

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY MARCH 6, 2024

We respectfully acknowledge that the land on which we gather and work is on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land.

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

Call to Order: 5:00 p.m.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

- a. [Adoption of Agenda](#)

THAT the March 6, 2024, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (4) a. [Mel McLaughlin - Potential impacts of Bill 44 on our urban forests](#)
- (19) b. [Richard Clarke, Dale Pateman, and Deborah Renz - Increased funding support to the Sid Williams Theatre](#)

4. ADOPTION OF MINUTES:

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

THAT the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday, February 21, 2024, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

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

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

a. Cathi Arola, Make-A-Wish Canada, February 16, 2024, building lighting request

b. Thea Black, Ecole Puntledge Park Elementary, January 29, 2024, letters from grade 6 students

c. Rachael Quak, Parkinson Society British Columbia, February 27, 2024, building lighting request

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

1. *d. Pete Chambers, Comox BIA, February 27, 2024, Importance of Infill and Development and New Federal Housing Accelerator Funding.*

7. UNFINISHED BUSINESS:

- (48) a. [2024 Council Funding Requests](#)

THAT Council receive the March 6th, 2024, Report from the CAO titled "2024 Council Funding Requests" for information.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (55) a. [PR 23-29 - Planning Procedures Amendment Bylaw No.1780.15 and Zoning Amendment Bylaw No.1850.40](#)

1. *THAT the Comox Planning Procedures Amendment Bylaw No.1780.15 be Adopted.*
2. *THAT the Comox Zoning Amendment Bylaw No. 1850.40 be Adopted.*

10. NEW BUSINESS:

- (68) a. [Development Variance Permit Application: DVP 23-10 to permit a non-conforming accessory building at 1771 Centennial Ave](#)

THAT Development Variance Permit DVP 23-10, for a proposed accessory building at 1771 Centennial Ave (as shown in Attachment 1 to the March 6, 2024 Planning Report on DVP 23-10), be issued subject to the Development Variance Permit Conditions listed in Schedule 1.

- (88) b. [Discharge a Section 57 Community Charter Notice - Fees and Charges Amendment Bylaw No. 2016.03](#)

1. *THAT the Fees and Charges Amendment Bylaw No. 2016.03 be given First Reading.*
2. *THAT the Fees and Charges Amendment Bylaw No. 2016.03 be given Second Reading.*
3. *THAT the Fees and Charges Amendment Bylaw No. 2016.03 be given Third Reading.*

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (92) a. [Pete Chambers, Comox BIA - Requesting Road Closure on June 22, 2024, for Summer Fest 2024](#)

- (97) b. [Marusha Taylor - Pride Society of the Comox Valley - Proclamation and flag raising request](#)

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY MARCH 6, 2024

- (99) c. [Pete Chambers, Comox BIA - Establishing a Town of Comox Tourism Commission](#)
- (100) d. [Raymond Morin, President - d'Esterre Seniors Centre Association funding request](#)

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:

- a. [Exclude the Public](#)

THAT the Public be Excluded from the In-Camera session of Council on Wednesday, March 6, 2024, pursuant to the following sub-sections of section 90 of the Community Charter:

(g) litigation or potential litigation affecting the municipality;

18. RISE AND REPORT FROM IN-CAMERA: NIL

ADJOURNMENT



CORPORATE OFFICER



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202

Email: town@comox.ca

Comox BC V9M 1R9 Fx: (250) 339-7110

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

Name(s) of person(s) speaking: Mel McLauchlan		
Organization you are representing: Save Our Forests Team - Comox Valley (SOFT-CV)		
Primary purpose of Organization: We speak up for ancient trees, urban forests and local watersheds. We support sustainable forestry and responsible development.		Number of members: 400
Mailing address of Organization: [REDACTED]		Contact Name: Mel McLauchlan / Joanne McKechnie
		Phone: [REDACTED]
City: Comox	Postal Code: [REDACTED]	Email: [REDACTED]
Subject matter: Concern of consequences of Bill 44 regarding our urban forests.		
Specific request of Council, if any (i.e., letter of support, funding): <ul style="list-style-type: none"> An annual municipal tax break to property owners as an incentive to preserve trees. Incorporate lasting covenants with the tax break coming from Park Acquisition Fund Assign Parks Dept. Arborist advisory role to help maintain our existing urban forest We ask Council to bring our concerns to the Province to underline that urban forests are a valuable natural asset that need to be protected in the face of rapid development 		
Requested meeting and date: Regular Council Mtg - March 6/24		AV equipment required: Power Point Presentation
Date of application: Feb. 14/24	Signature of applicant: [Signature]	Print name: MEL McLauchlan

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.

Copies: Council
JW/SR/SA/RN/CD

LOG: 24-049	REFER:	AGENDA: RCM 06Mar24
FILE: 6120-02	ACTION: MR	

RECEIVED

Feb 16, 2024

TOWN OF COMOX

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 25 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.

March 6, 2024, Regular Council Meeting

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Concern over the consequences of Bill 44 regarding our urban forests

The Save Our Forests Team- Comox Valley is here to express our concern regarding the provincial edict Bill 44 and its probable impact on the trees in Comox.

Bill 44 is a tectonic shift in urban planning introduced shortly after the gathering of the Fall 2023 UBCM and it would seem with no prior consultation with the municipalities and then passed with debate cut-off in the Legislature.

The neutering of a municipality's ability to work with developers and the elimination of citizen participation in how development takes place has us very concerned about what could be, politely considered, inadvertent consequences.

We are not denying the need for housing, but are very concerned about how this could severely reduce the urban tree canopy as building sizes are maximized on residential properties.

By now everyone knows or should know that trees are a primary contributor to a neighbourhood's character. They add beauty and give an experience of nature providing habitat for birds and other beneficial creatures. They also remove pollutants from the air, manage rainwater, and provide cooling on hot summer days. No wonder they add to property values. Access to nature and trees is linked to improved mental health and well-being.

Catherine Berris is a registered landscape architect and registered professional planner who works at Urban Systems. With her permission we are presenting most of her comments published in the Vancouver Sun Dec.14 2023 concerning Bill 44 zoning regulations and trees. She is a fellow and president-elect of the Canadian Society of Landscape Architects and has worked on multiple urban forest strategies, including one for the City of Surrey.

" Ecosystem services provided by Surrey's urban forest, from shading and cooling, carbon storage, storm water management, clean air, mental well-being, food production, and pollination, were recently calculated at \$9.8 million annually.

The urban forest is at risk. A Global Tree Assessment identified that over the past 300 years, the global forest area decreased by about 40 per cent. The report notes that most of this loss is from human-caused land use change. Many other international studies demonstrate how the urban forest is a major contributor to climate resilience.

Recent urban forest studies throughout B.C. show the tree canopy in older single-family neighbourhoods ranges from 23 to 31 per cent. In newer single-family neighbourhoods and those with multiple-unit housing, the tree canopy is typically lower.

Metro Vancouver's tree canopy in its urban areas was 32 per cent in 2019. Metro 2050 proposes increasing the urban tree canopy cover to 40 per cent by 2050. The city of Vancouver's goal is to increase its tree canopy from 23 per cent to 30 per cent by 2050. Most other communities with urban forest strategies also have targets to increase their tree canopy.

To reach these tree canopy targets, we will need more trees everywhere in our cities, and this is challenging. On private land, which supports the majority of the tree canopy, new buildings with larger footprints often displace trees. The tree replacements required are usually much smaller trees or there is no space for them, and municipalities receive cash-in-lieu. Adding more trees along roads is difficult due to parking, wide sidewalks, bike lanes, and utilities.

*With housing densities set to increase, there is an urgency to meet the tree canopy targets, but many municipalities lack an integrated process that values urban trees. The staff who manage the urban forest are often in parks departments, working separately from planners who are drafting Zoning bylaws. Unless Zoning regulations consider the surface and underground space required to support trees, the default is insufficient space to grow trees that will become large and healthy.' 'Increasing the tree canopy amidst new development is challenging, but it is possible to integrate more trees into neighbourhoods through focused planning and design. We need policy makers and politicians to recognize urban forest growth as a cost-effective, resilient, and sustainable approach to all urban development.' **

(Landscape architect Catherine Berris)

Private land in Comox holds much of the tree canopy and Bill 44 has removed any say the Town has to urge property owners to work with trees. Their fate is solely at the discretion of the property owner.

There are many people who take pride in being the current temporary caretaker of the trees on their property and who wish to have them survive for many decades to come, we urge Council to actively promote treed or open land donations to the

Town with the accompanying income charitable tax credit. If we truly recognize trees as a public asset and a resource which benefits us all, as part of a healthy ecosystems and considered "critical infrastructure" for municipalities, an annual municipal tax break to the property owner may be appropriate as an incentive to preserve the trees, perhaps incorporated in a lasting covenant with the Tax break coming from the Parks Budget and Acquisition funds. To help maintain our existing urban forests, it would be beneficial to assign an advisory role to the Parks Dept. arborist.

The first lines from B.C.'s draft Biodiversity and Ecosystem Health Framework states *"The B.C. government is committed to protecting and conserving the province's biodiversity and ecosystem health. Rich biodiversity and healthy ecosystems support us all and ensure that the natural environment, as well as communities and their economies, continue to flourish, especially in the face of climate change."* What has been lost in the province's rush to build is the ability of municipalities to work within the intent of this framework and that of Clean BC to address climate change. You can't fight city hall holds some truth but we don't want to fight city hall, we want you-- city hall-- to fight for us.

We ask Council to bring our concerns to the Province to underline that urban forests are a valuable natural asset that needs to be protected in the face of rapid development. Comoxians need to be informed as to how this Bill affects the powers of Council and what Council is going to do to address Bill 44. It is imperative that Council consult **with** the residents of Comox on how we could approach keeping our urban forests alive and thriving.

** Municipalities still maintain control over public land, public rights of way, roads and boulevards. Road widening policy and a policy of widening of landscaped boulevards within the right of way would increase the plant-able tree land area for larger trees to mature over decades. ***

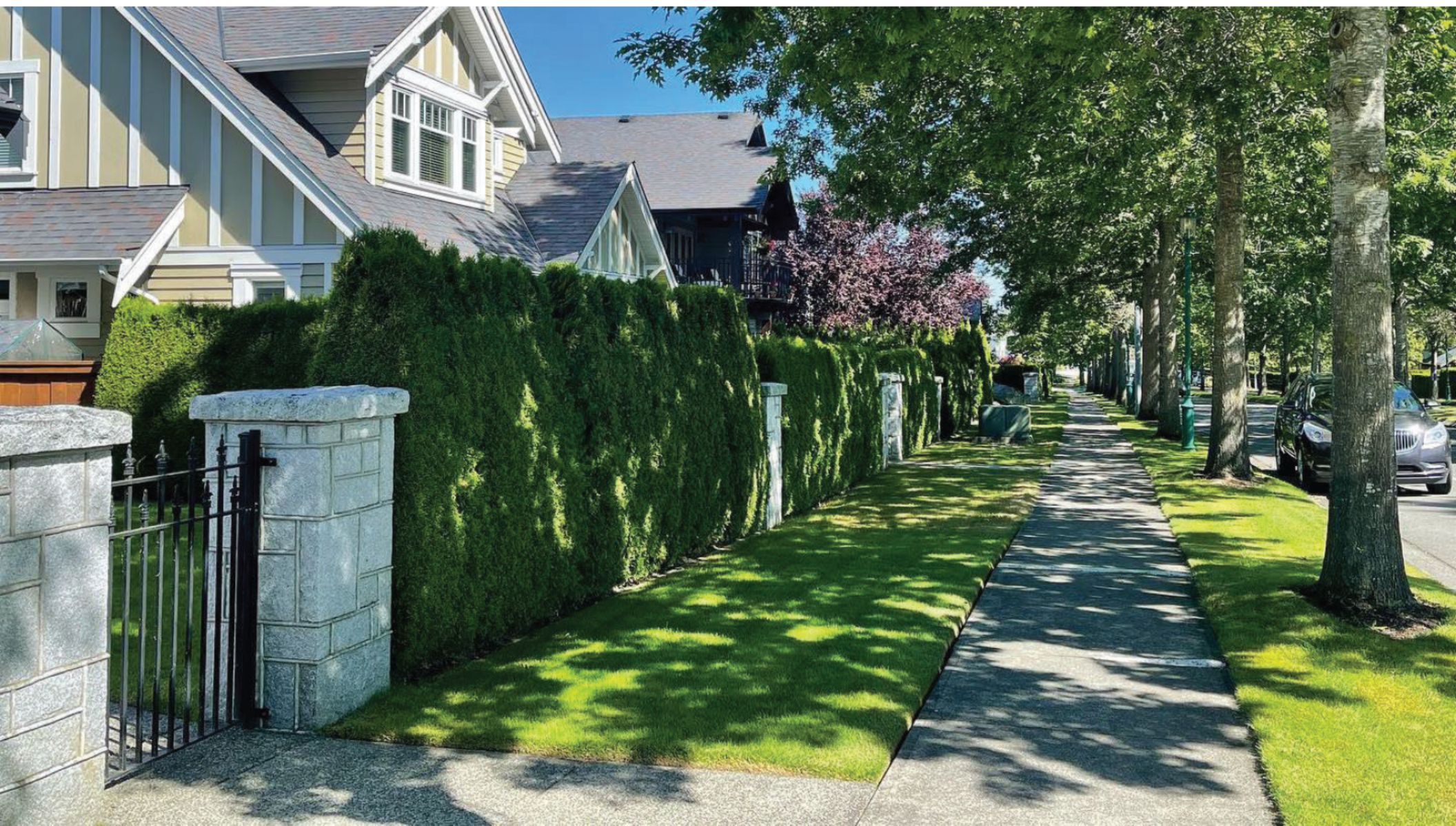
Thank you

SPEAK UP FOR FORESTS

SAVE OUR FORESTS TEAM (SOFT-CV)





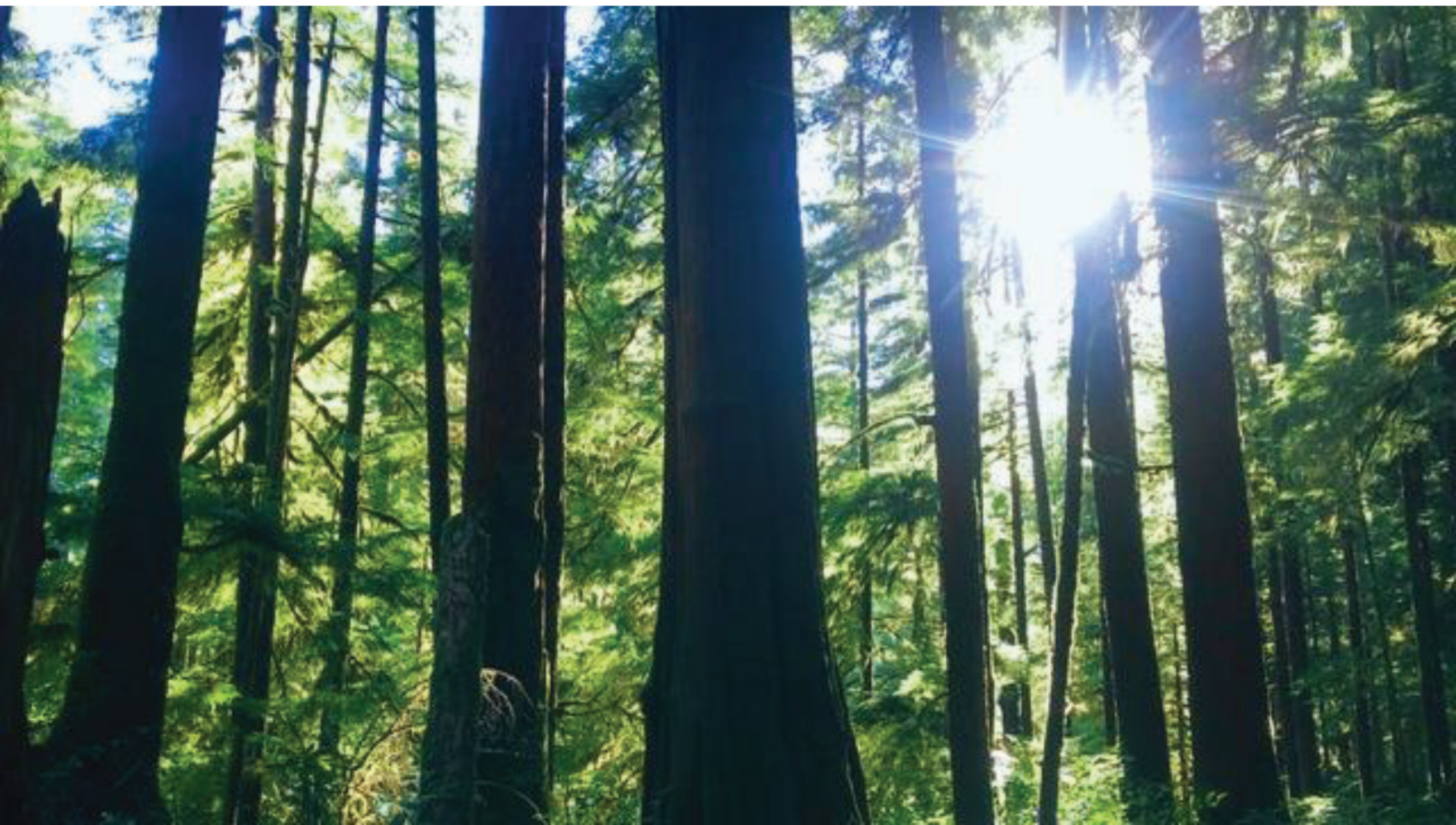




August 8th 2022 **43**Celsius
No tree shade



August 8th 2022 **22**Celsius
Under tree canopy



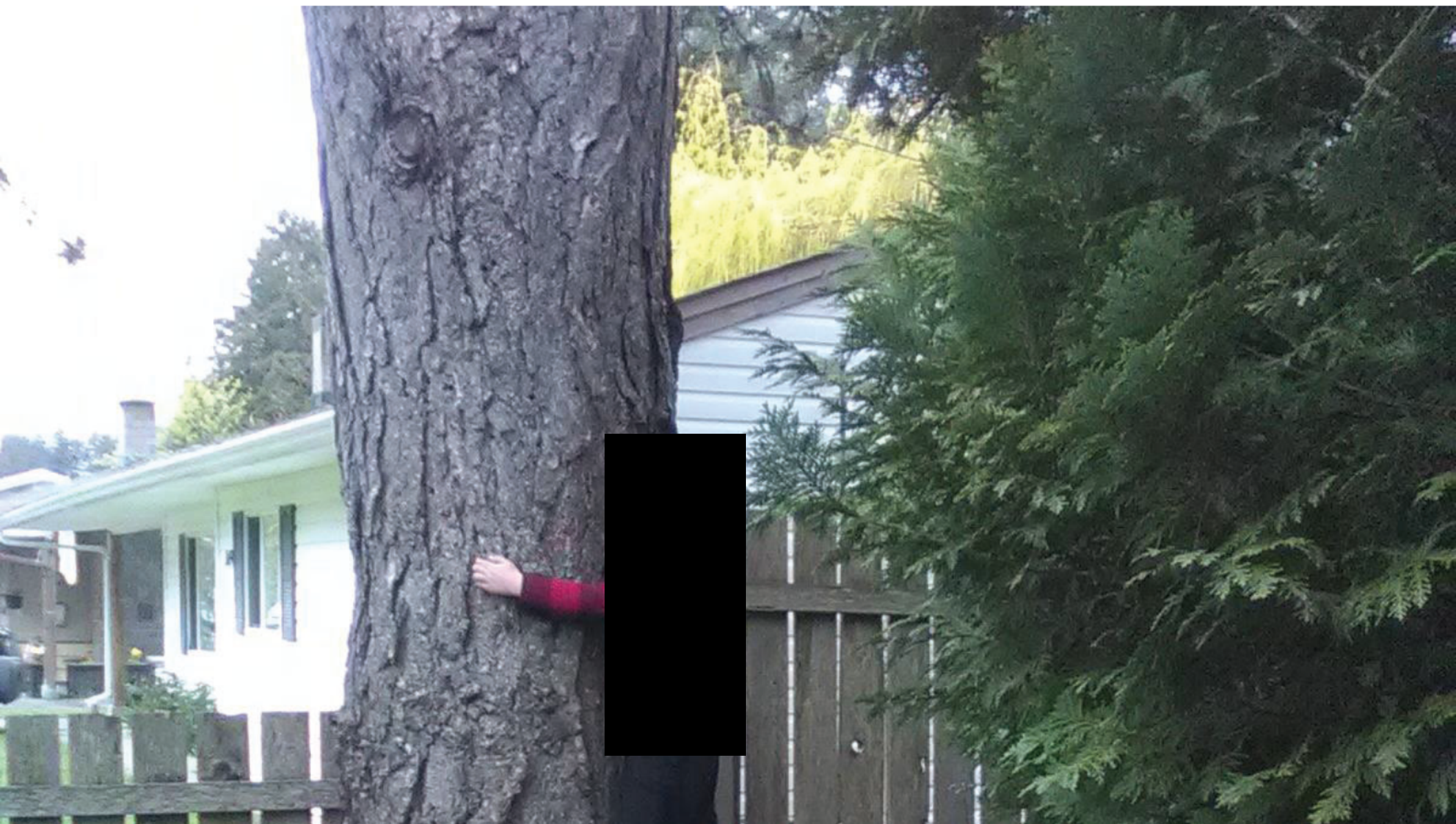




Trees are a public asset and a resource that benefits us all!

ASKS:

- **An annual municipal tax break to property owners as an incentive to preserve trees.**
- **Incorporate lasting covenants with the tax break coming from the Parks Budget and Acquisition Fund.**
- **Assign the Parks Dept. arborist an advisory role to help maintain our existing urban forests.**





Municipalities still maintain control over public land, public rights of way, roads and boulevards. Road widening policy and a policy of widening of landscaped boulevards within the right of way would increase the plantable tree land area for larger trees to mature over decades.

We ask Council to bring our concerns to the Province to underline that urban forests are a valuable natural asset that need to be protected in the face of rapid development.

- **An annual municipal tax break to property owners as an incentive to preserve trees.**
- **Incorporate lasting covenants with the tax break coming from the Parks Budget and Acquisition Fund.**
- **Assign the Parks Dept. arborist an advisory role to help maintain our existing urban forests.**



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

Feb 20, 2024

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: Richard Clarke, Dale Pateman, and Deborah Renz		
Organization you are representing: Sid Williams Theatre Society		
Primary purpose of Organization: Provide Theatre Services and Performing Arts Programs to all residents of the Comox Valley and Region		Number of members: 431
Mailing address of Organization: 442 Cliffe Ave, Courtenay, BC, V9N2 2J2		Contact Name: Deborah Renz
		Phone: 250 338 2430 x 2
City: Courtenay	Postal Code: V9N2J2	Email: deb@sidtheatre.com
Subject matter: Presentation regarding theatre services provided to residents of Comox, including usage data.		
Specific request of Council, if any (i.e., letter of support, funding): Increased funding support to the theatre, as submitted to Town of Comox finance office for budget preparation.		
Requested meeting and date: March 6th, 2024		AV equipment required: Projection (powerpoint)
Date of application: Feb 20, 2024	Signature of applicant: 	Print name: Deborah Renz

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Copies: Council
JW/SR/CD

LOG: 24-051	REFER:	AGENDA: RCM 06-Mar-24
FILE: 1850-30/20	ACTION: MR	

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March 6, 2024, Regular Council Meeting

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday February 21, 2024

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

Absent: J. Kerr

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
E. Henley, Director of Finance
M. Kamenz, Director of Development Services
G. Schreiner, Fire Chief

Call to Order:

The meeting was called to order at 5:00 p.m. with 19 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. Approval of Late items

Approval of Late Items

THAT the February 21, 2024, Regular Council Meeting agenda be amended by:

- a. Removing item 10d. Notice on Title, 1638 Robb Avenue;*
- b. Renaming Comox Zoning Bylaw Amendment No. 1850.39 in item 10k. as Comox Zoning Bylaw Amendment No. 1850.41; and*
- c. Removing item 17a. Resolution to Exclude the Public.*

(2024.064) -- CARRIED UNANIMOUSLY

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the February 21, 2024 Regular Council Meeting agenda be Adopted as Amended.

(2024.065) -- CARRIED

3. DELEGATIONS:

a. Julia Tait - Increasing accessibility within the Town of Comox

Delegation - Accessibility

Julia Tait shared concerns about the dangers of changes in elevation without visual cues for people with visual impairments. The delegate urged the Town to update its bylaws to ensure safe access to businesses and homes for those with visual impairments.

a. Julia Tait - Increasing accessibility within the Town of Comox

Delegation - Accessibility

THAT concerns about the dangers of changes in elevation without visual cues for people with visual impairments be sent to the Accessibility Committee, the business community and the downtown BIA.

(2024.066) -- CARRIED

b. Cole Makinson, CVRD - Sewer Conveyance Project Update - Construction schedule and traffic impacts in 2024

Delegation - CVRD Sewer Conveyance Project Update

Cole Makinson from CVRD presented an update on the Sewer Conveyance Project, outlining the anticipated timeline for various phases. Advanced notifications will be issued, and the www.engagecomoxvalley.ca/conveyanceproject website will be consistently updated to keep everyone informed.

c. Michael Huska & Hal Martyn - Zoning Amendment - 468 Pritchard Road

468 Pritchard Road

Hal Martyn, representative for the owner of 468 Pritchard Road, provided comments regarding the zoning amendment. The property's ideal location for infill development to create three single-family lots was discussed, although the existing house will require relocation. Concerns were raised about the impact of a mature conifer tree and skepticism regarding the practicality of reducing paved surfaces with parking bulbouts.

d. Ron Davis - Zoning Amendment - 692 Anderton Road

692 Anderton Road

Ron Davis, the owner of 492 Anderton Road, outlined his proposal for a new liquor store at the intersection of Guthrie and Anderton, intending to replace the current Leeward Liquor store. As a co-owner of Concordia Homes, he intends to develop a multifamily housing project on the site currently occupied by the Leeward Liquor store.

THE MEETING RECESSED AT 5:59 P.M. AND WAS CALLED BACK TO ORDER AT 6:05 P.M.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

Regular Council Meeting Minutes

THAT the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday, February 7, 2024, be Adopted.

(2024.067) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

a. Kelly Burns, Canadian Association for Porphyria, February 12, 2024, building lighting request.

(2024.068) -- CARRIED

a. Consent Agenda

Consent Agenda

2. *THAT Item A. (Kelly Burns, Canadian Association for Porphyria, February 12, 2024, building lighting request) be removed from the Consent Agenda for discussion.*

(2024.069) -- CARRIED

7. UNFINISHED BUSINESS:

a. December 6, 2023 Delegation - CVRD & BCAA Evolve E-Bike Program

Regional E-bike Program

THAT Council support the CVRD and BCAA Evolve E-Bike Program.

(2024.070) -- CARRIED

b. February 7, 2024 Delegation - Comox Valley Chamber of Commerce, Business Recruitment and Retention

Business Recruitment and Retention

1. *THAT Council endorse the Comox Valley Chamber of Commerce Business Recruitment and Retention program for a duration of three years, with Comox contributing 35% of the costs.*

AMENDING MOTION:

THAT a stipulation be included allowing Comox the option to terminate the agreement if it proves unfavourable within one year.

(2024.071) -- CARRIED

2. *MOTION AS AMENDED:*

THAT Council endorse the Comox Valley Chamber of Commerce Business Recruitment and Retention program for a duration of three years, with Comox contributing 35% of the costs; and,

THAT a stipulation be included allowing Comox the option to terminate the agreement if it proves unfavourable within one year.

(2024.072) -- CARRIED

c. February 7, 2024 Delegation - Downtown Business Enhancement

Downtown Business Enhancement

Council discussed the delegation's presentation as well as the document titled "Save BC Restaurants."

d. February 7, 2024 Delegation - Make Back Road Safe

Make Back Road Safe

THAT a staff report be presented to Council in March 2024, outlining the direction being pursued by the Comox Valley Regional District, City of Courtenay, and K'ómoks First Nation.

(2024.073) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Fees and Charges Amendment Bylaw No. 2016.02

Fees and Charges Bylaw

THAT the Fees and Charges Amendment Bylaw No. 2016.02 be Adopted.

(2024.074) -- CARRIED

10. NEW BUSINESS:

a. Council Conference and Travel Policy CCL-003.02

**Council Conference and
Travel Policy CCL-003.02**

THAT Council Policy No. CCL-003.02, Council Conference and Travel Policy, be approved as amended to provide clarity on the types of conferences Council members may attend each year, and consistency in the administration and management of travel funds.

(2024.075) -- CARRIED

b. Development Variance Permit Application: DVP 23-1 - Variances to facilitate subdivision of the industrial property at 1200 Military Row

**Development Variance
Permit Application: DVP 23-1**

1. *THAT Development Variance Permit DVP 23-1 for 1200 Military Row be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the February 21, 2024 Planning Report on DVP 23-1.*

(2024.076) -- CARRIED

2. *THAT Council Motion #2022.230, which approved Development Variance Permit DVP 21-7 for 1200 Military Row, be rescinded.*

(2024.077) -- CARRIED

3. *THAT Council Motion #2022.268, which approved Development Variance Permit DVP 22-5 for 1200 Military Row, be rescinded.*

(2024.078) -- CARRIED

c. Financial Officer Appointment and Signing Authority

**Financial Officer
Appointment & Signing
Authority**

1. *THAT Edward Henley be appointed as Financial Officer for the Town of Comox.*

(2024.079) -- CARRIED

2. *THAT Edward Henley be designated as having signing authority for the Town of Comox.*

(2024.080) -- CARRIED

d. Planning Report PR 24-3 - Application to UBCM Active Transportation Planning Program 2024

**2024 Active Transportation
Program**

1. *THAT Council endorse submission of a \$20,000 grant application to the Union of B.C. Municipalities for the Active Transportation Planning Program.*

(2024.081) -- CARRIED

2. *THAT Council support the Town of Comox utilizing the Grant and providing overall Grant management, if the funding application is successful.*

(2024.082) -- CARRIED

e. Planning Report PR 23-29 - Delegation of Minor DVPs to Staff

Delegation of Minor DVPs to Staff

1. *THAT the Comox Planning Procedure Amendment Bylaw No. 1780.15 be given First Reading.*
(2024.083) -- CARRIED
2. *THAT the Comox Planning Procedure Amendment Bylaw No. 1780.15 be given Second Reading.*
(2024.084) -- CARRIED
3. *THAT the Comox Planning Procedure Amendment Bylaw No. 1780.15 be given Third Reading.*
(2024.085) -- CARRIED
4. *THAT the Comox Zoning Amendment Bylaw No. 1850.40 be given First Reading.*
(2024.086) -- CARRIED
5. *THAT the Comox Zoning Amendment Bylaw No. 1850.40 be given Second Reading.*
(2024.087) -- CARRIED
6. *THAT the Comox Zoning Amendment Bylaw No. 1850.40 be given Third Reading.*
(2024.088) -- CARRIED

f. Planning Report PR 23-30 - Home Energy Navigator Program

Home Energy Navigator Program

1. *THAT Council not contribute to the Home Energy Navigators Program at this time.*

AMENDING MOTION:

THAT Council liaise with the Comox Valley Regional District after one year to assess whether the process has benefited other communities in the Comox Valley.

(2024.089) -- CARRIED
[Opposed: Councillor JMeilleur]

2. *MOTION AS AMENDED:*

THAT Council not contribute to the Home Energy Navigators Program at this time; and

THAT Council liaise with the Comox Valley Regional District after one year to assess whether the program has benefited other communities in the Comox Valley.

(2024.090) -- CARRIED
[Opposed: Councillor JMeilleur]

g. Planning Report PR 24-2 - Application to UBCM Development Approvals Program 2024

Planning Report PR 24-2

1. *THAT Council endorse submission of a grant application to the Union of B.C. Municipalities Local Government Development Approvals Program for up to \$150,000 in grant funding.*
(2024.091) -- CARRIED
2. *THAT Council support the Town of Comox utilizing the Grant and providing overall Grant management, if the funding application is successful.*
(2024.092) -- CARRIED

h. Planning Report BE 23-1 - Boundary Extension Application – Torrence Road Properties

Boundary Extension

THAT Town of Comox staff be authorized to refer to internal and external departments/agencies for comment and submission to the Province of a boundary extension application in the Noel Ave, Torrence Road and King Road area for the following properties:

1. The North ½ of Lot 20, District Lot 186, Comox District, Plan 449 Except That Part in Plan 24247 (PID 001-095-544, no civic address)

2. Lot A, District Lot 186, Comox District, Plan 24247 (PID 002-992-647, 480 Torrence Rd)

3. The North ½ of the South ½ of Lot 20, District Lot 186, Comox District, Plan 449 (PID 009-047-671, 456 Torrence Rd)

(2024.093) -- CARRIED

i. Rezoning application RZ 23-1, Development Variance Permit application DVP 23-5 - 468 Pritchard Road (corner Elm Place)

468 Pritchard Road

THAT in accordance with section 467 of the Local Government Act, notices be issued of Council concurrent consideration of proposed Comox Zoning Amendment Bylaw 2021 and Development Variance Permit 23-5.

(2024.094) -- CARRIED

j. Rezoning Application: RZ 23-5 - Zoning amendment to permit a liquor store at 692 Anderton Road

692 Anderton Road

1. THAT Comox Zoning Amendment Bylaw No.1850.41 be given First Reading.

(2024.095) -- CARRIED

2. THAT Comox Zoning Amendment Bylaw No.1850.41 be given Second Reading.

(2024.096) -- CARRIED

3. THAT a Public Hearing in respect of Comox Zoning Amendment No. 1850.41 be scheduled for 6:00 pm on March 20, 2024, at d'Esterre House, 1801 Beaufort Avenue, and the Town publish requisite notices as required by the Local Government Act.

(2024.097) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. Robert Johnson, Comox Bay Sailing Association - Moorage Rate Request 2024-2025

Correspondence - Comox Bay Sailing Association

1. THAT the January 31, 2024, correspondence from Robert Johnson, Comox Bay Sailing Association, Moorage Rate Request 2024-2025 be received and the request granted.

(2024.098) -- DEFEATED

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

2. THAT the January 31, 2024, correspondence from Robert Johnson, Comox Bay Sailing Association, Moorage Rate Request 2024-2025 be received and the request be deferred to the Regular Council Meeting on March 6, 2024.

(2024.099) -- CARRIED

- b. Steve Cowan, C.D., President (Royal Canadian Naval Association): Battle of the Atlantic and Flyby Permission**

Correspondence - Royal Canadian Naval Association

THAT the February 6, 2024 letter from Steve Cowan of the Royal Canadian Naval Association, requesting permission to hold the annual Battle of the Atlantic ceremony at the Naval Memorial Cairn in Marina Park on Sunday May 5, 2024, be received and permission granted; and,

THAT Council approve of a low level fly past by a CP-140 Aurora Long Range Patrol aircraft, as low as 500 feet, at 1:25 pm during the two minutes of silence.

(2024.100) -- CARRIED

- c. Karen Love - Boys and Girls Club of Central Vancouver Island - Building Light Up Request**

Event Recognition Request - Boys and Girls Club

THAT the request for community event recognition from Karen Love of BGC Central Vancouver Island be received, and approval be granted for building lighting on Friday, June 7, 2024.

(2024.101) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL: NIL

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 7:12 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



TOWN OF
COMOX

TOWN OF COMOX

RECEIVED

Feb 16, 2024

LOG: 24-052	REFER:	AGENDA: RCM 06-Mar-24
FILE: 0630-20/20	ACTION: MR	

**Copies: Council
JW/SR/CD**

COMMUNITY EVENT RECOGNITION REQUEST FORM

Requests must be received at least four (4) weeks prior to the date of proclamation, flag raising or building lighting. Requests may be mailed to: Comox Town Hall, 1809 Beaufort Avenue, Comox BC V9M 1R9 or e-mailed to town@comox.ca. Telephone enquiries should be directed to Town Hall Reception at (250) 339-2202 during regular business hours Monday to Friday 8:30 a.m. to 4:30 p.m.

Organization you are representing: Make-A-Wish Canada		
Primary purpose of Organization: Grant wishes for children with a critical illness. We are a registered non-profit organization with a local Chapter.		Number of members:
Mailing address of Organization: 112-2025 W Broadway		Contact Name: Cathi Arola
		Phone: 403-969-7748
City: Vancouver	Postal Code: V6J 1Z6	Email: Cathi.Arola@makeawish.ca
Type of Community Event Recognition Requested (choose all that you are requesting):		
<input type="checkbox"/> Proclamation (Dates – day, week or month)	<input type="checkbox"/> Flag-Raising (Dates - maximum 7 days)	<input checked="" type="checkbox"/> Building Lighting Dark Blue (Colours - maximum 2 colours) April 29, 2024 (Dates - maximum 7 days)
Purpose of Event Recognition (please check all that apply):		
<input type="checkbox"/> Civic Promotion <input checked="" type="checkbox"/> Public Awareness Campaign <input checked="" type="checkbox"/> Charitable Fundraising Campaign		
<input type="checkbox"/> Arts and Cultural Celebration <input type="checkbox"/> Special Honour of Individual <input type="checkbox"/> Other (specify):		
Description of Organization and relevant information related to your request (attach additional page if needed): Monday, April 29th is World Wish Day® an annual day of celebration of the first wish that inspired the creation of Make-A-Wish® and its global wish granting mission.		
Has a similar request been submitted in the past five years? <input type="checkbox"/> YES (provide date of previous request):		<input checked="" type="checkbox"/> NO
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition: To help us create awareness for our mission and show our wish families that they are not alone as they fight a critical illness, we are reaching out to ask you to light up Make-A-Wish blue on Monday, April 29, 2024.		
Date of application: 16-Feb-2024	Signature of applicant:	Print name: Cathi Arola

DRAFT WORDING OF PROCLAMATION TO BE INCLUDED ON REVERSE

Draft wording of Proclamation:

Note, the Town of Comox may revise this wording of the Proclamation. As appropriate, the cause should outline the local significance and demonstrate the local connection and/or how it benefits the majority of the citizens of Comox.

Monday, April 29th is World Wish Day® an annual day of celebration of the first wish that inspired the creation of Make-A-Wish® and its global wish granting mission. Today, Make-A-Wish grants wishes to children living with critical illness in more than 50 countries worldwide and every community in Canada.

To help us create awareness for our mission and show our wish families that they are not alone as they fight a critical illness, we are reaching out to ask you to light up Make-A-Wish blue on Monday, April 29, 2024.

We intend to showcase imagery of the landmark lit up on our social media channels and encourage people to snap their own photo and post it to their social media channels with the hashtag #WorldWishDay to spread awareness of our cause.

ONLY IF POSSIBLE, our exact colour of blue is: C100/M52/Y0/K0) (R0/G87/B184) (HEX # 0057B8). If not, a dark blue is preferred.

Make-A-Wish Canada's charitable registration number is 881291918 RR 0001

Please let me know if you require any additional information for this request and thank you for your consideration.

OFFICE USE ONLY

Request meets Community Event Recognition Policy (YES/NO): ☐ YES ☒ NO

If NO:

- ☒ Group not located in Comox Valley
- ☐ Event/Request related to ideological or religious beliefs
- ☐ Event/Request contrary to Town policy or bylaw
- ☐ Campaign intended for profit-making

Community Flag Raising Dates (max 7 days):

Light-up of Town Hall Dates (max 7 days):

Colours:

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 at <http://comox.ca>. The information is used for processing the Proclamation Request forms. Questions about this collection of information can be made to Town Hall at (250) 339-2202.

Thea Black, teacher
Ecole Puntledge Park Elementary
401 Willemar Ave,
Courtenay, BC V9N 3L3

RECEIVED

FEB 20 2024

TOWN OF COMOX

Monday, January 29, 2024

Mayor Nicole Minions
Comox Town Hall
1809 Beaufort Avenue
Comox, BC V9M 1R9

LOG: 24-058	REFER:	AGENDA: 6-Mar-2024
FILE: 0400-03	ACTION: MR	

Copies: Council
JW/SR/CD

Dear Mayor Minions,

My name is Thea Black, and I am a teacher at Ecole Puntledge Park Elementary School, in Courtenay, BC. Please find enclosed some letters from my grade 6 students. We have been studying statistics for people experiencing homelessness in the Comox Valley, using the Comox Valley Point-in-Time (PiT) - 2023 Homeless Count, published by BC Housing*.

After reviewing this document, we discussed various contributing factors to why so many people are experiencing homelessness. Each student then decided upon a plan of action that they thought could help reduce the occurrence of homelessness or better support people who are currently experiencing homelessness.

I have strongly encouraged the students to write to a government official of their choice to advocate for issues for which they feel strong, exercising their democratic right to have a voice. My hope is that this will encourage students to become more engaged in local politics, creating more engaged citizens in the future.

Thank you so much for taking the time to read these letters. Please forward any replies to Ecole Puntledge Park Elementary School c/o Thea Black. The students would love to hear back from you.

Sincerely,

Thea Black

*<https://www.bchousing.org/sites/default/files/media/documents/Homeless-Count-Comox-Valley-2023.pdf>

Audrey

Comox valley

Vickey Brown Cumberland mayor

Bob Well Courtenay mayor

Nicole Minions Comox mayor

Dear Mayors,

I am a student at Ecole Puntledge Park Elementary. In class we have been learning about people who are experiencing homelessness. I have taken interest in supporting youth that are living in shelters or on the streets because of their situation at home.

From the research we have looked at in class, there are 272 people experiencing homelessness in the Comox Valley and 8% are youth. We should try to help bring that number down. We should also try to keep them off the streets in the first place and help get more youth into shelters.

I cannot change this problem but here are some ways to help. First, we can offer more counselling to

improve the mental health of youth. Second, we can offer a program where youth can go to talk to other youth about their home situations. Lastly, we could have volunteers go around to shelters and talk to youth about counselling programs.

I really hope you can take these things into consideration as it is a genuine problem that needs to be tended to. There are about 22 youth on the streets in Comox Valley, and we can offer support through counselling. These people potentially have no friends or family. We need to try our best to support them.

Sincerely,

Audrey, grade 6 student.

Martha

Puntledge Park Elementary

Wednesday, 29 November

Dear Wells, Brown and Minions,

I am writing to you because we are learning about people who are experiencing homelessness.

I noticed that a lot of people struggle with drugs and alcohol problems. Some people who went to Weird Church in Cumberland and got a lot of support there and care there to stop their drugs use. Lots of people there are kindhearted and help the people to get housing and food.

My suggestion is that the government should have more club societies like Weird Church because people deserve so much better.

I look forward hearing from you.

Martha

Nora
Ecole Puntledge Park Elementary
Comox Valley

Friday January 12, 2024

Bob Wells, Courtenay Mayor
Nicole Minions, Comox Mayor
Vicky Brown, Cumberland Mayor

Dear Mayors,

I am a student in the Comox Valley. My class and I are learning about people who are experiencing homelessness.

In my opinion, I think the Comox Valley should have cheaper counseling for couples and families. I am concerned about the amount of places they can go for affordable counseling. I think if we have more places for this, it will impact the amount of people who are experiencing homelessness because they had conflict with their spouse or partner. 17% of 272 homeless people in the Comox Valley are experiencing homelessness because they had conflict with their spouse or partner.

Relationship counseling should be accessible to everyone! I think we should put up posters asking local experienced counsellors to volunteer to help people with their relationships. I think this will impact the people who are experiencing this in the Comox Valley, and prevent homelessness.

Sincerely,

A handwritten signature in black ink, appearing to be the name 'Nora' written in a cursive, stylized script.

Nora

Wednesday

Dear Mayor Minions

My name is Holly, I am a student at Puntledge Park Elementary, and we have been learning about people suffering from homelessness. This is a situation that somebody needs to deal with. There are people just like you and me going through this, so we must help.

Unfortunately, 56% of homelessness is caused by not enough income, and given the inflation it is kind of hard to buy everything you need, like food, water, and to pay bills. Also 51% of homeless people have their first experience with it from age 0-25.

To help, I think we should build more homeless shelters across the Comox Valley so they can at least have a place to sleep, shower, and eat. Also, we should make access to counselors and therapists more accessible so people can get the help they need.

In conclusion, I hope we can change society and make the number of people experiencing homelessness decrease.

Sincerely,

Holly

Imogen
Comox Valley, BC

Wednesday, December 20, 2023

Nicole Minions, Comox Mayor
Bob Wells, Courtenay Mayor
Vicky Brown, Cumberland Mayor

Dear Mayors,

My name is Imogen. I am a student at Puntledge Park Elementary School. In class we are learning about people experiencing homelessness. I am concerned about women and children being abused.


I am very concerned because up to 17% of people experiencing homelessness report spousal conflict. This results in many people on the streets. This is a serious problem that needs to be acted upon.

I suggest that as they grow up, kids should have more support on how to develop healthy relationships and, also therapy if they need it so they don't grow up and abuse their partners. We should provide services for people who are abusing others to help make them stop and to try and lead them to the right path. We should also offer more safe spaces for victims who are fleeing abuse. We could have ways to book these spaces in homeless shelters and in public on booking machines in the streets.

In conclusion, we need to be proactive in reducing the number of people experiencing homelessness in the Comox Valley. This needs to stop. Thank you for listening to my concerns.

Sincerely,

Imogen

A handwritten signature in black ink, consisting of a stylized 'I' and 'G'.

Insiyah

Comox valley

Mayor Wells, Mayor Minions, Mayor Brown

Courtenay Comox Cumberland

Dear Mayors,

I am a student at École Puntledge Park, and we are learning about homelessness.

I am concerned about the price of counselling. I think that if you go to a homeless shelter or school there should be a free counselling, or a zoom meeting counseling that can teach people how to build relationships without being abusive. Because the 2023 Comox Valley homeless count says that out of 272 people 17% said that conflict in a relationship.

So, in conclusion we need to be proactive in both improving the lives of people on the street. And reducing people on the street. They deserve better.

-Sincerely,

Insi

Jasper at Puntledge Park Elementary School

Wednesday the 29 of November

Bob wells,
Courtney Mayor

Vicky brown
Cumberland mayor

Nicole minions
Comox mayor

Dear mayors,

I am writing to you with an issue of prices that are too high for food and, other essentials. I am Jasper from École Puntledge Park Elementary and, I am learning about homelessness and how to help them get back up.

My opinion is that we should lower the prices of food, health and housing (renting or buying). They are too expensive to buy, and people are going to lose their homes because they do not have enough money to buy food and rent housing. Also, 44 percent of people experiencing homelessness are living with a brain injury.

My suggestion and my solution is that you lower the prices of essentials (food gas health) to lower the amount of homeless people on the streets every year. If you do not lower the prices and keep them growing people will go on the streets and more and more people will become homeless.

My conclusion is to lower the prices of gas, food, housing, and health to lower the amount of homelessness.

SINCERELY,

JASPER WALLWORK ARDAL

A handwritten signature in black ink, appearing to read 'Jasper', with a stylized, looping flourish at the end.

Satya

Comox Valley

December 1, 2024

Bob Wells, Courtney Mayor

Nicole Minions, Comox Mayor

Vickey Brown, Cumberland Mayor

Dear Mayors,

I am a student at Ecole Puntledge Park Elementary school and I am concerned about the affect of abusive partners on the homeless population.

I am writing to you about fixing the problem of abusive partners and also to tell you about what people in a family with an abusive partner experience every day.

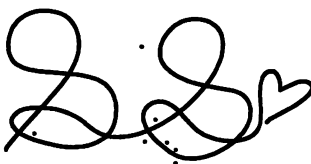
When someone in your family is abusive, you live with that trauma every day you can see the images in your head, and you hear the arguments in you, all day long and you don't feel safe in your home. Just imagine that your partner was abusive and you had to watch them be awful to you and your kids and you can do nothing about it, and maybe if you do experience this then you can try to make it better for you and for others.

In my opinion we need a fund for single parents to be able to access so people are not forced to stay in an abusive home for financial reasons. Counselling is a big part of fixing the problem. Helping people with their trauma could help them lead better lives and instead of going on drugs to help with the pain maybe get a job.

This is a big problem considering 17% out of 272 homeless people in the Comox Valley are or were being abused. I think that this needs to be solved and hope we will find a way to fix it. I look forward to hearing back from you.

Sincerely,

Satya



Batiel

Ecole Puntledge Park Elementary

Dear Mayor Minions

I'm a student from Ecole Puntledge Park. In my class we are learning about people who are experiencing homelessness

I think a little thing can make a big difference. I am concerned about people who are experiencing homelessness I'm concerned about the youth

I think that if we do a little thing it can make a big difference. So like I said I'm very concerned about the young ones and 8% of those who are experiencing homelessness are youth so if we can take that 8% of youth with all the little things they need like food, water and a home.

I think we can build a mini hospital and the basement. With my view it looks like a house in the basement but a hospital, the hospital is or the people who are experiencing homelessness the basement is for the people to stay temporarily, so for the basement it should have a kids play place and a place for the mothers, father and the youth.

Thank you for reading this message

Sincerely B.B

From Sylvie, a student at École Puntledge Park Elementary School Courtenay B.C.

Dear Mayors Wells, Brown, and Minions,

I am a student at Puntledge, and I am writing to you because I am concerned about the growing population of people experiencing homelessness. It increased from 132 in 2020, to 272 in 2023. The fact that 56% of people experiencing homelessness have not enough income, 31% of them have a substance use issue, 27% have a mental health issue, and 17% are having or had conflict with spouse, partner, etc., means that there are certain people who need more help than others and more support should be given in their direction.

In my opinion, we should put lots of support towards Indigenous peoples, because there has been an unimaginable amount of hurt in the past. The fact that 27% of people experiencing homelessness have Indigenous ancestry and/or have gone to residential school, tells me that the impact of those schools is still being hurtful and changing the lives of many people. It is a problem, and we need to act on it fast.

I think there needs to be more rehabilitation centers and other ways of getting help because all the people experiencing homelessness deserve way better. If we all put in effort into making the Comox Valley a safe and affordable place, it will benefit. First, it would benefit all the people experiencing homelessness, by giving them a better chance of being able to buy housing, and it would benefit the government because with housing, more taxes would be paid. I also think it would make a difference if we listened to their stories and heard their sides to things that we judged unfairly in the past, because it would probably help everyone understand the other's actions and what they were going through. Homeless shelters seem to be helping, but lowering the prices of housing would be better. It is not fair to the many youths in the Comox Valley who are ending up on the streets. If the Comox Valley is our home, we should have it as a good one.

In conclusion, I am writing today to hopefully help the homelessness in the Comox Valley decrease, and the people experiencing it to have safe, happy homes. This should not be something I am worried about.

Sincerely,

Sylvie

Dear Mayors Bob Wells, and Nicole Minions

My name is Kinley. I am a student in the Comox Valley BC. In class we are learning about people who are experiencing homelessness.

I am concerned that children and youth are not getting enough support with mental health. This can have an impact with things like finding a house, getting a job, and just regular everyday tasks. In just the Comox Valley where I live, there are 270+ people who are experiencing homelessness, 27% of which have mental health issues and 51% of people experiencing homelessness in the Comox Valley experienced homelessness for the first time as a youth.

In my opinion, therapy and counselling should be more accessible by making it more affordable and available in schools. I also think that they should train more counsellors and therapists so that they are more available. I also think that there should be therapy available for people who are experiencing homelessness.

I hope that this isn't an issue anymore.

Sincerely,

Kinley

Lis

Comox Valley

December 13th, 2023

Nicole Minions, Comox Mayor

Bob Wells, Courtenay Mayor

Vicky Browns, Cumberland Mayor

Dear Mayors,

My name is Lis, I am a student from Puntledge Park Elementary. We have been learning about people who are experiencing homelessness. In my opinion, I think we should have more local help with youth and woman fleeing abuse.

I am concerned because 17% of people experience homelessness in the Comox Valley report spousal conflict, and 51% of people experiencing homelessness, also in the Comox Valley, experienced it as a youth (under 25 years old) for the first time and I feel we need to fix that.

I suggest we put up posters and send emails and try to let everybody know so children can get adopted and women can get help and get therapy, and even they can stay at somebody's house for the time being.

There are many people suffering, and you could be the answer to the problem, Thank you!

Sincerely,

Lis



Cfile: 0630-20/2024

COMMUNITY EVENT RECOGNITION REQUEST FORM

Requests must be received at least four (4) weeks prior to the date of proclamation, flag raising or building lighting. Requests may be mailed to: Comox Town Hall, 1809 Beaufort Avenue, Comox BC V9M 1R9 or e-mailed to town@comox.ca. Telephone enquiries should be directed to Town Hall Reception at (250) 339-2202 during regular business hours Monday to Friday 8:30 a.m. to 4:30 p.m.

Organization you are representing:					
Parkinson Society British Columbia					
Primary purpose of Organization: Advocacy, education, outreach, scientific research, and public awareness campaigns for Parkinson's disease.					Number of members:
Mailing address of Organization: 600 - 890 West Pender Street			Contact Name: Rachael Quak		
			Phone: 604-662-3240 ext. 275		
City: Vancouver, BC		Postal Code: V6C 1J9		Email: rquak@parkinson.bc.ca	
Type of Community Event Recognition Requested (choose all that you are requesting):					
<input checked="" type="checkbox"/> Proclamation <div style="text-align: center;">April 1-30</div> <div>(Dates – day, week or month)</div>		<input type="checkbox"/> Flag-Raising <div style="text-align: center;">_____</div> <div>(Dates - maximum 7 days)</div>		<input checked="" type="checkbox"/> Building Lighting Blue <div style="text-align: center;">(Colours - maximum 2 colours) April 11</div> <div style="text-align: center;">(Dates - maximum 7 days)</div>	
Purpose of Event Recognition (please check all that apply):					
<input type="checkbox"/> Civic Promotion <input type="checkbox"/> Arts and Cultural Celebration <input checked="" type="checkbox"/> Public Awareness Campaign <input type="checkbox"/> Special Honour of Individual <input type="checkbox"/> Charitable Fundraising Campaign <input type="checkbox"/> Other (specify): _____					
Description of Organization and relevant information related to your request (attach additional page if needed): Your support will help us reach a wider audience and drive home the importance of early detection, research funding, and improved patient outcomes.					
Has a similar request been submitted in the past five years?					
<input type="checkbox"/> YES (provide date of previous request): _____					<input checked="" type="checkbox"/> NO
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition:					
Date of application: 27-Feb-2024		Signature of applicant:		Print name: Rachael Quak	

DRAFT WORDING OF PROCLAMATION TO BE INCLUDED ON REVERSE

Draft wording of Proclamation:

Note, the Town of Comox may revise this wording of the Proclamation. As appropriate, the cause should outline the local significance and demonstrate the local connection and/or how it benefits the majority of the citizens of Comox.

WHEREAS Parkinson's disease, for which there is no known cause or cure, is a progressive, degenerative neurological disorder which causes tremor or trembling of the arms and legs, muscular rigidity, slowness of movement and difficulty with speaking and swallowing; and

WHEREAS Parkinson's affects approximately 17,500 adults in the Province of British Columbia; and

WHEREAS Parkinson Society British Columbia is providing information, consultation, support services and educational seminars for people with Parkinson's and their families; and is promoting a better understanding of this disorder; and

WHEREAS It is desirable to increase the level of understanding of Parkinson's and the needs of persons living with Parkinson's.

OFFICE USE ONLY

Request meets Community Event Recognition Policy (YES/NO):

☐

YES

☒

NO

If NO:

☒

Group not located in Comox Valley

☐

Event/Request related to ideological or religious beliefs

☐

Event/Request contrary to Town policy or bylaw

☐

Campaign intended for profit-making

Community Flag Raising Dates (max 7 days):

Light-up of Town Hall Dates (max 7 days):

Colours:

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 at <http://comox.ca>. The information is used for processing the Proclamation Request forms. Questions about this collection of information can be made to Town Hall at (250) 339-2202.

Feb 28, 2024

TOWN OF COMOX

February 27, 2024

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

Copies: Council
JW/SA/SR/SA/MK/CD/KG

LOG: 24-063	REFER:	AGENDA: RCM 6-Mar-2024
FILE: 6630-01	ACTION: MR	

RE: Importance of Infill and Development and New Federal Hosing Accelerator Funding

Dear Mayor and Council,

On behalf of the Comox BIA Board of Directors, we are following up on our August 7, 2023 letter regarding the importance of infill and development, the implementation of the Development Process Review Report and the exciting announcement of new Federal Housing Accelerator Funding awarded to the Town of Comox.

As Council knows, the BIA's adoption of a new Strategic Plan in 2023 marks a shift in our strategic mandate. Advocacy for bigger picture, longer term issues and initiatives that can have very transformative, positive impact on business conditions and prosperity are paramount for our organization. Our advocacy priorities include downtown infill and redevelopment; a new OCP/Zoning Bylaw; parking efficiency via comprehensive planning; marina infrastructure and services expansion; a best use plan for parks and green spaces; and development approvals process enhancement. This advocacy agenda is inter-connected; all elements of this agenda together generate the transformation we are seeking. The sum of these actions is greater than the parts.

In that context, the Town's Development Review Process Report outlined necessary steps for timely, transparent, and consistent processing of development applications. With a number of these practices and recommendations having not yet been implemented, we are hopeful that this new funding will remove any obstacles to implementing that report findings to enable an improved development processed that will spur economic viability, new housing development, and thereby enhance the well-being of downtown small businesses.

Small businesses are burdened with rising labour and goods costs, inflation, shortage of labour and the impacts of consumers spending less at this juncture. The proposed increase in commercial taxes the Town is considering will bring an additional heavy burden upon businesses. In addition to increased infill and development, the lack of progress on industrial land development in the Town has resulted in a heavy reliance on residential and commercial taxes. We encourage the Town, as part of their implementation of development process changes, to find the means with which to prioritize industrial land development and lessen the tax burden being placed on businesses in Comox.

Large-scale initiatives, like the mall redevelopment project, are rare opportunities to enhance downtown's vitality, reduce urban sprawl, and increase sustainability and walkability – key features in the Town's own Strategic Plan. They also address the critical need for more housing. Urban development projects are more than just new buildings; they symbolize the Town's commitment to business and investment attraction, and the positive effects of densification.

The Town of Comox is a special place. We believe the Town of Comox should aspire to be best-in-class in its investment attraction, placemaking, and community and economic development initiatives.

We understand that change is challenging and appreciate the workload of Town staff and Council. We extend our enthusiastic congratulations on this funding, and look forward to seeing expedited, consistent and transparent changes in the development review processes that will enable an improved economic climate for businesses in downtown and throughout Comox.

Thank you.



Pete Chambers
Comox BIA President

Comox BIA 2023-2026
Strategic Business Plan
April 2023

Downtown Infill and Redevelopment – Mixed Use	The importance of increased infill and development in the downtown core is in direct correlation to the enhanced economic wellbeing of the Members.	of the community for the area. - Support a deep-dive overhaul of the OCP - Support a refreshed revitalization tax incentive for investment - Provide input into the future Town Hall spacing needs and options for innovative solutions to rebuilding	Guiding documents at the Town of Comox will seek to encourage timely, strategic infill and densification in the downtown area that encourages a wide range of mixed uses.	Town of Comox, Members, BIA property owners, developers	Completed before the a new OCP update
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Comox Business in Action
P.O Box #1624, RPO Stn A, Comox BC V9M 8A2
comoxbia@gmail.com | downtowncomox.com

TO:	Mayor and Council	FILE:	1850-30
FROM:	Jordan Wall, Chief Administrative Officer	DATE:	March 6, 2024
SUBJECT:	2024 Council Funding Requests		

Report Approved:



Jordan Wall, Town
Manager

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council receive the March 6th, 2024, Report from the CAO titled "2024 Council Funding Requests" for information.

ALTERNATIVES TO THE RECOMMENDATIONS

THAT Council approve the inclusion of (\$X of funding) for (insert agency name) into the yearly operating budget expenses.

PURPOSE

To provide Council the opportunity to make decisions on all community funding requests in the 2024 budget.

This report has been updated to reflect a decreased request from d'Esterre.

BACKGROUND

A number of funding requests have been made to Council that would require funding in 2024. Council has completed its operating, capital, and special projects budget. Council has \$67,500 in unallocated funding that it can expend how it sees fit. If Council spends less than this amount it can be applied to the infrastructure gap or towards reducing 2024 taxes. If an amount is spent above this, an increase in yearly revenue through taxes will be required.

Immediately below are previously approved yearly funding amounts. These amounts do not draw on the \$67,500 noted above. Eliminating or reducing these amounts would increase the funds Council can spend elsewhere:

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
Total:	\$141,350

Additional Funding Request

D'Esterre	\$40,000
BIA (Halloween, Tree Lighting, Summer Fest)	\$11,600*
Nautical Days	\$10,000
Sid Williams increase	\$5,000
Total:	\$66,600

*Approved during Jan 24th RCM.

FINANCIAL CONSIDERATIONS

A 1% increase in taxes will generate ~\$95,000 in revenue and result in a \$15 increase on a representative household.

Charge on Representative house	Change from 2023
Infrastructure Gap	\$51
Capital Increase	\$7
Water Parcel Tax	\$5
Sewer Parcel Tax	\$5
Water – Flat Rate*	\$41
Water – Metered Rate*	\$8
Sewer*	\$45
Refuse*	\$67
Operating	\$56
RCMP	\$21
Total	\$255

*amounts vary depending on service

The currently approved increases result in a \$306 per household increase or \$0.83 cents per day to maintain a property in Comox but do not include decisions on closing the infrastructure gap.

GOVERNANCE CONSIDERATIONS

As Council has no Grant in Aid policy, staff have no policy basis to provide a recommendation. As such, this report has been provided to Council for information.



**SID WILLIAMS
THEATRE
SOCIETY**

RECEIVED

04Dec2023

TOWN OF COMOX

cfile - 1850-30/2023

Copies - Council

- JW/GK/SR/CD

442 CLIFFE AVENUE
COURTENAY, BC
V9N 2J2

LOG: 23-408	REFER:	AGENDA: RCM 17Jan2024
FILE: 1850-30/20	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 30th, 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

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 includes 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

INCOME	Budget
Comox BIA	\$1000
Town of Comox	\$3500
Sponsorship / Vendors / Grants	\$5000
Total Income:	\$9,500
EXPENSES	
Marketing (posters, social media)	\$2000
Coordinator	\$2700
Entertainment	\$2000
Site Requirements (porta potties, stage, traffic control)	\$2000
Signage	\$300
Sponsorship Commission (20%)	\$500
Total Expenses:	\$9,500

Halloween Costume Parade – October 31, 2024

INCOME	Budget
Comox BIA	\$600
Town of Comox	\$2200
Member Businesses – Candy for distribution	In-kind
Sponsorship	\$1000
Total Income:	\$3,800
EXPENSES	
Marketing (posters, social media)	\$600
Coordinator	\$1200
Entertainment (DJ, photo booth, games)	\$1500
Signage	\$100
Sponsorship Commission (20%)	\$200
Total Expenses:	\$3,800

Mayor Tree Lighting and Winter Market – November 22, 2024

INCOME	Budget
Comox BIA	\$1000
Town of Comox	\$5900
Sponsorship / Vendors	\$2200
Total Income:	\$9100
EXPENSES	
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
Total Expenses:	\$9100

Comox Business in Action
P.O Box #1624, RPO Stn A, Comox BC V9M 8A2
comoxbia@gmail.com | downtowncomox.com

Feb 21, 2024

TOWN OF COMOX

February 20, 2024

Copies: Council
JW/EH/SR/CD

LOG: 24-065	REFER:	AGENDA: RCM 6-Mar-2024
FILE: 1850-30/20	ACTION: MR	

cfile: 1850-30/2024

Subject: Funding request for \$40,000 from the Town of Comox for an Executive Director position

We had a very fruitful meeting with Councillor Haslett, CAO Jordan Wall and Ted Hagmeier on February 12th. The purpose was to move our funding request forward and explore synergies between Comox Recreation and d'Esterre Seniors Centre.

There are certainly ways that we can work with Ted of Comox Recreation to modernize our membership and class registrations onto an IT platform that would allow for on-line registrations. The challenge lies in transitioning from one platform to another. We are perfectly willing to take on this needed transition once we have the management capacity within our organization to pull it off.

Our first priority is to put in place this "management capacity" in the person of an Executive Director. That is where the urgency lies in order to put our organization on a sustainable footing. We are at a fork on the road and unsustainability is not a path we wish to take.

We are now well aware of Council's budget constraints. Like us, Council faces more demands with limited resources to respond to wants, while keeping tax increases palatable.

d'Esterre, as a volunteer and autonomous organization makes a significant contribution to the Town's Strategic Priorities, in particular in the Recreation and Economic development areas. We are second only to Comox Recreation in terms of programming. We are second to Evergreen Club (a subsidiary of Courtenay Recreation Association) in terms of members and programming. Evergreen has an entirely different business model.

Evergreen Seniors Club is staffed, managed, operated and maintained by City employees. If d'Esterre adopted this model, the Town would need to take on financial and management responsibility for human resources, payroll, IT support, budgeting, financial record keeping, rentals, janitorial service, food services operations, operational liability, membership and programing sales and administration, and so on...

Returning to our current challenge.

Once we have the management capacity in place new horizons will open up to synergies, efficiencies, collaborating with Comox Recreation for best practices, coping with increased service demands, migrating from a 'working board' to a board working on governance. In other words; a board steering rather than paddling this virtual canoe.

How do we get there? We currently have a budget gap of \$60,000 and this is how we plan to fill it.

We will reduce our “ask” to the Town to \$40,000 and d’Esterre will find the remaining \$20,000 through the following internal measures;

1. Increases in membership fees, food service pricing, class and activity fees, cost savings, business sponsorships, donations and in the longer term introducing a Planned Giving and Bequest program. Implementing these measures will be done in stages with management finesse and acceptance from our members.
2. We will reduce the hours and pay rate for the Executive Director position and will find a competent individual willing to accept a lower salary incentive.

Turning to the Town for assistance for operating costs was not a move that we took lightly. This is the first time in 48 years that our board of directors has asked for operational funding. We pride ourselves on being an autonomous volunteer organization however at this juncture we have exhausted other grant funding options. Frankly, we cannot predict for how long our operating model with near exclusive reliance on an aging volunteer force can be sustained.

The benefit that the citizens of Comox have enjoyed for 48 years is important and the best value for tax money compared to alternative models similar to that of Evergreen Club (Courtenay Recreation) or the Comox Recreation Centre.

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

Raymond Morin,
President

TO: Mayor and Council	FILE: PR 23-29
FROM: Marvin Kamenz, Director of Development Services Elliot Turnbull, Planner II	DATE: March 6, 2024
SUBJECT: Planning Report PR 23-29 Delegation of Minor DVPs to Staff	

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

1. That Comox Planning Procedure Amendment Bylaw No. 1780.15 (Attachment 1) and Comox Zoning Amendment Bylaw 1850.40 (Attachment 2) be Adopted.

PROPOSAL

The proposal is to implement a framework under which the power to issue minor Development Variance Permits is delegated to the Director of Development Services in order to decrease the amount of staff time to process minor variances.

REPORT SUMMARY

Subject Area:
All land within the Town of Comox.

Key Issues:

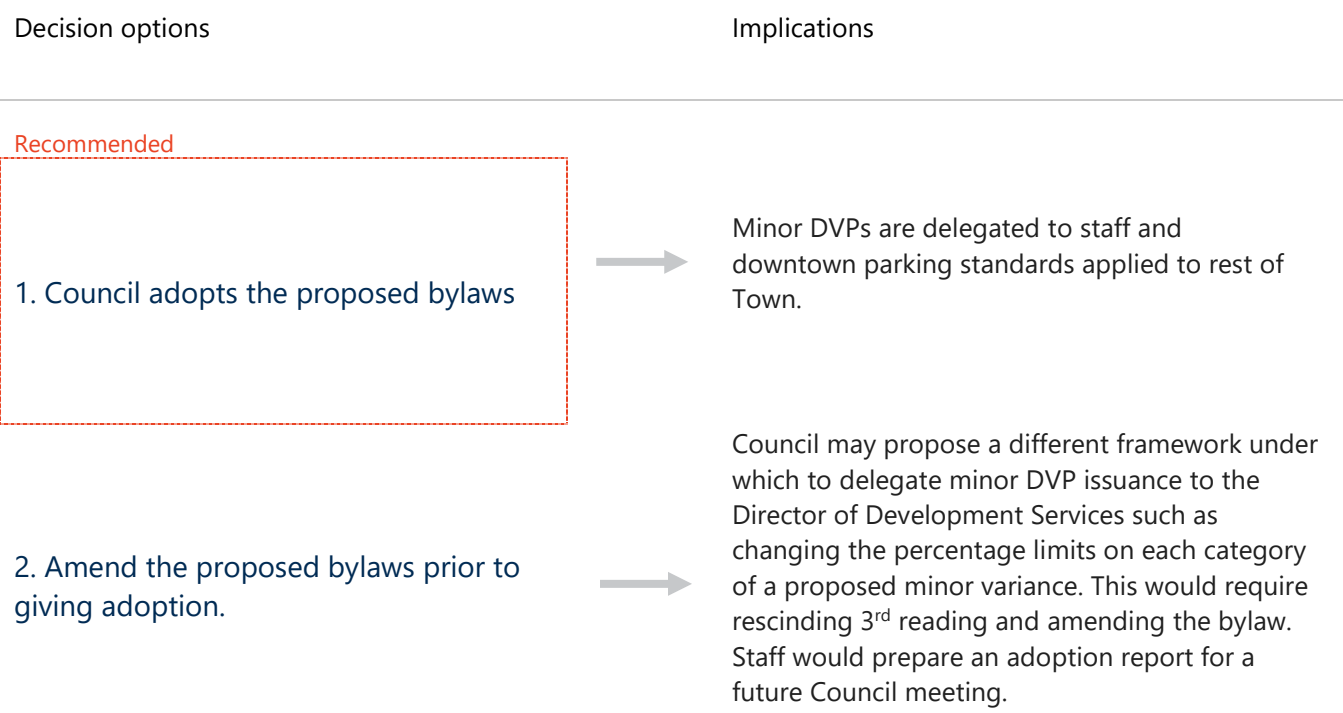
Rationale for Minor Variance

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 adopt:

- Bylaw 1780.15 which proposes to delegate the power to issue minor development variance permits to the Director of Development Services; and,
- Bylaw 1850.40 which proposes to apply downtown parking standards to all of Town.



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

BACKGROUND

At the January 24th 2024 Regular Council Meeting, a framework under which staff could be delegated the power to issue minor DVPs in accordance with the *Local Government Act* was proposed. This framework is intended to limit delegated decisions only to unavoidable physical or personal situations that commonly arise and which cannot be addressed through regulation. A Zoning Bylaw amendment to apply the downtown parking regulations to the rest of Town was also proposed.

Bylaw 1780.15 (attachment 1) and 1850.40 (attachment 2) were given 1st, 2nd, and 3rd reading at the Feb 21st, 2023 Regular Council Meeting. Adoption of the bylaws is now proposed.

Attachments

1. Comox Planning Procedure Amendment Bylaw No. 1780.15
2. Comox Zoning Amendment Bylaw 1850.40

MK/ET

ATTACHMENT 1

Comox Planning Procedure Amendment Bylaw No. 1780.15

TOWN OF COMOX

BYLAW 1780.15

A BYLAW TO AMEND COMOX PLANNING PROCEDURES

BYLAW 1780

WHEREAS Council has adopted a Planning Procedures Bylaw; and

WHEREAS Council has the authority under the provisions of the *Local Government Act* to amend the Planning Procedures Bylaw;

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

1. Title

This bylaw may be cited as "Comox Planning Procedures Amendment Bylaw No 1780.15".

2. Interpretation

- (1) A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time; and
- (2) A reference in this bylaw to any bylaw, policy or form of the Town of Comox is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

3. Amendments

Comox Planning Procedures Bylaw 1780 is hereby amended by:

- (1) Replacing all instances of the term "Municipal Engineer" with the term "Director of Operations" throughout the bylaw.
- (2) Replacing all instances of the term "Municipal Planner" with the term "Director of Development Services" throughout the bylaw.
- (3) Replacing all instances of the term "Parks Superintendent" with the term "Parks Manager" throughout the bylaw.

(4) Adding the following text to Section 2 Definitions in alphabetical order:

"(7) "Minor Development Variance Permit" means a variance to one or more of the following regulations in Comox Zoning Bylaw 1850:

- a. setbacks to a maximum change of 50%
- b. gross floor area to a maximum change of 10%
- c. screening
- d. projections into required setbacks to a maximum change of 30%
- e. 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%
- f. off-street parking and loading limited to the following:
 - i. required off-street parking spaces only if:
 1. the application includes a change of use in an existing building;
 2. the bicycle parking in lieu of vehicle parking spaces allowance has been maximized; and,
 3. the change is less than 50%.
 - ii. location and siting; or,
 - iii. development and maintenance standards."

(5) Replacing section 12(1) with the following text:

"(1) Council delegates to the Director of Development Services, or any other individual as designated by the Director of Development Services:"

(6) Adding as section 12(1)(e) the following text:

"e. the exercise of all of the powers, duties and functions of Council in respect of the issuance of Minor Development Variance Permits under section 498.1 of the *Local Government Act*."

(7) Adding as section 12(3) the following text:

"(3) In exercising the delegated authority under section 12(1)(e), the Director of Development Services shall take into account only the following factors:

- a. If the proposed variance is to addresses any of the following:
 - i. irregular lot shape or size;
 - ii. topographic features including a significant change in grade;
 - iii. the presence of a statutory right of way;
 - iv. alterations or additions to an existing building necessary to allow access to a building by a person using a wheelchair or other mobility aid;
 - v. tree protection in accordance with Council's tree protection policies;
 - vi. reduction of green house gas emissions or energy use beyond the requirements in the BC Building Code or Comox Building Bylaw 1472;
 - vii. alterations to an existing building to allow additional dwelling units which are permitted under the zone; or,
- b. 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.
- c. The variance must not:
 - i. impose additional costs on the Town such as additional costs to provide services;
 - ii. create or exacerbate any risk to public safety; or,
 - iii. require significant consultation with external agencies.
- d. For clarity, the following shall not be considered:
 - i. personal preference of the applicant or property owner; or
 - ii. cost, if it is in keeping with the general cost of compliance.

(8) Schedule A is amended by replacing Section 5.1 with the following text:

	5.1	Minor Development Variance Permit	\$520
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(9) Comox Planning Procedures Bylaw 1780 is 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 the bylaw.

4. Adoption

READ A FIRST time this 21st day of February, 2024

READ A SECOND time this 21st day of February, 2024

READ A THIRD time this 21st day of February, 2024

ADOPTED this day of , 2024

MAYOR

CORPORATE OFFICER

ATTACHMENT 2

Comox Zoning Amendment Bylaw 1850.40

**TOWN OF COMOX
BYLAW 1850.40**

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

WHEREAS Council has the authority under the provisions of the *Local Government Act* to amend the Zoning Bylaw;

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

1. Title

This bylaw may be cited for all purposes as the "Comox Zoning Amendment Bylaw No. 1850.40"

2. Amendments

1. Comox Zoning Bylaw 1850 Section 6 Off-Street Parking and Loading Section 6.12 Development and Maintenance Standards is hereby amended by:

- a. Replacing section (4)(a) with the following text:

- (4) Dimensions of Maneuvering Aisles, Parking, and Loading Spaces

(a) In parking areas, maneuvering aisles and off-street parking spaces shall have minimum dimensions as follows:

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 ⁰	3.6 m	5.5 m	2.5 m	5.5 m
45 ⁰	3.6 m	6.0 m		
60 ⁰	5.5 m	6.5 m		
90 ⁰	6.0 m	6.5 m	2.5 m	5.5 m
		6.0 m	2.75 m	5.5 m
180 ⁰ (parallel)	3.6 m	6.0 m	2.5 m	7.3 m

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 ⁰	3.6 m	5.5 m	2.4 m	4.6 m
45 ⁰	3.6 m	6.0 m		
60 ⁰	5.5 m	6.5 m		
90 ⁰	6.0 m	6.5 m	2.3 m	4.6 m
		6.0 m	2.4 m	4.6 m
180 ⁰ (parallel)	3.6 m	6.0 m	2.5 m	6.5 m

Does not include wheel stops 0.15m or less in height as measured from finished grade and located 1.0 metres or less from the end of the space. (See Figure 6-1)

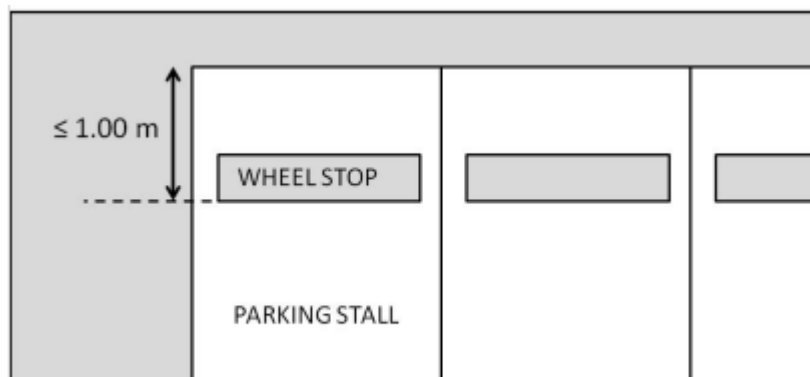


Figure 6-1. Wheel Stops

- b. Deleting section 5 in its entirety.
2. Comox Zoning Bylaw 1850 is 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 the bylaw.

4. Adoption

READ A FIRST time this 21st day of February, 2024

READ A SECOND time this 21st day of February, 2024

READ A THIRD time this 21st day of February, 2024

ADOPTED this day of , 2024

MAYOR

CORPORATE OFFICER

To: Mayor and Council	File: DVP 23-10
From: Marvin Kamenz, Director of Development Services Robin Pallett, Planner II	Date: March 6, 2024
Subject: Development Variance Permit Application: DVP 23-10 Variance to permit a non-conforming accessory building at 1771 Centennial Ave	

Prepared by:  Robin Pallett, Planner II	Supervisor:  Marvin Kamenz, Director of Development Services.	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Development Variance Permit DVP 23-10, for a proposed accessory building at 1771 Centennial Ave (as shown in **Attachment 1** to the March 6, 2024 Planning Report on DVP 23-10), be issued subject to the Development Variance Permit Conditions listed in **Schedule 1**; and

PROPOSAL

The proposal is to vary Comox Zoning Bylaw 1850 (the Zoning Bylaw) to permit a new accessory building in the front yard that exceeds the size and height limits in the R1.1 zone.

The applicant's submission is contained in **Attachment 1**.

REPORT SUMMARY

Subject Property:

1771 Centennial Ave

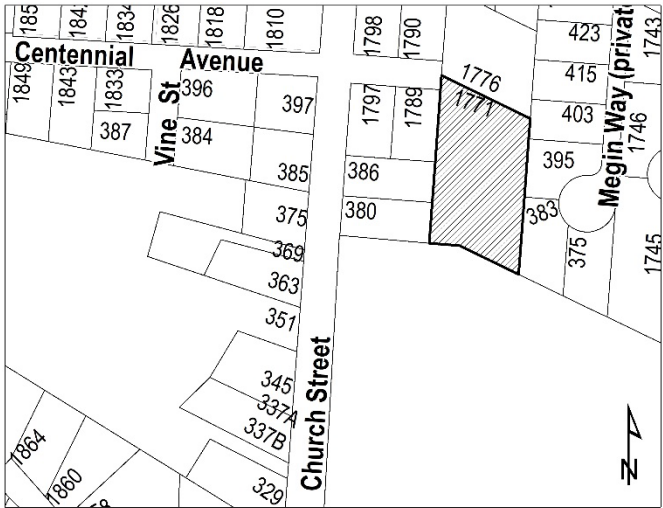
Property Size: 4,023 m²

Owners: Ryan & Nicole McQueen

Applicant: Bailey Walsh (McElhanney Ltd)

Property Contains: One existing single-family dwelling and one existing accessory building.

Legal Address: LOT B, SECTION 56, COMOX DISTRICT, PLAN VIP58950



Surrounding Land Uses: Single-family development to the north, east and west. Golf course to the south.

Key Issues:

Lot size	The subject property is uncharacteristically large for the neighbourhood and can accommodate more building footprint area than is typical.
Lot frontage	The road frontage of the subject property is small and located at a corner of the lot, resulting in the interior of the lot not being visible from a public road.
Mature Landscape Screening	Existing mature landscaping on 1789 Centennial Avenue and 386 Church Street provides screening of the proposed building for abutting detached residential uses.

Council Decision

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

Decision options	Implications
Recommended	
1. Council grants the Development Variance Permit	Would permit construction of the proposed accessory building, subject to the conditions listed in Schedule 1.
2. Alternative 1 - Council grants the Development Variance Permit with additional conditions	If new concerns are raised, they may be addressed with additional conditions on the permit.
3. Alternative 2 - Council denies the DVP	The owner would not be permitted to construct the proposed accessory building, but could build one that complies with the Zoning Bylaw.

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	Strategic Growth - We will balance the benefits of growth with the livability of our seaside community.

BACKGROUND

Notification of Council’s intent to consider DVP 23-10 at the March 6, 2024 Regular Council Meeting was mailed to abutting properties owners and tenants. Correspondence received in advance of the February 21, 2024 RCM will be distributed to Council prior to commencement of the RCM.

Applicant notification

The applicant has indicated that, in order to streamline the approval process, no letters from neighbours of the subject property in support of the application would be forthcoming.

Referrals

Agency	Referral Sent?	Response Received?
Town of Comox	Yes	Yes
Archaeology Branch	No	N/A
K’ómoks First Nation	No	N/A

OCP IMPLICATIONS

Official Community Plan Land Use Designation: Residential: Ground Oriented Infill

Variance request: Proposed variances are consistent with the Official Community Plan.

Development Permit Areas	Development Exempt from DPA?
DPA #2 Ground Oriented Infill	Exempt under section 3.2.4(B)
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

Discussion:

The subject property contains a new single-family dwelling and an accessory building (a pool building). The owner proposes an additional accessory building located in the front yard, which would have 173.9 m² of floor area over two storeys¹ and function as a detached garage with additional space for storage. Because the proposed accessory building is located in the front yard of the subject property and exceeds the maximum allowable height and size of an accessory building in the R1.1 Single Family zone, a Development Variance Permit is required.

The following table demonstrates the requested variances:

Section of the Zoning Bylaw	Zoning Regulation	Proposed
101.10(1) maximum height of an accessory building	[An accessory building shall] not exceed 4.5 m in height	6.3 m in height ²
101.10(4) maximum size of an accessory building	[The aggregate gross floor area ³ (GFA) of all on-site accessory buildings, including garage areas, shall] not exceed 60 m ² .	The proposed aggregate GFA of all on-site accessory buildings is 209 m ² . <ul style="list-style-type: none">• Existing pool building: 35.1 m²• Proposed garage⁴: 173.9 m²
101.10(5) location of an accessory building	[An accessory building shall] not be located within a front yard	Located in the front yard

The building design (**Attachment 1**) demonstrates that the proposed accessory building would store three vehicles on the upper storey, with the middle parking space accommodating an over-height vehicle (3.7 m vertical clearance). The lower storey would accommodate storage and would include a side vehicle access to and from the rear yard by way of an overhead door (facing the principal dwelling). Access to the lower side doors from the rear yard necessitates lowering grade and introducing retaining walls in the area between the principal dwelling and the proposed accessory building.

¹ The lowest storey does not meet the definitions in the Zoning Bylaw for a basement or a cellar; therefore, it is a full storey.
² DVP Conditions accommodate a maximum building height of 6.75 m, to account for construction errors.
³ The Zoning Bylaw defines Gross Floor Area (GFA) as “the total floor area of all buildings on a parcel...”, and the R1.1 zone limits the GFA of accessory buildings (via section 101.10[4]). Therefore, the R1.1 zone limits the aggregate GFA of all accessory buildings on the lot.
⁴ DVP Conditions accommodate a maximum building size of 180 m², to account for construction errors.

The intent of the height, size and siting regulations for accessory buildings in the Zoning Bylaw is to minimize the impact of accessory buildings on neighbouring properties and their residents while accommodating property owners' need to enclose accessory uses. In this case, the subject property is atypically large for the neighbourhood. The proposed building footprint would cover less than 2.2% of the lot) and the building would be minimally visible from Centennial Avenue due to its narrow frontage (7.8 m) in the northwest corner of the lot.

Considering the proposed location of the accessory building, the only property that might be negatively impacted by it would be the adjacent detached residential lot to the west (1789 Centennial Avenue), as the proposed building would be in proximity to its rear yard. However, the applicant has proposed a 3.0 m setback from that lot (exceeding the minimum requirement⁵) and there is existing mature landscape screening along that portion of the property line.

The proposed building would be set into a slope, requiring a technical determination to establish grade as a baseline for verifying building height. As such, the Development Variance Conditions (**Schedule 1**) include a degree of additional building height and size to allow for minor oversights during construction. The variance to maximum building height would allow the proposed building to be up to 6.75 m high (accommodating up to 0.45 m, or 7.1% of construction height error) and the variance to maximum gross floor area would allow the proposed building to be up to 180 m² (accommodating up to 6.1 m², or 3.5%, of construction size error).

MK/RP

Schedules:

1. DVP Conditions

Attachments:

1. Applicant's Submission

⁵ In the R1.1 zone, a minimum 2.0 m interior side setback is required for an accessory building (that is not located in the rearmost portion of the lot).

SCHEDULE 1

DEVELOPMENT VARIANCE PERMIT CONDITIONS

(1) This development variance permit is to permit construction of a two-storey detached garage (accessory building) in general compliance with drawings in **Attachment 1**;

(2) This Development Variance Permit is to vary the Comox Zoning Bylaw 1850,

i. Section 101.10(1)

From:

Accessory buildings shall... other than chicken coops, not exceed 4.5 metres in height;

To:

The two-storey accessory building identified in Attachment 1 shall not exceed 6.75 metres in height.

ii. Section 101.10(4)

From:

Accessory buildings shall... not exceed 60 m² in gross floor area. For the purpose of this sub-section only, gross floor area shall include accessory buildings and parts thereof used for garage or carport purposes. For the purpose of this sub-section only, carport gross floor area shall be calculated as the roofed floor area;

To:

Accessory buildings shall... not exceed 215.1 m² in gross floor area. The two-storey accessory building identified in Attachment 1 shall not exceed 180 m². For the purpose of this sub-section only, gross floor area shall include accessory buildings and parts thereof used for garage or carport purposes. For the purpose of this sub-section only, carport gross floor area shall be calculated as the roofed floor area;

iii. Section 101.10(5)

From:

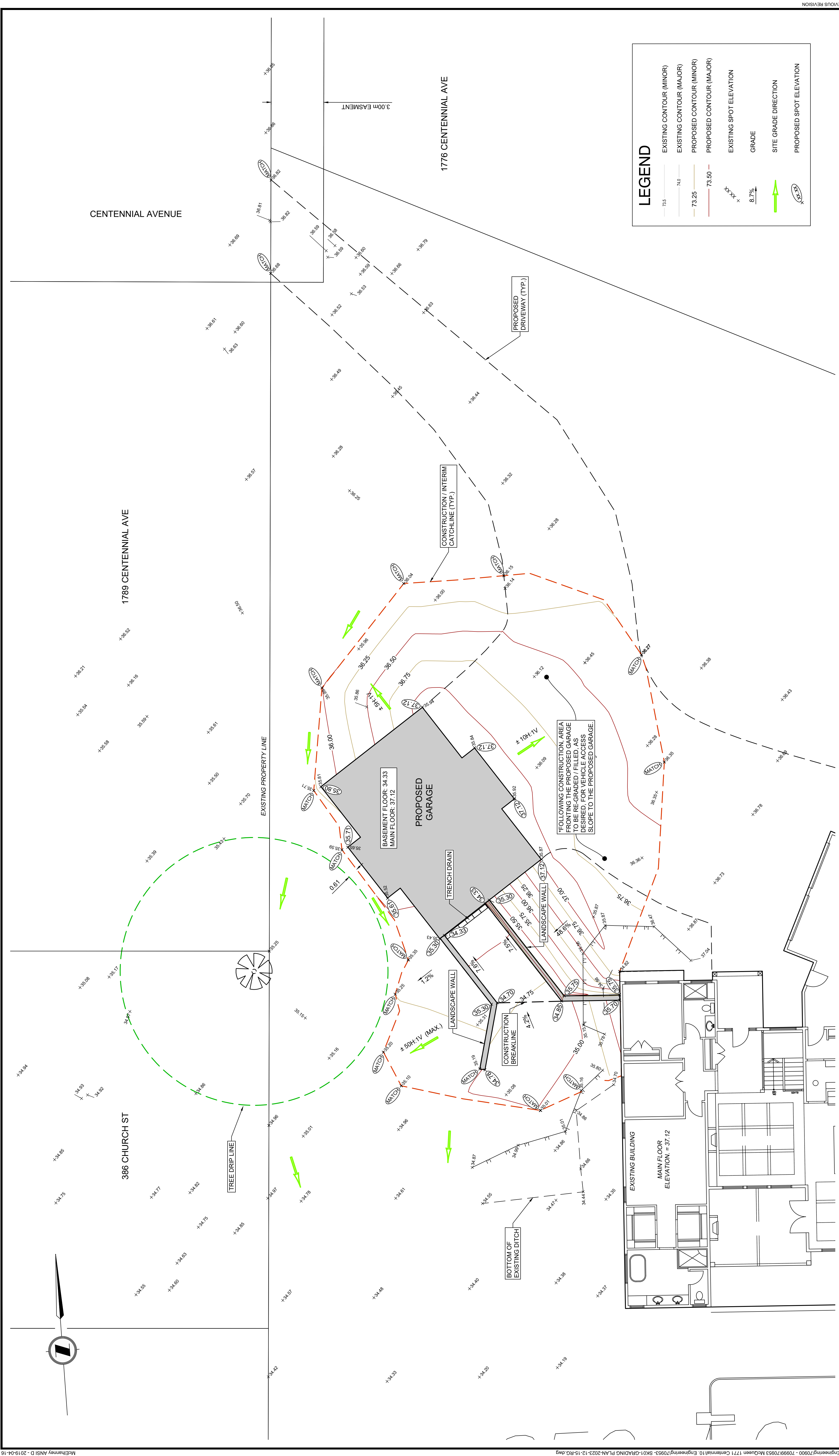
Accessory buildings shall... not be located within a front yard;

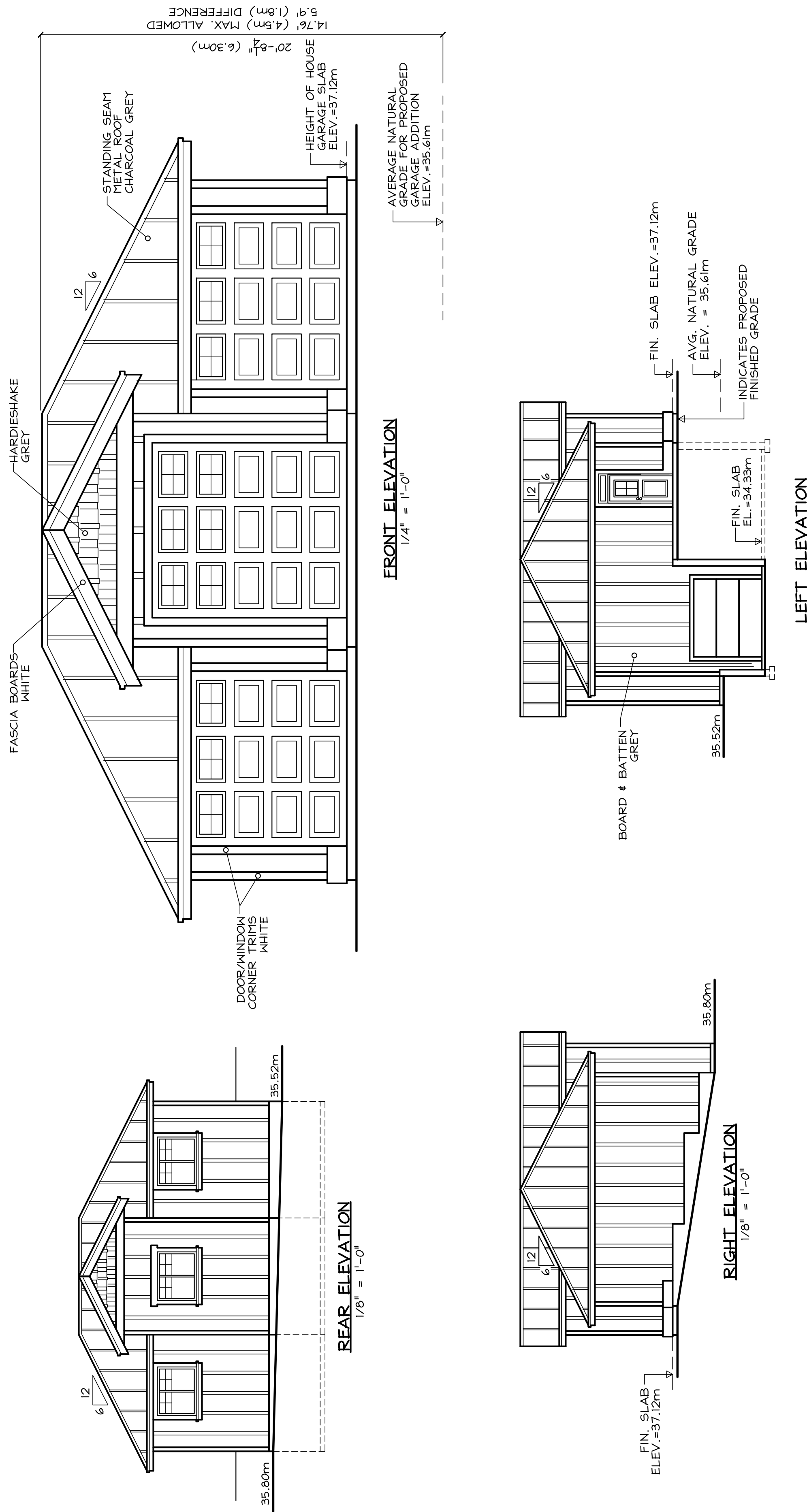
To:

The two-storey accessory building identified in Attachment 1 may be located on the lot in general compliance with drawings in Attachment 1;

ATTACHMENT 1

APPLICANT'S SUBMISSION

[illegible]



May 25, 2023

Update to Privacy section provided Nov.17, 2023

Update to Design based on Staff Comments provided Feb.9,2024

Town of Comox

1809 Beaufort Avenue

Comox, BC V9M 1R9

Attention: Planning Department: c/o Regina Bozerocka

Letter of Intent – Development Variance Permit: 1771 Centennial Ave

On behalf of my client, Ryan McQueen, I am pleased to submit a development variance permit application with the Town of Comox for the property located at 1771 Centennial Avenue. The intent of this application is to vary the accessory building location, gross floor area, and height to allow the construction of a detached garage. Following discussion with planning staff of the application amendment provided on November 17th, 2023 the site plan and grading plan have undergone further revision to address concerns with the previously submitted design regarding a tree located on the property to the immediate west of the subject property.



The application is comprised of the following documents:

1. Application Form & Declaration – 1771 Centennial Ave – DVP Application
2. Title Analysis & Legal Documents – 1771 Centennial Ave – DVP Application
3. **Written Rationale - 1771 Centennial Ave – DVP Application** (this document)
4. Site Drawings, Elevations, and Floor & Roof Plans – 1771 Centennial Ave – DVP Application
5. Survey Plan (including trees) – 1771 Centennial Ave – DVP Application

The remainder of the application requirements for the Town of Comox have been explained below.

CONTEXT AND LOCATION

The subject property is 4,023m² in size and is an irregular shaped lot. The southernmost property line backs onto the Comox Golf Course, and access is provided at the northwest corner of the property via Centennial Avenue. The property is zoned R1.1 and is designated Residential: Ground Oriented Infill in the *Town of Comox Official Community Plan Bylaw, 2011*. The intended use of the property is to remain residential.

Excluding the golf course to the south of the property, the subject property is over four times the size of the immediately adjacent properties when averaged. Six of the seven adjacent properties are 1,000m² or less, and the neighbour immediately to the north of the property is 2200m².

ZONING BYLAW REVIEW

The subject property is currently zoned as Single-Family (R1.1) in the *Comox Zoning Bylaw 1850* which allows for single-family dwellings, accessory structures and uses (among other uses). There is currently a single-family home and detached accessory building (pool house) under construction.

Compliance with R1.1 Zone & Site Statistics

The current lot area is 4,023m² with an irregular lot frontage of 7.84m due to the narrow lot access at the northwestern corner of the lot via Centennial Avenue. The average grade of the proposed location of the garage is 35.61m.

The proposed site plan (Attachment 1) complies with the required parcel coverage of 35%, and the required front, rear, and side yard setbacks. The proposed accessory buildings comply with the maximum parcel coverage for accessory buildings of 10% and the maximum width or rear yard coverage of two-thirds.

Section		R1.1 Zone	Proposed	Compliance
101.4	Parcel Area	Not less than 650m ²	4,023m ²	Is in compliance.
101.5	Parcel Frontage	Not less than 20.0m	Current – 7.84m (irregular lot)	Is non-conforming.
101.7	Parcel Coverage	Not to exceed 35%	13.33%	Is in compliance.
101.9	Required Setbacks	(1) Front: 7.5m (2) Rear: 7.5m (3) Side (interior): 2.0m (4) Side (exterior): 3.5m	Front: 20.6m Rear: 22.4m Side (West, interior): 3.0m Side (East, interior): 3.2m	All setbacks are in compliance.
101.10	Accessory Buildings	(1) Height: <4.5m (2) Parcel Coverage: <10% (4) Gross Floor Area: <60m ² (5) Siting: Not in front yard	(1) Height: 6.3m (2) Parcel Coverage: 3% (3) Gross Floor Area: 209m ² (4) Siting: In front yard	(1) Requires variance of 1.8m. (2) Is in compliance. (3) Requires variance of 149m ² . (4) Requires variance to site in front yard.

Table 1: Zoning Compliance Table

Proposed Variances

The proposed garage exceeds the maximum height of 4.5m for accessory buildings within the R1.1 zone and maximum gross floor area of all accessory buildings of 60m², prompting the need for a variance to Section 101.10(1) to and Section 101.10(4) of the *Comox Zoning Bylaw 1850* to increase the allowable accessory building height to **6.3m** and gross floor area to **209m²**. The proposed garage is also located the front yard of the site, necessitating a variance to Section 101.10(5) for the siting of an accessory building in the **front yard**.

PROJECT ATTRIBUTES

Circulation

As per the attached building plans (Attachment 1), access by vehicle to the rear of the site is not proposed through the accessory building and is not supported by the current floor plans. As per to the proposed grading of the site (grading plan provided), two low landscape walls, less than 1.0m in height will prevent vehicle access between the proposed garage and the existing dwelling.

Tree Retention Plan

The proposed concept plan intends the retention of all trees currently located on the property. Based on conversations with Town staff, concerns relating to a previously submitted design's impact on a tree located on the property to the immediate west of the subject property were raised. As a result of those concerns, the site plan and grading plan have been redesigned to the current plan, relocating the siting of the building to outside of the tree's dripline to reduce potential impacts to the tree.

Public Infrastructure

The proposed concept plan does not propose changes to use or density. The proposed accessory building does not create a need for additional public infrastructure on or adjacent to the property.

BC Hydro

No above-ground infrastructure is required for the proposed development.

RATIONALE

Due to the large size of the subject property in relation to the neighbouring R1.1 zoned properties, an increase in accessory building height and size as well as the siting of one accessory building in the front yard is not contrary to the intention of the R1.1 zone and provides a more efficient use of the property based on the irregular lot shape and access, without causing a negative impact to adjacent properties.

Proportionality

Our understanding of the intent of the bylaw is to ensure that neighbouring properties are not negatively impacted by development. For lots of a regular size in the area, the accessory building requirements ensure an appropriate ratio of open space and landscaping. However, the large size of the subject property allows

for a greater height and floor area of accessory buildings while still providing an appropriate amount of open space and landscaping. This is evidenced by the fact that all setbacks can be met, and the total proposed parcel coverage is 13.33%. The large size of the property means that despite a gross floor area greater than the allowed 60m², the parcel coverage of accessory buildings on the property is 3.0%, which is far below the maximum allowable amount of 10%. An increase in the allowable accessory building gross floor area from 60m² to 209m² aligns with the intent of the bylaw in relation to accessory building massing.

Character

Additionally, the siting of accessory buildings to the side or rear yards is based on preserving the character of properties in the Town of Comox as accessory buildings can crowd a front yard and be unsightly. The subject property does not have a conventional front yard as the narrow access to the property via Centennial Avenue hides much of the property from view from the street, and a combination of the large size of the lot and principal building being setback quite far from the front lot line create a large space in front of the principal dwelling. Preserving the character of the rear yard may be more important for the property as the rear yard abuts the golf course, and the front yard of the property is not immediately visible from a majority of Centennial Avenue. Furthermore, the design of the garage is also complimentary to the style of the principal dwelling and will formalize storage and personal garage activities in a manner consistent with the existing dwelling. Locating the garage in the front yard will enhance the character of the property, and not present any negative impacts on adjacent properties.

DEVELOPMENT PERMIT AREA REVIEW

The subject property is located within the following Development Permit Areas:

- DPA #2 – Ground Oriented Infill
- DPA #17 – Coach Houses
- DPA #18 – Secondary Suites

As the site plan proposes only accessory buildings to a single detached dwelling that does not contain a secondary suite and does not propose a coach house, the plan does not require a development permit under DPA #2, DPA#17, or DPA#18 as per sections 3.2.4.B, 3.1.7.4.B, and 3.1.8.4.A of the *Official Community Plan*.

POTENTIAL IMPACT ON NEIGHBOURING PROPERTIES

Privacy

Natural screening in the form of trees and shrubs currently help to visually delineate property boundaries and provide privacy for the abutting properties to the west and north of the subject property, as shown in *Figure 2*. Furthermore, despite the proposal to increase the allowable building height to 6.3m, the slope of the property is such that the visual height of the building as seen from the street as well as 1789 Centennial Avenue and 1776 Centennial Avenue is 4.79m (one storey).



**Note from
Planning
Department:
Underground
connection not
proposed.**

Neighbourhood Consultation

The owner of the property has informally discussed the proposed concept plan with neighbours. No concerns have been raised during these discussions.

Summary

The intention of the zoning bylaw provisions is to minimize the impact of development on neighbouring properties such as the blocking of site lines, crowding of open space, and the general character and/or look and feel of the neighbourhood. However, with the unique size, shape, and location of the subject property that neighbouring properties would not be negatively affected by the proposed site plan. Furthermore, the look of the property will be improved as storage will be enclosed and formalized in a visual aesthetic that is consistent with the existing dwelling.

Thank you in advance for considering our proposal.

Sincerely,

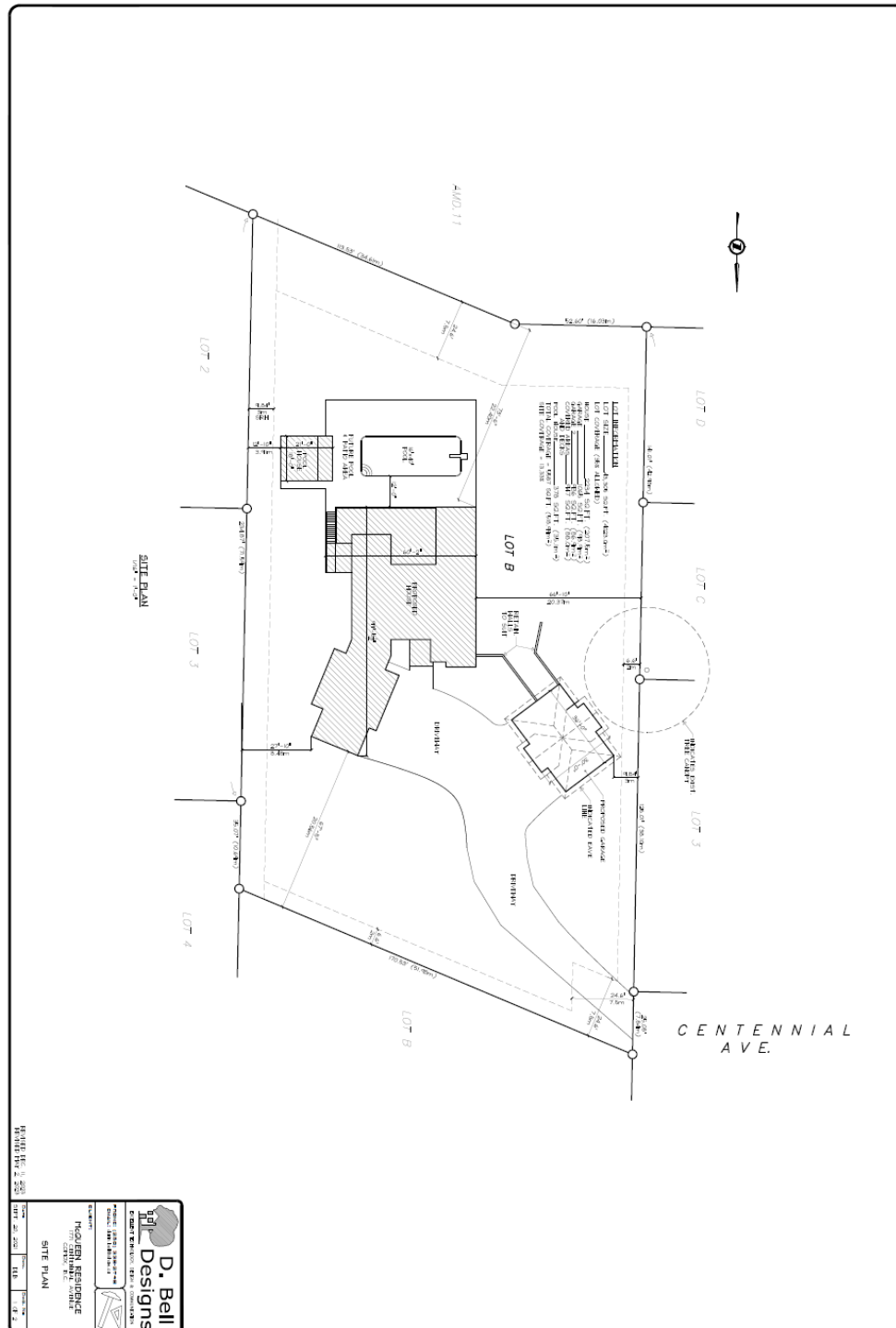
McElhanney Ltd.

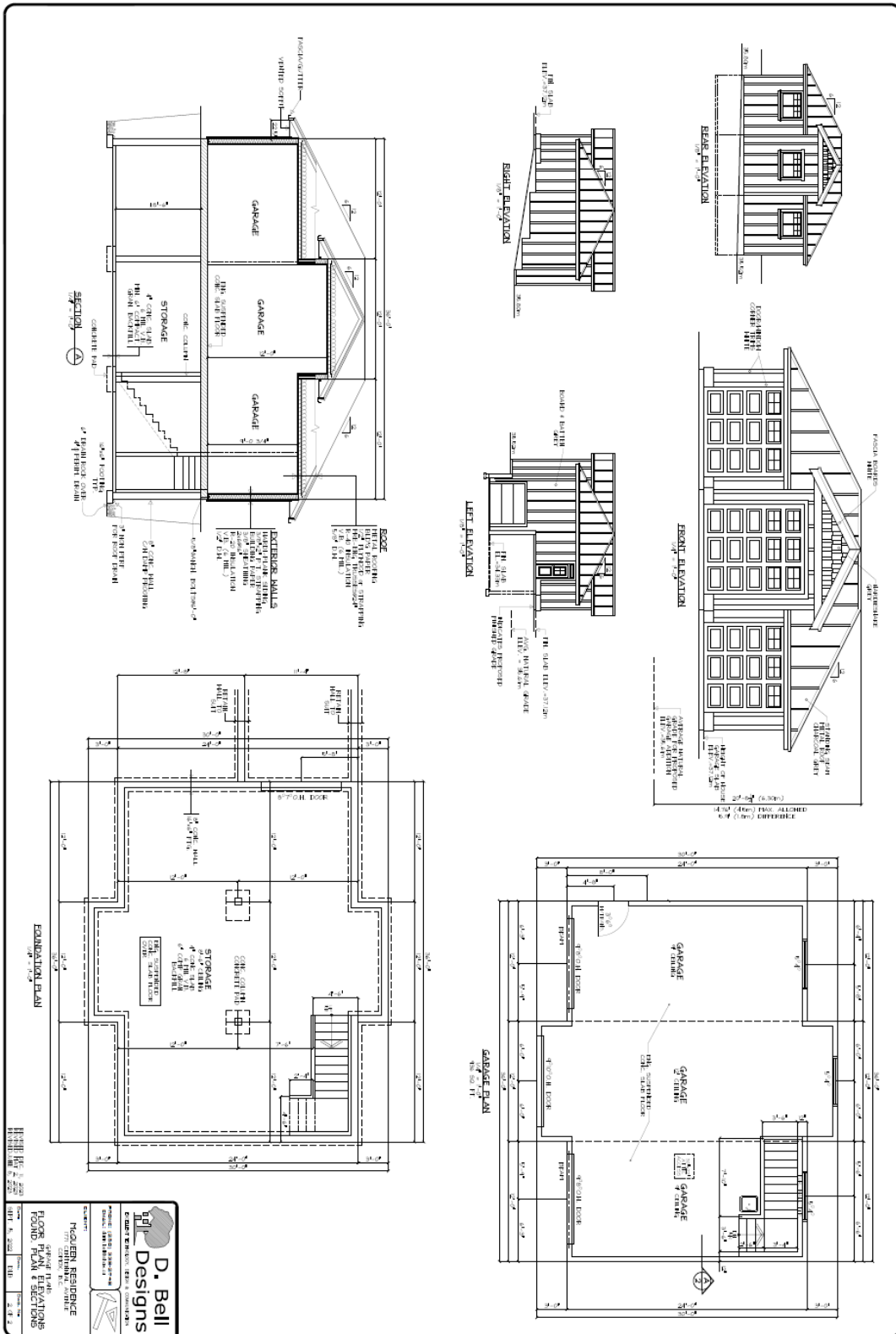
A handwritten signature in black ink, appearing to read 'Bailey Walsh', with a stylized, flowing script.

Bailey Walsh

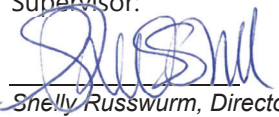
bwalsh@mcelhanney.com | 778-647-2430

ATTACHMENT 1- PROPOSED SITE PLAN





TO:	Mayor & Council	FILE:	4030-01
FROM:	Shelly Russwurm, Director of Corporate Services	DATE:	Mar 6, 2024
SUBJECT:	Discharge a Section 57 Community Charter Notice – Fees and Charges Amendment Bylaw No. 2016.03		

Prepared by:  Cammy Dallamore, Corporate Coordinator	Supervisor:  Shelly Russwurm, Director of Corporate Services	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. 2016.03 be given First Reading.
2. THAT the Fees and Charges Amendment Bylaw No. 2016.03 be given Second Reading.
3. THAT the Fees and Charges Amendment Bylaw No. 2016.03 be given Third Reading.

ALTERNATIVE RECOMMENDATION

THAT the report titled "Discharge a Section 57 Community Charter Notice – Fees and Charges Bylaw No. 2016.03" dated March 6, 2024, be received for information.

PURPOSE

To recover the administrative costs associated with filing *Community Charter, Section 57 & 58* Notices on Title.

STRATEGIC PLAN LINKAGE

If Council chooses to adopt this Bylaw, it will help the Town recover outstanding costs underscoring our commitment to efficiently and effectively removing such notices with a focus on the Town's long-term best interests.

Good Governance	Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.
-----------------	---

BACKGROUND

If the building inspector determines that building regulations have been violated, this provision serves to reduce the Town's liability and notify prospective buyers that municipal bylaws or required building inspections may not have been satisfactorily met.

Notices on Title require a fairly significant amount of time to process, with legislated notices and information to be provided to the property owner. The Town does not charge the registered owner of the property when a Notice on Title is filed at the Land Title Office. The Discharge fee, proposed in the recommended Fees and Charges Amendment Bylaw No. 2016.03, is charged to the property owner when they request the removal of a Notice on Title. The recommended \$500 fee is intended to cover these processing costs.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

Section 57 of the *Community Charter* grants local governments the authority to place a notice on a property's title.

b. Financial

Other BC municipalities are charging a Discharge fee to remove Notices on Title. The recommended Comox fee is the average of various municipalities around BC.

Thompson Nicola	\$200.00
Nanaimo	\$300.00
Caribou Region	\$350.00
Fraser Valley	\$500.00
Saanich	\$500.00
Squamish	\$1,000.00

Dedicating staff resources to address non-compliance issues is resource intensive. Adding a new fee for discharging a Notice on Title provides the Town with financial relief by recovering these costs.

c. Intergovernmental

After addressing and obtaining approval for the issue on the property that led to the notice on title, the removal of the notice can be accomplished by submitting a cancellation or discharge notice to Land Title and Survey Authority of BC.

d. Public Relations

The Town will update the website and specific pages with the updated consolidated Bylaw.

GOVERNANCE CONSIDERATIONS

1. Why should we charge a fee to remove notices from titles?

- Charging a fee for the removal of Notices on Title encourages compliance with building regulations and municipal bylaws, thereby mitigating potential risks associated with non-compliance.
- Imposing a fee for removing Notices on Title ensures that those who fail to follow the Bylaws bear the cost burden.
- By recovering costs associated with these services, the Town can better manage its budgetary constraints and maintain essential services without relying solely on taxpayer funds.

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

RECEIVED

Feb 21, 2024

TOWN OF COMOX



LOG: 24-055	REFER:	AGENDA: RCM 6-Mar-2024
FILE: 5400-04	ACTION: MR	

Copies: JW/SA/GS/SR/CD

February 15, 2024

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

RE: Requested Road Closure – Summer Fest 2024

Dear Mayor and Council,

On behalf of the Comox BIA Board and members, I wish to express our gratitude for your financial and in-kind commitment to the 2024 Summer Fest event. We are underway with planning and are excited to bring the community together to celebrate once again.

The road closure request details are as follows:

Date: Saturday, June 22, 2024

Hours for Road Closure: 8am- 6pm

Closure Inclusions and Management: Comox Avenue from Port Augusta Street to Church Street. Through access will be available from The Glenshee apartment's parking lot to Church Street. All residents will be notified of the closure with due notice. We are working with building management to ensure the safety and convenience of all residents for the closure and have enclosed a letter of support from them for this event and the closure plans. Volunteers will be stationed at the barricades to support vendors moving in/out, as well as in the case of emergency vehicles needing access.

We have also attached the Road Closure application and a map of the proposed closure area.

Please do not hesitate to contact us if you have any questions and thank you again for your consideration and continued support.

Thank you,

A handwritten signature in black ink, appearing to read "Pete Chambers", is written over a horizontal line.

Pete Chambers
President, Comox BIA Board of Directors



February 13, 2024

To Whom it May Concern,

Devon Properties Ltd. who is the property management company for 1800 Comox Ave (Glenshee Apartments) supports the street closure that the Comox Business in Action is requesting for Summer Fest on Saturday June 22, 2024.

We understand that the street closure will take place on Comox Ave between Church Street and Port Augusta Avenue from 7:00am to 6:00pm on June 22, 2024.

Devon Properties Ltd. and the coordinators of Summer Fest will be in communication with residents to communicate that the street will be closed with no in or out traffic for the day. The coordinators of Summer Fest have assured us that there will be a plan in place in case of emergencies. Thank you.

Kind regards,

A handwritten signature in black ink that reads "Kristmanson". The signature is written in a cursive, flowing style.

Jennifer Kristmanson
Building Manager/Maintenance Manager
250-897-2220
jkristmanson@devonproperties.com



TOWN OF COMOX - ROAD PERMIT

FILE# 5400-20-01

APPLICANT INFORMATION:

Last Name: Chambers	First Name: Pete		
Company Name: Comox BIA			
Address: PO Box 1624			
City: Comox	Province: BC	Postal Code: V9N 8M3	
Phone: 778-977-5210	Fax:		
E-mail: peter.chambers@cibc.com			
Contact: Haeley Dewhirst	Work# 250-650-2015	Home#	Cell#
Alternate Contact: Cleo Tetrault	Work# 250-726-6185	Home#	Cell#

I hereby apply for permission to close a road to traffic in accordance with the following:

Location of Road Closure: Comox Avenue, between Port Augusta and Church Street	
Purpose of Road Closure: Summer Fest Event	
Date of Road Closure: From: June 22	To: June 22
Time of Road Closure: From: 8 am	To: 6 pm
Type of Closure: <input type="checkbox"/> Partial <input checked="" type="checkbox"/> Complete	

Feb 15, 2024

Date of Application

Pete Chambers

Applicant (sign here)

FOR OFFICE USE ONLY:

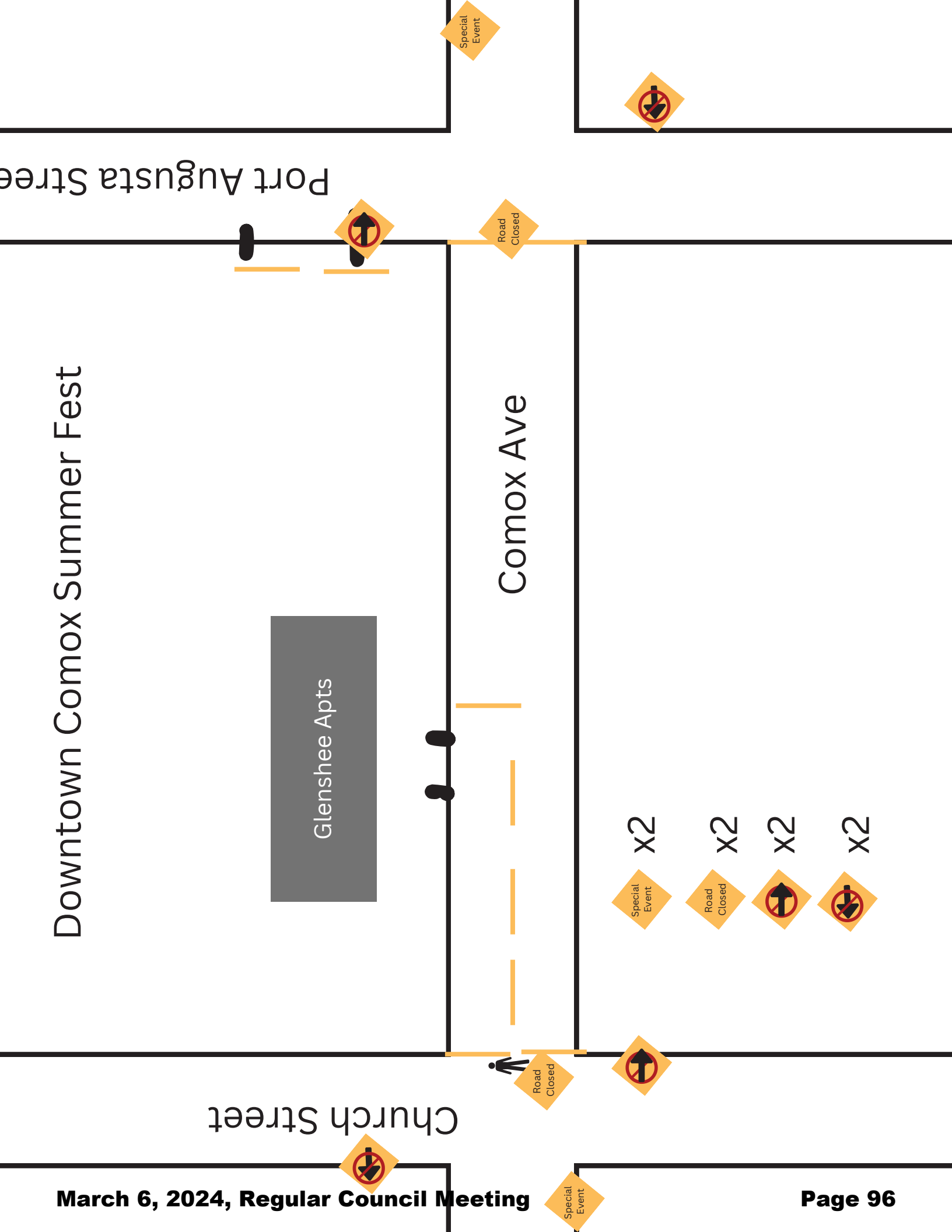
Applicant will notify the following:					
<input checked="" type="checkbox"/> Fire	<input checked="" type="checkbox"/> RCMP	<input checked="" type="checkbox"/> Ambulance	<input checked="" type="checkbox"/> CV Transit	<input checked="" type="checkbox"/> Min of Transportation	
<input type="checkbox"/> BC Hydro	<input type="checkbox"/> Fortis BC	<input type="checkbox"/> Telus	<input type="checkbox"/> Shaw TV	<input checked="" type="checkbox"/> Radio	<input checked="" type="checkbox"/> Newspaper
Applicant to provide the following:					
Good Neighbour Letter	<input checked="" type="checkbox"/> Provided	<input checked="" type="checkbox"/> Not Required			
Certificate of Insurance	<input type="checkbox"/> Provided	<input checked="" type="checkbox"/> On File			
Traffic Management Plan	<input checked="" type="checkbox"/> Provided	<input type="checkbox"/> Not Required			
Subject to the conditions of this Permit, this Road Permit is approved.					
RP- _____	_____	_____			
Road Permit Number	Date	Municipal Engineer			

Town of Comox, Public Works Department
1390 Guthrie Road, Comox, BC, V9M 0A5 / Phone: 250-339-5410



The permission and approval granted herein is at all times subject to the following conditions:

1. The applicant shall notify *BC One Call* at 1-800-474-6886 prior to any excavation.
2. For a partial road closure, the applicant shall ensure that one unimpeded lane of traffic is maintained at all times and that qualified traffic control persons are present to coordinate single-lane vehicle movements in accordance with the BC Ministry of Transportation and Infrastructure's "Traffic Control Manual for Work on Roadways".
3. The applicant shall ensure that signs and barricades are in accordance with the BC Ministry of Transportation and Infrastructure's "Traffic Control Manual for Work on Roadways" and are erected and maintained during the duration of all construction activities.
4. The applicant shall notify the RCMP, the Comox Fire Department, BC Ambulance Service and Comox Valley Transit at least 48 hours prior to the planned partial road closure.
5. The applicant shall restore unimpeded two-lane vehicular movements at all times outside of the permitted dates and times.
6. The applicant shall restore the road surface and any other infrastructure damaged during the construction activities associated with this permit to standards within 48 hours of completing the works. All infrastructure restoration shall be certified by a qualified Professional Engineer.
7. The applicant shall notify and provide a "good neighbor" letter by providing a written notice to the residents and the businesses in the immediate area of the works, describing what is being constructed, when the works will occur and who to contact for more. A copy of the notice shall be submitted to the Town's Municipal Engineer for approval prior to distribution.
8. The applicant shall at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever, whether caused directly or indirectly by these works, and shall save harmless and keep indemnified the Town from all claims and demands whatsoever in respect of these works and such works.
9. The applicant shall submit **proof of insurance with minimum liability coverage of \$5,000,000 (five million) and naming the Town of Comox as an additional insured party**. The expiry date of the insurance shall be clearly identified.
10. This permit is granted subject to and without prejudice to the provisions of the Highway Act, or any other acts governing Town lands and public works or their use by the public, and subject to and without prejudice to any Town Bylaws.
11. This permit is valid only for the specific works stated herein. Any alteration or addition to the scope of work shall be covered by a separate permit.
12. This permit may be cancelled at any time at the direction of the Town's Municipal Engineer without recourse should the applicant fail to comply with all the conditions of the permit.



Downtown Comox Summer Fest

Glenshee Apts

Comox Ave

Church Street

Port Augusta Street



TOWN OF
COMOX

RECEIVED
Feb 20, 2024
TOWN OF COMOX

LOG: 24-056	REFER:	AGENDA: RCM 6-Mar-2024
FILE: 8100-01	ACTION: MR	

Copies: Council
JW/SR/CD

COMMUNITY EVENT RECOGNITION REQUEST FORM

Requests must be received at least four (4) weeks prior to the date of proclamation, flag raising or building lighting. Requests may be mailed to: Comox Town Hall, 1809 Beaufort Avenue, Comox BC V9M 1R9 or e-mailed to town@comox.ca. Telephone enquiries should be directed to Town Hall Reception at (250) 339-2202 during regular business hours Monday to Friday 8:30 a.m. to 4:30 p.m.

Organization you are representing: Pride Society of the Comox Valley		
Primary purpose of Organization: To support and affirm our local 2SLGBTQIA+ community, and to increase awareness and inclusion within the wider community		Number of members: 30
Mailing address of Organization: c/o C1-450 8th Street, Courtenay, BC, V9N 1N5		Contact Name: Marusha Taylor (Director)
		Phone: 250-218-9558
City: Courtenay	Postal Code: V9N 5Z3	Email: marushka@shaw.ca
Type of Community Event Recognition Requested (choose all that you are requesting):		
<input checked="" type="checkbox"/> Proclamation August 23-25, 2024 (Dates – day, week or month)	<input checked="" type="checkbox"/> Flag-Raising August 23, 2024 (Dates – maximum 7 days)	<input type="checkbox"/> Building Lighting (Colours - maximum 2 colours) (Dates - maximum 7 days)
Purpose of Event Recognition (please check all that apply):		
<input type="checkbox"/> Civic Promotion	<input checked="" type="checkbox"/> Arts and Cultural Celebration	
<input checked="" type="checkbox"/> Public Awareness Campaign	<input type="checkbox"/> Special Honour of Individual	
<input type="checkbox"/> Charitable Fundraising Campaign	<input type="checkbox"/> Other (specify):	
Description of Organization and relevant information related to your request (attach additional page if needed): The Pride Society of the Comox Valley exists to promote diversity, unity, awareness and inclusion within the local 2SLGBTQIA+ community, our allies, and the wider community. We do this via events, education, advocacy and partnerships.		
Has a similar request been submitted in the past five years? <input checked="" type="checkbox"/> YES (provide date of previous request): June 8, 2023		<input type="checkbox"/> NO
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition: Members of PSCV and its board of directors will attend. We will amplify the event on social media and invite partner organizations, media and the public to attend as well.		
Date of application: 20-Feb-2024	Signature of applicant: 	Print name: Marusha Taylor

DRAFT WORDING OF PROCLAMATION TO BE INCLUDED ON REVERSE

Draft wording of Proclamation:

Note, the Town of Comox may revise this wording of the Proclamation. As appropriate, the cause should outline the local significance and demonstrate the local connection and/or how it benefits the majority of the citizens of Comox.

WHEREAS We affirm the right of all of our citizens to be treated with dignity and respect; AND

WHEREAS We recognize that individuals of varying gender identities have been subject to discrimination and social exclusion; AND

WHEREAS We appreciate the role of Pride events in helping 2SLGBTQIA+ individuals to publicly and safely celebrate their uniqueness; AND

WHEREAS We value the contributions of individuals of all sexual orientations and gender identities to our local community; AND

WHEREAS We proudly strive to make the Town of Comox a truly inclusive community;

THEREFORE as Mayor, I do hereby proclaim the weekend of August 23 to August 25, 2024 as "Pride Weekend" within the Town of Comox.

OFFICE USE ONLY

Request meets Community Event Recognition Policy (YES/NO): ☒ YES ☐ NO

If NO:

- ☐ Group not located in Comox Valley
- ☐ Event/Request related to ideological or religious beliefs
- ☐ Event/Request contrary to Town policy or bylaw
- ☐ Campaign intended for profit-making

Community Flag Raising Dates (max 7 days): 23-08-2024

Light-up of Town Hall Dates (max 7 days):

Colours:

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 at <http://comox.ca>. The information is used for processing the Proclamation Request forms. Questions about this collection of information can be made to Town Hall at (250) 339-2202.

February 27, 2024

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

RECEIVED

Feb 28, 2024

TOWN OF COMOX

LOG: 24-062	REFER:	AGENDA: RCM 6-Mar-2024
FILE: 0540-01	ACTION: MR	

Copies: Council
JW/SR/CD

Dear Mayor and Council,

Re: Establishing a Town of Comox Tourism Commission

On behalf of the Comox BIA Board and Members, we are respectfully requesting the Town of Comox establish a Comox Tourism Commission. Tourism forms a critical component of the town's economic well-being. With changes to the structure of regional tourism marketing and more recently, the Nautical Days Committee, the Town is well positioned to benefit from the establishment of a Tourism Commission that can apply focus to a range of tourism sectors including marine-based tourism and events.

The BIA's new Strategic Plan identified the need for this approach. More recently, there was an incredible amount of exciting ideas and momentum that arose from the Deep Dive into the Marina session the BIA hosted in November (Chaired by Councillor Blacklock, with Councillor Kerr and Councillor Swift in attendance, plus CAO Jordan Wall), and the Importance of Air Gateway session also with Councillors and senior staff represented. While we eagerly await the completion of the new Town of Comox Economic Development Strategy and Downtown Enhancement Action Plan, we believe it is very timely and critical to provide a mechanism to move related initiatives and opportunities forward in a coordinated manner.

Using the past Town of Comox Marina Enhancement Committee as a framework, this committee of Council can be a source of input on a range of items around the enhancement of the marina area, water-based activities and attractions, plus consider how to activate and support events and campaigns. Committees of this nature can be found throughout the Province, in big and small municipalities.

Having a Tourism Commission would also open grant funding options and the potential to respond to tourism industry growth needs and priorities. Ideally, an overarching Tourism Commission would have a mix of Comox-based tourism industry, a strong focus on marine tourism representation, 1-2 Council members, as well as a Director from the Comox BIA Board, thereby streamlining planning, efficiency, and focus.

With a proper Terms of Reference and structure, this group would not only be a source of feedback and guidance to Council and Staff, it can also provide guidance on events and initiatives to help improve the economic well-being of Comox, its stakeholders and operators.

Thank you for your consideration.



Pete Chambers
Comox BIA President

Feb 21, 2024

TOWN OF COMOX

February 20, 2024

Copies: Council
JW/EH/SR/CD

LOG: 24-065	REFER:	AGENDA: RCM 6-Mar-2024
FILE: 1850-30/20	ACTION: MR	

cfile: 1850-30/2024

Subject: Funding request for \$40,000 from the Town of Comox for an Executive Director position

We had a very fruitful meeting with Councillor Haslett, CAO Jordan Wall and Ted Hagmeier on February 12th. The purpose was to move our funding request forward and explore synergies between Comox Recreation and d'Esterre Seniors Centre.

There are certainly ways that we can work with Ted of Comox Recreation to modernize our membership and class registrations onto an IT platform that would allow for on-line registrations. The challenge lies in transitioning from one platform to another. We are perfectly willing to take on this needed transition once we have the management capacity within our organization to pull it off.

Our first priority is to put in place this "management capacity" in the person of an Executive Director. That is where the urgency lies in order to put our organization on a sustainable footing. We are at a fork on the road and unsustainability is not a path we wish to take.

We are now well aware of Council's budget constraints. Like us, Council faces more demands with limited resources to respond to wants, while keeping tax increases palatable.

d'Esterre, as a volunteer and autonomous organization makes a significant contribution to the Town's Strategic Priorities, in particular in the Recreation and Economic development areas. We are second only to Comox Recreation in terms of programming. We are second to Evergreen Club (a subsidiary of Courtenay Recreation Association) in terms of members and programming. Evergreen has an entirely different business model.

Evergreen Seniors Club is staffed, managed, operated and maintained by City employees. If d'Esterre adopted this model, the Town would need to take on financial and management responsibility for human resources, payroll, IT support, budgeting, financial record keeping, rentals, janitorial service, food services operations, operational liability, membership and programing sales and administration, and so on...

Returning to our current challenge.

Once we have the management capacity in place new horizons will open up to synergies, efficiencies, collaborating with Comox Recreation for best practices, coping with increased service demands, migrating from a 'working board' to a board working on governance. In other words; a board steering rather than paddling this virtual canoe.

How do we get there? We currently have a budget gap of \$60,000 and this is how we plan to fill it.

We will reduce our “ask” to the Town to \$40,000 and d’Esterre will find the remaining \$20,000 through the following internal measures;

1. Increases in membership fees, food service pricing, class and activity fees, cost savings, business sponsorships, donations and in the longer term introducing a Planned Giving and Bequest program. Implementing these measures will be done in stages with management finesse and acceptance from our members.
2. We will reduce the hours and pay rate for the Executive Director position and will find a competent individual willing to accept a lower salary incentive.

Turning to the Town for assistance for operating costs was not a move that we took lightly. This is the first time in 48 years that our board of directors has asked for operational funding. We pride ourselves on being an autonomous volunteer organization however at this juncture we have exhausted other grant funding options. Frankly, we cannot predict for how long our operating model with near exclusive reliance on an aging volunteer force can be sustained.

The benefit that the citizens of Comox have enjoyed for 48 years is important and the best value for tax money compared to alternative models similar to that of Evergreen Club (Courtenay Recreation) or the Comox Recreation Centre.

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

Raymond Morin,
President