



TOWN OF COMOX 2013 ANNUAL REPORT





Official Opening of Military Row bike lane

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MESSAGE FROM THE MAYOR

This past year was filled with many great accomplishments, and I am proud to share them in the 2013 Annual Report for the Town of Comox. 2013 was the second year of implementation for Council's 2012-2014 Strategic Plan, with a focus on four priorities:

- Downtown Vitalization and Marina Enhancement,
- Fiscal Balance and Infrastructure Asset Management,
- Improving Planning Application Timelines and Processes, and
- Official Community Plan Implementation.

Included in this Report is a review of projects initiated and completed, as well as an overview of the Town's financial performance, for the year ending December 31, 2013. I encourage you to read through the entire Report to share in our successes and learn about our objectives for the next couple of years.

This year, we completed a local economic development strategy for Comox, in partnership with the Comox Valley Economic Development Society. The strategy, titled Made in Comox Economic Development Plan, focuses on key initiatives such as the vitalization of the downtown core and the development of community and commercial space along the boardwalk area of Marina Park. We look forward to continuing to build on these initiatives in 2014. In line with its economic development goals, Council will also be working on reducing development application processing timelines and ensuring a high level of customer service throughout the development application process with the introduction of an updated planning procedures bylaw in 2014.

In implementing the recently completed Official Community Plan, Council made significant progress toward encouraging and preparing for infill development this year. Two initiatives, in particular, were the development of zoning standards for the creation of 350 square metre infill lots as well as the development of zoning standards for the allowance of coach houses in certain circumstances. Council will continue its work in this area in 2014 with the completion of storm and sanitary capacity studies, the review of the subdivision and development servicing bylaw and the review of the development cost charge bylaw.

Council continued its efforts this year in reducing the infrastructure gap in Comox. On roads alone, \$3.0 million was spent on resurfacing approximately 3600 metres. Once again, in tandem with this work, was the installation of a significant number of bike lanes helping

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MESSAGE FROM THE MAYOR, cont'd

to make the Town more sustainable and accessible. Bike lanes were installed along Guthrie and Anderton Roads and Military Way. For the Military Way bike lanes, the Town greatly appreciates the funding assistance from Canadian Forces Base Comox.

Increasing recreational access and opportunities was a big focus this year, with the replacement of park play structures, the development of new walking trails and the refurbishment of existing ones. The Town was also extremely fortunate to have received a grant from the provincial Community Recreation Program for rebuilding four tennis courts at Anderton Park. I encourage you to explore Comox on foot and experience some of the many new and existing trails, such as the Cottonwood greenway, the Clarke boardwalk in the Northeast Woods, and the refurbished walkways along Brooklyn Creek or through Filberg Park.

I would like to thank our dedicated staff once again for their endless task in helping to make our Town the best that it can be. Their dedication and hard work ensures that the Town of Comox remains a fantastic place to live, work and play.



Paul Ives, Mayor



MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

In 2013 we are halfway through the current Council's term and halfway through the current Strategic plan.

It has been another busy year and significant progress has been made on many fronts. Staff continue to work on various initiatives that have been initiated last year, and with some, the fruits of their labour will be realized in future years. I would like to focus my comments this year on the fantastic people that make up this wonderful organization.

The recent additions to the Comox Recreation Centre were completed last year; however, this year we were fortunate to receive the distinction of "Best Fitness Centre in British Columbia". Given the continued high usage of the facility on a daily basis, I would like to give special mention to the incredible people that work at the Comox Recreation Centre and that provide such a positive atmosphere for all.



Across the street from the Comox Recreation Centre, at the Comox Firehall, the Fire Chief and his dedicated team continue to innovate and find ways of using technology to make the complex task of fire fighting more manageable. The recent introduction of iPad use around the firehall and on the trucks is making everything from record keeping and daily inspections easier, and fire scene management more effective. Next time you are passing by, stop in and see what amazing things the dedicated group of staff and volunteers are working on to keep our community safe, and perhaps they will talk to you about the smoke detectors in your home and ask you if the batteries have been changed recently. Around back is the nationally recognized fire training centre that is a constant buzz of activity as the firefighters continue to hone their skills in putting out fires, and yes, even jumping out of tall buildings (with a safety rope attached of course!)

The Public Works department are the unsung heroes of the organization. They keep the water lines working, the storm drain system flowing during those heavy rains and are fixing the roads and sidewalks when required. They work in all of the elements and all hours of the day and night. While most of us are sleeping, these dedicated professionals may be out with the sand trucks and snowplows ensuring you have a safe commute in the morning. I tip my hat to this hard working group of people that go about their duties with sometimes little recognition – until you really need them.

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MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER cont'd

And then there is the Parks department – the flower children of our team. They are also out in the elements year round. During the fall and winter the reduced group of staff are busy planting the bulbs to prepare us for the spring colour shows in the garden beds around Town. It always puts a smile on my face to see the explosion of colour on Comox Hill as the red rhododendron come into full bloom, then the delicate iris show in the beds around the parks. They are a fountain of knowledge of all things leafy and green and are always generously sharing that information with those that ask. As the full growing season approaches in the spring and summer, we add the complement of our student 'Mow birds' that keep the grass trimmed on our boulevards.

As we move inside into Town Hall, it never ceases to amaze me how everyone receives a warm and friendly greeting from the front office staff in Finance and Administration. Everything from Dog Licences, Garbage tags, Town Pins, information on property tax payments – you name it, they know the information or will find out for you in short order. If you have an issue with a bylaw, our friendly Bylaw Enforcement Officer will be happy to assist. Planning to build an addition or a secondary suite? The staff in Planning and Building are there to help you head in the right direction.

I would like to say a big Thank You! to all the wonderful people that make up this organization and continue to get the job done and make Comox the great place that it is to Live, Work and Play.




Richard Kanigan, Chief Administrative Officer



photo: Joan Pisto, Comox Town Hall

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 <http://comox.ca/council/meetings>.

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	<p>Public safety and protection</p> <p>Strong governance and administration</p> <p>Financial management and accountability</p> <p>Economic Development</p> <p>Public works: infrastructure and engineering</p> <p>Recreation</p> <p>Parks</p> <p>Arts and culture</p> <p>Community development and planning</p>
Strategic priorities In addition to core services, our strategic priorities for 2012 – 2014 include:	<p>Downtown vitalization/marina enhancement</p> <p>Fiscal balance/infrastructure asset management</p> <p>Improving Planning application timelines and process</p> <p>OCP implementation</p>

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

<p>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.</p>		<p>Immediate: 2012</p> <p>short term: 2013-2014</p> <p>Long term: beyond 2014</p> <p>Or ongoing</p>
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

<p>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.</p>		<p>Immediate: 2012</p> <p>short term: 2013-2014</p> <p>Long term: beyond 2014</p> <p>Or ongoing</p>
Goal(s)	Action(s)	Timeframe
Reduce application permit processing timelines	<p>Establish processing timelines to the following:</p> <ul style="list-style-type: none"> • 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

<p>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</p>		<p>Immediate: 2012</p> <p>short term: 2013-2014</p> <p>Long term: beyond 2014</p> <p>Or ongoing</p>
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



New organics composting operation



2013 PROGRESS REPORT

2013 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	Yes	Received by Council Jun 13
	Implement local economic development strategy		Yes/No	No	
	Prepare a conceptual plan for new community and commercial space along boardwalk area		Yes/No	No	
Develop plan for marina boardwalk community space	Seek out alternate funding sources through ICE-T and FCM Brownfield programs		Yes/No	Yes	ICET application to be resubmitted
	Investigate combining / connecting with existing Heritage walkway and greenways	Design Marina waterfront walkway	Yes/No	No	
	New Park - Orchard Park Drive	Initiate Comprehensive Park Plan	Yes/No	No	Awaiting Stubbs house plan
Develop community walkway linking marina, downtown, waterfront and parks		Removal of cottages and re-naturalization	Yes/No	Yes	Cottages removed
	Complete lower Brooklyn Creek Enhancement Project		Yes/No	Yes	
	Replace Filberg Park Walking Path		Yes/No	Yes	
Increase density in downtown core	Complete Clarke Trail boardwalk (Phase 1) at NE Woods		Yes/No	Yes	
	Consult with property owners and other stakeholders to review potential barriers to redevelopment in the downtown core	Review DCC Exemptions	Yes/No	No	
		Review Property Tax Exemptions	Yes/No	No	
Other	Reconstruct Anderton Park tennis courts and rehabilitate play structures		Yes/No	Yes	
	Replace Salish Park Play Structure		Yes/No	Yes	
	Install new xeriscape garden beds at Marina Park		Yes/No	Yes	

2013 PROGRESS REPORT – FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Establish an Asset Management Plan	Asset Management Policy for roads, sidewalks, utilities and other public works	Implement Policy	Yes/No	Yes	
	Develop an Asset Management Plan for Recreation facility and equipment		Yes/No	No	
Taxes and Fiscal Responsibility and Transparency	Explore grants and alternate sources of funding for projects		No. of projects with grant applications	5	
		Traffic line painting	Yes/No	Yes	
Maintain road infrastructure		Road resurfacing	No. of metres	3550 metres	
		Patching	No. of metres	1620 metres	
		Crack sealing	Sq. metres	0	
		Chip sealing	No. of metres	0	
		Lamp painting	Yes/No	No	
		Repave Marina Park parking lot	Yes/No	Yes	
		Replace Birch Street water line	No. of metres	200 metres	
Other	Maintain Utility Infrastructure	Install PRV and check valve - Pritchard/Skeena	Yes/No	No	
		Replace Vactor truck	Yes/No	Yes	
Maintain fleet		Replace Cube Van	Yes/No	Yes	
		Replace truck # 11	Yes/No	Yes	
Improve alternative transportation modes		Military Row bike lane	No. of metres	1550 metres	
		Upgrade intersection - Comox/Ellis	Yes/No	Yes	
		Add letdowns to crosswalks - Comox, Rodello, Ridgemount, Gladstone	No. of letdowns	Yes	

2013 PROGRESS REPORT – FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Other	Improve alternative transportation modes	Install crosswalk at Guthrie/Skeena	Yes/No	Yes	
		Install new sidewalk – Beach, Salish	No. of metres	155 metres	
		Add/upgrade bus stops (shelters)	No. of shelters	0	
	Maintain Fire Station	Replace roof over bay area of fire station	Yes/No	Yes	
		Renovate main office and big room area of fire station	Yes/No	Yes	
		Add iPads to fire vehicles to enhance response information	Yes/No	Yes	
		Revise event application process	Yes/No	No	
	Provide effective recreational service	Continue technology upgrades	Yes/No	Yes	
		Redesign front reception area	Yes/No	Yes	
		Complete facility improvements	Yes/No	Yes	
		Review marketing plan	Yes/No	Yes	
		Develop strategies to maximize facility use	Yes/No	No	
		Complete preliminary conceptual drawings for Public Works Buildings replacement	Yes/No	Yes	
	Maintain Town Infrastructure	Undertake marine survey of Comox Marina	Yes/No	Yes	

2013 PROGRESS REPORT - IMPROVING PLANNING APPLICATION TIMELINES AND PROCESS					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Reduce application permit processing timelines	Monitor processing timelines	Rezoning - 6-8 months	% within objective		Time line targets implemented and applications are being processed accordingly. (These applications involve significant interaction between the applicant and staff (e.g. clarification of information, document revision to meet Town or applicant requirements etc.) and therefore timeline tracking by applications is problematic and would be staff time intensive. Consequently, have relied on staff impression in reporting on this issue.)
		Development Permits - 3-4 months	% within objective		Time line targets implemented and applications are being processed accordingly. (These applications involve significant interaction between the applicant and staff (e.g. clarification of information, document revision to meet Town or applicant requirements etc.) and therefore timeline tracking by applications is problematic and would be staff time intensive. Consequently, have relied on staff impression in reporting on this issue.)
		Subdivisions - 3-4 months	% within objective	100%	
		Secondary suites - Building Permit only	% within objective	100%	Zoning Bylaw amendment to implement this action was adopted in 2012
		Provide support and resources to meet established processing timelines	Yes/No	Yes	Part of budget process

2013 PROGRESS REPORT - IMPROVING PLANNING APPLICATION TIMELINES AND PROCESS					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Develop a high standard of customer service	Staff continue to assist customers through process		Yes/No	Yes	
	Develop a clear application process with check lists and application costs if necessary		Yes/No	In process	
	Develop process for public and customer feedback		Yes/No	Pending	New procedures bylaw adopted on June 18/14. Implementing checklists are currently under preparation.

2013 PROGRESS REPORT – OFFICIAL COMMUNITY PLAN IMPLEMENTATION					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Encourage and prepare for infill	Determine sewer, water and storm system calibration/capacity in advance of infill development	Engage Engineering Consultant to conduct study	Yes/No		Water complete
		Review consolidation of accesses along Knight Road	Yes/No	Pending	
		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	Pending	
	Amend/Update Subdivision and Development Servicing Bylaw	Require oil water separators for parking areas of all commercial, multi-family and industrial development	Yes/No	Pending	
		Incorporate applicable development permit area guidelines	Yes/No	Pending	

2013 PROGRESS REPORT – OFFICIAL COMMUNITY PLAN IMPLEMENTATION					
GOAL	OBJECTIVE	ACTION	MEASURE	OUTCOME	COMMENTS
Encourage and prepare for infill	Create 350 m2 minimum lot size (infill development) zoning standards		Yes/No	Yes	
	Create coach house zoning standards		Yes/No	Yes	
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	
	Develop new trails, walkways where deemed appropriate	Develop Cottonwood Lane walkway	Yes/No	Yes	
		Develop Heritage Walkway	No. of metres	No	
		Redevelop Northeast Woods trails	No. of metres	Yes	
	Development Cost Charge Bylaw Review	Consider reduced Development Cost Charges for developments with significant reduction in off-site infrastructure impacts	Yes/No	No	
Other	Amend Development Approval Information Bylaw to reference greenhouse gas and sustainability impacts		Yes/No	No	
	Improve Transit services	Work with BC Transit, K'omoks First Nation, City of Courtenay	Yes/No	Yes	
		Work with Regional District, City of Courtenay and Village of Cumberland to develop 25-year Transit Future Plan	Yes/No	Ongoing	
	Develop residential sound attenuation requirements for arterial and collector roads		Yes/No	No	
	Incorporate OCP, Zoning, Civic and Legal map layers into GIS		Yes/No	Yes	

2014-2015 OBJECTIVES AND MEASURES

2014-2015 OBJECTIVES AND MEASURES – DOWNTOWN VITALIZATION / MARINA ENHANCEMENT			
GOAL	OBJECTIVE	ACTION	MEASURE
Develop strong, collaborative stakeholder relationships	Implement local economic development strategy		2014–2015 Yes/No
Develop plan for marina boardwalk community space	Prepare a conceptual plan for new community and commercial space along boardwalk area		2014 Yes/No
Develop community walkway linking marina, downtown, waterfront and parks	Seek out alternate funding sources through ICE-T and FCM Brownfield programs		2014 Yes/No
	Investigate combining / connecting with existing Heritage walkway and greenways	Design Marina waterfront walkway	2014 Yes/No
	New Park – Orchard Park Drive	Initiate Comprehensive Park Plan	2014 Yes/No
	Consult with property owners and other stakeholders to review potential barriers to redevelopment in the downtown core	Review DCC Exemptions	2014 Yes/No
		Review Property Tax Exemptions	2014 Yes/No

2014-2015 OBJECTIVES – FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT			
GOAL	OBJECTIVE	ACTION	MEASURE
Establish an Asset Management Plan	Asset Management Policy for roads, sidewalks, utilities and other public works	Implement Policy	2014 Yes/No
	Develop an Asset Management Plan for Recreation facility and equipment		2014 Yes/No
Taxes and Fiscal Responsibility and Transparency	Explore grants and alternate sources of funding for projects		2014 No. of projects with grant applic.

2014-2015 OBJECTIVES – FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT				
GOAL	OBJECTIVE	ACTION	TIMING	MEASURE
Other	Maintain road infrastructure	Traffic line painting	2014	Yes/No
		Road resurfacing	2014	No. of metres
		Patching	2014	No. of metres
		Crack sealing	2014	Sq. metres
		Chip sealing	2014	No. of metres
		Lamp painting	2014	Yes/No
		Resurface roads - Glacier View, Beaufort, Torrence, Robb, Birch, Wallace, Argus, Quadra, Quarry Park	2014	No. of metres
		Resurface roads - Comox, Lazo, Torrence, Stewart	2015	No. of metres
		Roundabout - Comox and Rodello	2015	Yes/No
		Install PRV and check valve - Pritchard/Skeena	2014	Yes/No
	Maintain utilities	Upgrade sanitary - Beaufort (Nordin to Stewart)	2014	Yes/No
		Upgrade storm - Anderton (Bolt to Guthrie)	2014	Yes/No
		Storm maintenance - Brooklyn Creek, Beckton ponds, catch basins	2014-2015	Yes/No
		Water maintenance - hydrants, Pritchard/Skeena PRV and check valve	2014	Yes/No
		Sanitary maintenance - inflow and infiltration (1&1)	2014-2015	Yes/No
		Sidewalk inspections and maintenance	2014/2015	Yes/No
		Engineer high pressure water line - Pritchard (Dryden to Cambridge)	2014	Yes/No

2014-2015 OBJECTIVES – FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT				
GOAL	OBJECTIVE	ACTION	TIMING	MEASURE
Other	Maintain utilities	Install high pressure water line - Pritchard (Dryden to Cambridge)	2015	Yes/No
		Sanitary upgrade - Beaufort/Comox/Stewart	2014	Yes/No
		Storm - Stewart Street	2015	Yes/No
		McLeod / Douglas water loop	2015	Yes/No
		Replace foreshore sewer - Carthew to Ellis	2015	Yes/No
		Upgrade sewer - Comox (Rodello to Anderton)	2015	Yes/No
		Replace single axle dump (unit 2)	2014	Yes/No
		Replace loader (unit 6)	2014	Yes/No
		Replace crew cab (unit 64)	2014	Yes/No
		Replace Fire duty vehicle (unit 37)	2015	Yes/No
	Maintain Fleet	Replace flat deck trailer (unit 29)	2015	Yes/No
		Replace bobcat (unit 76)	2015	Yes/No
		Replace mini-dump (unit 65)	2015	Yes/No
		Install new sidewalk - Comox, Torrence, Wallace, Glacier View, Beaufort, Balmoral, Anderton	2014	No. of metres
	Improve alternative transportation modes	Install two bus shelters	2015	No. of shelters
		Revise event application process	2014	Yes/No
		Develop strategies to maximize facility use	2014	Yes/No
	Provide effective recreational service	Comox Avenue sanitary - Rodello to Anderton	2014	Yes/No
		Comox/Rodello Roundabout	2014	Yes/No
	Engineering Design			

2014-2015 OBJECTIVES – FISCAL BALANCE / INFRASTRUCTURE ASSET MANAGEMENT				
GOAL	OBJECTIVE	ACTION	TIMING	MEASURE
Other	Maintain Fire Station	Office renovations - Part 2	2014	Yes/No
	Maintain Town buildings and Facilities	Replace Works Yard facilities	2014	Yes/No
		Replace roof at 1729 Comox Ave	2014	Yes/No
		d'Esterre upgrades	2014	Yes/No
		Rebuild roller hockey rink	2014	Yes/No
		Convert street lights to induction	2015	Yes/No

2014-2015 OBJECTIVES – IMPROVING PLANNING APPLICATION TIMELINES AND PROCESS			
GOAL	OBJECTIVE	ACTION	MEASURE
Develop a high standard of customer service	Develop a clear application process with check lists and application costs if necessary		Yes/No
	Develop process for public and customer feedback		Yes/No

2014-2015 OBJECTIVES – OFFICIAL COMMUNITY PLAN IMPLEMENTATION			
GOAL	OBJECTIVE	ACTION	MEASURE
Encourage and prepare for infill	Determine sewer and storm system calibration/capacity in advance of infill development	Engage Engineering Consultant to conduct study	Yes/No
Increase connectivity between and within neighbourhoods and within the downtown core	Map Town of Comox present trails, walkways, bike trails and lanes		Yes/No
	Develop new trails, walkways where deemed appropriate	Brooklyn Creek Greenway Development	Yes/No
		Develop Heritage Walkway	No. of metres
		Lazo Road greenway	Yes/No

2014-2015 OBJECTIVES – OFFICIAL COMMUNITY PLAN IMPLEMENTATION				
GOAL	OBJECTIVE	ACTION	TIMING	MEASURE
Increase connectivity between and within neighbourhoods and within the downtown core	Develop new trails, walkways where deemed appropriate	Connemara greenway and platform	2015	Yes/No
		Nootka to Somenos greenway	2015	Yes/No
Other	Development Cost Charge Bylaw Review	Consider reduced Development Cost Charges for developments with significant reduction in off-site infrastructure impacts	2014	Yes/No
	Amend Development Approval Information Bylaw to reference greenhouse gas and sustainability impacts		2014	Yes/No
	Develop residential sound attenuation requirements for arterial and collector roads		2014	Yes/No
	DCC Update		2014	Yes/No



Completion of the Cottonwood Greenway

STATEMENT OF FINANCIAL INFORMATION

Year Ended December 31, 2013



photo: Joan Pisto, Comox Town Hall

Town of Comox
Statement of Financial Information
Contents
Year Ended December 31, 2013

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 agreements	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, 2013

Schedule 1

Remuneration & Expenses for Elected Officials

	Remuneration	Expenses
Patti Fletcher, Councillor	\$ 16,624	\$ 3,283
Ken Grant, Councillor	16,624	1,957
Tom Grant, Councillor	16,624	5,288
Paul Ives, Mayor	31,047	8,226
Hugh MacKinnon, Councillor	16,624	3,855
Barbara Price, Councillor	16,624	6,151
Maureen Swift, Councillor	<u>16,624</u>	<u>6,503</u>
	<u><u>\$ 130,791</u></u>	<u><u>\$ 35,263</u></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, 2013

Schedule 2

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

	Remuneration	Expenses
Debra Andrew, Deputy Director of Finance	\$ 76,474	3,337
Shelley Ashfield, Municipal Engineer	92,872	-
Al Fraser, Parks Superintendent	84,273	1,248
Brett Green, Foreman	77,466	3,097
Donald Jacquest, Director of Finance	107,455	3,894
Marvin Kamenz, Town Planner	97,496	2,463
Richard Kanigan, Administrator	124,331	8,950
Jim Lariviere, Assistant Fire Chief	78,720	992
Shelly Russwurm, Deputy Corporate Administrator	84,273	2,821
Gord Schreiner, Fire Chief	95,360	2,302
Rick Shelton, Assistant Fire Chief	77,914	7,140
Jim Stevenson, Recreation Director	84,075	1,641
Glenn Westendorp, Public Works Superintendent	<u>88,468</u>	<u>150</u>
subtotal	1,169,177	38,035
all employees under \$75,000	2,852,376	40,553
	<u> </u>	<u> </u>
Total for all employees	<u>\$ 4,132,939</u>	<u>\$ 78,588</u>

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

Total employee remuneration (above)	\$ 4,132,939
Plus Council remuneration (Schedule 1)	130,791
Increase to Accrued Payroll & Post-Employment Benefits in year	145,867
Plus employee benefits included in Disbursements (Schedule 3)	<u>777,678</u>
Salaries, wages and employee benefits reported on Schedule 1 of the Consolidated Financial Statements for the Town of Comox	<u>\$ 5,187,275</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, 2013
Schedule of Disbursements over \$25,000

Schedule 3

Above All Cleaning	42,968.57
Amigo Ventures Corp	66,435.40
B C Assessment Authority	159,678.78
B C Hydro	327,805.17
Black Press Group Ltd.	27,235.96
Brian McLean Chevrolet Oldsmobile Ltd.	35,822.39
Chimo Gymnastics Club	213,396.50
City Of Courtenay	27,797.82
Comox Archives And Museum Society	25,000.00
Comox Business In Action	70,050.00
Comox Firefighters Association	33,836.30
Comox Harbour Centre Management Inc	93,956.14
Comox Valley Bobcat & Excavating Ltd.	126,078.26
Comox Valley Martial Arts & Fitness	29,688.57
Comox Valley Nissan Ltd.	32,256.00
Comox Valley Regional District	6,282,527.22
Comox-Strathcona Regional Hospital Dist	1,968,580.92
Compass Adventure	46,553.05
Corix Water Products Limited Partnership	46,192.18
CUPE Local 556	47,373.13
Current Environmental	36,204.74
Emterra Environmental	720,604.39
Enex Fuels Ltd.	75,387.15
Four Star Waterworks Ltd.	173,155.47
GCS Technology Services Inc.	70,517.74
ISL Engineering and Land Services Ltd	68,027.97
J R Edgett Excavating Ltd	1,009,261.13
Kendrick Equipment (2003) Ltd.	145,382.95
Koers & Associates Engineering	46,617.23
Kokomo Investments Ltd.	36,084.50
Lafarge Canada Inc	37,637.81
Leighton Contracting (2009)Ltd	686,007.21
Les Colville Welding & Fabricating Ltd.	32,223.67
Mack Sales & Service of Nanaimo	132,307.67
McElhanney Consulting Services	108,177.08
Minister of Finance	1,860,242.21
MNP LLP	31,693.42
Municipal Insurance Assn Of B.C.	83,324.00
Municipal Pension Plan	624,784.31
Nelson Roofing & Sheet Metal Ltd.	52,523.33
Nilson, Birgit	28,845.36
Progressive Systems Ltd	30,578.04
Protech Construction Ltd.	489,715.04
R.F. Binnie & Associates Ltd	55,443.85
RDH Building Engineering Ltd.	89,859.93
Receiver General For Canada	2,712,663.02
Scotiabank Visa	89,968.35
Silvacare Inc	34,022.27
Slegg Construction Materials	40,006.10
Spanmaster Structures Ltd	37,451.35
Stedman, Jane	25,850.53
Steve Marshall Motors Ltd	34,979.84
Tayco Paving Co Ltd	1,002,762.98
Telus	33,804.37
Thomson, Steve	55,775.09
Trane Canada ULC	27,241.74

Town of Comox
Statement of Financial Information
Year Ended December 31, 2013
Schedule of Disbursements over \$25,000

Schedule 3

Valley View Estates Ltd.	71,683.03
Vancouver Island Enterprises	28,476.63
Vancouver Island Regional Library	507,380.00
Vic Davies Architect (2003) Ltd	78,597.29
Wacor Holdings Ltd.	685,000.00
Wholesale Fire & Rescue Ltd.	33,252.28
Willis Canada Vancouver	69,637.00
Young, Anderson	48,945.36
subtotal	22,045,335.79
Plus all payees disbursed under \$25,000	<u>1,844,063</u>
Total disbursements, all payees	<u><u>\$ 23,889,398</u></u>
 <u>Reconciliation to Total Expenditures reported in Financial Statement:</u>	
Total Disbursements for all payees (reported above)	\$ 23,889,398
Plus Council & Employee remuneration (Sch. 1 and Sch. 2)	4,409,597
Less remittances of property taxes collected for others (net of offsets) not included in expenditures on the Financial Statements	(6,405,743)
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	(1,327,440)
Less GST & HST recoveries from disbursements in year	(450,958)
Less expenditures on tangible capital assets	(4,189,218)
Plus amortization expense from tangible capital assets	2,609,090
Plus write-downs of tangible capital assets	21,129
Less DCCs, development bonds and deposits refunded in year	(878,180)
Plus net increase in other liability accounts included in expenses on the Financial Statements	<u>13,897</u>
Total Expenses reported on Statement 2 and Schedules 1 & 6 of the Consolidated Financial Statements for the Town of Comox	<u><u>\$ 17,241,295</u></u>

Town of Comox

Statement of Financial Information

Year Ended December 31, 2013

Schedule 4

Schedule of Payments for Grants or Contributions

Recipient of Grant or Contribution		Purpose of Grant
Citizens On Patrol Society	\$ 4,300	Operation of Society
City of Courtenay	1,571	Skateboard Park Operation
Comox Archives & Museum Society	25,000	Operation of Society
Comox Business in Action Association	69,800	Business Improvement Area
Comox Nautical Days Society	20,000	Festival Operations
Comox Valley Regional District	18,458	Emergency Preparedness
Comox Valley Art Gallery	5,000	Gallery Operations
Comox Valley Community Policing	5,550	Auxiliaries & Crime Prevention
Erica Lamouroux	500	Mack Laing Bursary
Sid William Theatre Society	20,000	Theatre Operations
YANA	<u>545</u>	
	<u>\$ 170,724</u>	

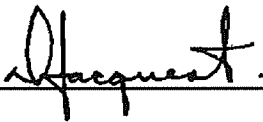
Town of Comox

Statement of Financial Information
Year Ended December 31, 2013

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.

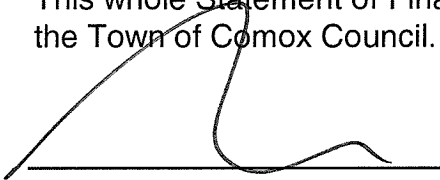


Donald Jacquest, Director of Finance

June 05, 2014

Date

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



Paul Ives, Mayor

June 19, 2014

Date

CONSOLIDATED FINANCIAL STATEMENTS

Year Ended December 31, 2013



New play structure at Salish Park



TOWN OF COMOX

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Year Ended December 31, 2013

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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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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 (2013)
7. Schedule of Operations by Segment (2012)



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 Canadian public sector accounting standards 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 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, 2013 and the consolidated statements of operations, change in net financial assets, and 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, 2013, 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 23, 2014

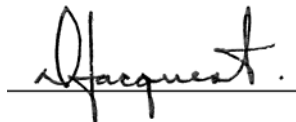
MNP LLP

Chartered Accountants

Town of Comox
Consolidated Statement of Financial Position
as at December 31, 2013

Statement 1

	2013	2012
Financial Assets		
Cash	\$ 1,341,492	\$ 4,300,416
Short-term investments (Note 2b)	18,432,448	16,319,913
Receivables (Note 4)	1,536,694	1,258,017
Land for resale	9,847	9,847
	<u>21,320,481</u>	<u>21,888,193</u>
Financial Liabilities		
Payables (Note 5)	3,316,835	3,049,855
Deferred revenue (Schedule 3)	7,764,544	8,320,861
Net debenture debt (Note 6)	2,455,755	3,024,380
Performance deposits and bonds	1,126,794	1,200,301
	<u>14,663,928</u>	<u>15,595,397</u>
Net Financial Assets	<u>6,656,553</u>	<u>6,292,796</u>
Contingent liabilities (Note 7)		
Non Financial Assets		
Tangible capital assets (Schedule 5)	80,658,795	77,233,952
Supply inventory	178,203	191,280
Prepaid expenses	65,706	62,921
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	<u>80,911,454</u>	<u>77,496,903</u>
Accumulated Surplus (Note 16)	<u>\$ 87,568,007</u>	<u>\$ 83,789,699</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, 2013

Statement 2

	2013 Budget Note 15	2013	2012
Revenue			
Property valuation taxes	\$ 7,260,131	\$ 7,262,526	\$ 7,006,175
Parcel taxes	636,165	629,307	624,352
Payments in lieu of taxes (Federal & Provincial)	1,364,137	1,405,043	1,347,927
Revenue from Taxation	9,260,433	9,296,876	8,978,454
Utility fees	5,187,857	5,262,005	4,866,735
Other sales of services	1,989,719	2,097,890	2,000,990
Licenses, permits and planning fees	249,750	170,126	223,880
Development Cost Charges used for capital expenditures	801,492	720,051	480,432
Tangible capital assets contributed through development	-	951,888	-
Donations	29,000	96,756	61,484
Investment income	115,100	152,871	191,188
Interest and penalties on taxes and utilities	86,000	93,365	79,837
Actuarial earnings on debenture sinking fund	-	118,348	94,840
Rentals	110,163	133,462	148,732
Other	15,700	20,995	24,795
Gain on disposal of tangible capital asset	-	84,003	-
Unconditional transfers from governments and agencies	268,723	268,441	568,737
Conditional transfers from governments and agencies	1,546,968	1,443,837	281,354
Debenture refunds upon maturity	108,000	108,689	-
	19,768,905	21,019,603	18,001,458
Expenses			
General government	1,392,416	1,333,219	1,272,968
Protective services	2,854,384	2,884,803	2,718,833
Transportation	1,568,853	2,857,068	2,740,038
Garbage and recycling services	1,159,497	1,109,493	1,010,005
Development services	544,570	389,053	414,424
Marina	166,029	215,659	182,856
Recreation, parks, and culture	3,504,003	4,122,171	3,846,225
Water services	2,065,762	2,294,818	2,198,505
Sewer services	1,837,931	2,035,011	1,835,909
	15,093,445	17,241,295	16,219,763
Surplus for the year	\$ 4,675,460	\$ 3,778,308	\$ 1,781,695
Accumulated surplus at start of year		\$ 83,789,699	\$ 82,008,004
Accumulated surplus at end of the year		\$ 87,568,007	\$ 83,789,699

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, 2013

Statement 3

	2013 Budget Note 15	2013	2012
Surplus for the year (Statement 2)	\$ 4,775,460	\$ 3,778,308	\$ 1,781,695
Tangible capital assets acquired through development	-	(951,888)	-
Acquisition of tangible capital assets	(5,910,965)	(5,141,106)	(1,672,422)
Amortization of tangible capital assets	-	2,609,090	2,513,236
Disposition of tangible capital assets	-	59,061	-
Increase in prepaid expenses	-	(2,785)	(7,586)
Decrease in supply inventory	-	13,077	2,842
	<hr/>	<hr/>	<hr/>
Increase in Net Financial Assets	(1,135,505)	363,757	2,617,765
Net Financial Assets at beginning of year	<hr/> 6,292,796	<hr/> 6,292,796	<hr/> 3,675,031
Net Financial Assets at end of year (Statement 1)	<hr/> <u><u>\$ 5,157,291</u></u>	<hr/> <u><u>\$ 6,656,553</u></u>	<hr/> <u><u>\$ 6,292,796</u></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, 2013

Statement 4

	2013	2012
Net inflow (outflow) of cash related to the following activities:		
Operating Activities		
Surplus for the year (Statement 2)	\$ 3,778,308	\$ 1,781,695
Non-cash items included in operations:		
Contribution from developers	(951,888)	-
Amortization of tangible capital assets	2,609,090	2,513,236
Disposition of tangible capital assets replaced	59,061	-
Actuarial increase in debenture sinking funds	(118,348)	(94,840)
Net changes to financial assets & liabilities through operations:		
Increase in / decrease in receivables	(278,677)	570,337
Increase in / decrease in land for resale	-	1,555
Increase in / decrease in payables	266,980	(580,184)
Increase in / decrease in deferred revenue	(556,317)	780,540
Increase in / decrease in performance deposits and bonds	(73,507)	329,220
Increase in / decrease in supply inventory	13,077	2,842
Increase in / decrease in prepaid expenses	(2,785)	(7,586)
	<u>4,744,994</u>	<u>5,391,655</u>
Investing Activities		
Short-term investing	(2,112,535)	(3,799,643)
Acquisition of tangible capital assets	(5,141,106)	(1,672,422)
	<u>(7,253,641)</u>	<u>(5,472,065)</u>
Financing Activities		
Debenture principal repaid	(450,277)	(545,117)
Decrease in cash	(2,958,924)	(625,527)
Cash at beginning of year	4,300,416	4,925,943
Cash at end of year (Statement 1)	\$ 1,341,492	\$ 4,300,416
Interest paid	\$ 252,483	\$ 295,509
Interest received	\$ 271,219	\$ 301,722

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, 2013

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 which have fluctuating returns and are carried at the lower of cost and market value. The Guaranteed Investment Certificate yields 1.61% and matures January 14, 2014.

Short-term Investments	2013	2012
Municipal Finance Authority of BC Funds:		
Short-term Bond Fund	\$ 7,303,940	\$ 15,016
Intermediate Bond Fund	5,066,883	2,134,787
Money Market Fund	<u>17,284</u>	<u>16,795</u>
	<u>12,388,107</u>	<u>2,166,598</u>
Scotia Guaranteed Investment Certificate	<u>-</u>	<u>3,772,915</u>
Canadian Western Bank GIC	<u>6,044,198</u>	<u>-</u>
Scotia Asset Management Funds:		
Cash	143	404
Scotia Short-Mid Government Bond Fund	<u>-</u>	<u>10,379,996</u>
	<u>143</u>	<u>10,380,400</u>
Total short-term investments	<u>\$ 18,432,448</u>	<u>\$ 16,319,913</u>

(c) Trust Fund

A Town-administered trust fund has been excluded from the financial statements. The balance in the fund was \$72,541 at December 31, 2013 (\$71,328 in 2012). It was invested in the MFA Short-term Bond Fund in 2013 and 2012. The only transactions in the fund were interest earned (\$1,213 in 2013 and \$1,679 in 2012).

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2013

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, 2013.

(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) **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.

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2013

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) **Revenue Recognition**

Property tax revenues are recognized in the year they are levied. User fees and garbage revenues are recognized when the service is provided. 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 when the contribution is received. Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

(i) **Measurement Uncertainty**

The preparation of financial statements in conformity with Canadian public sector accounting standards 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.

3. RECENT ACCOUNTING PRONOUNCEMENTS

(a) **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.

4. RECEIVABLES

Receivables are composed of the following amounts:

Due from:	2013	2012
Employees	\$ 446	\$ 452
Governments	711,793	334,532
Developers for DCC Installments	-	139,956
Others	824,455	783,077
Total receivables	<u>\$ 1,536,694</u>	<u>\$ 1,258,017</u>

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2013

5. PAYABLES

Payables are composed of the following amounts:

Due to:	2013	2012
Employees (payroll earned to year end)	\$ 223,197	\$ 140,794
Employees (accruals for vacation and post-employment benefits)	780,207	716,743
Governments	1,876,465	1,883,777
Others	<u>436,966</u>	<u>308,541</u>
Total payables	<u>\$ 3,316,835</u>	<u>\$ 3,049,855</u>

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, 2013 are:

Issued	Purposes of Borrowing	Terms	Interest Rates	Amount Borrowed	Sinking Fund	Net Owing	Debt Reserve	Promissory Note
April 2004	Kye Bay Water & Sewer System	19 years	4.86%	317,250	114,548	202,702	4,596	9,731
Oct. 2004	Downtown Revitalization	14 years	4.975%	475,000	267,244	207,756	6,763	19,272
Oct. 2004	Brooklyn Creek Storm Drain	10 years	4.975%	566,666	496,775	69,891	8,068	31,102
Oct. 2005	Brooklyn Creek Storm Drain	10 years	4.17%	79,243	60,816	18,427	1,083	4,160
Apr. 2008	Library	9 years	4.65%	2,100,000	1,074,789	1,025,211	25,694	127,042
Apr. 2008	Pt. Holmes Water	14 years	4.65%	270,000	79,948	190,052	3,304	10,958
Apr. 2011	Comox Rec. Center	7 years	4.20%	<u>1,000,000</u>	<u>258,284</u>	<u>741,716</u>	<u>11,090</u>	<u>74,305</u>
Totals at December 31, 2013				<u>\$ 4,808,159</u>	<u>\$ 2,352,404</u>	<u>\$ 2,455,755</u>	<u>\$ 60,598</u>	<u>\$ 276,570</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>

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		
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
2018	175,995	93,605	269,601	70,506	206,434

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, 2013

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, 2013 the Comox Valley Regional District had net debt of \$50,138,105 owing (\$54,963,416 at December 31, 2012) (\$87,282,656 net of \$37,144,551 sinking funds in 2013; (\$87,282,656 net of \$32,319,240 sinking funds in 2012) including debentures issued for the Town of Comox (Note 6), the City of Courtenay, the Village of Cumberland and itself.
- (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 (\$60,598 at December 31, 2013; \$82,539 in 2012), plus Promissory Notes issued by the Town at the time of issue (\$276,570 at December 31, 2013; \$314,667 in 2012).
- (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, 2013 the District's share of those tangible capital assets (at cost and net book value) were \$864,212 and \$440,924 respectively (\$854,809 and \$451,304 in 2012) and its share of a Fire Department Capital Reserve was \$56,544 (\$42,102 in 2012).
- (d) **Claims**
At December 31st there existed an outstanding claim against the Town. That claim has been referred to legal counsel and to the Town's liability insurers. Subsequent to year end the claim was settled and closed at a cost to the Town of \$7,700.
- (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 based on a formula. The Plan has about 179,000 active members and approximately 71,000 retired members.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1.37 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan. The Town of Comox paid \$341,963 for employer contributions to the plan in 2013, on behalf of 63 employees (\$323,856 in 2012 on behalf of 66 employees).

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2013

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 (\$366,050 at December 31, 2013 and \$349,454 in 2012) 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 3.85%. 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, 2013

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 2013 and 2012, 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 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, 2013

15. RECONCILIATION OF 2013 BUDGET

The Town's budget figures come from a five-year Financial Plan adopted March 20, 2013 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 public sector accounting standards and reports revenues and expenses, so the following adjustments must be made to the budgeted figures to reconcile them to the Towns 2013 Financial Plan:

Reconciliation of 2013 Budget Reported to Financial Plan:	
Net budget for 2013 reported	\$ 4,675,460
Capital acquisitions in Financial Plan	(5,810,965)
Transfers from capital reserves in Financial Plan	811,324
Transfers to capital reserves in Financial Plan	(901,692)
Surplus appropriated for operations in Financial Plan	1,676,151
Debt principal repayments in Financial Plan	<u>(450,278)</u>
Net of Financial Plan	<u><u>Nil</u></u>

TOWN OF COMOX
Notes to the Consolidated Financial Statements
Year Ended December 31, 2013

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:	2013	2012
Operating Funds:		
General Operating Fund	\$ 1,581,391	\$ 2,442,267
Water Operating Fund	692,002	646,084
Sanitary Sewer Operating Fund	<u>1,604,663</u>	<u>1,453,750</u>
	<u>3,878,056</u>	<u>4,542,101</u>
Capital Funds:		
General Capital Fund	60,018,846	55,991,555
Water Capital Fund	8,780,150	8,712,738
Sanitary Sewer Capital Fund	<u>9,412,794</u>	<u>9,514,029</u>
	<u>78,211,790</u>	<u>74,218,322</u>
Reserve Funds (Schedule 2)	<u>5,478,161</u>	<u>5,029,276</u>
Accumulated Surplus	<u>\$ 87,568,007</u>	<u>\$ 83,789,699</u>

Town of Comox
Schedule of Expenses by Object (Type)
Year Ended December 31, 2013

Schedule 1

Expenses	Budget 2013 Note 15	2013	2012
Salaries, wages and employee benefits	\$ 5,657,289	\$ 5,187,275	\$ 5,021,089
Contracted and general services	6,782,395	6,878,777	6,164,004
Materials, goods, supplies and utilities	2,380,141	2,292,540	2,225,925
Interest and bank charges	258,620	252,483	295,509
Amortization of tangible capital assets	-	2,609,091	2,513,236
Losses on disposal of tangible capital assets	-	21,129	-
Other	15,000	-	-
	<u>\$ 15,093,445</u>	<u>\$ 17,241,295</u>	<u>\$ 16,219,763</u>

Town of Comox
Schedule of Continuity of Reserve Funds
Year Ended December 31, 2013

Schedule 2

	2013	2012
Opening Balance of Reserve Funds	\$ 5,029,276	\$ 4,093,621
Contributions to funds from operations	926,692	856,137
Interest earned on funds	28,627	79,518
Withdrawals from funds for capital acquisitions	<u>(506,434)</u>	<u>-</u>
Closing balance of Reserve Funds (Note 16)	<u>\$ 5,478,161</u>	<u>\$ 5,029,276</u>

Represented by the following financial assets:

Cash and short-term investments	<u>\$ 5,478,161</u>	<u>\$ 5,029,276</u>
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Including the following Reserve Funds:

Capital Works Reserve	\$ 1,392,093	\$ 1,091,386
Equipment Replacement Reserve	350,325	573,350
Municipal Marina Reserve	58,184	110,960
Waterfront Development Reserve	25,000	-
Water Utility Reserve	754,119	697,947
Sewer Enterprise Reserve	2,523,254	2,305,930
Lancaster Sewer Lift Station Capital Reserve	41,435	8,210
Point Holmes Sewer Lift Station Capital Reserve	16,436	8,209
Waterfront Walkway Reserve	309	308
Affordable Housing Reserve	116,344	82,618
Fire Department Capital Reserve - Town share	<u>144,118</u>	<u>108,256</u>
	5,421,617	4,987,174
Fire Department Capital Reserve - CRFPID share (Note 7)	<u>56,544</u>	<u>42,102</u>
	<u>\$ 5,478,161</u>	<u>\$ 5,029,276</u>

Town of Comox
Schedule of Deferred Revenue Continuity
Year Ended December 31, 2013

	2012	2013
	Balance	Balance
	Receipts	Interest
	Refunded	Recognized as Revenue
Development Charges:		
Open Space Development Cost Charges	\$ 2,174,800	\$ 1,590
5% Payment in Lieu of Parks Dedication	289,459	115
Water Development Cost Charges	1,059,227	572
Major Road Development Cost Charges	822,234	466
Storm Drain Development Cost Charges	674,899	843
Sanitary Sewer Development Cost Charges	228,214	297
Developer Payments in Lieu of Parking	27,692	11
Developer Payments for Affordable Housing	169,370	-
Federal Gas Tax Funds (Community Works Fund)	1,650,529	3,114
Prepaid property taxes	574,115	4,515
Prepaid parcel tax commutation - Kye Bay Water / Sewer	7,663	-
Prepaid Storm Drainage Development Works Payment	26,858	-
Prepaid recreation fees	190,792	-
Prepaid marina fees	66,892	-
Prepaid dog tags	510	-
Prepaid business licenses	10	-
Olympic Torch Relay Grant	555	-
Prepaid property rents	642	-
Donations for future specified capital projects	6,400	-
Provincial Recreation Grant	350,000	-
	\$ 8,320,861	\$ 11,523
	\$ 2,194,033	\$ -
		\$ 2,761,873
		\$ 7,764,544

Town of Comox
Continuity of Equity in Tangible Capital Assets
Year Ended December 31, 2013

Schedule 4

	2013	2012
Opening balance of equity in Tangible Capital Assets	\$ 74,209,572	\$ 74,505,267
Changes in Capital Assets		
Acquisitions of tangible capital assets	5,141,107	1,672,422
Tangible capital assets acquired through development	951,888	-
Write-offs of assets replaced (at NBV)	(59,061)	-
Amortization expense	(2,609,091)	(2,513,236)
Changes in related liabilities		
Principal payment on debenture (to sinking fund)	450,277	450,279
Actuarial earnings on debenture sinking fund	118,348	94,840
Other borrowing principal repaid	-	-
Borrowing in year	-	-
	<hr/>	<hr/>
Closing Balance of Equity in Tangible Capital Assets	<u>\$ 78,203,040</u>	<u>\$ 74,209,572</u>

Represented by the following:

Capital assets at cost (Schedule 5)	\$ 114,655,173	\$ 109,205,153
Less accumulated amortization	<u>(33,996,378)</u>	<u>(31,971,201)</u>
Tangible capital assets at net book value	80,658,795	77,233,952
Net debenture debt (Note 6)	(2,455,755)	(3,024,380)
Other long-term debt	-	-
	<hr/>	<hr/>
	<u>\$ 78,203,040</u>	<u>\$ 74,209,572</u>

Town of Comox Schedule of Tangible Capital Assets Year Ended December 31, 2013															Schedule 5
COST	Land	Park Development	Buildings	Vehicles and Heavy Equipment	Other Equipment	Engineering Structures							Assets not yet in use	Total	2012
						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	\$ 12,559,077	\$ 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	
Add: Acquisitions and cost adjustments	689,928	-	244,171	479,417	126,473	2,419,224	442,454	119,473	967,151	216,452	127,990	260,261	6,092,994	1,672,422	
Add/(Less): Assets put to use	-	-	-	-	-	37,451	-	-	49,633	-	-	(87,084)	-	-	
Less: Write-downs and disposals at cost	-	-	-	(420,520)	(7,028)	(155,727)	-	(8,880)	(45,642)	(5,177)	-	-	(642,974)	(90,871)	
Closing balance	8,415,112	1,389,260	12,803,248	4,468,535	2,691,064	36,446,618	21,766,558	1,139,716	2,294,023	10,766,484	12,214,273	260,261	114,655,173	109,205,153	
ACCUMULATED AMORTIZATION															
Opening 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	
Add: Amortization	-	55,471	251,779	279,194	237,134	1,068,560	298,726	40,914	73,137	142,177	161,998	-	2,609,090	2,513,235	
Less: Accumulated amortization on write-downs	-	-	-	(394,523)	(7,028)	(155,727)	-	(8,880)	(13,717)	(4,038)	-	-	(563,913)	(90,871)	
Closing balance	-	730,613	2,651,662	2,343,645	1,129,120	15,330,609	5,113,206	471,412	726,915	2,569,856	2,929,339	-	33,996,378	31,971,201	
Net Book Value for the year ended December 31, 2013															
	\$ 8,415,112	\$ 658,647	\$ 10,151,586	\$ 2,124,890	\$ 1,561,964	\$ 21,116,009	\$ 16,653,352	\$ 668,304	\$ 1,567,108	\$ 8,196,628	\$ 9,284,934	\$ 260,261	\$ 80,658,795	\$ 77,233,952	

Schedule 6

**Town of Comox
Schedule of Operations by Segment
Year Ended December 31, 2013**

	General Government	Protective Services	Transportation	Waste Disposal	Development Services	Marina	Recreation Parks & Culture	Water	Sanitary Sewer	Total All Segments	2013 Budget
Revenue											
Property valuation taxes	\$ 7,168,789	\$ -	\$ 23,936	\$ -	\$ 69,801	\$ -	\$ -	\$ -	\$ -	\$ 7,262,526	\$ 7,260,131
Parcel taxes	-	-	28,081	-	-	-	-	296,017	305,209	629,307	636,165
Payments in lieu of taxes	1,405,043	-	-	-	-	-	-	-	-	1,405,043	1,364,137
Utility fees	-	-	-	1,120,556	-	-	-	2,203,579	1,937,870	5,262,005	5,187,857
Other sales of service	7,199	358,241	3,200	-	-	340,859	1,388,391	-	-	2,097,890	1,989,719
Licences, permits & planning fees	79,330	67,203	-	-	23,593	-	-	-	-	170,126	249,750
DCCs used for capital acquisitions	-	-	685,024	-	-	-	34,233	794	-	720,051	801,492
Tangible capital assets acquired through development	-	-	419,348	-	-	-	289,000	115,550	127,990	951,888	-
Donations	5,000	-	-	-	-	-	66,756	-	25,000	96,756	29,000
Investment income	124,244	303	23,959	-	376	224	-	1,407	2,358	152,871	115,100
Penalties and interest on taxes	93,365	-	-	-	-	-	-	-	-	93,365	86,000
Actuarial earnings on sinking fund	-	-	35,168	-	-	-	75,713	4,826	2,641	118,348	-
Rentals	-	-	-	-	-	-	133,462	-	-	133,462	110,163
Other	20,603	-	142	-	-	-	-	250	-	20,995	15,700
Gain on disposal of capital asset	-	-	-	-	-	-	-	-	84,003	84,003	-
Unconditional transfers	207,297	61,144	-	-	-	-	-	-	-	268,441	268,723
Conditional transfers	29,304	15,100	862,675	-	-	-	511,758	25,000	-	1,443,837	1,546,968
Debtenture refunds upon maturity	-	-	-	-	-	-	108,689	-	-	108,689	108,000
	9,140,174	501,991	2,081,533	1,120,556	93,770	341,083	2,608,002	2,647,423	2,485,071	21,019,603	19,768,905
Expenses											
Employees	1,090,265	771,377	787,398	49,039	296,643	71,472	1,893,021	173,594	54,466	5,187,275	5,657,289
Services	157,822	1,814,563	260,317	1,060,217	92,154	89,898	1,386,445	308,628	1,708,733	6,878,777	6,782,395
Materials	42,555	168,008	194,200	237	256	6,543	290,923	1,537,619	52,199	2,292,540	2,380,141
Interest	4,515	-	58,127	-	-	-	161,868	19,762	8,211	252,483	258,620
Amortization of tangible capital assets	38,062	130,855	1,537,036	-	-	47,746	389,914	254,076	211,402	2,609,091	-
Losses on disposal of capital assets	-	-	19,990	-	-	-	-	1,139	-	21,129	-
Other	-	-	-	-	-	-	-	-	-	-	15,000
	1,333,219	2,884,803	2,857,068	1,109,493	389,053	215,659	4,122,171	2,294,818	2,035,011	17,241,295	15,093,445
Surplus for the year	\$ 7,806,955	\$ (2,382,812)	\$ (775,535)	\$ 11,063	\$ (295,283)	\$ 125,424	\$ (1,514,169)	\$ 352,605	\$ 450,060	\$ 3,778,308	\$ 4,675,460

Schedule 7

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

	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>

PERMISSIVE PROPERTY TAX EXEMPTIONS



Guthrie Road resurfacing

Town of Comox

Effect of Permissive Exemptions on 2014 Taxation

Prepared: D. Jacquest June 5, 2014

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

Description of Property	Folio Number	Exemption Requested	Exemption in Bylaw	Actual Value of Property		Taxable Value of Property		Effect of Tax Exemption Bylaw		Property Class	Town General	Total Taxes Exempted
				Per Revised Roll	Property	Per Revised Roll	Property	Per Revised Roll	Exc. Stat. Exemptions			
Comox Golf Course	231.000	76% Town owned share of land total lot size 46.68 acres	76% Town owned share of land total lot size 46.68 acres	10,000	10,000	215,000	10,000	895,000	680,000	6	-	-
				land only	land only	land only	land only	76% of land	76% of land	8	3,834.25	7,743.57
Filberg Lodge & Park	470.001 & 470.004	All of land & buildings total lot size 9.096 acres	All of land & buildings total lot size 9.096 acres	1,666,000	-	-	-	1,666,000	25,000	6	18,374.65	37,194.61
				25,000	-	-	-	25,000	2,518,000	6	275.73	558.15
				2,518,000	-	-	-	2,518,000	all of property	8	14,197.99	28,673.97
Comox Archives & Museum	279.004	All of land & building occupied	All of land & building occupied	173,400	-	-	-	163,400	all of property	6	1,802.17	3,903.86
Pearl Ellis Art Gallery	279.005	All of land & building occupied	All of land & building occupied	173,400	-	-	-	163,400	all of property	6	1,802.17	3,903.86
Lion's Den	279.006	All of land & building occupied	All of land & building occupied	383,000	-	-	-	373,000	all of property	6	4,113.89	8,911.50
Unity Comox Valley	279.008	All of land & building occupied	All of land & building occupied	97,300	-	-	-	87,300	all of property	6	962.85	2,085.72
Tigger Too Day Care	492.001	All of land & building	Half of land & building	441,600	220,800	220,800	220,800	all of property	half of land & improvements	1	697.80	1,635.06
Comox Valley Marine Rescue Society	481.028	All of building	All of land and improvements	26,600	-	-	-	16,600	all of property	6	183.08	396.59
Point Holmes Recreation Association	27501.125	All of land & improvements	All of land & improvements	584,500	-	-	-	574,500	all of property	6	6,336.28	12,826.12
Comox United Church	1.170	All of land surrounding church total lot size 0.163 acres	All of land surrounding church total lot size 0.163 acres	242,500	-	-	-	194,000	land only	8	1,093.89	2,209.20
Comox Pentecostal Church	507.004	All of land surrounding church total lot size 2.0 acres	All of land surrounding church total lot size 2.0 acres	437,400	-	-	-	398,000	remainder of land	8	2,244.16	4,532.27
St. Peter's Anglican Church	375.000	All of land surrounding church total lot size 0.578 acres	All of land surrounding church total lot size 0.578 acres	465,000	-	-	-	354,000	remainder of land	8	1,996.06	4,031.20

Town of Comox

Effect of Permissive Exemptions on 2014 Taxation

Prepared: D. Jacques June 5, 2014

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

Description of Property	Folio Number	Exemption Requested	Exemption in Bylaw	Actual Value of Property		Taxable Value of Property		Effect of Tax Exemption Bylaw		Property Class	Town General	Total Taxes Exempted
				Per Revised Roll	Property	Per Revised Roll	Property	Exc. Stat. Exemptions	Exemption			
Bay Community Church	802.052	2 acres of land	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	-	141,000	1	141,000		445.61	1,044.15	
		total lot size 4.742 acres		194,000	-	184,000	8	remainder of land	1,037.50	2,095.32		
Comox Valley Presbyterian Church	600.970	All of land surrounding church total lot size 2.33 acres	All of land surrounding church total lot size 2.33 acres	1,507,400	-	1,425,000	8	remainder of land		8,035.01	16,227.35	
St. Joseph's Hospital	1.015	All of land surrounding hospital total lot size 16 acres	All of land surrounding hospital total lot size 16 acres	\$ 6,453,000	-	\$ 5,679,000	6	remainder of land		62,634.83	126,787.65	
Comox Seniors Centre Association	398.000	All of land & building	All of land & building	1,776,000	-	1,776,000	8	all of property		10,014.15	20,224.37	
Royal Canadian Legion No. 160	388.000	All of Land & Building	All of Land & Building	252,000	-	252,000	6	252,000		2,779.37	5,819.24	
			647,000	-	647,000	8	all of property	3,648.17	7,621.28			
Nature Trust of BC	701.000	All of land	All of land	451,000	-	451,000	1	451,000		1,425.30	3,339.71	
	703.000	All of land	All of land	480,000	-	180,000	1	180,000		568.85	1,332.92	
	1100.394	All of land	All of land	3,900	-	3,900	1	all of land		12.33	28.89	
888 (Komox) RCAF Wing	803.020	All of Class 8 Land & Building	All of Class 8 Land & Building	381,200	371,200	-	6	-		-	-	
			251,800	-	251,800	8	all Class 8 property	1,419.80	2,867.41			
D'Esterre Senior Citizens Society	475.001	All of land surrounding units total lot size 0.75 acres	All of land surrounding units total lot size 0.75 acres	345,600	-	266,000	1	remainder of land		840.64	1,969.76	
<div><div>\$ 21,022,600</div><div>\$ 817,000</div><div>\$ 18,690,700</div></div>												
Breakdown by Property Class												
	1	3,990.53									9,350.49	
	6	99,265.02									202,387.30	
	8	47,520.98									96,225.94	
<div><div>\$ 150,776.53</div><div>\$ 307,963.73</div></div>												



New Clarke boardwalk in Northeast Woods

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, 2013

	Opening Balance Dec. 31, 2011	Receipts	Interest	Recognized as Revenue	Closing Balance Dec. 31, 2012
Open Space Development Cost Charges	\$ 2,174,800	\$ 70,335	\$ 1,590	\$ (34,233)	\$ 2,212,492
5% Payment in Lieu of Parks Dedication	289,459	37,713	115	-	327,287
Water Development Cost Charges	1,059,227	8,042	572	(794)	1,067,047
Major Road Development Cost Charges	822,234	27,088	466	(685,023)	164,765
Storm Drain Development Cost Charges	674,899	37,756	843	-	713,498
Sanitary Sewer Development Cost Charges	228,214	7,749	297	-	236,260
Developer Payments in Lieu of Parking	27,692	-	11	-	27,703
Developer Payments for Affordable Housing	169,370	39,343	-	-	208,713
	<u>\$ 5,445,893</u>	<u>\$ 228,026</u>	<u>\$ 3,894</u>	<u>\$ (720,050)</u>	<u>\$ 4,957,765</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 2013.

CLIMATE ACTION REVENUE INCENTIVE PROGRAM



Installation of new garden beds and repaving at Marina Park parking lot

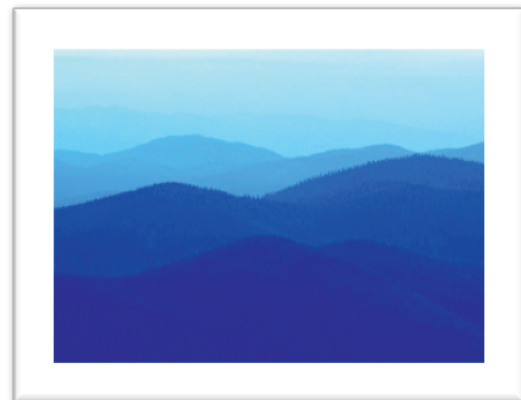
Climate Action Revenue Incentive Program (CARIP) Public Report

Climate Action Revenue Incentive (CARIP)

Public Report for YEAR 2013

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

in the Comox Valley R.D.



Report Submitted by
Donald Jacquest, Director of Finance
jacquest@comox.ca

March 5, 2014

General Information

Name of Local Government	Town of Comox
Member of Regional District (RD)	Comox Valley R.D.
Regional Growth Strategy (RGS) in region	Yes
Population	13,615 (2011 Census)

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Community Wide Actions for 2013

1.1 Measure

Community Wide Measurement Actions

Question	Have you been using the Community Energy and Emissions Inventory (CEEI) to measure progress? What else have you been using instead of/in addition to CEEI?
Answer	No
Additional Information	We accumulate our calculated inventory from energy purchases in the year, and calculate it in a spreadsheet.

1.2 Plan

Community Wide Targets

Question	Does 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.
Answer	Yes
Additional Information	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.

1.3 Reduce

Supportive Community Wide Actions

Action Type	Broad Planning
Actions Taken this Year	Began review of subdivision and development servicing bylaw
Proposed Actions for Next Year	We will adopt a revised subdivision and development servicing bylaw in accordance with the principles of the OCP

Action Type	Building and Lighting
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Energy Generation
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Green Space
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Transportation
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Waste
Actions Taken this Year	Began composting organics in June using Gore cover method that processed 971 tonnes of material including an estimated 100 tonnes of kitchen scraps
Proposed Actions for Next Year	Composting organics (Gore cover) year round starting 2014

Action Type	Water/Sewer
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Other Actions
Actions Taken this Year	
Proposed Actions for Next Year	

Direct Community Wide Actions

Action Type	Buildings
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Energy Generation
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Transportation
Actions Taken this Year	Working with CVRD & BC Transit to develop a 25 year Transit Future Plan that offers more transportation choice, supports local land use plans and helps to achieve Climate Action goals.
Proposed Actions for Next Year	

Action Type	Waste
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Water/Sewer
Actions Taken this Year	Water: Continued Council's voluntary metering program and Sewer: Continued infiltration & inflow program to reduce sewer flows
Proposed Actions for Next Year	Water: Continued Council's voluntary metering program and Sewer: Continued infiltration & inflow program to reduce sewer flows

Action Type	Green Space
Actions Taken this Year	Acquired 2.5 acres of riparian land along Brooklyn Creek and its watershed
Proposed Actions for Next Year	Acquired 32 acres of the area known as the NE Woods

Action Type	Other Actions
Actions Taken this Year	Encouraged Regional District to establish a Community Carbon Marketplace for the Comox Valley that would ultimately offer local options for offset purchases.
Proposed Actions for Next Year	

Question	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	

Corporate Actions for 2013

2.1 Measure

Corporate Measurement Actions

Question	What steps has your local government taken toward completing its corporate emissions inventory?
Answer	We have been tracking our energy purchases and calculating GHGs since 2008, and have been publicly reporting them as part of CARIP.

Question	What tool are you using to measure, track and report on your corporate emissions?
Answer	A spreadsheet.

2.2 Reduce

Supportive Corporate Actions

Action Type	Broad Planning
Actions Taken this Year	Undertook capacity study of water, sewer & drainage to facilitate infill development in the future
Proposed Actions for Next Year	2014 - 2018 Capital Plan will reflect the projects identified in the capacity studies

Action Type	Building and Lighting
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Energy Generation
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Transportation
Actions Taken this Year	Promoted Bike to Work Week and built bike lanes on Military Row (for CFB Comox bike commuters)
Proposed Actions for Next Year	Additional bike lanes and proposed on Beaufort Avenue (downtown) when it is resurfaced in 2014

Action Type	Water/Sewer
Actions Taken this Year	
Proposed Actions for Next Year	Council amended water rate bylaws to make switching to metered billing more attractive

Action Type	Other Actions
Actions Taken this Year	
Proposed Actions for Next Year	

Direct Corporate Actions

Action Type	Building and Lighting
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Energy Generation
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Fleet
Actions Taken this Year	Purchased electric vehicle
Proposed Actions for Next Year	

Action Type	Waste
Actions Taken this Year	Began composting organics in June using Gore Cover method
Proposed Actions for Next Year	Composting organics for whole year starting 2014

Action Type	Water/Sewer
Actions Taken this Year	
Proposed Actions for Next Year	

Action Type	Green Space
Actions Taken this Year	
Proposed Actions for Next Year	Planting trees in a Harbourwood park

Action Type	Other Actions
Actions Taken this Year	
Proposed Actions for Next Year	

2.3 Corporate Innovation

Question	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	

Carbon Neutral Progress Reporting

3.1 Carbon Neutral Progress Reporting

Emissions/Offsets	Tonnes CO2e
Annual corporate emissions using SMARTTool or equivalent inventory tool	575
<i>Emissions from services delivered directly by the local government</i>	329
<i>Emissions from contracted services</i>	246
Less: GHG reductions being claimed for this reporting year from Option 1 - GHG reduction project	167.4
<i>Energy Efficient Building Retrofits and Fuel Switching</i>	
<i>Solar Thermal</i>	
<i>Household Organic Waste Composting</i>	165.9
<i>Low Emissions Vehicles</i>	1.5
Less: GHG reductions being claimed for this reporting year from Option 2 - GHG reduction projects	0
<i>Option 2 Project A</i>	
<i>Option 2 Project B</i>	
<i>Sum of Other Option 2 Projects (if you have added projects below)</i>	0
Less: Offsets purchased for this reporting year (Option 3). Please identify your offset provider in the offset provider information section below.	407.6
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)	0
Additional "Option 2" Projects	
<i>Option 2 Project C</i>	
<i>Option 2 Project D</i>	
<i>Option 2 Project E</i>	
<i>Option 2 Project F</i>	
<i>Option 2 Project G</i>	
<i>Option 2 Project H</i>	

3.2 Making Progress on Your Carbon Neutral Commitment

Question	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.
Answer	Will offer composting organics year round starting 2014 and will continue to buy offsets as required

3.3 Offset Provider Information

Question	Please Identify the name(s) of your offset provider(s) (Please answer below):
Answer	3Degrees

Question	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):
Answer	Yes

Question	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.
Answer	



New tennis courts at Anderton Park

STRATEGIC COMMUNITY INVESTMENT FUNDS

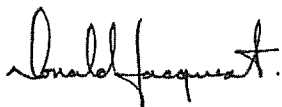


New suction excavator (Vactor) truck

Town of Comox
Strategic Community Investment Funds Plan & Progress Report
year Ended June 30, 2013

Part 1 - SCI Funds Received and Anticipated under Agreement with Province of BC:			
Small Community Grants	<u>Purpose</u>	<u>Date</u>	<u>Amount</u>
	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	<u>Purpose</u>	<u>Date</u>	<u>Amount</u>
	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 \$207,479 in 2013 on projects	We spent >\$900,000 renewing the surfaces of 11 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 \$1,300,000 in 2013)



Report prepared by D. Jacquest, Director of Finance

June 5, 2014



Hemlock Avenue, in preparation for repaving



New sidewalk and preparation for pavement at Beach Drive



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