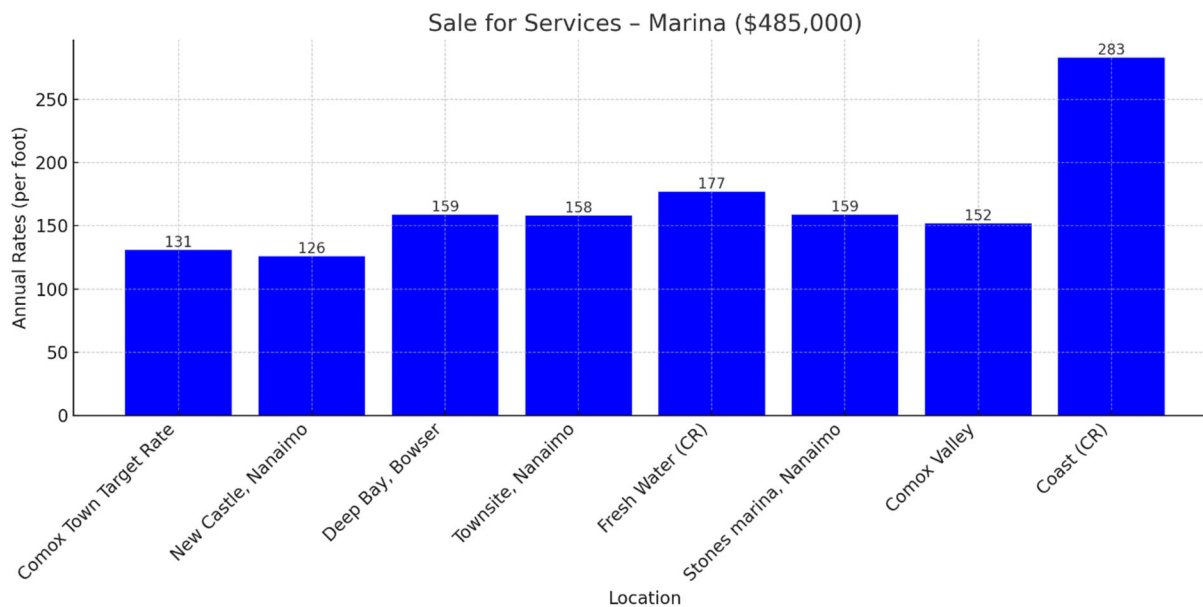
Appendix C- Replacement Costs of Marina

Future Marina Capital Projects	Costs
Dock fabrication and delivery costs (based on 3600 feet)	\$4,448,160
Piles & installation costs	\$338,000
Installation costs	\$1,675,156
Total	\$6,461,316
Taxes (PST 7%)	\$452,292
Capital Contingency (20% of all costs)	\$1,382,722
TOTAL	\$8,296,330


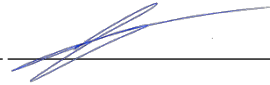
*Please note that the above construction costs are based on current market prices quoted by April Point Marine Services and Riptide Marine Sales.

Appendix D- Cost Comparison

Boat Length	Municipal Marina Target Rates	Comox Valley Marina (2023 Rate)	Harbour Authority	Gas'N'Go
20'	\$2,332.80	N/A	\$7,081.00	\$6,516
21'	N/A	\$2,667.00	\$7,435.05	\$6,516
22'	N/A	\$2,794.00	\$7,789.10	\$6,516
23'	N/A	\$2,921.00	\$8,143.15	\$6,516
24'	\$2,799.36	\$3,048.00	\$8,497.20	\$6,516
25'	\$3,069.00	\$3,310.25	\$8,851.25	\$6,516
26'	\$3,191.76	\$3,442.66	\$9,205.30	\$6,516
27'	\$3,421.44	\$3,718.98	\$9,559.35	\$6,516
28'	\$3,548.16	\$3,981.98	\$9,913.40	\$6,516
29'	\$3,674.88	\$4,124.09	\$10,267.45	\$6,516
30'	\$3,996.00	\$4,848.00	\$10,621.50	\$6,516
31'	\$4,129.20	\$5,009.60	\$10,975.55	\$6,516
32'	\$4,262.40	\$5,171.20	\$11,329.60	\$6,516
33'	\$4,395.60	\$5,332.80	\$11,683.65	\$6,516
34'	\$4,528.80	\$5,494.40	\$12,037.70	\$6,516
35'	\$4,737.60	\$5,656.00	\$12,391.75	\$6,516
36'	\$4,872.96	\$5,817.60	\$12,745.80	\$6,516
37'	\$5,154.84	\$6,302.95	\$13,099.85	\$6,516
38'	\$5,294.16	\$6,473.30	\$13,453.90	\$6,516
39'	\$5,601.96	\$6,643.65	\$13,807.95	\$6,516
40'	\$5,745.60	\$6,868.40	\$14,162.00	\$6,516
41'	\$5,889.24	\$7,040.11	\$14,516.05	\$6,516



TO: Mayor and Council	FILE: 3900-30
FROM: Ted Hagmeier, Recreation Director	DATE: Dec 6, 2023
SUBJECT: Community Centre Family Rate	

Prepared by:  Ted Hagmeier, Recreation Director	Supervisor: _____ 	Financial Approved: _____ 	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That the Comox Parks and Recreation Fees Amendment Bylaw No. 1924.01 be given First Reading.
2. That the Comox Parks and Recreation Fees Amendment Bylaw No. 1924.01 be given Second Reading.
3. That the Comox Parks and Recreation Fees Amendment Bylaw No. 1924.01 be given Third Reading.

PURPOSE

To provide information to Council.

BACKGROUND

The impetus for this report is from a Comox family's feedback who does not qualify the Town's subsidized recreation assistance programs but still face some financial barriers to access the Fitness Studio. The addition of the family rates provides new Fitness Studio membership and drop-in options for all qualifying customers.

Current Recreation Department Fitness Studio drop-in and membership rates are:

Fitness Studio Rates	Adult	Senior	Student	Family
Drop-in	\$6.85	\$5.80	\$4.75	
10 Visits	\$61.65	\$52.20	\$42.75	
1 Month	\$73	\$61	\$51	
3 Months	\$149	\$119	\$99	
6 Months	\$249	\$197	\$154	
1 Year	\$389	\$310	\$240	\$799
Unlimited Courts & Fitness Studio Pass - 3 months	\$209	\$159	\$139	

Age categories are defined as student (12 – 18 years); adult (19 -59 years) and senior (60 years and older).

The proposed bylaw amendment will add family rates to Fitness Studio prices:

	Drop-in	10 Visits	1 Month	3 Months	6 Months
Family Rate	\$14.05	\$126.50	\$149	\$306	\$511

Terms of sale:

- Maximum two adults with same address.
- Children must be under 19 years with same address as above.
- Must be direct family relation. Uncles, nieces, hockey billets, international homestay do not qualify as family.

See attached Town of Comox Bylaw No. 1924.01 Amendment.

GOVERNANCE:

The City of Courtenay does not offer family rates in their fitness drop-in, punch card and membership fees. The Comox Valley Regional District offers family rates for drop-in, 10 visit pass, and 1 month, 3 months, 6 month and 1 year facility access.

TOWN OF COMOX

BYLAW NO. 1924.01

A BYLAW TO AMEND THE COMOX PARKS AND RECREATION FEES BYLAW NO. 1924, 2019

WHEREAS Council wishes to add a family rate fee option for the Fitness Studio;

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1. Title

This bylaw may be cited for all purposes as the "Comox Parks and Recreation Fees Amendment Bylaw No. 1924.01".

2. Amendment

Comox Parks and Recreation Fees Bylaw No. 1924, 2019, is hereby amended as follows:

(1) By adding as Section 2.4 – Fitness Studio Passes the following text:

(a)	Family Rate	Drop-in	\$14.05
(b)	Family Rate	10 Visits	\$126.45
(c)	Family Rate	1 Month	\$149
(d)	Family Rate	3 Months	\$306
(e)	Family Rate	6 Months	\$511

3. Adoption

READ A FIRST time this _____ day of _____, 2023

READ A SECOND time this _____ day of _____, 2023



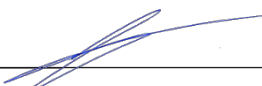
READ A THIRD time this _____ day of _____, 2023

ADOPTED this _____ day of _____, 2023

MAYOR

CORPORATE OFFICER

To: Mayor and Council	File: DVP 23-11
From: Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner II	Date: December 6, 2023
Subject: Development Variance Permit Application: DVP 23-11 Variance to permit a Coach House at 2137 Noel Avenue	

Prepared by:  Elliot Turnbull, Planner II	Supervisor:  Marvin Kamenz, Dir. Devel. Serv.	Financial Approved:	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Development Variance Permit DVP 23-11 for 2137 Noel Avenue be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the December 6, 2023, Planning Report on DVP 23-11.

PROPOSAL

The proposal is to vary Comox Zoning Bylaw 1850 to permit the conversion of an Accessory Building into a Coach House.

The applicant's submission is contained in Attachment 1.

REPORT SUMMARY

Subject Property:

2137 Noel Avenue

Property Size: 796m²

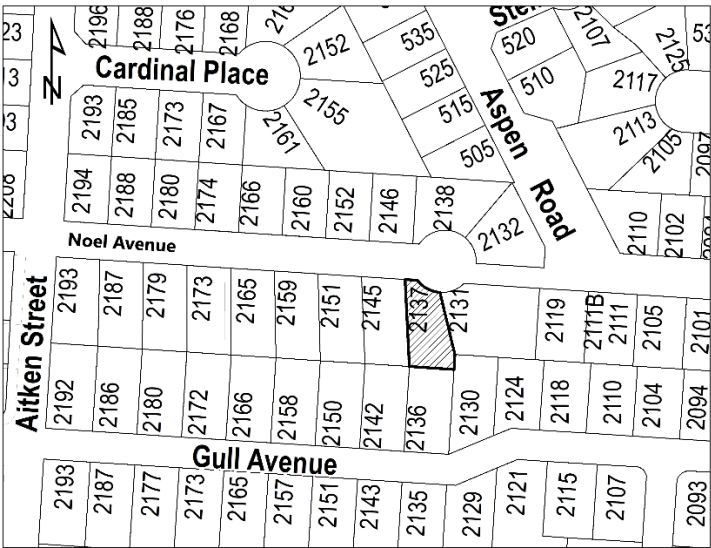
Owner: Jennifer Lebbert & Jonathan King

Applicant: Jennifer Lebbert

Property Contains: One single-family dwelling and one accessory building

Legal Address: LOT 1 SECTION 2 COMOX DISTRICT PLAN VIP76170

Surrounding Land Uses: Single-family development on all sides



Key Issues:

Proposed Coach House

This application proposes converting an existing accessory building located in the southeast corner of the lot into a coach house. The existing accessory building is located less than 2.0m from the interior side lot line. Coach houses require a 2.0 m setback from this lot line, so a variance is required.

Privacy

The rear and interior side lot lines are currently screened with an approximately 1.8 m high opaque stone fence. In addition, there are no windows proposed on the east elevation.

Council Decision

To grant or deny a development variance permit to allow conversion of the existing accessory building into a Coach House in accordance with Attachment 1.

Decision options	Implications
Recommended 1. Council grants the Development Variance Permit subject to Schedule 1 conditions	Will permit conversion of the existing accessory building in accordance with the applicant's development drawings.
2. Alternative 1 - Council grants the Development Variance Permit with additional conditions	If additional concerns are raised, they may be addressed with new conditions on the permit.
3. Alternative 2 - Council denies the DVP	No development would occur.

STRATEGIC PLAN LINKAGE

This report addresses the following strategic priorities identified in the 2023 Strategic Plan

Strategic Priority	Areas of Focus
Balanced Community Planning	Housing - We will create the conditions for a diversity of housing options in our unique seaside Town.

BACKGROUND

Notification of Council’s intent to consider DVP 23-11 at the December 6, 2023, Regular Council Meeting was mailed to abutting properties owners and tenants on November 6, 2023.

Correspondence received in advance of the December 6, 2023, RCM will be distributed to Council prior to commencement of the RCM.

APPLICANT NOTIFICATION

As part of the application, the applicant has been advised to conduct their own notification of neighbours. The applicant has indicated in their application that the neighbours that were contacted support the variance.

OCP IMPLICATIONS

Official Community Plan Land Use Designation: Residential: Detached

Variance request: Proposed variance is consistent with the Official Community Plan.

Development Permit Areas	Development Exempt from DPA?
DPA #17 Coach House	Exempt under section 3.17.4(D)
DPA #18 Secondary Suites	Exempt under section 3.18.4(A)

ZONING IMPLICATIONS

Zoning: R1.1 Single-Family

Variance request: Vary the minimum interior yard setback in Comox Zoning Bylaw 1850, Section 101.9(3), from 2.0m to 1.2m to permit conversion of an existing accessory building into a coach house.

Discussion

The existing accessory building was constructed in 2004 in accordance with Zoning Bylaw 1850’s setback requirements for an accessory building (1.2 metres for interior side and rear lot lines). The distance of the east elevation from the interior side lot line ranges from 1.3 metres to 2.3 metres as shown in Figure 1.

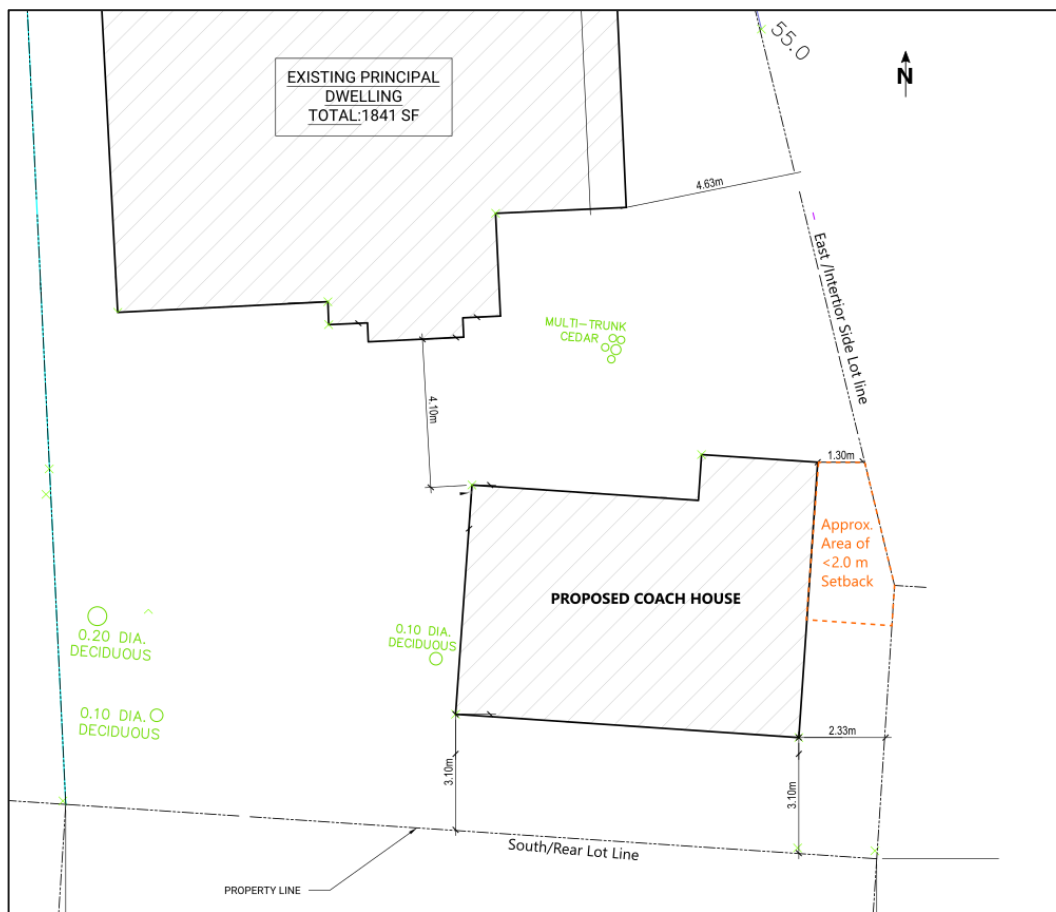


Figure 1

The minimum setback for a coach house is 2.0 metres from an interior side lot line. Approximately half of the elevation projects into this setback which is shown in orange on Figure 1.

The existing screening between the proposed Coach House and the neighbouring properties consists of a 1.8 m high concrete fence in accordance with Comox Zoning Bylaw 1850¹. In addition, no windows are proposed on the east or south elevation to further reduce any privacy issues.

MK/ET

Schedule: Development Variance Permit Conditions

Attachment: Applicant's Submission

¹ Section 8.11 Screening for Coach Houses Abutting Residential Zoned Parcels

SCHEDULE 1

DEVELOPMENT VARIANCE PERMIT CONDITIONS

- (1) This development variance permit is to permit conversion of an accessory building into a coach house in accordance with drawings in Attachment 1;
- (2) Windows shall not be permitted on the east elevation.
- (3) This Development Variance Permit is to vary the Comox Zoning Bylaw 1850,
 - i. Schedule A,

1. Section 101.9(3)

From:

- (1) Side - interior

Interior side setback shall not be less than 2.0 m.

To:

- (1) Side - interior

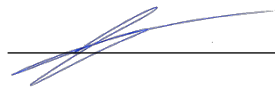
Interior side setback for a Coach House shall not be less than 1.2m

ATTACHMENT 1

APPLICANT'S SUBMISSION

TO:	Mayor and Council	FILE:	1855-04
FROM:	Jordan Wall, City Manager	DATE:	Dec 6, 2023
SUBJECT:	REDIP Economic Diversification Grant Approval		

Report Approved:



Jordan Wall, CAO

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council authorizes an application to be made to the Province of BC, Rural Economic Diversification and Infrastructure Program (REDIP) Economic Diversification Category – for the implementation of marina enhancements and additional floating commercial space;

and

THAT Council commits to covering any required funding amount required in support of the project.

PURPOSE

- To seek grant application approval

STRATEGIC PLAN LINKAGE

Economic Health- Comox Marina offers a unique opportunity for the growth of the marine tourism industry.

Tactic: Provide marina space to encourage tourism and commercial activities

BACKGROUND

The Town has submitted a grant to the Provincial Rural Economic Diversification and Infrastructure Program (REDIP – Implementation stream) focused on the Town's Marina, and in the amount of \$1,000,000 which is the maximum amount of the grant. Should it be approved at

any level, the Town will be required to guarantee all costs that exceed the Provinces contribution. The Town will need to contribute a minimum of 20% of the total project funding.

The Rural Economic Diversification and Infrastructure Program (REDIP) is a new grant launched by the Ministry of Jobs, Economic Development and Innovation (JEDI). The Government of B.C. is investing up to \$33 million this year to create the Rural Economic Diversification and Infrastructure Program, which will support projects that promote the following areas:

- Economic diversification
- Resilience
- Clean growth opportunities
- Infrastructure development



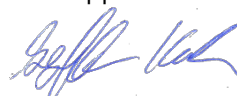
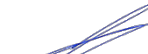
Funding would be utilized for the addition of New Commercial Float Buildings for the marine industry, transient moorage, additional boardwalks, docks, and improvements in the marina such as lighting and signage to support short-term tourism visitation and economic growth for the Town of Comox. With over 160 individuals on the waitlist for moorage the importance of increasing both the number of slips and the length of them, is key to future revenue generation to support long-term asset management and ensure that the marina is maintained and improved for future generations.

Many of the improvements seen in this grant are part of the overall improvement plans for the Town at the Marina.

Further analysis is being done on the construction of floating breakwaters which would allow the a year round operation of float planes as well as increase the number of slips available for rent. Should this be possible the Town could amend the grant application at that time.

12/06/2023

TO: Mayor and Council	FILE: 5600-03
FROM: Shelley Ashfield, Director of Operations Geoffrey Kreek, Deputy Director of Finance	DATE: Dec.1/23
SUBJECT: Universal Water Meters	

Prepared by:  Shelley Ashfield Geoffrey Kreek	Supervisor:  Jordan Wall, CAO	Financial Approved  Geoffrey Kreek, Acting Director of Finance	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Council authorize administration to proceed with the universal water metering by increasing the water rate to cover the costs, and
2. That Council authorize administration to proceed with a tiered water rate billing system.
3. That Council approves the borrowing for universal water meter installation.

PURPOSE

This report aims to obtain Council approval to proceed with installing water meters on the remaining un-metered residential properties based on the above conditions.

STRATEGIC PLAN LINKAGE

If Council approves the proposed increase in water rates, they will help the Town meet the Strategic planning goal of fiscal balance by ensuring the Town charges residents for the cost of the service, as well as serve to close the infrastructure gap as identified in the Asset Management Plan.

EXECUTIVE SUMMARY

Council's initial approval of universal water metering was based on receiving Federation of Canadian Municipalities (FCM) funding and Investing in Canada Infrastructure Program (ICIP) Funding. The Town has been successful in the FCM funding but not that of the ICIP funding. As such administration is seeking approval that the balance of the budget (\$7,607,566) be recovered by increasing residential water rates.

The total project costs are estimated to be approximately \$8,493,097. The FCM grant is a maximum of 80% (\$6,794,315) of the total project costs. The grant amount of this 80% maximum value is 15% (\$886,215) of the principal amount of the loan and the remaining 65% (\$5,908,783) FCM agrees to lend to the borrower. The remaining 20% of the total project costs (\$1,698,783) would be the Town's contribution.

The Town was counting on the ICIP grant to cover the costs of the loan amount and the Town's portion of the project (\$7,607,566) but was unsuccessful. The administration reviewed the costs and conducted a business analysis to review the water rate required to recover the costs. The analysis reports an approximate increase in water rates from \$1.40/m³ to approximately \$1.50/m³ over the next 20 years or an increase in the water parcel tax by \$50 per parcel to recover the capital and renewal costs.

BACKGROUND

In 2010 the Town conducted a water meter pilot project where those who wished to be on a water meter could voluntarily request one. Since 2010, water meters have been installed in all new developments and when capital improvement works are conducted or when required works/upgrades are required on existing services. This work has resulted in 3,618 meters to be installed, with 2,618 still needing a meter, although all may not be charged a metered rate.

With the three billing systems within the Town (metered, metered with flat rate, and flat rate with no meter), it is difficult to design an equitable fee structure that could be considered fair to all users. Moving all residential properties to a water meter and metered rate would be beneficial in many ways, including:

1. **Reduced water consumption** - Sources estimate that demand reductions in the order of 10% to 30% will typically be achieved after a metering installation program is complete. This, in turn, may lead to reduced operating and maintenance costs (e.g., reduced bulk water supply costs, improved community drought resiliency, and a range of other financial, social and ecological benefits).
2. **Ability to charge by actual use** – Currently, the perception is that those who are metered are subsidizing those who are not. It is also more equitable because those who place the most demand (and therefore higher costs) on the water system pay accordingly.
3. **Improved control of non-revenue water including leakage** - Metering is important for controlling system loss because it allows service providers to implement improved accounting and gain better control over losses throughout the system to leaks in pipes and other sources.
4. **Lower water bills** – Some residents could be using less than 290m³ per year but are on the flat rate due to the lack of a water meter, if they were provided with a water meter, they could save \$120 per year.

ANALYSIS/ISSUES/IMPLICATIONS

Water metering provides a range of ecological, social, and financial benefits and is an accepted and recommended best practice for utility management. Implementing a universal metering program creates several logistics challenges, and some residents may have concerns, but most of these can be satisfactorily addressed through an effective accompanying communications program.

a. Applicable Policies and Legislation

The Community Charter allows a Council, by bylaw, to set rates for parcel taxes to support capital repair and expansion.

b. Legal

There should be no legal issues related to the increased fees for water, sewer and garbage as municipalities have the authority to set rates to recover the costs to the municipality.

c. Financial

The cost of installing the additional 2,600 water meters and the ongoing maintenance and replacement cost of the 6,200 meters and loan repayment will require an extra \$300,000 per year, the most equitable collection of that revenue would be through increased water fees or the water parcel tax.

The Town would need to increase the cost of water by 10%, which would result in increases ranging from \$0.10/m³ to \$0.14/m³ for residential and commercial customers.

If the Town collected the extra funds through parcel taxes, the increase would need to be \$50 per parcel.

If these funding options were not taken and the project was approved, then the funding would have to come from general property taxation revenue.

d. Public Relations

It is recommended that the town website be updated, along with a news bulletin and social media posts, to inform residents of the changes.

GOVERNANCE CONSIDERATIONS

Could the Town manage without the fee increases?

If Council decides not to pass along the fee increases from the vendors, it will require a reduction of general reserves to offset the increased cost.

What implications if the Town does not approve the fee increase?

The project does not proceed, and we continue with three different systems within the Town (metered, metered with flat rate, and flat rate with no meter).

Benefits to the Town?

Water metering is expected to result in lower water consumption as well as providing a more equitable billing system.