



TOWN OF COMOX

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SPECIAL COUNCIL MEETING **AGENDA FOR WEDNESDAY MAY 12, 2021**

We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kasla ... Hay ch q' a'

NOTICE is hereby given pursuant to section 127 of the Community Charter that a Special Council Meeting will be held at the location and time noted below for the transaction of business as listed below.

NOTICE is further given that, pursuant to Ministerial Order, this meeting will be conducted by electronic means with some or all members of Council participating electronically. Further, the public will not be permitted to be in attendance. The meeting will also be live-streamed on the Town's YouTube pages.

Public Question Period takes place at the end of each Council Meeting. Questions concerning agenda items can be emailed to agenda@comox.ca during each Council meeting. Questions will be read out at the meeting and responses provided. Please include both your name and address for identification purposes.

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

Call to Order: 5:00 p.m.

Adoption of the Agenda

1. AGENDA ITEMS:

- (3) a. [Comox Financial Plan Bylaw No. 1978, 2021](#)
That the Comox Financial Plan Bylaw No. 1978, 2021 be Adopted.
- (7) b. [Comox Tax Rates Bylaw No. 1979, 2021](#)
That the Comox Tax Rates Bylaw No. 1979, 2021 be Adopted.
- (10) c. [Comox Sanitary Sewer and Water Services Parcel Tax Bylaw No. 1980](#)
That the Comox Sanitary Sewer and Water Services Parcel Tax Bylaw No. 1980 be Adopted.

ADJOURNMENT


CORPORATE OFFICER

TOWN OF COMOX

BYLAW NO. 1978

**A BYLAW OF THE TOWN OF COMOX RESPECTING THE FINANCIAL PLAN FOR
THE FIVE-YEAR PERIOD JANUARY 1, 2021 TO DECEMBER 31, 2025**

WHEREAS the *Community Charter* requires Municipal Councils to adopt a financial plan annually, by bylaw, before the annual property tax bylaw is adopted;

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 Financial Plan Bylaw No. 1978, 2021”.

2. SCHEDULES “A” and “B”

- (1) SCHEDULE "A", attached hereto and made part of this Bylaw, is hereby adopted and is the Financial Plan of the Town of Comox for the years 2021 to 2025 inclusive.
- (2) SCHEDULE “B” attached hereto and made part of this Bylaw, is the 2021 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the Community Charter.

3. Adoption

- (1) READ A FIRST, SECOND and THIRD time this 5th day of May, 2021
- (2) ADOPTED this _____ day of _____, 2021

MAYOR

CORPORATE OFFICER

Town of Comox
 2021 - 2025 Financial Plan
 Schedule A

Description	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Revenue					
Municipal Property taxes	\$ 12,138,242	\$ 12,633,232	\$ 12,955,272	\$ 13,300,042	\$ 13,670,432
Sales of Services	9,642,152	10,491,149	10,889,634	11,247,971	11,658,973
Government Transfers	4,713,951	1,974,280	2,034,730	1,153,730	1,153,730
Investment Income	400,000	400,000	400,000	400,000	400,000
Developer Contributions	714,375	300,500	9,875	387,500	297,350
Other	72,300	73,800	75,410	76,920	78,430
Total Revenue	27,681,020	25,872,961	26,364,921	26,566,163	27,258,915
Operating Expense					
<u>Fiscal</u>					
Interest payments on debt	27,240	78,240	122,220	119,300	119,300
Amortization expense	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000
Other fiscal Adjustments	177,862	179,790	181,750	183,750	185,770
Total fiscal	3,455,102	3,508,030	3,553,970	3,553,050	3,555,070
General Municipal	15,132,536	15,523,066	15,680,601	16,131,747	16,426,294
Water Fund	2,597,977	2,646,464	3,065,432	2,957,515	2,774,523
Sewer Fund	2,889,512	2,900,302	3,140,917	3,213,250	3,352,452
Total Functions	20,620,025	21,069,832	21,886,950	22,302,512	22,553,269
Total operating expense	24,075,127	24,577,862	25,440,920	25,855,562	26,108,339
Revenue over expenses	3,605,893	1,295,099	924,001	710,601	1,150,576
Add					
Add back amortization	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000
Transfers from reserves	7,240,651	6,441,661	5,635,256	3,497,084	4,368,671
Proceeds of debt	-	3,400,000	-	-	-
Total Addition	10,490,651	13,091,661	8,885,256	6,747,084	7,618,671
Deduct					
Transfers to reserves	5,000,877	4,854,349	3,242,453	3,515,918	3,926,043
Principal repayment on debt	23,250	23,250	208,673	200,183	200,183
Capital, General Fund	7,017,317	4,862,161	6,229,631	3,003,384	4,236,021
Capital, Water Fund	309,000	4,645,000	20,000	286,200	20,000
Capital, Sewer Fund	1,746,100	2,000	108,500	452,000	387,000
Capital Total	9,072,417	9,509,161	6,358,131	3,741,584	4,643,021
Total Deduction	14,096,544	14,386,760	9,809,257	7,457,685	8,769,247
Revenue over expenditure	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Comox
 2021 - 2025 Financial Plan
 SCHEDULE "B" - Revenue Objectives & Policies

Funding Sources:

Objectives

1. Raise \$133,743,980 funding over this five-year Financial Plan to meet planned expenditures.
2. Increase both taxes and fees gradually over time to provide needed revenue.

Policies

1. Seek government grants and partner funding when possible to avoid tax and fee increases.
2. Use reserves and surplus before external borrowing to minimize tax increases over the long-term.

Table 1 - Funding sources 2021 - 2025

	5 Year Total	Proportion
Municipal Property taxes	\$ 64,697,220	48.37%
Sales of Services	53,929,879	40.32%
Government Transfers	11,030,421	8.25%
Investment Income	2,000,000	1.50%
Developer Contributions	1,709,600	1.28%
Other	376,860	0.28%
Total Revenues	\$ 133,743,980	100.00%

Property Tax Distribution among classes:

Objectives

1. The burden of tax increases shall be shared among all property classes with assessment.
2. Tax increases shall be less for property class 6 (Business & Other) than other classes so that apart from new class 6 development, the proportion from class 6 declines gradually over time.

Policies

1. In 2021, Class 6 property tax will be at least 1% less than the residential increase.
2. The Town shall consider the effect of the distribution of taxes and resultant tax rates on both property taxes and Payments in Lieu of Tax (PILT) when setting tax rates.

Table 2 - Proportion of Property Value

Taxes by Property Class		Proportion
Class 1	Residential	82.81%
Class 2	Utilities	0.73%
Class 3	Supportive Housing	0.00%
Class 4	Major Industry	0.00%
Class 5	Light Industry	0.57%
Class 6	Business & Other	15.64%
Class 7	Managed Forest Land	0.00%
Class 8	Recreation / Non-profit	0.25%
Class 9	Farm	0.00%
		100.00%

Town of Comox
2021 - 2025 Financial Plan
SCHEDULE "B" - Revenue Objectives & Policies

Permissive Tax Exemptions:

Objectives

1. The Town will continue its current program of permissive tax exemptions for property that is available for public use or that benefits the general public.
2. The Town will also continue its current program of downtown revitalization tax exemptions for qualifying residential developments within the downtown revitalization area.

Policies

1. The Town will continue to consider grants of permissive tax exemptions annually.
2. The expected reduction on 2021 general taxes from permissive exemptions is approx. \$200,000.
3. The Town will continue to review its downtown revitalization tax exemptions at least annually.

TOWN OF COMOX

BYLAW NO. 1979

**A BYLAW ESTABLISHING PROPERTY VALUE TAX RATES
FOR MUNICIPAL, LIBRARY, REGIONAL DISTRICT, REGIONAL HOSPITAL
DISTRICT AND BUSINESS IMPROVEMENT AREA PURPOSES FOR 2021**

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

1. Title

- (1) This bylaw may be cited for all purposes as the "Comox Tax Rates Bylaw No. 1979, 2021".

2. Annual Rates

- (1) For all lawful general purposes of the Town of Comox on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of SCHEDULE "A" attached hereto and forming a part hereof.
- (2) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of SCHEDULE "A" attached hereto and forming a part hereof.
- (3) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "C" of SCHEDULE "A" attached hereto and forming a part hereof.
- (4) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column "D" of SCHEDULE "A" attached hereto and forming a part hereof.
- (5) For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "E" of SCHEDULE "A" attached hereto and forming part hereof.
- (6) For purposes of the Comox Downtown Business Improvement Area on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "F" of SCHEDULE "A" attached hereto and forming a part hereof.

3. Adoption

(1) READ A FIRST, SECOND and THIRD time this 5th day of May , 2021

(2) ADOPTED this day of , 2021

MAYOR

CORPORATE OFFICER

**Comox Tax Rates Bylaw, 2021 Schedule “A”
 2021 Property Value Tax Rates in Comox
 (Dollars of tax per \$1,000 of Net Taxable Assessment)**

	A	B	C	D	E	F
			Regional	Regional		
		Vancouver	District	District		Downtown
		Island	Portion	Portion	Regional	Business
Property Class	General Municipal	Regional Library	on General Assessment	on Hospital Assessment	Hospital District	Improvement Area
1. Residential	\$2.37245	\$0.18167	\$0.35804	\$0.36895	\$0.38211	-
2. Utility	\$37.00350	\$2.83351	\$5.58435	\$1.29133	\$1.33739	-
5. Light Industry	\$7.61316	\$0.58298	\$1.14895	\$1.25443	\$1.29917	-
6. Business	\$9.86608	\$0.75557	\$1.48909	\$0.90393	\$0.93617	\$1.37177
8. Recreational	\$7.44831	\$0.57044	\$1.12425	\$0.36895	\$0.38211	-
9. Farm	\$3.60337	\$0.27596	\$0.54386	\$0.36895	\$0.38211	-

TOWN OF COMOX

BYLAW NO. 1980

A BYLAW TO IMPOSE A SANITARY SEWER AND WATER PARCEL TAX

WHEREAS the *Community Charter* allows a Council, by bylaw, to impose a parcel tax to provide all or part of the funding for a service;

AND WHEREAS the Council of the Town of Comox wishes to recover a portion of the costs of the Town's sanitary sewer service and water service through a parcel tax;

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 Sanitary Sewer and Water Services Parcel Tax Bylaw No. 1980, 2021".

2. Definitions

In this Bylaw, unless the context otherwise requires

- (1) "Council" means the Council of the Town of Comox;
- (2) "Town" means the Town of Comox.

3. Parcel Tax for the Comox Sanitary Sewer Service

- (1) Council hereby imposes a parcel tax for the Comox sanitary sewer service, for calendar year 2021 and all subsequent years.
- (2) The Comox Sanitary Sewer Parcel Tax Roll shall be used for imposition of this parcel tax.
- (3) This parcel tax shall be levied as a single amount for each parcel that is on the Comox Sanitary Sewer Parcel Tax Roll for each year.
- (4) The amount of this parcel tax shall be sixty (\$60.00) dollars per parcel per year.

4. Exemption from the Comox Sanitary Sewer Service Parcel Tax

- (1) Parcels that have no opportunity to connect to the Comox sanitary sewer service are exempt from this parcel tax.
- (2) Strata parcels used only for storage.

