

**TOWN OF COMOX**  
**Minutes of the Regular Council Meeting,**  
**held in Council Chambers on Wednesday May 20, 2020**

**Present:** Mayor R. Arnott  
Councillors A. Bissinger, S. McGowan, P. McKenna (each participating electronically),  
K. Grant, N. Minions, M. Swift  
Staff J. Wall, Chief Administrative Officer  
S. Russwurm, Corporate Officer  
C. Freundlich, Director of Finance  
M. Kamenz, Director of Development Services

**Absent:** Nil

**Call to Order:**

The meeting was called to order at 5:30 p.m.

The Agenda was Adopted.

There were 0 members of the public in attendance.

Pursuant to section 7(1) and 7(2) of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. 2 M139, the May 20, 2020 Regular Council Meeting was conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with section 3(1) of the Ministerial Order No. 2 M139, the public was not permitted to be in attendance.

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**1. DELEGATIONS: NIL**

**2. MINUTES OF MEETINGS:**

**a. Regular Council Meeting Minutes**

**RCM Minutes**

*That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday May 6, 2020, be Approved.*

(2020.152) -- CARRIED

**3. COMMITTEE REPORTS: NIL**

**4. UNFINISHED BUSINESS:**

**a. Management Report - May 20, 2020**

**Management Report**

*That the Management Report for May 20, 2020 be received and filed for information.*

(2020.153) -- CARRIED

**b. Updated Town of Comox Council Priorities Summary 2020**

**Strategic Priorities 2020**

1. *That the Town of Comox Council Priorities Summary 2020, as attached to the Corporate Officer's May 15, 2020 report titled "Updated Town of Comox Council Priorities Summary 2020", be received.*

(2020.154) -- CARRIED

2. *That a Committee of the Whole meeting be scheduled in order to discuss Council priorities in light of the COVID-19 pandemic.*

(2020.155) -- CARRIED

5. SPECIAL REPORTS: NIL

6. BYLAWS: NIL

7. NEW BUSINESS AND NOTICES OF MOTION:

a. Planning Report PR 20-4: Extension of Comox Downtown Vitalization Program

Downtown Vitalization Program

- 1. *That Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 be given First Reading.*  
(2020.156) -- CARRIED
- 2. *That having given Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 First Reading, having received the May 20, 2020 Planning Report on PR 20-4, and in accordance with Section 226(6)(b) of the Community Charter, Council has considered the bylaw in conjunction with the objectives and policies set out under Section 165(3.1)(c) of the Community Charter in its Financial Plan.*  
(2020.157) -- CARRIED
- 3. *That Comox Downtown Revitalization Tax Exemption Amendment Bylaw 1946 be given Second and Third Readings.*  
(2020.158) -- CARRIED
- 4. *That Comox Planning Procedures Amendment Bylaw 1947 be given First, Second and Third Readings.*  
(2020.159) -- CARRIED
- 5. *That Comox Building Amendment Bylaw 1952 be given First, Second and Third Readings.*  
(2020.160) -- CARRIED

b. Planning Report PR 20-5: Temporary Patio and Parklet Program

Temporary Parklet and Patio Program

- 1. *That Council authorize staff to suspend until September 1, 2020 enforcement of*
  - a. *Comox Zoning Bylaw 1850 setback and parking requirements; and,*
  - b. *Comox Official Community Plan Bylaw 1685 Development Permit Area requirements**in respect of restaurants (including coffee shops), restaurant-lounges, breweries, and pubs who wish to place temporary outdoor seating on existing on-site open space and parking areas provided that:*
  - c. *the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;*
  - d. *temporary seating in a parking lot does not reduce vehicle parking capacity by more than 6 parking spaces or 50% of existing onsite parking spaces whichever is greater;*
  - e. *no structures are constructed or placed on the property other than temporary seating and associated temporary tables, fencing and serving facilities;*
  - f. *no existing trees are impacted, and any landscaping alterations are temporary; and*
  - g. *use of temporary seating within a required Zoning setback does not exceed 10:00 a.m. to 8:00 p.m. and in all other instances 7:00 a.m. to 10:00 p.m.*  
(2020.161) -- CARRIED

b. Planning Report PR 20-5: Temporary Patio and Parklet Program

Temporary Parklet and Patio Program

- 2. That Council direct staff to amend the parklet program to allow restaurants (including coffee shops), restaurant-lounges, breweries, and pubs who wish to set up temporary outdoor seating in a parklet to include Town installation of one no-post barrier and temporary curb stops to demark the three non-sidewalk sides of the parklet, and to exclude the requirement for the construction of a deck surface, provision of bicycle parking spaces or referral to the Comox Business Improvement Association provided that:
  - a. the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;
  - b. applicant provision of 1.07 m high 2 x 4 wooden railing with horizontal roping between posts or other methods to delineate the boundaries of the parklet acceptable to the Town; and
  - c. the approval is limited to 60 days with a 30 day review/reconsideration if any public complaint is received, after 60 days, Council issuance of a new license is required.

That section 2(c) be amended to require Administration's and not Council's approval.

(2020.162) -- CARRIED

Main motion as amended:

That Council direct staff to amend the parklet program to allow restaurants (including coffee shops), restaurant-lounges, breweries, and pubs who wish to set up temporary outdoor seating in a parklet to include Town installation of one no-post barrier and temporary curb stops to demark the three non-sidewalk sides of the parklet, and to exclude the requirement for the construction of a deck surface, provision of bicycle parking spaces or referral to the Comox Business Improvement Association provided that:

- a. the combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity;
- b. applicant provision of 1.07 m high 2 x 4 wooden railing with horizontal roping between posts or other methods to delineate the boundaries of the parklet acceptable to the Town; and
- c. the approval is limited to 60 days with a 30 day review/reconsideration if any public complaint is received. After 60 days, issuance of a new license by Administration is required.

(2020.163) -- CARRIED

- 3. That Council direct staff to liaise with City of Courtenay staff to explore opportunities for information sharing and coordination.

(2020.164) -- CARRIED

- 4. That Council direct staff to engage with Comox Valley Economic Development & Tourism on an outreach and notification campaign regarding the proposed framework outlined in the May 20, 2020 Planning Report on PR 20-5.

(2020.165) -- CARRIED

- 5. That the Town of Comox advocate to the Liquor and Cannabis Regulation Branch to allow for expedited extension of liquor licenses to outdoor patios and parklets.

(2020.166) -- CARRIED

**8. CORRESPONDENCE:**

**a. Larry Caine: Public outdoor facilities**

**Public Outdoor Facilities**

*That the May 5, 2020 email from Larry Caine, regarding access to outdoor public facilities, be received and filed for information.*

(2020.167) -- CARRIED

**b. Roland Silver (SPARC BC): Grant funding to celebrate Access Awareness Day**

**Access Awareness Day**

*That the May 13, 2020 email from Roland Silver of the Social Planning and Research Council of BC, regarding National AccessAbility Week and Access Awareness Day, be received and filed for information.*

(2020.168) -- CARRIED

**c. Jessie Ketler (CVRD Board Chair): Comox Valley Economic Task Force - Appointment of Mayor**

**CVRD Economic Task Force**

*That the May 14, 2020 letter from Jessie Ketler, Chair of the Comox Valley Regional District, inviting the Mayor to participate in the Comox Valley Economic Task Force in response to COVID-19, be received,*

*and that the Mayor be appointed to the Task Force, with Chief Administrative Officer Jordan Wall appointed to attend as a non-voting member on an ad-hoc basis.*

(2020.169) -- CARRIED

**9. LATE ITEMS: NIL**

**10. DELEGATIONS: NIL**

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

**a. Councillor McKenna**

Councillor McKenna advised that he:

- attended a Community Justice Centre meeting,
- participated in a Municipal and Regional District Tax Program conference call regarding the local tourism industry, and
- participated in a conference call with local medical health officer Dr. Charmaine Enns.

**b. Councillor McGowan**

Councillor McGowan advised that she:

- attended a Food Policy Council meeting, including a food disruption sub-committee meeting;
- spoke with members of the Comox Archives and Museum Society and the d'Esterre Seniors' Centre Association on opening plans;
- participated in a webinar on climate change and lessons from COVID-19; and
- participated in a conference call with local medical health officer Dr. Charmaine Enns.

**c. Councillor Bissinger**

Councillor Bissinger advised that she attended the Comox Valley Economic Development Society's Explore BC meeting.

**d. Councillor Minions**

Councillor Minions advised that she attended the Comox Valley Economic Development Society's Explore BC meeting and a local Parent Advisory Council meeting.

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**e. Councillor Grant**

Councillor Grant advised that he attended:

- the Regional District sewer commission, water committee, recreation commission and board meetings;
- an Economic Development Society negotiating team meeting;
- the Municipal and Regional District Tax Program conference call regarding the local tourism industry; and
- an Economic Task Force initiation meeting.

**f. Councillor Swift**

Councillor Swift advised that she:

- attended the Regional District sewer commission, water committee, recreation commission and board meetings; and
- participated in the regional Emergency Operations Centre update meetings.

**g. Mayor Arnott**

Mayor Arnott advised that he:

- attended a Chamber of Commerce Zoom meeting,
- attended the Regional District sewer commission meeting, and
- participated in the Provincial conference calls regarding COVID-19 with Minister Robinson.

**14. EXCLUDE THE PUBLIC: NIL**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 6:17 p.m.

*CARRIED*

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

  
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MAYOR

  
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CORPORATE OFFICER