

## **REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY JANUARY 24, 2024**

*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.

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### **1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL**

### **2. ADOPTION OF AGENDA:**

- a. [Adoption of Agenda](#)

*THAT the January 17, 2024, Regular Council Meeting agenda be Adopted.*

### **3. DELEGATIONS:**

- (7) a. [Dayna Forsgren, Coordinator & Co-Chair; Karen McKinnon, Chair and Director - The Comox Valley Situation Table](#)
- (8) b. [Raymond Morin, President; Susan Toresdahl, Vice President - d'Esterre Seniors Centre Association](#)

### **4. ADOPTION OF MINUTES:**

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

*THAT the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday, December 6, 2023, be Adopted.*

- (28) b. [Special Council Meeting Minutes](#)

*THAT the Minutes of the Special Meeting of Council, held in Council Chambers on December 13, 2023, be Adopted.*

### **5. COUNCIL COMMITTEE MINUTES AND REPORTS:**

- (30) a. [Strategic Planning Committee Meeting Minutes](#)

*THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, December 13, 2023, be Received.*

- (32) b. [Strategic Planning Committee Meeting Minutes](#)

*THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, January 10, 2024, be Received.*

- (32)        b. [Strategic Planning Committee Meeting Minutes](#)

**COMMITTEE RECOMMENDATIONS:**

- (1) [Budget Timeline Policy](#)

*THAT the Council Budget Timeline Policy CCL-066 be amended to move the operating budget decisions to coincide with the capital and special project decisions.*

**6. CONSENT AGENDA:**

- (36)        a. [Consent Agenda](#)

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

*a. Mairanne Alto, Victoria Mayor, December 1, 2023, red light and speed cameras*

*b. Emma Tillotson, December 4, 2023, automated carts*

*c. Marlee Fitzpatrick, December 6, 2023, genocide in Palestine*

*d. Mel McLachlan, December 7, 2023, minor variance applications*

*e. Trish Mandewo, UBCM President, 2nd Community Works Fund payment*

*f. Steven Faraher-Amidon, December 15, 2023, collection/recycling of old waste containers*

*g. Maurito Prato, Lush Valley Food Action Society, December 21, 2023, recommendations for 1966 Guthrie Rd development.*

*h. David & Heather Sivers, December 21, 2023, 2024 organic collection limit concerns.*

*i. Pat Carl, Comox Electric Vehicle Association, December 28, 2023, EV ready infrastructure.*

*J. Kerene Dickenson, December 27, 2023, local transit strike.*

*K. Don Pardiack, January 2, 2024, automated collection*

*L. Lynn Lewis, January 5, 2024, automated collection*

*m. Cole-Hamilton, January 5, 2024, Elected Officials Forum*

*n. Guy Pollard, January 8, 2024, unhoused*

- (36) a. [Consent Agenda](#)
2. o. Alex Howell, Airbnb, January 10, 2024, airbnb legislation
- p. Judy Morrison, January 11, 2024, widening of Lazo Rd
- q. Michael Raymont, January 15, 2024, automated collection
- r. David Sivers, January 16, 2024, automated collection
- s. Trish Mandewo, January 18, 2024, UBCM, Housing Summit

**7. UNFINISHED BUSINESS:**

- a. [Richard Ellsay - followup to Dec. 6 delegation re: municipal marina](#)
- ITEM SUMMARY: The group is opposed to paying additional fees and proposes the creation of a marina advisory group to recommend rates based on tenant needs and preferences.**
- b. [Mike Zbarsky, CVRD delegation followup to Dec. 6 delegation re: CVRD & BCAA Evolve](#)
- ITEM SUMMARY: The delegate requested official support from the Town to allow parking of Evo E-Bikes on roads and sidewalks for a regional e-bike program.**

- (68) c. [2024 Marina Rates Bylaw No. 2010.01](#)
1. THAT the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be given Second Reading.
2. THAT the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be given Third Reading.
3. THAT the Comox Municipal Marina Improvement Fee be forwarded to 2025 rate considerations upon the completion of the Economic Development and Downtown Action Plan.

**8. SPECIAL REPORTS: NIL**

**9. BYLAW ADOPTIONS:**

- (79) a. [Amendment to 'Town of Comox Subdivision and Development Servicing Bylaw, 1261' alter Cypress Road design standards](#)
1. THAT Town of Comox Subdivision and Development Servicing Amendment Bylaw No. 2015 be Adopted.

**10. NEW BUSINESS:**

- (87) a. [Development Permit Variance Application DVP 23-15: 2090 Beaton Avenue](#)
- THAT Development Variance Permit DVP 23-15 for 2090 Beaton Avenue be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the January 24, 2024 Planning Report on DVP 23-15.

- (97)      b. [2024 Operating Budget Report](#)
1.    *THAT Council approve Schedule A, attached to the January 24, 2024 report from the Chief Administrative Officer titled "2024 Operating Budget Report" with funds included for a term Deputy Director of Development Services and \$80,000 in additional funds for staff in the Recreation Department for inclusion in the 2024-2028 Financial Plan.*
  2.    *THAT Council approve 50% of all non market growth for the 2024 Financial plan be included as approved operating expenses including the hiring of an additional seasonal parks employee.*
- (104)      c. [Fees and Charges Bylaw No. 2016.02](#)
1.    *THAT the Fees and Charges Amendment Bylaw No. 2016.02 be given First Reading.*
  2.    *THAT the Fees and Charges Amendment Bylaw No. 2016.02 be given Second Reading.*
  3.    *THAT the Fees and Charges Amendment Bylaw No. 2016.02 be given Third Reading.*
- (112)      d. [Delegation of Minor DVPs to Staff](#)
- THAT the Town prepare a 1st, 2nd, and 3rd Reading Report to:*
- a. *amend Comox Planning Procedures Bylaw 1780 to delegate to the Director of Development Services the power to issue minor development variance permits in accordance with the framework described in the January 24, 2024 Staff Report on PR 23-29 Delegation of Minor DVPs to Staff; and,*
  - b. *amend the parking regulations contained in Comox Zoning Bylaw 1850 to apply the downtown parking standards for dimensions of maneuvering aisles, parking, and loading spaces to the entire Town.*
- (123)      e. [Home Energy Navigator Program](#)
1.    *THAT the Town of Comox contribute \$26,000 to the Home Energy Navigators Program in collaboration with the Comox Valley Regional District, K'ómoks First Nation, and City of Courtenay.*
- (158)      f. [Official Community Plan Review: Project Scoping and RFP Outline](#)
- THAT Council endorse the proposed budget of \$315,000 including \$60,000 allocated to community engagement for the 2024/25 OCP Review and direct staff to issue a Request for Proposals focused on land use and meeting provincial regulation changes.*



- g. [Increased funding to support capital expansions of municipal service infrastructure.](#)

*Whereas, municipalities across BC are facing infrastructure funding shortfalls to maintain current infrastructure and as a result are implementing significant municipal tax increases,*

*And whereas, continued population growth and housing demand is resulting in the need for municipalities to expand their recreation, fire, police, parks, and administration services at a level greater than can be accomplished through the use of the newly introduced Amenity Cost Contribution authority,*

*Therefore be it resolved that AVICC and UBCM petition the Province of British Columbia to provide increased funding to support capital expansions of municipal service infrastructure.*

- h. [Lunch with MLA Ronna-Rae Leonard: 3 Council priorities to the Provincial Government \(advocacy\)](#)

- (171) i. [Councillor Will Cole-Hamilton: Support for Proposed AVICC resolutions](#)

**11. NOTICE OF MOTION: NIL**

**12. CORRESPONDENCE:**

- (173) a. [Janette Martin-Lutzer, Comox Valley Ukrainian Society, Request for an extension of the Sail Building subsidy](#)

- (174) b. [Lisa Dennis, CVRD, Bylaw No. 795, Comox Valley Sports Track and Fields Service](#)

*THAT Town of Comox consent to the adoption of the Comox Valley Regional District Bylaw No. 654 being "Bylaw No. 795 being " Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2" under section 346 of the Local Government Act.*

- (218) c. [Pete Chambers, Comox BIA 2024 Event Collaboration](#)

- (220) d. [Deborah Renz, Sid Williams Theatre, Request for funding](#)

**13. LATE ITEMS: NIL**

**14. REPORTS FROM MEMBERS OF COUNCIL: NIL**

**15. MEDIA QUESTION PERIOD: NIL**

**16. PUBLIC QUESTION PERIOD: NIL**

**17. RESOLUTION TO GO IN-CAMERA: NIL**

**18. RISE AND REPORT FROM IN-CAMERA: NIL**

**ADJOURNMENT**



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CORPORATE OFFICER



## REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

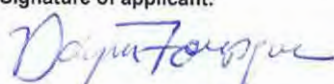
1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca  
Comox BC V9M 1R9 Fx: (250) 339-7110

RECEIVED

06Sept2023

TOWN OF COMOX

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: Dayna Forsgren, Situation Table Coordinator & Co-Chair; Karen McKinnon, Chair and Director of CJC		
Organization you are representing: The Comox Valley Situation Table		
Primary purpose of Organization: Helping front line staff from the public safety, health, and social service sectors to identify vulnerable people and collaborate in support services.		Number of members: 25
Mailing address of Organization: John Howard Society (Fiscal Host): 988 8th Street, Courtenay, V9N 9G1		Contact Name: Dayna Forsgren Phone: 250-884-9433
City: Courtenay	Postal Code: V9N 9G1	Email: comoxvalleysituationtable@gmail.com
Subject matter: Over view of the Situation Table model and an update of the Comox Valley Table.		
Specific request of Council, if any (i.e., letter of support, funding): For a council member to consider participation on the Situation Table "System Leaders Group" advising the Table with regard to strategic planning and utilizing the Table's risk data to lead systems change in the community.		
Requested meeting and date: January 24th, 2023		AV equipment required: Projector, Wifi
Date of application: September 6, 2023	Signature of applicant: 	Print name: Dayna Forsgren

**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.

LOG: 23-326	REFER:	AGENDA: RCM Jan2024
FILE: 0400-03	ACTION: MR	

Copies - Council  
- JW/SR/CD

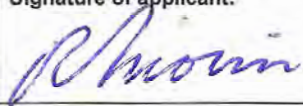
*Council and Strategic Planning Committee Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 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**

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: Raymond Morin (President) and Susan Toresdahl (VP)		<b>RECEIVED</b>  02Jan2024
Organization you are representing: d'Esterre Seniors Centre Association		
Primary purpose of Organization: Recreation Centre for Seniors in the Town of Comox		Number of members: 1200
Mailing address of Organization: 1801 Beaufort Avenue		Contact Name: Raymond Morin
		Phone: 250 871 6277
City: Comox	Postal Code: V9M 1R9	Email: romorin@shaw.ca
Subject matter: Request a grant to fund an Executive Director for d'Esterre Seniors Centre Association		
Specific request of Council, if any (i.e., letter of support, funding): Following on Council's tour of our Centre on December 13th, 2023. We prepared a package of information and briefed Council members. We have letter of support from MP Rachel Blaney, MLA Ronna-Rae Leonard and Comox Rotary Club.		
Requested meeting and date: January 17th, 2024		AV equipment required: microphone
Date of application: January 29th, 2023	Signature of applicant: 	Print name: Raymond Morin

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LOG: 23-429	REFER:	AGENDA:  RCM 17Jan2024
FILE: 1850-30/2C	ACTION: MR	

cfile - 1850-30/2024  
Copies - Council  
- JW/SR/GK/CD

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d'Esterre House  
1801 Beaufort Avenue  
Comox BC V9M 1R9  
250-339-5133

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[comoxseniors.ca](http://comoxseniors.ca)

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December 13<sup>th</sup>, 2023

Dear Mayor Minions and Councillors,

Thank you for taking the time to tour our Centre. We are neighbours to Town Council Chambers but seldom get to host you. We have carefully prepared this package for you, please take the time to read it.

The board of d'Esterre Seniors Centre is looking to our future as an organization. In the past two months we completed a Member Survey, a Strategic Plan review and a Benchmarking Comparison Study. The Benchmarking Comparison study involved a comparison to several non-profit and civic organizations in the Valley.

This study was quite revealing with regards to the amount of work that is done by our board and volunteers. This study has confirmed that given the age demographics of our volunteer base, as well as a working board, our model is not sustainable. Our organization, with a membership of 1200 and increasing, is at critical point in terms of its operating model. We need to bring an executive director on board to manage the strategic shifts and the day-to-day operation of our centre.

The challenge we face is that granting organizations other than BC Gaming decline funding for salaries. The current BC Gaming grant only represents 4% of our budget revenue.

We are turning to the Town of Comox for funding assistance in order to allow us to hire an executive director and continue to serve our growing number of seniors.

**The salary gap in our budget to hire an executive director is in the order of \$60,000.** We plan to apply for a delegation presentation at your January 17<sup>th</sup> regular council meeting to further explain our plight.

We gratefully acknowledge the support that the Town of Comox has provided to our Centre since its beginning in 1975.

Raymond Morin,  
President

## Town of Comox – Administration

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**From:** Raymond Morin <romorin@shaw.ca>  
**Sent:** January 8, 2024 9:50 AM  
**To:** Town of Comox – Administration  
**Subject:** Councillors package for January 17th Delegation from d'Esterre Seniors Centre.  
**Attachments:** ED CoverLetterTownDec2023.docx; ED SupportLetterRotary2023.docx; ED LetterSupRonnaDec2023.pdf; ED LetterSupBlaneyDec2023.pdf; ED QuickFactsJan2024.docx; Benchmark metricsJan8,2024.pdf; BenchmarkTestimonialsJan8,2024.pdf

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

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Hi Tracy;

Please find attached a package for the Town Councillors for our January 17th d'Esterre Seniors Centre delegation.

In addition to the attached files the Town of Comox Community Contributions should be included if possible. <https://www.comox.ca/town-hall/budget-finance/community-contributions>

Thanks;

Raymond

----- Forwarded Message -----

**Subject:** Councillors tour on Wednesday, Dec. 13th at 4:00  
**Date:** Thu, 14 Dec 2023 09:24:21 -0800  
**From:** Raymond Morin <romorin@shaw.ca>  
**To:** Jordan Wall <jwall@comox.ca>

Hi Jordan;

We should have had a briefing package for you as well. Our apologies.

Please find attached the contents of the package in e-form.

Best regards;

Raymond

-

# d'Esterre Senior Centre

Pr

*Providing people with a better quality of life as we age.*

## QUICK FACTS

- Partner with the Town of Comox since 1975
- Serving seniors 250 days a year
- 1200 members of which 850 are Comox residents *(source; membership data base)*
- 77% membership growth since 2021, post-covid recovery period
- 10 Volunteer Board members, 17 board assigned committees, 4 part-time employees
- 100 volunteers – approx. dollar value of \$140,000/year *(source; BC Gaming formula)*
- Annual Budget of \$260,000
- Top 5 revenue sources: Fitness Classes, Grants, Food Services, Membership Fees and Rentals
- Top 5 expenses: Wages, Fitness Classes, Food Supplies, Centre Expenses, and Office

Please turn over



# CHALLENGES

- recruiting and retaining volunteer board members to guide the organization
- lacking capacity to respond to increased membership demands
- as per other similar organizations, an Executive Director position is required to manage the ongoing operations and growth needs of the Centre
- grant opportunities are shrinking and seldom fund wages
- lacking budget needed for an Executive Director position
- resources needed to automate membership and class registration process



## Testimonials from 2023 member survey:

The Centre is a wonderful place. We are very lucky we can take classes, meet friends, have lunches and have special occasion dinners

I have made friends and feel less isolated by such a welcoming center and its members. Everyone does a fantastic job keeping it running with all the volunteers & workers.

It's a great place to be a member! So much to choose from! Love that I can get lunch at the cafeteria. Everyone is friendly and fun!

I am grateful that you offer your classes at an affordable cost. Soma yoga has been part of my health program for approximately 6 years now. The rising cost of the class elsewhere made it unaffordable for me. I also used the nursing centre for pain management but now at the centre it is offered in one class. Wendy is an excellent yogini (teacher).

Just wonderful to have an organization in Comox in which I feel comfortable and welcome.

We are very grateful for the experiences you offer to us.

I am happy to have the connections that I have had over the years and will continue to appreciate the Centre and the volunteers' efforts to provide interesting activities and friendly feelings for everyone who comes to the Centre. The Centre is a huge asset to the community and a hidden gem.

I have made friends and feel less isolated by such a welcoming center and its members. Everyone does a fantastic job keeping it running with all the volunteers & workers.

I am very happy to have found this senior center, I am new to the Comox valley and this place gives a sense of a home, is friendly and provides social connections. As you offer so many types of fitness and Yoga classes I congratulate you for all the choices you are listing. Thank you, well done.

Everyone at the Centre is friendly and not cliquey. I have been at other senior centres near Victoria and did not feel as welcome...

## The Comparison (with other organizations in the Valley)

<b>Metrics:</b>	<b>d'Esterre Seniors Centre</b>	<b>Evergreen Club</b>	<b>Comox Recreation</b>	<b>Filberg Park and Lodge</b>	<b>Black Creek Comm. Assoc.</b>
Membership	1300 (\$35/yr fee) 60% increase in members last two years.	1900 (\$35/yr fee)	n/a	Memberships sold through \$25 festival Tickets	500 (m/s fee incl. as a %age of program registration fees)
Governance	12-member board + Town councillor (*Working Board)	Advisory Exec. Committee reporting to Courtenay Recreation Assoc. (CRA)	Town Recreation department. Reporting to the CAO	8-member board + Town councillor (Governance Board)	6-member board. (Governance Board)
Strategic Plan	Nov. 2022 Nov. 2023	Under CRA's mandate	Town's Strategic Plan	Yes	Yes; in 2018
Member Survey	Annual	No	n/a	No	No
AGM	Yearly	n/a	n/a	Yearly	Yearly
Annual Budget	\$250,000. Wages/CPP/EI are \$96,000.	Exec. Committee w/o Treasurer (CRA)	Town's budget	\$200,000. Wages and benefits are \$122,000	\$250,000. Wages and benefits are ~\$110,000
Sub-committees	17	0	n/a	Exec Committee	n/a
Employees (Refer to Footnote 3)	4 part-time (non-union); 12 Class contractors	2.5 CRA employees (CUPE)	14 (CUPE) + ~60 Class Contractors	1.5 + 1 Town gardener	ED + 3 staff members (Annual tax-based funding from CVRD)
HR and Payroll	In-house	CRA employees (CUPE)	Town admin.	In-house	In-house
Executive Director(ED)	None	Yes (CRA employee)	Director reporting to CAO	Yes; Festival contracted out to MRG.	Yes. Funded by CVRD
Janitorial service	In-house (18hrs/wk; non-union)	CRA employees	Centre employees	Contracted out	Contracted out

<b>Metrics:</b>	<b>d'Esterre Seniors Centre</b>	<b>Evergreen Club</b>	<b>Comox Recreation</b>	<b>Filberg Park and Lodge</b>	<b>Black Creek Comm. Assoc.</b>
Building	Leased from Town	Located in Filberg Centre	Town Building	Leased from Town	BCCA owned
IT Support	In-house volunteers	CRA	Alpha Strategies Media Inc.	RW Networks	ACS Inc.
Rentals	In-house volunteers	Filberg Centre Staff	Town Staff	In-house staff	In-house staff
Membership sales	In-house and manual	CRA; online and in-person	n/a	In-house and online	In-house and online
Class Registrations	Paper based and in-person	CRA and online	ActiveNet	n/a	Online or in-person
Grant Applications	Prepared In-house; List below	Not pursued	Not pursued	Prepared In-house	Prepared In-house
Budgets and Financial Reports	Treasurer and contracted Accountant	CRA's responsibility (no treasurer on Exec. Committee)	Centre Director	Executive Director	Executive Director
Canada Revenue Agency Status	Registered	CRA has Status	n/a	Registered	Registered
Newsletters/Communications	Monthly	ED produced	None	Monthly	Program Calendar
Consignment Gift Shop	80/20 split. Accounting In-house	n/a	n/a	Important revenue generator	Winter Market
Volunteer	100 volunteers 800 hrs/month. (see footnote 2 for \$ value)	Kitchen and Activity Coordinators	n/a	~20	~40
Food Services	Cafeteria/meals; 1 employee + volunteers	Cafeteria/meals; Part-time CRA employee + volunteers.	n/a	n/a	Special Events only
Fundraising	Special Events, Draws, Donations	Special Events	n/a	Foundation revenue/ Donations/ Festival	Special Events, Donations
Websites	Comoxseniors.ca	craevergreenclub.ca/	comox.ca/recre	filberg.com/	blackcreek-cc.com/



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December 13<sup>th</sup>, 2023

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The challenge we face is that granting organizations other than BC Gaming decline funding for salaries. The current BC Gaming grant only represents 4% of our budget revenue.

We are turning to the Town of Comox for funding assistance in order to allow us to hire an executive director and continue to serve our growing number of seniors.

**The salary gap in our budget to hire an executive director is in the order of \$60,000.** We plan to apply for a delegation presentation at your January 17<sup>th</sup> regular council meeting to further explain our plight.

We gratefully acknowledge the support that the Town of Comox has provided to our Centre since its beginning in 1975.

Raymond Morin,  
President

Comox Rotary has been using the facilities in the d'Esterre Senior Centre since its opening in 1975. Upon opening this centre had 10 members. In the fall of 2023 it has grown to 1300 members.

Our Rotary Club participated in several renovation projects through the years and we have been on the Town's building lease for 48 years.

We have witnessed a serious growth of d'Esterre's membership in the last two years. We also benefit greatly from the space and the support offered by the d'Esterre organization in the Ballroom, Kitchen, AV system and janitorial services at no cost to our club.

When one examines similar non-profit organizations in the Valley and the age demographics of the d'Esterre's membership we can understand their need for an Executive Director position.

Their board and volunteers are providing an essential service to seniors in Comox and in the Valley.

Their request to the Town for salary funding is essential for the long-term sustainability of this essential service.





# LEGISLATIVE ASSEMBLY of BRITISH COLUMBIA



December 8, 2023

Dear Mayor and Council  
Town of Comox

Dear Mayor Minions and Councillors:

Deputy Chair Committee of the Whole  
Ronna-Rae Leonard, MLA  
Courtenay - Comox

Re: d'Esterre Seniors Centre in Comox

I am writing to recognize the value of the d'Esterre Seniors Centre in Comox in serving the ever-growing numbers of people who are aging in Comox. The success of the volunteer-run organization is remarkable, as it has grown to provide relevant and accessible programs to match the growing population through more than four decades.

It is impressive that their membership has swelled since the summer of 2021, during the COVID19 pandemic, from 800 to today's 1300 members. They have shared that more programming over longer hours would see an even greater number of participants come through the doors. I want to acknowledge that this kind of growth also comes with an increasing burden to the board members, which impacts their ability to recruit and retain new members for a working board. As a result, over the last two and a half years, they have shared with me their recognition that they need to shift to the role of an advisory board, with administrative support, in order to continue to see d'Esterre Seniors Centre providing programming that helps build a healthy, thriving, and resilient community. I applaud their efforts to find a successful way forward.

I also want to congratulate the town's recent success in being awarded \$20,600 under Stream 1 of the Age Friendly Communities Program (a partnership of the provincial government and the Healthy Communities Society), to undertake an age-friendly focus on planning. In future, I will be happy to support a town application under Stream 2 of this program for implementing any actions identified in the planning process to support and strengthen relationships between older adults and young families in Comox neighbourhoods.

Sincerely,

Ronna-Rae Leonard, MLA  
Courtenay-Comox

Courtenay - Comox Constituency Office  
437 5th Street  
Courtenay, B.C. V9N 1J7  
T 250.703.2410 | F 250.703.2425  
Ronna-Rae.Leonard@leg.bc.ca

Legislative Office  
East Annex, Parliament Buildings  
Victoria, B.C. V8V 1X4  
T 250.387.3655 | F 250.387.9100



*Rachel Blaney*

Member of Parliament  
North Island-Powell River

Ottawa ON  
November 27, 2023

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

**RE: Funding application for Executive Director**

In partnership with the Town of Comox, d'Esterre Seniors Centre was established in 1975. At its founding, d'Esterre had 10 members, which has recently grown to more than 1300 members.

As my party's critic for seniors' issues, I have heard about the challenges faced by seniors as they evolve through the different stages of aging. Social connection is necessary to ensure a healthy and active lifestyle as we age. Since 1975, the d'Esterre Centre has taken on the mission of helping seniors maintain healthy, active lifestyles in pursuit of long, happy lives by offering activities that keep connections alive: bridge for the brain; yoga for the body; and good food for the soul to name a few.

Unfortunately, the center has been operating without an Executive Director (ED) position which has resulted in several de facto mini-EDs who handle day to day responsibilities in programming and directing staff and volunteers.

*Ottawa*

318 Confederation Building

House of Commons  
Tel. 613.992.2503

*Campbell River Office*

908 Highway Island

Campbell River, BC V9W 4B2  
Toll free: 1 (800) 667.8404

*Powell River Office*

4697 Marine Avenue

Powell River, BC V8A 2L2  
Toll free: 1 (800) 667.8404

Rachel.Blaney@parl.gc.ca



*Rachel Blaney*

Member of Parliament  
North Island-Powell River

With a 50% increase in members in the last 2 years alone, the need for a dedicated Executive Director is imperative to ensure a continued and seamless operation.

The work being done by d'Esterre Seniors Centre is invaluable. I have and will continue to support their efforts to improve the lives of seniors living in the North Island. I urge you to give their application every consideration.

Sincerely,

Rachel Blaney, MP  
North Island-Powell River

*Ottawa*

318 Confederation Building

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[Rachel.Blaney@parl.gc.ca](mailto:Rachel.Blaney@parl.gc.ca)





**TOWN OF COMOX**  
**Minutes of the Regular Council Meeting,**  
**held in Council Chambers on Wednesday December 6, 2023**

---

**Present:** Mayor N. Minions  
Councillors S. Blacklock, K. Grant, C. Haslett,  
J. Kerr, J. Meilleur, 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  
T. Hagmeier, Recreation Director  
S. Ashfield, Director of Operations

**Call to Order:**

The meeting was called to order at 5:00 p.m. with 35 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:**

**a. Amendment of Agenda**

**Amendment of Agenda**

1. *THAT the Agenda be amended to add the Comox Valley Substance Use Strategy update presented by delegates Kari Hackett and Betty Tate at the November 1, 2023, Regular Council Meeting.*

(2023.406) -- CARRIED UNANIMOUSLY

2. *THAT the Agenda be amended to replace the report on the 2024 Marina Rates in item 10.c. with the updated version.*

(2023.407) -- CARRIED UNANIMOUSLY

**2. ADOPTION OF AGENDA:**

**a. Adoption of Agenda**

**Adoption of Agenda**

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

(2023.408) -- CARRIED

**3. 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 Town of Comox support the \$15,000 grant request for Phase 3 of the Comox Valley Substance Use Strategy.*

(2023.409) -- CARRIED

[Opposed: Councillors CHaslett KGrant MSwift]

**4. DELEGATIONS:**

- a. **Michael Zbarsky (CVRD) & David Holzer (BCAA Evolve) - Regional E-bike Program**

**Regional e-Bike Program**

Michael Zbarsky, CVRD, and David Holzer, BCAA Evolve, presented an overview of the Evo E-Bike Share Service in BC, emphasizing sustainability and affordability, and proposing a pilot program for 75 e-bikes to operate year-round, 24/7, in both Courtenay and Comox. The Evolve service, initially launched in Whistler in 2022, operates through the Evo App. Trips would be confined to geofenced areas to ensure organized bike usage, eliminating the need for racks, and wayfinding signage will facilitate orderly parking. The delegate requested official support from the Town to allow parking on roads and sidewalks.

- b. **Richard Ellsay, Municipal Marina Slip tenants**

**Municipal Marina**

Richard Ellsay, the representative for marina tenants, expressed concern about increased Marina fees, emphasizing the group's opposition to subsidizing general revenue and advocating for a fair comparison with other community-operated marinas. Requesting additional contributions from recreational boaters appears unjust and unfair, given their existing financial support for the marina's operational costs and capital fund. The delegate noted that the fund seems to be directed toward enhancing the land side of the marina and promoting tourism, rather than addressing marina repairs. The group is opposed to paying additional fees and proposes the creation of a marina advisory group to recommend rates based on tenant needs and preferences.

**5. ADOPTION OF MINUTES:**

- a. **Regular Council Meeting Minutes**

**RCM Minutes**

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

(2023.410) -- CARRIED

**6. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL**

**7. SPECIAL REPORTS: NIL**

**8. CONSENT AGENDA:**

**a. Consent Agenda**

**Consent Agenda**

1. *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. Andrews 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.*

*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.*

(2023.411) -- CARRIED

2. *THAT item I. (Dwayne McDonald, November 30, 2023, RCMP Detachment Quarterly Report) be removed from the Consent Agenda for discussion.*

(2023.412) -- CARRIED

3. *THAT item E. (Janice Hayward, November 17, 2023, safety in Kye Bay area) be removed from Consent Agenda for discussion.*

(2023.413) -- CARRIED

4. *THAT item D. (Stefan Szkwarek, November 15, 2023, golf ball damage) be removed from Consent Agenda for discussion.*

(2023.414) -- CARRIED

**9. UNFINISHED BUSINESS:**

**a. Assisted Set-Out Service Fees and Subsidies**

**Assisted Set-Out Service Fees and Subsidies**

1. *THAT Third Reading of Fees and Charges Amendment Bylaw No. 2016.01 be Repealed.*

(2023.415) -- CARRIED

2. *THAT the Fees and Charges Amendment Bylaw No. 2016.01 be amended to:*

*1. change the Assisted Set-Out Service Fee in Table 2 of Schedule B from \$100 to \$0, and*

*2. change the Assisted Set-Out Service Fee Subsidy in Table 2 of Schedule B from \$3.50 to \$4.50.*

(2023.416) -- CARRIED

**a. Assisted Set-Out Service Fees and Subsidies**

**Assisted Set-Out Service Fees and Subsidies**

3. *THAT the Fees and Charges Amendment Bylaw No. 2016.01 be given Third Reading as Amended.*  
(2023.417) -- CARRIED
4. *THAT Solid Waste Management Bylaw No. 2027 be given First Reading.*  
(2023.418) -- CARRIED
5. *THAT Solid Waste Management Bylaw No. 2027 be given Second Reading.*  
(2023.419) -- CARRIED
6. *THAT Solid Waste Management Bylaw No. 2027 be given Third Reading.*  
(2023.420) -- CARRIED
7. *THAT Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given First Reading.*  
(2023.421) -- CARRIED
8. *THAT Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given Second Reading.*  
(2023.422) -- CARRIED
9. *THAT Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be given Third Reading.*  
(2023.423) -- CARRIED

**b. Pump Track Location**

**Pump Track**

1. *THAT the December 6, 2023, report titled "Pump Track Location" be received for information.*  
(2023.424) -- CARRIED  
[Opposed: Mayor Minions, Councillor JKerr]
2. *THAT Administration be directed not to proceed with the construction of the project in 2024, and instead, explore opportunities to secure grants.*  
(2023.425) -- CARRIED  
[Opposed: Mayor Minions, Councillors JKerr JMeilleur]

**10. BYLAW ADOPTIONS: NIL**

**11. NEW BUSINESS:**

**a. Amendment to Affordable Housing Contribution Policy CCL-069**

**Affordable Housing**

1. *THAT Council Affordable Housing Amenity Contribution Policy CCL-069 be amended to change the the affordable amenity provision schedule for developments with 300 or more units, changing the payment structure from a lump sum at the time of rezoning to installment payments.*  
(2023.426) -- CARRIED
2. *THAT Council Affordable Housing Amenity Contribution Policy CCL-069 be amended to include an inflation factor for the affordable amenity provided in installments.*  
(2023.427) -- CARRIED
3. *THAT Council Affordable Housing Amenity Contribution Policy CCL-069 be amended to exclude common use areas for Multi-Family and Rental developments from the affordable amenity calculation.*  
(2023.428) -- CARRIED

**AT 6:54 P.M., COUNCILLOR GRANT LEFT THE MEETING, DECLARING A CONFLICT OF INTEREST WITH ITEM 11a AS HE RESIDES ADJACENT TO THE COMMUNITY CENTRE.**

**b. Community Centre Warming and Cooling Centre Operations Policy CCL - 075**

**Warming and  
Cooling Centre**

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

(2023.429) -- DEFEATED

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

2. *THAT policy CCL - 075 Community Centre Warming and Cooling Centre Operations be adopted and include the amendments designating a Comox Marina Sail Building as the preferred location for a warming/cooling centre during Heat Emergencies and Extreme Cold Emergencies, and requiring the center to remain open regardless of usage.*

(2023.430) -- CARRIED

**AT 7:27 P.M., COUNCILLOR GRANT RETURNED TO COUNCIL CHAMBERS.**

**c. 2024 Marina Rates Bylaw No.2010.01**

**Marina Fees**

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

(2023.431) -- CARRIED

2. *THAT Administration provide clarification on annual marina rates with the elimination of the Marina Improvement Fund before further readings of the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01.*

(2023.432) -- CARRIED

**d. Comox Parks and Recreation Fees Bylaw No.1924.01**

**Community Centre Family  
Rate**

1. *THAT the Comox Parks and Recreation Fees Amendment Bylaw No. 1924.01 be given First Reading.*

(2023.433) -- CARRIED

2. *THAT the Comox Parks and Recreation Fees Amendment Bylaw No. 1924.01 be given Second Reading.*

(2023.434) -- CARRIED

3. *THAT the Comox Parks and Recreation Fees Amendment Bylaw No. 1924.01 be given Third Reading.*

(2023.435) -- CARRIED

**e. Development Variance Permit Application: DVP 23-11 - Variance to permit a Coach House at 2137 Noel Avenue**

**Development Variance Permit**

*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.*

(2023.436) -- CARRIED

**f. Rural Economic Diversification and Infrastructure Program Economic Diversification Grant Approval**

**Marina Enhancements**

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.*

(2023.437) -- CARRIED

2. *THAT Council commits to covering any required funding amount required in support of the project.*

(2023.438) -- CARRIED

**g. Universal Water Meters**

**Universal Water Meters**

*THAT the December 6, 2023, report titled "Universal Water Meters" be received for information.*

(2023.439) -- CARRIED

**12. NOTICES OF MOTION: NIL**

**13. CORRESPONDENCE: NIL**

**14. LATE ITEMS: NIL**

**15. REPORTS FROM MEMBERS OF COUNCIL:**

**a. Councillor Blacklock**

Councillor Blacklock advised that he attended the:

- Substance Use Collaborative meeting;
- CFB Comox Holiday Open House;
- Comox BIA Sessions - RCMP Policing Issues at the Comox Mall and Future of the Comox Marina as part of the Downtown Enhancement Project;
- Online learning session with Planning Institute - Implementation of AI within Development Services Departments;
- Justice Centre AGM and presentation to the CVRD.

**b. Councillor Swift**

Councillor Swift advised that she attended the:

- Comox Valley Sewage Commission Meeting
- Filberg Heritage Lodge and Park Association Board Meeting.

**c. Councillor Haslett**

Councillor Haslett advised that he attended the:

- Strategic planning session for d'Esterre House.

**d. Councillor Kerr**

Councillor Kerr advised that he attended the Community Justice Centre session in coordination with K'ómoks First Nation, CVRD, and Dawn to Dawn.

**e. Councillor Grant**

Councillor Grant advised that he attended the:

- Comox Valley Sewage Commission Meeting and provided an update on the Conveyance Project Construction Schedule and Traffic Impacts;
- Comox Valley Regional District Board Meeting;
- Comox staff Holiday Party;
- Comox Firehall Holiday Party;

**f. Councillor Meilleur**

Councillor Meilleur advised that she attended the:

- Comox Archives and Museum AGM
- Comox Valley Food Policy Council Meeting
- Comox Valley Food Policy sub-committee meeting
- Comox Tree Lighting event
- CVRD Regional Parks and Trails meeting
- Small Scale Food Processor Association meeting in support of women accessing venture capital
- Comox staff Holiday Party
- Comox Valley Christmas Parade

**g. Mayor Minions**

Mayor Minions advised that she attended the:

- Comox staff Holiday Party;
- Comox Valley Christmas Parade;
- Comox Strathcona Waste Management Meeting;
- Vancouver Island Library Board Meeting;
- Leadership Lunch;
- 19 Wing Holiday Party;
- Comox BIA Session - Air Gateways to Downtown Comox.

Mayor Minions announced the Comox Archives and Museum will be hosting a Welcome December Visitor Appreciation event December 7-9 coinciding with their 30th Anniversary in November, and that 19 Wing will be celebrating their 100th Anniversary on May 18, 2024 (RCAF Show).

**17. RESOLUTION TO GO IN-CAMERA: NIL**

**18. RISE AND REPORT FROM IN-CAMERA: NIL**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 8:32 p.m.

*CARRIED*

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

---

MAYOR

---

CORPORATE OFFICER



**TOWN OF COMOX**  
**Minutes of the Special Council Meeting,**  
**held in Council Chambers on Wednesday December 13, 2023**

---

**Present:** Mayor N. Minions  
Councillors S. Blacklock, K. Grant, C. Haslett,  
J. Kerr, J. Meilleur, 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 7:00 p.m. with 12 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. UNFINISHED BUSINESS:**

**a. Assisted Set-Out Service Fees and Subsidies**

**Assisted Set-Out Service Fees  
and Subsidies**

1. *THAT the Fees and Charges Amendment Bylaw No. 2016.01 be Adopted.*  
(2023.440) -- CARRIED
2. *THAT the Solid Waste Management Bylaw No. 2027 be Adopted.*  
(2023.441) -- CARRIED
3. *THAT the Bylaw Notice Enforcement Amendment Bylaw No. 2004.02 be Adopted.*  
(2023.442) -- CARRIED

**b. Comox Parks and Recreation Fees Bylaw No.1924.01**

**Parks and Recreation Fees**

- That the Comox Parks and Recreation Fees Amendment Bylaw No.1924.01 be Adopted.*  
(2023.443) -- CARRIED

**2. 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 December 13, 2023 pursuant to the following sub-sections of section 90 of the Community Charter:*

- (1)(c) labour relations or other employee relations.*  
(2023.444) -- CARRIED



**THE MEETING WAS CLOSED TO THE PUBLIC AT 7:03 P.M.**

**THE SPECIAL COUNCIL MEETING RECONVENED AT 7:30 P.M.**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 7:31 p.m.

*CARRIED*

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

---

MAYOR

---

CORPORATE OFFICER



**TOWN OF COMOX**  
**Minutes of the Strategic Planning Committee Meeting,**  
**held in Council Chambers on Wednesday December 13, 2023**

---

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

**Absent:** Nil

**Staff Present:** J. Wall, Chief Administrative Officer  
S. Russwurm, Corporate Officer  
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.

The Agenda was

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

---

**1. DEPARTMENTAL UPDATES: NIL**

**2. STRATEGIC PRIORITIES REPORT: NIL**

**3. DISCUSSION ITEMS:**

**a. Official Community Plan Workshop**

Scoping workshop led by Nancy Henderson of Urban Systems.

**REGULARLY MOVED AND SECONDED THAT THE MEETING RECESS AT 6:56 P.M. UNTIL AFTER THE SPECIAL COUNCIL MEETING.**

**THE STRATEGIC PLANNING COMMITTEE MEETING RECONVENED AT 7:35 P.M.**

**b. Environmental Action Plan Workshop**

Workshop led by Lauren Lee of Urban Systems.

**c. Development Application and Provincial Regulation Changes**

Update by Town Staff.

4. STAFF REPORTS: NIL

5. CORRESPONDENCE: NIL

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 9:45 p.m.

*CARRIED*

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

---

CHAIR



**TOWN OF COMOX**  
**Minutes of the Strategic Planning Committee Meeting,**  
**held in Council Chambers on Wednesday January 10, 2024**

---

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

**Absent:** N. Minions

**Staff Present:** J. Wall, Chief Administrative Officer  
S. Russwurm, Corporate Officer  
G. Schreiner, Fire Chief

**Call to Order:** The meeting was called to order at 5:00pm

The Agenda was Adopted.

The Corporate Officer called the meeting to order and acknowledged that the Town of Comox is standing on the Unceded traditional territory of the K'omoks First Nation.

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**1. APPOINTMENT OF CHAIR:**

**a. Appointment of Chair**

That Councillor Jenn Meilleur chair the January 10, 2024 Strategic Planning Committee Meeting in the absence of the Mayor and inability of the Acting Mayor to attend in person, and in accordance with the Council Procedure Bylaw.

*CARRIED*

**2. STRATEGIC PRIORITIES REPORT:**

**a. Strategic Plan Scorecard**

Council had a general discussion of the Strategic Priorities and Action Items report for January 5, 2024.

**3. DISCUSSION ITEMS:**

**a. Budget Timeline Policy: for discussion**

**COMMITTEE RECOMMENDATION:**

THAT the Council Budget Timeline Policy CCL-066 be amended to move the operating budget decisions to coincide with the capital and special project decisions.

*CARRIED*

**4. CORRESPONDENCE:**

**a. Association of Vancouver Island and Coastal Communities: 2024 AGM & Convention**

Council had a general discussion and will provide a resolution at the next Regular Council Meeting.

**Adjournment:**


Regularly moved and seconded that the meeting adjourn at 5:25 p.m.

*CARRIED*

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

---

CHAIR

 <b>TOWN OF COMOX</b>		<b>POLICY AND PROCEDURE MANUAL</b>	
<b>Section:</b> COUNCIL	<b>Number:</b> CCL-066	<b>Office of Primary Responsibility:</b> CORPORATE SERVICES	
<b>BUDGET TIMELINE POLICY</b>			
<b>Type:</b> <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure		<b>Authority:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	
		<b>Approved By:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
<b>Date Adopted:</b> August 11, 2021		<b>Council Resolution No:</b> 2021.313	
		<b>Date to be Reviewed:</b> August 2022	
<b>Manner Issued:</b> Website, Internal Memo, Upon request			

## 1 PURPOSE

- 1.01 To provide a regular schedule for the annual adoption the Financial Plan. Further to ensure that Administration has Council approval for Capital and Special projects at a pre-determined time, early in each year, to allow for increased planning, tendering, and execution time.

## 2 DEFINITIONS

- 2.01 “Capital Projects” Are acquisitions which are defined by the Public Sector Accounting Board (PSAB) to be the purchase of a tangible capital asset.
- 2.02 “Special Projects” Are acquisitions of assets or services not considered to be a tangible capital asset within the definition of section 2.01 of this policy, are not reoccurring purchases made on a regular basis, and have costs that are not incidental to the operation of the department. Special projects can also be events, restorations, funds for contractor assistance in departments, or studies so long as they are not regular reoccurring expenses year to year.
- 2.03 “Operations” Are the day to day expenses incurred by the Town. Operations include wages, benefits, fuel, insurance, consumables, asset management savings, community grant in aid, and other expenses incurred on a regular or reoccurring basis which do not meet the tangible capital asset definition under section 2.01 of this policy.

## 3 POLICY PRINCIPLES

- 3.01 The budgeting process will be separated into three distinct phases
- (a) Capital and Special Projects
  - (b) Operations
  - (c) Tax Rate and Fee Setting

## 4 SCOPE

- 4.01 This policy shall apply in all years of a Council term excluding the budgetary cycle immediately proceeding a general Council election.

## 5 PROCEDURES

- 5.01 Staff will present to Council the first draft of a Capital and Special projects budget no later than the first week of November in the year preceding the relevant financial plan.

- (a) Council will review and provide budgetary spending authority for Capital and Special projects no later than the end of the third week of January in that year.
- 5.02 During the initial presentation to Council of the Capital and Special projects budget in 5.01 of this policy, staff will present a preliminary and high level estimate of the following year's operational budget and projected revenue. These presentations will be subject to variation as both figures will not be completed but will serve to assist Council as planning tools
- 5.03 Staff will present to Council the first draft of the Town's operational budget no later than the end of January of that year's financial plan.
  - (a) Council will review, edit, and approve the Town's operational budget no later than the first meeting in March of that year's Financial Plan.
  - (b) The addition of any regular staff positions will be shown in the year the budget is adopted as including salary for the full position regardless of the anticipated start time.
- 5.04 Acknowledging that final tax rate setting cannot be completed until information is received from external agencies including BC Assessment, the School District, and Comox Valley Regional District, final approval for tax setting will be done as soon as possible on a best effort basis.

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

**RECEIVED**

01Dec2024

**TOWN OF COMOX**

Copies - Council  
-JW/SR/SA/CD

November 1, 2023

LOG: 23-405	REFER:	AGENDA:  RCM 17Jan2024
FILE: 5460-07	ACTION: MR	

Honourable Mike Farnworth  
Minister of Public Safety and Solicitor General  
Sent via email: PSSG.Minister@gov.bc.ca

Dear Minister Farnworth,

I am writing to you today on behalf of Victoria City Council to inform that the below motion was passed at the September 14, 2023 Council meeting:

***MOTION:***

*That Council direct the Mayor to:*

- write to the Provincial Government to request that it install speed and red light cameras at all locations in Victoria where there were over 20 casualty crashes during 2018-2022, or that it allow BC municipalities to install speed and red light cameras at their own cost and collect fines;*
- ask other municipalities in the Capital Region and elsewhere in BC to write similar letters*

A copy of the original Council Motion is attached for your information.

Thank you in advance for your time and consideration of this matter. I look forward to continued collaboration between our two offices to improve safety in Victoria.

Sincerely,

Marianne Alto  
Victoria Mayor

Enclosed: Original Council Motion – Red Light and Speed Cameras  
Cc: Union of British Columbia Municipalities

*“The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work “Hay swx qa”*

No.1 Centennial Square Victoria British Columbia Canada V8W 1P6  
Telephone (250) 361-0200 Fax (250) 361-0348 Email mayor@victoria.ca





**Council Member Motion**  
**For the Committee of the Whole Meeting of September 7, 2023**

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**To:** Committee of the Whole **Date:** August 29, 2023  
**From:** Councillor Dave Thompson and Councillor Matt Dell  
**Subject:** Advocacy – red light cameras and speed cameras

---

**BACKGROUND**

ICBC data<sup>1</sup> shows that in Victoria during the period 2018 to 2022 there were 4,087 casualty crashes (crashes resulting in injury or fatality, as opposed to crashes involving just property damage).

As noted by the Government of BC:

- “Most crashes in British Columbia happen at intersections. To reduce injuries and save lives, B.C. installs intersection safety cameras—sometimes called red light cameras—at intersections where crashes occur frequently. Warning signs let drivers know the intersection has cameras. Stopping for red lights and observing the speed limits help to reduce collisions, injuries and fatalities.”<sup>2</sup>
- “There are intersection safety cameras at 140 high-crash intersections province-wide. 105 monitor red light violations, 35 monitor both red light and speed violations.”<sup>3</sup>
- “The cameras are proven to be effective at reducing side-impact, head-on and pedestrian crashes, and are located where red light running and high speed cause serious crashes.”<sup>4</sup>

There is only one red light camera in Victoria, and no speed cameras. That camera is at Lansdown and Shelbourne.<sup>5</sup> More than 98% of casualty crashes in Victoria during 2018-2022 occurred at locations other than that intersection.<sup>6</sup>

**RECOMMENDATION**

That Council direct the Mayor to:

- write to the Provincial Government to request that it install speed and red light cameras at all locations in Victoria where there were over 20 casualty crashes during 2018-2022, or

<sup>1</sup> <https://public.tableau.com/app/profile/icbc/viz/VancouverIslandCrashes/VIDashboard>, accessible at ICBC, “Statistics” <https://www.icbc.com/about-icbc/newsroom/Pages/Statistics.aspx>

<sup>2</sup> <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras>

<sup>3</sup> <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras/statistics>

<sup>4</sup> <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras/where-the-cameras-are>

<sup>5</sup> <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras/where-the-cameras-are/vancouver-island>

<sup>6</sup> <https://public.tableau.com/app/profile/icbc/viz/VancouverIslandCrashes/VIDashboard>

that it allow BC municipalities to install speed and red light cameras at their own cost and collect fines;

- ask other municipalities in the Capital Region and elsewhere in BC to write similar letters.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Dan Thompson", written over a light blue rectangular background.

Councillor Thompson

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M Dell", written over a light blue rectangular background.

Councillor Dell

RECEIVED

04Dec2023

LOG: 23-409	REFER:	AGENDA: RCM 17Jan2024
FILE: 5350-20/22	ACTION: MR	

**Town of Comox – Administration**

**Subject:** Garbage Collection Bins

**TOWN OF COMOX**

Copies - Council  
- JW/GK/CP/KG/SR/CD

**From:** Emma Tillotson [REDACTED] **On Behalf Of** Emma Tillotson  
**Sent:** Friday, December 1, 2023 2:06 PM  
**To:** Town of Comox – Administration <town@comox.ca>  
**Subject:** Garbage Collection Bins

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

01 December 2023

Mayor and Council:

As I stated in my phone call, the size of the new garbage bins poses a problem for me due to health reasons. I have extreme difficulty moving them when empty. When full capacity it would be impossible for me. I requested two smaller bins but was informed it is impossible. The other suggested solution of hiring someone to move them creates an unnecessary dependency and obligation to solve a problem I did not create. I value my independence and 2 smaller bins instead of one large would resolve the problem.

Another aspect of the new garbage system which I find offensive is being monitored like a criminal without my consent. Is it legal in a democracy? I can not, shall not and will not under any circumstance consent to being monitored illegally and feel coerced, manipulated and intimidated by this act. Regardless of the justification offered, those in a position of authority need to rethink the responsibility that comes with the right to rule. As history has proven over and over again, high handed absolutes, no matter how well intentioned, cause unnecessary problems.

The residents of Comox pay taxes for garbage collection and the town awards a contractor the responsibility of collecting the trash. If the contractor is unable deliver this service without illegal monitoring of citizens, perhaps the town should revert to the old system of respect and compliance from the majority.

Picking up garbage every two weeks also poses potential health problems, particularly during the summer heat and ever increasing yearly water restrictions. Rats and disease will thrive in an environment of enforced neglect. Even with the present system, just yesterday I watched a rat struggle to cross the road from an island at the intersection of Island Highway and Ryan Road. With decreased garbage pickup this problem will increase. The medical system is already operating over capacity so why aggravate the situation.

Another justification offered for implementing the new system was that the dump in Cumberland was reaching maximum capacity. If there is truth in this, why would council allow any new construction when the sewer and water system are also at maximum capacity. Creating poverty with increasing taxes and hardship with minimal delivery and maintenance of required services we pay for through those taxes with "densification" instead of taking the mandated responsibility of maintaining a reasonable standard of living for all Comox residents is not an acceptable choice. The present system has reached saturation point. A mandatory cooling off period needs to happen.

Kudos to the Town of Comox employee who listened to and was willing to discuss my concerns. It is rare not to be dismissed and redirected to another time consuming, difficult to reach person or saturated with excessive information on a website which ultimately offers no solution. Again, thank you.

Emma Tillotson



Comox (Town)



06Dec2023

LOG: 23-414	REFER:	AGENDA: RCM 17Jan2024
FILE: 0400-03	ACTION: MR	

Town of Comox – Administration

TOWN OF COMOX

Subject: Genocide in Palestine

Copies - Council  
- JW/SR/CD

From: Marlee Fitzpatrick [REDACTED]  
Sent: Tuesday, December 5, 2023 10:25 AM  
To: council <[council@comox.ca](mailto:council@comox.ca)>; Nicole Minions <[NMinions@comox.ca](mailto:NMinions@comox.ca)>  
Subject: Genocide in Palestine

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

Mayor Nicole Minions and Council Members,

As you know, there is an ongoing genocide of Palestinians in Gaza and the West Bank. On this day, December 5th 2023, more than 15,000 Palestinians have been killed at the hands of the Israeli military and the Zionist regime. This is a conservative estimate, with thousands more missing under the rubble of blown up apartment buildings, community centres and hospitals. To put this in a Canadian perspective in terms of percent of population killed, it would be as if the entire population of the Regional District of Nanaimo had been killed in the span of 8 weeks. Would this garner a bigger response than what we see for the people of Palestine? Almost certainly.

I am glad that Mayor Minions as well as Councillor Dr. Jonathan Kerr and Councillor Jenn Meilleur have added their names to the open letter to the Canadian government calling for ceasefire, humanitarian aid and the release of all hostages. What I wish to communicate with great urgency and importance, is that this is the bare minimum action. We need *consistent* pressure on all levels of government to demand that Canada publicly and decisively condemn Israel and any aiding authorities for committing heinous war crimes and genocide against the people of Palestine. I do not have the words to illustrate my deep disappointment in the lack of outrage and action by the people and the elected officials of the Comox Valley, the province of British Columbia, and Canada at large.

What Palestinians have known all along, the world and major news outlets are finally starting to admit: Israel will not stop killing Palestinians and driving them out of their homeland until there are no Palestinians left. And we are sitting here watching it happen.

How can we in Canada purport to be committed to Truth and Reconciliation and a reparation of relationships with the Indigenous population of this land, and stand by as another Indigenous population is wiped out right before our eyes? I implore the town of Comox to follow in the footsteps of Burnaby and other municipalities to demand that Canada calls for an immediate and sustained ceasefire. Anything less would represent a deplorable passivity to the genocide of an entire people.

"If you are neutral in situations of injustice, you have chosen the side of the oppressor."  
- Desmond Tutu

Marlee Mount, BSN, RN  
Comox Valley Resident  
[REDACTED]

RECEIVED

07Dec2023

LOG: 23-416	REFER:	AGENDA: RCM 17Jan2024
FILE: 3090-01	ACTION: MR	

**Town of Comox – Administration**

TOWN OF COMOX

**From:** council  
**Sent:** December 7, 2023 10:58 AM  
**To:** Town of Comox – Administration  
**Subject:** FW: variance applications

Copies - Council  
-JW/MK/SR/CD

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**From:** mel mclachlan [REDACTED]  
**Sent:** Thursday, December 7, 2023 10:57 AM  
**To:** council <council@comox.ca>  
**Subject:** variance applications

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

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Good day Mayor and Council

Dec 06 council meeting mentioned staff to deal with minor variance application, as Provincial Bill 44 will eliminate community comment, could council require that at least the immediate neighbours be notified when an application comes in ?

Thank you  
MEL McLachlan  
[REDACTED] Comox



RECEIVED

08Dec2023

Canada Community-  
Building Fund BC



TOWN OF COMOX

November 28, 2023

Mayor Nicole Minions and Council  
Town of Comox  
1809 Beaufort Avenue  
Comox, BC V9M 1R9

LOG: 23-417	REFER:	AGENDA: RCM 17Jan2024
FILE: 1855-03/C\	ACTION: file	

cfile - 1855-03/CWF  
Copies - Council  
-JW/GK/SR/CD

Dear Mayor Nicole Minions and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND  
PAYMENT FOR 2023/2024**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2023/2024. An electronic transfer of \$352,367.79 is expected to occur in December 2023. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

This payment marks the final CWF disbursement of the current 10-year Canada Community-Building Fund agreement. Spanning from 2014 to 2024, this agreement has successfully allocated over \$1.25 billion in CWF funding to local governments in British Columbia. Looking ahead, UBCM anticipates the implementation of a new agreement in April 2024. Information on a renewed program will be communicated in the following months.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or by phone at 250-356-5134.

Sincerely,

Councillor Trish Mandewo  
UBCM President

PC: Geoffrey Kreek, A/Director of Finance

15Dec2023

**Town of Comox – Administration**

**TOWN OF COMOX**

**Subject:** FW: AUTOMATED CURBSIDE COLLECTION 2024

LOG: 23-421	REFER:	AGENDA: 17Jan2024
FILE: 5350-20/22	ACTION: MR	

**From:** Steven faraher-amidon <[rediwat@gmail.com](mailto:rediwat@gmail.com)>

**Sent:** Wednesday, December 13, 2023 4:28 PM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** AUTOMATED CURBSIDE COLLECTION 2024

cfile - 5350-20/22-01

Copies - Council

- JW/SR/CP/KG/GK/CD

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

I noticed that Courtenay had an item in the Comox Valley record for Wed, Dec 13th, regarding the coming changes to curbside pickup.

I am aware as a resident of Comox that we too shall be changing the pickup routines.

In the Courtenay article it noted in one section that their are options and recommendations with respect to Repurposing or donating your old bin.

I was impressed with the recommendations as well as the following:  
"the City will be offering a curbside collection service for old containers in January."

I suspect and somewhat fear there are/will be tons of old containers that we dont want to end up in the landfill!!!

My heart did a bit of a flip as I wondered, gee, night it be possible to deal with this issue in Comox as well?

I appreciate all the work our hardworking team of Comox councilors and staff do.



I am hopeful that this option of offering curbside collection, or some sort of method to recycle our tons of containers, will be considered... I know we don't always get what we want, my first lesson of Christmas, but I am hopeful this might be addressed! If this is already underway or for consideration, I thank you all!!

All the best to you all and Happy Holidays and New Year.

Steve Faraher-Amidon  
265 Glacier View Drive  
Comox BC  
V9M1G6  
250-702-0036

RECEIVED

21Dec2023

TOWN OF COMOX



Comox Valley  
**FOOD POLICY  
COUNCIL**

LOG: 23-425	REFER:	AGENDA: RCM 17Jan2024
FILE: 3360-20/23	ACTION: MR	

cfile - 3360-20/23-04

Copies - Council

-JW/SR/MK/SA/CD

**December 21, 2023**

**Town of Comox**

Planning Department

Mayor and Council

% Robin Pallett

**RE: Consultation on development of property at 1966 Guthrie Road**

Dear Planning Department, Mayor and Council,

I am writing to you on behalf of the Comox Valley Food Policy Council (CVFPC). The Comox Valley Food Policy Council provides a forum for advocacy and policy development that works towards the creation of a food system that is ecologically sustainable, economically viable and socially just.

We understand that The Town of Comox has received an application to amend the Comox Official Community Plan Bylaw, 2011 (OCP) for the vacant easterly portion of the property at 1966 Guthrie Road. As per the referral direction from Comox Council, the CVFPC is providing comment on the subject development application.

We recognize the need to build new homes to meet the needs of our growing, vibrant community. Reviewing the application through our lens of food security, we have 4 key recommendations:

**Recommendation 1: Increased protection of the Agricultural Land Reserve Buffer**

This property is farm-adjacent, backing onto ALR land on the North and East sides of the property. While the applicant has proposed a 15m landscaped buffer which “provides a significant buffer to shield agricultural lands from this proposed development”, we request this be revisited and additional protections be taken. We recommend the applicant consider moving the parking lot to the back of the building to reduce noise travel and further increase and protect the proposed buffer.

**Recommendation 2: Increased permeability/drainage functions of paved area**

We suggest the applicant look at permeable alternatives to standard paving, particularly in the parking lot areas. More paving leads to more runoff, especially in the case of the proposed development sitting directly adjacent to farms. The current proposal could result in flooding and introduce contamination onto farming land via runoff. Additionally, we want to recognize that the farmer on the neighbouring property has voiced concerns about the water impacts on the existing well.

**Recommendation 3: Decreased size of paved area**

Another recommendation to mitigate runoff and potential flooding and water contamination is to reduce the applicant's parking requirement. Reduction in parking spots should not reduce the desirability of the development, especially given the development's proximity to an active bus route and the area's "great walkability score and ... [adjacency] to dedicated bike lanes". The applicant states that they "support an active lifestyle by encouraging bike-use and showcasing two large secure bicycle centres": reviewing the applicant's parking statistics, there seems to be an opportunity to further increase the number of bicycle parking spaces, thereby reducing the amount of paved parking spaces required.

**Recommendation 4: Increased food growing opportunities**

Reducing parking areas also creates an opportunity for a larger community garden space. Members of our community moving into these new developments may be losing access to their food-growing spaces, creating a gap in accessibility. We recommend additional community garden plots be added to the landscaping plan to close this gap. A potential location we identified for these plots is at the back of the building within the ALR buffer on the North and/or East sides of the property.

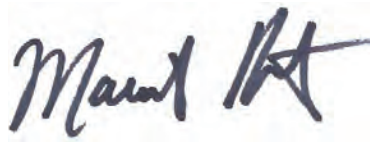
There is also an opportunity for green space on rooftops, be that for food growing or environmental benefits such as reducing air pollution and reducing the urban heat island effect.

We also encourage incorporating traditional indigenous plants into landscaping plans and recognize that the applicant has made an effort to do so.

**In conclusion**, we urge the applicant to consider further increasing and protecting the ALR buffer, incorporate permeable alternatives to paving, reduce the paved parking areas and increase the food growing spaces for occupants, in accordance with their vision of a walkable, active community. These amendments to the plan will support the town of Comox and CVRD in building a food-secure future for our community.

Thank you for reaching out for our comments. Please do not hesitate to contact us with any questions, concerns, or requests for clarification.

Sincerely,

A handwritten signature in dark ink, appearing to read "Maurita Prato". The signature is fluid and cursive, with the first name "Maurita" written in a larger, more prominent script than the last name "Prato".

Maurita Prato,  
Coordinator, Comox Valley Food Policy Council

**RECEIVED**

21Dec2023

**Town of Comox – Administration**

LOG: 23-426	REFER:	AGENDA: RCM 17Jan2024
FILE: 5350-20/22	ACTION: MR	

**Subject:** yard waste

**TOWN OF COMOX**

cfile - 5350-20/22-01  
Copies - Council  
- JW/SR/CP/GK/KG/CD

**From:** David Sivers [REDACTED]  
**Sent:** Thursday, December 21, 2023 11:40 AM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Subject:** yard waste

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

Dear Town Council;

As homeowners on a large lot on Beaufort Ave., we must inform the Town of Comox that the proposed new yard waste containers proposed for 2024 are woefully inadequate for the amount of yard waste generated by our property. Peak times in the Autumn sometimes see up to ten or more regular-sized garbage containers and/or bags waiting for pick-up in front of our location. Our property is the location of two large apple trees, two large plum trees, a medium Ginkgo and various small shrubs, and large lawn areas. Not only does this describe our property, but we must deal with a large amount of leaves from several very mature Copper Beech trees across the road from us that blow onto our property in the Autumn from SE gales that prevail at this time, and various other contributors from other surrounding properties.

These quantities are due to this part of Beaufort Ave. is one of the older developed areas in Comox, and the many mature trees in this area create an issue that we, as seniors must deal with .

Please listen to our words that describe the conditions we face that the new Refuse Plan does not address adequately.

Sincerely,  
David and Heather Sivers,  
Registered Owners  
[REDACTED]

LOG: 23-427	REFER:	AGENDA: RCM 17Jan2024
FILE: 8310-01	ACTION: MR	

**RECEIVED**

27Dec2023

**TOWN OF COMOX**

TO: Town of Comox Mayor and Councillors

FROM: Comox Valley Electric Vehicle Association (CVEVA)

DATE: December 17, 2023

RE: Bylaws Supporting Electrical Vehicle Infrastructure

The Comox Valley Electric Vehicle Association (CVEVA) has been operating as a group since 2019. We have organized numerous events, all of which are designed to educate individuals about the benefits of going electric. Our most recent Show and Shine was held at the Comox Marina in September of 2023 and, earlier, we piggy-backed with SD71's Earth Day event at Isfeld High School in April of 2023.

One of the most pressing concerns mentioned by attendees at our events when they voice hesitation about purchasing an electric vehicle isn't price, but is the ability of owners to charge vehicles. The charging barrier has been covered in various [news reports](#).

The CVEVA sees the [recent BC provincial government](#) move to bypass municipal residential density bylaws nudges Councils in the Valley to create bylaws that require developers to provide EV-Ready parking.

This is an opportunity and a call to action that Councils in the Valley can ill afford to ignore.

The CVEVA suggests that multi-unit residential building (MURB) developers be required through bylaw to provide EV-Ready parking stalls to tenants with underground parking and enough above-ground level-two chargers to accommodate renters/owners. The number of level-two chargers may be determined by the number of units in each building and codified appropriately through bylaw.

These types of bylaws have been instituted by various municipalities in BC with the District of Saanich having even developed an [EV technical bulletin](#).

Additionally, the following provides a [Best Practices guide](#) developed by AES Engineering for local BC governments that discusses “requirements for residential and non-residential parking in new construction.”

In order to assist developers of MURBs in meeting the requirements instituted by EV-Ready bylaws, [BC Hydro supports rebates](#). All of this emphasizes the importance of EV-Ready construction rather than the far more costly EV-Retrofitting.

As noted by Mayor Nicole Minions in the November 8, 2023, issue of the [Comox Valley Record](#) and echoed to one degree or another by mayors in the Village of Cumberland and the City of Courtenay, “All our residential zoning bylaws will need to be changed along with our subdivision and servicing bylaws...”.

Since this is the case, now is the time to create bylaws that require developers to include EV-Ready infrastructure in all MURBs as well as all other new residential construction.

Pat Carl (For the Comox Electric Vehicle Association)  
#404 - 650 Aspen Road  
Comox, BC V9M 4H6  
250-465-0808



## Town of Comox – Administration

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**Subject:** FW: Transit system

**RECEIVED**

27Dec2023

From: Kerene Dickenson [REDACTED]  
Sent: Sunday, December 24, 2023 1:17 AM  
To: Town of Comox – Administration <town@comox.ca>  
Subject: Transit system

**TOWN OF COMOX**

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

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To whom it may concern,

I think you should put pressure on the local transit company to give the bus drivers the concessions they are asking for. Those wonderful drivers deserve to be treated better by their company. They deserve better shifts because no one should ever have to work split shifts! They deserve better wages for all they do. I also think that while bus drivers are on strike the transit company should have the company heads taking the place of the bus drivers or pay for alternate forms of transportation for those who rely on the buses for transportation to pay for the inconvenience of their greed in trying to line their own pockets instead of looking after their employees needs!

Not that I think the second half of my rant will ever come to pass I do hope you can at least put a little of pressure on the transit company to resolve this or perhaps find a better transit company who will treat the drivers better, that our drivers can work for and replace the the current one.

A very annoyed and inconvenienced citizen.

Sent from my iPhone

LOG: 23-428	REFER:	AGENDA:  RCM 17Jan2024
FILE: 8500-05	ACTION: MR	

Copies - Council  
-JW/SR/CD



02Jan2024

**Town of Comox – Administration**

**TOWN OF COMOX**

**Subject:** FW: Garbage service

LOG: 24-001	REFER:	AGENDA: RCM 17Jan2024
FILE: 5350-20/22	ACTION: MR	

From: Don Pardiak [REDACTED]  
Sent: Wednesday, December 27, 2023 5:47 PM  
To: council <council@comox.ca>  
Subject: Garbage service

cfile - 5350-30/22-01  
Copies - Council  
- JW/SR/CP/GK/KG/CD

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

Hi there:

Merry Christmas and Happy New year. I know you folks do the best job possible. I'm writing today to express my disappointment with this new garbage service. As much as I don't mind the change to automation; I do mind the fact the garbage bins are half the size of the recycling and organic waste bins. Plus add the fact that it's bi-weekly it makes it extremely difficult to have a service that reflects the amount of money that we pay in land taxes.

I think you've made a mistake and I'm hoping you'll reconsider this meager service. I understand we are all trying to reduce our waste but this is a terrible decision. The bins should be collected on a weekly basis at the very least. I can't imagine that our land taxes will go down to reflect the fact that we've lost approximately half the size in bin space and half the service. Being a homeowner in Comox I expect that the services reflect the level of money that is being paid out. I urge you to reconsider this decision.

I'd like to also voice my concerns with the fact that there will be enforcement in this program. I will not allow anyone to enter my property to inspect my garbage or waste. I don't really care what bylaw is in place, there will be no one entering my property for this purpose. If I am ticketed I plan to take this to court. It is an unreasonable search and an invasion of privacy. I'm hoping there'll be some common sense around this program but I won't accept a violation of my rights especially under the charter, more specifically an unreasonable search. The same will apply if my garbage is inspected while it's on the side waiting for pickup. I am a law abiding citizen and I expect to be treated with respect and dignity.

I understand that you folks work hard and have a vision for this town but we all share in its evolution. I was born and raised on the island. Spent most of life in these parts. I sincerely hope that common sense prevails.

Thank you for your time and consideration.

Don Pardiak

Comox BC

**RECEIVED**

05Jan2024

LOG: 23-004	REFER:	AGENDA: RCM 17Jan2024
FILE: 5350-20/22	ACTION: MR	

**Town of Comox – Administration**

**Subject:** Happy New Year

**TOWN OF COMOX**

Copies - Council  
- JW/SR/CP/KG/GK/CD

**From:** Lynn Morden [REDACTED]  
**Sent:** Friday, January 5, 2024 10:17 AM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Subject:** Happy New Year

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

And to start off the New Year, we have put out our recycling bin for pickup – only half full!

Our garbage bin, which doesn't go out for another week, is already three-quarters full!

Not sure what you all were thinking about – it wasn't 'smart' thinking for sure. Hope you all are prepared for the backlash; it's a topic of conversation in every public place I've been over the holiday season.

Lynn Lewis  
[REDACTED]

Comox

P.S. And now there are three employees to pick up the recycling – two to lift the bin and one to drive the truck.  
Hoping for a cost analysis to show the benefits to the taxpayer.

Comox, BC

**RECEIVED**

03Jan2024

File: 0360.20

January 2, 2024

**TOWN OF COMOX**

**Sent via email only:** russwurm@comox.ca

Mayor and Council  
Town of Comox  
1809 Beaufort Avenue  
Comox, BC V9M 1R9

LOG: 24-003	REFER:	AGENDA: RCM 17Jan2024
FILE: 0400-60	ACTION: MR	

Copies - Council  
-JW/SR/CD

Dear Mayor and Council:

**Re: Comox Valley Climate Action Strategy Elected Officials Forum – RSVP required**

On behalf of the Comox Valley Regional District (CVRD) Board, I would like to invite the Town of Comox Mayor and Council and senior staff to participate in an Elected Officials' Forum (Forum) on **Thursday, January 25, 2024 from 1:00 PM – 4:00 PM** to support the initiation of the Comox Valley Climate Action Strategy. Representatives from our member municipalities, K'ómok's First Nation, Islands Trust and Comox Valley Schools have also been invited to participate.

On May 23, 2023, the Board gave direction to develop a regional Climate Action Strategy (CAS) and this Forum is the first step towards the development of the strategy. The session will be facilitated by CVRD staff and consultants, will include small break-out group sessions, and will focus on the following themes and discussion points:

- presentation on the current state of climate action and current local emissions levels;
- purpose of the CAS and role of the CVRD and other local governments and elected officials;
- priority actions that will help get the region where it wants to be; and,
- key challenges and barriers to achieving desired outcomes.

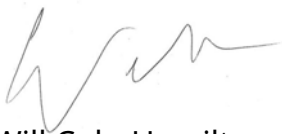
The development of a CAS follows significant but more focused work on climate change and climate action, such as the [Corporate Energy and Emissions Plan](#), [Community Greenhouse Gas Emissions Inventory](#), Residential Emissions Reduction Action Plan, [Coastal Flood Adaptation Strategy](#), and [Airshed Protection Strategy](#), among others. The CAS will provide a broader framework within which these plans and strategies, as well as those developed by member municipalities, can fit, and will focus on a regional approach to climate action.



As Elected Officials Forum, no decisions are to be made during this meeting. The goal of bringing all Comox Valley elected officials together is to collectively receive information on a topic of mutual interest and to share ideas and perspectives as we move forward with the Climate Action Strategy. Please note that the Forum will be an **in-person** event.

Please confirm your attendance with Lisa Dennis, Manager of Legislative Services, at [ldennis@comoxvalleyrd.ca](mailto:ldennis@comoxvalleyrd.ca), via phone at 250-334-6052, or by responding to the Outlook calendar invite that will be sent out concurrent with this letter. The deadline for RSVPs is January 18, 2024.

Sincerely,

A handwritten signature in black ink, appearing to read 'Will Cole-Hamilton', is written over a light blue rectangular background.

Will Cole-Hamilton  
Chair

Cc: Jordan Wall, Chief Administrative Officer, Town of Comox

LOG: 24-005	REFER:	AGENDA: RCM 17Jan2024
FILE: 4020-20/05	ACTION: MR	

cfile - 4020/05/23-01  
Copies - Council  
- JW/SR/CD

## Town of Comox – Administration

**Subject:** ABTC: 'a better tent city' .. this looks desirable, respectful, 'affordable' & scalable .. please watch, discuss & respond

**RECEIVED**

**From:** Guy Pollard [REDACTED]

08Jan2024

**Sent:** Monday, January 8, 2024 11:14 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>; [council@courtenay.ca](mailto:council@courtenay.ca); [info@cumberland.ca](mailto:info@cumberland.ca)

**TOWN OF COMOX**

**Subject:** ABTC: 'a better tent city' .. this looks desirable, respectful, 'affordable' & scalable .. please watch, discuss & respond

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

Dear Mayor Minions and Comox Directors, Mayor Bob Wells and City of Courtenay Councillors and Mayor Vickey Brown and Village of Cumberland Councillors

The video in the attached link is a compelling and simple 5minute 'watch'.

I urge you to watch and respond to the video and accompanying information and ask:  
"what is stopping our community from implementing a similar solution?"

For perspective, please imagine yourself outside and unhoused in our current and forecast weather.

Attached is a link to a Kitchener-Waterloo response to respectfully & effectively housing and addressing needs of vulnerable humans in urban settings. Their example has taken courage, patience and suffering on behalf of the unhoused who have been and continue to be abused and vilified, ignored at best most often and subject to violence and property seizures by authorised use of force further amplifying the crisis and at the same time, cyclical & predictable wasting of public money.

Where are 'we' in the journey to presenting a community sustainability 'blueprint' or 'road map'? A plan that effectively (socially, morally, fiscally, physically) proposes solutions and 'actions' strategies that will increase the safety & standard of living for the most vulnerable humans in the Comox Valley?

A featured housing solution with social, cultural, medical & practical & proven interventions & partnerships has successfully housed people in need of a dignified solution continuously for 4 years without fear of eviction, violence or cessation of service.

Residents are in turn assisting each other with necessary services and learning and practising empathy and are eligible for compensation and further skill acquisition & CBT training on their own terms with assistance in self care, nutrition, food preparation, counselling, therapy, financial planning preparation & technology acquisition & use.

Additionally, encouraged mutual trust & interdependence, 'community' and a mindset of 'continual improvement' result in better standards of quality of life for the residents and changes in habits, mental health and outlook for a relatively very efficient & comparably minor expenditure - significantly less than ineffective & politically disingenuous temporary-at-best & conditional 'shelters'.

please advise receipt, distribution of & acknowledgement of this email.

respectfully,  
Guy Pollard

Comox V9M

<https://www.abettertentcity.org/about>

RECEIVED

10Jan2024

LOG: 24-006	REFER:	AGENDA: RCM 24Jan2024
FILE: 6410-01	ACTION: MR	

**Town of Comox – Administration**

**Subject:** Short-Term Rental Changes

**TOWN OF COMOX**

Copies - Council  
-JW/SR/MK/CD

**From:** Alex Howell <[alex.howell@airbnb.com](mailto:alex.howell@airbnb.com)>

**Sent:** Wednesday, January 10, 2024 6:16 AM

**Subject:** Short-Term Rental Changes

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

Hello Mayor and Councillors,

I hope this finds you well and that the start of 2024 is treating you well.

As you are aware, the provincial government passed legislation last fall to regulate the short-term rental industry in British Columbia. While Airbnb supports many of the actions the government has taken to create additional housing supply across the province, some aspects of the legislation will have unintended impacts on many B.C. communities, including those with strong vacation industries or those which are looking to grow their tourism sector.

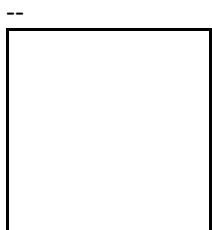
Many smaller communities like Comox are underserved by hotels and rely on non-traditional accommodation partners like Airbnb and our hosts as the only option for visitors. Less supply in smaller markets will make it more challenging for local tourism operators, venues and hospitality businesses to thrive. Additionally, limitations on longer term stays of 30 days or more could have serious impacts on the availability of rentals for traveling healthcare providers, construction workers, and others who make use of short-term rental accommodation while providing services in communities like yours.

I am hoping we can connect in the near future to discuss your view on these changes and determine if we can work together on solutions that will help limit the negative impacts. In particular, I would like to discuss some simple, common-sense actions that the government can take in crafting the regulations that would provide more flexibility to community leaders, including through increased options for requesting exemptions (such as zoning or property type) from some provisions of the legislation. We think this would strike the right balance in allowing municipalities to determine what works best for their communities.

Would you have some time to meet in the next few weeks?

In the interim, please don't hesitate to be in touch with any questions or for additional information. I look forward to hearing from you.

Best,  
Alex



Alex Howell



**RECEIVED**

11Jan2024

**TOWN OF COMOX**

LOG: 24-007	REFER:	AGENDA: RCM 24Jan2024
FILE: 5330-20/La	ACTION: MR	

cfile - 5330-20/Lazo  
Copies - Council  
-JW/SR/SA/CD

Comox, B.C.

Telephone:

January 10, 2024

Town of Comox,  
1809 Beaufort Avenue,  
Comox, B.C.  
V9M 1R9

Attention: Mayor and Council

Dear Sirs:

Re: Widening of Lazo Road, Knight Road South to Simba Road

The engineering drawings for the subject area were titled 'Lazo Road Traffic Calming'. Many of the improvements have resulted in the reverse. It is human nature when given a freshly paved road with 5.0' (1.5m) shoulders to drive one's vehicle faster than when it was only a two-way road. The raised portions of asphalt at the parking areas at the boat launch and the area in front of Sand Pines Crescent are not a deterrent to speed either. They are small, barely negligible bumps when driving. Also, there is no enforcement of the speed limit.

Instead, the improved road has some built in deficiencies. The road widening has covered 10 feet (3.0 metres) of sponge/absorption area with the bike lane. Also, in the attempt to remedy the solution of road drainage at the boat launch other drainage problems have been created. Why was super elevation placed in front of 506 Lazo Road with all drainage towards the property line, and the road was lowered approximately 4" as well? Over engineered is the easy answer. Lazo Road was virtually flat before with drainage towards both sides and, without the extra asphalt created with the bike path the ground was able to absorb it. Not anymore. Another area where the road improvement has negated drainage is in front of the property at 562 Lazo Road.

Also, in an area where the speed limit is supposed to be 30 kph, super elevation is not required. But if you are not going to enforce the speed limit on Lazo the dangerous corner at 454/464 Lazo Road is as dangerous as it ever was. It has superelevation/banking in the wrong direction and when people come around that corner they seldom stay between the lines. Fortunately, the Town has built a 5' bike lane so they can careen over that solid line before they correct and hopefully there is never a walker or a biker there.

Another area of concern to me is the dune in front of our property, cut away to promote traffic calming/i.e. bike lane. The Garry Oaks my husband and I steward are still a major concern to me and, as I see that existing dune being compromised, I am concerned.

Yours truly,

Judy M. Morrison

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



15Jan2024

**Town of Comox – Administration**

**TOWN OF COMOX**

**Subject:** FW: Waste Collection Services

**From:** Michael Raymont [REDACTED]  
**Sent:** Saturday, January 13, 2024 3:53 PM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Subject:** Waste Collection Services

<b>LOG:</b> 24-011	<b>REFER:</b>	<b>AGENDA:</b> RCM 24Jan2024
<b>FILE:</b> 5350-50/22	<b>ACTION:</b> MR	

Cfile - 5350-50/22-01  
Copies - Council  
-JW/SR/CP/KG/GK/CD

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

Dear Mayor Minions, Members of Council,

I'm sure Council has received extensive feedback on the new waste collection system, and if we are all honest about the current situation, I think it's fair to say that there are a range of problems from "real and serious" to "perceived and minor". To dismiss them as "teething problems" is wishful thinking, and somewhat imperious. To ignore them is not an option. And yet, I suggest that a "knee jerk" reaction to various criticisms levelled to date would also be a mistake.

In terms of the issues, I'm sure that the new system was well-intentioned, but the execution has been poor. The system and its implementation have not been thought through in enough detail. There are several problem areas including:

- Many residents have absolutely no space for the size of the containers that have been issued. Townhouse residents for example have typically been issued a very large bin for Recycle, plus two smaller bins, to replace one old bin (equivalent to today's small bin), and a recycle box (blue box). In other words, the new system imposes one very large and two medium sized bins, in place of one medium sized bin and a blue box. A standard garage will NOT fit a large bin and anything other than a very narrow-bodied car (perhaps there is a masterplan to have us all drive Smart cars!). A bin which is 6" narrower might well work, but this needs to be tried out in real life with real garages and real cars. It appears that, to date, no-one has actually tried to store three of these bins in the spaces available to most homeowners. As a result, many bins are now adorning front yards and even front door porches. In short, the large bins are frequently too large, and smaller ones could be used with more frequent collection. I can hear planners stating that less frequent collection is less polluting and less costly and ... all true, but there comes a point at which the taxpayer/resident is so inconvenienced, that the system is unworkable. After all, while it is Council's job to show leadership and to try to introduce improvements to the benefit of taxpayers and residents, including cost savings and environmental benefits, any change that are implemented must not push the municipality's responsibilities back onto residents, or impose hardships.
- In a recent brochure from the town, there were 9 diagrams and 3 pages to explain where to put your cart(s) on collection days — seriously! If you live anywhere near a lamp-post, a basketball hoop, a tree or ... you need to take a tape-measure with you each time you place

a cart on the street. And if it snows — well, that will cause chaos too. Overall, the brochure smacked of too many “rules” and complexities. For example:

- “Organics” now have their own container — OK, but the “rules” around organics and how they should be treated, are quite impractical. For example, “Make food waste less wet by straining it ...”!!! “Freeze food waste before placing it in the cart ...”!!! Even if residents have the space and time to “strain” and “freeze” waste, can you imagine, for example, how crab waste will smell if it can no longer be put in a sealed plastic bag? If the bin is in a garage, the smell is going to be appalling, and besides this it will encourage many types of animal scavengers such as raccoons, rats, etc, which are already a problem in many areas. There is no doubt that since we are asked to put food waste in the “Organics” bins without wrapping, bagging etc (biodegradable bags are apparently a complete no-no), the bins will become fouled and smelly, requiring regular cleaning and disinfecting — by the resident. I find it hard to think of a less pleasant task, which has now been imposed additionally on residents by Council with the new system.
- I have been told that the town had “consulted extensively with other municipalities, and what we now have is best practice”. This is hard to believe. I’m sure some consultations occurred, though the word “extensively” is subjective. Was the study really comprehensive and objective given the cost implications, or did the people who studied these systems have a pre-conceived bias of what they wanted to see/hear? Did they look only at certain types of systems? I’ve had the privilege of living in a number of different parts of the world, and I’ve seen much better “best practices” in places like Singapore, Portugal, Dubai, etc, depending of course on the criteria used. Equally as importantly, did the “extensive research and consultations” ask **residents** in the municipalities studied for **their feedback** as to the workability and user-friendly nature of the systems. Without positive acceptance by **users**, projects like this won’t work, and shouldn’t be imposed.

To me it’s quite clear that the new system was not well planned out in terms of the details, and as is often said, ‘the devil’s in the details’. Some town planners and engineers might be impressed by the technology and the economics, but residents are distinctly unimpressed by the extra work and inconvenience imposed on them without consultation. By now, considerable funds have been spent and hardware (including inappropriately sized bins) has been purchased, thereby making any future changes much more difficult. IMO, a new system should have been “tested” in a small community of perhaps 200 homes first, before unleashing this system on everyone in Comox. Again, there will be excuses why this wasn’t done on the basis of cost and availability of equipment, but these are all excuses. It could have been tested, and the problems that have shown up could have been overcome, and changes made **before** major capital expenditures for the full system. In the end, because of resistance by residents who were basically presented with a “fait accompli”, it’s likely that residents will intentionally or unintentionally “game the system”. For example, I’m sure some homeowners will make mistakes, while others will simply put food waste in plastic bags in the garbage can, because it’s easier than freezing it or straining it(!); and, yes, I hear that the town hopes this won’t happen too often, because they have made sure that the new size for garbage containers is small — read “inadequate” for some larger families I have talked to. Well, all that does is encourage the unscrupulous to dump garbage in public bins or by the side of the road or ... And then there are the “garbage police” as they have become known in Courtenay — I won’t comment, but the sentiments in Courtenay should be a sufficient measure of feeling, and a sufficient “red light” to Council.

Another example of flawed execution of the plan occurred during the first week of the New Year. We, as residents, were all prepared for the new system, but what happened? Well in our area, an old fashioned garbage truck came by with three employees (one driver and two at the back - a 50% increase in labour), and manually upended the bins so that the lid would open and the waste would drop out. It was painful to watch because it was nearly impossible for them to turn every bin completely upside down, requiring it to be lifted 6' in the air, and shaken into the collection space in the truck — I felt for them. So much for the careful thought and planning that we would have expected to go into a new collection system. I think what happened during the first week of the new service summarizes my point perfectly — conceptually a good idea, but badly thought out and executed. So now what happens?

If Council want residents to adopt new systems, then preferably those systems will be designed such that they are convenient and enthusiastically accepted by residents. Even a neutral position by residents would be acceptable, and Council may sometimes be justified in introducing systems that are neither popular or unpopular, when introducing better economics and/or improved ESG to the Town's activities. But when residents weren't consulted, and decidedly unpopular systems (in many cases, unpopular for good reason) are imposed by Council, it becomes much more difficult to "write a happy ending" to such a situation.

Council, I apologize if my email seems harsh. I do recognize that both elected and non-elected officials are doing a lot of good work. Unfortunately, it is situations like this that become talking points around town, and as we all know, it's much easier to lose "brownie points" than to earn them!! I think this situation needs to be quickly re-examined, and modified to make it work better. It should also be used as a case-study on how not to introduce a new system without more thought and consultation when it affects everyone, in order to prevent loss of confidence and trust in Council and town workers, as has happened on this issue.

It would be a shame if this issue polarizes people even further as time goes by. So in a spirit of trying to be constructive, I would suggest that Council could consider issuing a communication ASAP to thank residents for their feedback on this matter, and to say that the Council will study all the feedback over the next 60 day (?), 90 days (?), and then consider making some modifications to the system in the light of the comments received. If a communication goes out acknowledging that Council is aware that there are some issues and that they are willing to consider modifications, this shows that Council are on top of the matter and looking out for residents concerns. This should go a long way to "calming the waters".

Your truly,

Dr. Michael Raymont, [Comox homeowner, retired engineer, global private equity executive and senior Federal bureaucrat (DM level)]



16Jan2024

Town of Comox – Administration

TOWN OF COMOX

Subject: yard waste bins

LOG: 24-012	REFER:	AGENDA: RCM 24Jan2024
FILE: 5350-50/22	ACTION: MR	

From: David Sivers [REDACTED]  
Sent: Tuesday, January 16, 2024 2:50 PM  
To: council <[council@comox.ca](mailto:council@comox.ca)>  
Cc: [REDACTED]  
Subject: yard waste bins

cfile - 5350-50/22-01  
Copies - Council  
- JW/SR/CP/KG/GK/CD

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

[REDACTED]

Dear Comox Town Council:

Dear Council members, further to my email of 12/28/2023, I visited the Town office today, Tuesday the 16th of January to inquire if there was any relief regarding the inadequate size of the green Organics containers provided by the Town of Comox.

I was informed that there will be no further issuing of relief for this issue, e.g. additional bins, and that homeowners are expected to look after any overage in the capacity of the one Organics container that is provided themselves.

Suggested Options were offered at the Town Office:

- (1) Take the overage to the land fill in Cumberland.
- (2) Borrow a container from a neighbour.
- (3) Keep it until sometime in the future.

All of these are not acceptable, and here is why.

Option (1) How does the Town expect me to transport my Organics container to Cumberland? I My taxes are expected and promised to cover the cost of Organics removal, and I do not expect to pay additional cost of doing so.

Option (2) All very well if a close neighbour has a vacant container, this carries the additional requirement that the container be placed in front of the residence allotted to it, also we are seniors that do not relish dragging a container around the streets of Comox.

Option(3) How am i expected to accomplish this?

Sincerely,

David Sivers

18Jan2024

## Town of Comox – Administration

**Subject:** FW: Register for 2024 Housing Summit

## TOWN OF COMOX

LOG: 24-015	REFER:	AGENDA: RCM 24Jan2024
FILE: 0390/20/UE	ACTION: MR	

**From:** Union of BC Municipalities <[ubcm@ubcm.ca](mailto:ubcm@ubcm.ca)>

**Sent:** Wednesday, January 17, 2024 12:25 PM

**To:** Jordan Wall <[jwall@comox.ca](mailto:jwall@comox.ca)>

**Subject:** Register for 2024 Housing Summit

cfile - 0390-20/UBCM

Copies - Council

- JW/SR/CD

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

**To:** Mayor and Council; Chair and Board



**From:** UBCM President Trish Mandewo

**Re:** Register for 2024 UBCM Housing Summit

I am writing to invite you and your Council or Regional District Board of Directors to attend a housing summit for local government in Vancouver at the Westin Bayshore on February 13-14.

Local governments can see firsthand how B.C.'s entrenched housing crisis is impacting our communities. While impacts vary from one community or region to the next, the bottom line is the same everywhere: there are too many people who can't find a home, or if they can, afford to keep it.

Last fall the province introduced a sweeping set of legislation aimed at increasing the supply of new homes in British Columbia. Most of the legislation was focused on the role of local governments in the housing system:

- Housing targets for specified local governments;
- Pre-zoning for multiple homes on single-family lots;

- Requirements for municipalities to update Official Community Plans every five years;
- A restructured development finance system;
- Increased density minimums in areas around public transit hubs with frequent service; and
- New rules to restrict short-term rentals.

The recent legislation represents a seismic shift in how B.C. communities are developed. In light of the speed with which the legislation was introduced, there is a need for local governments to gather to discuss the implications of these changes. As BC's population continues to surge largely due to federal immigration policy, British Columbians need solutions that work.

I am aware that we are providing short notice for this summit, but we can't wait until the next UBCM convention to gather local governments together.

UBCM members know the value of gathering in person for critical discussions, and so we are offering this event in person. We are also aware that the short timelines or cost of attending may be a barrier to some local governments, which is why we will also make this event available virtually. The cost to do so for UBCM will be considerable, but we believe it is critical to hear from as many members as possible over the two days of the event.

As our draft program is taking shape, there are key themes that will shape the summit agenda:

- The legislation's potential to increase housing supply and improve affordability;
- Areas where unintended consequences are apparent;
- Impacts of the legislation on staffing capacity and infrastructure;
- The diversity of housing needs among B.C. communities and the unique capacity constraints faced by smaller communities;
- The effect of the legislation on current local government policies aimed at increasing supply, safeguarding affordability and building complete communities;
- Gaps within the current legislative framework; and
- A common approach for local governments moving forward.

**Registration for the event is now open.** I encourage all of BC's councils and boards to participate. If you have any questions, please contact UBCM's administration at [ubcm@ubcm.ca](mailto:ubcm@ubcm.ca).

Sincerely,



Councillor Trish Mandewo

UBCM President

Union of BC Municipalities | 525 Government Street, Victoria, V8V 0A8 Canada



[Unsubscribe jwall@comox.ca](mailto:jwall@comox.ca)

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Sent by ubcm@ubcm.ca powered by



<b>TO:</b>	Mayor and Council	<b>FILE:</b>	1810-20;3900-30
<b>FROM:</b>	Marisa Thurlborn, Revenue Manager	<b>DATE:</b>	Jan 24, 2024
<b>SUBJECT:</b>	2024 Marina Rates Bylaw No.2010.01		

Prepared by: <b>Marisa Thurlborn</b> Revenue Manager	Supervisor:  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 Second Reading.
2. That the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be given Third Reading.
3. That the Comox Municipal Marina Improvement Fee be forwarded to 2025 rate considerations upon the completion of the Economic Development and Downtown Action Plan

**ALTERNATIVE RECOMMENDATION**

- 1) That the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be adjusted to (raise/lower) marina rates by (x%).
- 2) That the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01 be adjusted to increase the marina moorage rates by \$6.60 per foot per year (\$0.55 per foot per month), an average increase of 6.74% which includes the improvement fee.

**PURPOSE**

To set Marina rates for 2024 to match the annual required savings to the projected capital marina improvements.



## STRATEGIC PLAN LINKAGE

By ensuring that Marina fees match expected expenses it will support the Town in meeting 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 high levels of customer service to boaters.

## BACKGROUND

On December 12<sup>th</sup> 2023 Council considered marina fees and requested that staff provide an additional analysis which would show the rates if no 'Marina Improvement Fee' was included. The following report is largely the same as submitted to Council on December 12<sup>th</sup> with this additional analysis provided and updated comparisons included in the Financial Section.

Administration has removed the improvement fee from consideration to allow the Economic Development and Downtown Action Plan to be finalized. Council can consider this fee during 2025 rate setting with a more firm understanding of potential upgrades.

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. 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
Transfer to General Revenue	\$100,000
Total	<b>\$405,618</b>

## 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 \$2.28 per foot per year (\$0.19 per foot per month), an average increase of 2.21% 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 five years, plus any inflation costs, is proposed.

With the proposed increase, the Town would generate an additional \$8,600 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	Target Annual Rate w/Imp.Fee	2024 Total Annual	2023 Total Annual
20'	\$1,900.80	\$2,332.80	\$1,718.40	\$1,672.80
24'	\$2,280.96	\$2,799.36	\$2,062.08	\$2,007.36
25'	\$2,529.00	\$3,069.00	\$2,301.00	\$2,244.00
26'	\$2,630.16	\$3,191.76	\$2,393.04	\$2,333.76
27'	\$2,838.24	\$3,421.44	\$2,592.00	\$2,530.44
28'	\$2,943.36	\$3,548.16	\$2,688.00	\$2,624.16
29'	\$3,048.48	\$3,674.88	\$2,784.00	\$2,717.88
30'	\$3,348.00	\$3,996.00	\$3,074.40	\$3,006.00
31'	\$3,459.60	\$4,129.20	\$3,176.88	\$3,106.20
32'	\$3,571.20	\$4,262.40	\$3,279.36	\$3,206.40
33'	\$3,682.80	\$4,395.60	\$3,381.84	\$3,306.60
34'	\$3,794.40	\$4,528.80	\$3,484.32	\$3,406.80
35'	\$3,981.60	\$4,737.60	\$3,662.40	\$3,582.60
36'	\$4,095.36	\$4,872.96	\$3,767.04	\$3,684.96
37'	\$4,355.64	\$5,154.84	\$4,018.20	\$3,933.84
38'	\$4,473.36	\$5,294.16	\$4,126.80	\$4,040.16
39'	\$4,759.56	\$5,601.96	\$4,403.88	\$4,314.96
40'	\$4,881.60	\$5,745.60	\$4,516.80	\$4,425.60
41'	\$5,003.64	\$5,889.24	\$4,629.72	\$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

<b>Temporary Moorage</b> (Charged on the length of the vessel or the slip length, whichever is greater) <b>(per foot per night)</b>		
<b>Duration</b>	<b>2024</b>	<b>2023</b>
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
<b>Temporary Moorage for sublets</b> (Charged on the length of the vessel or the slip) <b>(per foot per night)</b>		
<b>Duration</b>	<b>2024</b>	<b>2023</b>
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
<b>Use of Marina Hydro (per vessel)</b>		
<b>Duration</b>	<b>2024</b>	<b>2023</b>
Per Day	\$8.56	\$7.78
Per Month	\$73.52	\$66.84
Per Annum	\$469.67	\$426.97
<b>Tidal Grid Rental (per grid use)</b>		
<b>Type of Vessel</b>	<b>2024</b>	<b>2023</b>
For a Recreational Vessel (per use)	\$97.86	\$89.05
For a Commercial Vessel (per use)	\$195.95	\$178.09
<b>Boat Launch Use</b>		
<b>Type of Use</b>	<b>2024</b>	<b>2023</b>
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
<b>Dinghy Storage (per dinghy per year)</b>		
<b>Type</b>	<b>2024</b>	<b>2023</b>
In Dinghy Compound	\$242.86	\$220
On Pull-up Floats	\$393.33	\$357.50

**Appendix B- Capital Project List**

<b>2023 Capital Projects</b>
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 the 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.

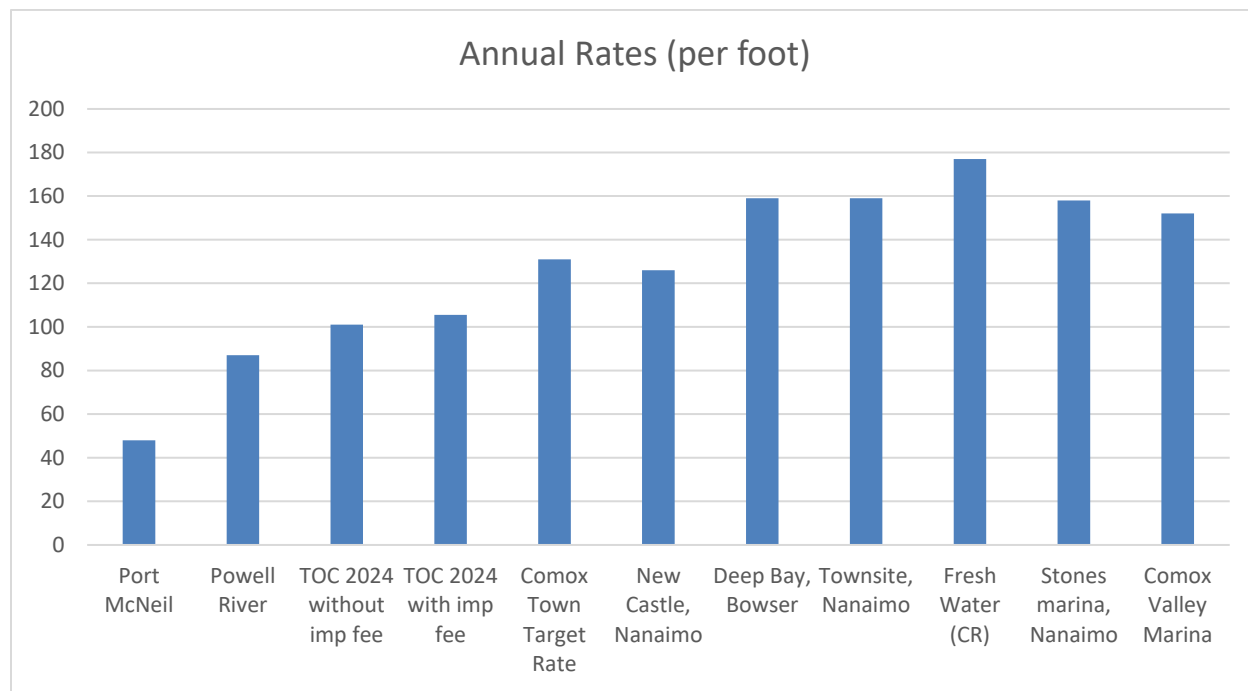
**Appendix C- Replacement Costs of Marina**

<b>Future Marina Capital Projects</b>	<b>Costs</b>
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
<b>TOTAL</b>	<b>\$8,296,330</b>

\*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**

<b>Boat Length</b>	<b>Municipal Marina Target Rates</b>	<b>Comox Valley Marina (2023 Rate)</b>	<b>Powell River (2024)</b>
20'	\$1,900.80	N/A	\$1,596
21'	N/A	\$2,667.00	\$1,676
22'	N/A	\$2,794.00	\$1,756
23'	N/A	\$2,921.00	\$1,835
24'	\$2,280.96	\$3,048.00	\$1,915
25'	\$2,529.00	\$3,310.25	\$1,995
26'	\$2,630.16	\$3,442.66	\$2,075
27'	\$2,838.24	\$3,718.98	\$2,155
28'	\$2,943.36	\$3,981.98	\$2,463
29'	\$3,048.48	\$4,124.09	\$2,551
30'	\$3,348.00	\$4,848.00	\$2,639
31'	\$3,459.60	\$5,009.60	\$2,727
32'	\$3,571.20	\$5,171.20	\$2,815
33'	\$3,682.80	\$5,332.80	\$2,903
34'	\$3,794.40	\$5,494.40	\$2,991
35'	\$3,981.60	\$5,656.00	\$3,079
36'	\$4,095.36	\$5,817.60	\$3,167
37'	\$4,355.64	\$6,302.95	\$3,255
38'	\$4,473.36	\$6,473.30	\$3,342
39'	\$4,759.56	\$6,643.65	\$3,894
40'	\$4,881.60	\$6,868.40	\$3,994
41'	\$5,003.64	\$7,040.11	\$4,093



**TOWN OF COMOX**

**BYLAW NO. 2010.01**

**A BYLAW TO ESTABLISH FEES AND REGULATIONS FOR USING THE COMOX MUNICIPAL MARINA**

---

WHEREAS the Community Charter empowers the Town, by bylaw, to set rates and regulations for services that it provides;

AND WHEREAS the Town's cost of providing service in its municipal marina has increased, and in which Council has decided shall be recovered through an increase in the Town's municipal marina fees;

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 "Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01."

**2. AMENDMENT**

Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.01, Schedule "A" is hereby amended as follows:

- a) By deleting Schedule "A" in its entirety and replacing with Schedule "A" attached to and forming part of this bylaw.

**3. EFFECTIVE**

This bylaw shall be effective starting March 1, 2024.

**4. ADOPTION**

- |                             |                        |          |        |
|-----------------------------|------------------------|----------|--------|
| (1) READ A FIRST time this  | 6 <sup>th</sup> day of | December | , 2023 |
| (2) READ A SECOND time this | day of                 |          | , 2024 |
| (3) READ A THIRD time this  | day of                 |          | , 2024 |
| (4) ADOPTED this            | day of                 |          | , 2024 |

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MAYOR

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CORPORATE OFFICER



**SCHEDULE “A” – BYLAW 2010.01**

*Effective: March 1, 2024*

SCHEDULE “A” BYLAW 2010.01			
	Annual (April 1 – March 31) rates starting April 1, 2024		
	Per foot per month	Per foot per year	Total Annual
<b>Permanent Moorage:</b> Charged on the length of the vessel or the slip (whichever is greater)			
20'	\$ 7.16	\$ 85.92	\$ 1,718.40
24'	\$ 7.16	\$ 85.92	\$ 2,062.08
25'	\$ 7.67	\$ 92.04	\$ 2,301.00
26'	\$ 7.67	\$ 92.04	\$ 2,393.04
27'	\$ 8.00	\$ 96.00	\$ 2,592.00
28'	\$ 8.00	\$ 96.00	\$ 2,688.00
29'	\$ 8.00	\$ 96.00	\$ 2,784.00
30'	\$ 8.54	\$ 102.48	\$ 3,074.40
31'	\$ 8.54	\$ 102.48	\$ 3,176.88
32'	\$ 8.54	\$ 102.48	\$ 3,279.36
33'	\$ 8.54	\$ 102.48	\$ 3,381.84
34'	\$ 8.54	\$ 102.48	\$ 3,484.32
35'	\$ 8.72	\$ 104.64	\$ 3,662.40
36'	\$ 8.72	\$ 104.64	\$ 3,767.04
37'	\$ 9.05	\$ 108.60	\$ 4,018.20
38'	\$ 9.05	\$ 108.60	\$ 4,126.80
39'	\$ 9.41	\$ 112.92	\$ 4,403.88
40'	\$ 9.41	\$ 112.92	\$ 4,516.80
41'	\$ 9.41	\$ 112.92	\$ 4,629.72

Rates below are effective March 1, 2024

**Temporary Moorage:**

Charged on the length  
of the vessel or the slip  
(whichever is greater)

For 1 to 13 continuous  
For 14 to 29 continuous  
For 30 or more

**Temporary Moorage for sublets:**

Charged on the length  
of the vessel or the slip  
(whichever is greater)

For 1 to 13 continuous  
nights  
For 14 to 29 continuous  
nights  
For 30 or more  
continuous nights

**Use of Marina**

Per Day  
Per Month  
Per Annum

**Tidal Grid Rental:**

For a recreational vessel  
For a commercial vessel

**Boat Launch Use:**

Daily – personal use  
plus overnight personal  
parking (vehicle &  
Daily – commercial use  
Annual – personal use  
Annual – commercial use

**Dinghy Storage:**

In Dinghy Compound  
On Pull-up Floats

**per foot per night**

\$ 2.10  
\$ 1.58  
\$ 0.79

**per foot per night**

\$ 1.64  
\$ 1.09  
\$ 0.55

**per vessel**

\$ 8.56 per day  
\$ 73.52 per month  
\$ 469.67 per year

**per grid use**

\$ 97.86 per use  
\$ 195.95 per use

\$ 16.19 per day  
\$ 3.57 per night  
\$ 98.10 per day  
\$ 242.86 per year  
\$ 484.76 per year

**per dinghy per year**

\$ 242.86  
\$ 393.33

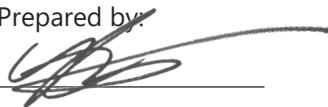
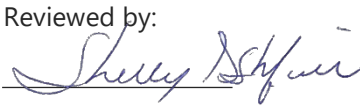
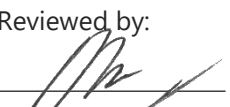

**Note 1:** All fees shown above are before applicable GST.

**Note 2:** All fees are payable in full before use of facilities.

**Note 3:** Any amounts not paid in advance shall be subject to a 10% penalty.

**Note 4:** Permanent Moorage, Hydro, Dinghy Storage & Tidal Grid Rental fees may be refunded (prorated for the balance of the unused time remaining) net of a charge of \$75 for permanent moorage refunds and \$15 for the other refunds. Other marina fees are not refundable.

<b>To:</b> Mayor and Council	<b>File:</b> PR 23-8
<b>From:</b> Marvin Kamenz, Director of Development Services Robin Pallett, Planner II	<b>Date:</b> January 24, 2024
<b>Subject:</b> Amendment to 'Town of Comox Subdivision and Development Servicing Bylaw, 1261' alter Cypress Road design standards	

Prepared by:  Robin Pallett, Planner II	Reviewed by:  Shelley Ashfield, Director of Operation
Reviewed by:  Marvin Kamenz, Director of Development Services	Report Approved:  Jordan Wall, CAO

**RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:**

THAT Town of Comox Subdivision and Development Servicing Amendment Bylaw No. 2015, 2023 (**Attachment 1**) be adopted.

**PROPOSAL**

To reduce the pavement width requirement from 9.0 to 6.0 m and remove the requirements for curb, gutter and sidewalk for the subdivision of or issuance building permits on parcels abutting Cypress Ave.

REPORT SUMMARY

Subject Property:

Cypress Avenue (between Stewart Street and Pritchard Road)

Subject Road Right-of-Way Length: approx. 232 m.

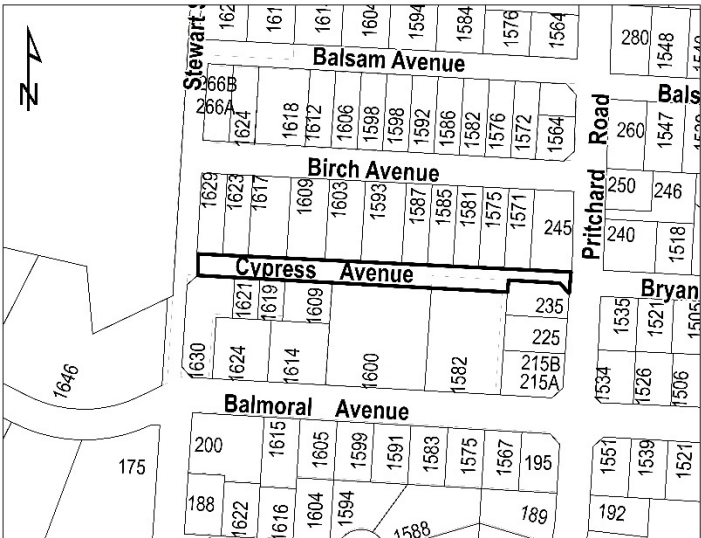
Owner/Applicant: The Town of Comox.

Surrounding Land Uses:

- North: Single-family housing.
- East: Single-family housing.
- South: Mix of single-family, townhouse and apartment housing
- West: Golf course

OCP Land Use Designation (of properties fronting onto the subject section of Cypress Ave):

Residential: Ground Oriented Infill along the north side of Cypress Avenue; Residential: Townhouses & Ground Oriented Infill along the south side of Cypress Avenue.



Key Issues:

Town of Comox  
Subdivision and  
Development Servicing  
Bylaw, 1261

- The Town’s Subdivision and Development Servicing Bylaw requires property owner construction of infrastructure works, as a condition of Subdivision approval or Building Permit issuance.
- The proposed amendment to the Subdivision and Development Servicing Bylaw would reduce the pavement width requirement from 9.0 to 6.0 m and remove the requirements for curb, gutter and sidewalk for the subdivision of or issuance building permits on parcels abutting Cypress Ave..

Double Fronting Lots

- The majority of parcels abutting Cypress also abut either Balmoral Avenue or Birch Avenue providing alternative access.

Existing Road Character

- With the exception that portion of Cypress that abuts the recently constructed apartment at 1582 Balmoral which has concrete curb, gutter and sidewalk,, Cypress Ave is characterized by narrow road pavement, asphalt curb, grassed shoulder and mature trees.
- At the September 7, 2022, Public Hearing for RZ 18-7, residents of the subject neighbourhood spoke in opposition to surface infrastructure upgrades along the Cypress Avenue frontage of the development site.

## Council Decisions

Whether to Adopt Bylaw No. 2015.

### Decision options

#### Recommended

1. Adoption of Bylaw No. 2015.



### Implications

- The required pavement width along Cypress Ave would be reduced to 6.0 m.
- No curb, gutter or sidewalks would be provided along Cypress Ave by owner/developer as a condition of future subdivision or development.

## STRATEGIC PLAN LINKAGE

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

Strategic Priority	Areas of Focus
Organizational Excellence	<b>Asset Management</b> – Focus on life-cycle funding when considering asset conditions or replacements and communicate to the public the cost and the need for asset renewal.
Good Governance	<b>Decision-Making</b> – We make evidence-based decisions focused on the best interests of the Town over the long term.
Balanced Community Planning	<b>Strategic Growth</b> - We will balance the benefits of growth with the livability of our seaside community.

## BACKGROUND

At the September 7, 2022, Public Hearing for a rezoning application at 1609 and 1617 Birch Avenue (from the R1.1 Single-Family to the R5.2 Single-Family – 300 m<sup>2</sup> Parcel zone, to facilitate infill subdivision), Council heard concerns regarding the incompatibility of the proposed road pavement width and required curb, gutter and sidewalk with the existing character of the neighbourhood.

At the RCM on September 21, 2022 (following the Public Hearing for rezoning application RZ 18-7<sup>1</sup>), Council resolved that “staff prepare a bylaw amendment to the Town of Comox Subdivision and Development Servicing Bylaw, 1261 to remove the requirements for curb, gutter, sidewalk and paved on-street parking for Cypress Avenue”.

<sup>1</sup> Application RZ 18-7 sought to rezone 1609 & 1617 Birch Avenue (both of which front onto Cypress Avenue) and was approved by Council at the March 1, 2023 RCM. This application proposed variances to the Subdivision Bylaw to reduce the impact of required frontage improvements on the neighbourhood character.

At the RCM on March 1, 2023, Council gave First, Second and Third Reading to Comox Subdivision And Development Servicing Amendment Bylaw No. 2015, 2023.

There have been no applications for building permits or subdivision along Cypress Avenue to date and no public submissions since the subject bylaw received 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> reading on March 1<sup>st</sup> 2023. A Public Hearing is not required for the approval of the proposed bylaw.

MK/RP

#### Attachments

1. Town of Comox Subdivision and Development Servicing Amendment Bylaw No. 2015, 2023



**ATTACHMENT 1**

**TOWN OF COMOX SUBDIVISION AND DEVELOPMENT SERVICING AMENDMENT**

**BYLAW NO. 2015, 2023**

## **TOWN OF COMOX**

### **BYLAW NO. 2015**

#### **A BYLAW TO AMEND TOWN OF COMOX SUBDIVISION AND DEVELOPMENT SERVICING BYLAW, 1261**

---

WHEREAS Council has adopted a Subdivision and Servicing Bylaw and has the authority under the provisions of the *Community Charter* to amend the Subdivision and Development Servicing Bylaw, 1261;

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 “Town of Comox Subdivision and Development Servicing Amendment Bylaw No. 2015, 2023”.

#### **2. AMENDMENTS**

“Town of Comox Subdivision and Development Servicing Bylaw, 1261” is amended as follows:

- (1) By replacing Appendix “C”, Specifications for Highways, Table C-1 (Minimum Requirements, Roadway Widths, Curbs and Sidewalks) with a new Table C-1 that is provided as Attachment 1.
- (2) “Town of Comox Subdivision and Development Servicing Bylaw, 1261” is hereby further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of this bylaw.

#### **3. DEFINITIONS**

- (1) In this Bylaw, unless the context otherwise requires
  - (a) “Council” means the Council of the Town of Comox;

#### 4. Adoption

- (1) READ A FIRST and SECOND time this 1<sup>st</sup> day of March , 2023
- (2) READ A THIRD time this 1<sup>st</sup> day of March , 2023
- (3) ADOPTED this day of , 2024

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Mayor

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Corporate Officer

**TABLE C-1**  
**MINIMUM REQUIREMENTS, ROADWAY WIDTHS, CURBS AND SIDEWALKS**

	Road Allowance Width (m)				radius of Cul- de-sac	Pavement Width (m)						radius of Cul- de-sac	Shoulder Width	Type of Curb	No. of Sidewalks
Land Use	Cul*	Loc*	Coll*	Lane*	(m)	Cul*	Loc*	Min. Coll*	Maj. Coll*	Arterial	Lane*	(m)	(m)	Curb	By Owner
<b>Urban Roads</b> ◆ ‡	20	20	20	6	17	9	9◆	11	13	14	5.5	12.5		Roll** ◆ ◆ Ω	Commercial, Multi-Family: both sides ◆ ‡ Ω Single-Family with secondary suite allowance: Both sides except cres & cul ‡ ◆ Ω single family no secondary suite allowance: 1 side ● ◆ ◆ Ω
<b>Industrial</b>	20	20	20	7.5	17		11	13			7			Vert**	
<b>Arterials</b>			25							14				Vert**	1 side
<b>Pedestrian Connections</b>	required where a cul-de-sac street is longer than 120 m, or where continuous street frontage exceeds 370 metres			2.5							2.5			Asphalt or concrete	
<b>Dedicated Walkways - Map C-2</b> ■				14-20, avg 15											
<b>Dedicated Walkways - Map C-2</b> ⬢				6-9, avg 7											

**\* Highway Classification**

Cul – Cul-de-Sac  
 Loc – Local  
 Coll - Collector  
 Lane - Lane

**\*\*Curb Type**

Roll - Rollover Curb  
 Vert - Vertical Face Barrier Curb

‡ Sidewalk on one side on crescent streets  
 which are not an arterial or collector street,  
 all cul-de-sac streets and McDonald Road  
 South of Guthrie Rd.

● Sidewalk both sides on major collectors  
 and arterials.

◆ For the portion of Butchers Road from the intersection of any new road on Lot 18, District Lot 186, Comox District, Plan 449, except that part in Plan VIP75657 (471 Butchers Road) south to Lazo Road, the minimum pavement width shall be 5.5 m and shall have no curb, gutter or sidewalk. The development of the intersection shall be in shall have no curb, gutter or sidewalk. The development of the intersection shall be in accordance with Drawing SC-16



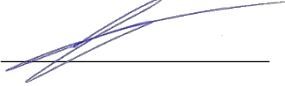
■ Where shown on Map C-2 as Dedicated Walkway 14-20 m width, dedication of a highway varying in width from 14 metres to 20 metres, and having an average width of 15 metres is required.

⬢ Where shown on Map C-2 as Dedicated Walkway 6-9 m width, dedication of a highway varying in width from 6 metres to 9 metres, and having an average width of 7 metres is required.

◆ For Kye Bay Road south of Wireless Road, and Simon Crescent road construction standards contained in Standard Drawing SC-2 Rural Highway x-section apply, including no curb, gutter or sidewalk.

Ω For Cypress Ave, pavement width shall be 6.0 m and shall have no curb, gutter, sidewalk or paved on-street parking.

<b>To:</b> Mayor and Council	<b>File:</b> DVP 23-15
<b>From:</b> Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner II	<b>Date:</b> January 24, 2024
<b>Subject:</b> Development Variance Permit Application: DVP 23-15  Variance to permit an addition to the existing single-family dwelling at 2090 Beaton Avenue	

Prepared by:  _____ Elliot Turnbull, Planner II	Supervisor:  _____ Marvin Kamenz, Dir. Devel. Serv.	Report Approved:  _____ Jordan Wall, CAO
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**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

That Development Variance Permit DVP 23-15 for 2090 Beaton Avenue be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the January 24, 2024 Planning Report on DVP 23-15.

PROPOSAL

The proposal is to vary Comox Zoning Bylaw 1850 to reduce the rear yard setback from 7.5 m to 6.0 m to facilitate an addition to the rear of the existing single-family dwelling at 2090 Beaton Avenue comprised of an 18 m<sup>2</sup> enclosed room on the ground floor with a rooftop deck above.

The applicant’s submission is contained in Attachment 1.

REPORT SUMMARY

Subject Property:

2090 Beaton Avenue : 2090 Beaton Avenue

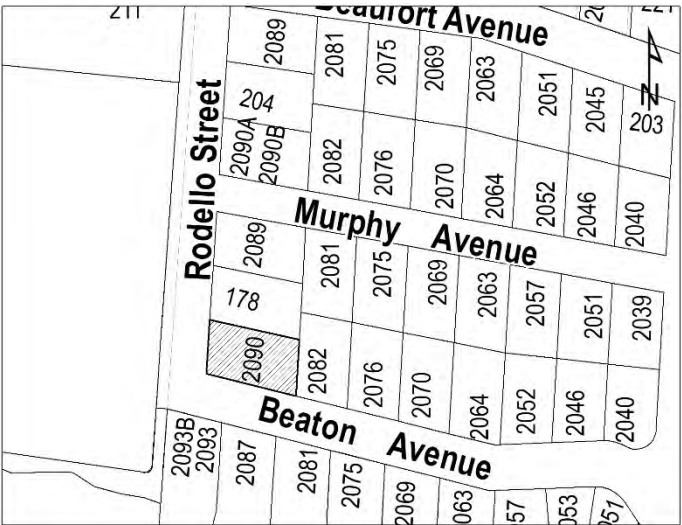
**Property Size:** 859 m<sup>2</sup>

**Owner/Applicant:** Peggy Simpson

**Property Contains:** One existing single-family dwelling.

**Legal Address:** LOT 23, SECTION 1, COMOX DISTRICT, PLAN 18100

**Surrounding Land Uses:** Single-family development to the north, east, and south. Former St. Joseph’s General Hospital to the west.



Key Issues:

Proposed Addition	The applicant is proposing an addition to the rear of the existing single-family dwelling comprised of an 18 m <sup>2</sup> enclosed room on the ground floor with a rooftop deck above. The rear setback in the R1.1 zone is 7.5 m. The variance proposes to reduce this setback to 6.0 m to permit the addition.
Privacy	Rear yards are intended to provide private, outdoor open space on a lot. Typically, issues of overlook into rear yards are avoided by building setbacks. The proposed variance will contain conditions to limit the height of the addition to minimize privacy issues.



## Council Decision

To grant or deny a development variance permit to allow construction of the proposed addition in accordance with Attachment 1.

Decision options	Implications
<b>Recommended</b>	
1. Council grants the Development Variance Permit subject to Schedule 1 conditions	Will permit construction of the proposed addition in compliance 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 additional conditions on the permit.
3. Alternative 2 - Council denies the DVP	Applicant would be required to re-design the addition to fit within existing zoning regulations or seek a different alternative.

STRATEGIC PLAN LINKAGE

This report addresses the following strategic priorities identified in the 2022-2026 Strategic Plan

Strategic Priority	Areas of Focus
Balanced Community Planning	<p><b>Strategic Growth</b> - We will balance the benefits of growth with the livability of our seaside community.</p> <p><b>Housing</b> - We will create the conditions for a diversity of housing options in our unique seaside Town.</p>

BACKGROUND

Notification of Council’s intent to consider DVP 23-15 at the January 17, 2024 Regular Council Meeting was mailed to abutting properties owners and tenants.

Correspondence received in advance of the January 17, 2024 RCM will be distributed to Council prior to commencement of the RCM.

Applicant notification

As part of the application, the applicant has conducted their own notification of neighbours. The applicant has indicated in their application that the neighbours have no issues with the proposed variance.

Referrals

Agency	Referral Sent?	Response Received?
Town of Comox	Yes	Yes
Archaeology Branch	Yes	Yes
Komoks First Nation <sup>1</sup>	Yes	No

1 In accordance with Planning Department procedures, Komok’s First Nation will be advised if DVP 23-15 is issued.

Referral comments were forwarded to the applicant, including a response from Archaeological Branch indicating that an archaeological data request is required to determine if there are any known archaeological sites.

**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(B)
DPA #18 Secondary Suites	Exempt under section 3.18.4(A)

**ZONING IMPLICATIONS**

Zoning: R1.1 Single-Family

Variance request: to reduce the rear yard setback in Comox Zoning Bylaw 1850, Section 101.9(2) from 7.5 metres to 6.0 metres to permit an addition to the rear of the existing single-family dwelling.

**Discussion:**

The proposed addition is comprised of a single-storey, one room addition. The roof of the addition will be comprised of a roof top deck that ties into the existing deck on the rear of the dwelling. To minimize potential privacy issues, the applicant’s drawings show a one-storey addition (with rooftop deck) and a 0.15 metre overhang on the rear of the addition. The DVP is proposed to be tied to these drawings to prevent enclosure of the rooftop deck and further projections (e.g. awnings, stairs) into the rear yard setback.

MK/ET

Schedules: 1. Development Variance Permit Conditions

Attachments:

- 1. Applicant’s Submission

## SCHEDULE 1

### DEVELOPMENT VARIANCE PERMIT CONDITIONS

- (1) This development variance permit is to permit construction of an addition the rear of the existing single-family dwelling unit in substantial compliance with drawings in Attachment 1;
- (2) This Development Variance Permit is to vary the Comox Zoning Bylaw 1850 Section 101.9(2):

**From:**

Rear

Rear setback shall not be less than 7.5 metres.

**To:**

Rear

Rear setback shall not be less than 6.0 metres.

**ATTACHMENT 1**

**APPLICANT'S SUBMISSION**

RECEIVED

OCT 19 2023

TOWN OF COMOX

**Application Rationale Appendix 3**

To whom it may concern:

**Re: Development Variance Permit 2090 Beaton Avenue**

The proposal is to vary Comox Bylaw 1850 Section 101.9 to permit an art studio addition to the current single-family dwelling. The variance requested is to decrease the rear parcel setback from not less than 7.5 metres to not less than 6.3 metres. In fact, the proposed building area affects a very small portion of the rear setback. The variance permit would permit construction of an attached art studio in compliance with the printout plans and drawings.

In June 2023, a building plan for the art studio was developed within the current Bylaw setback. However, the design proved to be unworkable and impractical. Instead of a rectangular room it became a small odd trapezoid shape. This space was too small for the purpose of the room and would require custom made cabinets. The cantilevered outside staircase would be unsafe to negotiate for the older owners of the home as well as being extremely costly.

Discussions and communication related to this request have occurred with the neighbours who may be affected by the variance. They have no issues with the new addition. In addition, the neighbours adjacent to the rear yard setback have a tall cedar hedge which obstructs their view of the entire back yard including the new proposed addition.

The owners of the current home have received many compliments on the design of the house and the landscaping. The studio addition will have the same quality of building and design as the current structure and continue to enhance the appeal of the Comox corner lot.

Sincerely,

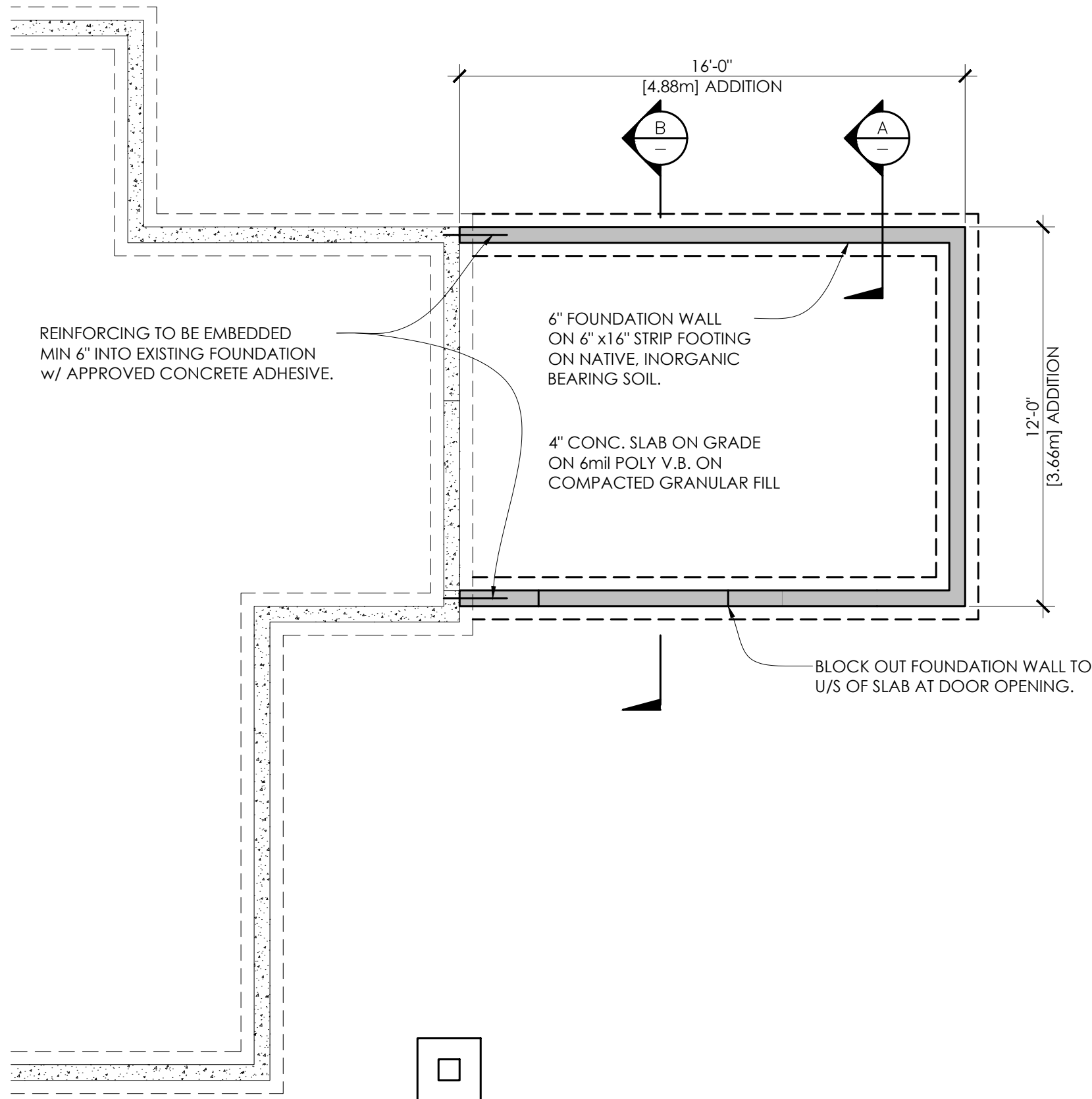


Margaret (Peggy) Simpson owner

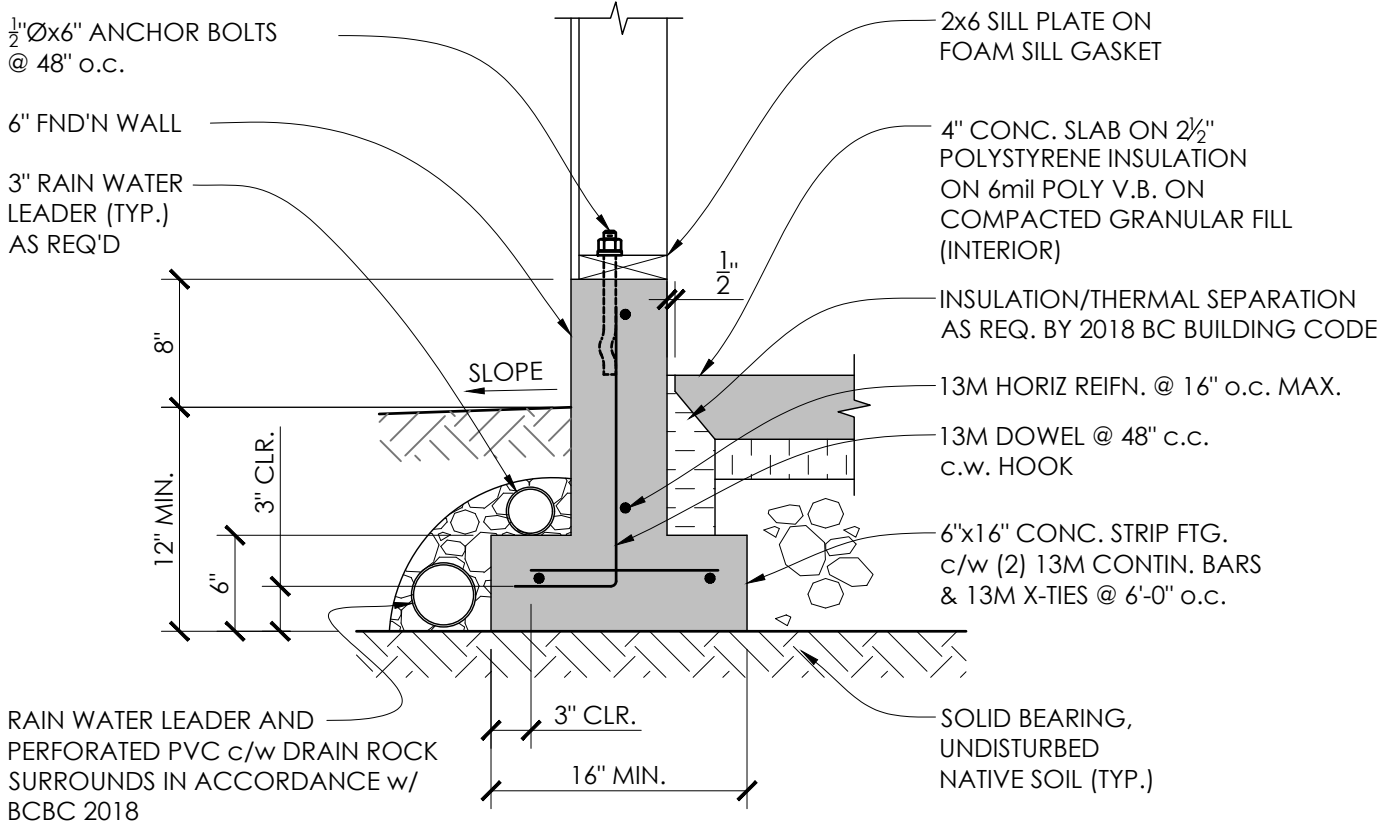


STRUCTURAL SPECIFICATIONS:

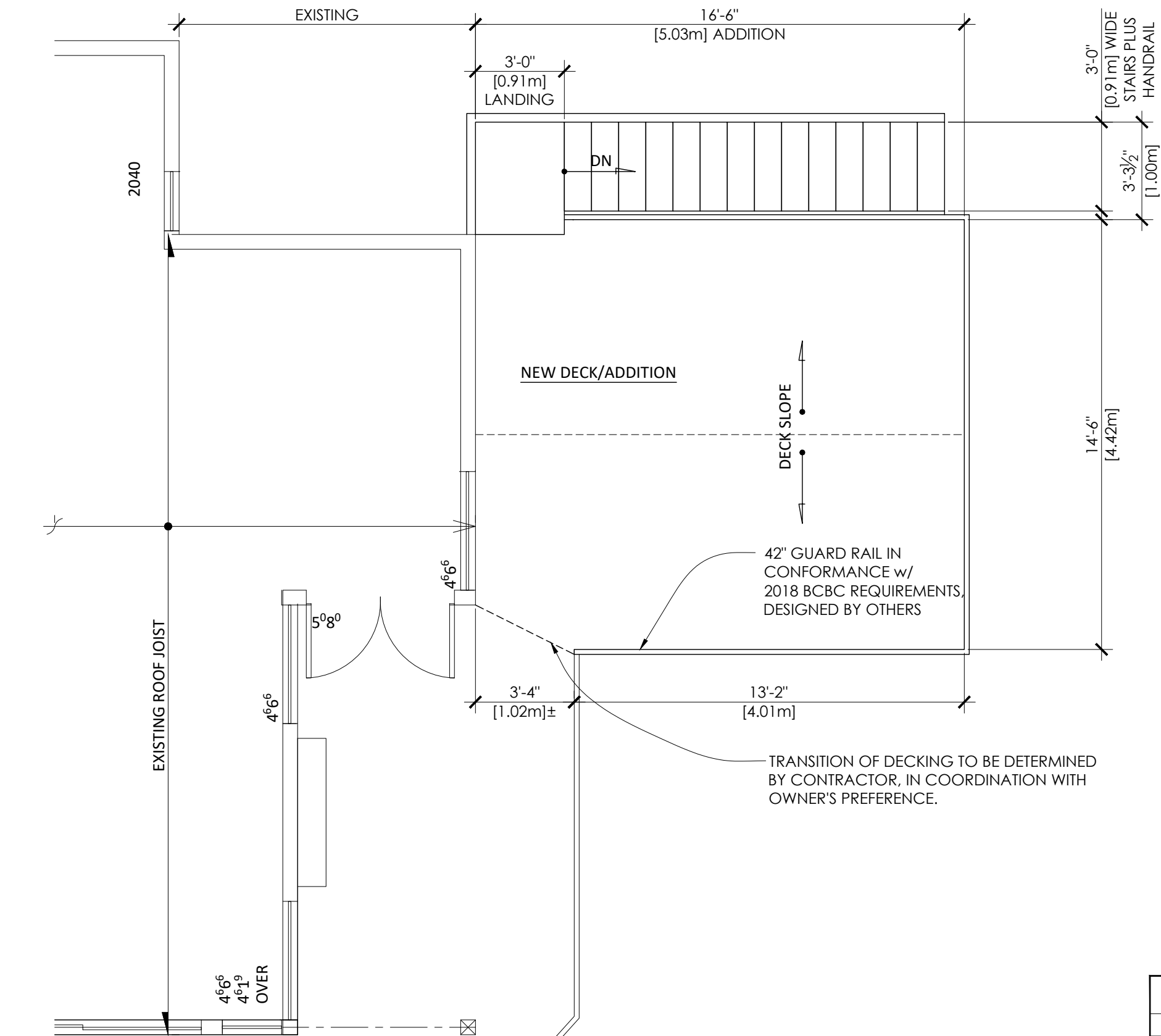
1. DESIGN:
- 1.1 STRUCTURAL DESIGN TO PART 9, B.C. BUILDING CODE, 2018 EDITION.
- 1.2 ALTERATIONS OR DEVIATIONS FROM THE SPECIFICATIONS AND/OR ARRANGEMENTS SHOWN ON THE DRAWINGS WILL NOT BE EVALUATED BY HSI - HOME STRUCTURAL INC. UNLESS AUTHORIZED BY THE CLIENT.
- 1.3 DESIGN LOADS: (COMOX, B.C.)
- .1 ROOF/DECK DEAD LOAD 16.0 psf (0.8 kPa)
- .2 GROUND SNOW LOAD: 50.0 psf (2.4 kPa)
- .3 RAIN LOAD: 8.4 psf (0.4 kPa)
- .4 SNOW LOAD ROOF FACTOR: 0.55 (DECK NOT DESIGNED FOR HOT TUB LOADING)
- 1.4 ASSUMED SOIL BEARING PRESSURE TO BE NOT LESS THAN 2000 PSF. DUE TO ACTUAL SOIL CONDITIONS IN THE LOCAL AREA THE FOOTING SIZES SHOWN MAY BE REVISED UPON INSPECTION OF THE EXCAVATION.
2. MATERIALS:
- 2.1 CONCRETE SHALL BE PRODUCED IN ACCORDANCE WITH CAN/CSA A23.1 AND A23.2 TO THE FOLLOWING:
- CEMENT TYPE GU (USE TYPE HS IF SULFATE RESISTANCE IS REQUIRED)
- | CLASS       | STRENGTH (MIN. 28 DAY) | MAX. AGG. | AIR ENT. | WATER/CEMENT RATIO | EXPOSURE |
|-------------|------------------------|-----------|----------|--------------------|----------|
| FOUNDATIONS | 25 MPa                 | 3/4"      | 4-7%     | .53                | F-2      |
| GARAGE SLAB | 32 MPa                 | 3/4"      | 5-8%     | .45                | C-2      |
- 2.2 ALL ANCHOR BOLTS TO BE ASTM A307.
- 2.3 ALL LUMBER TO BE SAWN LUMBER S.P.F. No.2 OR BETTER, GRADED IN ACCORDANCE TO NLGA GRADING RULES FOR CANADIAN LUMBER.
- 2.4 ALL ENGINEERED L.V.L. PRODUCTS TO HAVE A MINIMUM 2.0E AND fb=2950 psi. (UNLESS NOTED OTHERWISE)
- 2.5 ALL METAL FRAMING ANCHORS AS REQUIRED BY SIMPSON STRONG TIE (SST) OR APPROVED EQUAL. INSTALL HANGERS & REQUIRED FASTENERS IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS.
- 2.6 ALL METAL FRAMING ANCHORS IN CONTACT WITH ACQ PRESSURE TREATED WOOD PRODUCTS ARE TO CONFORM TO G185 HOT DIPPED GALVANIZING AS PER ASTM A652 (MINIMUM). ALL FASTENERS USED FOR FASTENING TO ACQ PRESSURE TREATED WOOD PRODUCTS MUST BE HOT DIP GALVANIZED IN ACCORDANCE WITH ASTM A153.
3. WORKMANSHIP:
- 3.1 INSTALLER TO FIELD CHECK ALL DIMENSIONS PRIOR TO FABRICATION AND INSTALLATION.
- 3.2 ALL REINFORCING STEEL WORK TO BE KEPT CLEAN, FREE OF MUD OR OTHER DELETERIOUS MATERIAL AT ALL TIMES.
- 3.3 ALL REINFORCING STEEL WORK TO BE ACCURATELY PLACED AND SECURELY TIED PRIOR TO PLACEMENT OF CONCRETE.
- 3.4 MINIMUM SPLICE LENGTHS FOR REINFORCING STEEL WORK:
- 1/2" Ø BARS = 16"
- 15M BARS = 24"
- 3.5 UNLESS SPECIFIED OTHERWISE ALL FRAMING & NAILING TO BE DONE IN ACCORDANCE WITH B.C. BUILDING CODE, 2018 EDITION, SECTION 9.23.
4. INSPECTION:
- 4.1 NOTIFY HSI - HOME STRUCTURAL INC. 48 HOURS PRIOR TO REQUIRED INSPECTION. IF THE OPPORTUNITY FOR THE BELOW REQUIRED INSPECTIONS IS NOT GIVEN, FINAL CERTIFICATION OF THE STRUCTURE WILL NOT BE SUBMITTED. INSTALLER TO CONTACT HSI - HOME STRUCTURAL INC. FOR INSPECTIONS AT THE FOLLOWING STAGES OF CONSTRUCTION:
- .1 INSPECTION OF EXCAVATION PRIOR TO FORMING FOOTINGS OR PLACING IMPORTED GRANULAR FILL
- .2 INSPECTION OF FOOTING REINFORCING STEEL PRIOR TO POUR.
- .3 INSPECTION OF FOUNDATION WALL REINFORCING STEEL FOR WALLS 60" OR HIGHER INSPECTION TO BE PRIOR TO "BUTTONING UP" FORMS.
- .4 INSPECTION OF STRUCTURAL FRAMING PRIOR INSULATION, VAPOUR BARRIER, AND FINISHES.



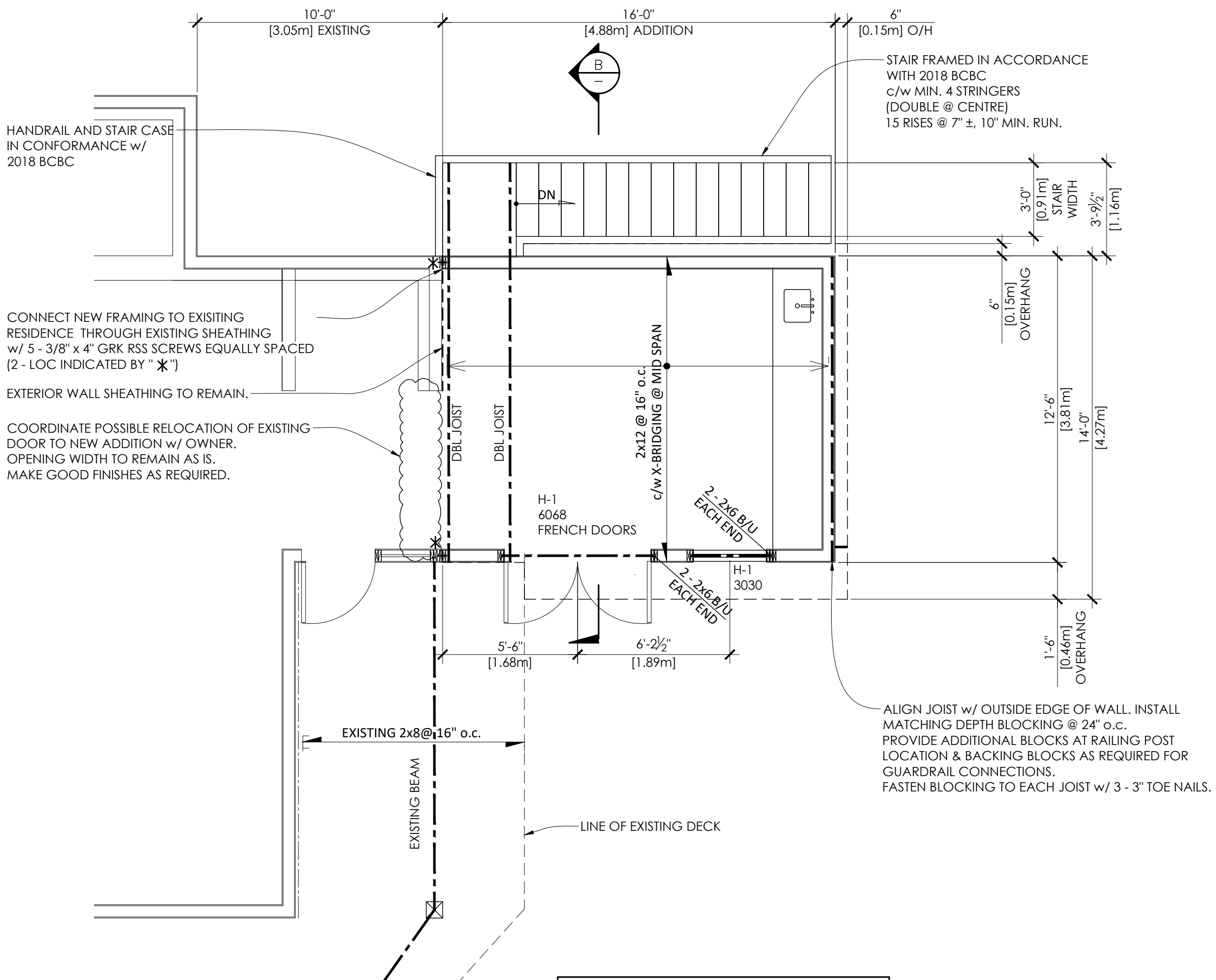
FOUNDATION PLAN  
SCALE: 1/4"=1'-0"



FOUNDATION WALL SECTION  
SCALE: 1"=1'-0"

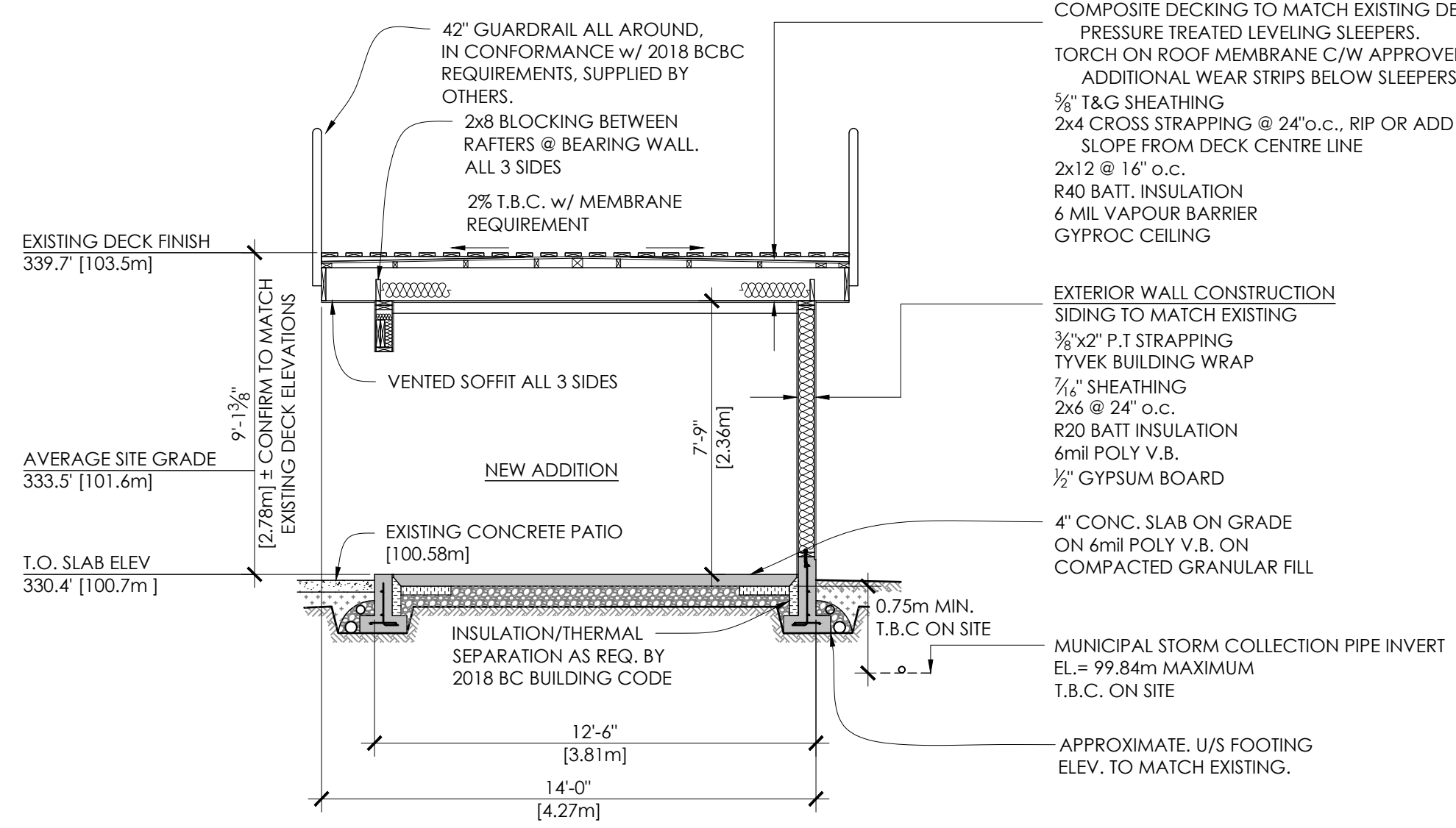


ELEVATED DECK ADDITION PLAN  
SCALE: 1/4"=1'-0"



MAIN FLOOR PLAN  
SCALE: 1/4"=1'-0"

HEADER SCHEDULE	
* NOTE: ALL UNSPECIFIED HEADERS TO BE H-1 HEADERS	
H-1	2 PLY 2x10 (No. 2/BTR K.D. SPRUCE) 1 1/2" BEARING MINIMUM EACH END



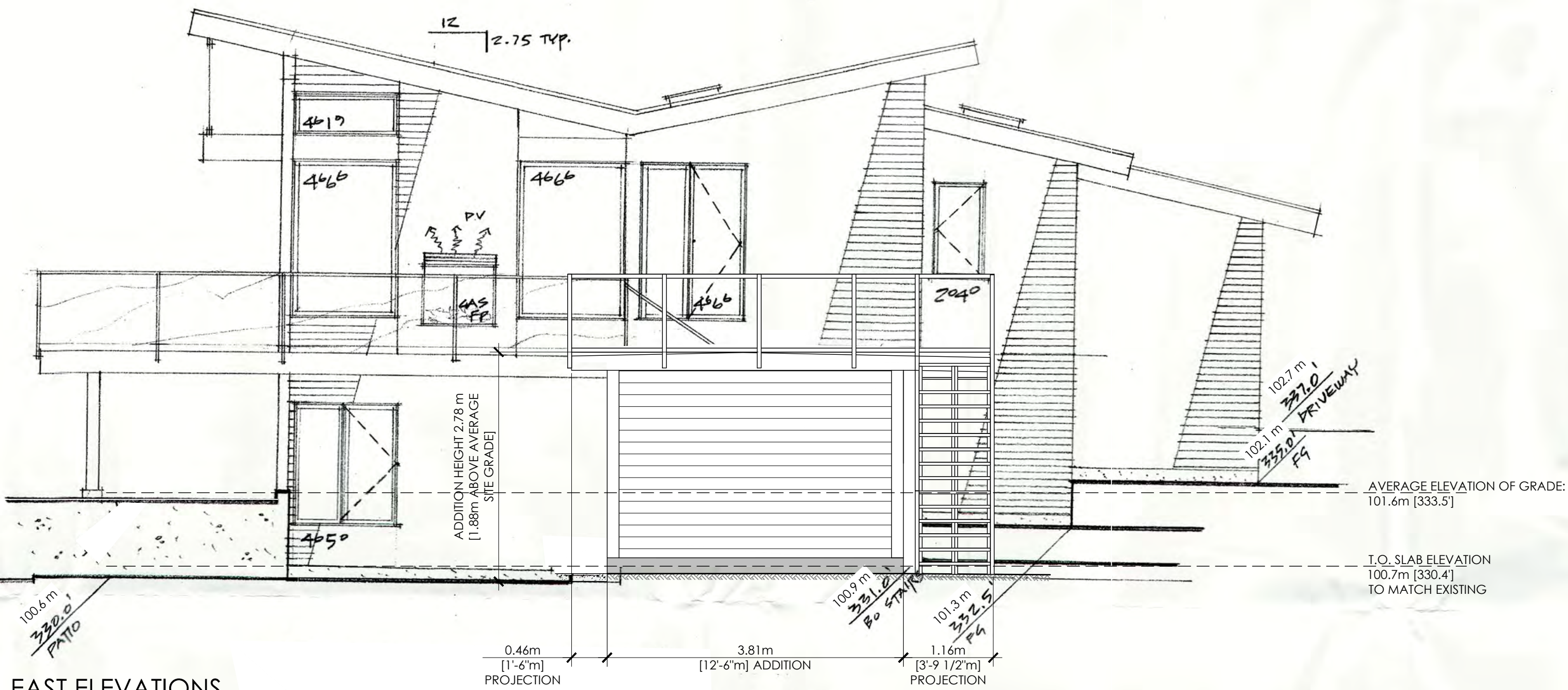
CROSS SECTION  
SCALE: 1/4"=1'-0"

CLIENT: PEGGY SIMPSON 2090 BEATON AVE COMOX, BC	
PROJECT: 12'-6" x 16'-0" STUDIO ADDITION FOUNDATION, FRAMING PLANS, AND CROSS SECTION.	
PROJECT NO: HS-2926	
DRAWN BY: T. EDINGTON	DATE CREATED: AUG. 28, 2023
DESIGNED BY: HSI	REVIEWED BY: E. HEIDEMA
SCALE: AS NOTED	

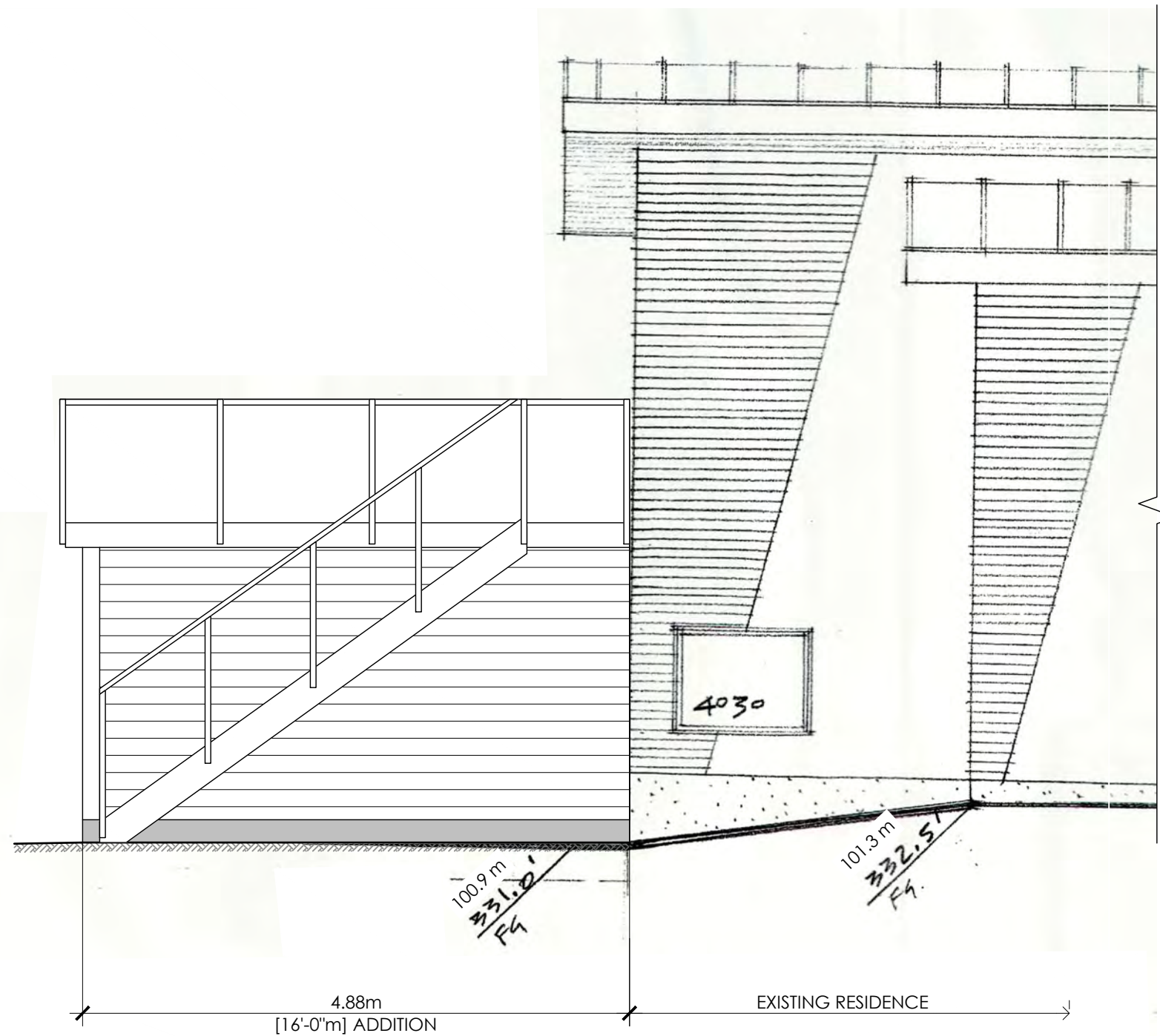
**HSI**  
HOME STRUCTURAL INC.  
STRUCTURAL ENGINEERING & DESIGN  
RESIDENTIAL-COMMERCIAL-INDUSTRIAL

SUITE #201-950 ALDER STREET, CAMPBELL RIVER, B.C.  
BUS: 250-286-8300  
FAX: 250-286-8322  
admin@homestructural.com  
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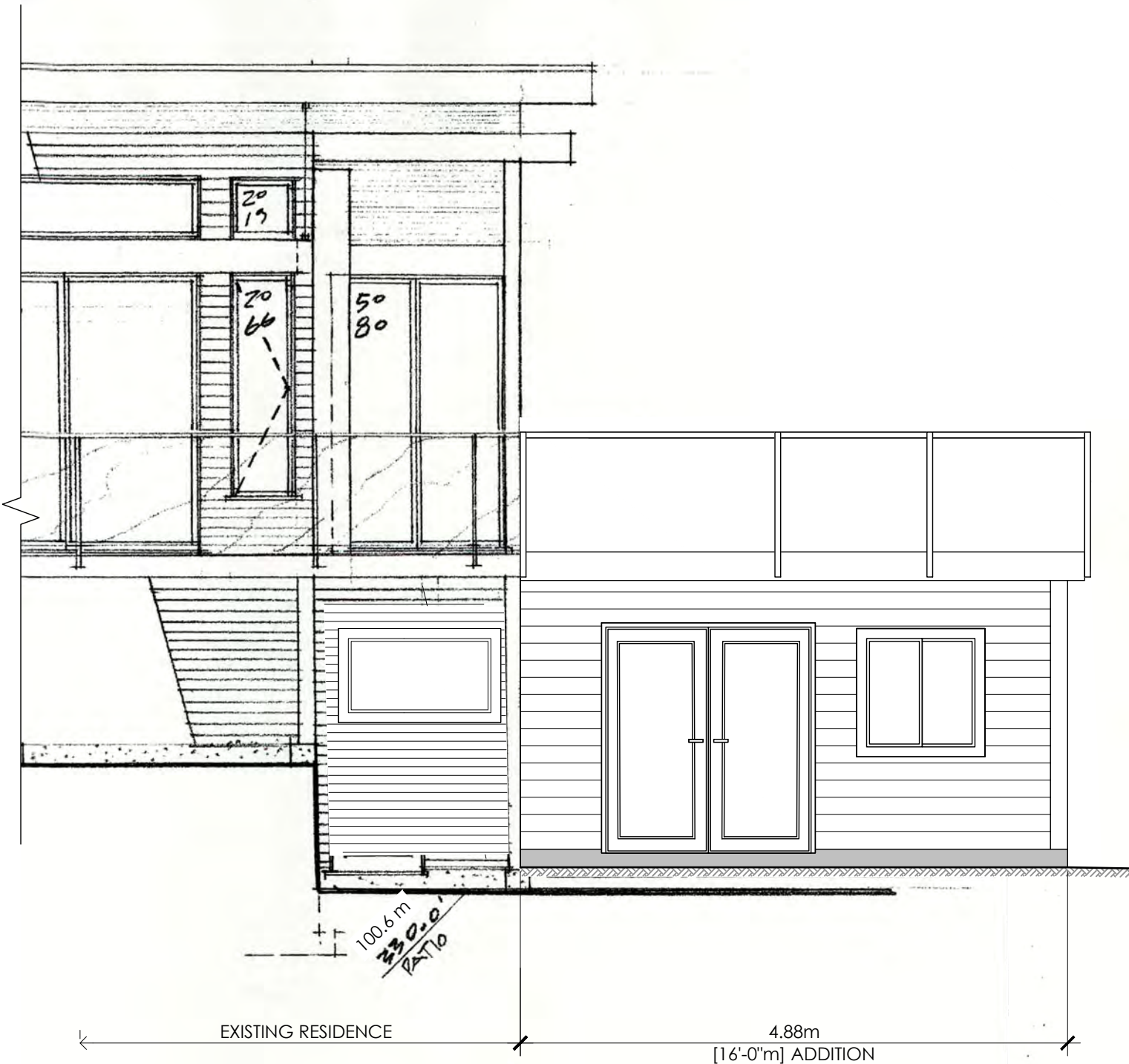




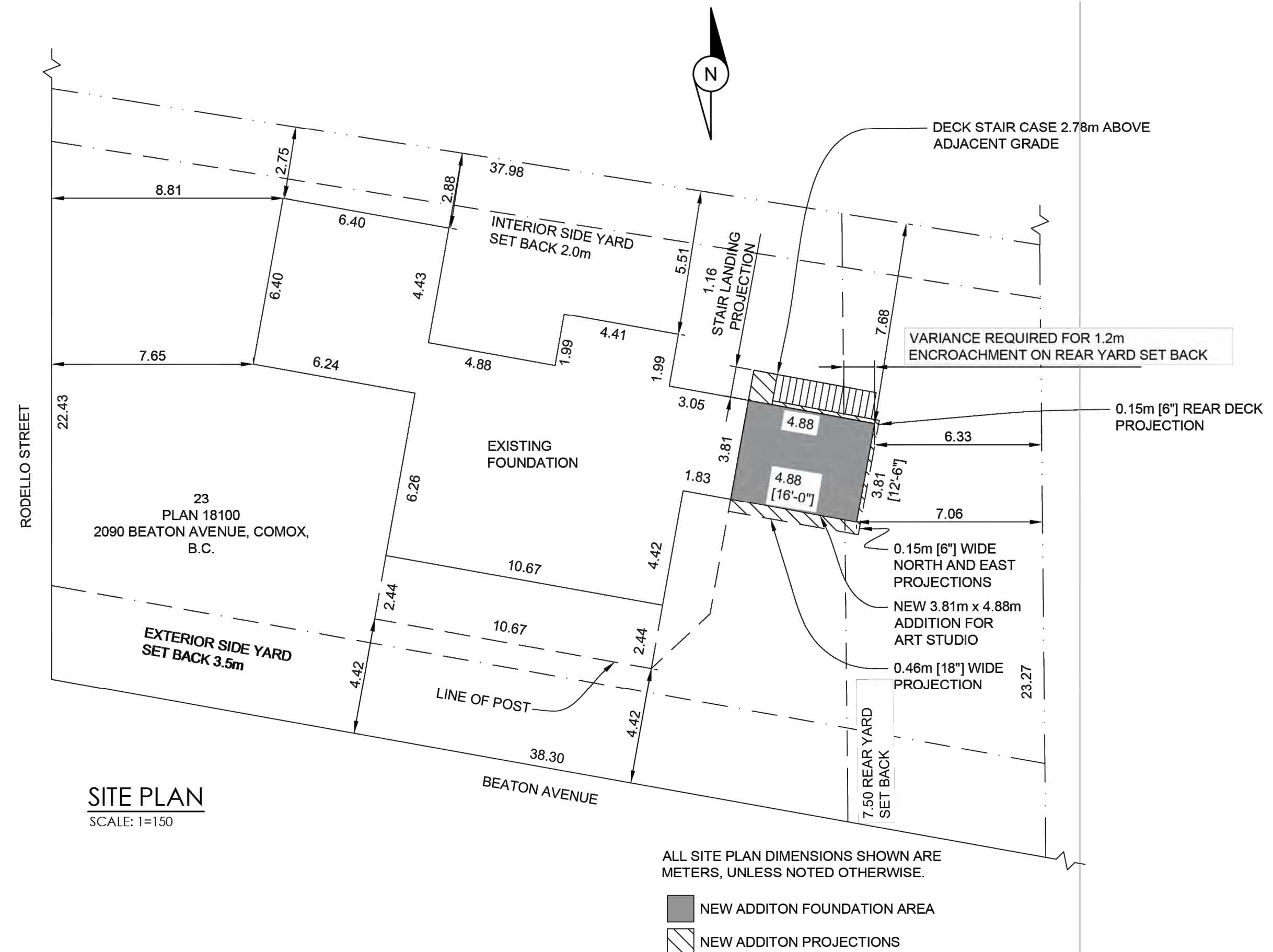
EAST ELEVATIONS  
SCALE: 1:50



NORTH ELEVATION  
SCALE: 1:50



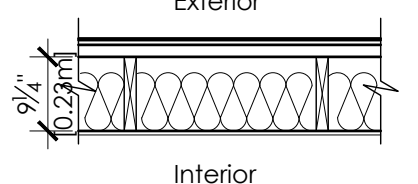
SOUTH ELEVATION  
SCALE: 1:50

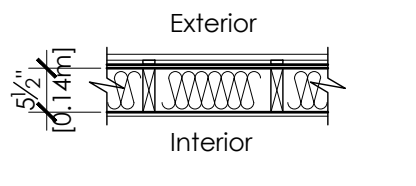


SITE PLAN  
SCALE: 1:50

#### ZONING AND DEVELOPMETN DATA SUMMARY

AUTHORITY OF JURISDICTION		TOWN OF COMOX		
PROPERTY ADDRESS		2090 BEATON AVENUE , COMOX B.C.		
LEGAL ADDRESS:		LOT 23, SECTION 1, COMOX DISTRICT, PLAN 18100		
ZONING		R1.10		
PARCEL SIZE	871.5	m <sup>2</sup>		
BUILDING		EXISTING	PROPOSED	PERMITTED
EXISTING COVERAGE	m <sup>2</sup>	180.5	203.7	305.0
PERCENTAGE LOT COVERAGE	%		23.4	35.0
SET BACKS		PROPOSED	PERMITTED	
SIDE YARD INTERIOR	m	7.7	2.0	
SIDE YARD EXTERIOR	m	10.8	3.5	
REAR YARD	m	6.3	7.5	
		MAX ELEVATION	AVERAGE GRADE	
BUILDING ELEVATION	m	103.5	101.6	

R2 Cathedral Ceilings and Flat Roofs - Over Heated Living Space			
ROOF ASSEMBLY COMPONENTS	RSI CALCULATION	RSI VALUE - No HRV	
	- Roof component description	between Rafter	at Rafter
<div>Asphalt Shingles</div> <div>Permeable Sheathing Membrane</div> <div>1/2" O.S.B. Sheathing c/w H-Clips</div> <div>2x4 Strapping @ 24" o.c.</div> <div>2x10 Rafter @ 24" o.c.</div> <div>R31 Batt Insulation</div> <div>6mil Poly Vapour Barrier</div> <div>1/2" Gypsum Board</div> <div>Exterior</div> <div></div> <div>Interior</div>	Air Film (Exterior)	-	-
	Asphalt Shingles	-	-
	Permeable Sheathing Membrane	Negl.	Negl.
	1/2" O.S.B. Sheathing c/w H-Clips	-	-
	Vented Roof Space - 1 1/2" Air Cavity	0.03	0.03
	2x12 Rafter	-	2.00
	*R31 Batt Insulation	5.46	-
	6mil Poly Vapour Barrier	Negl.	Negl.
	1/2" Gypsum Board	0.10	0.10
	Air Film (Interior - Sloped Up)	0.11	0.11
*National Resources Canada - Tables for Calculating Effective Thermal Resistance of Opaque Assemblies	RSI - Thru assembly Segment	5.70	2.24
	Coefficient of Transmission, U	0.175	0.446
	Component % of Assembly - 16" o.c.	87.00	13.00
	Component % of Assembly - 24" o.c.	90.00	10.00
	Effective Thermal Resistance U <sub>avg</sub>	0.210	4.76
	Rafter @ 16" o.c.	0.202	4.95
Table 9.36.2.6.A, Minimum Effective RSI without H.R.V. - Cathedral Ceilings: 4.67 (R <sub>eff</sub> = 26.51)			

W1 Exterior Wall Assembly w/ Fibre Cement Cladding - Without a Heat Recovery Ventilator			
WALL ASSEMBLY COMPONENTS	RSI CALCULATION	RSI VALUE	
	*National Resources Canada - Tables for Calculating Effective Thermal Resistance of Opaque Assemblies	between Studs	at Studs
<div>3/8" Fibre Cement Cladding</div> <div>1/2" x 1 1/2" Rainscreen Battens @ 24" o.c. Maximum</div> <div>Permeable Sheathing Membrane</div> <div>1/2" O.S.B. Sheathing</div> <div>2x6 Studs @ 16" o.c. / 24" o.c.</div> <div>5 1/2" Batt Insulation</div> <div>6mil Poly Vapour Barrier</div> <div>1/2" Gypsum Board</div> <div>Exterior</div> <div></div> <div>Interior</div>	Air Film (Exterior)	0.03	0.03
	3/8" Fibre Cement Cladding	0.026	0.026
	1/2" Air Cavity (Rainscreen)	0.16	0.16
	Permeable Sheathing Membrane	Negl.	Negl.
	1/2" O.S.B. Sheathing	0.108	0.108
	*2x6 Studs	-	1.19
	*R22 (5 1/2") Batt Insulation	3.87	-
	6mil Poly Vapour Barrier	Negl.	Negl.
	1/2" Gypsum Board	0.08	0.08
	Air Barrier (Interior)	0.12	0.12
*National Resources Canada - Tables for Calculating Effective Thermal Resistance of Opaque Assemblies	RSI - Thru assembly Segment	4.394	1.714
	Coefficient of Transmission, U	0.227	0.583
	*% Assembly - Studs @ 16" o.c.	77.0	23.0
	*% Assembly - Studs @ 24" o.c.	80.0	20.0
	Effective Thermal Resistance U <sub>avg</sub>	0.308	3.24
	Studs @ 16" o.c.	0.298	3.35
Table 9.36.2.6.A, Minimum Effective RSI without H.R.V. - Walls RSI <sub>eff</sub> = 17.49			

CLIENT:		PEGGY SIMPSON 2090 BEATON AVE COMOX, BC	
PROJECT:		12'-6" x 16'-0" STUDIO ADDITION SPECIFICATIONS, ELEVATIONS,	
PROJECT NO:		HS-2926	
DRAWN BY:		DATE CREATED:	DESIGNED BY:
T. EDGINGTON		AUG 28, 2023	HSI
REVIEWED BY:		REVIEWED BY:	REVIEWED BY:
E. HEIDMA		E. HEIDMA	E. HEIDMA
SCALE:		AS NOTED	

**HSI**  
HOME STRUCTURAL INC.  
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<b>To:</b> Mayor and Council	<b>File:</b>
<b>From:</b> Jordan Wall, Chief Administrative Officer	<b>Date:</b> Jan 24 <sup>th</sup> 2024
<b>Subject:</b> 2024 Operating Budget Report	

Report Approved:

  
Jordan Wall, CAO

**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

- 1) THAT Council approves Schedule A, attached to the January 24, 2024 report from the Chief Administrative Officer titled "2024 Operating Budget Report" with funds included for a term Deputy Director of Development Services and \$80,000 in additional funds for staff in the Recreation Department for inclusion in the 2024-2028 Financial Plan.
- 2) THAT Council approves 50% of all non market growth for the 2024 Financial plan be included as approved operating expenses including the hiring of an additional seasonal parks employee.

**PURPOSE**

To seek Council's approval for the Town's 2024 operational budget.

**BACKGROUND**

The 2023 operational budget saw Council address a number of staff shortages through the addition of two full time fire fighter positions, a Development and Environmental Engineer position which could not find a suitable candidate and was repurposed, a Corporate Coordinator and an additional Finance staff member. General inflationary costs for the 2024 proposed operational budget are approximately at

3.81%. This is primarily driven from higher materials and good costs, scheduled inflationary salary increases, an increases in parks costs as climate change damages trees and plantings, as well as an increase in the cost of benefit provision within the Town.

Schedule A attached to this report shows the following changes to the budget but its important to remove the increases in those lines already accounted for through revenue increases in 2023 or grants that will be received in 2024. These are the already funded positions of Corporate Coordinator in General Government, the accounting for increases to Building Maintenance within the capital funding budget in General Government, Fire Fighter expenses in Protective Services, and grant monies in Development Services:

Expense Category	Change from 2023	Amount Accounted For	Net Change
<b>General Government</b>	\$354,656	\$260,000	\$94,656
<b>Protective Services</b>	\$228,556	\$100,000	\$128,556
<b>Development Services</b>	\$155,694	\$124,000	\$31,694
<b>Transportation</b>	\$79,138		\$79,138
<b>Parks and Recreation</b>	\$10,000		\$10,000
<b>Total</b>	\$828,044	\$484,000	\$344,044

The majority of the increase in Protective Services is due to the settling of Fire Department union agreements in other jurisdictions. The Town’s salary policy ties the Fire Fighter salary to an average of other communities and the 2023 and 2024 increases must be accounted for this year.

The Community Center is predicting a significant increase in revenue over expenses for the 2024 year. Included in the numbers above is an \$80,000 increase to fund additional positions and hours to keep up with the increased demand in the Community Center. The exact positions are not known at this time and will depend on Council’s decision regarding Nautical Days presented in a separate report.

The above results in the core operating budget increasing by \$344,044 or 3.00%. This would represent a 3.62% increase on the representative home resulting in \$56 more per household for inflationary costs. Given the inflationary pressures being experienced in the municipal setting this is a very low core increase compared to many jurisdictions. However, there are additional factors that need to be considered such as policing which has increased by \$133,954 which will require an additional 1.4% or \$21 per household. This RCMP increase is part of a phased approach to prepare for the Town's RCMP contribution going to 90% funding in 2027. A full list of increased costs can be seen in the Financial section of this report

Organizational Growth

With a continued growing population Comox is expecting to see additional non-market growth (additional housing) in its tax revenue. This year that is estimated to be an additional \$135,000. In order to meet continuing service needs Administration is recommending that 50% of all non-market growth be re-invested into the organization in order to prevent the significant staff shortage that was experienced in the past. The current recommendation includes adding an additional Parks seasonal employee at a cost of \$50,000 and the remaining estimated \$17,500 be approved for use where needed throughout the year. The remaining 50% can be used as Council sees fit. Some potential categories are funding increases to Nautical days or allocating monies towards the Infrastructure Gap which will be examined by Council in February and is currently estimated to require a \$300-\$400 per home increase when fully accounted for.

***Grants to other Organizations:***

RCMP- Community Policing Crime Stoppers:	\$10,850
Coalition to end Homelessness:	\$40,000
Nautical Days*:	\$28,000
CAMS:	\$32,500
Sid Williams Theatre*:	\$25,000
Comox Valley Arts Gallery:	\$5,000

*\*Additional funding requested.*

## Financial

These are the rate increases in 2024 for a single-family home, with slight variance for those living in duplexes or multi-family buildings.

The water, sewer and refuse fee increases are a result of increased charges from the Comox Valley Regional District (Water, Sewer, and Landfill) and our new contract with Emterra (Refuse collection).

The increase to the water and sewer parcel tax is to ensure we collect enough money to cover the upcoming infrastructure projects and to ensure the Town has adequate reserves for those services.

Utility Charge	Change from 2023
Capital Increase	\$7.32
Water Parcel Tax	\$5
Sewer Parcel Tax	\$5
Water – Flat Rate*	\$40.64
Water – Metered Rate*	\$8.40
Sewer*	\$45.16
Refuse*	\$66.63
Total	\$169.75 (Flat Rate) \$137.51 (Metered Rate)

*\*These costs are set by the Comox Valley Regional District and are passed on as a flow through by the Town.*

The total increases in the Capital, special, and proposed operating budget total to \$210 per representative household which equals to an increase of \$0.58 per to maintain a property in Comox.

### GOVERNANCE CONSIDERATIONS

**Q: The level of tax increase is too high, how can I make this lower?**



**A:** The current increases are to fund the same service levels and staff compliments as in 2023. The ability to decrease costs can only be done through a reduction in service levels. Through comparative analysis provided to Council in the past Comox has a lower than industry average supporting staff for a community of our size and a comparatively lower tax burden as well. Decreasing costs or reducing cost growth must be accompanied by a decrease in service levels directed by Council.

Town of Comox  
2024 Preliminary Budget Report  
Core Expenses (Modified Format)

**Schedule A**



	2023 Budget	2024 Forecast	Percent	Change
<b>Core Operating Expense</b>				
<u>General Government</u>				
Internal Cost Reallocation	(488,420)	(498,060)	1.97%	(9,640)
Facility Maintenance	200,343	370,991	85.18%	170,648
Council	321,590	334,690	4.07%	13,100
Administration	1,256,001	1,401,414	11.58%	145,413
Finance	1,211,090	1,231,620	1.70%	20,530
Technology	358,000	372,605	4.08%	14,605
Total General Government	2,858,604	3,213,260	12.41%	354,656
<u>Protective services</u>				
Internal Cost Reallocation	47,900	48,800	1.88%	900
Facility Maintenance	-	-	-	-
Fire	1,881,536	2,102,296	11.73%	220,760
Bylaw enforcement	155,820	161,460	3.62%	5,640
Building inspections	164,163	165,419	0.77%	1,256
Other protective service	101,000	101,000	-	-
Total Protective Services	2,350,419	2,518,975	7.17%	228,556
<u>Housing/Health</u>				
Internal Cost Reallocation	-	-	-	-
Facility Maintenance	-	-	-	-
Housing/Health	-	-	-	-
Total Housing/Health	-	-	-	-
<u>Development services</u>				
Internal Cost Reallocation	9,200	9,400	2.17%	200
Facility Maintenance	-	-	-	-
Development	638,609	794,103	24.35%	155,494
Total Planning Services	647,809	803,503	24.03%	155,694
<u>Transportation</u>				
Internal Cost Reallocation	(436,200)	(444,900)	1.99%	(8,700)
Facility Maintenance	69,780	71,200	2.03%	1,420
Engineering	2,447,986	2,534,404	3.53%	86,418
Public Works	-	-	-	-
Total Transportation	2,081,566	2,160,704	3.80%	79,138
<u>Parks, Rec &amp; Culture</u>				

Town of Comox  
2024 Preliminary Budget Report  
Core Expenses (Modified Format)

**Schedule A**

	<b>2023 Budget</b>	<b>2024 Forecast</b>	<b>Percent</b>	<b>Change</b>
Internal Cost Reallocation	125,520	127,960	1.94%	2,440
Facility Maintenance	261,024	259,191	(0.70%)	(1,833)
Parks	1,590,034	1,658,635	4.31%	68,601
Recreation, net of revenue	1,258,578	1,214,141	(3.53%)	(44,437)
Culture	37,630	37,760	0.35%	130
Facility Department	1,752	1,782	1.71%	30
Marina	202,900	187,890	(7.40%)	(15,010)
Total Parks, Rec, Culture	3,477,438	3,487,359	0.29%	9,921
<u>Other Services</u>				
Other (Cemetery)	-	-	-	-
<u>Other Services</u>	-	-	-	-
<b>Core Expenses</b>	<b>11,415,836</b>	<b>12,183,801</b>	<b>6.73%</b>	<b>827,965</b>
Percent change		6.73%		
<u>Recreation Department</u>				
Community Services	2,783,155	2,963,750	6.49%	180,595
Sales of services	1,524,577	1,749,609	14.76%	225,032
<u>Policing</u>				
RCMP	2,094,123	2,228,077	6.40%	133,954

<b>TO:</b>	Mayor & Council	<b>FILE:</b>	
<b>FROM:</b>	Marisa Thurlborn, Revenue Manager	<b>DATE:</b>	Jan 24, 2024
<b>SUBJECT:</b>	Penalties – Fees and Charges Bylaw No 2016		

Prepared by: <b>Marisa Thurlborn</b> Revenue Manager	Supervisor: <b>Geoffrey Kreek</b> Fin. Director	Financial Approved:  Geoffrey Kreek, Acting Director of Finance	Report Approved:  Jordan Wall, Corporate Administrative Officer
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**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

1. That the Fees and Charges Amendment Bylaw No. 2016.02 be given First Reading.
2. That the Fees and Charges Amendment Bylaw No. 2016.02 be given Second Reading.
3. That the Fees and Charges Amendment Bylaw No. 2016.02 be given Third Reading.

**ALTERNATIVE RECOMMENDATION**

That the Fees and Charges Amendment Bylaw No. 2016.02 set the late penalty rate to (x%) for outstanding utility services and other outstanding accounts receivable.

OR

That the Fees and Charges Amendment Bylaw No. 2016.02 set the late penalty rate to (x%) for outstanding utility services only.

**PURPOSE**

To set a 10% penalty for all outstanding utilities if left unpaid for more than 120 days and for all other outstanding accounts receivable if left unpaid for more than 60 days.

## STRATEGIC PLAN LINKAGE

If the penalty is set, it will help the Town recover outstanding funds more promptly by having a financial consequence for paying late. This will also help improve the Town of Comox's cash flow if we receive funds before or on the deadline.

## BACKGROUND

Historically, the Town of Comox has set a 10% penalty for all outstanding utilities if left unpaid for more than 120 days. Utilities encompass water, sewer, and garbage fees. Upon review of our Bylaws, we could not find a Bylaw that provided details for the 10% penalty. This report is meant to adopt the penalty by Council officially and to have it clearly labelled in our Fees and Charges Bylaw.

In the past, we have not charged a 10% on other accounts receivable and want to put something in place to have the authority to charge a penalty if not paid within 60 days.

## ANALYSIS/ISSUES/IMPLICATIONS

### a. Applicable Policies and Legislation

Section 193.1 of the Community Charter allows a Council, by bylaw, to set penalties for services the municipality provides.

### b. Financial

Other municipalities are charging a late payment fee for unpaid utility services so the Town of Comox could set a comparable penalty.

Additional constraints are placed on the Finance department due to trying to collect these outstanding funds. Such activities include providing multiple reminders via email, phone calls, and mailing additional letters. If the Bylaw amendment is passed, it will also save staff time so that we can clearly direct residents to the correct Bylaw that allows the 10% penalty to be applied to outstanding accounts.

### c. Intergovernmental

Cumberland applies a 10% penalty for utility bills if not paid on or before the due date as printed on the utility bill. Courtenay applies a 5% penalty on utility bills if not paid on or before the due date as printed on the utility bill.

### d. Public Relations

The Town should update the website and specific pages with the penalty rates and post the information on social media.

**GOVERNANCE CONSIDERATIONS**

If the Council decides not to set the penalty, this can affect the cash flow going forward if there is no consequence for paying late, and there would be an increased cost on the Town from having staff send out reminder invoices and make additional phone calls.

## THE TOWN OF COMOX

## BYLAW 2016.02

**A BYLAW OF THE TOWN OF COMOX TO ESTABLISH AND REGULATE STATUTORY FEES  
AND CHARGES FOR SERVICES CARRIED OUT BY THE TOWN OF COMOX**

**Please note:** This is a consolidated bylaw prepared for Convenience only and is not a certified copy.

Consolidated to include the following bylaws:

<b>Bylaw No.</b>	<b>Adopted</b>	<b>Name</b>	<b>Purpose</b>
2016.01	December 13, 2023	Fees and Charges Amendment Bylaw No. 2016.01	To amend Fees and Charges to include solid waste collection fees

WHEREAS under Section 194 of the Community Charter, a Council may, by bylaw, impose fees with respect to all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

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

## 1. Title

**(Title replaced, Bylaw 2016.01, Dec 13, 2023)**

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

## 2. Fees and Charges

Fees charged by the Town of Comox for applications received, services rendered and goods supplied shall be in accordance with the requirements of Schedule A, attached hereto and forming part of this bylaw.

### 3. AMENDMENT

Fees and Charges Amendment Bylaw No. 2016.02, Schedule “A” is hereby amended as follows:

- a) By deleting Schedule “A” in its entirety and replacing with Schedule “A” attached to and forming part of this bylaw.

## 4. Adoption

READ a FIRST time this \_\_\_\_\_ day of Jan, 2024

READ a SECOND time this \_\_\_\_\_ day of Jan \_\_\_\_\_, 2024

READ a THIRD time this \_\_\_\_\_ day of Jan, 2024



ADOPTED this

day of Feb , 2024

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MAYOR

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CORPORATE OFFICER

## SCHEDULE “A”

<b>TOWN OF COMOX SCHEDULE OF FEES AND CHARGES</b>	
<b>Description</b>	<b>Fee or Charge</b>
General Photocopying	\$0.55 per page plus GST
Copy of Tax notice or Assessment information	
- current or previous year	\$5.50 per folio per year
- other than current or previous year	\$16.50 per folio per year
Tax Account Status	\$16.50
Late Fee Penalty – Utilities unpaid after 120 days from the date the service is rendered (includes water, sewer, garbage, recycling, and yard waste fees)	10% penalty applied to outstanding balance
Late Fee Penalty – Other Accounts receivable unpaid after 60 days from the date the service is rendered	10% penalty applied to outstanding balance
Mortgage Company Listings	\$10 per folio
Mortgage Company Refunds	\$5 per folio
Title Search/Registry Search (only in conjunction with building permit application)	\$15 per search
Collection Agency Fee	30% of items sent to collections
Freedom of Information Requests	\$10 – non-refundable
Maps	
- Zoning/OCP (full size)	\$22.00 colour
- all others (full size)	\$22.00 colour plus GST
- custom maps	\$22.00 plus \$60.00/hour plus GST (\$50.00 min)
Official Community Plan Bylaw	\$38.50
Zoning Bylaw	\$27.50
Building Bylaw	\$22.00 plus GST
Subdivision Bylaw	\$27.50 plus GST
Subdivision Specifications	\$38.50 plus GST
Building Permit Reports	
- One month report	\$11.00 plus GST
- Monthly reports	\$110.00 per year plus GST
- Weekly reports	\$137.50 per year plus GST
Business Licence List	\$55.00 plus GST
Legal Plan Request	
- Up to Tabloid size	\$0.55 per plan plus GST
- Greater than Tabloid size	\$11.00 plus \$5.00 per copy plus GST
Application for Boundary Extension	\$1,100.00 per application
Non-Sufficient Funds Cheque	\$20.00 per cheque
Copies of Development and/or Building Permits	\$22.00 plus GST plus
- Up to Tabloid size	\$0.55 per page plus GST
- Greater than Tabloid size	\$10.50 plus \$5.00 each plus GST
Comfort Letters	\$110.00 per parcel
Copies of covenants, ROWs or easements	\$0.55/page or \$5.00, whichever is higher plus GST
Entertainment Permit	
- Four month period	\$55.00
- Full year	\$110.00

<b>TOWN OF COMOX SCHEDULE OF FEES AND CHARGES</b>	
<b>Description</b>	<b>Fee or Charge</b>
Banner Station Advertising:	
- Registered provincial or federal non-profit society	\$0
- Other	\$50 per day or \$300 per week
Banner Station Installation/Removal	\$100 for both
Community Link on Town Website:	
- Registered provincial or federal non-profit society	\$0
- Other	\$100 per month

## **SCHEDULE B**

### **Solid Waste Collection Fees**

*(Schedule B added, Bylaw 2016.01, December 13, 2023)*

*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 <b>Cart Type</b>	Column 2 <b>120L Cart</b>	Column 3 <b>240L Cart</b>	Column 4 <b>360L Cart</b>
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 <b>Fee Type</b>	Column 2 <b>Annual Fee</b>
Assisted Set-Out Service Fee	N/A
Assisted Set-Out Service Fee Subsidy* (per Automated Service Property)	\$4.50

*\*The annual Assisted Set-Out Service Fee Subsidy is 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 <b>Waste Type</b>	Column 2 <b>Bin Fee per yd<sup>3</sup></b>	Column 3 <b>Compactor Fee per pickup</b>	Column 4 <b>Receptacle Fee per pickup</b>
Garbage	\$14.17	\$229.69	\$4.20 <sup>1</sup> / \$11.94 <sup>2</sup>
Recycling	\$6.47	\$178.94	\$34.25 <sup>3</sup> / \$58.14 <sup>4</sup>

<sup>1</sup>Garbage receptacle fee each for 1-5 receptacles

<sup>2</sup>Garbage receptacle fee each for 6+ receptacles

<sup>3</sup>Recycling receptacle fee for first receptacle

<sup>4</sup>Recycling receptacle fee for each additional receptacle

To: Mayor and Council	File: PR 23-29
From: Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner II	Date: January 24, 2024
Subject: Planning Report PR 23-29 Delegation of Minor DVPs to Staff	

Prepared by:  Elliot Turnbull, Planner II	Supervisor:  Marvin Kamenz, Director Devel. Serv.	Report Approved:  Jordan Wall, CAO
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**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

1. That the Town prepare a: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Reading Report to:
  - a. amend Comox Planning Procedures Bylaw 1780 to delegate to the Director of Development Services the power to issue minor development variance permits in accordance with the framework described in the January 24, 2024 Staff Report on PR 23-29 Delegation of Minor DVPs to Staff; and,
  - b. amend the parking regulations contained in Comox Zoning Bylaw 1850 to apply the downtown parking standards for dimensions of maneuvering aisles, parking, and loading spaces to the entire Town.

**PURPOSE**

The purpose of this report is to describe a framework under which the power to issue minor Development Variance Permits may be delegated to the Director of Development Services in order to decrease the among of staff time to process minor variances.

REPORT SUMMARY

Subject Area:

All land within the Town of Comox.

Key Issues:

Rationale for  
Minor  
Variance

Official Community Plans (OCP) set out the Council vision for a community including establishing policies regarding the function and form of neighbourhoods including infrastructure services (e.g. use, building form, sunlight penetration, relationship with the street, etc). Zoning bylaws contain land use, density, height, and setback regulations that Council determines will implement OCP policies. Delegating minor variances to staff will allow the Town to quickly address circumstances which cannot be considered by regulations (such as topography, unusual lot shape, access by a person with a disability, etc) which could have an impact on a proposed development. Limiting minor variances to these types of clear, ascertainable situations and placing limits on the magnitude of the variance will ensure that staff are not inadvertently circumventing Council’s vision while speeding up processing times and providing more certainty to applicants.

Council Decision

Whether or not to prepare a bylaw amendment to delegate the power to issue minor development variance permits to the Director of Development Services and apply downtown parking standards to all of Town.

Decision options

Implications

Recommended

1. Proceed with bylaw amendment as proposed in this report



Staff will prepare a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading report for Council consideration of amending Comox Planning Procedures Bylaw 1780 and the parking regulations in accordance with the framework described in this report.

2. Proceed with bylaw amendment under a different framework than proposed in this report



Council may propose a different framework under which to delegate minor DVP issuance to the Director of Development Services such as changing the percentage limits on each category of a proposed minor variance. For example, reducing the maximum change of a setback from 50% to 25%. Staff will prepare a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading report for Council consideration in accordance with such a framework. Council may also amend the proposed changes to parking requirements outside of downtown.

3. Do not delegate power to issue minor DVPs



Council would continue to consider all DVP applications as usual.



**STRATEGIC PLAN LINKAGE**

This report addresses the following strategic priorities identified in the 2022-2026 Strategic Plan:

Strategic Priority	Areas of Focus
<b>Organizational Excellence</b>	<b>Internal processes</b> - Streamline and develop new processes that are efficient, cost effective and support our overall objectives.
<b>Balanced Community Planning</b>	<b>Strategic Growth</b> - We will balance the benefits of growth with the livability of our seaside community.  <b>Housing</b> - We will create the conditions for a diversity of housing options in our unique seaside Town.

**BACKGROUND**

As part of the provincial Development Approvals Process Review (DAPR) process, the Local Government Act (LGA) was amended in 2021 to permit local governments to, by bylaw, delegate to staff the power to issue a development variance permit if the proposed variance:

- (a) is a minor variance, and
- (b) varies the provisions of a bylaw under any of the following:
  - i. zoning bylaws respecting siting, size and dimensions of buildings, structures and permitted uses;

- ii. off-street parking and loading space requirements;
- iii. regulation of signs;
- iv. screening and landscaping to mask or separate uses or to preserve, protect, restore and enhance natural environment;
- v. a provision of the local government act prescribed by regulation of the Lieutenant Governor in Council.

Under the LGA, the bylaw delegating the power to issue a development variance permit to staff must include:

- (a) criteria for determining whether a proposed variance is minor, and
- (b) guidelines the delegate must consider in deciding whether to issue a development variance permit.

## **ANALYSIS**

Official Community Plans (OCP) set out the Council vision for a community including establishing policies regarding the function and form of neighbourhoods including infrastructure services (e.g. use, building form, sunlight penetration, relationship with the street, etc). Zoning bylaws contain land use, density, height, and setback regulations that Council determines will implement OCP policies.

Delegating minor variances to staff will allow the Town to quickly address circumstances which cannot be considered by regulations (such as topography, unusual lot shape, access by a person with a disability, etc) which could have an impact on a proposed development. The risk of delegating decisions is that Council's vision for a community may be inadvertently circumvented. For example, front yards function as a transition area from the public street to the private dwelling. A front setback variance from 7.5 m to 4.5 m would be considered minor as a 4.5 m front yard has the same function as a 7.5 m front yard with a relatively similar form. A front setback variance from 7.5 m to 2.0 m, on the other hand, would not be considered minor. While a 2.0 m front setback may have the same function as a 7.5 m setback, the form will be entirely different in relation to the street and street infrastructure (parking, sunlight, privacy). Staff issuance of such variances may ultimately undermine Council's vision without their knowledge.

To avoid this situation, the proposed framework described below is intended to limit delegated decisions only to unavoidable physical or personal situations that commonly arise and which cannot be addressed through regulation. These include issues such as abnormal lot topography, shape, or size, access to a building by a person with a disability. Limiting minor variances to these types of clear, ascertainable situations and placing limits on the magnitude of the variance will ensure that staff are not inadvertently circumventing Council's vision. In addition, advertising of delegated DVPs is not required which will speed up processing times and provide more certainty to applicants.

Comox Planning Procedures Bylaw 1780 already delegates to the Director of Development Services several different powers including the issuance of development permits. Bylaw 1780 contains the provision that the Director of Development Services may decide not to exercise any delegated authority and that Council shall consider the issue instead. As an additional safeguard against the risks of Council's vision being inadvertently circumvented, this provision will also apply to delegated DVPs.

### ***Definition of Minor Variance***

This report proposes that staff be delegated the power to issue minor DVPs which are defined as follows: A variance to one of more of the following regulations in Comox Zoning Bylaw 1850:

1. Setbacks to a maximum of change of 50%.
2. Gross floor area to a maximum change of 10%.
3. Screening.
4. Projections into required setbacks to a maximum change of 30%.
5. Vertical distance from top of sidewalk or established grade at lot line to ground floor level of residential unit to a maximum change of 50%.
6. Off-street parking and loading limited to the following:
  - a. Required off-street parking spaces only if:
    - i. the application includes a change of use in an existing building;
    - ii. the bicycle parking in lieu of vehicle parking spaces allowance has been maximized; and,
    - iii. the change is less than 50%.
  - b. Location and siting; or,

- c. Development and maintenance standards.

The definition of minor includes specific limits in the form of percentages of certain regulations. This is intended to represent a reasonable change that could be accommodated while maintaining the function and form of development. Screening does not include a numerical limit given that there are a variety of methods to accomplish screening requirements that may not be addressed in a bylaw as well as different situations such as the siting of buildings and conditions on surrounding properties which may also contribute to meeting the intent of screening.

While permitted under the Local Government Act, variances to the Sign Bylaw are not included in the definition of a minor variance. Signs tend to be related to individual business interests which are subjective, as opposed to objective issues that can be determined at a staff level. These types of issues are best addressed by Council and therefore have not been included in the definition of minor variance.

***Criteria to Consider when Deciding to Issue a Variance:***

1. If the proposed variance is to addresses any of the following:
  - a. Irregular lot shape or size;
  - b. Topographic features including a significant change in grade;
  - c. The presence of a statutory right of way ;
  - d. Alterations or additions to an existing building necessary to allow access to a building by a person using a wheelchair or other mobility aid;
  - e. Tree protection in accordance with Council's tree protection policies;
  - f. Reduction of green house gas emissions or energy use beyond the requirements in the BC Building Code or Comox Building Bylaw 1472; or,
  - g. Alterations to an existing building to allow additional dwelling units which are permitted under the zone.
2. The purpose of the regulation that is proposed to be varied in context of existing zoning and future land use set out in the Official Community Plan.
3. The variance must not:
  - a. impose additional costs on the Town such as additional costs to provide services;

- b. create or exacerbate any risk to public safety; or,
  - c. require significant consultation with external agencies.
4. For clarity, the following shall not be considered:
- a. Personal preference of the applicant or property owner; or
  - b. Cost, if it is in keeping with the general cost of compliance.

The following table includes examples of variances and whether they would be considered minor and considered by staff or not minor and considered by Council.

SITUATION	MINOR OR NOT MINOR
Variance to front setback (7.5 m to 5.5 m) to allow construction of a wheelchair ramp on the front of a dwelling.	Variance is to a setback and less than 50%, and is to allow access to an existing building a person who uses a wheelchair.  <b>Minor variance considered by staff.</b>
Change of use in an existing building from a warehouse to a retail store resulting in an increase in the required number of parking spaces on a site which is fully built out with no additional space for parking.	Variance involves a change in use within an existing building which requires additional parking. Provided that the change is in keeping with the purpose of the regulation that is proposed to be varied in context of existing zoning and future land use set out in the Official Community Plan, it would be a <b>minor variance considered by staff.</b>
Variance to the side setback requirement for a coach house (2.0 m to 1.2 m) to permit conversion of an accessory building into a coach house in the R1.1 zone.	Variance is to a setback and less than 50% and is to allow additional dwelling units as permitted by the zoning bylaw.  <b>Minor variance considered by staff.</b>

Variance to front, side, and rear setbacks to accommodate a new single-family dwelling unit on a triangular shaped lot which contains a significant change in grade.	<p>Provided that setback variances are all less than 50%, this variance is to address irregularly shaped lot with a significant change in grade.</p> <p><b>Minor variance considered by staff.</b></p>
Variance to the gross floor area requirement (60 m <sup>2</sup> to 65 m <sup>2</sup> ) of a coach house proposed to have Passive House certification.	<p>Gross floor area change is less than 10%, and is to permit reduction of greenhouse gas emissions or energy use beyond the requirements in the BC Building Code.</p> <p><b>Minor variance considered by staff.</b></p>
Variance to the vertical setback limit above established grade at a lot line to permit construction of a new townhouse on a site with a significant change in grade from not more than 1.5 m to 1.75 m.	<p>The variance is less than 50%. While not currently seen, it is expected that this situation may arise in the new zones proposed in the Hector-Aspen neighbourhood.</p> <p><b>Minor variance considered by staff.</b></p>
Variance to a front setback to permit addition of an entrance foyer because the property owner wants more space in their home.	<p>The rationale for this variance is owner preference.</p> <p><b>Not minor – Council consideration.</b></p>
Height variance to increase height allowance because the property owner wants to take advantage of a view.	<p>This a variance to height, which is not included in the definition of minor variance, and the rational is owner preference.</p> <p><b>Not minor – Council consideration.</b></p>

Given that the Town is in the process of implementing new zoning to permit infill in existing neighbourhoods in accordance with new provincial legislation, it is expected that this framework will continue to evolve and require amendments as new situations begin to arise.

### ***Parking Requirements***

As part of delegating to staff the power to issue certain DVPs, some changes to the parking requirements in the Zoning Bylaw are also proposed. Under the existing Zoning Bylaw, parking regulations for dimensions of maneuvering aisles, parking and loading spaces are different inside downtown and the rest of Town. The regulation for the downtown permits smaller parking stall and maneuvering aisle dimensions. As newer developments have been introduced outside downtown, it has become apparent that that some flexibility is needed to address dimensional issues that arise due to parcel shape or tight underground parking.

These issues are easy to address as the solution already exists in the downtown parking regulations. As such, it is proposed to amend the parking regulations in the Zoning Bylaw to apply the downtown parking standards for dimensions of maneuvering aisles, parking and loading spaces to the entirety of Town. For a comparison of the current Downtown standards and outside Downtown standards, see the tables below. It is expected that this amendment will reduce the need for a variance application and provide greater flexibility to developers.



DOWNTOWN STANDARD CAR				
Parking Angle in degrees	Minimum Width of 1-way aisle	Minimum Width of 2-way aisle	Minimum Parking Stall Width	Minimum Parking Stall Length
30°	3.6 m	5.5 m	2.5 m	5.5 m
45°	3.6 m	6.0 m		
60°	5.5 m	6.5 m		
90°	6.0 m (1-way aisles are discouraged)	6.5 m	2.5 m	5.5 m
		6.0 m	2.75 m	5.5 m
180° (parallel)	3.6 m	6.0 m	2.5 m	7.3 m




DOWNTOWN SMALL CAR				
Parking Angle in degrees	Minimum Width of 1-way aisle	Minimum Width of 2-way aisle	Minimum Parking Stall Width	Minimum Parking Stall Length
30°	3.6 m	5.5 m	2.4 m	4.6 m
45°	3.6 m	6.0 m		
60°	5.5 m	6.5 m		
90°	6.0 m (1-way aisles are discouraged)	6.5 m	2.3 m	4.6 m
		6.0 m	2.4 m	4.6 m
180° (parallel)	3.6 m	6.0 m	2.5 m	6.5 m

OUTSIDE DOWNTOWN STANDARD CAR				
Parking Angle in degrees	Minimum Width of 1-way aisle	Minimum Width of 2-way aisle	Minimum Parking Stall Width	Minimum Parking Stall Length
30°	3.6 m	5.5 m	2.75 m	5.5 m
45°	3.6 m	6.1 m		
60°	5.5 m	6.7 m		
90°	7.3 m	7.3 m		7.3 m
180° (parallel)	3.6 m	6.1 m		

OUTSIDE DOWNTOWN SMALL CAR				
Parking Angle in degrees	Minimum Width of 1-way aisle	Minimum Width of 2-way aisle	Minimum Parking Stall Width	Minimum Parking Stall Length
30°	3.6 m	5.5 m	2.4 m	4.6 m
45°	3.6 m	6.1 m		
60°	5.5 m	6.7 m		
90°	7.3 m	7.3 m		6.4 m
180° (parallel)	3.6 m	6.1 m		

MK/ET

To: Mayor and Council	File: PR 23-30
From: Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner II	Date: January 24, 2024
Subject: Planning Report PR 23-30 Home Energy Navigator Program	

Prepared by:  Elliot Turnbull, Planner II	Supervisor:  Marvin Kamenz, Director Devel. Serv.	Financial Approved:  Geoffrey Kreek, Acting Fin. Director	Report Approved:  Jordan Wall, CAO
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**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

That the Town of Comox contribute \$26,000 to the Home Energy Navigators Program in collaboration with the Comox Valley Regional District, K'ómoks First Nation, and City of Courtenay.

**ALTERNATIVES TO THE RECOMMENDATIONS**

**Alternative 1 – Council specifies a different amount to contribute.**

That the Town of Comox contribute [INSERT \$ AMOUNT] to the Home Energy Navigators Program in collaboration with the Comox Valley Regional District, K'ómoks First Nation, and City of Courtenay.

**Alternative 2 – Council decides not to contribute at this time.**

**PURPOSE**

The purpose of this report is to seek direction from Council on joining the regional Home Energy Navigator (HEN) Program.

**REPORT SUMMARY**

**Subject Property/Area:**

All property within Town

**Key Issues:**

**HEN Program**

The Home Energy Navigator (HEN) Program aims to reduce barriers that homeowners may face in accessing provincial/federal and other rebates for energy retrofit projects on their homes by providing support such as objective advice such as quote review, and guidance such as confirmation that upgrades are eligible for rebates and assistance with completing rebate submissions.

**Regional Approach**

The HEN program was initiated by the Comox Valley Regional District for a 1-year pilot program in the electoral areas and K’ómoks First Nation. The CVRD has selected the non-profit City Green to administer the program. Municipalities have the option to join the program. Both the City of Courtenay and the Village of Cumberland have recently joined.

**Financial**

Local Governments offering the HEN program are only billed for the hours used by residents. The average cost to a municipality is \$425 per home. City Green recommends a minimum allocation of \$10,000 to participate in the program (allowing approx. 23 homes to participate). The CVRD and City of Courtenay have allocated \$50,000 and Cumberland has allocated \$12,500.

**Town Participation**

To participate in the HEN program, the recommendation is to allocate \$26,000 to the program. This will allow approximately 61 homes to participate. This program has not been allocated in the 2024 Special Projects budget and the contribution would come from end of year surplus from unspent funds. This would increase the risk of an end of year budget overage and draw down of reserves. Interested members of the public would contact City Green directly and there would be no staff involvement in administration.

## Council Decision

Whether or not to participate in the Home Energy Navigator Program

### Decision options

### Implications

#### Recommended

1. Council allocates \$26,000 to participate in the program.



Will allow approximately 61 homes to take part.

2. Alternative 1 - Council decides to allocate a different amount of money



A different amount of money would increase or decrease the number of homes which can take part.

3. Alternative 2 - Council decides not to participate in the program at this time.



The Town may decide at a later date to join the program in 2024. The program may also continue into 2025.

## STRATEGIC PLAN LINKAGE

This report addresses the following strategic priorities identified in the 2022-2026 Strategic Plan:

Strategic Priority	Areas of Focus
<b>Balanced Community Planning</b>	<b>Strategic Growth</b> - We will balance the benefits of growth with the livability of our seaside community.

## **ANALYSIS**

The Comox Valley Regional District (CVRD) Residential Emissions Reduction Action Plan (RERAP) identifies implementing a home energy retrofit “concierge” program as a key action. The CVRD adopted the RERAP on October 13, 2023. Through a request for proposals, the CVRD selected City Green to provide their Home Energy Navigator (HEN) program to the electoral areas and the K’ómoks First Nation as a one-year pilot project. City Green will expand the program to municipalities in the CVRD who are interested and allocate budget to participate. The City of Courtenay and Village of Cumberland have recently joined.

The Home Energy Navigator (HEN) Program provides guidance to homeowners who wish to undertake energy retrofit projects on their homes. There are several rebates available for homeowners to undertake energy retrofit projects. These include federal/provincial rebates as well as those offered by BC Hydro or FortisBC. Some homeowners may have difficulty accessing these rebates including uncertainty about project eligibility, unfamiliarity managing home renovations, and inexperience with rebate submission requirements. The HEN program seeks to reduce these barriers by providing start to finish retrofit support to homeowners. Attachment 1 contains a presentation to the CVRD by City Green providing an overview of the HEN program.

The HEN Program was developed by City Green in collaboration with the Capital Regional District, City of Vancouver, and Regional District of Nanaimo. City Green is a non-profit organization with a mission to support energy and GHG emissions reductions in homes and buildings across BC. Similar initiatives administered by different organizations are underway in other BC local governments such as Retrofit Assist in Whistler, Squamish and Rossland, and the North Shore’s Jump on a Heat Pump program.

City Green offers as much support as residents request. The needs of each resident will vary, and as a result, the amount of support received will vary. Local governments offering the HEN Program are only billed for the hours used by residents. To date, implementation of the HEN Program in other jurisdictions found that an average of 5.5 hours of support was needed per home, with an average cost to the municipality of \$425 per home. City Green will provide monthly status reports to the Town, and an annual report in February 2025.

The table below summarizes the average costs per home:

<b>Homeowner Support Categories</b>	<b>Average Hours per Home</b>	<b>Average \$ per Home</b>
<b>Client Services</b>	0.5	\$25
<b>Virtual Home Energy Check-Up</b>	2.0	\$200
<b>Retrofit Support (Review, Plan, Compare, Select)</b>	2.0	\$150
<b>Rebate, Financing &amp; Document Support</b>	1.0	\$75
<b>Average per Home</b>	<b>5.5</b>	<b>\$425</b>

The recommendation of this report is to contribute \$26,000 to participate in the program. This will allow 61 homes to participate.

## **FINANCIAL IMPLICATIONS**

The HEN Program has not been allocated in the 2024 Special Projects budget. The \$26,000 contribution would come from any end of year surplus from unspent funds. This would increase the risk of an end of year budget overage and draw down of reserves.

Members of the public who are interested in taking advantage of the program would contact City Green directly and there would be no staff involvement in the process.

MK /ET

Attachments:

1. HEN Program Overview Presentation to CVRD by City Green

**Attachment 1**  
**HEN Program Overview Presentation to CVRD by City Green**



The background image shows a modern house with a stone wall on the left and a white air conditioning unit in the foreground. The house has large windows and a modern design. The text "Home Energy Navigator" is overlaid in a large, white, sans-serif font.

# Home Energy Navigator

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## PROGRAM OVERVIEW





# Introduction

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The Home Energy Navigator Program provides retrofit navigation support for homeowners in the capital region from start to finish.

- Program launched November 2022 in the Capital Regional District and City of Vancouver
- Expanded into the Regional District of Nanaimo Sept 2023
- Expansion into the Comox Valley Regional District Jan 2024
- Modular and flexible, accommodating interest from Regional Districts and Municipalities to facilitate customized funding in those regions
- In total we've had more than 650 registrations across all regions

Participants receive support from getting started through celebrating upgrades.



# Program Goals

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1. The Home Energy Navigator Program seeks to empower residents to complete more, deeper energy efficient upgrades
2. Better understand what and why homeowners are completing upgrades
3. Reduce knowledge and acceptance barriers to adopting energy efficiency measures
4. Work with industry and municipalities to build responsive support that is beneficial to residents and contractors
5. Fill the 'project management' gap frequently identified by both homeowners and industry



# Need help navigating complex upgrades?

Connect with a free Energy Concierge today!

[Sign-up now](#)





## Home Energy Navigator: Retrofit Roadmap

The Home Energy Navigator program offers a five step process to support you through your home energy retrofit journey. Whether you are just starting, or halfway through, we are here to help.



### Greater Victoria and City of Vancouver

The Home Energy Navigator Program is available to residents of the Greater Victoria Region and City of Vancouver. Participants are connected with an Energy Concierge, who will be available throughout their upgrade project to answer questions, provide support, and give local, expert advice and guidance to navigate the complex world of home energy upgrades.

### Are you a resident of a different community?

Check out the [participating communities here](#).

### New to the program? It all starts here!

#### 1 Sign-up to connect with your Energy Concierge

We'll connect you with an Energy Concierge who will discuss your project in a free virtual consultation, advise on next steps, and provide support throughout your retrofit journey. Complete a program intake form to outline key energy efficiency concerns as well as upgrade goals for your home and we'll provide ongoing support.

[Sign-up now](#) →

### What step of your home energy upgrades are you on?

#### 2 I'm planning and choosing upgrades

**Connect with your Energy Concierge for support** in choosing contractors and quotes that fit your goals. We'll review your quotes, your intake form, and chat with you to provide a Contractor Selection Report and Quote Comparison Report to help you make informed choices for your home.

[Tell us about your plans](#) →

#### 3 I'm getting the work done

WHO  
WHAT  
WHERE  
WHY  
WHEN

# Overview

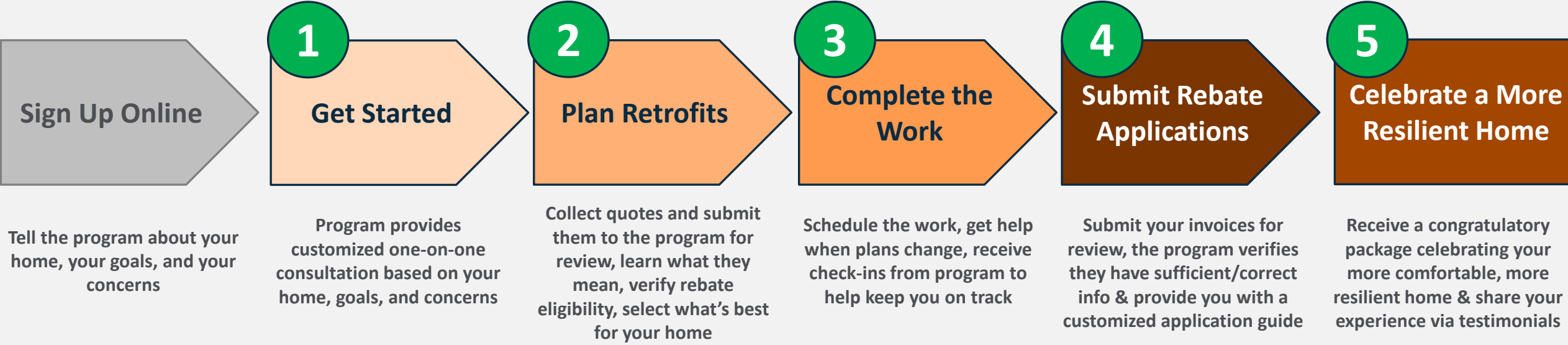


# Program Supports

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- Promote the program to increase Comox Valley Regional District (CVRD) residents' awareness of the Concierge Service
- Deliver start-to-finish retrofit support that:
  - Provides information, advice, and guidance without pressure to implement retrofits.
  - Reduces barriers to completing upgrades, especially converting from fossil fuel to electrical heat pump space heating
  - Work with residents who are facing barriers to completing upgrades to access resources, advice, and programs
  - Advises on renovation approach to incorporate House-as-a-system concepts
  - Provides objective advice throughout the retrofit process, including quote review and context for differences between quotes.
  - Provide guidance and confirmation that proposed upgrades are eligible for rebates, and assistance in completing rebate submissions as needed.

# Retrofit Roadmap – Participant Journey



## Start-to-Finish Concierge Services

Support available for those who need it	Free Virtual Energy Consult & Report	Understanding Quotes	Clarify Impacts of Changes on rebates	Documentation Review	Celebration Bundle
	One-on-One Consult with an Energy Expert	Selecting a Contractor	Get help as needed	Customized Rebate Application Guide	Provide Testimonials & Photos
	Expert Advice on Where to Get Started with a Retrofit	Understanding an EnerGuide Report	Concierge conducted regular check-ins to maintain momentum	Verification that Upgrade Meets Rebate Requirements	Dedicated, Personal Testimonial Page to Share
	Support for Hard of Hearing available	Understanding House Air-System		Proactively Catch & Address Issues	

# Who We Work With

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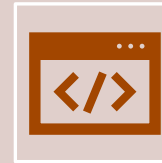
**All staff working on this project have undertaken extensive training** covering rebates and incentives, building science, home systems technologies, and client services.



**Support staff** were selected based on their extensive experience providing energy coaching, outreach and engagement support, program administration, financial management, program development, and training.



**City Green also partners with Energy Experts who are Certified Energy Advisors, energy consultants, or energy modelers** with extensive experience and training in building science, house-as-a-system, and residential energy retrofits, and are excellent communicators.



**We engage Caorda Web Solutions for web development and marketing, SEO, and tool development.** Caorda is an experienced website provider, and advisor on website tools, website analytics, and marketing.





Expand the existing Home Energy Navigator Program into the Comox Valley Regional District to reduce development time and cost



Leverage the existing and well-established Home Energy Navigator program to efficiently and effectively deliver marketing, support, materials, communication, and recruitment supports.



Work with and engage knowledgeable industry professionals to provide reliable and objective third party advice



Localize the program and take a client-first approach that meets participants where they are



Emphasize equity in program design to reduce or eliminate as many barriers to entry as possible



Compliment existing rebate and financing programs by providing service that identify and fill gaps rather than duplicate existing efforts



Collect, analyze, and report on regionalized data for participating communities

# Our Approach



# Equitable Program Design

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Key program design and delivery considerations include:

- Make it easy to participate, especially for underserved communities
- Listening and responding to community needs
- Eliminating or minimizing financial and energy burdens on participants
- Integrating community benefits where able
- Integrate and align with other services to increase program efficiency and reduce confusion
- Prioritize careful and thoughtful services that seek to avoid unintended consequences
- Collaborate with key stakeholders to support underserved communities
- Incorporate data collection and assessment that empower iterative and thoughtful design and track progress
- Collaborate with key stakeholders to support long-term commitments to communities



# Participating Regions

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**At the January 03 2024 Launch the following communities will be supported:**

- Electoral Area A (Baynes Sound – Denman/Hornby Islands)
- Electoral Area B (Lazo North)
- Electoral Area C (Puntledge Black Creek)
- K'ómoks First Nation

**The following communities can be integrated into the supports as funding, interest, and priorities are identified:**

- City of Courtenay
- Town of Comox
- Village of Cumberland





# Delivery Schedule

Phase	Summary	Schedule Estimate
Kick-Off Meeting	<ul style="list-style-type: none"><li>Review work plan and schedule</li><li>Identify key roles &amp; contacts</li></ul>	October 2023
Program Development	<ul style="list-style-type: none"><li>Regular reporting on development progress with key CVRD contacts</li><li>Gather and assess baseline data to build target audience profiles</li><li>Develop marketing &amp; recruitment plan in collaboration with CVRD</li><li>Localization of program</li></ul>	October 2023 – December 2023
Website Development	<ul style="list-style-type: none"><li>Integrate CVRD region into website</li></ul>	December 2023
Pre-Launch Review	<ul style="list-style-type: none"><li>Review program design and process with CVRD</li></ul>	December 2023
Launch	<ul style="list-style-type: none"><li>Launch Program</li><li>Begin marketing according to marketing &amp; recruitment plan</li></ul>	January 03 2024

ENERGY  
CONCIERGE

# Budgeting



# Support for Each Home

Support is variable with an average of 5.5 hours of support available per home. The variable approach allows for invoicing only those hours that are used and extending the budget where homes use less than average time.

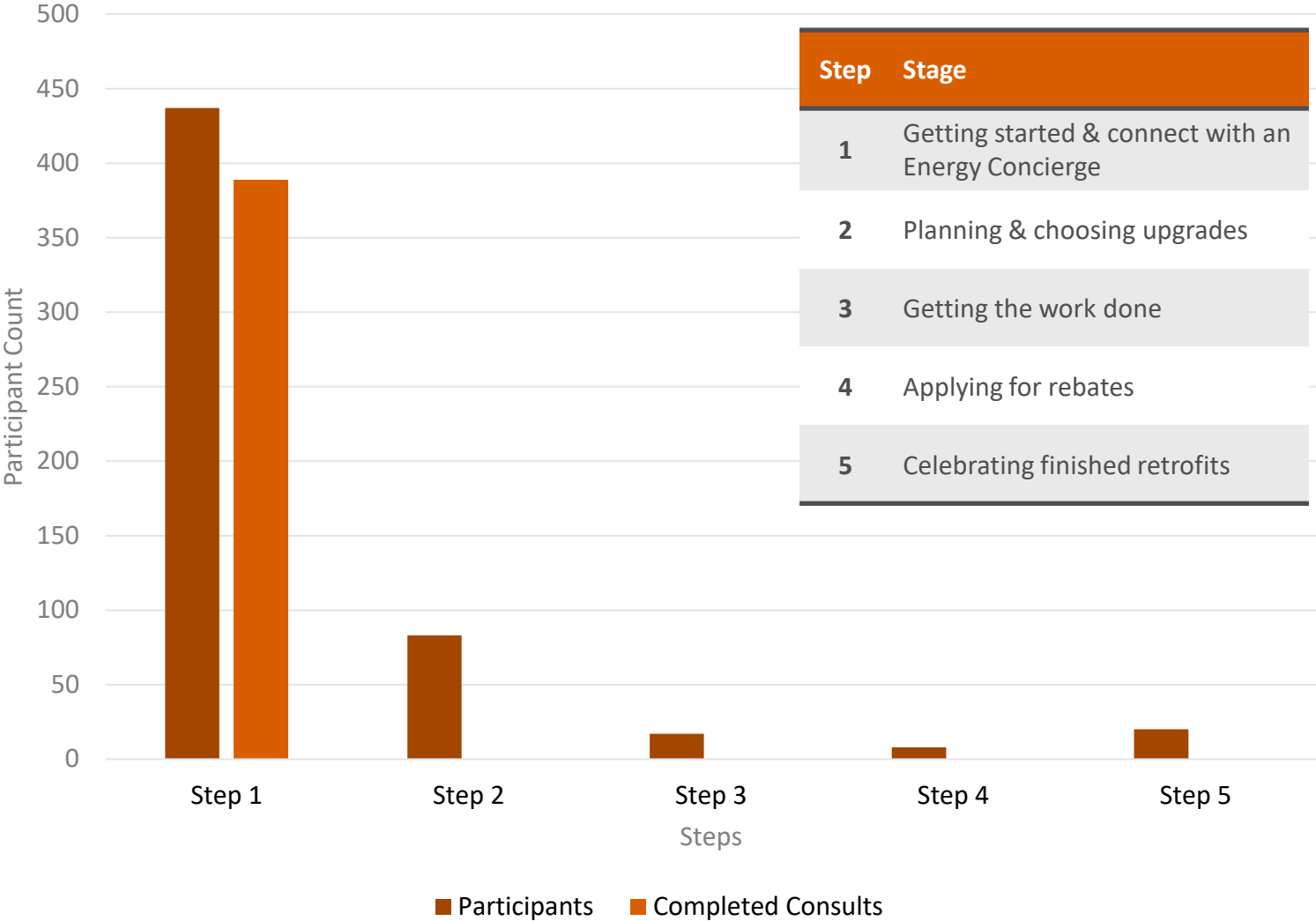
Municipalities can contribute to the Regional District as their budget allows.

Homeowner Support Categories	Average Hours per Home	Avg \$ per Home
Client Services	0.50	\$ 25.00
Virtual Home Energy Check-Up	2.00	\$ 200.00
Retrofit Support (Review, Plan, Compare, Select)	2.00	\$ 150.00
Rebate, Financing, & Documentation Support	1.00	\$ 75.00
Average per Home	5.50	\$ 425.00

REGIONAL  
REPORTS

# Example Data & Reports

Program Status



# Monthly Status Updates

Monthly status reports will provide a high-level overview of participant progress through the program similar to this example.

Participants move at their own pace and access services as needed.

Energy Concierges regularly check in with participants to ensure progress is being made and work with participants to address issues, clarify information, and guide them along the Retrofit Roadmap.





# Annual Reports

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Annual Reports provide more in-depth information on trends in the region.

Budgeting for the program has prioritized the provision of services for participants. More in-depth monthly reports can be arranged with revised budgeting.

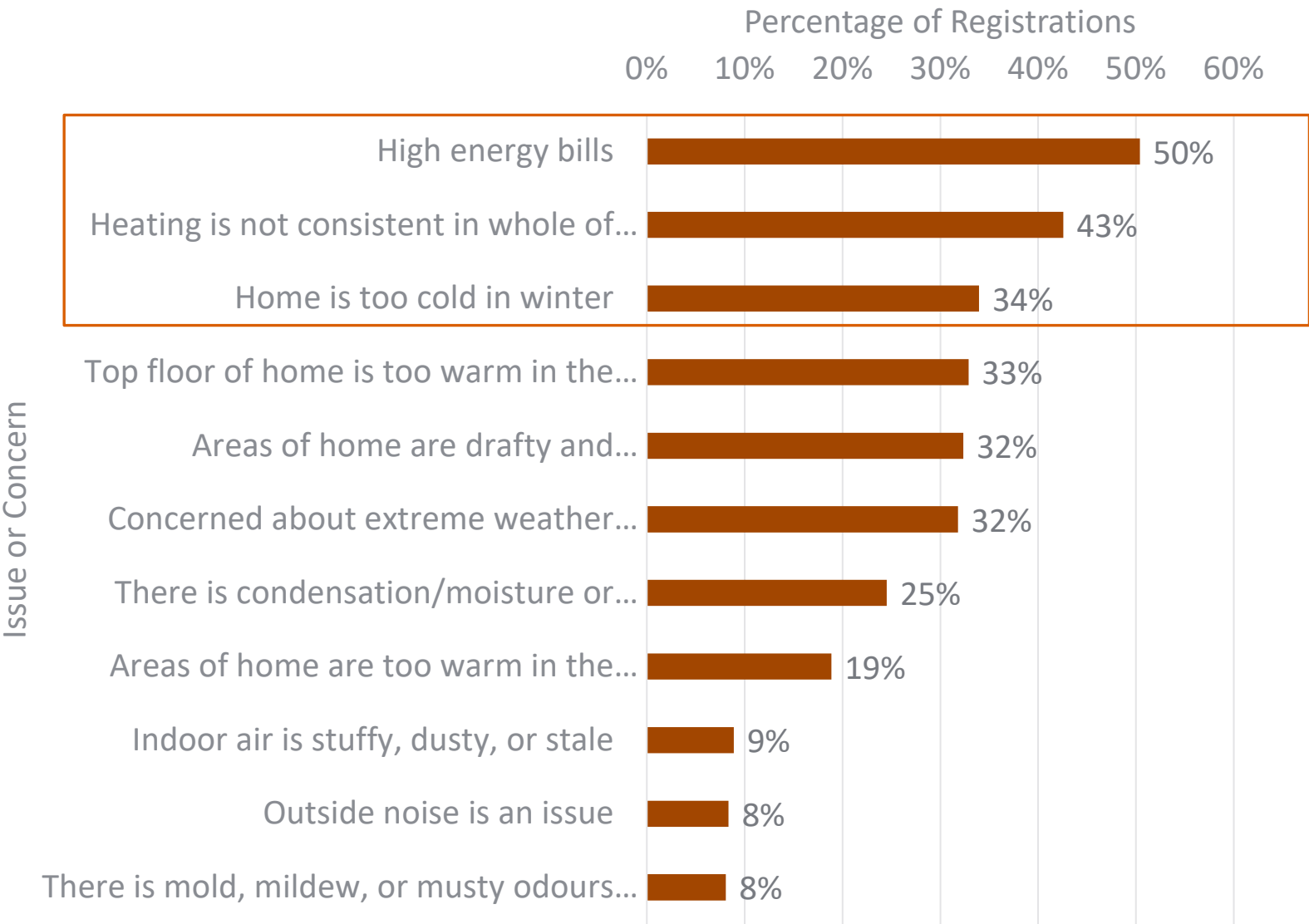
Examples of data outputs follow.

# Issues & Concerns – Full Region

Issues and concerns are utilized to assess changes in homeowner priorities and general regional priorities.

This guides marketing, outreach, engagement, and support.

## Issues & Concerns - All Areas



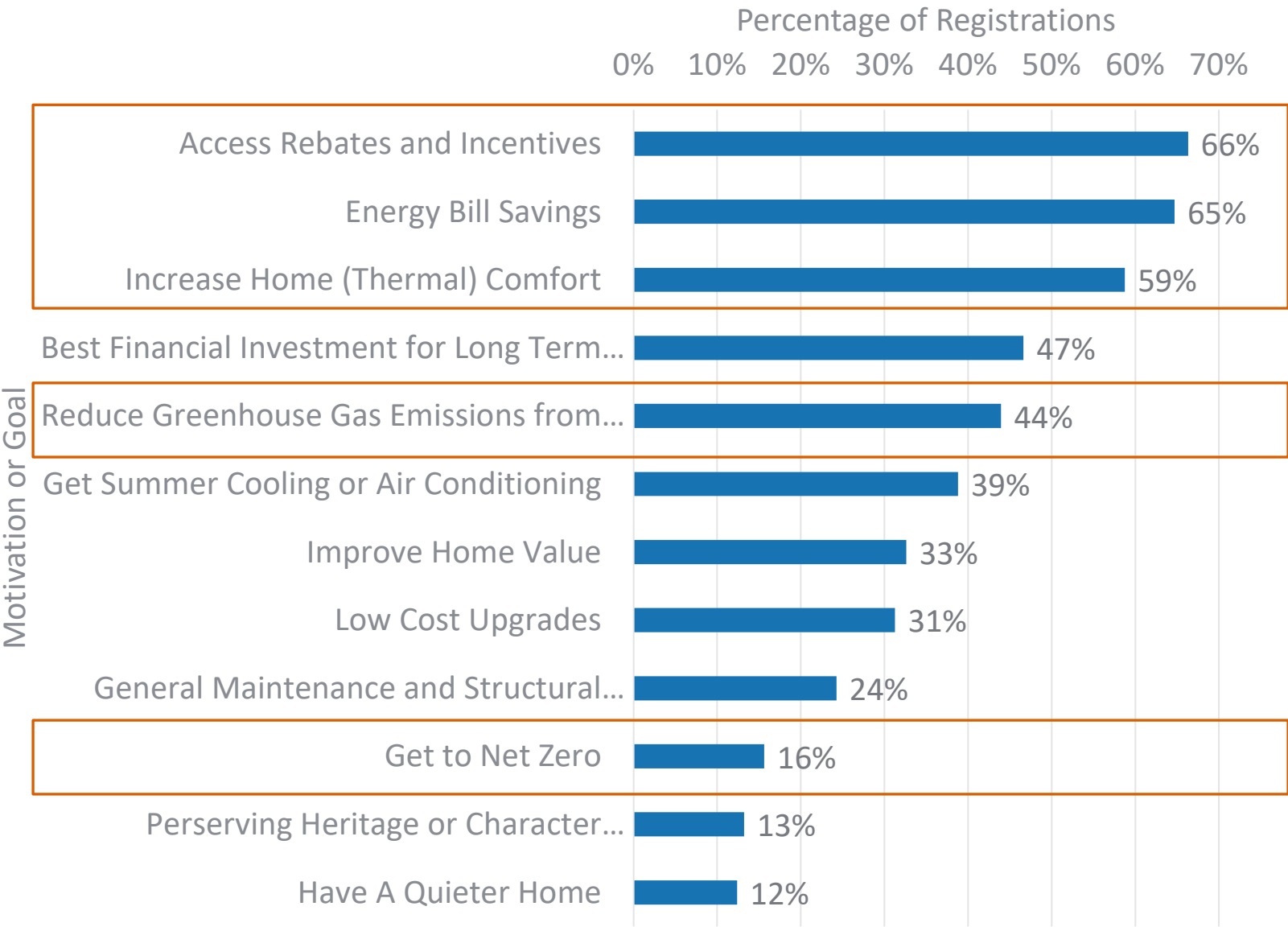
Issue or Concern

# Motivations & Goals – Full Region

Motivations and goals are utilized to assess changes in homeowner priorities and general regional priorities.

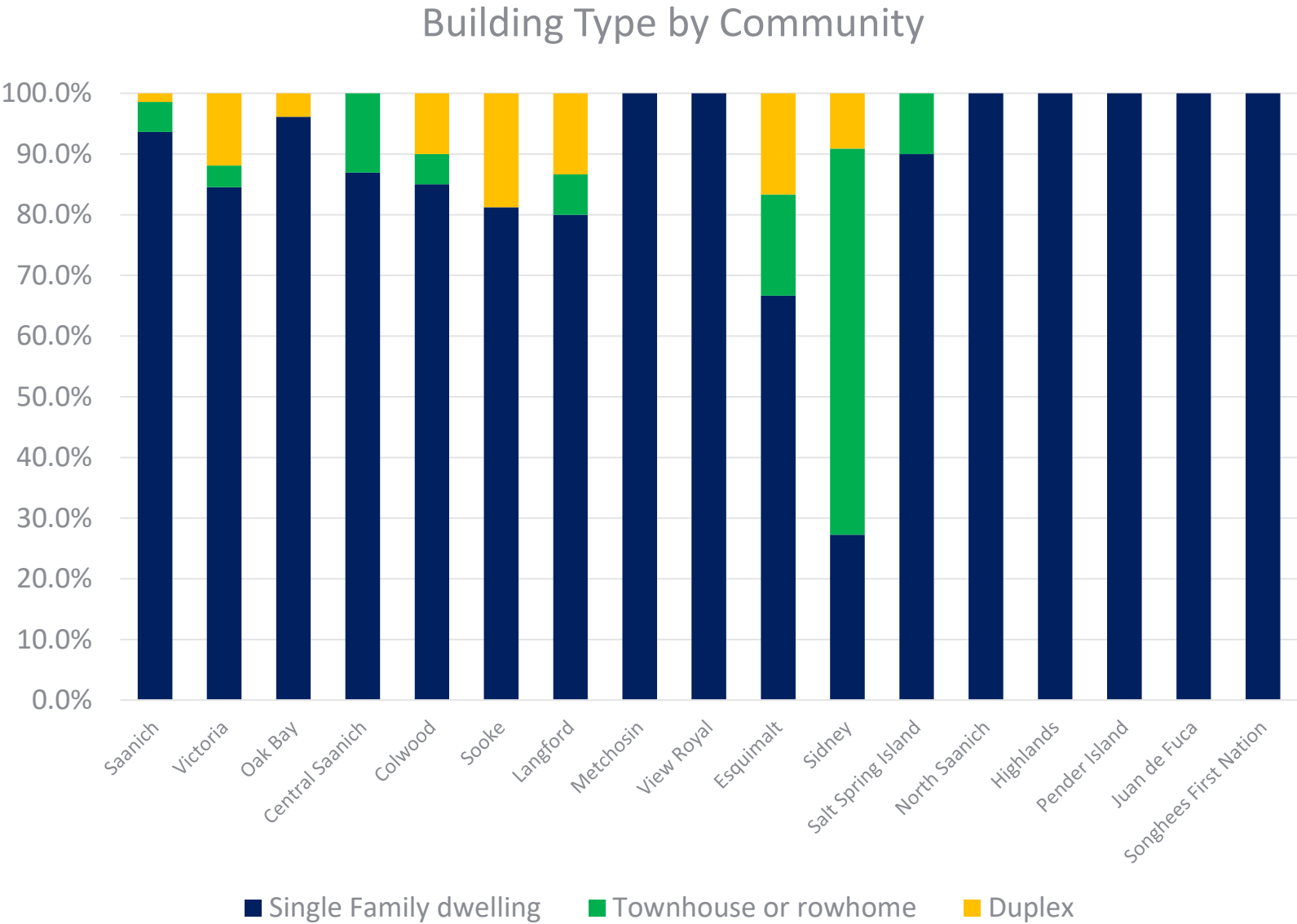
This guides marketing, outreach, engagement, and support.

## Motivations & Goals - All Areas

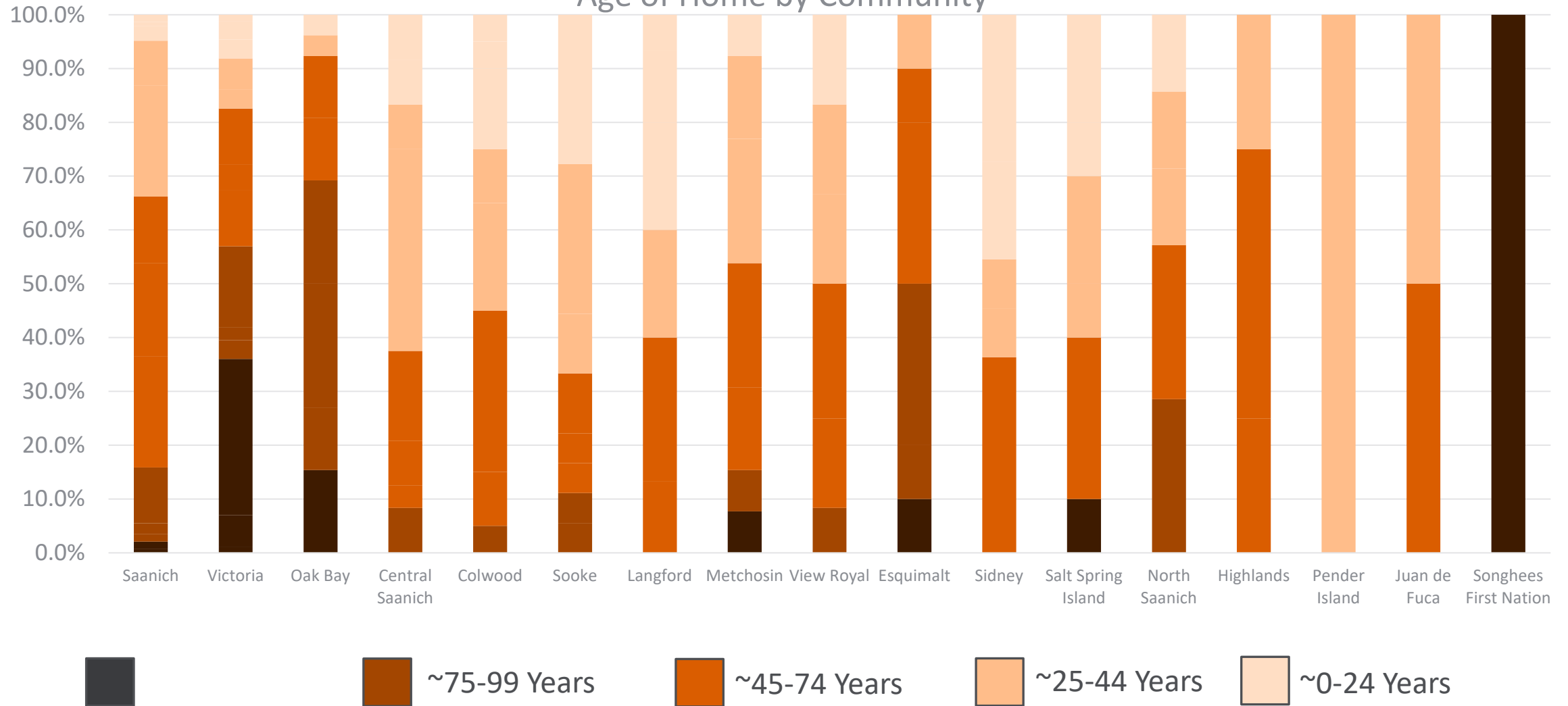


Trends regarding regional variation in Building Type, Age of Home, Heating System, Age of Heating System, Age of Water Heating System, etc are tracked and reported on.

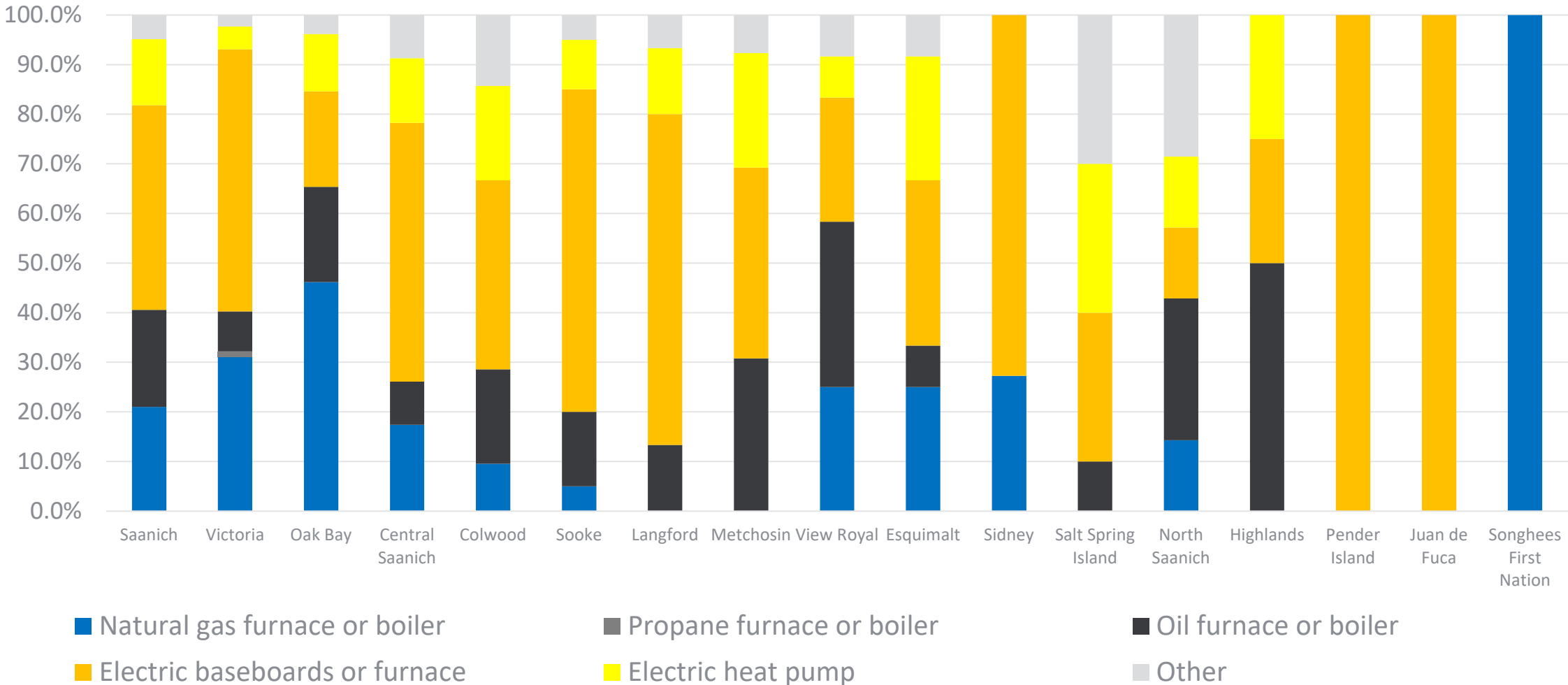
This data helps us track regional variation, identify emerging trends, and respond accordingly.



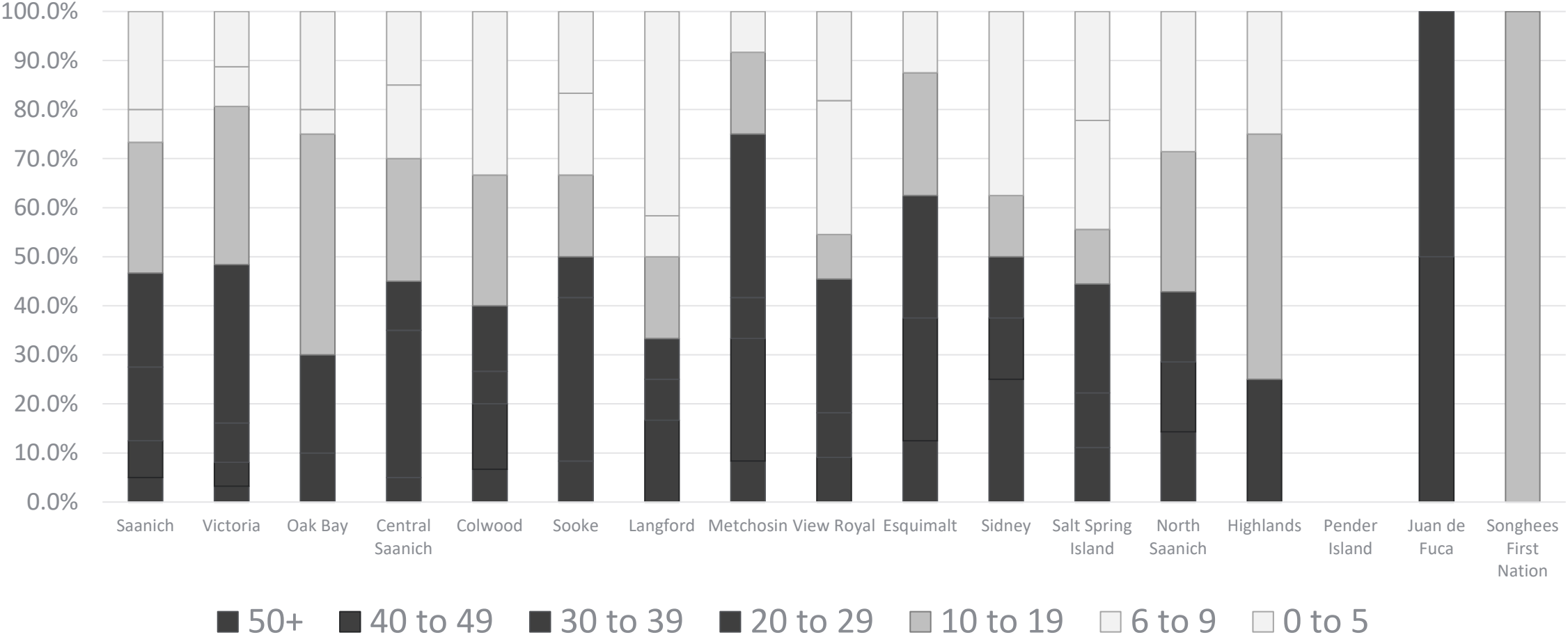
### Age of Home by Community



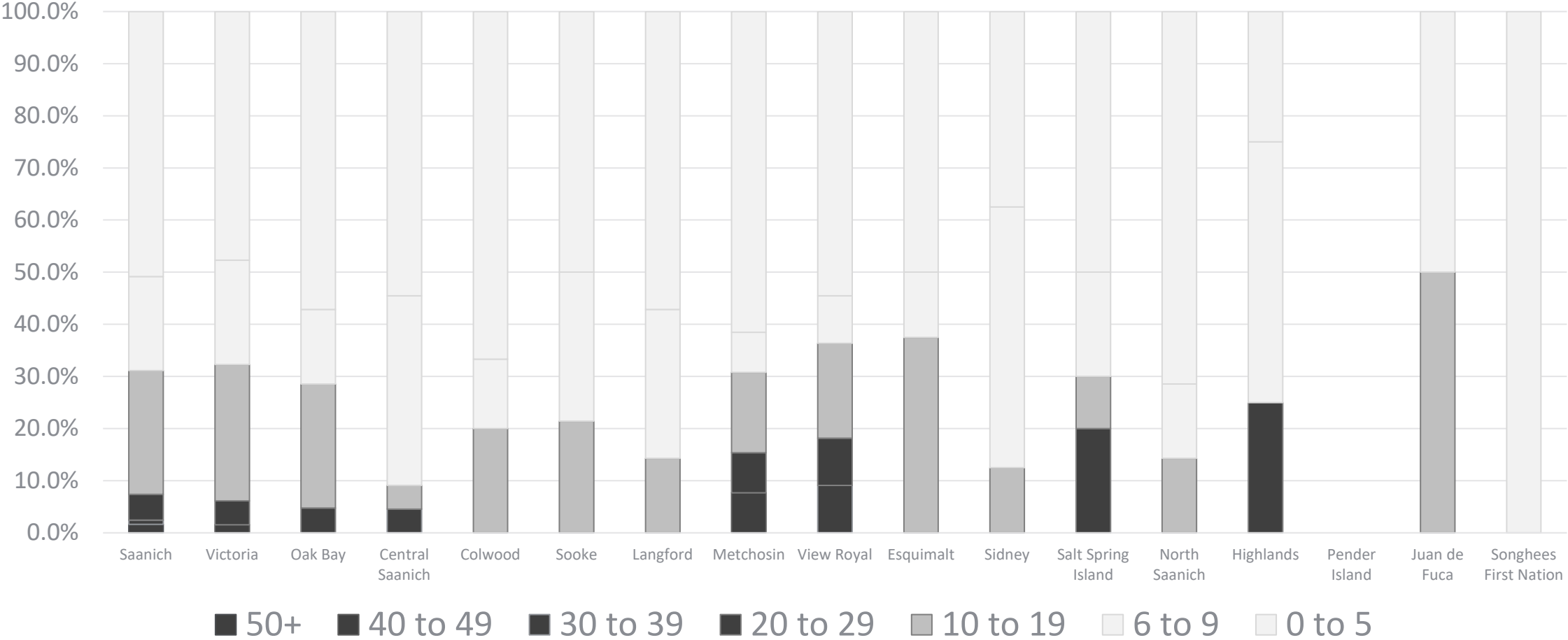
Heating Systems by Community



Age of Heating System at Registration by Community

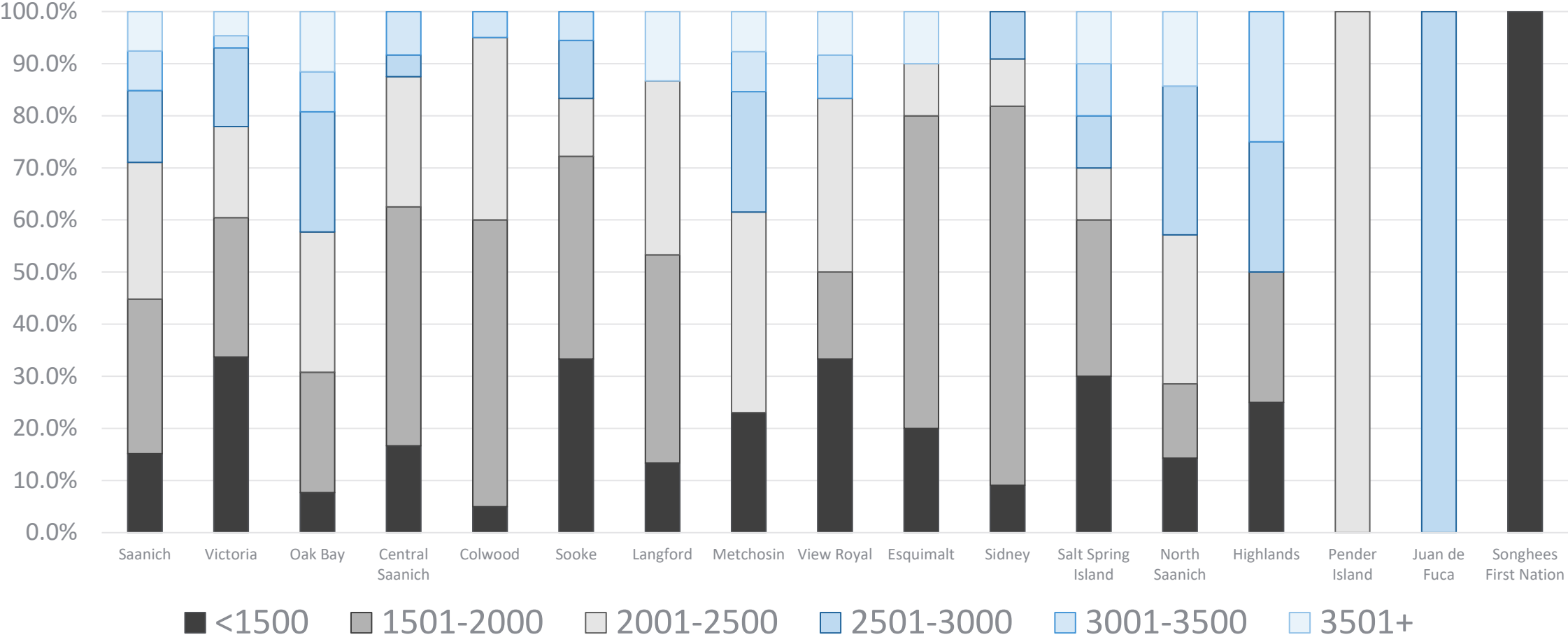


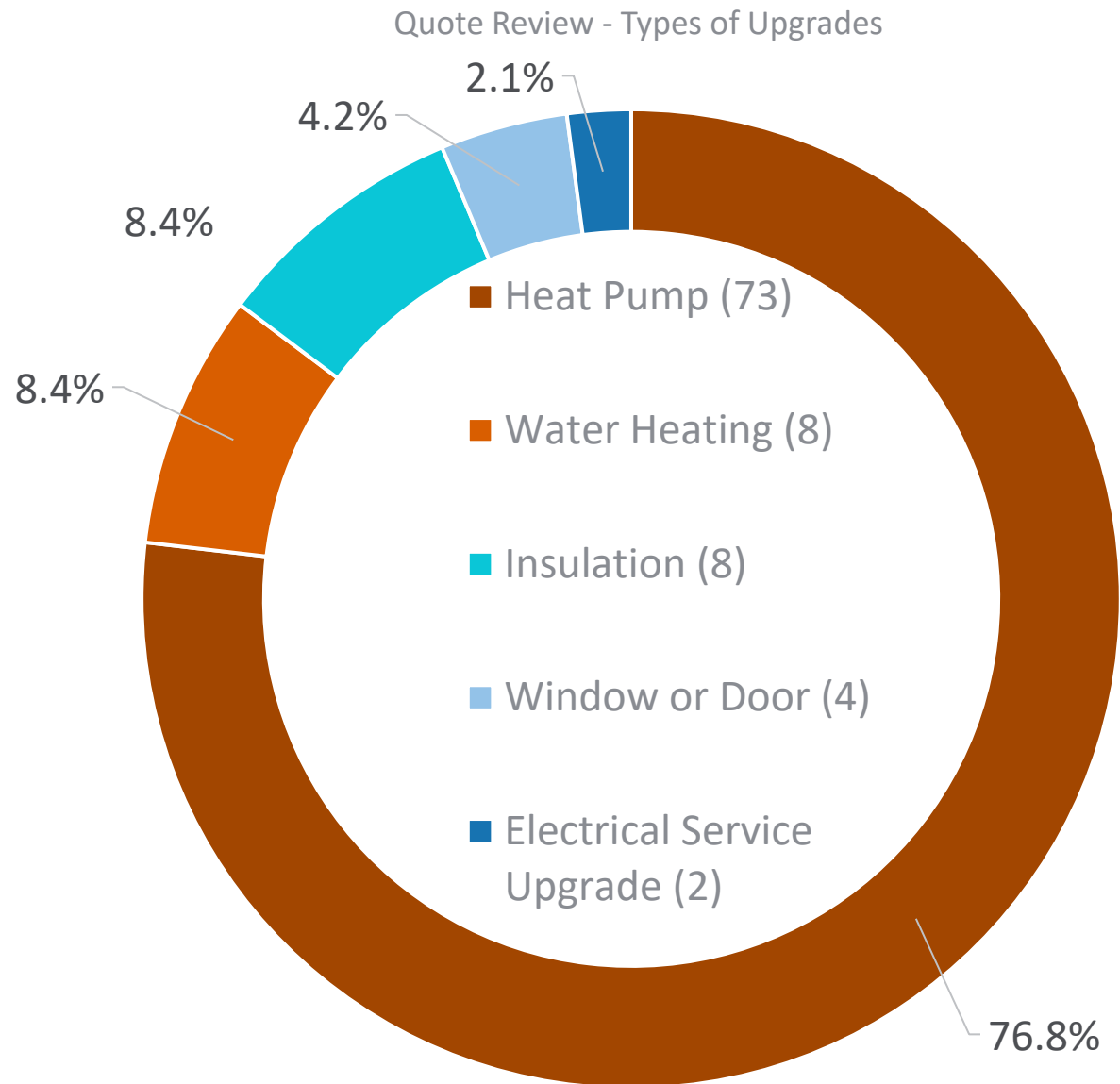
Age of Water Heating System at Registration by Community





House Size by Community

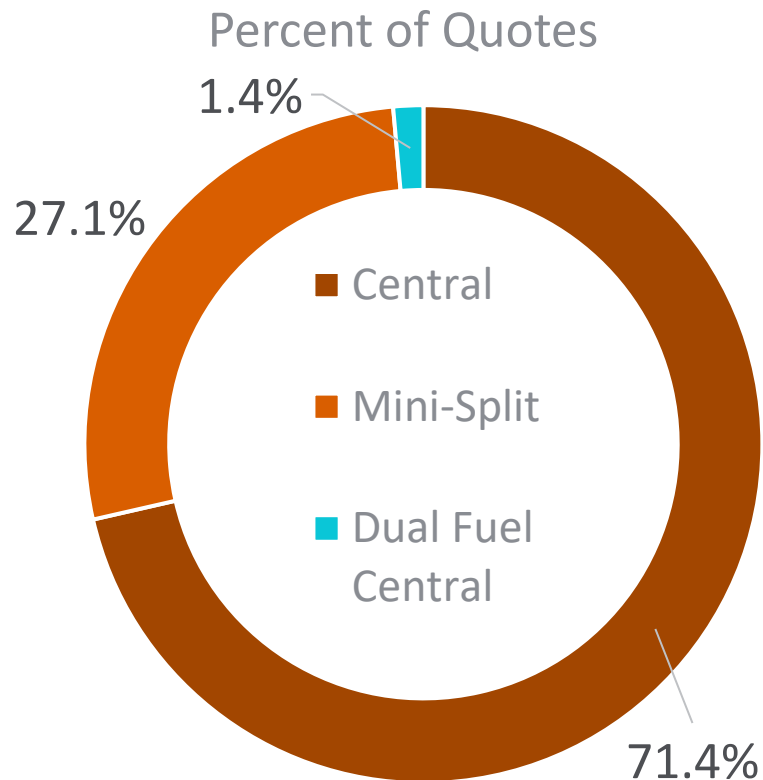




## Quote Data

- Quote data is collected, collated, and reported on to support understanding in industry trends
- The program is building a localized upgrade costing library and, over a couple years, will be able to provide regional comparisons for all participating communities

# Quote Reviews – Example Data - CRD


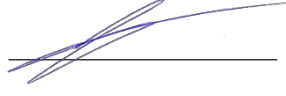


- Central heat pumps represent 71% of the heat pump quotes being reviewed
- Prices vary considerably and often relate to what system and how many systems are being installed:
  - Central - \$14,000 - \$50,000
  - Mini-Split - \$6,000 - \$22,000
  - Dual Fuel - \$14,000
- When AHRI are provided nearly all quotes are rebate-eligible
- SEER ranges 16.00 - 22.00
- HSPF ranges from 10.00 – 12.20
- Noise ratings range from 49-57 dB



# Thank you

<b>To: Mayor and Council</b>	<b>File: PR 23-27</b>
<b>From: Marvin Kamenz, Director of Development Services</b>	Date: January 24, 2024
<b>Subject: Planning Report PR 23-27</b> <b>Official Community Plan Review: Project Scoping and RFP Outline</b>	

Supervisor:  Marvin Kamenz, Director Devel. Serv.	Financial Approved:  Geoffrey Kreek, Acting Fin. Director	Report Approved:  Jordan Wall, CAO
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**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

1. That Council endorse the proposed budget of \$315,000 including \$60,000 allocated to community engagement for the 2024/25 OCP Review and direct staff to issue a Request for Proposals focused on land use and meeting provincial regulation changes.

**ALTERNATIVES TO THE RECOMMENDATIONS**

- 1) THAT the OCP RFP budget be increased by (insert dollar amount) to include (insert special project or focus)
- 2) THAT the OCP RFP community consultation budget be increased/decrease by (insert dollar amount).

**PURPOSE/PROPOSAL**

At the December 13, 2023, Official Community Plan (OCP) Scoping Workshop, Council provided direction for the scope of the upcoming OCP review. The purpose of this report is to outline the proposed scope, timeline and budget options and seek additional direction from Council to incorporate into a Request for Proposals.

## EXECUTIVE SUMMARY

The Town of Comox's OCP is currently overdue for an update and now required with significant regulatory changes being introduced by the Province. Council's major decisions at this time is what level (funding) of community engagement they would like to see during this process and to provide direction if any additional plans or studies be incorporated into the OCP review process. In the past, communities have incorporated other studies such as age friendly plans, economic development drivers, accessibility plans, and environmental sustainability plans within OCPs. However, more recently communities have begun to move away from including these within their OCPs and instead creating standalone plans to address specific issues in more detail. While including specific focus areas in the OCP provides a fundamental level of direction and importance to the community, making amendments to the OCP becomes more frequent and the changing of plans or approaches to those issues will take longer, require OCP bylaw amendments, and be more expensive.

Incorporating additional plans risks delaying the proposed timeline and the proposed budget. The approximate additional cost of including any of the following plans within the OCP is outline below:

- Economic Development Drivers: \$30,000 (new Downtown Action and Economic Development Plan almost complete and could see these principles included)
- Age Friendly Plan: \$100,000
- Environmental Sustainability Plan: \$200,000
- Accessibility Plan: \$100,000

Due to the tight timeframes placed on the Town by the Province and the other significant regulatory issues the Town must satisfy, Administration is recommending that we not include any other plans in this OCP review.

Council must also put their mind towards the level of community engagement they would like by setting a budget for consultation. OCP consultation budgets can range anywhere from small (\$20,000) to large (\$150,000). Administration is recommending a \$60,000 consultation budget given that OCP engagement is bolstered by engagement budgets allocated to other current projects such as Complete Communities and the Downtown Plan and the scope of changes that are required by the Province. The Town must meet certain density targets set by the Province and has a limited land supply to do so. The amount of flexibility the Town will have in decision making is likely to be significantly less than it would have been previously due to the legislative mandate requiring a significant focus on land use considerations.



## Subject Property/Area:

The Town of Comox

## Key Issues:

Provincial Legislation	Revisions to Provincial legislation requires the Town to renew the OCP by December 31, 2025, and every 5 years thereafter.
Provincial Legislation	OCPs must plan for the 20-year total number of housing units required to meet anticipated housing needs (previously 5 years). OCPs must be consistent with Housing Needs Reports.
Provincial Legislation	Ancillary land use powers such as Development Permits must not be used to unreasonably prohibit or restrict housing units otherwise required to be permitted.
Timeline Implications	The Provincial deadline to complete both an OCP and associated Zoning Bylaw amendments impacts the scope and timeline of the project. The timeline for completion of the Zoning Bylaw amendments requires the OCP to be initiated as soon as possible as future land uses need to be determined to inform the zoning bylaw amendments.
Community Engagement	Revising OCP policy, land use designations, and updating development permit areas and guidelines together with the requirement to pre-zone for 20-years of residential growth will require meaningful public engagement.
Financial Implications	The requirement to plan and rezone to accommodate 20-years of growth will require additional infrastructure studies than previously required for OCP policy development.

## Council Decision

To provide direction on the scope and budget of the 2024-25 OCP review.

### Decision options

### Implications

#### Recommended

1. Council supports recommended OCP budget



Will provide for the completion of an OCP review that addresses all of the areas identified by Council during the December 13, 2023 OCP scoping workshop.

2. Alternative 1 - Council decreases OCP scope and budget



Will reduce the scope of deliverables, policy review and/or engagement. Decreasing budget without decreasing scope will put more demand on staff resources.

3. Alternative 2 - Council increases OCP scope and budget



Increasing the scope may potentially impact the ability to complete the project by the provincial deadline. Increasing tasks allocated to consultants may reduce demands of project on staff resources.

## STRATEGIC PLAN LINKAGE

This report addresses the following strategic priorities identified in the 2022 to 2026 Strategic Plan:

Strategic Priority	Areas of Focus
<b>Good Governance</b>	<b>Community Participation</b> – We enhance two-way communication with our community.  <b>Decision Making</b> – We make evidence-based decisions focused on the best interests of the Town over the long term.

<b>Community Connection and Wellness</b>	<p><b>Parks</b> – Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.</p> <p><b>Arts and Culture</b> – Support the work of local non-profits and festivals to deepen the sense of community and belonging.</p>
<b>Economic Health</b>	<b>Downtown Vitality</b> – We believe that a vibrant downtown is a key element of a proud connected community. Creates connection, a sense of community and a sense of place.
<b>Balanced Community Planning</b>	<p><b>Strategic Growth</b> – We will balance the benefits of growth with the livability of our seaside community.</p> <p><b>Housing</b> – We will create the conditions for a diversity of housing options in our unique seaside Town.</p> <p><b>Community Addition</b> – We will ensure that each new major development adds positively to the community through appropriate amenity contributions and/or other community benefits.</p>

## BACKGROUND

The completion of a new Official Community Plan is an identified Top Project in the 2022-2026 Strategic Plan. Official Community Plans describe the long-term vision for communities and set objectives and policies that guide land use decisions on planning and land use management. Local governments must complete OCPs in accordance with Provincial legislation as outlined in the *Local Government Act*. Recent changes to the *Local Government Act* with Royal Assent of Bill 44 on November 30, 2023, require the Town to renew the OCP by December 31, 2025. OCP renewal typically span 18 – 36 months depending on the scope of the review and the level of community engagement. The time limitation established by the new legislation together with the requirement for a comprehensive zoning bylaw review that aligns zoning with the OCP future land uses to also be adopted by the December 31, 2025, realistically provides the Town approximately 15-16 months to complete the bulk of the OCP renewal. The deadlines set by the Province is a key consideration when scoping the upcoming OCP renewal.

In July 2011, Council adopted the Town's existing Official Community Plan, after extensive analysis and a public engagement that was initiated in 2009. The 2011 plan established a 20-year vision for the Town, establishing community objectives and broad policy statements to guide Council's decisions about land use, zoning, and development. The 2011 OCP identified the approximate location, amount, type and density of residential housing to meet housing needs for a period of at least five years.

A key difference between the current and future OCP will be that the new OCP must identify the location of residential housing to meet anticipated housing needs for the next 20 years and adopt zoning bylaws to permit the anticipated residential housing needs. There are a variety of implications to the revised approach mandated by the Province, most notably the need to understand the infrastructure servicing capacity of planned growth areas as infrastructure capacity was typically studied and confirmed during the Town's consideration of a zoning amendment application.

The Strategic Plan identifies the development of a Housing Strategy that creates the conditions for diverse housing options. The proposed official community plan renewal and the complete communities project currently underway will establish the foundation for a more detailed Housing Strategy.

At the December 13, 2023 workshop Council provided direction on several aspects of the OCP renewal. Council indicated their preference for a targeted OCP review to ensure that the Town can meet the Provincial deadline requirements. Council indicated that there are many aspects of the existing OCP that reflect the Town's goal and objectives but need amendments to reflect current best practices and recently completed plans and studies that have been completed since 2011. A key focus of the OCP renewal is to plan for residential housing needs that reflect the current and anticipated housing situation and corresponding Provincial requirements.

A summary of direction provided on key decision points at the workshop are outlined below:

#### *Vision and Values*

- Amend the vision and values based on staff and Council input. Utilize community survey or similar engagement tactic to seek input and determine level of support of proposed amendments.

#### *Community Engagement*

- Develop a consultation plan for meaningful public participation in a practical context using multiple platforms.
- Respect communities time and request input on areas that the public can influence.
- Incorporate community input from recently completed plans and Complete Communities engagement.

#### *Policy Review*

- Update policy to reflect, implement, or refer to recently completed plans and studies.
- Modernize policy to reflect current best practices and legislation.
- Keep OCP policy at high-level and develop more specific policy and action-oriented documents to implement Strategic Plans and OCP objectives.

#### *Land Use Designations*

- Utilize findings and community feedback from the Downtown Plan and Complete Communities Assessment and associate land use scenario development and engagements to inform the land use designations.

- Provide updates to land use designations based on community engagement, best practices, planning studies, complete community assessments and legislative requirements.
- Identify opportunities to improve walkability, community completeness, and GHG reduction by identifying opportunities to permit local commercial into residential areas.
- Utilize the OCP review to inform the community about Provincial legislative changes and associated opportunities for infill.

#### *Development Permit Areas (DPAs)*

- Comprehensive review and update of existing development permit areas including their application, justification, maps and guidelines.
- Reduce the number and complexity of DPAs to improve accessibility and simplify language.
- Reflect recommendations in other plans and studies.
- Modernize based on best practices, current legislation, land use economics, and planned density.

### **ANALYSIS**

Based on the direction received to date a recommended scope and anticipated budget for the upcoming OCP review has been developed for Council's further consideration. A draft outline of a scope of work to be incorporated into a Request for Proposals has been outlined to reflect the recommended budget is attached to this report. The attachment provides additional detail, phasing and expected deliverables.

OCP Component	Approach/Level of Focus	Recommended Budget
Project Initiation, Background Review, Ongoing Project Management		\$25,000
Land Use and Growth Assessment	Assess land uses and growth needs based on current data and projections, including links to the latest housing needs assessment, complete communities assessment, downtown plan, community climate action and GHG profile, growth projections, and available land base. This budget is bolstered by the Complete Communities project budget.	\$15,000
Vision and Values, Policy Review and Revisions	Update vision and values and policy to reflect, implement, or refer to recently completed plans and studies. Modernize policy to reflect current best practices and legislation. Complete issues identification and gap analysis.	\$50,000

Land Use Designations	Provide updates to land use designations based on community engagement, best practices, planning studies, complete communities assessments, downtown plan, and legislative requirements.	\$20,000
Development Permit Areas (DPA)	Comprehensive review and update of existing development permit areas including their application, justification, maps and guidelines. Community engagement specific to DPAs is recommended.	\$50,000
Engagement	Leverage engagement results from other recently completed projects to inform the OCP. Develop and execute a practical and strategic consultation plan for meaningful technical, stakeholder, agency, K'omox First Nation, and public engagement using multiple platforms. The proposed RFP outline (attached) identifies a Communication and Engagement Plan as a deliverable of Phase 1, a draft will be presented to Council for input.	\$60,000
Mapping and Graphic Design	Prepare required mapping, diagrams, imagery and graphic design. The OCP mapping budget is bolstered by the Complete Communities Project.	\$35,000
OCP Implementation Plan	Develop implementation section in OCP and a separate, stand-alone action plan that outlines priorities for action along with implementation timelines, delegate responsibility, and establish monitoring and evaluation metrics.	\$20,000
Council review, updates, and approvals process	Council will be provided with a project update and opportunity to provide direction during each proposed phase. Presence at Council meetings, public hearings, workshops etc.	\$20,000
<b>Contingency</b>	For additional engagement or unanticipated costs	\$20,000
<b>Total Budget</b>		<b>\$315,000</b>

Proposed Schedule Component	Timeline
Issue RFP	February 2024
Consultant Selection	March 2024
Project Kick-off Meeting	March 2024
Project Initiation to First Draft	April 2024 - March 2025



Revisions and Final Draft	April 2025 - August 2025
Bylaw and Approval Process	September 2025 - November 2025
Provincial Deadline for OCP and Zoning Bylaw Adoption	December 31, 2025

## **FINANCIAL IMPLICATIONS**

The Town's 2024 budget currently includes \$150,000 for the completion of an OCP. The Province of BC has put forward \$51 million dollar in capacity funding to assist local governments with the costs associated with implementing the recent legislative changes including the requirements to update official community plans and the Town will receive approximately \$150,000 to support this work. The Town has applied to the Canadian Mortgage and Housing Corporation Housing Accelerator Fund and if the application is successful components of the OCP respecting residential policy and land use designations can be funded through that program.

The proposed budget would be used to retain consultants to assist the Town with the completion of the OCP renewal. Staff resources will be required throughout the completion of the OCP. The OCP renewal project will be managed by Development Services. An inter-departmental technical committee will be established to efficiently coordinate the staff review throughout all phases of the project.

MK /

Attachments:

Draft Official Community Plan Scope Request for Proposal Outline

Draft Official Community Plan Scope Request for Proposal Outline

Project Phase	OCP Component	Approach/Level of Focus	Examples of Deliverables
1 - Background	Project Initiation and Background Review	<ul style="list-style-type: none"><li>Develop detailed project work plan. <i>[Must be designed to achieve key project targets, deliverables, and distinguish responsibilities of the consultant and staff for each.]</i></li><li>Review of related and relevant supplementary and/or complementary plans, strategies, and bylaws provided by staff (e.g. Zoning Bylaw, infrastructure plans, Subdivision Servicing Bylaw, Climate Action Plan, Parks Plan, Transportation Plan, Downtown Plan, Housing Needs Assessment, etc.) and review in the context of the existing OCP.</li><li>Complete an audit of 2011 OCP plan implementation items and identify if completed, incomplete, or in process.</li><li>Complete technical review of existing OCP and cross-reference with supplementary plan inventory, any available updated growth projections, and other legislative/policy changes (since existing OCP) to identify any outdated components or areas for improvement.</li><li>Complete best practice scan of recently completed and comparable communities' Official Community Plan (minimum 3).</li><li>Assemble internal technical committee <i>[to meet ~6x annually]</i>. Include external agencies as/when required.</li></ul>	<ul style="list-style-type: none"><li>Detailed Work Plan</li><li>Start-Up Meeting</li><li>Background Analysis Summary<ul style="list-style-type: none"><li>Related Plan Inventory</li><li>2011 OCP Implementation Audit</li><li>Technical Review Summary Memo</li><li>OCP 'Best Practice' Review</li></ul></li><li>Technical Committee Kick-Off Meeting</li><li>Community Profile Report</li></ul>
1 - Background	Community Engagement	<ul style="list-style-type: none"><li>Develop a communication and engagement plan for meaningful stakeholder and public participation in a practical context using multiple platforms, to include discrete engagement events as noted throughout this document, for the following key audiences:<ul style="list-style-type: none"><li>Internal Technical Committee</li><li>Community Engagement on Vision and Values</li><li>Community Engagement on Final Draft Plan</li><li>Technical Stakeholder Input throughout, including and Agency Referrals</li><li>Indigenous Engagement</li></ul></li><li>Communication components are to achieve the following objectives:</li></ul>	<ul style="list-style-type: none"><li>Communications and Engagement Plan</li><li>Community Engagement summary (review of last 3 years)</li><li>Implementation of Engagement Plan, for example:<ul style="list-style-type: none"><li>Draft agency referral documentation</li><li>Technical Meeting presentations and facilitation</li><li>Draft communication for agency engagement</li><li>Presentation to joint Council/School Board Meeting</li><li>Correspondence and meetings with K'omox First Nation</li><li>Community survey and open house</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>Engagement with the community consistent with IAP2 spectrum of “Inform” and “Consult”</li> <li>Requests for community engagement and input should only occur for areas and topics that the public can influence.</li> <li>Engagement summary to incorporate community input from recent and Complete Communities engagement and other recently completed plans (e.g. Downtown Plan, Climate Action Plan, Parks and Recreation Master Plan).</li> <li>Utilize the OCP review process to inform the community about Provincial legislative changes and associated opportunities for infill.</li> <li>Engagement design must align with Complete Communities Process</li> <li>Develop a consultation plan that reflects K’omox’s desired level of participation throughout all stages of the project. Collaboration with K’omox First Nation must foster values which are important for a healthy relationship, truth, and reconciliation.</li> </ul>	
1 - Background		<ul style="list-style-type: none"> <li>Review background work with staff and review work plan for next phase to evaluate the need for any amendments.</li> </ul>	<ul style="list-style-type: none"> <li>Milestone Deliverable: Meeting with City Staff to Review Phase 1 Work.</li> </ul>
1 - Background	Council Update	<ul style="list-style-type: none"> <li>Update Council on the findings of phase 1 and next steps.</li> </ul>	<ul style="list-style-type: none"> <li>Milestone Deliverable: Report to Council/Presentation</li> </ul>
2 – Visioning	Vision and Values	<ul style="list-style-type: none"> <li>Amend Vision and Values based on staff and Council input.</li> <li>Undertake community engagement (per communication plan) to seek input and determine level of support of proposed amendments to vision, values and high-level policy engagement.</li> </ul>	<ul style="list-style-type: none"> <li>Draft amended vision and values</li> <li>Community Engagement Summary on Vision and Values</li> </ul>
2 – Visioning	Public Engagement	<ul style="list-style-type: none"> <li>Undertake engagement campaign (per engagement plan) to: <ul style="list-style-type: none"> <li>Inform the public of the OCP renewal; and</li> <li>Provide opportunities for input on issues and opportunities as they relate to existing community Vision and Values. High level input on policy direction.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Engagement materials</li> <li>Engagement Summary Report</li> </ul>
2 - Visioning	Council Update	<ul style="list-style-type: none"> <li>Provide update to Council and seek direction on high-level policy direction.</li> </ul>	<ul style="list-style-type: none"> <li>Milestone Deliverable: Report to Council/Presentation with recommended Vision, Values and draft Policy direction</li> <li>Phase 1 and 2 Engagement Summary Report</li> </ul>

3 - Issues Identification and Draft Policy Development	Land Use and Growth Assessment	<ul style="list-style-type: none"> <li>Gather current population projections, housing needs and other information required to ensure that all legislative needs for the OCP can be addressed.</li> <li>Review and assess current OCP land use designations in the context of growth projections and growth capacity. <ul style="list-style-type: none"> <li>incorporate latest Housing Needs Assessment, Complete Communities Assessment, Downtown Plan, Community Climate Action Plan and GHG profile, and existing available land base;</li> </ul> </li> <li>Update demographic, employment data, housing and development trends;</li> <li>Include future growth/expansion areas in analysis as appropriate;</li> <li>Review Regional Context Statement; and</li> <li>Mapping analysis as required.</li> </ul>	<ul style="list-style-type: none"> <li>Land Use and Infrastructure Capacity Analysis</li> </ul>
3 - Issues Identification and Policy Direction	Gap Analysis	<ul style="list-style-type: none"> <li>Complete existing OCP policy review and gap analysis, reflecting recent planning and engineering plans and studies completed, to identify issues and opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Gap Analysis Summary Memo</li> <li>Annotated existing OCP Policies</li> <li>Presentation to Staff to review Gap Analysis</li> <li>Issues and Opportunities Summary Report</li> </ul>
3 – Issues Identification and Policy Direction	Council Update	<ul style="list-style-type: none"> <li>Provide update to Council and seek input on draft policy direction</li> </ul>	<ul style="list-style-type: none"> <li>Milestone Deliverable: Council Report and Presentation</li> </ul>
4 - Plan Development	Policy Revisions and Development	<ul style="list-style-type: none"> <li>Prepare policy revision recommendations to: <ul style="list-style-type: none"> <li>reflect best practices review, updated vision and values, and new legislation;</li> <li>reflect, implement, or refer to recently completed plans and studies.</li> <li>incorporate Technical Committee input</li> <li>incorporate new directions based on Issues Identification of Vision and Values</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Policy Revision Recommendations</li> <li>Review meeting with Staff to present recommendations</li> </ul>
4 - Plan Development	Land Use Designations	<ul style="list-style-type: none"> <li>Prepare recommendations for updates to existing land use designations based on community engagement, best practice review (Phase 1), growth assessment, complete communities assessments, and legislative requirements.</li> <li>Update Regional Context Statement as required.</li> <li>Identify opportunities to improve walkability, community completeness, and GHG reduction by identifying opportunities to permit local commercial into residential areas.</li> </ul>	<ul style="list-style-type: none"> <li>Land Use Designations Recommendations and Mapping</li> <li>Review meeting with Staff to present recommendations</li> </ul>

4 - Plan Development	Development Permit Areas (DPA)	<ul style="list-style-type: none"> <li>Comprehensive review of existing development permit areas including their application, justification, maps and guidelines to: <ul style="list-style-type: none"> <li>simplify and shorten guidelines, improve readability</li> <li>identify needed amendments to align with new Vision and Values and revised policy</li> <li>align with other existing plans, policies and bylaws</li> <li>reflect recommendations in other plans and studies.</li> <li>modernize based on best practices, current legislation, land use economics, and planned density.</li> </ul> </li> <li>Incorporate community engagement specific to DPA in Engagement Plan</li> </ul>	<ul style="list-style-type: none"> <li>Draft Development Permit Guidelines</li> <li>Development Permit Area Mapping</li> <li>Engagement specific to Development Permit Areas <ul style="list-style-type: none"> <li>Technical Committee Meetings</li> <li>Stakeholder and Agency Engagement</li> <li>Community Engagement</li> </ul> </li> </ul>
4 - Plan Development	Implementation Plan	<ul style="list-style-type: none"> <li>Develop an action plan which outlines: <ul style="list-style-type: none"> <li>Actions to be taken;</li> <li>Importance prioritization ranking for actions;</li> <li>Estimated implementation timelines;</li> <li>Responsibility (including required stakeholders);</li> <li>Estimated budget amount range for individual action; and</li> <li>Recommended monitoring and evaluation metrics.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Draft Implementation Plan</li> <li>Review meeting with Staff to present recommendations</li> </ul>
4 – Plan Development	Plan Draft	<ul style="list-style-type: none"> <li>Develop Draft OCP for review</li> <li>Undertake legal review to ensure draft plan satisfies all legislative requirements and legal review.</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> Draft of Official Community Plan</li> <li>Report and Presentation of Draft OCP to Council</li> </ul>
5 - Refining	Final Engagement on Draft Plan	<ul style="list-style-type: none"> <li>Gather feedback from Technical Advisory Committee</li> <li>Provide open house and online opportunities for public to review and provide feedback on Draft Plan (per communication plan).</li> <li>Work with City Staff to ensure all required agency referrals are made.</li> </ul>	<ul style="list-style-type: none"> <li>Engagement Summary Memo</li> <li>Recommendation for response to all engagement, referral, and technical committee feedback</li> </ul>
5 - Refining		<ul style="list-style-type: none"> <li>Complete any recommended revisions</li> </ul>	<ul style="list-style-type: none"> <li>Milestone Deliverable: Meeting with City Staff to review final recommended revisions</li> </ul>
6 - Completion	Final Draft and Bylaws	<ul style="list-style-type: none"> <li>Incorporate required updates into Draft OCP</li> <li>Support Public Hearing and Council Report</li> </ul>	<ul style="list-style-type: none"> <li>Final Draft OCP</li> <li>Council Report and Presentation Support</li> </ul>

## Nicole Minions

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**From:** Cole-Hamilton, Will <wcole-hamilton@courtenay.ca>  
**Sent:** January 4, 2024 8:40 PM  
**To:** Wells, Bob; mayor.brown@cumberland.ca; Nicole Minions  
**Subject:** Proposed AVICC resolutions

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

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Hello friends,

Happy New Year!

I am intending to present two resolutions to the CVRD Board for the 2024 AVICC convention - and was hoping that you would see fit to bring them to your Councils as they relate to two issues that concern the whole valley: the challenges involved in the potential creation of a housing authority; and the challenges of establishing an EWR shelter. I think that if all four bodies approve these submissions it would demonstrate some strong unification of interests across the Comox Valley.

The deadline to submit the resolutions is Feb 8, and we are trying to get some initial feedback on the resolution(s) before sending any formal correspondence to you. We are expecting that such a letter would be sent around Jan 17 which would allow time for your councils to meet and consider the matter prior to the Feb 8 deadline. At this time, I was hoping to get your feedback or any major constraints / concerns to the draft wording.

The first topic area is the pursuit of grant funding to study housing authority formation and proposed wording is here:

Whereas non-market housing is in critical need throughout the province, and the provision of such housing is currently severely challenged by supply conditions, lack of adequate funding, and lack of capacity by local governments to support the provision and management of such housing;

And whereas some municipalities and regional districts in British Columbia have created entities, such as housing authorities, which successfully increase the supply of non-market housing by providing and managing such housing, the process of planning and then creating these entities involves significant staff time and other costs;

Therefore be it resolved that UBCM petition the Province of British Columbia to provide grant funding for municipalities and regional districts to plan and create entities that provide and manage non-market housing in their communities.



A backgrounder on this topic is being drafted with details coming from a presentation made to the Elected Officials Forums in October.

The second topic area is to promote improvements in the funding model for extreme weather response shelters and / or community drop-in centres. Staff are working a resolution that would a) recognize the many complex challenges facing communities in providing shelter services (challenges related to mental health and addictions, substance use, costs, location, security, accessibility, externalities) and b) request BC Housing to modernize its EWR funding program to be more responsive and enabling. I expect to have that draft wording available to share and get your feedback by mid next week.

I look forward to your comments on the draft resolution above. As you'll appreciate, with the February 8 deadline, there is not time for each council/board to consider the matter, make their own changes and re-circulate to each jurisdiction. Therefore, we are hoping to solicit your informal feedback now so that when formal correspondence is sent to you around January 17, that the wording of the AVICC resolutions is sound and can be approved by each Council and the Board.

James Warren is also sending a similar email to your CAOs in order to get input as quickly and efficiently as possible.

I would be more than happy to chat and hear your thoughts, or email would also be great if that works better.

Thanks for taking the time to consider this!

All the best,

Will

Will Cole-Hamilton (he/him)

Councillor, City of Courtenay  
Chair, Comox Valley Regional District  
Director, FCM  
Chair, Climate Caucus

778 992 0102

I respectfully acknowledge that I live and work in the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

LOG: 23-411	REFER:	AGENDA: RCM 17Jan2024
FILE: 7710-01	ACTION: MR	

**RECEIVED**

05Dec2023

**Town of Comox – Administration**

**TOWN OF COMOX**

**From:** CV Ukrainian Cultural Society <cvukrainianculturalsociety@gmail.com>  
**Sent:** December 5, 2023 8:25 AM  
**To:** Town of Comox – Administration; council  
**Subject:** Request for the Mayor and Council to consider our Society's request for continued subsidized access to Town facilities

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

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

The Comox Valley Ukrainian Cultural Society greatly appreciates and thanks Town Council for your support in fully subsidizing our use of the Sail buildings in Marina Park and rooms in the Comox Community Centre for the past year and more. We are also grateful for the support of Park staff in permitting use of the local parks for some of our outdoor gatherings and to the booking staff at the Comox Community Centre - everyone has been helpful, engaging and very patient with us and the custodial staff have also been great to work with.

You will recall that our organization is a non-profit registered Society in BC that is entirely run by a small group of volunteer members. Our activities this past year have been focused (and continue to be) on identifying the needs of newly-arrived Ukrainians, and then providing practical and financial support to meet those needs. We have formed partnerships and working relationships with many local organizations, churches and businesses as the needs outweigh our ability and capacity to do this on our own. We engaged in two fundraising campaigns this past year.... funds which will support the continuation of our Ukrainian Integration Coordinator position for the next 8 months, as well as provide emergency financial assistance to Ukrainians, provide welcome baskets to new arrivals, subsidize a food-share program, offer cultural workshops and gatherings, and more. Every dollar not spent on rental of Town facilities has gone to direct support of Ukrainian families.

Many of the Ukrainian families have moved beyond crisis, and are settling in the Valley - they are working, moving out of host family homes and renting their own apartments, their children are attending school, and they are participating in community life. We currently have almost 70 Ukrainian households in the Valley, comprised of close to 200 adults and children!

As we approach the two-year anniversary of the invasion of Ukraine, however, the war shows no sign of abating. With the federal CUAET program expiring at the end of March 2024, we expect to see continued arrivals of Ukrainians - to a place where they feel safe and supported.

In anticipation of our members and volunteers continuing to be very engaged in assisting Ukrainian families over the next year, I am writing to you today to request your consideration to extend our use of Town facilities (Sail buildings and Community Centre spaces) on a subsidized basis for the 2024 year. The Society does not have a space of it's own (we wish we did!) and so we rely on community spaces for our meetings and gatherings.

Please do not hesitate to contact me if you have any questions or concerns. I can be reached at 250-339-0793.

Thank you in advance for considering our request.

Kind regards,  
Janette Martin-Lutzer,

December 13, 2023

**RECEIVED**

File: 3900-02

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

13Dec2023

**TOWN OF COMOX**

**Via email:** russwurm@comox.ca

LOG: 23-419	REFER:	AGENDA: RCM 17Jan24
FILE: 0114-20/60	ACTION: MR	

Attention: Ms. Shelly Russwurm, Corporate Officer

cfile - 0114-20/601

Dear Ms. Russwurm:

Copies - Council

-JW/SR/GK/SA/CD

**Re:** Bylaw No. 795 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2"

The Comox Valley Regional District (CVRD) Board, at its meeting of December 12, 2023, gave three readings to Bylaw No. 795 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2". The intent of the bylaw is to increase the maximum requisition to implement the approved capital plan.

This bylaw, prior to submission for approval from the Inspector of Municipalities, requires written consent of two-thirds of the participants in the service, being the Directors for Electoral Areas A, B and C, the City of Courtenay and the Town of Comox.

In light of the above, the board requests your council to consent to the bylaw amendment under section 346 of the *Local Government Act* by considering the following resolution:

THAT Town of Comox consent to the adoption of the Comox Valley Regional District Bylaw No. 654 being "Bylaw No. 795 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2" under section 346 of the *Local Government Act*.

By way of background information, please find attached the staff report dated November 16, 2023, that was presented to the Comox Valley Recreation Commission at its November 21, 2023 meeting. Also attached is Bylaw No. 795 at third reading.

We would appreciate a response by January 22, 2024 in order to adhere to the timelines as set out in the above-noted staff report. If you have any questions or require support

at your Council, please contact Trish Morgan, Assistant Senior Manager of Recreation Services at 250-898-3733 or via email at [tmorgan@comoxvalleyrd.ca](mailto:tmorgan@comoxvalleyrd.ca).

We look forward to hearing from you at your earliest convenience.

Sincerely,

***L. Dennis***

Lisa Dennis  
Manager of Legislative Services

Attachments:      Staff report dated November 16, 2023  
                         Bylaw No. 795

**COMOX VALLEY REGIONAL DISTRICT  
BYLAW NO. 795**

**A bylaw to amend the service establishing bylaw for the  
Comox Valley Sports Track and Fields Service to increase the maximum  
requisition**

**WHEREAS** the Comox Valley Track and Fields Service was created by the adoption of Bylaw No. 2353 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" on the 30th day of July 2001;

**AND WHEREAS** the Board desires to increase the maximum requisition to implement the approved capital plan;

**AND WHEREAS** participating area approval has been obtained in writing in accordance with sections 346 and 347 of the *Local Government Act (RSBC, 2015, c.1)*;

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act (RSBC, 2015, C.1)*; and

**NOW THEREFORE** the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

**Amendment**

1. Bylaw No. 2353 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" is hereby amended as follows:

a) By replacing section 5 (Maximum Cost), which reads as follows:

"In accordance with Section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned for the cost of the service is a property value rate of \$0.04 per \$1,000 applied to the net taxable value of land and improvements in the Service Area."

with the following:

"The maximum amount that may be requisitioned annually for the cost of the service is the greater of \$1,697,117 or \$0.06895 per \$1,000 of the net taxable value of land and improvements in the service area."

### Citation

2. This Bylaw No. 795 may be cited as "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2".

Read a first and second time this 12<sup>th</sup> day of December 2023.

Read a third time this 12<sup>th</sup> day of December 2023.

Consented to in writing by the Electoral Area A  
(Baynes Sound – Denman/Hornby Islands)  
Director this day of 202x

Consented to in writing by the Electoral Area B  
(Lazo North) Director this day of 202x

Consented to in writing by the Electoral Area C  
(Puntledge – Black Creek) Director this day of 202x

City of Courtenay Council resolution given this day of 202x

Town of Comox Council resolution given this day of 202x

Approved by the  
Inspector of Municipalities this day of 202x.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 795 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2" as read a third time by the Board of the Comox Valley Regional District on the 12<sup>th</sup> day of December, 2023.

  
\_\_\_\_\_  
Deputy Corporate Legislative Officer

Adopted this day of 202x.

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Chair

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Deputy Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 795 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001, Amendment No. 2" as adopted by the Board of the Comox Valley Regional District on the xx day of xxx, 202x.

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Deputy Corporate Legislative Officer



**DATE:** November 16, 2023

**FILE:** 7910-01

**TO:** Chair and Members  
Comox Valley Recreation Commission

Supported by James Warren,  
Chief Administrative Officer

**FROM:** James Warren  
Chief Administrative Officer

**J. Warren**

**RE:** **Artificial Turf Field Design and Borrowing Options**

### **Purpose**

To provide an update on the artificial turf field project and present design and borrowing options for its consideration.

### **Recommendations from the Chief Administrative Officer:**

- 1) THAT the design option A as described in the staff report dated November 16, 2023, be approved.
- 2) THAT a five year short-term borrowing to fund the construction of a new artificial turf field be approved.
- 3) THAT staff be directed to prepare an amendment to Bylaw No. 2353 being, "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" to amend the maximum tax rate to the greater of \$1,697,117 or \$0.06895 of net taxable value on land and improvements to fund design option A, B, or C as outlined in the report dated November 16, 2023 to be considered by the Comox Valley Regional Board for first, second, and third readings and final adoption;

AND FINALLY, THAT participating area approval for the amending bylaw be authorized to be given by electoral area director and municipal council consents pursuant to sections 346 and 347 of the *Local Government Act*.

### **Executive Summary**

- Following the development of the Recreation Strategic Plan in the spring of 2023, Comox Valley Schools provided approval for an artificial turf field to be constructed on the playing field at George P. Vanier Secondary School. The purpose of the all-weather field is to provide a community year-round playing surface that accommodates as many sports as possible in its design.

- Four concept designs are being presented for the Comox Valley Recreation Commission's (Commission) consideration, ranging in cost from approximately \$5,100,000 to \$7,000,000 dollars.
- Staff are recommending design Option A at a total cost of \$5,718,000 as it supports a large number of sports while balancing fiscal responsibility. The option includes two year-round washroom facilities and provides opportunities for baseball, soccer, lacrosse, field hockey, rugby and cricket to train and play, and training opportunities for football.
- The Comox Valley Track and Fields service provides funding for the maintenance and capital costs of the all-weather track and sports playing fields. Participants of this service are the City of Courtenay, Town of Comox, Part of Baynes Sound – Denman/Hornby Islands (Electoral Area A) (Vancouver Island portion only), Lazo North (Electoral Area B), and Puntledge – Black Creek (Electoral Area C).
- The maximum tax rate for the service is currently \$0.04/\$1,000 of assessed value on land and improvements. In order to borrow \$5,200,000 for the construction of the preferred design, Option A, the maximum tax rate and requisition needs to increase to the greater of \$1,697,117 or \$0.06895/\$1,000. If the maximum tax rate is not increased, then the Comox Valley Regional District (CVRD) will not be able to borrow the funds required to construct the new artificial turf field.
- If the Commission decides to defer the project beyond the 2024 budget year, it should be noted that the cost of the project could increase between seven to fifteen percent over the next year. If the Commission decides to conduct an elector approval process to borrow funds over ten years, then the construction of the project would be completed in the spring/summer of 2025 and as a result of cost escalation between 2024 and 2025, the project costs could increase by seven to fifteen percent.

Prepared by:

***T. Morgan***

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Trish Morgan  
Assistant Senior Manager  
of Recreation Services

Concurrence:

***J. Zbinden***

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Jennifer Zbinden  
Senior Manager of  
Recreation Services

Concurrence:

***M. Harrison***

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Mark Harrison  
A/General Manager of  
Community Services

## **Government and Community Interests Distribution (Upon Agenda Publication)**

City of Courtenay	✓
Town of Comox	✓
Village of Cumberland	✓
Comox Valley Schools	✓
Comox Valley Cricket Club	✓
Comox Valley Baseball Association	✓
Comox Valley Sport & Social Club	✓
Comox Valley Field Hockey	✓
Comox Valley Kickers (Rugby)	✓
Comox Valley Raiders Football	✓
Comox Valley United Soccer	✓

## **Background/Current Situation**

### **Design Options**

In March 2023 the Recreation Strategic Plan was adopted; this identifies immediate, short-term, and medium-term capital project priorities. One of the immediate priorities was to examine the opportunity to construct a new artificial turf field at G.P. Vanier Secondary School in order to provide increased opportunities for a variety of field sports to train and play year-round. Comox Valley Schools has since provided approval for an artificial turf field to be constructed on the north playing field at G.P. Vanier Secondary School.

On September 25, 2023 a meeting was held with the lead consulting firm, CVRD and Comox Valley Schools staff and representatives from the following sport organizations:

- Comox Valley Cricket Club
- Comox Valley Baseball Association
- Comox Valley Sport and Social Club
- Comox Valley Field Hockey
- Comox Valley Kickers
- Comox Valley Raiders Football
- Comox Valley United Soccer

The purpose of the meeting was to hear from stakeholder organizations regarding their sport-specific needs related to a new artificial turf field.

What we heard from the stakeholder organizations included:

- Cricket can be placed between the two grass fields, needs 120m diameter around wicket;
- Most common size for soccer is 64m x 100m;
- Lacrosse is transitioning to six versus six game (64 m x 37m);
- Ideally baseball needs 81m x 20m; baseball could use a portable pitcher's mound if the infield overlaps with the rectangular field;
- Football requires 137m field, if the field is too small for football, then don't add permanent lines; the field can be lined for practices when needed;
- Rugby can work on a field the same width as soccer and length as football, the minimum size is 106m long;
- Maximize the field space while working within the budget;
- Amenities are secondary to having the largest field possible;
- Need space for practices and warm-up;
- Vegetation around fields makes ball retrieval challenging;
- Fences need to be higher to stop stray balls;
- Spectators can sit on upper bench under picnic shelter;
- Too many permanent lines can lead to line confusion and weaken the turf;
- Temporary lines can be painted on the turf like they are painted on natural grass.

Following the meeting, the consulting firm developed a concept based on the stakeholder feedback and requirements of the scope of work. The "community field" concept included a regulation-size field for soccer and lacrosse and an overlapping U15 baseball field. The concept also demonstrated how rugby and practice space for football could be accommodated with temporary lines but does not include washrooms. The corresponding Class D cost estimate for this concept was for approximately \$7,000,000 (including contingency, professional fees and permits).

After some further discussions with the consultant and the Comox Valley Baseball Association about their needs and the size of the field, the consultant came back with a revised concept that reduced the footprint significantly but maintained the community field requirements. As a result of the decreased footprint, the cost was reduced significantly to approximately \$5,700,000 including washrooms, contingency, professional fees, and permits. Two further options are also being presented for consideration. Design B is the same as Design A but does not include washrooms and Design C is a rectangular field that does not include baseball, cricket or washrooms.

	<b>Design A \$5,718,000</b>	<b>Design B \$5,580,502</b>	<b>Design C \$5,136,722</b>	<b>Design D \$7,016,963</b>
Field Size	8,790 m2 110m x 70.1m with a trapezoidal top area of 38.5m side length and 1.4m small base	8,790 m2 110m x 70.1m with a trapezoidal top area of 38.5m side length and 1.4m small base	7,590 m2 110m x 69m	10,700 m2 110m x 97.3m
2 washrooms	✓			✓
2 player shelters	✓	✓	✓	✓
3 boot brushes	✓	✓	✓	✓
2 reg size soccer goals	✓	✓	✓	✓
4 youth soccer goals	✓	✓	✓	✓
2 dugouts	✓	✓		✓
Perimeter pathway	✓	✓	✓	✓
lighting	6 poles	6 poles	4 poles	6 poles
fencing	✓	✓	✓	✓
spectator seating pad	✓	✓		✓
spectator seat walls				✓
operations storage area	✓	✓		✓
Baseball	80ft long basepath; 255ft from home to edge of outfield	80ft long basepath; 255ft from home to edge of outfield		80ft long basepath; 280ft from home to edge of outfield
Soccer (regulation & mini)	✓	✓	✓	✓
Field Lacrosse	✓	✓	temp lines	✓
Field Hockey	temp lines	temp lines	temp lines	temp lines
Football	Canadian practice only; temp lines	Canadian practice only; temp lines	American only	Canadian practice only; temp lines
Rugby	temp lines	temp lines	temp lines	temp lines
Cricket	Cricket between 2 grass full-sized soccer fields	Cricket between 2 grass full-sized soccer fields		Cricket between 2 grass full-sized soccer fields
<b>PROS</b>	A less expensive option that	A less expensive option that includes	Economical	Includes baseball,

	includes baseball, soccer, mini soccer, men's lacrosse; warm-up space & washrooms	baseball, soccer, mini soccer, men's lacrosse and warm-up space		soccer, mini soccer, men's lacrosse; warm-up space; offers maximum field space for users
<b>CONS</b>	No spectator seating, rugby and football fields are modified for practice use only; elevated cost associated with lighting to light the baseball playing field	No washrooms, no spectator seating, rugby and football fields are modified for practice use only; elevated cost associated with lighting to light the baseball playing field	No washrooms, does not include baseball or dugouts; minimal amenities cricket field not included; no goals storage area/amenity storage area	Rugby and football fields are modified for practice use only; most expensive option; elevated cost associated with lighting to light the baseball playing field

### **Borrowing Options**

If the Commission decides to move forward with short-term borrowing, then once the design has been selected, the consulting firm can move forward with a detailed design and will produce a Class A cost estimate that will provide greater cost certainty as the CVRD moves through the 2024 budget process. Advertising the bid opportunities for the turf and construction can take place in March 2024, to ensure once the budget is approved and the bylaw amendments are finalized, contracts can be awarded in April 2024. Construction can then begin May 2024 and run until October/November 2024 (weather permitting).

If the Commission wishes to move forward with long-term borrowing then an elector approval process such as an alternative approval process (AAP) will need to be completed prior to issuing any tenders for the turf or construction.

As a result of the timeline for the elector approval process, the construction of the turf field will not be able to be completed in 2024 as construction would not be able to start until the AAP receives the Inspector's Certificate, likely sometime in the summer of 2024. Further, the cost of the project may increase seven to fifteen percent as a result of inflation and cost escalation due to the delay in the project completion date.

Milestones	Short-Term Borrowing	AAP/ Long-Term Borrowing
Detailed Design & Class A Estimate	Mid-November to early February 2024	Mid-November to early March 2024
Bylaw amendment period incl. participating area approval & Inspector approval	Nov 21, 2023 – prior to April 9, 2024	n/a
Alternative approval process incl. statutory advertising, communications planning and implementation, Inspector Certificate	n/a	Nov 21, 2023 – June 13, 2024
Procurement incl document preparation, advertising, evaluation and contract award	Late February 2024 to the beginning of April 2024	End of March 2024 to early June 2024
Construction Start	May 1, 2024	July 8, 2024
Construction End	Oct 15, 2024 – Nov 15, 2024 (weather permitting)	March 31, 2025 (weather permitting)

The Commission has identified through its Strategic Plan the examination of other possible capital priorities (e.g., Arena 3 and/or pool addition to the Aquatic Centre). If the Recreation Commission decides to utilize 10-year long-term borrowing to fund the artificial turf field project, then the timeline and cost estimates for future projects may have to be revisited.

## Cost Estimates for Steps Ahead

There are a lot of unknowns still about the path forward, including whether pieces will proceed as proposed once further assessments/analysis are completed. Preliminary costs have been considered and mapped out (see graphic below). The below estimates are provided in 2023 dollars.

	2024	2025	2026	2027	2028	2029	30+ years
<b>Preliminary Estimates of Costs</b>							
Sports Field Expansion	\$5M						
Full Sheet Ice Rink Expansion			\$16M				
Add indoor pool to Aquatic Centre						\$26M	
Implications to Residential Household	\$32/yr 5 yr term		\$29/yr 30 yr term			\$46/yr 30 yr term	
Cumulative Impact		\$32/yr	\$61/yr	\$61/yr	\$61/yr	\$75/yr	\$75/yr



### COST TO BE CONFIRMED

There is a significant amount of assessment work to be completed before decisions are made about whether these initiatives will proceed and to further refine/assess the preliminary cost estimates above.



## **Service Establishment Bylaw**

In July of 2001, Bylaw No. 2353 was converted and amended the all-weather sports track service to the Comox Valley sports, track and fields service. This service provides for the funding and maintenance and capital cost of the all-weather sports track and sports playing fields in the City of Courtenay, the Town of Comox and the Vancouver Island portion of Baynes Sound – Denman/Hornby Islands (Electoral Area A), Lazo North (Electoral Area B), and Puntledge – Black Creek (Electoral Area C).

Under the bylaw the CVRD has authority to construct a new artificial turf field, however, in order to do so, the CVRD must borrow the funds required. In order to pay the principal and interest payments as well as the annual operating costs of the function, the CVRD will be required to increase the requisition. The increase in the requisition will exceed the maximum tax rate of \$0.04/\$1,000 therefore, a bylaw amendment to the service establishment bylaw will be required to increase the maximum requisition to pay the principal and interest on short or long-term borrowing.

If the Commission chooses to conduct short-term borrowing, the service establishment bylaw may be amended by way of two-thirds consent of the participants and approval of the Inspector of Municipalities prior to April 9, 2024. Note that it is possible, that the Inspector may require the CVRD to gain elector approval if they feel the increase in the maximum requisition is substantial enough that the electors should have an opportunity to consider the increase. While this is a risk, staff feel that based on the extensive public engagement and work completed on the Recreation Strategic Plan, this risk is low. When the bylaw goes to the Inspector for approval, background information on the public engagement and the Strategic Plan will be included for the Inspector's background.

If the Recreation Commission chooses to conduct long-term borrowing, then the bylaw could be amended following an Alternative Approval Process.

## **Design Options**

1. That artificial turf field design option A be approved, at an estimated cost of \$5.7 million.
2. That the artificial turf field design option B be approved at an estimated cost of \$5.6 million.
3. That the artificial turf field design option C be approved at an estimated cost of \$5.1 million.
4. That artificial turf field design option D be approved at an estimated cost of \$7 million.

Staff recommend Option 1, Design A. This option provides the greatest opportunity for multiple sports to participate on the field and provides year-round washroom facilities while balancing fiscal responsibility and community and social wellbeing.

### **Borrowing Options**

1. To proceed with five year short-term borrowing to fund the construction of a new artificial turf field as it aligns with the Recreation Strategic Plan.
2. To proceed with ten year long-term borrowing to fund the construction of a new artificial turf field; with staff directed to prepare the statutory requirements necessary to facilitate an Alternative Approval Process.

Staff recommends that option 1.

### **Service Establishment Bylaw Options**

Option 1 will allow the CVRD to fund design options A, B, or C (up to approximately \$5,700,000) through 5-year borrowing. Option 2 will allow the CVRD to fund design option D at approximately \$7,000,000 through 5-year borrowing. Option 3 provides direction to staff to prepare an amendment bylaw that corresponds with the design option chosen by the Recreation Commission in conjunction with 10-year borrowing.

1. Staff be directed to prepare an amendment to Bylaw No. 2353 being “Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001” to amend the maximum tax rate to the greater of \$1,697,117 or \$0.06895 of net taxable value on land and improvements to fund design option A, B, or C as outlined in the report dated November 16, 2023 to be considered by the Comox Valley Regional Board for first, second, and third readings and final adoption;

AND FINALLY, THAT participating area approval for the amending bylaw be authorized to be given by electoral area director and municipal council consents pursuant to sections 346 and 347 of the *Local Government Act*.

2. Staff be directed to prepare an amendment to Bylaw No. 2353 being “Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001” to amend the maximum tax rate to the greater of \$2,013,222 or \$0.08180 of net taxable value on land and improvements to fund design option D as outlined in the report dated November 16, 2023 to be considered by the Comox Valley Regional Board for first, second, and third readings and final adoption;

AND FINALLY, THAT participating area approval for the amending bylaw be authorized to be given by electoral area director and municipal council consents pursuant to sections 346 and 347 of the *Local Government Act*.

3. That staff be directed to prepare a bylaw amendment to Bylaw No. 2353, "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" to amend the maximum tax rate that corresponds with the design option chosen by the Recreation Commission and a 10-year borrowing period.

Staff recommend that option 1 be approved as it aligns with the Recreation Strategic Plan and a five year short-term borrowing period. Further, if the Recreation Commission chooses design option A, B, or C, this bylaw amendment will increase the maximum requisition high enough that any of these options can be funded through short-term borrowing.

### **Financial Factors**

In order to move forward with the construction of an artificial turf field, the maximum tax rate for the service will need to increase to requisition the funds required to pay the principal and interest payments as well as the annual operating costs of the function. In order to move forward with the construction of any of the artificial turf designs for the field, short-term or long-term borrowing and a contribution from the existing reserve will be required.

Staff recommends increasing the maximum tax rate to the greater of \$1,697,117 or \$0.06895/\$1,000 in order to borrow \$5,200,000 over five years. While this will be slightly higher than what is currently being estimated at the peak of the five year term, it will provide a buffer should property assessments decrease over the five year term.

Further, the \$18,000 Recreation Grant that was provided to the Comox Valley Cricket Club in 2023, will need to be reallocated to this project to allow for the construction of the pitch between the two lower grass fields rather than providing the grant to the Cricket Club to construct the pitch on their own.

### **Funding**

Sources	Design A	Design B	Design C	Design D
Borrowing	\$5,200,000	\$5,062,502	\$4,618,722	\$6,498,963
Reserve Contribution	\$500,000	\$500,000	\$500,000	\$500,000
Cricket Rec Grant	\$18,000	\$18,000	\$18,000	\$18,000
TOTAL Project Cost	<b>\$5,718,000</b>	<b>\$5,580,502</b>	<b>\$5,136,722</b>	<b>\$7,016,963</b>

Borrowing amounts may be able to be reduced if the Board allocates funds from the Growing Communities Fund to the project. Further, in-kind donations of labour, materials, and equipment, may help to lower the cost of the project. Staff will continue to discuss with stakeholders and partner organizations the investigation into in-kind donations once the detailed design work has been completed.

#### **Estimated residential tax rates over the 5 year term**

<b>Estimated tax rates</b>	<b>Design A</b>	<b>Design B</b>	<b>Design C</b>	<b>Design D</b>
Requisition	\$1,697,117	\$1,654,290	\$1,546,085	\$1,590,428
Borrowing only	\$0.04641	\$0.04520	\$0.04123	\$0.05801
Operating only	\$0.01588	\$0.01551	\$0.01551	\$0.01588
<b>TOTAL</b>	<b>\$0.06229</b>	<b>\$0.06071</b>	<b>\$0.05674</b>	<b>\$0.07398</b>
<b>Maximum Levy</b>	<b>\$0.06895</b>	<b>\$0.06721</b>	<b>\$0.06282</b>	<b>\$0.08180</b>

#### **Estimated residential tax rates over a 10 year term**

<b>Estimated tax rates</b>	<b>Design A</b>	<b>Design B</b>	<b>Design C</b>	<b>Design D</b>
Requisition	\$1,213,031	\$1,182,565	\$1,124,106	\$1,385,834
Borrowing only	\$0.02526	\$0.02458	\$0.02243	\$0.03160
Operating only	\$0.01926	\$0.01882	\$0.01882	\$0.01926
<b>TOTAL</b>	<b>\$0.04452</b>	<b>\$0.04340</b>	<b>\$0.04125</b>	<b>\$0.05086</b>
<b>Maximum Levy</b>	<b>\$0.04929</b>	<b>\$0.04805</b>	<b>\$0.04567</b>	<b>\$0.05631</b>

2023 Estimated Residential Tax Rate = \$0.0071

Current maximum levy = \$0.04

2023 Maximum Requisition = \$984,488

*\*\* all estimates are based on 2023 revised roll assessment values*

The following operating cost estimates are based on current operations and anticipated future operations of the new artificial turf field. Further, it is assumed that starting in 2026, that \$200,000 a year will be included in the budget for regional field amenity contributions and in 2029 that an additional \$75,000 a year will be contributed to the reserve for replacement costs of the new field.

#### **Estimated taxes on average home of \$800,000 at the peak of 5 year borrowing**

<b>Estimated taxes</b>	<b>Design A</b>	<b>Design B</b>	<b>Design C</b>	<b>Design D</b>
Borrowing only	\$37.13	\$36.16	\$32.98	\$46.48
Operating only	\$12.70	\$12.41	\$12.41	\$12.70
<b>TOTAL</b>	<b>\$49.83</b>	<b>\$48.57</b>	<b>\$45.39</b>	<b>\$59.18</b>

### Estimated taxes on average home of \$800,000 at the peak of 10 year borrowing

Estimated taxes	Design A	Design B	Design C	Design D
Borrowing only	\$20.21	\$19.66	\$17.94	\$25.28
Operating only	\$15.41	\$15.06	\$15.06	\$15.41
<b>TOTAL</b>	<b>\$35.62</b>	<b>\$34.72</b>	<b>\$33.00</b>	<b>\$40.69</b>

- Note that when the Recreation Strategic Plan was developed, the estimated cost of the field was five million at a projected cost of 32 dollars per household on a \$800,000 property.

### Reserve Contributions

Bylaw No. 2696 being "Comox Valley Sports Track and Fields Service Future Expenditure Reserve Fund Establishment Bylaw No. 2696, 2004" was established to create a reserve fund "to pay future costs associated with the provision of the Comox Valley Track and Fields Service." At the end of 2023 there will be \$719,366 in the reserve and an additional \$96,353 will be contributed to the reserve in 2024.

In order to move forward with design option A, a reserve contribution of up to \$500,000 will be required. Although this is a significant withdrawal from the reserve, if the reserve contributions remain constant between 2024 and 2029 at \$93,750, the fund will be in a good position to support the replacement of the turf on the existing artificial turf field in 2029. Further, based on the agreement with Comox Valley Schools, they are required to match the CVRD's contribution for the renewal of that asset at the time of replacement.

It is recommended, that starting in 2029 the reserve contribution should increase by \$75,000 a year from \$93,750 to \$168,750 in order to contribute to the cost of the replacement of the new artificial turf field in 10 to 15 years. The current artificial turf field is being planned for replacement at 15 years of age, in 2029. If this plan is followed the reserve will be sufficient to fund these capital upgrades.

Strategic Considerations - Strategic Drivers							
Fiscal Responsibility	✓	Climate Crisis and Environmental Stewardship and Protection	✓	Community Partnerships	✓	Indigenous Relations	Accessibility, Diversity, Equity and Inclusion
							✓

### Fiscal Responsibility:

- Partnering with Comox Valley Schools for the development of a second artificial turf field results in a significant cost to the project and taxpayers as a result of the donated land.

Climate Crisis and Environmental Stewardship and Protection:

- The artificial turf field has greatly reduced the quantity of water required to maintain the field compared to the former all-weather/sand field.

Community Partnerships:

- This service is built on strong partnerships with Comox Valley Schools, the City of Courtenay, and the Town of Comox.
- The CVRD partners with Comox Valley Schools and the City of Courtenay for the operation and maintenance of the track and synthetic turf field at Georges P. Vanier Secondary.
- The CVRD, Comox Valley Schools, and Comox Valley United Soccer Club partner to work towards the construction of a field house next to the existing synthetic turf field.

Accessibility, Diversity, Equity, and Inclusion:

- The construction of a multi-sport artificial turf field may lead to greater opportunities for programs such as the Challenger Baseball program that generally utilizes artificial turf fields in order to increase accessibility for their participants.

Strategic Considerations - Regional Growth Strategy Goals							
Housing		Ecosystems, Natural Areas and Parks		Local economic development		Transportation	
Infrastructure	✓	Food Systems		Public Health and Safety	✓	Climate Change	✓

Infrastructure:

- The development of a new artificial turf field on the site of an existing grass field, means that new infrastructure will be able to be developed while preserving vacant land elsewhere for other development needs.

Public health and safety:

- The development of a second artificial turf field will mean that an increased number of children, youth and adults will be able to enjoy year-round outdoor sport opportunities.

Climate change:

- As stated above

### **Intergovernmental Factors**

Recreation staff is working closely with Comox Valley Schools on the development of a new artificial turf field concept. Currently there is an agreement in place between the CVRD and Comox Valley Schools with respect to maintenance, water purchase, and use for the existing field and track. Moving forward through the development of the new artificial turf field will bring an opportunity for another partnership agreement with Comox Valley Schools.

### **Citizen/Public Relations**

Following a decision of the Recreation Commission regarding which concept to move forward with, a meeting will be held with the stakeholder organizations that attended the September 25, 2023 meeting to provide them with an update on the project.

If the Recreation Commission chooses to move forward with an alternative approval process, then a communications plan will be developed to inform the public of the project and how they can participate in the alternative approval process if they are not in favour of the project.

### **Attachments:**

- Appendix A – ATF concept A
- Appendix B – ATF concept B
- Appendix C – ATF concept C
- Appendix D – ATF concept D



## APPENDIX A

### ARTIFICIAL TURF FIELD DESIGN OPTION A

<b>Design A \$5,718,000</b>		Borrowing	\$5,200,000
		Reserve Contribution	\$500,000
		Rec Grant	\$18,000
8,790 m2 = 110m x 70.1m trapezoidal top area of 38.5m side length and 1.4m small base		<b>TOTAL</b>	<b>\$5,718,000</b>
2 washrooms	✓	2 dugouts	✓
2 player shelters	✓	perimeter pathway	✓
3 boot brushes	✓	lighting	6 poles
2 reg size soccer goals	✓	fencing	✓
4 youth soccer goals	✓	spectator seating pad	✓
operations storage area	✓	spectator seat walls	none

SPORTS			
Baseball	80ft long basepath; 255ft from home to edge of outfield; will need to provide mobile pitcher's mound	Football	Canadian practice only; temp lines needed
Soccer (reg & mini)	✓	Rugby	temp lines needed; not long enough for regulation play; will need mobile goals
Field Lacrosse	✓	Cricket	Cricket between 2 grass full-sized soccer fields
Field Hockey	temp lines needed		

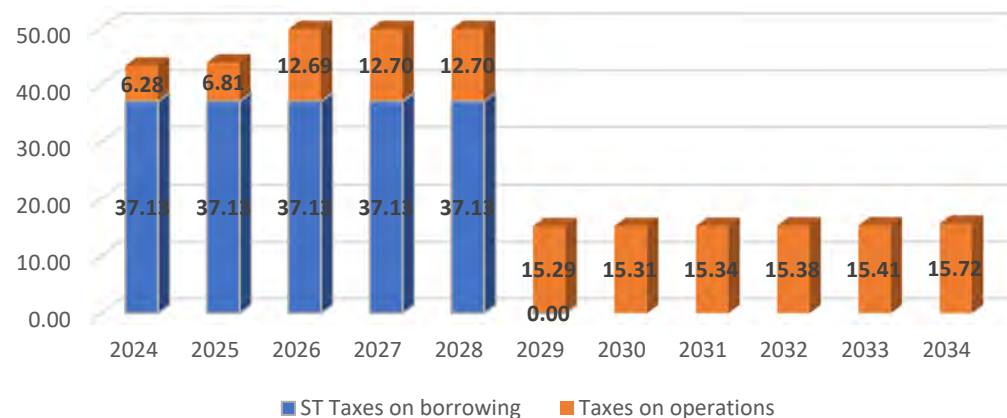
PROS	CONS
A less expensive option that includes baseball, soccer, mini soccer, men's lacrosse; warm-up space & washrooms	No spectator seating, rugby and football fields are modified for practice use only; elevated cost associated with lighting to light the baseball playing field

## BORROWING OPTIONS

### 5 year short-term

\$5,200,000 5 year borrowing 5.63% Design Option A											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	1,264,423	1,264,423	1,264,423	1,264,423	1,264,423						
Operating	213,796	231,742	432,030	432,281	432,694	520,585	521,608	522,664	523,750	524,871	535,369
<b>SUBTOTAL</b>	<b>1,478,219</b>	<b>1,496,165</b>	<b>1,696,453</b>	<b>1,696,704</b>	<b>1,697,117</b>	<b>520,585</b>	<b>521,608</b>	<b>522,664</b>	<b>523,750</b>	<b>524,871</b>	<b>535,369</b>
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.04641	0.04641	0.04641	0.04641	0.04641	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
tax rate on operating	0.00785	0.00851	0.01586	0.01587	0.01588	0.01911	0.01914	0.01918	0.01922	0.01926	0.01965
<b>total tax rate</b>	<b>0.05426</b>	<b>0.05492</b>	<b>0.06227</b>	<b>0.06228</b>	<b>0.06229</b>	<b>0.01911</b>	<b>0.01914</b>	<b>0.01918</b>	<b>0.01922</b>	<b>0.01926</b>	<b>0.01965</b>
<b>\$ 800,000.00</b>											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
ST Taxes on borrowing	37.13	37.13	37.13	37.13	37.13	0.00					
Taxes on operations	6.28	6.81	12.69	12.70	12.70	15.29	15.31	15.34	15.38	15.41	15.72
<b>TOTAL EST TAXES</b>	<b>43.41</b>	<b>43.94</b>	<b>49.82</b>	<b>49.82</b>	<b>49.83</b>	<b>15.29</b>	<b>15.31</b>	<b>15.34</b>	<b>15.38</b>	<b>15.41</b>	<b>15.72</b>

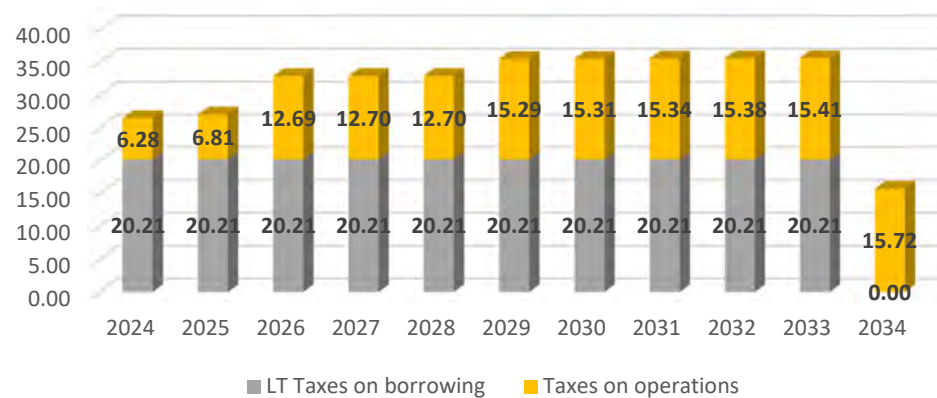
\$5.2 million 5 Year Borrowing  
Est Taxes on a \$800,000 property



## 10 year long-term

<b>\$5,200,000 10 year borrowing 4.69% Design Option A</b>											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	688,160	688,160	688,160	688,160	688,160	688,160	688,160	688,160	688,160	688,160	0
Operating	213,796	231,742	432,030	432,281	432,694	520,585	521,608	522,664	523,750	524,871	535,369
<b>SUBTOTAL</b>	<b>901,956</b>	<b>919,902</b>	<b>1,120,190</b>	<b>1,120,441</b>	<b>1,120,854</b>	<b>1,208,745</b>	<b>1,209,768</b>	<b>1,210,824</b>	<b>1,211,910</b>	<b>1,213,031</b>	<b>535,369</b>
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.02526	0.02526	0.02526	0.02526	0.02526	0.02526	0.02526	0.02526	0.02526	0.02526	0.00000
tax rate on operating	0.00785	0.00851	0.01586	0.01587	0.01588	0.01911	0.01914	0.01918	0.01922	0.01926	0.01965
<b>total tax rate</b>	<b>0.03311</b>	<b>0.03377</b>	<b>0.04112</b>	<b>0.04113</b>	<b>0.04114</b>	<b>0.04437</b>	<b>0.04440</b>	<b>0.04444</b>	<b>0.04448</b>	<b>0.04452</b>	<b>0.01965</b>
<b>\$ 800,000.00</b>											
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
LT Taxes on borrowing	20.21	20.21	20.21	20.21	20.21	20.21	20.21	20.21	20.21	20.21	0.00
Taxes on operations	6.28	6.81	12.69	12.70	12.70	15.29	15.31	15.34	15.38	15.41	15.72
<b>TOTAL EST TAXES</b>	<b>26.49</b>	<b>27.02</b>	<b>32.90</b>	<b>32.90</b>	<b>32.91</b>	<b>35.50</b>	<b>35.52</b>	<b>35.55</b>	<b>35.58</b>	<b>35.62</b>	<b>15.72</b>

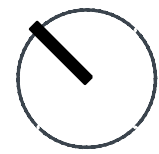
\$5.2 million 10 Year Borrowing  
Est Taxes on a \$800,000 property



**Budget assumptions in both borrowing scenarios:**

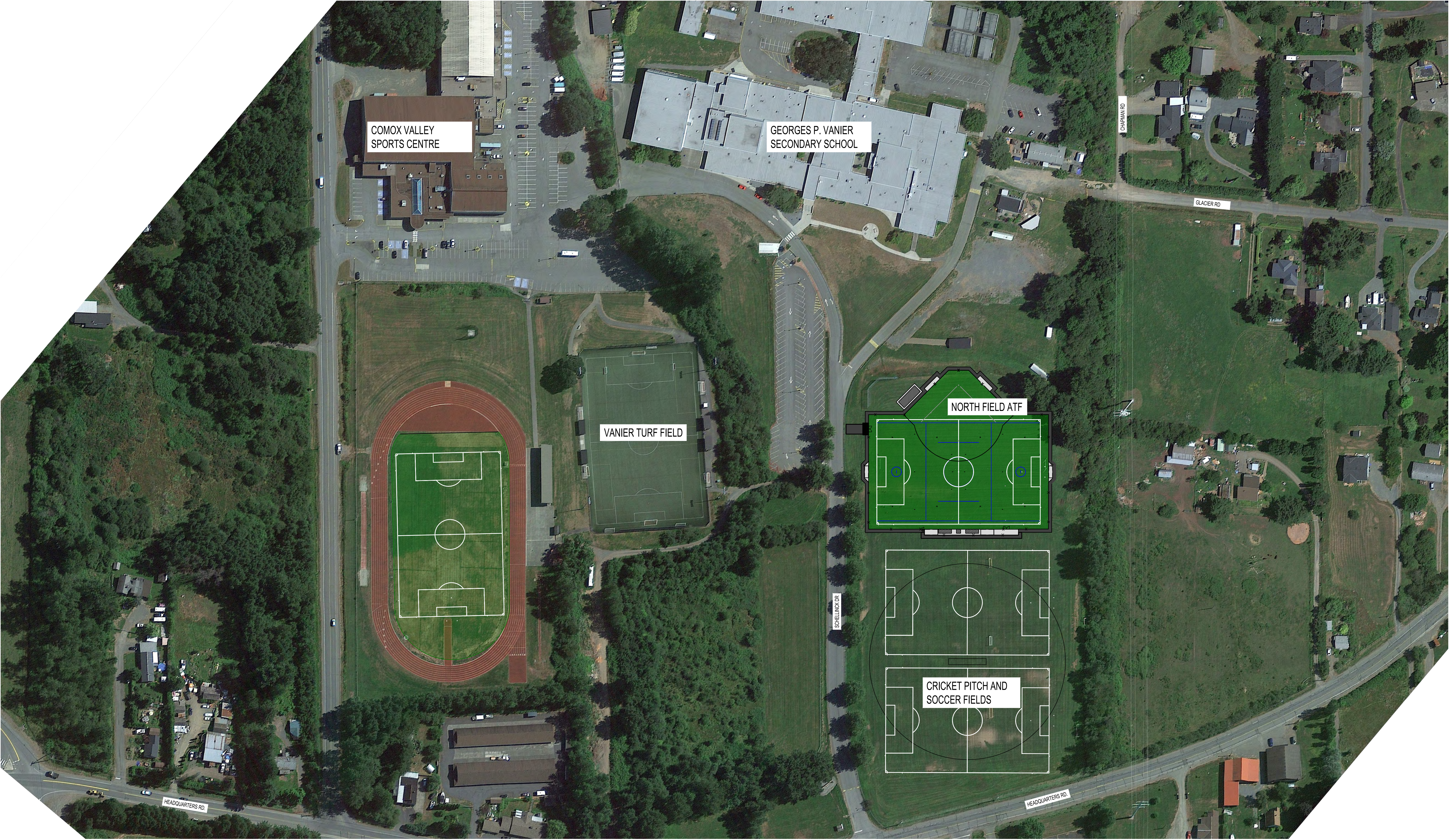
- Starting in 2024 there will be costs added for the operation and maintenance of the new washroom; \$3,333 in 2024, \$10,000 a year starting in 2025, then \$12,000 a year starting in 2029
- Starting in 2026 \$200,000 a year starting will be included in Function 603 for field amenity contributions as identified in the Recreation Strategic Plan
- Starting in 2029 an additional \$75,000 a year will be budgeted for reserve contributions for the replacement of the new artificial turf field





LINE MARKING LEGEND	
SOCCER	<div></div>
MINI SOCCER (DASHES)	<div></div>
MEN'S LACROSSE	<div></div>
BASEBALL	<div></div>





CVRD Synthetic Turf Field & Cricket Pitch

Date: October 19, 2023

VANIER ATF FIELD



## APPENDIX B

### ARTIFICIAL TURF FIELD DESIGN OPTION B

<b>Design B = \$5,580,502</b>		Borrowing	\$5,062,502
		Reserve contribution	\$500,000
		Rec Grant	\$18,000
8,790 m2 = 110m x 70.1m trapezoidal top area of 38.5m side length and 1.4m small base		<b>TOTAL</b>	<b>\$5,580,502</b>
2 washrooms	none	2 dugouts	✓
2 player shelters	✓	perimeter pathway	✓
3 boot brushes	✓	lighting	6 poles
2 reg size soccer goals	✓	fencing	✓
4 youth soccer goals	✓	spectator seating pad	✓
operations storage area	✓	spectator seat walls	none

SPORTS			
Baseball	80ft long basepath; 255ft from home to edge of outfield; will need to provide mobile pitcher's mound	Football	Canadian practice only; temp lines needed
Soccer (regulation & mini)	✓	Rugby	temp lines needed; not long enough for regulation play; will need mobile goals
Field Lacrosse	✓	Cricket	Cricket between 2 grass full-sized soccer fields
Field Hockey	temp lines needed		

PROS	CONS
A less expensive option that includes baseball, soccer, mini soccer, men's lacrosse; warm-up space & washrooms	No washrooms, no spectator seating, rugby and football fields are modified for practice use only; elevated cost associated with lighting to light the baseball playing field

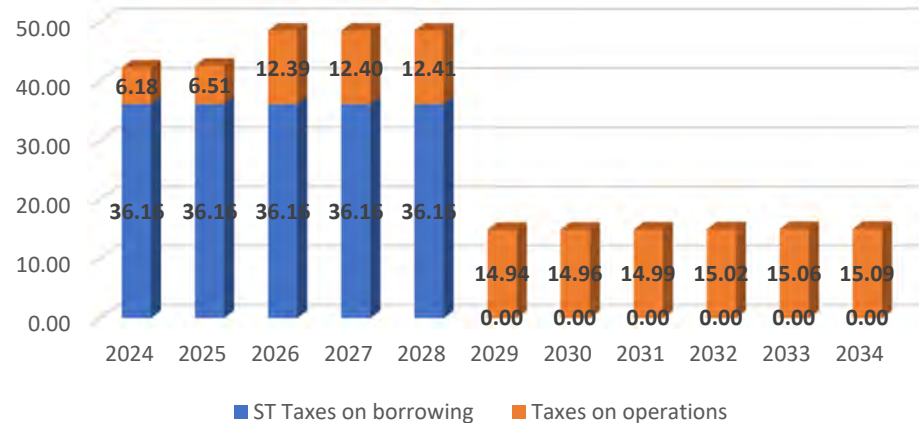


## BORROWING OPTIONS

### 5 year short-term

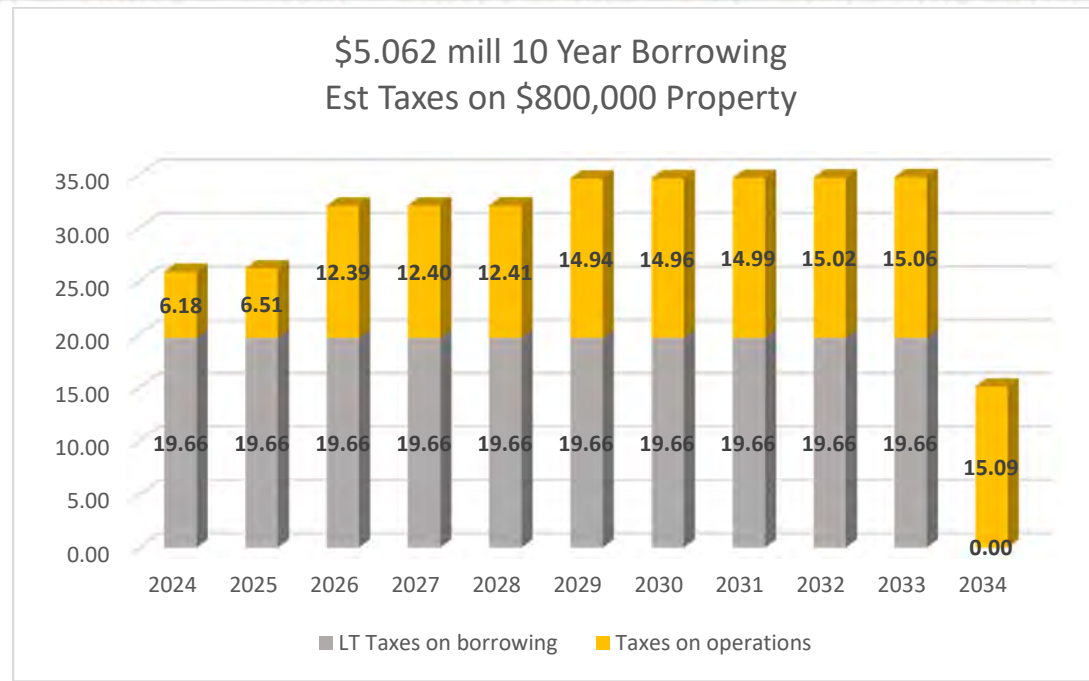
\$5,062,502 5 year borrowing 5.63% Design Option B											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	1,231,596	1,231,596	1,231,596	1,231,596	1,231,596						
Operating	210,463	221,742	422,030	422,281	422,694	508,585	509,608	510,664	511,750	512,871	513,992
<b>SUBTOTAL</b>	<b>1,442,059</b>	<b>1,453,338</b>	<b>1,653,626</b>	<b>1,653,877</b>	<b>1,654,290</b>	<b>508,585</b>	<b>509,608</b>	<b>510,664</b>	<b>511,750</b>	<b>512,871</b>	<b>513,992</b>
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.04520	0.04520	0.04520	0.04520	0.04520	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
tax rate on operating	0.00772	0.00814	0.01549	0.01550	0.01551	0.01867	0.01870	0.01874	0.01878	0.01882	0.01886
<b>total tax rate</b>	<b>0.05292</b>	<b>0.05334</b>	<b>0.06069</b>	<b>0.06070</b>	<b>0.06071</b>	<b>0.01867</b>	<b>0.01870</b>	<b>0.01874</b>	<b>0.01878</b>	<b>0.01882</b>	<b>0.01886</b>
<b>\$ 800,000.00</b>											
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
ST Taxes on borrowing	36.16	36.16	36.16	36.16	36.16	0.00	0.00	0.00	0.00	0.00	0.00
Taxes on operations	6.18	6.51	12.39	12.40	12.41	14.94	14.96	14.99	15.02	15.06	15.09
<b>TOTAL EST TAXES</b>	<b>42.34</b>	<b>42.67</b>	<b>48.55</b>	<b>48.56</b>	<b>48.57</b>	<b>14.94</b>	<b>14.96</b>	<b>14.99</b>	<b>15.02</b>	<b>15.06</b>	<b>15.09</b>

\$5.062 mill on 5 Year Borrowing  
Est Taxes on \$800,000 Property



## 10 year long-term

<b>\$5,062,502 10 year borrowing 4.69% Design Option B</b>											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	669,694	669,694	669,694	669,694	669,694	669,694	669,694	669,694	669,694	669,694	0
Operating	210,463	221,742	422,030	422,281	422,694	508,585	509,608	510,664	511,750	512,871	513,992
<b>SUBTOTAL</b>	<b>880,157</b>	<b>891,436</b>	<b>1,091,724</b>	<b>1,091,975</b>	<b>1,092,388</b>	<b>1,178,279</b>	<b>1,179,302</b>	<b>1,180,358</b>	<b>1,181,444</b>	<b>1,182,565</b>	<b>513,992</b>
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.02458	0.02458	0.02458	0.02458	0.02458	0.02458	0.02458	0.02458	0.02458	0.02458	0.00000
tax rate on operating	0.00772	0.00814	0.01549	0.01550	0.01551	0.01867	0.01870	0.01874	0.01878	0.01882	0.01886
<b>total tax rate</b>	<b>0.03230</b>	<b>0.03272</b>	<b>0.04007</b>	<b>0.04008</b>	<b>0.04009</b>	<b>0.04325</b>	<b>0.04328</b>	<b>0.04332</b>	<b>0.04336</b>	<b>0.04340</b>	<b>0.01886</b>
<b>\$ 800,000.00</b>											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
LT Taxes on borrowing	19.66	19.66	19.66	19.66	19.66	19.66	19.66	19.66	19.66	19.66	0.00
Taxes on operations	6.18	6.51	12.39	12.40	12.41	14.94	14.96	14.99	15.02	15.06	15.09
<b>TOTAL EST TAXES</b>	<b>25.84</b>	<b>26.18</b>	<b>32.06</b>	<b>32.06</b>	<b>32.07</b>	<b>34.60</b>	<b>34.62</b>	<b>34.66</b>	<b>34.69</b>	<b>34.72</b>	<b>15.09</b>



**Budget assumptions in both borrowing scenarios:**

- Starting in 2026 \$200,000 a year starting will be included in Function 603 for field amenity contributions as identified in the Recreation Strategic Plan
- Starting in 2029 an additional \$75,000 a year will be budgeted for reserve contributions for the replacement of the new artificial turf field





## SOCCKER

## MINI SOCCER (DASHES)

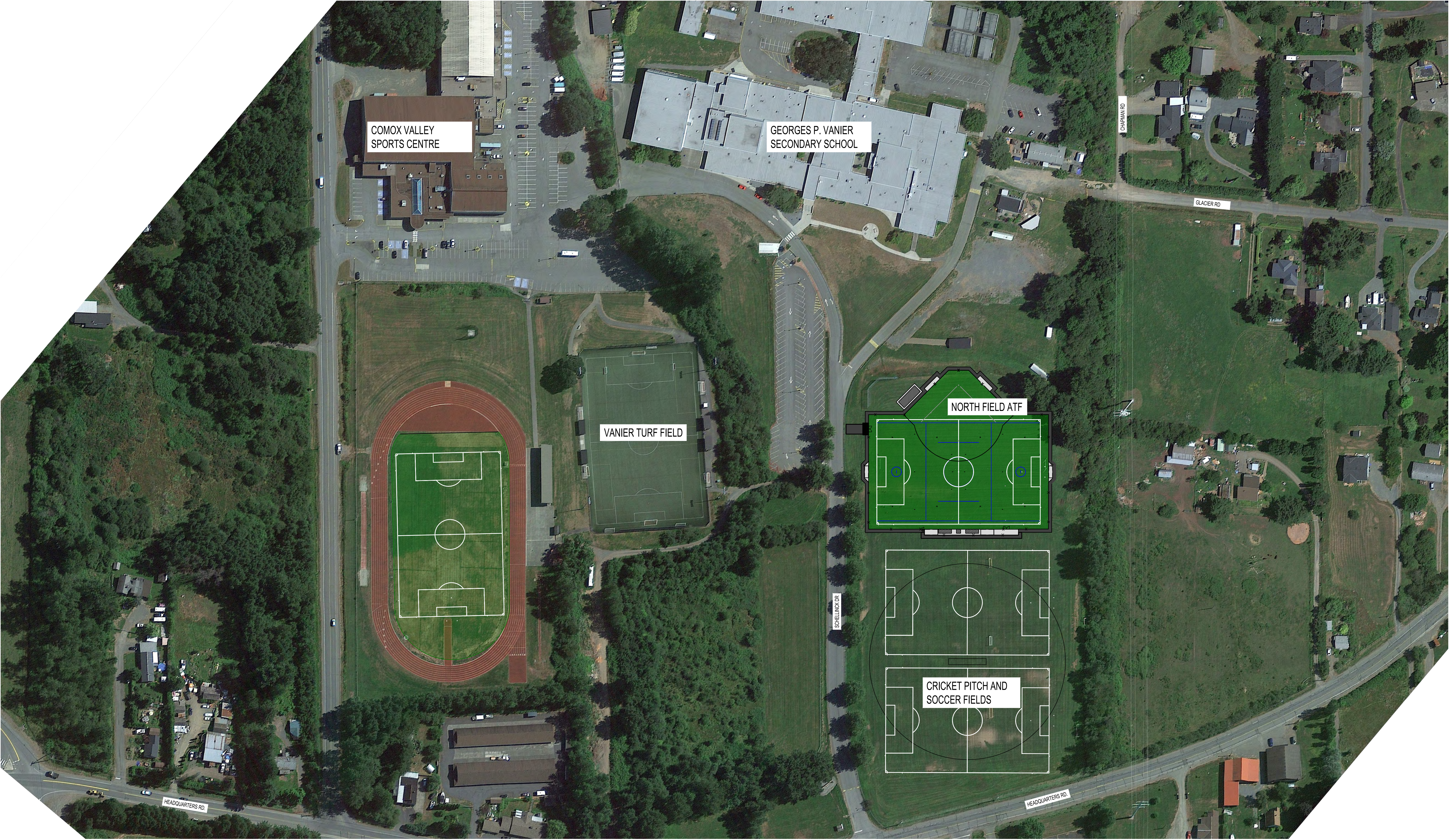
## MEN'S LACROSSE

## BASEBALL

# VANIER ATF FIELD







CVRD Synthetic Turf Field & Cricket Pitch

Date: October 19, 2023

VANIER ATF FIELD



## APPENDIX C

### ARTIFICIAL TURF FIELD DESIGN OPTION C

<b>Design C \$4,618,722</b>		Borrowing	\$4,618,722
		Reserve contribution	\$500,000
		Rec Grant	\$18,000
7,590 m2 = 110m x 69m rectangular field		<b>TOTAL</b>	<b>\$5,136,722</b>
2 washrooms	none	2 dugouts	none
2 player shelters	✓	perimeter pathway	✓
3 boot brushes	✓	lighting	4 poles
2 reg size soccer goals	✓	fencing	✓
4 youth soccer goals	✓	spectator seating pad	none
operations storage area	none	spectator seat walls	none

SPORTS			
Baseball	none	Football	American only, Canadian practice only; temp lines needed
Soccer (regulation & mini)	✓	Rugby	temp lines needed; not long enough for regulation play; will need mobile goals
Field Lacrosse	✓	Cricket	none
Field Hockey	temp lines needed		

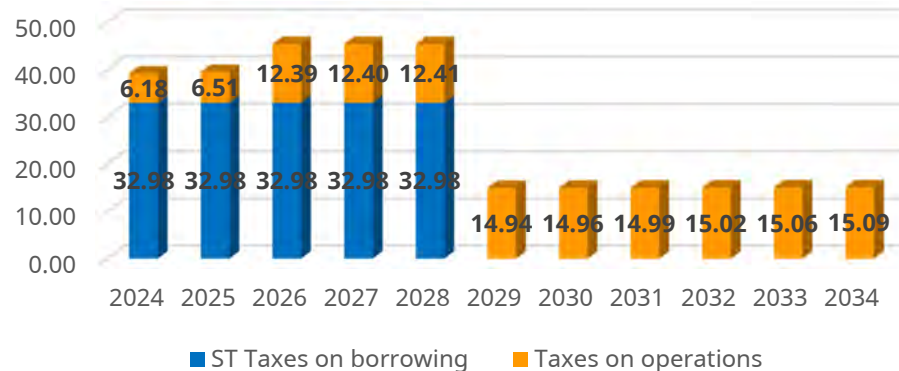
PROS	CONS
Economical	Does not include washrooms, spectator seating, baseball or dugouts; minimal amenities; cricket field not included; no goals storage area/amenity storage area

## BORROWING OPTIONS

### 5 year short-term

\$4,618,722 5 year borrowing 5.63% Design Option C											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	1,123,391	1,123,391	1,123,391	1,123,391	1,123,391						
Operating	210,463	221,742	422,030	422,281	422,694	508,585	509,608	510,664	511,750	512,871	513,992
<b>SUBTOTAL</b>	<b>1,333,854</b>	<b>1,345,133</b>	<b>1,545,421</b>	<b>1,545,672</b>	<b>1,546,085</b>	<b>508,585</b>	<b>509,608</b>	<b>510,664</b>	<b>511,750</b>	<b>512,871</b>	<b>513,992</b>
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.04123	0.04123	0.04123	0.04123	0.04123						
tax rate on operating	0.00772	0.00814	0.01549	0.01550	0.01551	0.01867	0.01870	0.01874	0.01878	0.01882	0.01886
<b>total tax rate</b>	<b>0.04895</b>	<b>0.04937</b>	<b>0.05672</b>	<b>0.05673</b>	<b>0.05674</b>	<b>0.01867</b>	<b>0.01870</b>	<b>0.01874</b>	<b>0.01878</b>	<b>0.01882</b>	<b>0.01886</b>
<b>\$ 800,000.00</b>											
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
ST Taxes on borrowing	32.98	32.98	32.98	32.98	32.98						
Taxes on operations	6.18	6.51	12.39	12.40	12.41	14.94	14.96	14.99	15.02	15.06	15.09
<b>TOTAL EST TAXES</b>	<b>39.16</b>	<b>39.50</b>	<b>45.38</b>	<b>45.38</b>	<b>45.39</b>	<b>14.94</b>	<b>14.96</b>	<b>14.99</b>	<b>15.02</b>	<b>15.06</b>	<b>15.09</b>

\$4.618 mill 5 Year Borrowing  
Est Taxes on \$800,000 Property

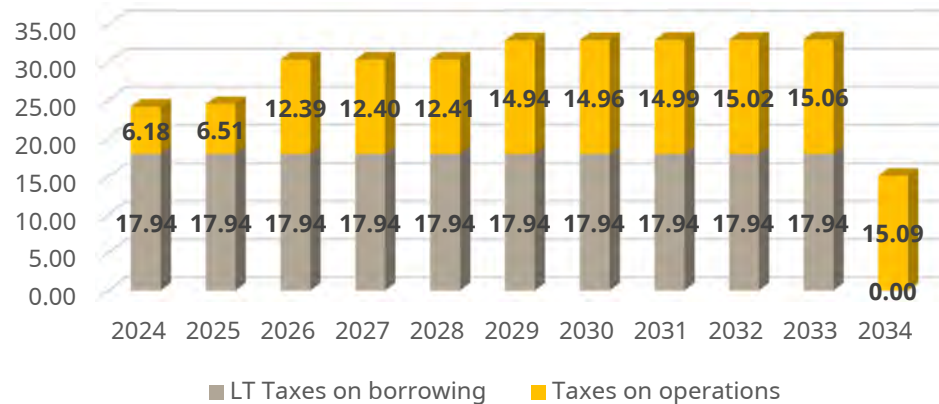




## 10 year long-term

<b>\$4,618,722 10 year borrowing 4.69% Design Option C</b>											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	611,235	611,235	611,235	611,235	611,235	611,235	611,235	611,235	611,235	611,235	0
Operating	210,463	221,742	422,030	422,281	422,694	508,585	509,608	510,664	511,750	512,871	513,992
<b>SUBTOTAL</b>	<b>821,698</b>	<b>832,977</b>	<b>1,033,265</b>	<b>1,033,516</b>	<b>1,033,929</b>	<b>1,119,820</b>	<b>1,120,843</b>	<b>1,121,899</b>	<b>1,122,985</b>	<b>1,124,106</b>	<b>513,992</b>
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.02243	0.02243	0.02243	0.02243	0.02243	0.02243	0.02243	0.02243	0.02243	0.02243	0.00000
tax rate on operating	0.00772	0.00814	0.01549	0.01550	0.01551	0.01867	0.01870	0.01874	0.01878	0.01882	0.01886
<b>total tax rate</b>	<b>0.03015</b>	<b>0.03057</b>	<b>0.03792</b>	<b>0.03793</b>	<b>0.03794</b>	<b>0.04110</b>	<b>0.04113</b>	<b>0.04117</b>	<b>0.04121</b>	<b>0.04125</b>	<b>0.01886</b>
<b>\$ 800,000.00</b>											
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
LT Taxes on borrowing	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	0.00
Taxes on operations	6.18	6.51	12.39	12.40	12.41	14.94	14.96	14.99	15.02	15.06	15.09
<b>TOTAL EST TAXES</b>	<b>24.12</b>	<b>24.46</b>	<b>30.34</b>	<b>30.34</b>	<b>30.35</b>	<b>32.88</b>	<b>32.90</b>	<b>32.94</b>	<b>32.97</b>	<b>33.00</b>	<b>15.09</b>

**\$4.628 mill 10 Year Borrowing  
Est Taxes on \$800,000 Property**

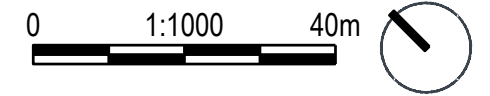


**Budget assumptions in both borrowing scenarios:**

- Starting in 2026 \$200,000 a year starting will be included in Function 603 for field amenity contributions as identified in the Recreation Strategic Plan
- Starting in 2029 an additional \$75,000 a year will be budgeted for reserve contributions for the replacement of the new artificial turf field



Client:



Project Title: CVRD SPORTS FIELD ASSESSMENT

Date: 2023/01/18

Drawing Title: G.P. VANIER PARK SYNTHETIC TURF FIELD CONCEPT - EAST OPTION

**BINNIE**



## APPENDIX D ARTIFICIAL TURF FIELD DESIGN OPTION D

<b>Design D \$7,016,963</b>		Borrowing	\$6,479,963
		Reserve Contribution	\$500,000
		Rec Grant	\$18,000
10,335 m <sup>2</sup> = 110m x 97.3m		<b>TOTAL</b>	<u>\$7,016,963</u>
Rectangular field			
2 washrooms	✓	2 dugouts	✓
2 player shelters	✓	perimeter pathway	✓
3 boot brushes	✓	lighting	6 poles
2 reg size soccer goals	✓	fencing	✓
4 youth soccer goals	✓	spectator seating pad	✓
operations storage area	✓	spectator seat walls	✓

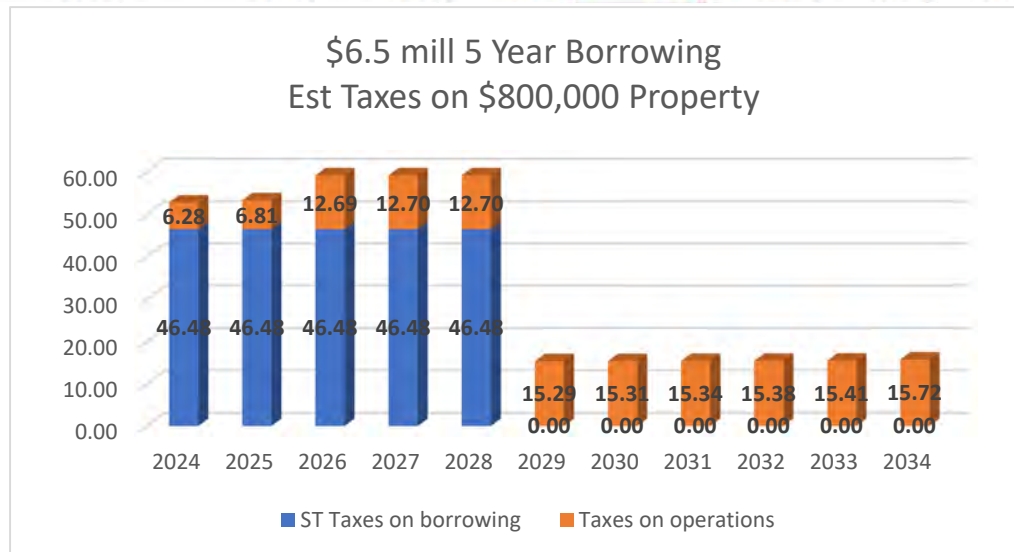
SPORTS			
Baseball	80ft long basepath; 280ft from home to edge of outfield; will require mobile pitcher's mound	Football	Canadian practice only; temp lines needed
Soccer (regulation & mini)	✓	Rugby	temp lines needed; not long enough for regulation play; will need mobile goals
Field Lacrosse	✓	Cricket	cricket between 2 grass full-sized soccer fields
Field Hockey	temp lines needed		

PROS	CONS
Includes baseball, soccer, mini soccer, men's lacrosse; warm-up space; offers maximum field space for users	Rugby and football fields are modified for practice use only; most expensive option; elevated cost associated with lighting to light the baseball playing field

## BORROWING OPTIONS

### 5 year short-term

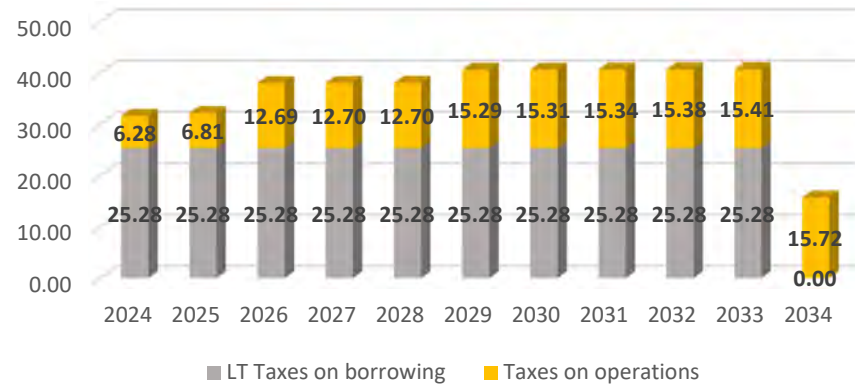
<b>\$6,498,963 5 year borrowing 5.63% Design Option D</b>											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	1,580,428	1,580,428	1,580,428	1,580,428	1,580,428						
Operating	213,796	231,742	432,030	432,281	432,694	520,585	521,608	522,664	523,750	524,871	535,369
<b>SUBTOTAL</b>	<b>1,794,224</b>	<b>1,812,170</b>	<b>2,012,458</b>	<b>2,012,709</b>	<b>2,013,122</b>	<b>520,585</b>	<b>521,608</b>	<b>522,664</b>	<b>523,750</b>	<b>524,871</b>	<b>535,369</b>
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.05810	0.05810	0.05810	0.05810	0.05810						
tax rate on operating	0.00785	0.00851	0.01586	0.01587	0.01588	0.01911	0.01914	0.01918	0.01922	0.01926	0.01965
<b>total tax rate</b>	<b>0.06595</b>	<b>0.06661</b>	<b>0.07396</b>	<b>0.07397</b>	<b>0.07398</b>	<b>0.01911</b>	<b>0.01914</b>	<b>0.01918</b>	<b>0.01922</b>	<b>0.01926</b>	<b>0.01965</b>
<b>\$ 800,000.00</b>											
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
ST Taxes on borrowing	46.48	46.48	46.48	46.48	46.48	0.00	0.00	0.00	0.00	0.00	0.00
Taxes on operations	6.28	6.81	12.69	12.70	12.70	15.29	15.31	15.34	15.38	15.41	15.72
<b>TOTAL EST TAXES</b>	<b>52.76</b>	<b>53.29</b>	<b>59.17</b>	<b>59.18</b>	<b>59.18</b>	<b>15.29</b>	<b>15.31</b>	<b>15.34</b>	<b>15.38</b>	<b>15.41</b>	<b>15.72</b>



## 10 year long-term

<b>\$6,498,963 10 year borrowing 4.69% Design Option D</b>											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Principal & interest	860,963	860,963	860,963	860,963	860,963	860,963	860,963	860,963	860,963	860,963	0
Operating	213,796	231,742	432,030	432,281	432,694	520,585	521,608	522,664	523,750	524,871	535,369
<b>SUBTOTAL</b>	<b>1,074,759</b>	<b>1,092,705</b>	<b>1,292,993</b>	<b>1,293,244</b>	<b>1,293,657</b>	<b>1,381,548</b>	<b>1,382,571</b>	<b>1,383,627</b>	<b>1,384,713</b>	<b>1,385,834</b>	<b>535,369</b>
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
tax rate on borrowing	0.03160	0.03160	0.03160	0.03160	0.03160	0.03160	0.03160	0.03160	0.03160	0.03160	0.00000
tax rate on operating	0.00785	0.00851	0.01586	0.01587	0.01588	0.01911	0.01914	0.01918	0.01922	0.01926	0.01965
<b>total tax rate</b>	<b>0.03945</b>	<b>0.04011</b>	<b>0.04746</b>	<b>0.04747</b>	<b>0.04748</b>	<b>0.05071</b>	<b>0.05074</b>	<b>0.05078</b>	<b>0.05082</b>	<b>0.05086</b>	<b>0.01965</b>
<b>\$ 800,000.00</b>											
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
LT Taxes on borrowing	25.28	25.28	25.28	25.28	25.28	25.28	25.28	25.28	25.28	25.28	0.00
Taxes on operations	6.28	6.81	12.69	12.70	12.70	15.29	15.31	15.34	15.38	15.41	15.72
<b>TOTAL EST TAXES</b>	<b>31.56</b>	<b>32.09</b>	<b>37.97</b>	<b>37.98</b>	<b>37.98</b>	<b>40.57</b>	<b>40.59</b>	<b>40.62</b>	<b>40.66</b>	<b>40.69</b>	<b>15.72</b>

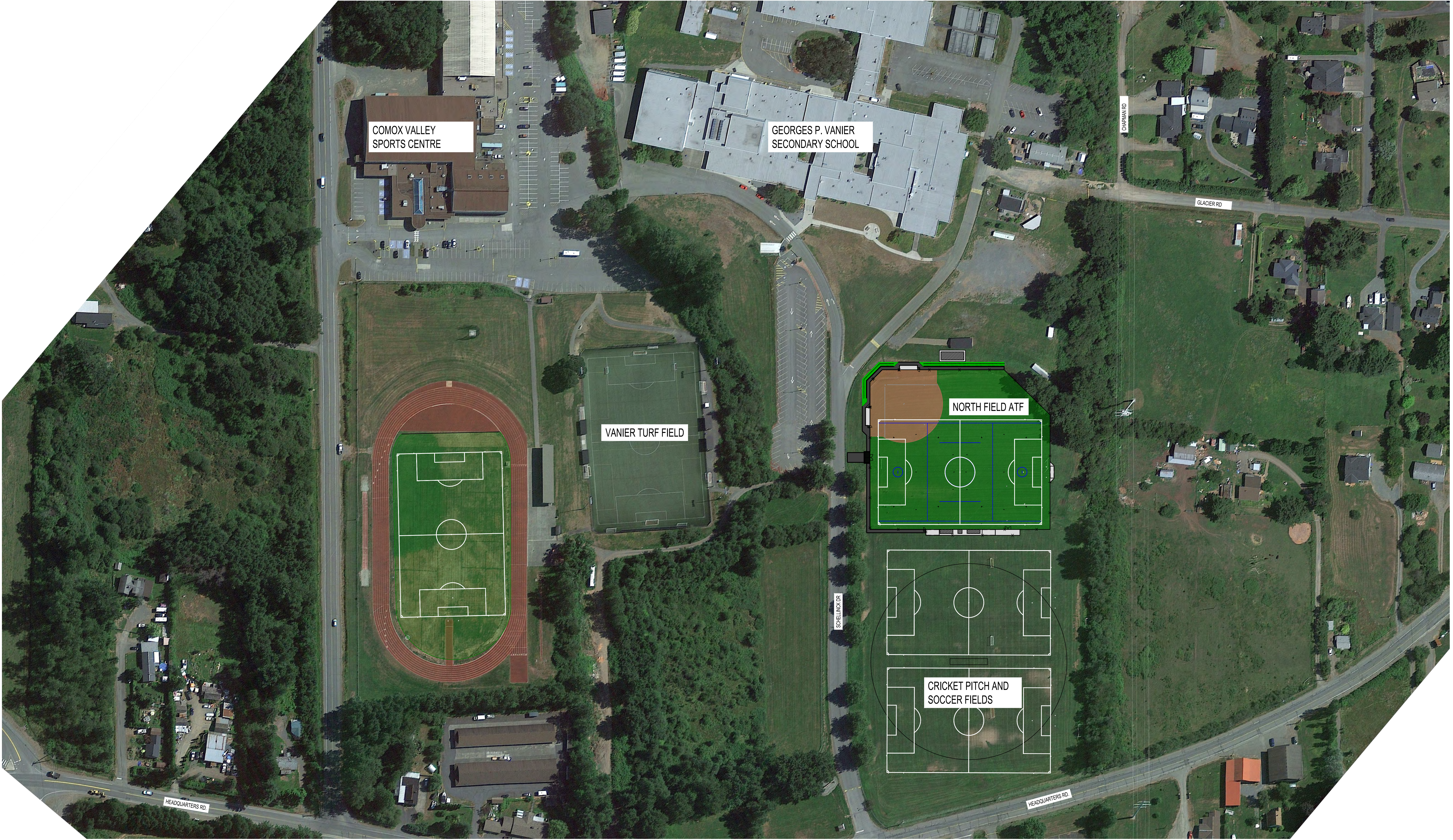
**\$6.5 mill 10 Year Borrowing  
Est Taxes on \$800,000 Property**



**Budget assumptions in both borrowing scenarios:**

- Starting in 2024 there will be costs added for the operation and maintenance of the new washroom; \$3,333 in 2024, \$10,000 a year starting in 2025, then \$12,000 a year starting in 2029
- Starting in 2026 \$200,000 a year starting will be included in Function 603 for field amenity contributions as identified in the Recreation Strategic Plan
- Starting in 2029 an additional \$75,000 a year will be budgeted for reserve contributions for the replacement of the new artificial turf field





CVRD Synthetic Turf Field & Cricket Pitch

Date: October 19, 2023

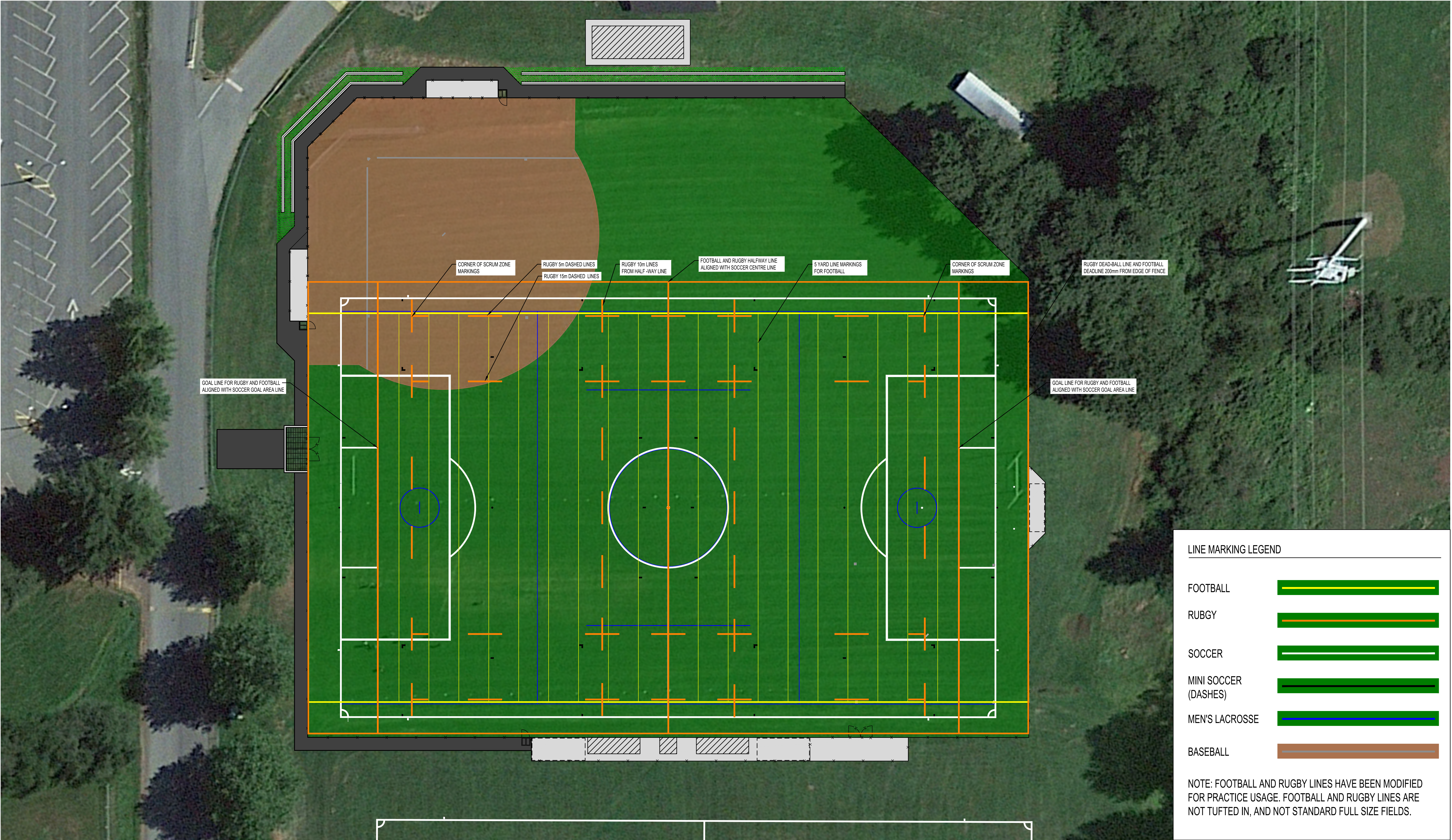
VANIER ATF FIELD









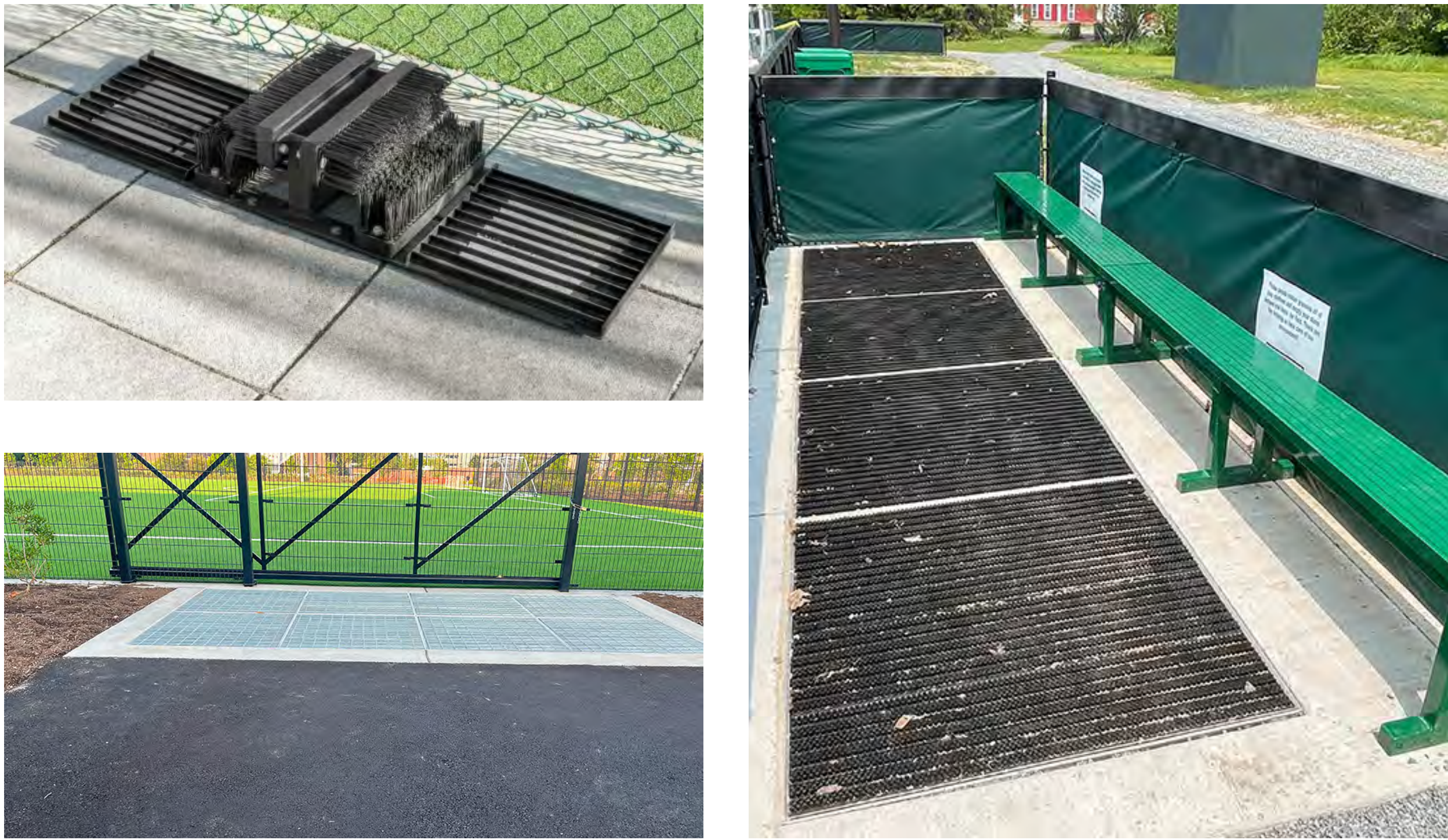




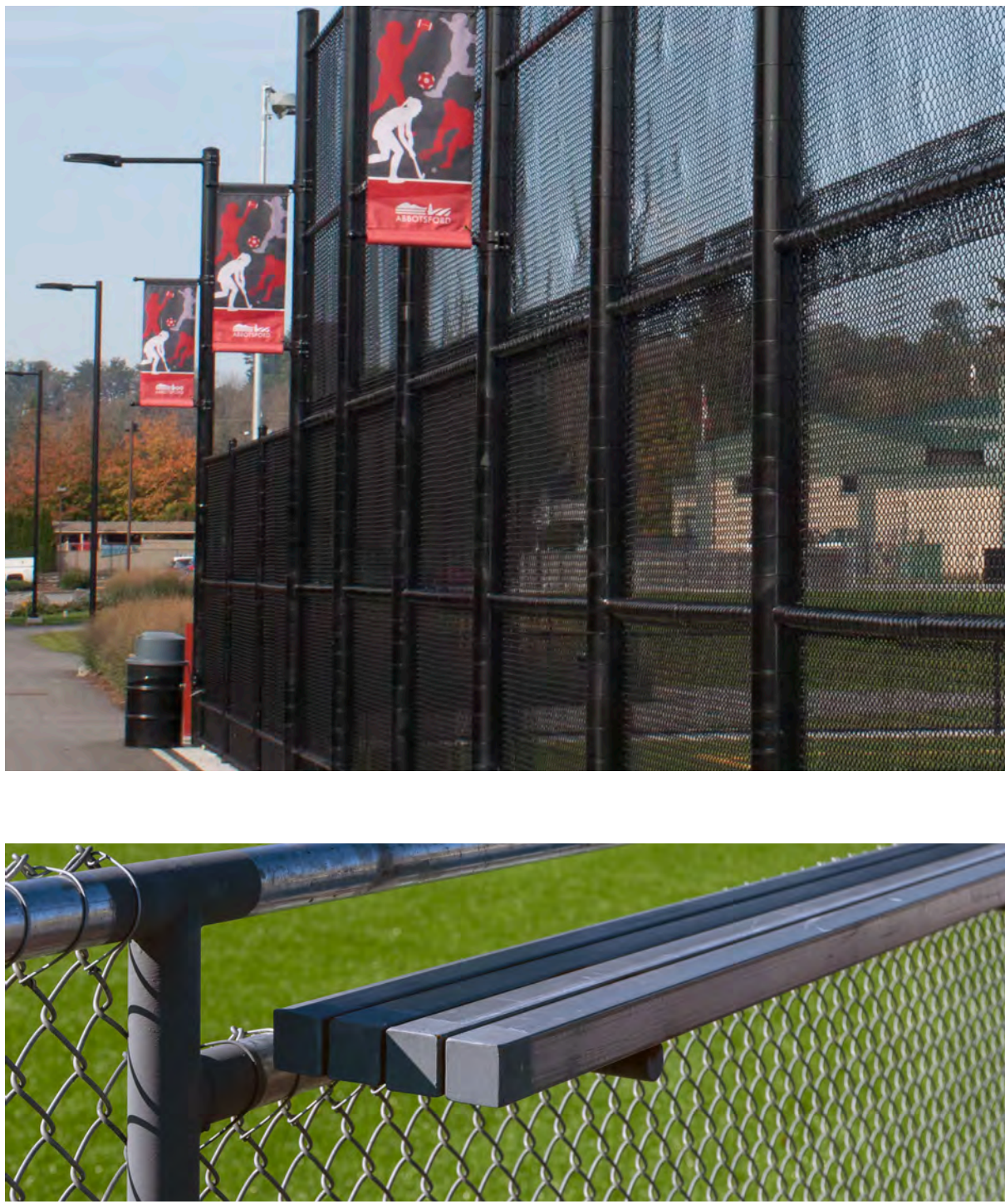
SPECTATOR SEATING



BOOT BRUSH STATION



FENCING



PLAYER'S SHELTER



SITE FURNISHING





18Jan2024

January 17, 2024

**TOWN OF COMOX**

Town of Comox  
Mayor and Council  
1809 Beaufort Avenue  
Comox, BC V9M 1R9

LOG: 24-016	REFER:	AGENDA: RCM 24 Jan
FILE: 8100-20/01	ACTION: MR	

**RE: 2024 Event Collaboration**

Dear Mayor and Council,

cfile 8100-20/01 & 8100-20/02

Copies: Council/JW/SA/CD/SR

On behalf of the Comox BIA Board of Directors, I am writing to express our appreciation for the collaboration from the Town of Comox for the Halloween Parade and Mayor Tree Lighting and Winter Market events in the fall/winter of 2023 and to request renewed collaboration for a 2024 event roster to also include Summer Fest.

These events continue to grow in popularity, now important community events for residents of all ages, providing a sense of belonging and citizenship, and a setting where everyone collectively comes together to celebrate a given season. However, with the other business development priorities of the Comox BIA that have been defined in the Comox BIA 2023-2026 Strategic Business Plan Report, we are seeking this collaboration from the Town to enable the BIA's limited time and financial resources to focus on areas that will support long-term business growth.

The Town has provided valuable in-kind support in the past for these 'shoulder season' events and the events have benefited from the participation of Mayors and Council members for many years. The team from public works were tremendously helpful in 2023, as was the communications department in extending awareness of the events.

In addition to the generous in-kind support noted above, we are requesting the Town consider reallocating \$2200 for the Halloween Parade (October 31), \$5900 for the Mayor Tree Lighting and Winter Market (November 22), and *adding* \$3500 for Summer Fest (June 22). These are the same values as 2023, with the only change being the addition of Summer Fest.

The BIA would contribute cash funding for the events, plus in-kind contributions, and pursue grants, sponsorship and vendor space sales. We would also secure and manage the event coordinator(s), so coordination time wouldn't need to be spent by busy Town staff. BIA Members would continue to contribute via vendor participation, giveaways and providing in-kind support including candy for the Halloween Parade for example. We have enclosed a high-level budget outlining the Income and related Expenses.

Together, we hope building upon the excellent successes in 2023 between the BIA and the Town for these important 2024 events, will continue to provide opportunities for seasonal community celebrations for Town families, seniors, and youth. Please let us know if we can provide additional information.

Thank you again for your past support and for your consideration.



Pete Chambers  
Comox BIA President

## Proposed 2024 Downtown Events Budget

### Summer Fest – June 22, 2024

<b>INCOME</b>	<b>Budget</b>
Comox BIA	\$1000
Town of Comox	\$3500
Sponsorship / Vendors / Grants	\$5000
<b>Total Income:</b>	<b>\$9,500</b>
<b>EXPENSES</b>	
Marketing (posters, social media)	\$2000
Coordinator	\$2700
Entertainment	\$2000
Site Requirements (porta potties, stage, traffic control)	\$2000
Signage	\$300
Sponsorship Commission (20%)	\$500
<b>Total Expenses:</b>	<b>\$9,500</b>

### Halloween Costume Parade – October 31, 2024

<b>INCOME</b>	<b>Budget</b>
Comox BIA	\$600
Town of Comox	\$2200
Member Businesses – Candy for distribution	In-kind
Sponsorship	\$1000
<b>Total Income:</b>	<b>\$3,800</b>
<b>EXPENSES</b>	
Marketing (posters, social media)	\$600
Coordinator	\$1200
Entertainment (DJ, photo booth, games)	\$1500
Signage	\$100
Sponsorship Commission (20%)	\$200
<b>Total Expenses:</b>	<b>\$3,800</b>

### Mayor Tree Lighting and Winter Market – November 22, 2024

<b>INCOME</b>	<b>Budget</b>
Comox BIA	\$1000
Town of Comox	\$5900
Sponsorship / Vendors	\$2200
<b>Total Income:</b>	<b>\$9100</b>
<b>EXPENSES</b>	
Marketing (posters, social media, road banner, radio, online Record)	\$3000
Coordinator and Hired Help	\$2700
Entertainment (DJ, photo booth, games)	\$1700
Santa Booth Set-Up and Candy Canes	\$800
Site Requirements (porta potties, generator, etc.)	\$600
Sponsorship Commission (20%)	\$300
<b>Total Expenses:</b>	<b>\$9100</b>

Comox Business in Action  
P.O Box #1624, RPO Stn A, Comox BC V9M 8A2  
comoxbia@gmail.com | downtowncomox.com





**SID WILLIAMS  
THEATRE  
SOCIETY**

**RECEIVED**

04Dec2023

**TOWN OF COMOX**

cfile - 1850-30/2023

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442 CLIFFE AVENUE  
COURTENAY, BC  
V9N 2J2

LOG: 23-408	REFER:	AGENDA:  RCM 17Jan2024
FILE: 1850-30/2C	ACTION: MR	

Dear Mayor and Council, Town of Comox,

The Sid Williams Theatre Society Board and Management would like to thank you for your steady support during the pandemic and as we emerge from this difficult time for our whole community. You have recently received our 5-year financial plan, including funding requests from all levels of government. **We have projected an increased request from the Town of Comox in \$5,000 increments starting at \$30,000 for 2024 and going up yearly to reach \$50,000 in 2028.**

We have requested increases from virtually all of our funders, with the exception of the Federal Government. While we are still projecting strong funding from Canadian Heritage and the Canada Council, the high level of support for cultural organizations during the pandemic is now being reduced to pre-COVID levels.

As the Executive Summary attached to our financial plan indicates, the theatre is expecting higher operating costs driven by inflation, a very competitive and strained labour market, spiking technology costs, and a near tripling of our needs for contracted security at events due to crowd-safety incidents at events.

Theatre usage data from our recently completed fiscal year (ending June 30<sup>th</sup>, 2023) shows that we had 40,076 total users (audience and performer/crew combined), of which 67% were community-based non-profit organizations. Box Office data continues to show an average per-event attendance from the Town of Comox at 30% of total patrons. While the Town's contribution remains lower than that of the City of Courtenay or the C.V. Regional District, we very much appreciate and acknowledge that Comox has increased its contribution to the theatre consistently over the last 5 years.

The Sid is a community theatre first and foremost. Our team of staff and volunteers work hard to keep the theatre affordable for our many local users who depend on the facility. We offer a discounted rental rate schedule for community non-profits, we supportively sponsor select events that have a wide community benefit (such as the North Island Festival of Performing Arts and the Child Development Telethon, and Comox Valley International Film Festival). Last season we also provided over 400 free (member donated) tickets to individuals and families in the community who would not otherwise be able to access cultural events at the theatre.

K'omoks First Nations Elders attend many of our events and we work collaboratively with various indigenous and multicultural organizations in the region. The funding and donations we receive, balanced with earned revenue, make this outreach and engagement possible. We would be happy to meet with Mayor and Council to discuss our request in detail, or to offer a tour of the theatre.

Thank you for your consideration. With respect and gratitude.

Deborah Renz – SWTS General Manager

Dale Pateman – SWTS Treasurer

Dec. 1, 2023