



Town of Comox

2012
Annual Report



photos on front and back cover: Joan Pisto, Comox Town Hall

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MESSAGE FROM THE MAYOR

Once again, on behalf of Council, I am proud to share with you the accomplishments both we and our dedicated staff have made over the past year. In 2012, we adopted a new Strategic Plan, focusing on the priorities of Downtown Vitalization and Marina Enhancement, Fiscal Balance and Infrastructure Asset Management, Improving Planning Application Timelines and Processes and Official Community Plan Implementation. This Plan will guide our activities over the next three years.

Although the impact in Comox was less than in other communities, the recent downturn in the economy had made us focus more effort on economic development and downtown vitalization. This year, we began working on a local economic development strategy in partnership with the Comox Valley Economic Development Society. We also began working on a conceptual plan for new community and commercial space along the boardwalk area of Marina Park. We are excited about these initiatives and look forward to continued work on them in the future.

Like most communities in Canada, Comox has aging infrastructure (roads as well as sewer, water and storm pipes). In recent years, Council has begun to recognize that this area needs more attention, and has been increasing its share of the budget. This year, 9.7% of the total budget, or \$3.3 million, was spent in this area. On roads alone, 2,300 metres were repaved, helping to reduce the “gap”. In tandem with this work was the addition of a significant number of bike lanes in Comox, helping us to become more sustainable.

This year, Council got to work on its new Official Community Plan, beginning with establishment of implementation priorities. Much progress was made in preparing Comox for infill development, such as allowing secondary suites in all single family dwellings, creating a new small lot zoning standard and reducing parking requirements for restaurants in the downtown.

We worked on many other great projects throughout the year, and I encourage you to read through this Report to learn more about what was accomplished in 2012 as well as what our objectives are for the next two years. I am confident that we will continue to provide excellent amenities and services to those who choose to live, work or play in Comox.



Paul Ives, Mayor

MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

In 2012 Council developed a new and focussed Strategic Plan for 2012-2014 that set a clear direction for the next three years. In this first year staff have been working on many of the objectives and actions outlined in this plan. In addition, the recently adopted Official Community Plan set the tone for planning for growth and development within our existing core. More people living close to services will create a vibrant and sustainable community in the long term.

In support of infill development, a new small lot zone to allow for 350m² lots was developed and a zoning amendment was adopted that permits secondary suites in all single family zones. These two initiatives will go a long way in providing for additional affordable housing in our community. In the commercial areas of Comox, the parking requirements for restaurant uses were reduced as this was considered to be a barrier to expansion of some businesses.

The recently completed Transportation Study identifies the necessity of road and intersection improvements as well as focuses on alternative transportation by identifying pedestrian, cycling, and transit improvements. The Transportation Study provides the framework for the Town of Comox to guide implementation of all transportation infrastructure over the next 20 years. In 2012 we began implementing many of the recommendations for improving traffic safety, and road improvements for vehicles and cyclists as well as constructing new sidewalks and pathways to improve pedestrian safety. This will be a key focus area for the next few years to come.

The economic downturn has affected Comox to a certain extent, although we continue to see interest in investment in our wonderful community. In support of this development, staff are continuing to streamline the development approval process by reducing application processing times, as this provides a level of certainty for all parties.

The 2012 Annual Report provides a great summary of the most recent accomplishments we have achieved. I am very fortunate to work with a very dedicated, professional and hard working group of people that deserve the credit for getting this work done. Council provides the foresight and direction, and the employees in all the departments are committed to make it happen. 'Team Comox' is proud to serve this community.




Richard Kanigan, Chief Administrative Officer

COMOX COUNCIL



From left to right: Councillor Maureen Swift, Councillor Patti Fletcher, Councillor Ken Grant, Mayor Paul Ives, Councillor Tom Grant, Councillor Barbara Price, Councillor Hugh MacKinnon

(photo: Spencer Anderson, Comox Valley Echo)

Mayor and Council members are elected for three year terms, with the next election to occur in November 2014.

Regular Council and Committee of the Whole meetings are open to the public and the public is encouraged to attend. Regular meetings are held on the first and third Wednesday of each month at 5:30 p.m., while Committee of the Whole meetings are held on the second and fourth Wednesday of each month at 4:15 p.m.

More information on meetings, including agendas and minutes, can be found on the Town's Web site at comox.ca.

STRATEGIC PLAN 2012-2014

MESSAGE/LETTER FROM THE MAYOR AND COUNCIL

On behalf of all members of Council and staff, I am pleased to present the Town of Comox Strategic Plan for 2012 to 2014. This document sets the direction of the Town for the next three years and beyond. Much of what is included here is a reflection of the achievements of past Councils and it continues to build on those achievements.

A new Official Community Plan (OCP) was adopted in 2011 after a comprehensive community consultation process over two years. Now that the OCP and other associated planning documents are in place, it is time to put them into action. A significant amount of energy will be directed to OCP implementation over the next three years. There is a definite smart growth focus in this plan, as it encourages higher density development in Comox, taking advantage of existing infrastructure.

In order that this new anticipated development can proceed in a timely fashion, the strategic plan lays the groundwork for continually improving our infrastructure in an aggressive and financially responsible manner with the development and implementation of an asset management policy and action plan. We are also committed to getting our message out to the community through improved communications that reinforces our commitment to being fiscally transparent and accountable.

As part of our focus on customer service, Council has made it a priority to reduce processing times for planning applications and processes to get high quality developments under way in a reasonable timeframe. We have heard from our customers that they need more certainty and a quicker turnaround time. Working together, we anticipate successful results similar to our streamlined building permit process that was implemented last year.

Our most exciting opportunity exists with the vitalization of the downtown core and marina waterfront area. We have a jewel of a downtown; waterfront, south facing, tremendous green space and high quality services all within walking distance. Council has committed to working with all stakeholders to bring more excitement, more people, more economic opportunities to the heart of Comox while retaining the small town feel that we have all grown to cherish and protect.

As you can see, we have an exciting future ahead of us, and we hope you join us for the success that is just ahead!

Mayor Paul Ives

April 18, 2012

STRATEGIC PLAN OVERVIEW

Purpose of the Strategic Plan	This strategic plan aligns with our 2011 Official Community Plan (OCP) vision statement. The 2012 strategic plan guides our work, sets goals and priority actions for the Town of Comox. It tells our citizens what Council plans to accomplish and sets performance measures and targets for assessing progress over the next 3 years.
Vision from 2011 Official Community Plan	The Town of Comox is an active residential community that welcomes all ages. The heart of Comox is the Downtown – a compact, pedestrian friendly area with a lively mix of commercial services, housing and public services. Comox enjoys strong connectivity within and between neighbourhoods, commercial/service areas and the waterfront through a variety of transportation choices. Comox embraces its natural areas and surroundings, recreational opportunities and ambiance as a unique seaside town. Comox will grow in a way that maintains and enhances community livability.
Core Services What we do	Public safety and protection Strong governance and administration Financial management and accountability Economic Development Public works: infrastructure and engineering Recreation Parks Arts and culture Community development and planning
Strategic priorities In addition to core services, our strategic priorities for 2012 – 2014 include:	Downtown vitalization/marina enhancement Fiscal balance/infrastructure asset management Improving Planning application timelines and process OCP implementation

2012 STRATEGIC PLAN PRIORITIES, GOALS AND ACTIONS DETAIL

In addition to our core services, strategic priorities for 2012 to 2014 include:

DOWNTOWN VITALIZATION/MARINA ENHANCEMENT		
Council is making Vitalization of the downtown area of Comox a priority, as well as strengthening the important linkage to the waterfront area. Working with other stakeholders in the community, this will be an exciting focus over the next few years.		Immediate: 2012 short term: 2013-2014 Long term: beyond 2014 Or ongoing
Goal(s)	Action(s)	Timeframe
Develop strong collaborative stakeholder relationships. (BIA, CVEDS, Filberg etc)	Develop local economic development strategy	2012
	Implement local economic development strategy	2013-2014
Develop plan for marina boardwalk community space	Prepare a conceptual plan for new community and commercial space along boardwalk area	2012-2013
	Bring municipal marina rates in line with other adjacent operations	2012
	Seek out alternate funding sources through ICE-T and FCM Brownfield programs	2012-2013
Develop community walkway linking marina, downtown, waterfront and parks	Investigate combining / connecting with existing Heritage walkway and greenways	2012-2013
Increase density in downtown core	Reduce parking requirements for restaurant uses	2012
	Consult with property owners and other stakeholders to review potential barriers to redevelopment in the downtown core (DCC's and Property Tax Exemptions to be considered)	2012

FISCAL BALANCE/INFRASTRUCTURE ASSET MANAGEMENT

Municipal infrastructure is our largest and most significant asset. Over the next few years, Council will work towards a sustainable plan for infrastructure maintenance, replacement and development of new infrastructure where required. Council will also work on providing better community access to financial information and to keep tax increases to reasonable levels.

Immediate: 2012
short term: 2013-2014
Long term: beyond 2014
Or ongoing

Goal(s)	Action(s)	Timeframe
Establish an Asset Management Plan	Develop and Adopt an Asset Management Policy	2012
	Implement the Asset Management Policy	2013-2014
Taxes and fiscal responsibility and transparency	Improve communication with public relating to fiscal transparency.	2012
	Develop new format for Financial Plan newsletter	2012
	Improve public access to Council meetings through web broadcasting	2012
	Explore grants and alternate sources of funding for projects	ongoing

IMPROVING PLANNING APPLICATION TIMELINES AND PROCESS

In conjunction with OCP implementation, and following up on the enhanced building permit process, the focus will now shift to reducing processing times for development applications in order to provide certainty to our customers.

Immediate: 2012
short term: 2013-2014
Long term: beyond 2014
Or ongoing

Goal(s)	Action(s)	Timeframe
Reduce application permit processing timelines	Establish processing timelines to the following: - Rezoning 6-8 months - Development permits, 3-4 months - Sub divisions, 3-4 months - Secondary suites, building permits only	2012-2013
Reduce application permit processing	Provide support and resources to meet established processing timelines	2012-2013

IMPROVING PLANNING APPLICATION TIMELINES AND PROCESS

In conjunction with OCP implementation, and following up on the enhanced building permit process, the focus will now shift to reducing processing times for development applications in order to provide certainty to our customers.		Immediate: 2012 short term: 2013-2014 Long term: beyond 2014 Or ongoing
Goal(s)	Action(s)	Timeframe
timelines, cont'd	Delegate additional issuing authority of permit to staff	2012
Develop high standard of customer service	Staff continue to assist customers through process	ongoing
	Develop a clear application process with check lists and application costs if necessary	2013-2014
	Develop process for public and customer feedback	2013-2014

OCP IMPLEMENTATION

The implementation of the OCP will occur over the long term. Encouraging and preparing for infill development, as well as increasing pedestrian/non-vehicle connectivity are immediate priorities of Council		Immediate: 2012 short term: 2013-2014 Long term: beyond 2014 Or ongoing
Goal(s)	Action(s)	Timeframe
Establish OCP implementation priorities	Review and prioritize implementation items identified in OCP	2012
Encourage and prepare for infill	Determine sewer, water and storm system calibration/capacity in advance of infill development	2012-2013
	Amend/Update Subdivision and Development Servicing Bylaw	2012 -2013
Encourage and prepare for infill	Create 350 m ² minimum lot size (infill development) zoning standards	2012

OCIP IMPLEMENTATION

The implementation of the OCP will occur over the long term. Encouraging and preparing for infill development, as well as increasing pedestrian/non-vehicle connectivity are immediate priorities of Council		Immediate: 2012 short term: 2013-2014 Long term: beyond 2014 Or ongoing
Goal(s)	Action(s)	Timeframe
	Consider Zoning Amendment Bylaw that would allow secondary suites in all single family dwellings	2012
Increase connectivity between and within neighbourhoods and within the downtown core	Map Town of Comox present trails, walkways, bike trails and lanes	2012
	Develop new trails, walkways where deemed appropriate	ongoing

2012 PROGRESS REPORT

2012 PROGRESS REPORT - DOWNTOWN VITALIZATION / MARINA ENHANCEMENT					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Develop strong, collaborative stakeholder relationships	Develop local economic development strategy	Complete in partnership with Comox Valley Economic Development Society	Yes/No	No	Continue in 2013.
Develop plan for marina boardwalk community space	Prepare a conceptual plan for new community and commercial space along boardwalk area	Adopt Marina Rates Bylaw with incremental rates	Yes/No	No	Deferred to 2013
	Bring municipal marina rates in line with other adjacent operations		Yes/No	Yes	2012 - 6%; 2013 - 12%; 2014 - 6%
	Seek out alternate funding sources through ICE-T and FCM Brownfield programs		Yes/No	No	Deferred to 2013
Develop community walkway linking marina, downtown, waterfront and parks	Investigate combining / connecting with existing Heritage walkway and greenways	Design Marina waterfront walkway	Yes/No	No	Deferred to 2013
Increase density in downtown core	Reduce parking requirements for restaurant uses	Adopt Zoning Amendment Bylaw	Yes/No	Yes	
	Consult with property owners and other stakeholders to review potential barriers to redevelopment in the downtown core	Economic Development Society / BIA downtown meeting	Yes/No	Yes	
		Review DCC and Property Tax Exemptions	Yes/No	No	Deferred to 2013/2014
Other	New Park - Orchard Park Drive	Undertake inventory of assets / structures	Yes/No	Yes	
	Repair Marina Walkway	Initiate Comprehensive Park Plan	Yes/No	No	Continue in 2013
	Install seniors' fitness circuit - Anderton Park		Yes/No	Yes	
			Yes/No	Yes	

2012 PROGRESS REPORT - FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Establish an Asset Management Plan	Develop and adopt an Asset Management Policy for roads, sidewalks, utilities and other public works	Develop Policy	Yes/No	Yes	
		Adopt Policy	Yes/No	Yes	Adopted by Committee of the Whole Dec 12, 2012
Taxes and Fiscal Responsibility and Transparency	Develop an Asset Management Plan for Recreation facility and equipment		Yes/No	No	Deferred to 2013
	Improve communications with public relating to fiscal transparency	Develop new format for Financial Plan newsletter	Yes/No	Yes	
	Improve public access to Council meetings through web broadcasting		Yes/No	Yes	
	Explore grants and alternate sources of funding for projects		No. of projects with grant applications	6	
			No. of metres	1400 m	
Other	Maintain road infrastructure	Road resurfacing	Yes/No	Yes	
		Traffic line painting			
		Patching	No. of metres	5000 m	
		Crack sealing	No of metres ²	1000 m ²	
		Chip sealing	No. of metres	1300 m	
	Improve alternative transportation modes	Add/upgrade bus stops (shelters)	No. added/ upgraded	2	Guthrie at Skeena Comox at Ellis
		Add letdowns to crosswalks - Ridgemonst, Rodello, Gladstone	No. of letdowns	0	Deferred to 2013
		Upgrade intersections – Torrence/Gutrie, Anderton/Robb, Comox/Ellis	No. of intersections	2	Comox/Ellis deferred to 2013
		Install new sidewalk – Salish Road	No. of metres	0	Deferred to 2013
		Paint bike lanes	No. of metres painted	2900 m	Anderton, Bolt, Beaufort
Maintain Fleet		Replace Public Works Service Truck	Yes/No	Yes	Salt/sand spreader
		Replace Vactor Truck	Yes/No	No	Deferred to 2013

2012 PROGRESS REPORT - FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Other, cont'd	Increase Environmental Responsibility	Develop Urban Forestry Management Plan	Yes/No	Yes	Adopted by Committee of the Whole Dec 12, 2012
	Improve Fire Service	Complete new storage/training building at Fire Station	Yes/No	Yes	
		Add ipads to fire vehicles to enhance response information	Yes/No	Yes	

2012 PROGRESS REPORT - IMPROVING PLANNING APPLICATION TIMELINES AND PROCESS					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Reduce application permit processing timelines	Establish processing timelines	Rezoning - 6-8 months	Yes/No	Yes	
		Development Permits - 3-4 months	Yes/No	Yes	
		Subdivisions - 3-4 months	Yes/No	Yes	
		Secondary suites - Building Permit only	Yes/No	Yes	Bylaw 1723 - May 16
	Provide support and resources to meet established processing timelines		Yes/No	Yes	Part of budget process
	Delegate additional issuing authority of permit to staff		Yes/No	Yes	Continue in 2013
Develop a high standard of customer service	Staff continue to assist customers through process		Yes/No	Yes	
Other	Maintain communications with K'omoks First Nation		Yes/No	Yes	

2012 PROGRESS REPORT - OFFICIAL COMMUNITY PLAN IMPLEMENTATION					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Establish OCP implementation priorities	Review and prioritize implementation items identified in OCP		Yes/No	Yes	
	Determine sewer, water and storm system calibration/capacity in advance of infill development		Yes/No	No	Continue in 2013
Encourage and prepare for infill	Amend/Update Subdivision and Development Servicing Bylaw	Review consolidation of accesses along Knight Road	Yes/No	No	Deferred to 2013
		Require new developments to demonstrate that post development storm water flows will not have a negative impact on groundwater or on fish habitat	Yes/No	No	Deferred to 2013
		Require oil water separators for parking areas of all commercial, multi-family and industrial development	Yes/No	No	Deferred to 2013
		Incorporate applicable development permit area guidelines	Yes/No	No	Deferred to 2013
	Create 350 m2 minimum lot size (infill development) zoning standards		Yes/No	No	Deferred to 2013
	Consider Zoning Amendment Bylaw that would allow secondary suites in all single family dwellings		Yes/No	Yes	Bylaw 1723 adopted
	Review potential barriers to redevelopment in the downtown core	Consult with property owners and other stakeholders	Yes/No	Yes	EDS/BIA Downtown Meeting
	Create coach house zoning standards		Yes/No	No	Deferred to 2013
	Reduce parking requirements for restaurant uses		Yes/No	Yes	Bylaw adopted Feb

2012 PROGRESS REPORT - OFFICIAL COMMUNITY PLAN IMPLEMENTATION					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
					2012
Increase connectivity between and within neighbourhoods and within the downtown core	Map Town of Comox present trails, walkways, bike trails and lanes		Yes/No	No	Deferred to 2013
	Develop new trails, walkways where deemed appropriate	Develop Cottonwood Lane walkway	No. of metres	No	Budget and weather delayed project
		Redevelop Northeast Woods trails	No. of metres	No	Deferred to 2013
		Brooklyn Creek Channel Enhancement	No. of metres	200 m	
Other	Improve Transit services	Work with BC Transit, K'omoks First Nation, City of Courtenay	Yes/No	Yes	Comox-Court express, participate on Transit Mgmt Advisory Committee
	Encourage seniors on the Advisory Planning Commission		Yes/No	Yes	
	Implement bicycle network		Yes/No	Yes	Ongoing
	Develop residential sound attenuation requirements for arterial and collector roads		Yes/No	No	Deferred to 2013
	Incorporate OCP, Zoning, Civic and Legal map layers into GIS		Yes/No	Yes	
	Install Play Structure in Lancaster Park		Yes/No	Yes	from 2011 Str Plan



photos: Joan Pisto, Comox Town Hall

2013-2014 OBJECTIVES AND MEASURES

2013-2014 OBJECTIVES AND MEASURES - DOWNTOWN VITALIZATION / MARINA ENHANCEMENT				
GOAL	OBJECTIVE	ACTION	Timing	MEASURE
Develop strong, collaborative stakeholder relationships	Develop local economic development strategy	Complete in partnership with Comox Valley Economic Development Society	2013	Yes/No
	Implement local economic development strategy		2013-2014	Yes/No
Develop plan for marina boardwalk community space	Prepare a conceptual plan for new community and commercial space along boardwalk area		2013-2014	Yes/No
	Seek out alternate funding sources through ICE-T and FCM Brownfield programs		2013-2014	Yes/No
Develop community walkway linking marina, downtown, waterfront and parks	Investigate combining / connecting with existing Heritage walkway and greenways		2013-2014	Yes/No
	New Park - Orchard Park Drive	Initiate Comprehensive Park Plan	2013	Yes/No
Other	Rehabilitate Anderton Park play structures		2013	Yes/No
	Reconstruct Anderton Park tennis courts		2013	Yes/No

2013-2014 OBJECTIVES AND MEASURES - FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT			
GOAL	OBJECTIVE	ACTION	MEASURE
Establish an Asset Management Plan	Implement the Asset Management Policy for roads, sidewalks, utilities and other public works	Implement Policy	Yes/No

2013-2014 OBJECTIVES AND MEASURES - FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT				
GOAL	OBJECTIVE	ACTION	TIMING	MEASURE
Taxes and Fiscal Responsibility and Transparency	Develop an Asset Management Plan for Recreation facility and equipment		2013	Yes/No
	Explore grants and alternate sources of funding for projects		2013	No. of projects with grant applic.
Other	Maintain road infrastructure	Traffic line painting	2013	Yes/No
		Road resurfacing	2013	No. of metres
		Patching	2013	No. of metres
		Cracksealing	2013	Sq. metres
		Chip sealing	2013	No. of metres
	Improve alternative transportation modes	Lamp painting	2013	Yes/No
		Repave Marina Park parking lot	2013	Yes/No
		Military Row bike lane	2013	No. of metres
		Upgrade intersection - Comox/Ellis	2013	Yes/No
		Add letdowns to crosswalks - Comox, Rodello, Ridgemount, Gladstone	2013	No. of letdowns
	Maintain Utility Infrastructure	Install crosswalk at Guthrie/Skeena	2013	Yes/No
		Install new sidewalk - Beach, Salish	2013	No. of metres
		Add/upgrade bus stops (shelters)	2013	No. of stops added/upgrade _d
		Replace Birch Street water line	2013	No. of metres
		Install PRV and check valve - Pritchard/Skeena	2013	Yes/No

2013-2014 OBJECTIVES AND MEASURES - FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT				
GOAL	OBJECTIVE	ACTION	TIMING	MEASURE
	Maintain fleet	Replace Vector truck	2013	Yes/No
		Replace Cube Van	2013	Yes/No
		Replace truck # 11	2013	Yes/No
	Maintain Fire Station	Replace roof over bay area of fire station	2013	Yes/No
		Renovate main office and big room area of fire station	2013	Yes/No
Provide effective recreational service		Revise event application process	2013	Yes/No
		Continue technology upgrades	2013	Yes/No
		Redesign front reception area	2013	Yes/No
		Complete facility improvements	2013	Yes/No
		Review marketing plan	2013	Yes/No
		Develop strategies to maximize facility use	2013	Yes/No

2013-2014 OBJECTIVES AND MEASURES - IMPROVING PLANNING APPLICATION TIMELINES AND PROCESS			
GOAL	OBJECTIVE	ACTION	MEASURE
Reduce application permit processing timelines	Monitor processing timelines	Rezoning - 6-8 months	% within objective
		Development Permits - 3-4 months	% within objective
		Subdivisions - 3-4 months	% within objective
		Secondary suites - Building Permit only	% within objective

2013-2014 OBJECTIVES AND MEASURES – IMPROVING PLANNING APPLICATION TIMELINES AND PROCESS				
GOAL	OBJECTIVE	ACTION	TIMING	MEASURE
	Provide support and resources to meet established processing timelines		2013	Yes/No
Develop a high standard of customer service	Staff continue to assist customers through process		2013	Yes/No
	Develop a clear application process with check lists and application costs if necessary		2013	Yes/No
	Develop process for public and customer feedback		2013	Yes/No

2013-2014 OBJECTIVES AND MEASURES - OFFICIAL COMMUNITY PLAN IMPLEMENTATION				
GOAL	OBJECTIVE	ACTION	TIMING	MEASURE
Encourage and prepare for infill	Determine sewer, water and storm system calibration/capacity in advance of infill development	Engage Engineering Consultant to conduct study	2013	Study completed
	Amend/Update Subdivision and Development Servicing Bylaw	Review consolidation of accesses along Knight Road	2013	Yes/No
		Require new developments to demonstrate that post development storm water flows will not have a negative impact on groundwater or on fish habitat	2013	Yes/No
		Require oil water separators for parking areas of all commercial, multi-family and industrial development	2013	Yes/No

2013-2014 OBJECTIVES AND MEASURES - OFFICIAL COMMUNITY PLAN IMPLEMENTATION				
GOAL	OBJECTIVE	ACTION	TIMING	MEASURE
Increase connectivity between and within neighbourhoods and within the downtown core		Incorporate applicable development permit area guidelines	2013	Yes/No
	Create coach house zoning standards		2013	Yes/No
	Map Town of Comox present trails, walkways, bike trails and lanes		2013	Yes/No
	Develop new trails, walkways where deemed appropriate	Develop Heritage Walkway	2013	No. of metres
		Develop Cottonwood Lane walkway	2013	No. of metres
Redevelop Northeast Woods trails		2013	No. of metres	
Other	Development Cost Charge Bylaw Review	Consider reduced Development Cost Charges for developments with significant reduction in off-site infrastructure impacts	2013	Yes/No
	Amend Development Approval Information Bylaw to reference greenhouse gas and sustainability impacts		2013	Yes/No
	Improve Transit services	Work with BC Transit, K'omoks First Nation, City of Courtenay	2013	Yes/No
	Develop residential sound attenuation requirements for arterial and collector roads		2013	Yes/No



Construction of the Cottonwood Greenway – to be completed in 2013

STATEMENT OF FINANCIAL INFORMATION

Year Ended December 31, 2012



photo: Joan Pisto, Comox Town Hall

Town of Comox
Statement of Financial Information
Contents
Year Ended December 31, 2012

Required Information:

Please refer to:

Statement of assets and liabilities	Statement 1 of Consolidated Financial Statements
Operational statement	Statement 2 of Consolidated Financial Statements
Schedule of debts	Notes 5 to 7 of Consolidated Financial Statements
Schedule of guarantee and indemnity agreement: . . .	N/A - none outstanding during year
Schedule of Council remuneration	Schedule 1 of SOFI
Schedule of employee remuneration	Schedule 2 of SOFI
Schedule of severance agreements	N/A - none outstanding during year
Schedule of disbursements	Schedule 3 of SOFI
Schedule of grants and contributions.	Schedule 4 of SOFI
Preparation and approval of financial information . . .	Schedule 5 of SOFI

Town of Comox
Statement of Financial Information
Year Ended December 31, 2012

Schedule 1

Remuneration & Expenses for Elected Officials

	Remuneration	Expenses
Patti Fletcher, Councillor	\$ 16,132	\$ 4,264
Ken Grant, Councillor	16,132	3,835
Tom Grant, Councillor	16,132	4,087
Paul Ives, Mayor	29,954	8,653
Hugh MacKinnon, Councillor	16,132	4,243
Barbara Price, Councillor	16,132	3,910
Maureen Swift, Councillor	<u>16,132</u>	<u>5,550</u>
	<u>\$ 126,747</u>	<u>\$ 34,542</u>

Expenses include expense claims by Council members, together with registration fees and travel expenses paid by the Town on their behalf.

In addition, each member of Council is covered under an accident insurance policy (when on Town business) which provides:

- 1) \$ 100,000 life insurance
- 2) \$ 300 weekly indemnity for total disability
- 3) \$ 3,000 additional medical expense

Town of Comox
Statement of Financial Information
Year Ended December 31, 2012

Schedule 2

Remuneration & Expenses for Employees Earning over \$75,000

	Remuneration	Expenses
Debra Andrew, Deputy Director of Finance	\$ 75,995	2,451
Shelley Ashfield, Municipal Engineer	85,573	-
Al Fraser, Parks Superintendent	83,743	417
Brett Green, Foreman	75,253	-
Donald Jacquest, Director of Finance	106,774	2,604
Marvin Kamenz, Town Planner	99,402	5,515
Richard Kanigan, Administrator	123,538	6,247
Jim Lariviere, Assistant Fire Chief	78,054	-
Shelly Russwurm, Deputy Corporate Administrator	83,743	674
Gord Schreiner, Fire Chief	94,757	1,555
Rick Shelton, Assistant Fire Chief	77,581	-
Glenn Westendorp, Public Works Superintendent	87,912	3,523
subtotal	1,072,326	22,987
all employees under \$75,000	2,949,227	57,918
Total for all employees	<u>\$ 4,021,553</u>	<u>\$ 80,905</u>

Reconciliation to Salaries, Wages & Employee Benefits reported in Financial Statement

Total employee remuneration (above)	\$ 4,021,553
Plus Council remuneration (Schedule 1)	126,747
Increase to Accrued Payroll & Post-Employment Benefits in year	78,993
Plus employee benefits included in Disbursements (Schedule 3)	793,796
Salaries, wages and employee benefits reported on Schedule 1 of the Consolidated Financial Statements for the Town of Comox	<u>\$ 5,021,089</u>

NOTES:

1. Expenses include payments to employees plus expenses paid on their behalf.
2. No schedule of severance agreements is included because there were none in year.

Town of Comox
Statement of Financial Information
Year Ended December 31, 2012
Schedule of Disbursements over \$25,000

Schedule 3

B C Assessment Authority	\$ 167,434
B C Hydro	305,446
Black Press Group Ltd.	28,227
Brian McLean Chevrolet Oldsmobile Ltd.	35,536
Chimo Gymnastics Club	170,619
City Of Courtenay	85,965
Comox Archives And Museum Society	25,000
Comox Business In Action	66,800
Comox Firefighters Association	29,634
Comox Harbour Centre Management Inc	32,783
Comox Husky Gas	37,876
Comox Valley Bobcat & Excavating Ltd.	32,887
Comox Valley Dodge Chrysler Jeep	70,906
Comox Valley Lions Club	25,000
Comox Valley Regional District	6,149,006
Comox-Strathcona Regional Hospital Dist	1,933,410
Compass Adventure	42,180
COREsystems-0789965 BC Ltd	37,938
Corix Water Products Limited Partnership	38,822
CUPE Local 556	44,165
Current Environmental	33,600
Del Equipment Limited	29,512
Dynamic Traffic Services	27,027
Emterra Environmental	701,706
Enex Fuels Ltd.	69,092
Fortis BC - Natural Gas	26,901
Four Star Waterworks Ltd.	100,300
GCS Technology Services Inc.	66,757
Habitat Systems Inc.	144,949
J R Edgett Excavating Ltd	590,315
M. Petersen Contracting Ltd	27,306
Mainroad Pavement Marking LP.	32,924
McElhanney Consulting Services	93,437
Minister of Finance	2,337,874
MNP LLP	33,810
Municipal Insurance Assn Of B.C.	95,300
Municipal Pension Plan	591,203
Progressive Systems Ltd	26,008
QF Case Co.	32,306
Receiver General for Canada	2,596,596
Scotiabank Visa	77,748
Shades Tankers (1976) Ltd.	36,991
Slegg Construction Materials	60,331
Tayco Paving Co Ltd	745,848
Telus	31,315
Temple Consulting Group Ltd	39,136
Thomson, Steve	63,341
Vancouver Island Enterprises	26,256
Vancouver Island Regional Library	482,032
Willis Canada Vancouver	67,093
Young, Anderson	<u>52,863</u>
subtotal	18,699,511
Plus all payees disbursed under \$25,000	<u>1,794,842</u>
Total disbursements, all payees	<u><u>\$ 20,494,353</u></u>

<u>Reconciliation to Total Expenditures reported in Financial Statement:</u>	
Total Disbursements for all payees (reported above)	\$ 20,494,353
Plus Council & Employee remuneration (Sch. 1 and Sch. 2)	5,021,089
Less remittances of property taxes collected for others (net of offsets) not included in expenditures on the Financial Statements	(6,809,341)
Less long term debt principal payments not included in expenditures on the Financial Statements	(450,277)
Less employees share of payroll disbursements not included in expenditures on the Financial Statements	(1,281,622)
Less GST & HST recoveries from disbursements in year	(550,977)
Less expenditures on tangible capital assets	(1,672,422)
Plus amortization expense from tangible capital assets	2,513,236
Less net disbursements related to other asset or liability accounts not included in expenses on the Financial Statements	<u>(1,044,276)</u>
Total Expenses reported on Statement 2 and Schedules 1 & 6 of the Consolidated Financial Statements for the Town of Comox	<u><u>\$ 16,219,763</u></u>

Town of Comox

Statement of Financial Information

Year Ended December 31, 2012

Schedule 4

Schedule of Payments for Grants or Contributions

Recipient of Grant or Contribution		Purpose of Grant
Citizens On Patrol Society	\$ 4,200	Operation of Society
City of Courtenay	1,718	Skateboard Park Operation
Comox Archives & Museum Society	25,000	Operation of Society
Comox Business in Action Association	66,800	Business Improvement Area
Comox Nautical Days Society	19,000	Festival Operations
Comox Valley Regional District	18,766	Emergency Preparedness
Comox Valley Art Gallery	5,000	Gallery Operations
Comox Valley Community Policing	5,400	Auxiliaries & Crime Prevention
Erica Lamouroux	500	Mack Laing Bursary
Sid William Theatre Society	15,000	Theatre Operations
	<u>\$ 161,384</u>	

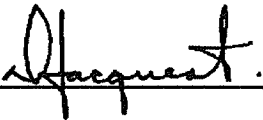
Town of Comox

Statement of Financial Information
Year Ended December 31, 2012

Schedule 5

Preparation and Approval of Report

I certify that I have prepared the whole of the Statement of Financial Information and am responsible for its contents. It has not been audited by the Town's independent auditors.

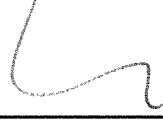


Donald Jacquest, Director of Finance

May 28, 2013

Date

This whole Statement of Financial Information has been approved by the Town of Comox Council.



Paul Ives, Mayor

June 5/13

Date

CONSOLIDATED FINANCIAL STATEMENTS

Year Ended December 31, 2012



Lancaster Park



TOWN OF COMOX

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Year Ended December 31, 2012

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Auditors' Report

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2. Consolidated Statement of Operations
3. Consolidated Statement of Change in Net Financial Assets
4. Consolidated Statement of Cash Flows

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1. Schedule of Expenses by Object (Type)
2. Schedule of Continuity of Reserve Funds
3. Schedule of Deferred Revenue Continuity
4. Continuity of Equity in Tangible Capital Assets
5. Schedule of Tangible Capital Assets
6. Schedule of Operations by Segment (2012)
7. Schedule of Operations by Segment (2011)



TOWN OF COMOX

Management's Responsibility for Financial Reporting

The preparation of information in these Consolidated Financial Statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with accounting principles generally accepted for British Columbia municipalities and are outlined under "Significant Accounting Policies" in the notes to the financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

MNP LLP, the Town's independent auditors, have conducted an examination of the financial statements in accordance with Canadian generally accepted auditing standards and have expressed their opinion in a report accompanying this statement.

Donald Jacquest
Director of Finance

Independent Auditors' Report

To the Mayor and Council of the Town of Comox:

We have audited the accompanying consolidated financial statements of the Town of Comox, which comprise the consolidated statement of financial position as at December 31, 2012 and the consolidated statements of operations, change in net financial assets, cash flows and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2012, and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Courtenay, British Columbia

April 17, 2013

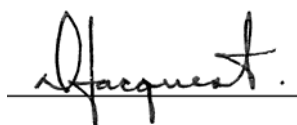


Chartered Accountants

Town of Comox
Consolidated Statement of Financial Position
as at December 31, 2012

Statement 1

	2012	2011
Financial Assets		
Cash	\$ 4,300,416	\$ 4,925,943
Short-term investments (Note 2b)	16,319,913	12,520,271
Receivables (Note 4)	1,258,017	1,828,354
Inventory for resale	9,847	11,402
	<u>21,888,193</u>	<u>19,285,970</u>
Financial Liabilities		
Payables (Note 5)	3,049,855	3,630,039
Deferred revenue (Schedule 3)	8,320,861	7,540,321
Net debenture debt (Note 6)	3,024,380	3,569,498
Performance deposits and bonds	1,200,301	871,081
	<u>15,595,397</u>	<u>15,610,939</u>
Net Financial Assets	<u>6,292,796</u>	<u>3,675,031</u>
Contingent liabilities (Note 7)		
Non Financial Assets		
Tangible capital assets (Schedule 5)	77,233,952	78,074,765
Supply inventory	191,280	194,122
Prepaid expenses	62,921	55,336
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	<u>77,496,903</u>	<u>78,332,973</u>
Accumulated Surplus (Note 16)	<u>\$ 83,789,699</u>	<u>\$ 82,008,004</u>



Donald Jacquest, Director of Finance, responsible for
financial administration for the Town of Comox.

The accompanying notes are an integral part of the consolidated financial statements.

Town of Comox
Consolidated Statement of Operations
Year Ended December 31, 2012

Statement 2

	2012 Budget unaudited - Note 15	2012	2011
Revenue			
Property valuation taxes	\$ 7,021,605	\$ 7,006,175	\$ 6,780,828
Parcel taxes	604,446	624,352	583,826
Payments in lieu of taxes (Federal & Provincial)	1,305,498	1,347,927	1,836,673
Revenue from Taxation	8,931,549	8,978,454	9,201,327
Utility fees	4,831,886	4,866,735	4,668,487
Other sales of services	1,730,528	2,000,990	1,724,623
Licenses, permits and planning fees	279,250	223,880	280,388
Development Cost Charges used for capital expenditures	900,693	480,432	1,331,944
Tangible capital assets contributed through development	-	-	1,712,783
Donations	49,000	61,484	12,744
Investment income	150,000	191,188	360,780
Interest and penalties on taxes and utilities	76,000	79,837	75,248
Actuarial earnings on debenture sinking fund	-	94,840	77,184
Rentals	138,417	148,732	146,952
Other	15,700	24,795	65,596
Unconditional transfers from governments and agencies	568,667	568,737	536,566
Conditional transfers from governments and agencies	680,385	281,354	2,647,409
	18,352,075	18,001,458	22,842,032
Expenses			
General government	1,379,794	1,272,968	1,294,174
Protective services	2,736,055	2,718,833	2,614,160
Transportation	1,468,918	2,740,038	3,572,690
Garbage and recycling services	1,013,025	1,010,005	901,450
Development services	507,143	414,424	438,686
Marina	130,902	182,856	190,466
Recreation, parks, and culture	3,305,426	3,846,225	3,591,364
Water services	2,022,762	2,198,505	1,898,182
Sewer services	1,680,111	1,835,909	1,759,995
	14,244,136	16,219,763	16,261,167
Surplus for the year	\$ 4,107,939	\$ 1,781,695	\$ 6,580,865
Accumulated surplus at start of year		\$ 82,008,004	\$ 75,427,139
Accumulated surplus at end of the year		\$ 83,789,699	\$ 82,008,004

The accompanying notes are an integral part of the consolidated financial statements.

Town of Comox
Consolidated Statement of Change in Net Financial Assets
For the Year Ended December 31, 2012

Statement 3

	2012 Budget unaudited - Note 15	2012	2011
Surplus for the year (Statement 2)	\$ 4,107,939	\$ 1,781,695	\$ 6,580,865
Tangible capital assets acquired through development	-	-	(1,712,783)
Acquisition of tangible capital assets	3,644,910	(1,672,422)	(6,106,977)
Amortization of tangible capital assets	-	2,513,236	2,340,115
Write-downs of tangible capital assets	-	-	24,174
Increase in prepaid expenses	-	(7,586)	(6,292)
Decrease in supply inventory	-	2,842	60,702
Increase in Net Financial Assets	7,752,849	2,617,765	1,179,804
Net Financial Assets at beginning of year	3,675,031	3,675,031	2,495,227
Net Financial Assets at end of year (Statement 1)	<u>\$ 11,427,880</u>	<u>\$ 6,292,796</u>	<u>\$ 3,675,031</u>

The accompanying notes are an integral part of the consolidated financial statements.

Town of Comox
Consolidated Statement of Cash Flows
as at December 31, 2012

Statement 4

2012

2011

Net inflow (outflow) of cash related to the following activities:

Operating Activities

Surplus for the year (Statement 2)	\$ 1,781,695	\$ 6,580,865
Non-cash items included in operations:		
Contribution from developers	-	(1,712,783)
Amortization of tangible capital assets	2,513,236	2,340,115
Write-off of tangible capital assets replaced	-	24,174
Net changes to financial assets & liabilities through operations:		
Increase in / decrease in receivables	570,337	(21,751)
Increase in / decrease in inventory for resale	1,555	(738)
Increase in / decrease in payables	(580,184)	(446,448)
Increase in / decrease in deferred revenue	780,540	(541,569)
Increase in / decrease in performance deposits and bonds	329,220	(93,757)
Increase in / decrease in reserve account	-	(11,957)
Increase in / decrease in supply inventory	2,842	60,702
Increase in / decrease in prepaid expenses	(7,586)	(6,292)
	<u>5,391,655</u>	<u>6,170,561</u>

Investing Activities

Short-term investing	(3,799,643)	2,324,934
Acquisition of tangible capital assets	(1,672,422)	(6,106,977)
	<u>(5,472,065)</u>	<u>(3,782,043)</u>

Financing Activities

Debenture debt issued	-	1,000,000
Debenture principal repaid	(450,277)	(323,667)
Actuarial increase in debenture sinking funds	(94,840)	(77,184)
Other long-term debt repayments	-	(1,000)
	<u>(545,117)</u>	<u>598,149</u>

Increase (decrease) in cash	(625,527)	2,986,667
Cash at beginning of year	<u>4,925,943</u>	<u>1,939,276</u>
Cash at end of year (Statement 1)	<u>\$ 4,300,416</u>	<u>\$ 4,925,943</u>
Interest paid	<u>\$ 295,509</u>	<u>\$ 300,765</u>
Interest received	<u>\$ 301,722</u>	<u>\$ 360,780</u>

The accompanying notes are an integral part of the consolidated financial statements.

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2012

1. PURPOSE

The Town of Comox was incorporated in 1946 to provide municipal services to its residents, and is governed by the Community Charter and the Local Government Act of British Columbia.

2. SIGNIFICANT ACCOUNTING POLICIES

(a) **British Columbia Municipalities**

It is the policy of the Town to follow accounting principles generally accepted for British Columbia municipalities and to apply such principles consistently. As part of this policy, the resources and operation of the Town are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

The consolidated financial statements are prepared in accordance with recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the financial position, financial operations, change in net financial assets, and change in cash flows of the one economic entity of the Town of Comox. Inter-fund transactions and fund balances have been eliminated on consolidation.

(b) **Short-term Investments**

Investments are comprised of various investment funds of the Municipal Finance Authority of BC and the Bank of Nova Scotia. The investment funds have fluctuating returns and are carried at the lower of cost and market value. The Guaranteed Investment Certificate yields 1.36% and matures January 16, 2013.

Short-term Investments	2012	2011
Municipal Finance Authority of BC Funds:		
Short-term Bond Fund	\$ 15,016	\$ 14,663
Intermediate Bond Fund	2,134,787	1,414,772
Money Market Fund	<u>16,795</u>	<u>16,618</u>
	<u>2,166,598</u>	<u>1,446,053</u>
Scotia Guaranteed Investment Certificate	<u>3,772,915</u>	<u>-</u>
Scotia Asset Management Funds:		
Cash	404	7,041
Scotia Short-Mid Government Bond Fund	<u>10,379,996</u>	<u>11,067,177</u>
	<u>10,380,400</u>	<u>11,074,218</u>
	<u>\$ 16,319,913</u>	<u>\$ 12,520,271</u>

(c) **Trust Fund**

A Town-administered trust fund has been excluded from the financial statements. The balance in the fund was \$71,328 at December 31, 2012 (\$69,649 in 2011). It was invested in the MFA Short-term Bond Fund in 2012 and 2011. The only transactions in the fund were interest earned (\$1,679 in 2012 and \$2,510 in 2011).

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2012

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) **Tangible Capital Assets**

Tangible capital assets are recorded at cost, net of disposals, write-downs and amortization.

Acquisitions exceeding the capitalization thresholds are capitalized. The Town records certain infrastructure assets as one network without breaking down the asset into component parts.

Expenditures to replace components of such a network are expensed as incurred. Amortization is calculated straight line over the estimated life of the class of assets. Amortization is not taken until the asset is in use, and is taken at one-half of normal rate in that first year. Repairs and maintenance are not capitalized, but are expensed in the period in which they occur. Betterments which enhance the asset life or capacity are capitalized.

Major Asset Category:	Threshold	Estimated Life	Amortization Rate
Land	None	Indefinite	None
Land improvements	\$10,000	25 years	4%
Buildings	\$10,000	50 years	2%
Vehicles, Machinery and Equipment	\$10,000	8 to 20 years	5% to 12.5%
Computers and programs	\$10,000	5 years	20%
Engineered Structures:			
Road surfaces	\$10,000	25 years	4%
Road sub-surfaces	\$10,000	50 years	2%
Sidewalks	\$10,000	50 years	2%
Storm drains surface	\$10,000	25 years	4%
Storm drains sub-surf.	\$10,000	75 years	1.3333%
Water	\$10,000	75 years	1.3333%
Sewer	\$10,000	75 years	1.3333%
Other surface structures	\$10,000	25 years	4%

(e) **Accrued Payroll Benefits**

- Earned but unpaid vacation is fully accrued and recorded in the financial statements.
- An accrual is made for expected payments of employee sick leave, meritorious service payout on retirement, disability or death, and termination pay discounted from expected future values to net present value at December 31, 2012.

(f) **Inventory**

Inventory for resale is recorded at the lower of cost or market value as a financial asset. Inventory of supplies are recorded at the average cost as a non-financial asset.

(g) **Revenue Recognition**

Property tax revenues are recognized in the year they are levied. Interest and operating grants are recognized as earned. Capital grants are recognized when the related acquisition occurs. Grants in lieu of taxes are recorded on an accrual basis when it is possible to reasonably estimate the amounts receivable. User fees, garbage collection and disposal are recognized as revenue on an accrual basis according to rates set in various fees and charges bylaws. Permit fees are recognized once the permit has been approved and the fee collected. Development cost charges are deferred and recognized as revenue in the year an acquisition authorized by bylaw is incurred. Contributed parcels of land are valued at fair market value at the date of contribution. Contributed tangible capital assets are recorded at fair market value.

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2012

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) **Measurement Uncertainty**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates are the estimated life of tangible capital assets (used to establish amortization), determination of employee benefit obligations, collectability of accounts receivable and provisions for contingencies. Actual results may vary from the estimates and adjustments will be reported and reflected in operations as they become known.

(i) **Funds**

The financial operations of the Town of Comox are divided into seven funds: General Operating Fund, General Capital Fund, Reserve Fund, Water Operating Fund, Water Capital Fund, Sewer Operating Fund and Sewer Capital Fund. Functionally, the Water and Sewer Funds are used for the services of distribution of potable water and collection and treatment of sanitary sewage respectively. The General Operating Fund is used for all other Town services. Capital Funds (General, Water and Sewer are used to segregate tangible capital assets and related debt). All revenue and expenses for services are recognized in the operating funds. The Reserve Fund is used to segregate capital and other statutory reserves.

3. RECENT ACCOUNTING PRONOUNCEMENTS

(a) **Tax Revenue**

In February 2010, the Public Sector Accounting Board (PSAB) issued PS 3510 *Tax Revenue* to provide guidance on how to account for and report tax revenue in Municipality financial statements. This section establishes recognition, measurement, presentation and disclosure requirements for tax revenue. PS 3510 is effective for fiscal years beginning on or after April 1, 2012. The Town does not expect the adoption of the new section to have a material impact on its consolidated financial statements.

(b) **Liability for Contaminated Sites**

In June 2010, the Public Sector Accounting Board (PSAB) issued PS 3260 *Liability for Contaminated Sites* to establish recognition, measurement and disclosure standards for liabilities associated with the remediation of contaminated sites. The new section defines activities included in a liability for remediation, establishes when to recognize and how to measure a liability for remediation, and provides the related financial statement presentation and disclosure requirements. PS 3260 is effective for fiscal years beginning on or after April 1, 2014. The Town has not yet determined the effect of the new section on its consolidated financial statements.

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2012

3. RECENT ACCOUNTING PRONOUNCEMENTS (continued)

(c) Government Transfers

In March 2011, the Public Sector Accounting Board replaced and revised existing section PS 3410 *Government Transfers* with a newly amended section PS 3410. Newly issued PS 3410 establishes standards on how to account for and report government transfers to individuals, organizations and other governments from both a transferring government and a recipient government perspective. This section permits a recipient government to recognize government transfers as revenue when the transfer is authorized by the transferring government, unless the transfer creates a liability for the recipient. A liability is created as a result of the recipient government not yet meeting eligibility criteria or the existence of stipulations in the transfer agreement. When a government transfer results in recognition of a liability, revenue is recognized by a recipient government as the liability is settled. A transferring government recognizes an expense when the transfer is authorized and the recipient has met all eligibility criteria. Newly revised and issued PS 3410 may be applied prospectively or retroactively and is effective for fiscal years beginning on or after April 1, 2012; however, earlier adoption is encouraged. PS 3410 will be applied prospectively and the Town does not expect the adoption of the newly issued section to have a material impact on its consolidated financial statements.

4. RECEIVABLES

Receivables are composed of the following amounts:

Due from:	2012	2011
Employees	\$ 452	\$ 528
Governments	334,532	758,153
Developers for DCC Installments	139,956	279,912
Others	<u>783,077</u>	<u>789,761</u>
Total receivables	<u>\$ 1,258,017</u>	<u>\$ 1,828,354</u>

5. PAYABLES

Payables are composed of the following amounts:

Due to:	2012	2011
Employees (payroll earned to year end)	\$ 140,794	\$ 114,461
Employees (accruals for vacation and post-employment benefits)	716,743	664,083
Governments	1,883,777	2,445,463
Others	<u>308,541</u>	<u>406,032</u>
Total payables	<u>\$ 3,049,855</u>	<u>\$ 3,630,039</u>

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2012

6. DEBENTURES ISSUED FOR THE TOWN

The Town's debenture debt arises from participation in debenture issues by the Municipal Finance Authority (MFA) of B.C. These are sinking-fund type debentures with various terms and interest rates. The outstanding debt reported is the original amount borrowed less the actuarial value of the sinking fund, including interest. The outstanding debentures at December 31, 2012 are:

Issued	Purposes of Borrowing	Terms	Interest Rates	Amount Borrowed	Sinking Fund	Net Owing	Debt Reserve	Promissory Note
May 1993	Recreation Centre Expansion	20 years	8.50%	\$ 800,000	\$ 738,863	\$ 61,137	\$ 24,758	\$ 38,097
April 2004	Kye Bay Water & Sewer System	19 years	4.86%	317,250	99,200	218,050	4,382	9,731
Oct. 2004	Downtown Revitalization	14 years	4.975%	475,000	231,436	243,564	6,449	19,272
Oct. 2004	Brooklyn Creek Storm Drain	10 years	4.975%	566,666	430,212	136,454	7,693	31,102
Oct. 2005	Brooklyn Creek Storm Drain	10 years	4.17%	79,243	52,130	27,113	1,033	4,160
Apr. 2008	Library	9 years	4.65%	2,100,000	842,648	1,257,352	24,500	127,042
Apr. 2008	Pt. Holmes Water	14 years	4.65%	270,000	62,680	207,320	3,150	10,958
Apr. 2011	Comox Rec. Center	7 years	4.20%	<u>1,000,000</u>	<u>126,610</u>	<u>873,390</u>	<u>10,574</u>	<u>74,305</u>
Totals at December 31, 2012				<u>\$ 5,608,159</u>	<u>\$ 2,583,779</u>	<u>\$ 3,024,380</u>	<u>\$ 82,539</u>	<u>\$ 314,667</u>
Totals at December 31, 2011				<u>\$ 5,608,159</u>	<u>\$ 2,038,661</u>	<u>\$ 3,569,498</u>	<u>\$ 80,119</u>	<u>\$ 314,667</u>

Scheduled Payments and net balances for the above issues over the next five years are:

Year	Scheduled Annual Payments			Sinking Fund Actuarial Earnings	Net Debt Outstanding
	Principal	Interest	Total		
2013	450,277	256,751	707,028	118,349	2,455,754
2014	426,083	222,751	648,834	102,882	1,926,789
2015	381,030	194,560	575,590	96,943	1,448,816
2016	374,430	191,256	565,686	113,457	960,929
2017	374,430	142,431	516,861	133,565	452,934

At the time the debentures were issued, the MFA deposited 1% of the amount borrowed to its Debt Reserve Fund. This is managed by the MFA and used to secure the debenture issue as a whole (see Note 7 Contingent Liabilities). Once the MFA has repaid the debenture issue, the Town is entitled to the proceeds of its share of the Debt Reserve Fund, including accrued interest.

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2012

7. CONTINGENT LIABILITIES

- (a) **Regional District Debt**
Regional District debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the Regional District and each member municipality within the Regional District, including the Town of Comox. At December 31, 2012 the Comox Valley Regional District had net debt of \$46,027,817 owing (\$53,544,139 at December 31, 2011) (\$87,282,656 net of \$41,254,839 sinking funds in 2012; \$81,972,656 net of \$28,428,514 sinking funds in 2011) including debentures issued for the Town of Comox (Note 6), the City of Courtenay and the Village of Cumberland.
- (b) **Municipal Finance Authority Debentures**
The Town is also contingently liable to the Municipal Finance Authority (MFA) of B.C. for a Debt Reserve Fund, to help secure its participation MFA Debentures (see Note 6). The MFA has the right, if one or more participants in that issue default, to draw upon the Town's share of the Debt Reserve Fund (\$82,539 at December 31, 2012; \$80,119 in 2011), plus Promissory Notes issued by the Town at the time of issue (\$314,667 at December 31, 2012; \$314,667 in 2011).
- (c) **Comox Fire Department**
The Comox Fire Department protects both the Town of Comox and the Comox Rural Fire Protection Improvement District, and so is jointly funded by the Town and the District. In the event that this relationship ended, the Town would have to compensate the District for its share of the equity of Fire Department assets. At December 31, 2012 the District's share of those tangible capital assets (at cost and net book value) were \$854,809 and \$451,304 respectively (\$829,576 and \$462,260 in 2011) and its share of a Fire Department Capital Reserve was \$42,102 (\$30,123 in 2011).
- (d) **Claims**
At December 31st there existed outstanding claims against the Town. These claims have been referred to legal counsel and to the Town's liability insurers. It is not possible to determine the Town's potential liability, if any, with respect to these matters.
- (e) **Municipal Insurance Association of BC**
The Town is a subscribed member of the Municipal Insurance Association of BC (the "Exchange") as provided by Section 3.02 of the Insurance Act. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement the Town is assessed a premium with specific deductible for its claims based on population. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its Subscribers in connection with the Exchange are in every case several, and not joint and several.

8. PENSION INFORMATION

The Town of Comox and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusteesd pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has about 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local governments.

The latest valuation as at December 31, 2009 indicated an unfunded liability of \$1.024 billion for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan. The Town of Comox paid \$323,856 for employer contributions to the plan in 2012, on behalf of 66 employees (\$302,139 in 2011 on behalf of 64 employees).

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2012

9. POST EMPLOYMENT BENEFITS

Town employees who have worked at least 10 years for the Town and then retire, become permanently disabled, or die receive 2 days pay for each year of service. The Town calculates the value of this liability (\$349,454 at December 31, 2012 and \$317,412 in 2011) for employees over age 30 based upon an analysis of the age and length of service of its workforce. The reported liability reflects the likelihood that employees will become eligible for this benefit. The calculations were projected into the future with an inflation factor of 2.0% and discounted back at a discount rate of 3.15%. Employee retirement benefit payments are being funded by an accounting charge on wages paid in the year.

10. FINANCIAL INSTRUMENTS

Financial instruments consist of cash, short-term investments, receivables, payables, net debenture debt, performance deposits and bonds and reserve account. It is management's opinion that the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments.

11. ENVIRONMENTAL REGULATIONS

The Town makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenses to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

12. FEDERAL PAYMENTS IN LIEU OF TAX

Although the Town is not economically dependent upon receipt of Federal Payments in Lieu of Tax (PILT), it normally receives 15% of its revenue from taxation from this source of revenue. Were the Government of Canada to halt its PILT, there would be a significant impact on operations that could result in either a reduction in service levels and/or an increase in property tax rates.

13. RESTRICTIONS ON DEFERRED REVENUE

The Town receives Development Cost Charges from developers. Section 935 of the *Local Government Act* requires that these funds are deposited to reserves and limits the use of those reserves (including the interest earned on them) to capital costs related to the purpose for which the charge was collected. Section 941 of the *Local Government Act* similarly limits the use of cash payments received in lieu of the 5% parklands provided at subdivision of land, for acquisitions of parkland. And as a party to the Community Works Fund Agreement with the Union of BC Municipalities (that distributes payments of Federal Gas Tax Revenues), the Town can only use these funds on eligible costs and eligible projects determined by the Agreement (which, generally speaking, are capital projects that result in cleaner air or water and on capacity building studies).

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2012

14. SEGMENTED INFORMATION

The Town of Comox is a local government that provides a wide range of services to its citizens. For management and reporting purposes the Town's operations are organized and reported by segments. Schedules 6 and 7 (for 2012 and 2011, respectively) of these Financial Statements disclose the Town's revenue and expenses split into the following segments:

General Government – including the activities of Council plus general Town administration, finance, and enforcement of Town bylaws.

Protective Services – including the activities of the RCMP on behalf of Comox, plus the Comox Volunteer Fire Department, building inspection, emergency planning and animal control.

Transportation – including roads, sidewalks, street lighting, traffic control and storm drains.

Waste Disposal – including collection and disposal of garbage, recyclables and yard waste. The Town does not operate any landfills or transfer facilities.

Development Services – including Town planning and our annual grants to the Downtown Business Improvement Area Association.

Marina – is operation of the Town's marina.

Recreation, Parks and Culture – including operating the Town's recreation centre and provide public recreation programs, Town parks and greenways, cultural grants from the Town and events sponsored for the Town, Christmas lighting, and Town buildings used for recreation and cultural activities. The Town is a member of the Vancouver Island Regional Library (VIRL), and owns library space that it rents to VIRL, which operates the Comox library branch.

Water – is the distribution of water to Town residents. The Town buys treated bulk water from the Comox Valley Regional District, so the Town neither produces nor treats the water it distributes.

Sanitary Sewer – is the collection of sanitary sewage and transmission of the same to the sanitary sewer treatment system operated by the Comox Valley Regional District. The Regional District charges the Town for a share of the costs to operate its system.

Certain allocations are employed in the preparation of segmented financial information. General Property Taxation, Payments in Lieu thereof, and Investment income are not allocated between segments, but are allocated to General Government. Government grants and DCCs used for capital acquisitions are allocated to segments depending on the purpose of the grant. Investment income is allocated to segments depending on the nature of the capital reserves that it has been earned on. Some expenses are allocated to segments based on an estimated use of resources.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in Note 2.

There are no inter-segment sales of goods or services.

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2012

15. RECONCILIATION OF 2012 BUDGET

The Town's budget figures come from a five-year Financial Plan adopted May 2012 in accordance with Section 165 of the Community Charter of BC. That section requires that municipalities must set out for each year of their Plan, the proposed expenditures (including debt principal repayments, transfers to reserves, and tangible capital asset acquisitions) and the proposed funding sources for them (including debt issues and transfers from reserves and accumulated surplus). However, for financial reporting purposes the Town follows generally accepted accounting practices and reports revenues and expenses, so the following adjustments must be made to the budgeted figures to reconcile them to the Town's 2012 Financial Plan:

Reconciliation of 2012 Budget Reported to Financial Plan:	
Net budget for 2012 reported	\$ 4,107,939
Capital acquisitions in Financial Plan	(3,644,910)
Transfers from capital reserves in Financial Plan	406,200
Transfers to capital reserves in Financial Plan	(856,137)
Surplus appropriated for operations in Financial Plan	437,188
Debt principal repayments in Financial Plan	<u>(450,280)</u>
Net of Financial Plan	<u><u>Nil.</u></u>

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2012

16. ACCUMULATED SURPLUS

Operating Funds - comprise the principal operating activities of the Town and are separated into General, Water, and Sanitary Sewer Funds.

Capital Funds - used to record the acquisition and disposal of tangible capital assets and related financing and are similarly separated into General, Water and Sanitary Sewer Funds. The General Capital Fund also contains shares in Courtenay Golf Club Ltd. carried at a value of \$8,750.

Reserve Funds - created to hold cash, and investments for specific future requirements. They are comprised of the funds shown in Schedule 2.

Accumulated Surplus:	2012	2011
Operating Funds:		
General Operating Fund	\$ 2,442,267	\$ 1,479,033
Water Operating Fund	646,084	655,462
Sanitary Sewer Operating Fund	<u>1,453,750</u>	<u>1,265,871</u>
	<u>4,542,101</u>	<u>3,400,366</u>
Capital Funds:		
General Capital Fund	55,991,555	55,939,436
Water Capital Fund	8,712,738	8,857,788
Sanitary Sewer Capital Fund	<u>9,514,029</u>	<u>9,716,793</u>
	<u>74,218,322</u>	<u>74,514,017</u>
Reserve Funds (Schedule 2)	<u>5,029,276</u>	<u>4,093,621</u>
Accumulated Surplus	<u>\$ 83,789,699</u>	<u>\$ 82,008,004</u>

Town of Comox
Schedule of Expenses by Object (Type)
Year Ended December 31, 2012

Schedule 1

Expenses	Budget unaudited - Note 15	2012	2011
Salaries, wages and employee benefits	\$ 5,334,944	\$ 5,021,089	\$ 4,538,714
Contracted and general services	6,239,672	6,164,004	6,850,248
Materials, goods, supplies and utilities	2,356,270	2,225,925	2,195,020
Interest and bank charges	298,250	295,509	300,765
Amortization of tangible capital assets	-	2,513,236	2,340,115
Write-downs of tangible capital assets	-	-	24,174
Other	15,000	-	12,131
	<u>\$ 14,244,136</u>	<u>\$ 16,219,763</u>	<u>\$ 16,261,167</u>

Town of Comox
Schedule of Continuity of Reserve Funds
Year Ended December 31, 2012

Schedule 2

	2012	2011
Opening Balance of Reserve Funds	\$ 4,093,621	\$ 3,703,288
Contributions to funds from operations	856,137	920,630
Interest earned on funds	79,518	247,703
Withdrawals from funds for capital acquisitions	<u>-</u>	<u>(778,000)</u>
Closing balance of Reserve Funds (Note 16)	<u>\$ 5,029,276</u>	<u>\$ 4,093,621</u>

Represented by the following financial assets:

Cash and short-term investments	<u>\$ 5,029,276</u>	<u>\$ 4,093,621</u>
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Including the following Reserve Funds:

Capital Works Reserve	\$ 1,091,386	\$ 815,365
Equipment Replacement Reserve	573,350	442,370
Municipal Marina Reserve	110,960	54,817
Water Utility Reserve	697,947	580,834
Sewer Enterprise Reserve	2,305,930	2,046,873
Lancaster Sewer Lift Station Capital Reserve	8,210	
Point Holmes Sewer Lift Station Capital Reserve	8,209	
Waterfront Walkway Reserve	308	302
Affordable Housing Reserve	82,618	44,956
Fire Department Capital Reserve - Town share	<u>108,256</u>	<u>77,981</u>
	4,987,174	4,063,498
Fire Department Capital Reserve - CRFPID share (Note 7)	<u>42,102</u>	<u>30,123</u>
	<u>\$ 5,029,276</u>	<u>\$ 4,093,621</u>

Schedule 3

Town of Comox
Schedule of Deferred Revenue Continuity
Year Ended December 31, 2012

	2011	Receipts	Interest	Refunded	Recognized as Revenue	2012 Balance
	Balance					
Development Charges:						
Open Space Development Cost Charges	\$ 2,083,589	\$ 61,404	\$ 42,239	\$ -	\$ 12,432	\$ 2,174,800
5% Payment in Lieu of Parks Dedication	283,546	-	5,913	-	-	289,459
Water Development Cost Charges	1,017,603	20,515	21,109	-	-	1,059,227
Major Road Development Cost Charges	1,048,825	217,119	24,290	-	468,000	822,234
Storm Drain Development Cost Charges	648,187	14,357	12,355	-	-	674,899
Sanitary Sewer Development Cost Charges	211,848	12,317	4,049	-	-	228,214
Developer Payments in Lieu of Parking	27,126	-	566	-	-	27,692
Developer Payments for Affordable Housing	54,000	115,370	-	-	-	169,370
Federal Gas Tax Funds (Community Works Fund)	1,228,011	544,060	26,989	-	148,531	1,650,529
Prepaid property taxes	577,336	1,073,561	4,688	-	1,081,470	574,115
Prepaid parcel tax commutation - Kye Bay Water / Sewer	7,663	-	-	-	-	7,663
Prepaid Storm Drainage Development Works Payment	26,858	-	-	-	-	26,858
Prepaid recreation fees	217,249	190,792	-	-	217,249	190,792
Prepaid marina fees	63,801	66,892	-	-	63,801	66,892
Prepaid dog tags	750	510	-	-	750	510
Prepaid business licenses	-	10	-	-	-	10
Olympic Torch Relay Grant	555	-	-	-	-	555
Comox Valley R.D. Water Efficiency Grant	9,450	-	-	-	9,450	-
Prepaid property rents	-	642	-	-	-	642
Municipal Insurance Association Grant	3,924	-	-	-	3,924	-
Donations for future specified capital projects	30,000	1,400	-	25,000	-	6,400
Provincial Recreation Grant	-	400,000	-	-	50,000	350,000
	<u>\$ 7,540,321</u>	<u>\$ 2,718,949</u>	<u>\$ 142,198</u>	<u>\$ 25,000</u>	<u>\$ 2,055,607</u>	<u>\$ 8,320,861</u>

Town of Comox
Continuity of Equity in Tangible Capital Assets
Year Ended December 31, 2012

Schedule 4

	2012	2011
Opening balance of equity in Tangible Capital Assets	\$ 74,505,267	\$ 69,647,945
Changes in Capital Assets		
Acquisitions of tangible capital assets	1,672,422	6,106,977
Tangible capital assets acquired through development	-	1,712,783
Write-offs of assets replaced (at NBV)	-	(24,174)
Amortization expense	(2,513,236)	(2,340,115)
Changes in related liabilities		
Principal payment on debenture (to sinking fund)	450,279	323,667
Actuarial earnings on debenture sinking fund	94,840	77,184
Other borrowing principal repaid	-	1,000
Borrowing in year	-	(1,000,000)
Closing Balance of Equity in Tangible Capital Assets	<u>\$ 74,209,572</u>	<u>\$ 74,505,267</u>

Represented by the following:

Capital assets at cost (Schedule 5)	\$ 109,205,153	\$ 107,623,602
Less accumulated amortization	<u>(31,971,201)</u>	<u>(29,548,837)</u>
Tangible capital assets at net book value	77,233,952	78,074,765
Net debenture debt (Note 6)	(3,024,380)	(3,569,498)
Other long-term debt	-	-
	<u>\$ 74,209,572</u>	<u>\$ 74,505,267</u>

Town of Comox
Schedule of Tangible Capital Assets
Year Ended December 31, 2012

COST	Land	Park Development	Buildings	Vehicles and Heavy Equipment	Other Equipment	Engineering Structures							Assets not yet in use	Total	2011
						Roads and Related Infrastructure	Storm Drains and Ponds	Marina Structures	Parks Structures	Water Structures	Sanitary Sewer Structures				
Opening balance	\$ 7,725,184	\$ 1,389,260	\$ 12,550,268	\$ 4,286,421	\$ 2,299,759	\$ 33,060,781	\$ 21,324,104	\$ 1,030,464	\$ 1,289,034	\$ 10,537,761	\$ 12,086,283	\$ 44,282	\$ 107,623,602	\$ 100,241,054	
Add: Acquisitions and cost adjustments	-	-	(12,842)	123,217	271,880	1,175,760	-	(1,341)	33,847	17,448	-	64,453	1,672,422	7,819,760	
Add(Less): Assets put to use	-	-	21,651	-	-	-	-	-	-	-	-	(21,651)	-	-	
Less: Write-downs	-	-	-	-	-	(90,871)	-	-	-	-	-	-	(90,871)	(437,212)	
Closing balance	7,725,184	1,389,260	12,559,077	4,409,638	2,571,639	34,145,670	21,324,104	1,029,123	1,322,881	10,555,209	12,086,283	87,084	109,205,153	107,623,602	
ACCUMULATED AMORTIZATION															
Opening balance	-	619,572	2,150,651	2,199,078	645,861	13,501,493	4,518,702	400,929	615,256	2,291,097	2,606,197	-	29,548,837	27,621,760	
Add: Amortization	-	55,570	249,232	259,896	253,153	1,007,154	295,778	38,449	52,239	140,620	161,144	-	2,513,235	2,340,115	
Less: Accumulated amortization on write-downs	-	-	-	-	-	(90,871)	-	-	-	-	-	-	(90,871)	(413,038)	
Closing balance	-	675,142	2,399,883	2,458,974	899,014	14,417,776	4,814,480	439,378	667,495	2,431,717	2,767,341	-	31,971,201	29,548,837	
Net Book Value for the year ended December 31, 2012															
	\$ 7,725,184	\$ 714,118	\$ 10,159,194	\$ 1,950,664	\$ 1,672,625	\$ 19,727,894	\$ 16,509,624	\$ 589,745	\$ 655,386	\$ 8,123,492	\$ 9,318,942	\$ 87,084	\$ 77,233,952	\$ 78,074,765	

Town of Comox
Schedule of Operations by Segment
Year Ended December 31, 2012

Schedule 6

	General Government	Protective Services	Transportation	Waste Disposal	Development Services	Marina	Recreation Parks & Culture	Water	Sanitary Sewer	Total All Segments	2012 Budget
Revenue											
Property valuation taxes	\$ 6,916,049	\$ -	\$ 23,931	\$ -	\$ 66,195	\$ -	\$ -	\$ -	\$ -	\$ 7,006,175	\$ 7,021,605
Parcel taxes	-	-	28,081	-	-	-	-	209,707	386,564	624,352	604,446
Payments in lieu of taxes	1,347,927	-	-	-	-	-	-	-	-	1,347,927	1,305,498
Utility fees	-	-	-	1,006,276	-	-	-	2,069,535	1,790,924	4,866,735	4,831,886
Other sales of service	7,190	312,410	12,970	-	-	312,780	1,355,640	-	-	2,000,990	1,730,528
Licences, permits & planning fees	87,980	116,120	-	-	19,780	-	-	-	-	223,880	279,250
DCCs used for capital acquisitions	-	-	468,000	-	-	-	12,432	-	-	480,432	900,693
Donations	6,240	-	-	-	-	-	55,244	-	-	61,484	49,000
Investment income	111,670	2,255	17,007	-	4,312	1,143	-	12,113	42,688	191,188	150,000
Penalties and interest on taxes	79,837	-	-	-	-	-	-	-	-	79,837	76,000
Actuarial earnings on sinking fund	-	-	29,959	-	-	-	58,809	3,820	2,252	94,840	-
Rentals	-	-	-	-	-	-	148,732	-	-	148,732	138,417
Other	23,815	-	980	-	-	-	-	-	-	24,795	15,700
Unconditional transfers	443,992	124,745	-	-	-	-	-	-	-	568,737	568,667
Conditional transfers	51,011	14,600	50,000	-	-	-	125,628	39,013	1,102	281,354	680,385
	<u>9,075,711</u>	<u>570,130</u>	<u>630,928</u>	<u>1,006,276</u>	<u>90,287</u>	<u>313,923</u>	<u>1,756,485</u>	<u>2,334,188</u>	<u>2,223,530</u>	<u>18,001,458</u>	<u>18,352,075</u>
Expenses											
Employees	1,048,901	786,762	756,077	46,210	311,126	65,500	1,783,078	160,055	63,380	5,021,089	5,334,944
Services	129,656	1,714,411	248,423	963,473	102,744	66,971	1,150,626	256,386	1,531,314	6,164,004	6,239,672
Materials	49,296	90,476	228,090	322	554	5,105	313,162	1,516,466	22,454	2,225,925	2,356,270
Interest	4,758	-	55,128	-	-	-	207,650	19,762	8,211	295,509	298,250
Amortization of tangible capital assets	40,357	127,185	1,452,322	-	-	45,280	391,708	245,835	210,549	2,513,236	-
Other	-	-	-	-	-	-	-	-	-	-	15,000
	<u>1,272,968</u>	<u>2,718,834</u>	<u>2,740,040</u>	<u>1,010,005</u>	<u>414,424</u>	<u>182,856</u>	<u>3,846,224</u>	<u>2,198,504</u>	<u>1,835,908</u>	<u>16,219,763</u>	<u>14,244,136</u>
Surplus for the year	<u>\$ 7,802,743</u>	<u>\$ (2,148,704)</u>	<u>\$ (2,109,112)</u>	<u>\$ (3,729)</u>	<u>\$ (324,137)</u>	<u>\$ 131,067</u>	<u>\$ (2,089,739)</u>	<u>\$ 135,684</u>	<u>\$ 387,622</u>	<u>\$ 1,781,695</u>	<u>\$ 4,107,939</u>

Town of Comox
Schedule of Operations by Segment
Year Ended December 31, 2011

Schedule 7

	General Government	Protective Services	Transportation	Waste Disposal	Development Services	Marina	Recreation Parks & Culture	Water	Sanitary Sewer	Total All Segments	2011 Budget
Revenue											
Property valuation taxes	\$ 6,693,361	\$ -	\$ 23,943	\$ -	\$ 63,524	\$ -	\$ -	\$ -	\$ -	\$ 6,780,828	\$ 6,775,395
Parcel taxes	-	-	28,081	-	-	-	-	208,971	346,774	583,826	584,040
Payments in lieu of taxes	1,836,673	-	-	-	-	-	-	-	-	1,836,673	1,305,498
Utility fees	-	-	-	967,946	-	-	-	1,950,447	1,750,094	4,668,487	4,697,345
Other sales of service	7,147	350,853	1,690	-	-	294,871	1,070,062	-	-	1,724,623	1,430,900
Licences, permits & planning fees	91,025	169,399	-	-	19,964	-	-	-	-	280,388	226,950
DCCs used for capital acquisitions	-	-	526,581	-	-	-	805,363	-	-	1,331,944	1,469,824
Tangible capital assets acquired through development	-	-	1,041,251	-	-	-	-	171,960	499,572	1,712,783	-
Donations	5,240	-	-	-	-	-	7,504	-	-	12,744	24,000
Investment income	113,078	8,936	64,066	-	4,856	6,829	(235)	37,082	126,168	360,780	120,000
Penalties and interest on taxes	75,248	-	-	-	-	-	-	-	-	75,248	76,000
Actuarial earnings on sinking fund	-	-	24,995	-	-	-	47,451	2,856	1,882	77,184	-
Rentals	-	-	(555)	-	-	-	147,507	-	-	146,952	136,004
Other	21,178	25,000	19,418	-	-	-	-	-	-	65,596	15,700
Unconditional transfers	450,000	86,566	-	-	-	-	-	-	-	536,566	400,000
Conditional transfers	26,144	14,253	564,052	50,000	-	-	1,408,975	558,744	25,241	2,647,409	2,920,680
	<u>9,319,095</u>	<u>655,007</u>	<u>2,293,522</u>	<u>1,017,946</u>	<u>88,344</u>	<u>301,700</u>	<u>3,486,627</u>	<u>2,930,060</u>	<u>2,749,731</u>	<u>22,842,032</u>	<u>20,182,336</u>
Expenses											
Employees	968,485	779,348	638,586	46,490	266,431	68,237	1,630,547	85,074	55,516	4,538,714	5,030,007
Services	190,049	1,608,269	1,140,857	854,798	171,258	63,504	1,138,335	223,466	1,459,712	6,850,248	6,041,835
Materials	49,700	112,519	323,234	162	997	15,359	296,149	1,365,382	31,518	2,195,020	2,216,988
Interest	20,889	-	55,127	-	-	-	196,776	19,762	8,211	300,765	317,250
Amortization of tangible capital assets	52,920	114,024	1,391,542	-	-	42,536	329,557	204,498	205,038	2,340,115	-
Tangible capital asset write-downs	-	-	23,344	-	-	830	-	-	-	24,174	-
Other	12,131	-	-	-	-	-	-	-	-	12,131	15,000
	<u>1,294,174</u>	<u>2,614,160</u>	<u>3,572,690</u>	<u>901,450</u>	<u>438,686</u>	<u>190,466</u>	<u>3,591,364</u>	<u>1,898,182</u>	<u>1,759,995</u>	<u>16,261,167</u>	<u>13,621,080</u>
Surplus for the year	<u>\$ 8,024,921</u>	<u>\$ (1,959,153)</u>	<u>\$ (1,279,168)</u>	<u>\$ 116,496</u>	<u>\$ (350,342)</u>	<u>\$ 111,234</u>	<u>\$ (104,737)</u>	<u>\$ 1,031,878</u>	<u>\$ 989,736</u>	<u>\$ 6,580,865</u>	<u>\$ 6,561,256</u>



New bus shelter – Comox Avenue at Ellis Street

PERMISSIVE PROPERTY TAX EXEMPTIONS



New Fire Training Centre (centre background)

Town of Comox

Effect of Permissive Exemptions on 2013 Taxation

Prepared: D. Jacquest May 28, 2013

Estimated effect of exemptions are based upon the actual results of last year's bylaw:

Description of Property	Exemption in Bylaw	2013 Actual Assessed Value Per Revised Rd	2013 Actual Taxable Value Per Revised Rd	Effect of Tax Exemption Bylaw Per Revised Rd	Property Class	Town General	Provincial School	Regional District	Hospital District	Library (VRL)	BC Assessment	MFA	Downtown BIA Revit Debt	Total Taxes Exempted 2013
Comox Golf Course	100% LOW INCOME SHARE OF land total lot size 46.69 acres	18,000 land only	18,000 land only	- land only	6 76% of land	4,047.12	2,342.60	712.29	554.09	291.17	42.03	0.14	-	7,989.44
Fiberg Lodge & Park	All of land & buildings total lot size 0.066 acres	1,814,000 25,000 2,762,000 all of property	- - - all of property	1,804,000 15,000 2,762,000 all of property	6 6 8 all of property	20,229.33 168.20 16,223.71	11,184.80 93.00 9,390.80	3,919.59 32.59 2,855.36	3,554.42 29.55 2,221.20	1,455.29 12.10 1,167.22	326.70 2.72 168.48	0.90 0.01 0.55	-	40,671.03 338.17 32,027.32
Comox Archives & Museum	All of land & building occupied	147,800 all of property	- all of property	137,800 all of property	6 all of property	1,545.23	854.36	299.40	271.51	111.16	24.96	0.07	210.90	3,317.59
Pearl Ellis Art Gallery	All of land & building occupied	147,700 all of property	- all of property	137,700 all of property	6 all of property	1,544.11	853.74	299.19	271.31	111.08	24.94	0.07	210.75	3,315.19
Lion's Den	All of land & building occupied	240,600 all of property	- all of property	230,600 all of property	6 all of property	2,585.86	1,429.72	501.03	454.35	186.03	41.76	0.12	352.93	5,551.80
Tigger Too Day Care	Half of land & building	465,200 all of property	232,600 all of property	232,600 half of land & improvements	1	713.93	534.77	179.10	187.07	51.36	14.19	0.05	-	1,680.47
Comox Valley Marine Rescue Society	All of land and improvements	27,200 all of property	- all of property	27,200 all of property	6 all of property	305.01	168.64	59.10	53.59	21.94	4.93	0.01	41.63	654.85
Point Holmes Recreation Association	All of land & improvements	584,500 all of property	- all of property	584,500 all of property	6 all of property	6,554.35	3,623.90	1,269.95	1,151.64	471.52	105.85	0.29	-	13,177.50
Comox United Church	All of land surrounding church total lot size 0.163 acres	255,100 land only	- land only	205,000 remainder of land	8	1,204.15	697.00	211.93	164.86	86.63	12.51	0.04	-	2,377.12
Comox Pentecostal Church	All of land surrounding church total lot size 2.0 acres	437,400 land only	- land only	398,000 remainder of land	8	2,337.81	1,353.20	411.46	320.07	168.19	24.28	0.08	-	4,615.09
St. Peter's Anglican Church	All of land surrounding church total lot size 0.576 acres	465,000 land only	- land only	354,000 remainder of land	8	2,079.36	1,203.60	365.97	284.69	149.60	21.59	0.07	-	4,104.88
Bay Community Church	All of land surrounding church total lot size 4.742 acres but 0.142 acres under building is statutorily exempt leaving 4.6 residual acres	141,000 194,000 land only	- - land only	141,000 184,000 remainder of land	1 8	432.78 1,080.80	324.17 625.60	108.57 190.22	113.40 147.97	31.13 77.76	8.60 11.22	0.03 0.04	-	1,018.68 2,133.61
Comox Valley Presbyterian Church	All of land surrounding church total lot size 2.33 acres	1,507,400 land only	- land only	1,425,000 remainder of land	8	8,370.31	4,845.00	1,473.16	1,145.99	602.21	86.93	0.29	-	16,523.89
St. Joseph's Hospital	REVENUE SURROUNDING hospital total lot size 16 acres	\$ 7,105,000 land only	\$ - land only	\$ 6,250,000 remainder of land	6	70,085.00	38,750.00	13,579.50	12,314.38	5,041.88	1,131.88	3.13	-	140,905.77
Comox Seniors Centre Association	All of land & building	1,776,000 all of property	- all of property	1,776,000 all of property	8	10,432.05	6,038.40	1,836.03	1,428.26	750.54	108.34	0.36	-	20,593.98

Town of Comox

Effect of Permissive Exemptions on 2013 Taxation

Prepared: D. Jacquest May 28, 2013

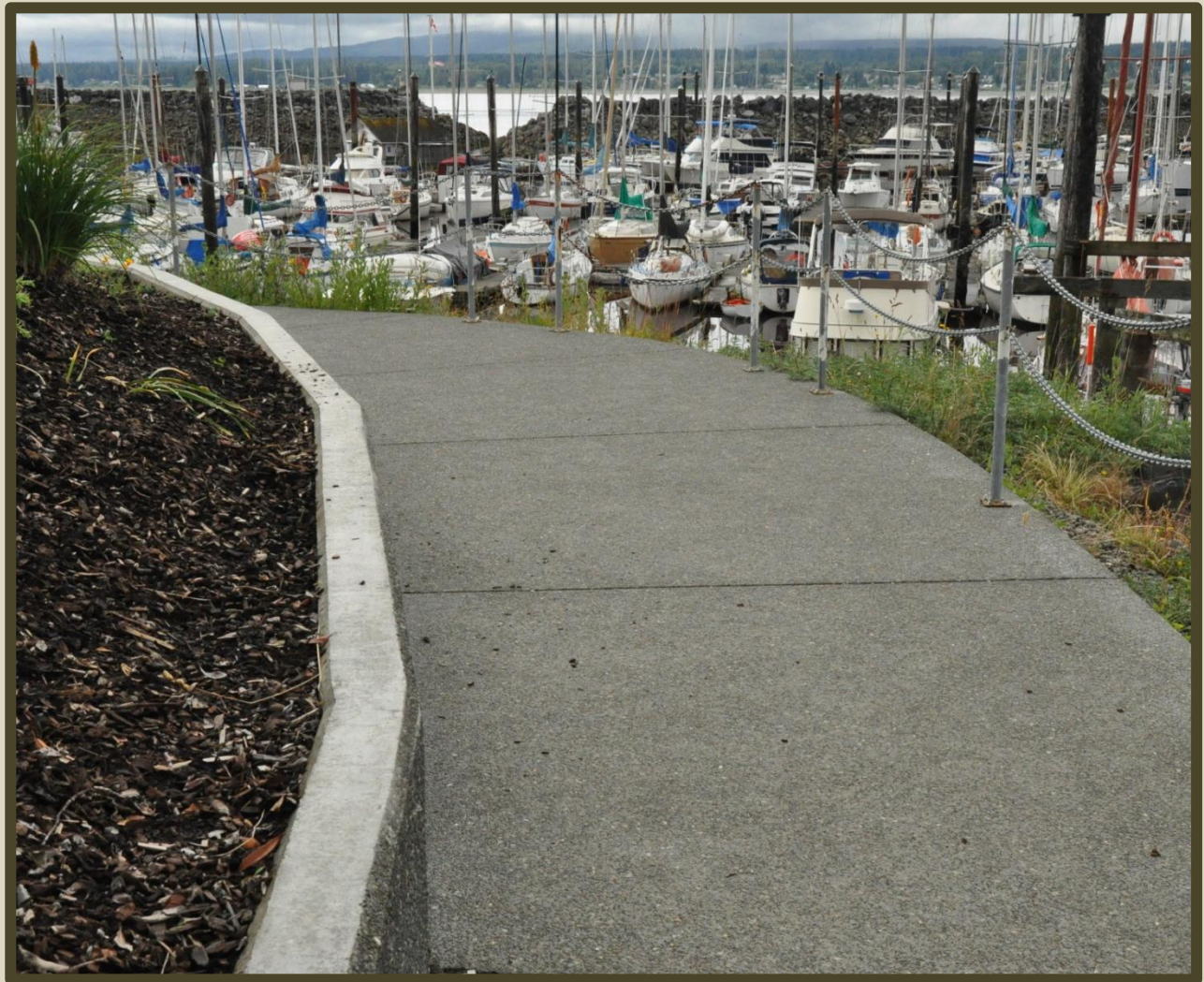
Estimated effect of exemptions are based upon the actual results of last year's bylaw:

Description of Property	Exemption in Bylaw	2013 Actual Assessed Value Per Revised Roll	2013 Actual Taxable Value Per Revised Roll	Effect of Tax Exemption Bylaw Per Revised Roll	Property Class	Town General	Provincial School	Regional District	Hospital District	Library (VIRL)	BC Assessment	MFA	Downtown BIA Revit Debt	Total Taxes Exempted 2013
Royal Canadian Legion No. 160	All of Land & Building	252,000 all of property	- all of property	- all of property	6 8	2,713.70 3,800.41	1,500.40 2,199.80	525.80 668.87	476.81 520.32	195.22 273.42	43.83 39.47	0.12 0.14	185.24 -	5,641.12 7,502.43
Nature Trust of BC	All of land	499,000	-	-	1	1,531.58	1,147.25	384.23	401.30	110.18	30.44	0.10		3,605.08
	All of land	531,000	-	-	1	1,629.80	1,220.82	408.87	427.03	117.24	32.39	0.11		3,836.26
	All of land	4,000 all of land	- all of land	- all of land	1	12.28	9.20	3.08	3.22	0.88	0.24	-		28.90
888 (Komox) RCAF Wing	All of Class 8 Land & Building	381,300 all of property	371,300 all of property	- all of property	6 8	- 1,479.64	- 856.46	- 260.41	- 202.58	- 106.45	- 15.37	- 0.05		2,920.96
D'Esterre Senior Citizens Society	All of land surrounding units total lot size 0.75 acres	345,600 land only	- land only	- remainder of land	1	816.43	611.56	204.82	213.92	58.73	16.23	0.05		1,921.74
St. John the Baptist Heritage Church	All non-res. Land & Buildings total lot size 0.9 acres	320,200 Class 8 land & mp	- Class 8 land & mp	- Class 8 land & mp	8	1,305.62	1,088.68	331.02	257.50	135.32	19.53	0.06		2,596.35
		\$ 22,231,900	\$ 819,900	\$ 20,114,500		\$ 163,228.57	\$ 91,858.79	\$ 30,760.52	\$ 26,913.53	\$ 11,648.93	\$ 2,339.88	\$ 6.82	\$ 185.24	\$ 329,048.22



New park on Orchard Park Drive (former Baybrook Nut Farm)

CONTINUITY OF DEVELOPMENT COST CHARGES



Repairs made to Marina Walkway

Town of Comox
Continuity of Development Cost Charges
and other Restricted Revenues
Year Ended December 31, 2012

	Opening Balance Dec. 31, 2011	Receipts	Interest	Recognized as Revenue	Closing Balance Dec. 31, 2012
Open Space Development Cost Charges	\$ 2,083,589	\$ 61,404	\$ 42,239	\$ (12,432)	\$ 2,174,800
5% Payment in Lieu of Parks Dedication	283,546	-	5,913		289,459
Water Development Cost Charges	1,017,603	20,514	21,109		1,059,226
Major Road Development Cost Charges	1,048,825	217,119	24,290	(468,000)	822,234
Storm Drain Development Cost Charges	648,187	14,356	12,355		674,898
Sanitary Sewer Development Cost Charges	211,848	12,317	4,049		228,214
Developer Payments in Lieu of Parking	27,126	-	566		27,692
Developer Payments for Affordable Housing	54,000	115,370	-		169,370
	<u>\$ 5,374,724</u>	<u>\$ 441,080</u>	<u>\$ 110,521</u>	<u>\$ (480,432)</u>	<u>\$ 5,445,893</u>

Notes:

1. The above information is also included on Schedule 3 of the Town's Consolidated Financial Statements.
2. The Town granted no exemptions or waivers to Development Cost Charges in this year.

CLIMATE ACTION REVENUE INCENTIVE PROGRAM



Outdoor Fitness Circuit at Anderton Park

CLIMATE ACTION REVENUE INCENTIVE PROGRAM (CARIP) PUBLIC REPORT
For Reporting Year = 2012

GENERAL INFORMATION		Fill in the boxes below
Name of Local Government		Town of Comox
Member of Regional District (RD)		Comox Valley Regional District
Regional Growth Strategy (RGS) in region		Yes
Population		13627
Report Submitted by		
Name		Donald Jacquest
Title		Director of Finance
Email		jacquest@comox.ca
Phone		250-339-2202

Town of Comox

CLIMATE ACTION REVENUE INCENTIVE PROGRAM (CARIP) PUBLIC REPORT For Reporting Year = 2012

Community-Wide Actions

1.1 MEASURE	ANSWER	ADDITIONAL INFORMATION
Community Wide Measurement Actions QUESTION Have you been using the <i>Community Energy and Emissions Inventory</i> (CEEI) to measure progress? What else have you been using instead of/in addition to CEEI?	No	We accumulate our calculated inventory from energy purchases in the year, and calculate it in a spreadsheet.
1.2 PLAN	ANSWER	ADDITIONAL INFORMATION
Community Wide Targets QUESTION Do your OCP(s) have targets, policies and actions to reduce GHG emissions, as per the requirements under the <i>Local Governments Act</i> (LGA)? If yes, please identify the targets set. If no or in progress, please comment. If you are a Regional District, does your RGS have targets, policies and actions to reduce GHG emissions, as per the requirements under the <i>Local Governments Act</i> (LGA)? If yes, please identify the targets set. If no or in progress, please comment.	Yes	See section 2.3.11.4 of our OCP showing that per capita emissions should decline over the long-term from 4.99 to 3.60 tCO ₂ e per person based on a transit oriented development scenario. N/A we are not an RD.

Town of Comox

1.3 REDUCE

Supportive Community-Wide Actions

Please describe the supportive community-wide actions you have taken in 2012 (or propose to take in 2013) to contribute to reducing GHG emissions and energy consumption in your community.

Supportive actions refer to activities that provide a framework or foundation for direct actions to be implemented. These include the development of committees or new staff positions, education and engagement, feasibility studies, policy development and engagement with programs and partnerships.

If your actions do not fit into the given categories please describe them under "other actions".

<http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>

Actions reported in these categories in 2010 and 2011 can be found here:

Supportive Community-Wide Actions

Actions Taken in 2012

Proposed Actions for 2013

Broad Planning (e.g. creation/revision of OCPs, CEPs, transportation plans)

We have begun to implement the OCP including mapping and approval of infill development

We will begin revision of the Subdivision and development servicing bylaw in accordance with the principles of the OCP

Building and Lighting (e.g. developed green building policy, increased density in the downtown)

Energy Generation (e.g. signed on to provincial 'solar ready' regulation, explored options for bioheating for buildings)

Green Space (e.g. developed urban forestry policy, adopted park acquisition policy)

Urban forestry plan adopted

Transportation (e.g. developed sustainable transportation plan, completed bicycle master plan)

Waste (e.g. introduced composting and recycling education programs)

Water/Sewer (e.g. participated in water smart initiatives, implemented Water Action Plan, introduced rebates on low flush toilets)

Offered residents with meters first opportunity to switch to pay by meter for their water fees

Town of Comox

Other Actions			
Direct Community-Wide Actions			
Please describe the <i>direct community-wide actions</i> you have taken this year and propose to take next year to contribute to reducing GHG emissions and energy consumption in your community.			
Direct actions refer to activities that can be directly implemented by local government.			
If your actions do not fit into the given categories please describe them under "other actions".			
Actions reported in theses categories in 2010 and 2011 can be found here: http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm			
Community-Wide Direct Actions	Actions Taken in 2012	Proposed Actions for 2013	
Buildings (e.g. implement use of sustainability checklists and development permit guidelines for new buildings)			
Energy Generation (e.g. implement district energy, geothermal, solar)			
Transportation (e.g. implement bike lanes, pedestrian paths, upgrade transit service and infrastructure, improve roads, parking fees etc.)	Completed bike lanes on Anderton Road, and shared lanes on Beaufort and Bolt Avenues and Cottonwood Greenway	Planning to build connecting sidewalks on Beach (between Comox & Beaufort Avenues) and Comox Ave (between Quay & Stewart St) to complete key pedestrian links.	
Waste (e.g. introduce composting and recycling programs)		Planning to participate in Kitchen Waste (organics) composting pilot program with RD	
Water/Sewer (e.g. implement water conservation and reduction initiatives)	Continued to install water meters	Planning to continue voluntary metering program	
Green Space (e.g. plant trees, conserve forest etc.)			
Other Actions			

Town of Comox

1.4 COMMUNITY-WIDE INNOVATION

Is there any activity that you have been engaged in over the past year(s) that you are particularly proud of and would like to share with other local governments? Please describe and add links to additional information where possible.

Answer

NOTE: If you wish to insert a "hard return" (i.e. Enter Key) while typing in a given cell, you need to hold the ALT+ENTER instead.
NOTE: If your list proves larger than the space provided above, feel free to adjust the column width/row height accordingly.
NOTE: To adjust cells go to the far left (numbers) or top (letters)

CLIMATE ACTION REVENUE INCENTIVE PROGRAM (CARIP) PUBLIC REPORT

For Reporting Year = 2012

Corporate Actions

2.1 MEASURE	
Corporate Measurement Actions QUESTION	Answer
What steps has your local government taken toward completing its corporate emissions inventory (e.g. corporate assets identified related to energy and fuel data and calculated GHG emissions from energy use)?	We have been tracking our energy purchases and calculating GHGs since 2008, and have been publicly reporting them as part of CARIP.
What tool are you using to measure, track and report on your corporate emissions (e.g. SMARTtool, other tools including excel spreadsheets)?	Spreadsheet

2.2 REDUCE

Supportive Corporate Actions

Please describe the **supportive corporate actions** you have taken in 2012 or propose to take in 2013 to contribute to reducing GHG emissions and energy consumption within your corporate boundary.

Supportive actions refer to activities that provide a framework or foundation for direct actions to be implemented. These include the development of committees or new staff positions, education and engagement, feasibility studies, policy development and engagement with programs and partnerships.

If your actions do not fit into the categories provided, please describe them under "other actions".

Lists of actions reported in these categories in 2010 and 2011 can be found here: <http://www.cscd.gov.bc.ca/igd/greencommunities/carip.htm>

Supportive Corporate Actions

Actions Taken in 2012

Proposed Actions for 2013

Broad Planning (e.g. developed corporate climate action plan)

Building and Lighting (e.g. developed energy reduction plan for all corporate buildings)

Energy Generation (e.g. undertook feasibility study of green energy generation for civic buildings)

Transportation (e.g. created anti-idling policy for city vehicles, bike to work week promotion)

Waste (e.g. completed waste audit of City Hall)

Water/Sewer (e.g. completed study of sewer and water energy use)

Other Actions

Promoted Bike to Work Week and Council confirmed its Municipal Idling Control Policy (CCL-048)

Will promote Bike to Work Week again

Direct Corporate Actions

Please describe the **direct corporate actions** you have taken in 2012 and propose to take in 2013 to contribute to reducing GHG emissions and energy consumption within your corporate boundary.

Direct actions refer to activities that can be directly implemented by local governments.

We encourage you to report all the corporate actions that contribute to reduced emissions even if they might not directly contribute to the achievement of your carbon neutral commitment. For example, the introduction of corporate recycling programs do not contribute to carbon neutrality but is a direct action to reduce GHG emissions.

If your actions do not fit into the given categories please describe them under "other actions".

List of actions reported in these categories in 2010 and 2011 can be found here:

<http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>

Direct Corporate Actions

Actions Taken in 2012

Proposed Actions for 2013

Building and Lighting (e.g. energy efficiency retrofits to municipal buildings)

Energy Generation (e.g. implemented heat recovery systems, solar)

Fleet (e.g. anti-idling policies for fleet vehicles, purchasing of hybrid)

Waste (e.g. introduction of composting and recycling programs and education)

Water/Sewer (e.g. initiated water conservation and reduction initiatives)

Green Space (e.g. planting of trees)

Other Actions

Purchased an electric vehicle for administration use.

Mixed recyclables collection at Firehall, and Rec Centre.

2.3 CORPORATE INNOVATION

Answer

Is there any activity that you have been engaged in over the past year(s) that you are particularly proud of and would like to share with other local governments? Please describe and add links to additional information where possible.

NOTE: If you wish to insert a "hard return" (i.e. Enter Key) while typing in a given cell, you need to hold the ALT+ENTER instead.

NOTE: If your list proves larger than the space provided above, feel free to adjust the column width/row height accordingly.

NOTE: To adjust cells go to the far left (numbers) or top (letters)

Town of Comox

CLIMATE ACTION REVENUE INCENTIVE PROGRAM (CARIP) PUBLIC REPORT

For Reporting Year =

2012

Prior to completing this section, please ensure that you are familiar with the "Becoming Carbon Neutral guidebook" available on the BC

[BC Climate Action Toolkit Website](#)

Carbon Neutral Progress Reporting

Is this your Final or Interim CARIP Report for 2012 (Yes or No)?

Yes

Emissions/Offsets	Tonnes CO2e
	Enter Values in Yellow Boxes
Annual corporate emissions using SMARTTool or equivalent inventory tool	607
Emissions from services delivered directly by the local government	368
Emissions from contracted services	239
Less:	
GHG reductions being claimed for this reporting year from Option 1 - GHG reduction project	0
Energy Efficient Building Retrofits and Fuel Switching	
Solar Thermal	
Household Organic Waste Composting	
Low Emissions Vehicles	
Less:	
GHG reductions being claimed for this reporting year from Option 2 - GHG reduction projects	0
Please list all Option 2 Projects Implemented (insert title of the projects(s) as per project plan template. If you have more than two Option 2 projects you can add more lines at the bottom of this sheet)	
Option 2 Project A	
Option 2 Project B	
Sum of Other Option 2 Projects (if you have added projects below)	0

Less:

Offsets purchased for this reporting year (Option 3). Please identify your offset provider in the offset provider information section below.

607
0

(-)

=

Balance of corporate emissions for this reporting year.

(If the corporate emissions balance is zero, your local government is carbon neutral for this reporting year)

Making Progress on Your Carbon Neutral Commitment

If your community has not achieved carbon neutrality for this reporting year please describe the actions that you intend to take next year to move you toward your carbon neutral goal.
enter your response here...

Additional "Option 2" Projects

- Option 2 Project C
- Option 2 Project D
- Option 2 Project E
- Option 2 Project F
- Option 2 Project G
- Option 2 Project H

Offset Provider Information

(i) Please Identify the name(s) of your offset provider(s) (use yellow box to the right):

3Degrees
Yes

(ii-a) The offsets being claimed in this CARIP Report were purchased from the offset provider(s) indicated above prior to making this CARIP report public (please indicate yes or no in yellow box) :

OR

(ii-b) There is a signed agreement in place between the reporting local government and the offset provider(s) indicated above to purchase the offsets by no later than June 1, 2013 (please indicate yes or no in the yellow box):



photo: Joan Pisto, Comox Town Hall

STRATEGIC COMMUNITY INVESTMENT FUNDS

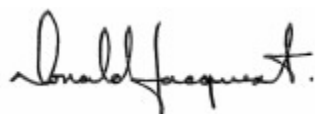


New tandem dump truck with salt/sand spreader

Town of Comox
Strategic Community Investment Funds Plan & Progress Report
year Ended June 30, 2012

Part 1 - SCI Funds Received and Anticipated under Agreement with Province of BC:			
Small Community Grants	Purpose	Date	Amount
	for Local government services	31-Mar-12	\$ 177,332
	for Local government services	30-Jun-12	\$ 266,590
	for Local government services	31-Mar-13	\$ 59,111
	for Local government services	30-Jun-13	\$ 148,368
	for Local government services	30-Jun-14	\$ 207,479
Traffic Fine Revenue Sharing Grants	Purpose	Date	Amount
	defray cost of police enforcement	31-Mar-12	\$ 47,626
	defray cost of police enforcement	30-Jun-12	\$ 77,119
	defray cost of police enforcement	31-Mar-13	\$ 15,875
	defray cost of police enforcement	30-Jun-13	\$ 45,369
	defray cost of police enforcement	30-Jun-14	\$ 61,277

Part 2 - SCI Funds Intended Use, Performance Targets & Progress Made:				
Small Community Portion of SCI Funds				
Intended Use (Council's)	Performance Targets	Progress in	Reporting	Period
Infrastructure Renewal (roads, drains & sidewalks)	Spend all grants received \$443,922 in 2012 on projects	We spent \$513,671 renewing the surfaces of 6 neighbourhood roads		
Traffic Fine Revenue Sharing Portion of the SCI Funds				
Intended Use (Council's)	Performance Targets	Progress in	Reporting	Period
Fund an RCMP Officer	Maintain commitment for 11.6 RCMP Officers	Despite rising costs, Council maintained our funding for 11.6 RCMP Officers (costing us over \$1,250,000 in 2012)		



Report prepared by D. Jacquest, Director of Finance

May 28, 2013



Comox Avenue east of Pritchard Road, in preparation for repaving



Dogwood Avenue repaved



Comox Town Hall • 1809 Beaufort Avenue • Comox BC • V9M 1R9
Tel 250 339-2202 • Fax 250 339-7110 • Web comox.ca