

property from Rural Eight (RU-8) to Residential One Exception 10 (R-1-10) that incorporates density bonus regulations;

AND FINALLY THAT pursuant to Section 464(1) of the Local Government Act (RSBC, 2015, c.1), the board schedule a public hearing for Bylaw No. 593, being the "Rural Comox Valley Zoning Bylaw No. 520, 2019, Amendment No. 1" (RZ 5C 18 Unger).

208 and 213

Carried

D. Arbour/K. Grant: THAT the proposed changes for schedule 16 of Bylaw No. 104 being the "Comox Valley Regional District Municipal Ticketing Bylaw No.104, 2010" be amended to address ticketable offences in the "Rural Comox Valley Zoning Bylaw, No. 520, 2019" as outlined in the staff report dated November 29, 2019.

208 and 213

Carried

D. Hillian/K. Grant: THAT the additional capital upgrade costs in 2020 to the wastewater treatment infrastructure for the King Coho Wastewater Service, Function 331 be funded with 50 per cent Electoral Area B Community Works Funds and 50 per cent short-term borrowing, to be repaid by increased parcel taxes for five years.

207

Carried

D. Arbour/K. Grant: THAT the King Coho Wastewater Service Parcel Tax Bylaw No. 563, 2018, be amended to reflect a parcel tax of \$1,786.41 per strata lot to be levied in 2020.

207

Carried

D. Hillian/K. Grant: THAT the board give readings to the proposed King Coho Wastewater Service Future Expenditure Reserve Fund Establishment Bylaw as outlined in Appendix A of the staff report dated December 4, 2019.

207

Carried

K. Grant/D. Arbour: THAT \$20,000 be allocated to a study to identify service structure options for a local service area to provide funding for public rainwater management infrastructure, to be funded from rainwater management implementation funds included in the proposed 2020-2024 financial plan for the Liquid Waste Management Planning Service, function 340.

208

Carried

D. Hillian/D. Arbour: THAT total funding of \$60,000 be included in the 2020-2024 Financial Plan allocated as \$20,000 from each of the feasibility services for Baynes Sound (part Electoral Area A), Lazo North (Electoral Area B) and Puntledge-Black Creek (Electoral Area C) to support the necessary public assent process and communication efforts.

208

Carried

SEWAGE COMMISSION - DECEMBER 10, 2019

E. Grieve/W. Cole-Hamilton: THAT the Sewage Commission minutes dated December 10, 2019 be received.

208

Carried

COMOX VALLEY WATER COMMITTEE - DECEMBER 10, 2019

D. Frisch/W. Cole-Hamilton: THAT the Comox Valley Water Committee minutes dated December 10, 2019 be received.

208

Carried

COMOX VALLEY SPORTS CENTRE COMMISSION - DECEMBER 10, 2019

D. Hillian/W. Cole-Hamilton: THAT the Comox Valley Sports Centre Commission minutes dated December 10, 2019 be received.

208

Carried

COMMITTEE OF THE WHOLE - DECEMBER 10, 2019

W. Cole-Hamilton/K. Grant: THAT the Committee of the Whole minutes dated December 10, 2019 be received.

208

Carried

D. Arbour/K. Grant: THAT option one of the BC Transit Fare Review Report attached as Appendix A of the staff report dated December 4, 2019 be approved for implementation in April 2020;

AND FURTHER THAT the April 2020 transit fare change include replacing transfers with the DayPASS-on-board program;

AND FINALLY THAT the custom transit monthly pass price be increased to \$55.00.

209

Carried

D. Hillian/K. Grant: THAT Comox Valley Farmers' Market continues to pay fees in accordance with the Comox Valley Regional District (CVRD) Fees and Charges Bylaw;

AND FURTHER THAT staff continue to encourage collaboration of large event organizers to include some of the pre-existing regular Exhibition Grounds users where possible;

AND FINALLY THAT CVRD staff discuss utility needs with the Comox Valley Farmer's Market to better understand their needs if they continue to use the Sports Centre site in the future.

209

Carried *NAY: A. Hamir*

D. Frisch/K. Grant: THAT \$5,000 of the 2020 chair remuneration be allocated to the vice-chair for the period January to November 2020 in recognition of the vice-chair's role in supporting the chair including acting as co-chair of the Comox Strathcona Waste Management Board.

208

Carried

D. Arbour/D. Frisch: WHEREAS the Association of Vancouver Island Coastal Communities endorsed two resolutions from the City of Victoria for consideration at the Union of BC Municipalities Annual Convention which if implemented by the Province of BC, could start saving lives immediately;

THEREFORE, BE IT RESOLVED THAT the board write a letter to the Provincial Government expressing strong support of the following resolutions:

(B171) Safer Drug Supply to Save Lives

Be it resolved that in an effort to save lives and reduce harm due to an unpredictable and highly-toxic drug supply, and as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery, that the Province of British Columbia work with local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions, and the Ministry of Health to ensure that people at risk of toxic supply have access to safer alternatives.

(B172) Observed Inhalation Sites for Risk Mitigation of Overdose and Toxic Drug Supply

Be it resolved that to ensure that people at risk of overdose and toxic supply across BC have access to observed consumption services that provide space for inhalation, that the Province of British Columbia fund and work through local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions and the Ministry of Health to provide these services as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery.

208

Carried

D. Hillian/W. Cole-Hamilton: THAT the Comox Valley Regional District Board write to the Minister of Environment and Climate Change Strategy to request:

1. Appropriate signage, in consultation with K'omoks First Nation, for Wood Mountain Park; and,
2. Recognition of the Forbidden Plateau Reclamation Society for their volunteer efforts to clean up the abandoned buildings and structures from the former Forbidden Plateau Ski Hill.

208

Carried

K. Grant/A. Hamir: THAT the Comox Valley Regional District Board provide a letter of support to the Kumugwe Cultural Society for their application to the Canada Council of the Arts for funding for Malkwalatlan's: A Legacy Project Honouring Missing and Murdered Indigenous Women, Girls and Two Spirited.

208

Carried

UBCM GRANT FUNDING PROPOSAL

D. Hillian/W. Cole-Hamilton: THAT the report dated December 11, 2019 seeking approval to apply for funding through the Union of BC Municipalities (UBCM) – Community Emergency Preparedness Fund (CEPF) for coastal flood mitigation planning for Comox Valley Regional District (CVRD) Electoral Areas A (Vancouver Island portion), B and C, be received.

208 and 213

Carried

D. Hillian/W. Cole-Hamilton: THAT the board authorize staff to make an application to the Union of BC Municipalities Community Emergency Preparedness Fund for flood mitigation planning for the Comox Valley Regional District Electoral Area A (Baynes Sound - Defined Area), Electoral Area B (Lazo North) and Electoral Area C (Puntledge – Black Creek).

208 and 213

Carried

LONG TERM BORROWING SECURITY ISSUE SPRING 2020

E. Grieve/W. Cole-Hamilton: THAT the report dated December 10, 2019 providing the Board with information regarding the Comox Valley Regional District's (CVRD) participation in the Municipal Finance Authority's (MFA) long-term borrowing Spring 2020 issue, be received.

208

Carried

D. Hillian/K. Grant: THAT Bylaw No. 603 being "Comox Valley Regional District Security Issue Bylaw No. 603, 2019, be forwarded to the Comox Valley Regional Board for first, second and third readings and final adoption.

210

Carried

MUNICIPAL FINANCE AUTHORITY

D. Frisch/K. Grant: THAT the report dated December 12, 2019 regarding confirmation of the appointment of a member and alternate member to the Municipal Finance Authority of BC for 2020, be received.

208

Carried

D. Arbour/K. Grant: THAT Director Grieve and Director Hamir be appointed to the Municipal Finance Authority (MFA) of BC, as member and alternate member respectively, for a one-year period expiring February 2021;

AND FURTHER THAT remuneration and expenses be paid for meeting attendance provided remuneration and/or expenses are not paid directly by the external organization.

208

Carried

BYLAWS AND RESOLUTIONS:

D. Arbour/K. Grant: THAT Bylaw No. 593 being "Rural Comox Valley Zoning Bylaw No. 520, 2019, Amendment No. 1" be given first and second readings concurrently.

208 and 213

Carried

K. Grant/D. Arbour: THAT Bylaw No. 605 being "King Coho Wastewater Service Future Expenditure Reserve Fund Establishment Bylaw No. 605" be given first and second readings concurrently.

207

Carried

K. Grant/D. Frisch: THAT Bylaw No. 605 being "King Coho Wastewater Service Future Expenditure Reserve Fund Establishment Bylaw No. 605" be read a third time.

207

Carried

D. Arbour/K. Grant: THAT Bylaw No. 607 being "Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 16" be given first and second readings concurrently.

208

Carried

K. Grant/W. Cole-Hamilton: THAT Bylaw No. 607 being "Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 16" be read a third time.

208

Carried

D. Hillian/K. Grant: THAT Bylaw No. 601 being "Comox Valley Regional District 2019 to 2023 Financial Plan and Capital Expenditure Program Bylaw No. 577, Amendment No. 1" be given first and second readings concurrently.

210

Carried

K. Grant/D. Frisch: THAT Bylaw No. 601 being "Comox Valley Regional District 2019 to 2023 Financial Plan and Capital Expenditure Program Bylaw No. 577, Amendment No. 1" be read a third time.

210

Carried

K. Grant/D. Frisch: THAT THAT Bylaw No. 601 being "Comox Valley Regional District 2019 to 2023 Financial Plan and Capital Expenditure Program Bylaw No. 577, Amendment No. 1" be finally adopted.

210

Carried

Note: the above resolution received at least 2/3 of the votes cast.

K. Grant/E. Grieve: THAT Bylaw No. 603 being "Comox Valley Regional District Security Issuing Bylaw No. 603, 2019" be given first and second readings concurrently.

210 Carried

K. Grant/W. Cole-Hamilton: THAT Bylaw No. 603 being "Comox Valley Regional District Security Issuing Bylaw No. 603, 2019" be read a third time.

210 Carried

K. Grant/D. Frisch: THAT Bylaw No. 603 being "Comox Valley Regional District Security Issuing Bylaw No. 603, 2019" be finally adopted.

210 Carried

Note: the above resolution received at least 2/3 of the votes cast.

K. Grant/A. Hamir: THAT Bylaw No. 606 being "King Coho Wastewater Service Parcel Tax Bylaw No. 563, 2018, Amendment No. 1" be given first and second readings concurrently.

207 Carried

A. Hamir/K. Grant: THAT Bylaw No. 606 being "King Coho Wastewater Service Parcel Tax Bylaw No. 563, 2018, Amendment No. 1" be read a third time.

207 Carried

W. Cole-Hamilton/K. Grant: THAT Bylaw No. 606 being "King Coho Wastewater Service Parcel Tax Bylaw No. 563, 2018, Amendment No. 1" be finally adopted.

207 Carried

Note: the above resolution received at least 2/3 of the votes cast.

NEW BUSINESS:

NEW BUSINESS NOTICE

D. Frisch/D. Hillian: THAT the new business notice dated December 11, 2019 regarding the scheduling of a public hearing for Bylaw No. 593 being "Rural Comox Valley Zoning Bylaw No. 520, 2019, Amendment No. 1" (RZ 5C 18 - Wilfred Road), be received.

208 Carried

A. Hamir/D. Frisch: WHEREAS the following bylaw has received first and second readings by the regional district board:

- Bylaw No. 593 being "Rural Comox Valley Zoning Bylaw No. 520, 2019, Amendment No. 1"

AND WHEREAS, pursuant to Section 464 (1) of the Local Government Act [RSBC 2015, c.1], it is necessary to hold a public hearing on the aforementioned bylaw;

THEREFORE BE IT RESOLVED THAT:

1. A public hearing will be held on January 22, 2020 at 7:00 pm;

2. The location of the public hearing will be at the Comox Valley Regional District Civic Room located at 770

Special Council Meeting January 22, 2020

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Harmston Avenue Courtenay, BC V9N 0G8;

3. The holding of the public hearing be delegated to the Directors from Electoral Areas A, B and C with Director Grieve designated as the Chair and Directors Arbour and Hamir designated as First Vice-Chair and Second Vice-Chair respectively for the public hearing; and

4. At least one (1) of the above-named delegates must be in attendance at the public hearing.

208

Carried

2019 GRANT-IN-AID

D. Hillian/W. Cole-Hamilton: THAT the correspondence dated December 10, 2019 from Director Grieve and Director Hamir requesting the board's consideration of a grant-in-aid to the Comox Valley Therapeutic Riding Society, be received.

208

Carried

K. Grant/D. Hillian: THAT a grant-in-aid, payable from the respective areas indicated, be approved:
- Comox Valley Therapeutic Riding Society to assist with equine therapies and recreation for children and adults with complex needs.

Area B - \$500.00; Area C - \$1,200.00.

208

Carried

GREEN MUNICIPAL FUND COUNCIL - LETTER OF SUPPORT

D. Hillian/D. Frisch: THAT the correspondence dated December 12, 2019 from Director Arbour requesting the board's support for an application to serve on the Green Municipal Fund Council, be received.

208

Carried

K. Grant/E. Grieve: THAT the board provide a letter of support for Director Arbour's application to serve as the BC representative on the Green Municipal Fund Council.

208

Carried

ADJOURN TO IN-CAMERA:

The board adjourned to its in-camera session at 5:05 pm.

RISE AND REPORT:

The board rose from its in-camera session at 6:08 pm.

TERMINATION:

K. Grant/E. Grieve: THAT the meeting terminate.

208

Carried

Time: 6:08 pm.

Confirmed this _____ day of _____ 20 ____:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Jake Martens
Manager of Legislative Services

Tuesday, January 7, 2020

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, January 07, 2020 at the K'ómoks First Nation Administration Office, 3330 Comox Road, Courtenay, BC commencing at 9:40 am.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	D. Frisch	City of Courtenay
	M. Swift	Town of Comox
	K. Grant	Town of Comox
Alt. Directors:	M. Theos	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer
	M. Ruken	General Manager of Engineering Services

IN-CAMERA MEETING:

D. Hillian/M. Theos: THAT the board adjourn to an in-camera session pursuant to the following sub-section of section 90 of the Community Charter:

90(1)(k) Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public.

208

Carried

The board adjourned to its in-camera session at 9:45 am.

RISE AND REPORT:

The board rose from its in-camera session at 10:42 am.

TERMINATION:

K. Grant/M. Swift: THAT the meeting terminate.

208

Carried

Time: 10:44 am.

Confirmed this _____ day of _____ 20__:

Special Council Meeting January 22, 2020

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Jesse Ketler
Chair

Cerfied Corr ect:

Jake Martens
Manager of Legislatve Services



TO: Members of Council	FILE: 1855-03
FROM: Al Kenning, Chief Administrative Officer	DATE: January 6, 2020
SUBJECT: Asset Management Planning Program – Long Term Financial Plan	

Prepared by: <i>LIA PESKLEVITS</i>	Supervisor: Shelly Russwurm, Dep. Corp. Administrator	Financial Approved: Clive Freundlich, Director of Finance	Report Approved: Al Kenning, CAO
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Recommendation(s) from the Chief Administrative Officer:

THAT Council supports the Town’s application for funding for its project titled “Long-Term Financial Plan” including a commitment to provide overall grant management of this funding project.

Purpose

To obtain a resolution from Council supporting the Town’s application for funding for its project titled “Long-Term Financial Plan” including Council’s willingness to provide overall grant management.

Background

Created in 2014, the **Union of BC Municipalities’** Asset Management Planning program provides assistance to local governments in delivering sustainable services by extending and deepening asset management practices within their organizations. This program, seeks to support local governments in taking next steps to better its asset management practices. Another objective of this particular program is to support local governments in meeting their asset management commitments under the Gas Tax Fund. Matching grants of up to \$15,000 are available under this program.

Discussion

Council, at its Regular Meeting held April 3, 2019, provided early budget approval for a **\$30,000 project to further develop the Town’s Asset Management Plan, and begin** connecting the Plan to the Financial Planning Process. Since then, the Town has submitted a successful application for funding to the Asset Management Planning Program titled **“Connecting Asset Management Planning to Long-Term Financial Planning”**.

The Town has further submitted a second grant application to the Asset Management Planning Program, titled **“Long Term Financial Plan,”** to ensure the general, water and sewer funds have the financial means to replace their assets when needed.

Confirmation has been received that the application has been approved in principle for funding subject to receipt of a current resolution from Council supporting the project.



TO: Mayor and Council	FILE: 8100-20 / NAUT
FROM: Shelly Russwurm, Deputy Corporate Administrator	DATE: Jan. 7, 2020
SUBJECT: Festival Producer Service Agreement – 2020 Nautical Days’ Festival	

Prepared by: Shelly Russwurm, DCA	Supervisor: _____	Financial Approved: Clive Freundlich, Fin. Director	Report Approved: Al Kenning, CAO
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Recommendation from the Chief Administrative Officer:

1. That the draft Service Contract with Mr. Dave Stevenson for the production of the 2020 Nautical Days’ Festival, as attached to the January 7, 2020 report to Mayor and Council from the Deputy Corporate Administrator, be approved; and that the Mayor and the Deputy Corporate Administrator be authorized to execute the contract.
2. That a grant of \$25,000 be provided to the Nautical Days’ Society in order to plan and implement the 2020 Nautical Days’ Festival.

Background

In 2019, the Nautical Days’ Society was incorporated in order to plan and implement the Comox Nautical Days Festival (the Festival). The Town has historically provided a grant to a society or organization for the planning of the Festival, as well as contracted with a festival producer for the actual production of the Festival.

In December 2019, Councillor Pat McKenna was appointed by Council to the Nautical Days’ Society board to assist with planning the 2020 Festival and liaise with Council (Councillor Alex Bissinger was appointed as alternate).

Last year, the Town worked with a new festival producer, Mr. David Stevenson, after many years of exemplary service from the previous producer. The festival producer works closely with the Nautical Days’ Society, and provides the following services, which are detailed in the service contract:

- Prepare a budget and timelines for the Festival;
- Manage the design and production of promotional materials – press releases, website, etc.;
- Foster relationships with the business community and the Filberg Festival;
- Manage and coordinate all activities as well as food and craft vendors;
- Manage volunteer services;
- Prepare a final budget reconciliation;
- Maintain and update, as necessary, the Comox Nautical Days Production Manual;

Attached is a summary report of the 2019 Nautical Days Festival from Mr. Stevenson. As can be seen from his letter, the 2019 Festival was a very successful event, with thousands of happy attendees, and many happy arts and craft booth vendors.

Also attached is the draft Service Contract with Mr. Dave Stevenson for 2020. With the exception of updated dates and references, the contract is unchanged from the 2019 contract.

Financial Implications

Last year, Council provided a \$25,000 grant to the Nautical Days' Society in order for it to undertake planning and implementation of the Festival, and entered into a service contract with Mr. David Stevenson for the production of the Nautical Days Festival. The \$25,000 grant to the Society was sufficient for the work that was conducted last year and it is recommended that this same amount be granted this year.

The contract amount paid last year to Mr. Stevenson for the production of the Festival was \$20,000. In consultation with Mr. Stevenson, he is happy with this amount and it is recommended that the same amount be paid for the 2020 Festival.

*Attached: Comox Nautical Days Festival 2019 Post Letter – from Mr. Stevenson
2020 Nautical Days Festival Producer Service Contract*



COMOX NAUTICAL DAYS FESTIVAL Post Letter

Comox Nautical Days 2019 was another successful festival – it is the quintessential community festival.

Now in its 60th year the Comox Nautical Days Festival is the Comox Valley’s longest running, community outdoor festival. Each year more than two dozen community groups, including service clubs, business groups, and not for profit organizations come together to create, what has become, a celebration of our community.

Comox Nautical Days is proud to support hundreds of local performers, showcasing their remarkable talents on the Festival’s main stage. Throughout the Festival audiences are treated to a diversity of entertainment including dancers, musicians, comics, clowns, and much more. In addition, we had back from a six-year absence, Steve Elliot, the Elvis impersonator. He was the hit for the weekend. We certainly will have him back for 2020!

Thousands of residents and visitors take in the more than 35 scheduled festival events from pancake breakfasts to antique car shows to the kid’s pet parade. The Festival also hosts more than 100 arts and crafts booths. At Comox Nautical Days – there really is something for everyone.

Comox Nautical Days has embraced its nautical traditions partnering with HMCS Quadra in the annual presentation of the Ceremony of the Flags. Thousands of people flock to Marina Park in celebration and respect for the profound contribution the Canadian Armed Forces continues to make to the well-being of our community.

This year Comox Nautical Days Parade went very smoothly. Hundreds of people from a variety of groups, including businesses, schools, service clubs, veterans, police, firemen, clowns, and other individuals join the procession. Thousands more line Comox Avenue – with cheers and applause they celebrate the community and the Festival that brings them all together for 3 wonderful days during the BC Day long weekend. We had lot of great comments about the success of the parade. One challenge that we had was the lack of professional flaggers, even with a contractual agreement of the agreed five flaggers, only three were sent. But between myself, a parking person, and the extra help from the RCMP, we managed to continue the parade without incident. We will address this issue next year with a plan of hiring more flaggers than needed.

Another issue that we would like to improve upon is parking for persons who are disabled. I have a had a discussion with the Comox Mall management, and we will have permission for people to be shuttled down to the Festival site from the Mall. This will alleviate some of the parking issues.

A cornerstone of the Comox Nautical Days Festival is the annual Quality Foods Festival of Light Fireworks display. 10,000 plus spectators line the shores of Comox Valley to be dazzled by this spectacular presentation.

I was told by the security and other members of the community that we had a very successful and enjoyable Nautical Days weekend.

Financially, the Festival had a successful year, the bank account has now balance of \$7,469.03

I am looking forward to continue to make Comox's Nautical Days a memorable weekend!

David Stevenson
Producer
Comox Nautical Days Festival
November 13, 2019

This agreement for the services described below is made on this the ___ day of _____, 2020 between *David Stevenson* (hereinafter referred to as *The Producer*) and the Town of Comox (hereinafter referred to as The Town).

SERVICES

The Producer will provide the following services for The Town of Comox Nautical Days Festival for the 2020 calendar year as follows:

- In consultation and with the agreement of designated representatives of The Town, *The Producer* will refine the design and concept of the festival as outlined in the Comox Nautical Days Production Manual, and execute the plan accordingly.
- Prepare the budget and timelines of the festival based on historical, existing, and continued funding norms.
- Liaise with sponsors, both monetary and “in-kind” to re-establish, refine and document deliverables with the goal of ensuring mutual satisfaction.
- Manage the design and production of promotional materials; create and distribute press releases.
- Manage and direct public relations and marketing activities.
- Foster relationships with suitable business associations and the Filberg Festival.
- Provide for the over-all planning and on-site management of the festival, including layout, tenting, staging, audio-visual, infrastructure support co-ordination, security plans and any other related operational requirements.
- Manage and co-ordinate all activities related to food and beverage and craft vendors, including registration and fees.
- Manage and co-ordinate selection and delivery of entertainment.
- Manage volunteer services as required.
- Prepare final budget reconciliation.
- Update Comox Nautical Days Production Manual, as necessary.

BUDGET CONSIDERATIONS

There are no cash reserves in place to ensure the solvency of the festival and no guarantees from any of the funding sources. Should there be a shortfall in funding for any reason – reduced vendor registration, sponsorship withdrawal, for instance – it could have an impact on the size, scope and production values of the festival.

While every reasonable effort will be made by *The Producer*, including consultation with The Town, the over-arching responsibility of ensuring adequate funding for the festival does not rest with *The Producer*. Given these funding conditions, *The Producer*, in consultation with the Town and the Nautical Days' Society, is authorized to make changes to the festival scope and content as necessary based on reasonable ongoing funding forecasts throughout the term of this contract.

- *The Producer* is authorized to approach past and potential sponsors for the Town of Comox 2020 Nautical Days Festival. *The Producer* will exercise care in approaching potential sponsors who would, in the view of The Town, complement the intent of the festival.
- Expenses will be billed in an itemized statement, and include original receipts.
- In addition to preparation of the event budget and approval by the Town, *The Producer* will manage total expenditure commitments within the agreed upon budget, with the following exceptions:
 - Additional, exceptional or unforeseen expenditures for which advance approval from The Town will be sought.
 - Additional, exceptional or unforeseen expenditures that The Town may incur without the direct involvement of *The Producer*.

FEES AND PAYMENT STRUCTURE

Total Compensation Package

- **2020 - \$20,000.00 plus applicable taxes**

Payment Schedule - 2018

- \$2,000.00 + 5% GST = \$2,100.00 January 30
- \$2,000.00 + 5% GST = \$2,100.00 February 28
- \$2,000.00 + 5% GST = \$2,100.00 March 31
- \$2,000.00 + 5% GST = \$2,100.00 April 30
- \$2,000.00 + 5% GST = \$2,100.00 May 31
- \$3,000.00 + 5% GST = \$3,150.00 June 30
- \$4,000.00 + 5% GST = \$4,200.00 July 31
- \$3,000.00 + 5% GST = \$3,150.00 August 31

The Producer will invoice The Town in accordance with this schedule.

FESTIVAL CANCELLATION AND COMPENSATION

In the event the festival is cancelled by The Town for any reason at any point in time following the signing of this agreement, compensation will be paid to *The Producer* on a pro-rated basis calculated from the date of signing of this agreement to the date of withdrawal.

ADDITIONAL CONTRACT STIPULATIONS

The Producer shall not be deemed to be in default in respect of the performance of any of the services in this agreement if any failure or delay in such performance is due to interruption in or delay of transportation services, emergencies, inclement weather, or any similar cause beyond the control of the festival producer and their designated support personnel.

The Producer will indemnify the Town from and against any loss, claim, damage, costs, expense (including actual legal fees and disbursements), action, and any cause of action, that the Town may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this agreement that arises out of errors, omissions, negligent acts or other actionable wrongs of *The Producer*, under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the claims are caused by errors, omissions or negligent acts of the Town, its other employees and agents, and authorized representatives or of any other persons.

The Producer will maintain public liability insurance with coverage of not less than \$2,000,000.00 for each occurrence, with the Town to be named as an additional insured on the insurance policy, and will provide to the Town a copy of the insurance policy.

The Town indemnifies *The Producer*, David Stevenson, from and against any loss, claim, damage, costs, expense (including actual legal fees and disbursements), action, and any cause of action, that they may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this agreement, that arises out of errors, omissions, negligent acts or other actionable wrongs of the Town, or its servants, agents or employees under this agreement, excepting always that this indemnity does not apply to the extent, if any, to which the claims are caused by errors, omissions or negligent acts of *The Producer*.

The indemnities above survive the completion of all services under this agreement and the expiration or termination of this agreement.

This agreement contains all the items and conditions agreed upon by the parties hereto, and no other agreements, oral, or otherwise implied regarding the subject matter will be considered part of this agreement, nor bind any of the parties unless agreed to in writing by both parties.

David Stevenson
2335 Fitzgerald Avenue
Courtenay, BC V9N 6J4

Signature

Date

Al Kenning
Chief Administrative Officer
Town of Comox


Signature


Date



TOWN OF COMOX PLANNING REPORT

TO:	AL KENNING, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	PR 19-17 ADOPTION OF BC ENERGY STEP CODE
DATE:	JANUARY 15, 2020 RCM


 Submitted by


 Concurrence


 Approval

Planner's Recommendation:

That Council direct staff to prepare for Council's consideration a Building Bylaw amendment to: require Step 2 of the BC Energy Step Code for new construction of all Part 3 and 9 buildings commencing upon adoption of the bylaw and require Step 3 of the BC Energy Step Code for new construction of all Part 9 buildings commencing on January 1st, 2021.

Purpose:

The purpose of this report is to present Council with a summary of public and development community feedback regarding the proposed adoption of the BC Energy Step Code in Comox.

Background:

At the October 16, 2019 Regular Council Meeting Council passed the following resolution:

"That the Town of Comox engage with the development community and the public on the implementation of BC Energy Step Code 2 for all Part 3 and Part 9 construction, and that staff provide a report back to Council on the result of the engagement prior to implementation."

On November 28th, 2019, staff held an information meeting for the development community followed by an open house for the public. The information meeting consisted of presentations by the Planning Department, a local energy advisor, and the Building Department. The open house consisted of display boards and staff present to answer questions. The display boards are contained in

Attachment 1. Feedback forms were also distributed at the meeting and open house as well as online through the Town's website.

Feedback Results

Approximately 30-40 attendees were at the information meeting consisting mainly of builders, designers/architects, and local energy advisors. Six members of the public came to the open house. In total, five feedback forms were returned at the event and five additional forms were submitted after the open house (as of the date of writing this report). All completed feedback forms are contained in **Attachment 2**.

Verbal comments received from the information meeting and open house indicated little outright opposition. Rather, the mood was more a mixture of resignation and interest. Members of the development community understand that the Step Code will be a mandatory requirement regardless of early adoption by municipalities and are preparing to implement the requirements. There were some concerns regarding additional training and capacity building to ensure that builders have the necessary tools to meet the Step Code.

Proposed Approach

Staff at the City of Courtenay and Comox are currently coordinating on a proposed approach for the adoption of Step Code to be implemented along the same timeline. The proposed approach is to amend the Comox Building Bylaw 1472 to accommodate the following framework:

- Require compliance with Step 2 of the BC Energy Step Code for all building permit applications for new Part 9 (simple) and Part 3 (complex) buildings for all building permit applications received immediately after the amending bylaw is adopted
- Require compliance with Step 3 of the BC Energy Step Code for all building permit applications for new Part 9 (simple) buildings for building permit applications dated January 1st, 2021 or later.
- Require mid-construction blower door test for all building permit applications.
- Ability to rely on Energy Advisor reports and certifications for drawings, blower doors tests, and final including mechanical equipment (similar to what currently exists in the Building Bylaw for reliance on other Professional such as engineers).
- For projects that end up not meeting the required Step, the Building Inspector could withhold occupancy or withhold final and put a notice on title that the building does not meet code (to be confirmed by legal review).

At this time, Step 3 for Part 3 (complex) buildings is not proposed. For Part 9 (simple) buildings, Step 2 is 10% more efficient than a building constructed under the standard BC Building Code while Step 3 is 20% more efficient. For Part 3 (complex) buildings, Step 2 is 20% more efficient than a building constructed under the standard BC Building Code and Step 3 is 40%. As the Steps are not equal across building types, Step 3 for Part 3 (complex) buildings represents a greater move towards energy efficiency than Step 3 for Part 9 (simple) buildings. The Province recognizes this lack of parity between building types and it is reflected in their Step Code adoption timeline which is as follows: Step 3 for Part 3 (complex) buildings required by 2027 while Step 3 for Part 9 (simple) buildings required by 2022.

A mid-construction blower door test occurs when an Energy Advisor measures a building's airtightness and identifies areas of leakage prior to the installation of drywall. This allows builders to identify and rectify areas where air is leaking and compromising the building's ability to meet the targeted Step. Under Provincial regulations, a final blower door test is required (after drywall has been installed) but not a mid-construction test. The proposed Building Bylaw amendments would include the requirement that a mid-construction blower door test be completed to give builders an idea of whether or not the building will meet Step Code and provide a chance to easily and inexpensively make repairs prior to drywall installation. The mid-construction blower door test should provide a level of insurance for avoiding situations where the final blower door test indicates that a unit ready to be occupied does not meet the required Step.

Even with a mid-construction blower door test, there is potential that a building will reach occupancy without meeting the required Step. The proposed amendments would also address this situation by giving the Building Inspector two options:

1. withhold Occupancy until the building meets the required step (meaning the building cannot be occupied); or,
2. issue Occupancy, withhold Final, and place a notice on Title which states the building does not meet Step Code (allowing the building to be occupied).

This framework allows the Building Inspector to take the action most suitable to the specific situation. For example, if a building reaches occupancy with a significant difference between its current and targeted energy efficiency, and all that would be required to make up the difference is an upgraded mechanical system, Option 1 may be more suitable. In contrast, if a building reaches occupancy and is extremely close to meeting the required Step, but the costs to achieve the Step are disproportionate to the benefit of meeting the Step (e.g. removing drywall and re-sealing the building), Option 2 may be more suitable. This approach is subject to legal review which will occur prior to introduction of amending bylaws to Council.

Proposed Timeline

City of Courtenay and Town of Comox staff are proposing the following tentative timeline:

- **January 2020** – Presentation of proposed framework (i.e. this report) and direction from Council to begin preparing Building Bylaw Amendments.
- **Early February 2020** – Building Bylaw Amendments presented to Council for 1st, 2nd, and 3rd reading.
- **Mid February 2020** – Notifications placed in the newspaper and on Town's website notifying of Council's intent to adopt the Step Code. Notifications also sent directly to local Energy Advisors by email.
- **Early March 2020** – Proposed Building Bylaw Amendments adopted and effective immediately.

The Comox Valley Regional District and the Village of Cumberland have also been invited to participate in the proposed coordinated approach to Step Code adoption.

MK/ET

Attachments:

1. Display Boards
2. Completed Feedback Forms

**ATTACHMENT 1
OPEN HOUSE DISPLAY BOARDS**

STEP CODE IMPLEMENTATION OPEN HOUSE

WELCOME



Staff are here to:
Guide you through the boards
and answer your questions



**Take a hand out
for additional
information**



**Please fill out a
feedback form**



Stay in touch
Please leave us your email on
the sign-in sheet to receive
Comox Step Code updates



STEP CODE IMPLEMENTATION OPEN HOUSE

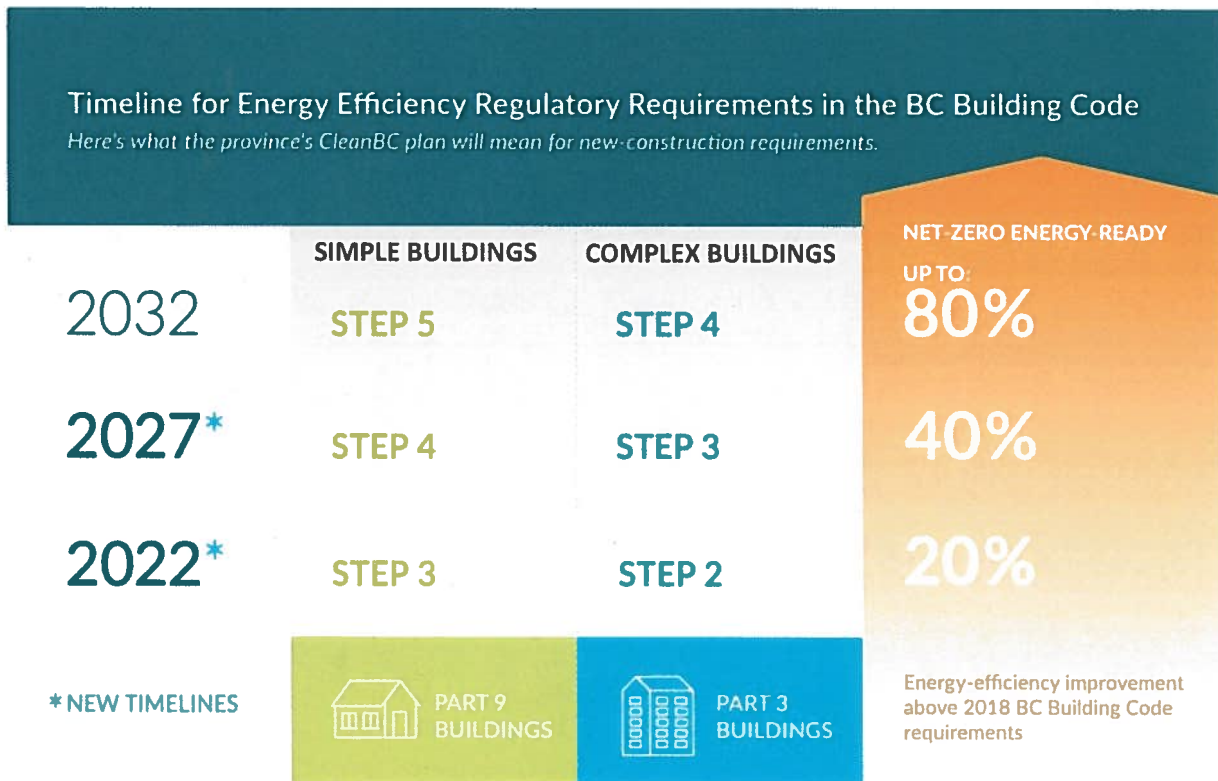
BACKGROUND

BC Energy Step Code

The BC Energy Step Code is a provincial regulation designed to require a higher level of energy efficiency in new buildings compared to those constructed under the standard BC Building Code. Each Step on the BC Energy Step Code means a more efficient building, with the final step being net-zero (i.e. the building creates as much energy as it consumes).

BC Building Code construction requirements vary according to the type of building: simple (part 9) versus complex (part 3). Similarly, there are different Energy Steps for simple versus complex buildings. The Province of BC has set a goal that all new buildings must be net-zero by 2032. The Step Code is BC’s mandated pathway to achieve the net zero goal.

Municipalities have the option require the Step Code ahead of the provincially mandated timelines shown on the figure below.

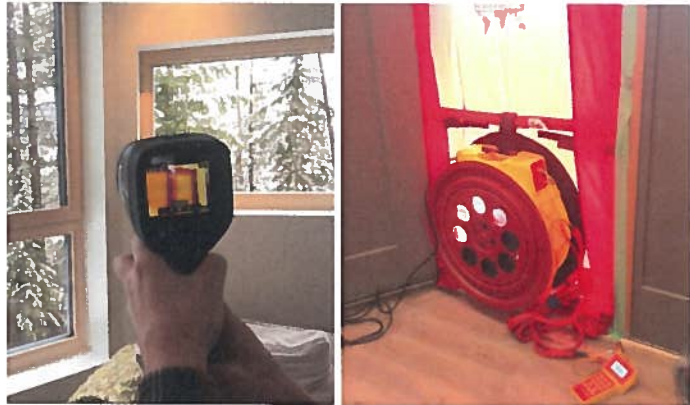


ADOPTING THE STEP CODE

WHY ADOPT IN ADVANCE OF PROVINCIAL TIMELINE?

CLIMATE CHANGE

- Climate change is caused by the increasing concentrations of green house gas (GHG).
- The Comox Official Community Plan encourages the reduction of green house gas (GHG)
- More efficient buildings will reduce energy consumption and GHG emissions



HARMONIZE GREEN BUILDING STANDARDS

- There are currently numerous green building certifications (e.g. Built Green, EnerGuide, Passive House, etc) which is difficult for designers, builders, and suppliers.
- Patchwork of programs can increase design and construction time and costs.
- The Step Code replaces these programs under a single umbrella, providing benefits for both the building industry and home buyers which include:
 - one program to learn for designers and builders;
 - one program to supply for for suppliers; and,
 - easier and less confusing to compare homes for buyers.



BUILDING TO A BETTER STANDARD

BENEFITS OF STEP CODE

Benefits to Homeowners

- **Building testing**— buildings are tested to ensure they meet energy efficiency targets.
- **Lower energy bills**—lower energy consumption and better insulation reduces heating/cooling costs.
- **Greater comfort**—reduced drafts and temperature variations due to high airtightness.
- **Increased resale value**—buyers are increasingly demanding high efficiency homes.
- **Reduced noise**—increased insulation levels and better windows can reduce noise levels.
- **Healthier living**—better air quality, including mechanical ventilation helps provide a healthier indoor environment.



Trade-offs

Building costs: construction costs may increase to meet the higher steps; however, lower operating costs and incentive programs will help to offset these costs.

A PATH TO NET ZERO

What is the Step Code?

The BC Energy Step Code is comprised of incremental 'steps' for simple (part 9) and complex (part 3) buildings that contain increasing levels of energy efficiency above the standard requirements of the BC Building Code.



Part 9 Buildings (Simple)

Houses and small buildings 3 storeys or less and no more than 600m²

E.g. Single family dwellings, duplexes, some townhomes.



Part 3 Buildings (complex)

Buildings greater than 3 storeys and larger than 600m²

E.g. Apartment buildings, condos, commercial.

How is Step Code Measured?

The BC Energy Step Code is performance based, meaning that it requires a certain level of energy efficiency rather than dictating design/construction requirements. It considers the building envelope (walls and windows), equipment efficiency, and airtightness.

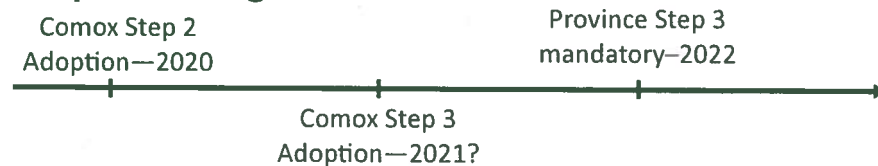
Building energy efficiency is measured by professionals called Energy Advisors using the following:

- Energy modelling: model energy consumption based on building plans and appliances; and,
- Air tightness testing during and post-construction: measure how easy it is for air to leak through a building's exterior to ensure the building's actual performance meets the design specifications.

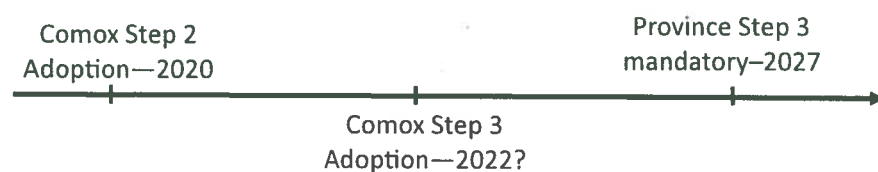
ADOPTING THE STEP CODE

STEP CODE ADOPTION TIMELINE UNDER CONSIDERATION

Simple Buildings



Complex Buildings



Step 2

- Step 2 is **up to 10% more energy efficient** for Part 9 (simple) and **20%** for Part 3 (complex) buildings compared to the standard BC Building Code.
- The Town of Comox is investigating implementing **Step Code Step 2** for all Part 9 (simple) and Part 3 (complex) buildings in **early 2020**.
- Comox historically has required Built Green Bronze or equivalent through the rezoning process, including, more recently, blower door tests and energy advisor participation. Therefore, implementation of Step 2 represents an incremental change and opportunity to standardize requirements for all new buildings, not just those requiring rezoning.
- Step 2 is proposed for **new construction** only, would not apply to additions or renovations.
- Would apply to **new home construction with a secondary suite** and **coach houses**.

Step 3

- Step 3 is up to 40% more efficient for Part 3 (complex) and 20% more efficient for Part 9 (simple) buildings compared to the standard BC Building Code.
- Step 3 is a more significant move towards energy efficiency and therefore the Town's intent is to **consider adoption** once the building industry has built experience with Step Code compliance and larger centres/early adopters have reported back on any issues regarding the higher steps.



NEXT STEPS

TENTATIVE TIMELINE

We are here

INDUSTRY MEETING/OPEN HOUSE

- Present proposed approach for Step Code adoption in the Town of Comox to building industry and public
- Collect industry and public feedback.

REVIEW FEEDBACK

- Review and consider all industry and public feedback.

STAFF REPORT

- Staff report to Council on results of public consultation.

COUNCIL DECISION

- Council decision as to whether or not to proceed with Step Code implementation.

ADOPTION

- Should Council choose to proceed, building bylaw amendments presented to Council for adoption.

MONITOR + REVIEW

- Town to monitor and review Step Code compliance.
- Results of monitoring presented to Council as part of any future consideration of implementing Step 3.



**ATTACHMENT 2
COMPLETED FEEDBACK FORMS**



WE WANT TO HEAR FROM YOU



1809 Beaufort Ave
Comox, BC V9M 1R9



council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

1. Are you a member of the building industry? Yes No (If no, please skip to question 6)

2. Are you a:

Developer General Contractor Sub-trade Architect Designer Other: _____

3. For members of the building industry, are you primarily engaged in:

Part 3 construction Part 9 construction Please list the building types you are primarily engaged in (e.g. single-family, multifamily, commercial, etc):

4. Have you worked on (built/ designed) a building that meets Energy Step Code?

No, I have never used it.
 Yes. I have used the lower steps (Steps 2-3).
 Yes. I have used the higher steps (Steps 4-5).

5. How ready do you feel to implement the BC Energy Step Code in Comox?

Very ready.
 Somewhat ready.
 A bit ready.
 Not at all ready.

6. How familiar are you with the BC Energy Step Code?

Very familiar.
 Moderately familiar.
 Not familiar, but have heard of it.
 Not at all familiar.

7. What are your thoughts on requiring compliance to the BC Energy Step Code Step 2 in early 2020?

- I would like to see step 2 as a minimum

8. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 2?

- AS A BUILDER I BUILD TO A ENERGY RATING OF B2-B6 WHEN THE PROGRAM WAS IN PLACE. I WOULD LIKE TO THINK NO BARRIERS OR CHALLENGES. ITS IMPORTANT TO DRAW CLEAR LINES TO ELIMINATE THE GRAY AREAS ie: AIR BARRIERS.



WE WANT TO HEAR FROM YOU

1809 Beaufort Ave
Comox, BC V9M 1R9

@
council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

9. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2021 (Simple buildings)?

SEE #8 - ~~STEP~~ STEP 3 SHOULD BE EASILY
ACHIEVABLE BY OUR INDUSTRY BY 2021

10. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2022 (Complex buildings)?

THIS SHOULD BE ACHIEVED BY 2021

11. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 3?

AS A BUILDER THIS SHOULD BE EASILY ACHIEVED
BY USING AN ENERGY ADVISOR.

12. Do you have any other comments or concerns?

THANK YOU FOR PUTTING ON THIS SEMINAR
MUCH APPRECIATED AND THANK YOU FOR
WORKING WITH US.

LT

Submitting your comments—Please either leave this form with us at the Open House or return to Town Hall.



WE WANT TO HEAR FROM YOU

1809 Beaufort Ave
Comox, BC V9M 1R9

@
council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

1. Are you a member of the building industry? Yes No (If no, please skip to question 6)

2. Are you a:

Developer General Contractor Sub-trade Architect Designer Other: _____

3. For members of the building industry, are you primarily engaged in:

Part 3 construction Part 9 construction Please list the building types you are primarily engaged in (e.g. single-family, multifamily, commercial, etc):

We primarily work on single family and commercial buildings

4. Have you worked on (built/ designed) a building that meets Energy Step Code?

- No, I have never used it.
- Yes. I have used the lower steps (Steps 2-3).
- Yes. I have used the higher steps (Steps 4-5).

5. How ready do you feel to implement the BC Energy Step Code in Comox?

- Very ready.
- Somewhat ready.
- A bit ready.
- Not at all ready.

6. How familiar are you with the BC Energy Step Code?

- Very familiar.
- Moderately familiar.
- Not familiar, but have heard of it.
- Not at all familiar.

7. What are your thoughts on requiring compliance to the BC Energy Step Code Step 2 by March 2020?

Our firm believes that moving to Step Code 2 in March 2020 is a sound decision for the Town. Industry has had adequate time to prepare for Step 2, and should be able to adjust to the required changes relatively easy. There will be additional cost, there will be growing pains, but it is necessary to move ahead as we prepare for 2032. Some of the other municipalities are looking to jump further ahead, for example going from Step 1 to Step 3. We would caution against this. Take advantage of the steps and ensure the transition is successful for everyone



WE WANT TO HEAR FROM YOU

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Submit by: December 5, 2019

Step Code Implementation Feedback Form

8. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 2?

There will be a period of adjustment for industry as we move through the Steps. I think taking it one step at a time will reduce the number of barriers and challenges associated with the transition. Quick transition between steps will result in higher cost as industry works through uncertainty and inexperience. Much of the cost will be laid at the feet of the end consumer. The home owner or business owner or tenant ETC. Government needs to be aware of that cost and ensure it is limited as best possible. That is my biggest concern

9. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in the future?

I think that a successful Step 3 transition will rely on a successful Step 2 transition. If industry is given time to understand and successfully navigate Step 2 then continuing forward with Step 3 should be manageable. Obviously we have to achieve Step 3 at some point soon, but if we take our time and do it right we will minimize industry issues and ensure as little cost as possible is passed to end consumer

10. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 3?

Again, the biggest barriers and challenges in my opinion will be with regards to industry inexperience and the cost to the end consumer. Escalation has been severe in the past number of years and we all know the difficulties associated with the current cost of housing. How much each of the Steps will add to the cost of construction is debateable. But it will cost something and that cost will largely be passed to the end consumer. I think governments need to be aware of this and ensure that they administer this program in such a way as to minimize cost. Slow and steady will help to achieve this

11. Do you have any other comments or concerns?

Again as mentioned I appreciate the Town taking advantage of each Step. My firm is staying ahead of the curve. We are a Passive House member and all our crews will be Passive House Certified Installers by February 2020. But I know some other firms are not ahead of the curve and I think they will need time to adjust. This is true of general contractors, subcontractors, suppliers and tradespeople as a whole. If managed properly, the change will be successful. If rushed it will be costly for all people in BC

Thank you. Cale Lacasse, Lacasse Construction

Submitting your comments—Please either leave this form with us at the Open House or return to Town Hall.



WE WANT TO HEAR FROM YOU

1809 Beaufort Ave
Comox, BC V9M 1R9

@
council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

1. Are you a member of the building industry? Yes No (If no, please skip to question 6)

2. Are you a:

Developer General Contractor Sub-trade Architect Designer Other:
Solar Energy
Energy Advisor

3. For members of the building industry, are you primarily engaged in:

Part 3 construction Part 9 construction Please list the building types you are primarily engaged in (e.g. single-family, multifamily, commercial, etc):

4. Have you worked on (built/ designed) a building that meets Energy Step Code?

No, I have never used it.
 Yes. I have used the lower steps (Steps 2-3).
 Yes. I have used the higher steps (Steps 4-5).

5. How ready do you feel to implement the BC Energy Step Code in Comox?

Very ready.
 Somewhat ready.
 A bit ready.
 Not at all ready.

6. How familiar are you with the BC Energy Step Code?

Very familiar.
 Moderately familiar.
 Not familiar, but have heard of it.
 Not at all familiar.

7. What are your thoughts on requiring compliance to the BC Energy Step Code Step 2 in early 2020?

It is Absolutely necessary and there are more than
enough energy advisors locally to facilitate the program.

8. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 2?

None that can be backed with a valid argument.
We are here to help builders learn and progress
the building industry.



WE WANT TO HEAR FROM YOU

1309 Beaufort Ave
Comox, BC V9M 1R9

@
council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

9. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2021 (Simple buildings)?

It is necessary, but step 1 should have been put in place already so this "problem" of building to a higher standard could be addressed.

10. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2022 (Complex buildings)?

Not enough experience here to comment.

11. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 3?

Builders don't want to change and are pushing back. More presentations offering information to get them on board and help them understand that step 3 isn't that difficult, would be useful

12. Do you have any other comments or concerns?

Solar energy is a very useful resource that is not being incentivised, yet fossil fuels (farts BC) are. How does this make sense.

Submitting your comments—Please either leave this form with us at the Open House or return to Town Hall.



WE WANT TO HEAR FROM YOU

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Submit by: December 5, 2019

Step Code Implementation Feedback Form

1. Are you a member of the building industry? Yes No (If no, please skip to question 6)

2. Are you a:

Developer General Contractor Sub-trade Architect Designer Other: _____

3. For members of the building industry, are you primarily engaged in:

Part 3 construction Part 9 construction Please list the building types you are primarily engaged in (e.g. single-family, multifamily, commercial, etc):

single/multi-family

4. Have you worked on (built/ designed) a building that meets Energy Step Code?

No, I have never used it.
 Yes. I have used the lower steps (Steps 2-3).
 Yes. I have used the higher steps (Steps 4-5).

5. How ready do you feel to implement the BC Energy Step Code in Comox?

Very ready.
 Somewhat ready.
 A bit ready.
 Not at all ready.

6. How familiar are you with the BC Energy Step Code?

Very familiar.
 Moderately familiar.
 Not familiar, but have heard of it.
 Not at all familiar.

7. What are your thoughts on requiring compliance to the BC Energy Step Code Step 2 in early 2020?

I am strongly in favour but would like to see all CV jurisdictions adopt the same level. The industry has known about this for a few years now and now its time to get it in place. I would strongly prefer to see Step 3, but if not, a plan to move to step 3 w/ a 12-18 month period.

8. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 2?

As a designer I see no barriers, especially once the industry and our clients are aware that it is a requirement. The extra costs to go to higher step ratings will eventually be offset either by higher resale value or by building smaller homes.



WE WANT TO HEAR FROM YOU

1809 Beaufort Ave
Comox, BC V9M 1R9

@
council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

9. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2021 (Simple buildings)?

This would be my strong preference for a first roll-out.

10. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2022 (Complex buildings)?

11. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 3?

12. Do you have any other comments or concerns?

I think the municipality should retain a resource person to assist builders negotiate the transition through their 1st or 2 projects. Could perhaps be shared by other communities as well.

Submitting your comments—Please either leave this form with us at the Open House or return to Town Hall.



WE WANT TO HEAR FROM YOU

1809 Beaufort Ave
Comox, BC V9M 1R9

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council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

1. Are you a member of the building industry? Yes No (If no, please skip to question 6)

2. Are you a:

Developer General Contractor Sub-trade Architect Designer Other: ELECTRICAL CONTRACTOR

3. For members of the building industry, are you primarily engaged in:

Part 3 construction Part 9 construction Please list the building types you are primarily engaged in (e.g. single-family, multifamily, commercial, etc):

4. Have you worked on (built/ designed) a building that meets Energy Step Code?

No, I have never used it.
 Yes. I have used the lower steps (Steps 2-3).
 Yes. I have used the higher steps (Steps 4-5).

5. How ready do you feel to implement the BC Energy Step Code in Comox?

Very ready.
 Somewhat ready.
 A bit ready.
 Not at all ready.

6. How familiar are you with the BC Energy Step Code?

Very familiar.
 Moderately familiar.
 Not familiar, but have heard of it.
 Not at all familiar.

7. What are your thoughts on requiring compliance to the BC Energy Step Code Step 2 in early 2020?

IF THE GOAL IS TO MEDIATE CLIMATE CHANGE, WHY ALLOW GAS FOR HEAT? WE HAVE THE CLEANEST ELECTRICITY IN THE WORLD.

8. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 2?



WE WANT TO HEAR FROM YOU



1809 Beaufort Ave
Comox, BC V9M 1R9



council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

9. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2021 (Simple buildings)?

10. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2022 (Complex buildings)?

11. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 3?

12. Do you have any other comments or concerns?

Submitting your comments—Please either leave this form with us at the Open House or return to Town Hall.



WE WANT TO HEAR FROM YOU

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Submit by: December 5, 2019

Step Code Implementation Feedback Form

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2. Are you a:

Developer General Contractor Sub-trade Architect Designer Other: _____

3. For members of the building industry, are you primarily engaged in:

Part 3 construction Part 9 construction Please list the building types you are primarily engaged in (e.g. single-family, multifamily, commercial, etc):

4. Have you worked on (built/ designed) a building that meets Energy Step Code?

No, I have never used it.
 Yes. I have used the lower steps (Steps 2-3).
 Yes. I have used the higher steps (Steps 4-5).

5. How ready do you feel to implement the BC Energy Step Code in Comox?

Very ready.
 Somewhat ready.
 A bit ready.
 Not at all ready.

6. How familiar are you with the BC Energy Step Code?

Very familiar.
 Moderately familiar.
 Not familiar, but have heard of it.
 Not at all familiar.

7. What are your thoughts on requiring compliance to the BC Energy Step Code Step 2 in early 2020?

I DON'T THINK THE SMAW, PART 9 SEGMENT OF THE CONST. INDUSTRY IS READY FOR IT

8. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 2?

CONFUSION,
RELUCTANCE TO CHANGE



WE WANT TO HEAR FROM YOU



1809 Beaufort Ave
Comox, BC V9M 1R9



council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

9. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2021 (Simple buildings)?

LEAVE SIMPLE BUILDINGS OUT OF IT.
REQUIRE ONLY WHERE PROFESSIONALS
ARE INVOLVED.

10. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2022 (Complex buildings)?

GO STRAIGHT TO LEVEL 5,
W/IMPACT COST & AFFORDABILITY

11. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 3?

COST
PLANNING PRACTICE, FAR CALCS
"ARTICULATION" IN GUIDELINES

12. Do you have any other comments or concerns?

Submitting your comments—Please either leave this form with us at the Open House or return to Town Hall.



WE WANT TO HEAR FROM YOU

1809 Beaufort Ave
Comox, BC V9M 1R9

@
council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

1. Are you a member of the building industry? Yes No (If no, please skip to question 6)

2. Are you a:

Developer General Contractor Sub-trade Architect Designer Other: Engineer

3. For members of the building industry, are you primarily engaged in:

Part 3 construction Part 9 construction Please list the building types you are primarily engaged in (e.g. single-family, multifamily, commercial, etc):

4. Have you worked on (built/ designed) a building that meets Energy Step Code?

No, I have never used it.
 Yes. I have used the lower steps (Steps 2-3).
 Yes. I have used the higher steps (Steps 4-5).

5. How ready do you feel to implement the BC Energy Step Code in Comox?

Very ready.
 Somewhat ready.
 A bit ready.
 Not at all ready.

6. How familiar are you with the BC Energy Step Code?

Very familiar.
 Moderately familiar.
 Not familiar, but have heard of it.
 Not at all familiar.

7. What are your thoughts on requiring compliance to the BC Energy Step Code Step 2 in early 2020?

Yes do.

8. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 2?

Just education



WE WANT TO HEAR FROM YOU

1809 Beaufort Ave
Comox, BC V9M 1R9

@
council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

9. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2021 (Simple buildings)?

Yes do

10. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2022 (Complex buildings)?

Just education Yes do

11. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 3?

12. Do you have any other comments or concerns?

Submitting your comments—Please either leave this form with us at the Open House or return to Town Hall.



WE WANT TO HEAR FROM YOU

1809 Beaufort Ave
Comox, BC V9M 1R9

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council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

1. Are you a member of the building industry? Yes No (If no, please skip to question 6)

2. Are you a:

Developer General Contractor Sub-trade Architect Designer Other: _____

3. For members of the building industry, are you primarily engaged in:

Part 3 construction Part 9 construction Please list the building types you are primarily engaged in (e.g. single-family, multifamily, commercial, etc):

4. Have you worked on (built/ designed) a building that meets Energy Step Code?

No, I have never used it.
 Yes. I have used the lower steps (Steps 2-3).
 Yes. I have used the higher steps (Steps 4-5).

5. How ready do you feel to implement the BC Energy Step Code in Comox?

Very ready.
 Somewhat ready.
 A bit ready.
 Not at all ready.

6. How familiar are you with the BC Energy Step Code?

Very familiar.
 Moderately familiar.
 Not familiar, but have heard of it.
 Not at all familiar.

7. What are your thoughts on requiring compliance to the BC Energy Step Code Step 2 in early 2020?

EXCELLENT CONCEPT IN LIGHT OF ENVIRONMENTAL DEGRADATION
"STEP CODE" SHOULD BE IMPLEMENTED FEDERALLY!
LONG OVERDUE - CONGRATULATIONS.

8. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 2?

ENGAGING & EDUCATING DEVELOPERS & BUILDERS TO COMPLIANCE OF
STEP CODE. GETTING FEEDBACK FROM PEOPLE IN THE TRADES & INCREASING
#S OF ENERGY ADVISERS - IT SHOULD BE MANDATORY FOR ALL NEW
DEVELOPMENTS.



WE WANT TO HEAR FROM YOU



1809 Beaufort Ave
Comox, BC V9M 1R9



council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

9. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2021 (Simple buildings)?

IF COMPLIANCE TO STEP 2 & 3 IS COSTLY → GOV. (FEDERAL & PROVINCIAL) SHOULD ENCOURAGE THIS EFFORT WITH REASONABLE REBATES.

10. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2022 (Complex buildings)?

GO FOR IT → BUT DURING ITS EVOLUTION - CONSTANT FEEDBACK IS ESSENTIAL! OFTEN "THE DOER" IS LEFT OUT OF THE DECISION MIX

11. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 3?

ESTABLISH THE STEP CODE 2 & 3 BUT EDUCATE BUILDERS & INSTALLERS AS TO "HOW" & "WHY"

12. Do you have any other comments or concerns?

HOPe THE ESTABLISHMENT OF B.C STEP CODE DOES NOT BURDEN BUILDERS & INSTALLERS WITH BURCRATIC RED TAPE ← KEEP IT SIMPLE.

THANKS FOR PUTTING ON THE SEMINAR SESSION - VERY INFORMATIVE.

Submitting your comments—Please either leave this form with us at the Open House or return to Town Hall.



WE WANT TO HEAR FROM YOU

1809 Beaufort Ave
Comox, BC V9M 1P9

@
council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

RECEIVED

DEC 04 2019

TOWN OF COMOX

1. Are you a member of the building industry? Yes No (If no, please skip to question 6)

2. Are you a:

Developer General Contractor Sub-trade Architect Designer Other: Structural Engineer

3. For members of the building industry, are you primarily engaged in:

Part 3 construction Part 9 construction Please list the building types you are primarily engaged in (e.g. single-family, multifamily, commercial, etc):

4. Have you worked on (built/ designed) a building that meets Energy Step Code?

No, I have never used it.
 Yes. I have used the lower steps (Steps 2-3).
 Yes. I have used the higher steps (Steps 4-5).

5. How ready do you feel to implement the BC Energy Step Code in Comox?

Very ready.
 Somewhat ready.
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6. How familiar are you with the BC Energy Step Code?

Very familiar.
 Moderately familiar.
 Not familiar, but have heard of it.
 Not at all familiar.

7. What are your thoughts on requiring compliance to the BC Energy Step Code Step 2 in early 2020?

See attached sheet

8. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 2?

See attached sheet.



WE WANT TO HEAR FROM YOU



1809 Beaufort Ave
Comox, BC V9M 1R9



council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

9. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2021 (Simple buildings)?

10. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in 2022 (Complex buildings)?

11. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 3?

12. Do you have any other comments or concerns?

Submitting your comments—Please either leave this form with us at the Open House or return to Town Hall.

Step code.wpd

My main concerns with the step code and increasing to higher levels is not with the concept but how it impacts other areas. Too many of our codes and standards, not just the step code, are effectively done in isolation with little real input from the people on the ground. In many ways, I wonder if we are headed for another debacle like the leaky condos, which was also started by trying to save energy.

My concerns can be grouped into a few areas:

1. **Termites.** Most of BC building stock is in areas where subterranean termites have been detected. While we are currently at the northern limit of the range, the climate is warming and we are also importing new varieties from Asia. Many of the details recommended for the step code will provide a direct and often undetected path for termites to access buildings. Metal flashing might not be enough unless installed incredibly well. Termites do not need a big gap to get through and can eat foam (and might even be able to eat the borate treated foam).
2. **Air quality and heat exchangers.** Are the heat exchangers intended to be run 24/7 365 days a year? If yes, will they really save energy? There is much of the year when opening windows would be just as viable an option. Will air quality decline due to inadequate maintenance or long periods of inactivity?

Will builders opt for the least number of operable windows to get their air leakage down or for other energy savings?

3. **Structural.** Part 9 neither requires wood based sheathing on the outside of a wall or on a roof if $S_a(0.2) < 0.7$, where drywall on the inside will do. From a structural perspective this is lunacy. We live in an earthquake zone and the wood based sheathing provides vital strength, stiffness and ductility to these buildings. Currently most buildings have these elements. An exception is some "luxury" developments that do not use sheathing on the roof but strapping and heavy concrete roofing tiles. Just because they are just under the 0.7 limit does not mean they are not in a seismic zone. There have also been some reports of some concrete tiles coming off in high winds as most of them are not nailed down.

Will the drive for energy efficiency result in insulating panels be substituted for the OSB or plywood?

Under Part 4, the nailing for sheathing, shear walls and diaphragms is getting to be very high. Add to this the screws to attach the cladding, any exterior insulation, shades and perhaps solar panels and will studs and trusses be splitting. Should we be switching to 3x material at joints (which I understand is done in California), scaling back the nailing requirements?

4. **Fire.**

Will foam on the outside of a building represents a fire risk as well as a route for

insects to get into the house?

5. Durability

With air and vapour barriers on each side of stud walls, will we end up trapping moisture leading to decay or mould. The moisture could come from a plumbing or roof leak, condensation or by being sucked into the house during a storm.

By making houses really tight, you do not stop pressure differentials from developing in a storm, you likely make them worse as less air is leaking in to equalize the differential. Where it does leak in the driving force will be even larger. The question is where does the pressure drop off - outside the building in a rain screen cavity or inside a stud wall. I put in a new door on the south side of the house and caulked along the bottom. A leak developed which I located with food dye in the next storm. There was no visible hole. I pulled out the caulk and redid it, it worked the second time. Trades will make errors and the design and details need to tolerate some errors.

It is also interesting that in some the publications I reviewed I could find no mention of the dew point and only a few on condensation. Ideally this should be on the outside of the sheathing and air barrier. However, in many cases, it could end up in the stud walls. Condensation could be a major issue at cantilevered balconies as it is difficult to insulate and transmit the forces. While some insulation is possible it is typically much lower than the walls and this could easily become a condensation point as well.

Due to the time constraints some of these issues may have been dealt with in the step code or the supporting documentation. I have not had time to review all the documents.



WE WANT TO HEAR FROM YOU

1809 Beaufort Ave
Comox, BC V9M 1R9

@
council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

1. Are you a member of the building industry? Yes No (If no, please skip to question 6)

2. Are you a:

Developer General Contractor Sub-trade Architect Designer Other: SOLAR PV DESIGN/SUPPLY

3. For members of the building industry, are you primarily engaged in:

Part 3 construction Part 9 construction Please list the building types you are primarily engaged in (e.g. single-family, multifamily, commercial, etc):
SINGLE FAMILY

4. Have you worked on (built/ designed) a building that meets Energy Step Code?

No, I have never used it.
 Yes. I have used the lower steps (Steps 2-3).
 Yes. I have used the higher steps (Steps 4-5).

5. How ready do you feel to implement the BC Energy Step Code in Comox?

Very ready.
 Somewhat ready.
 A bit ready.
 Not at all ready.

6. How familiar are you with the BC Energy Step Code?

Very familiar.
 Moderately familiar.
 Not familiar, but have heard of it.
 Not at all familiar.

7. What are your thoughts on requiring compliance to the BC Energy Step Code Step 2 by March 2020?

FROM WHAT I UNDERSTAND, THIS IS PART OF THE BC BUILDING CODE, SO
WONT IT BE MANDATORY?
I FEEL THAT FULL COMPLIANCE TO STEP 5 IS ACHIEVABLE ON A MORE
ACCELERATED TIME SCALE - 2022 PERHAPS.
'NET ZERO READY' NEEDS TO HAPPEN MUCH SOONER THAN 2032!
ie 'NET ZERO' (DROP THE 'READY') BY 2024



WE WANT TO HEAR FROM YOU

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Comox, BC V9M 1R9

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council@comox.ca

Submit by: December 5, 2019

Step Code Implementation Feedback Form

8. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 2?

EDUCATION

READY ALTERNATIVES FOR EXISTING MATERIALS & PROCESSES.

9. What are your thoughts on requiring compliance to BC Energy Step Code Step 3 in the future?

SOONER THE BETTER

10. What barriers/challenges do you anticipate regarding BC Energy Step Code Step 3?

EDUCATION

ADOPTION OF NEW PRACTICES BY TRADIES

SOCIAL INERTIA - THE VIEW THAT THESE ARE 'NIKE' ADVANCES INSTEAD OF THE URGENCY REQUIRED.

11. Do you have any other comments or concerns?

THE VERY BASICS OF PASSIVE HOUSE DESIGN ARE THINGS THAT CAN BE EASILY IMPLEMENTED - SITING, FEWER WINDOWS ON NORTH, INSULATION, etc.

I ENCOURAGE COMOX COUNCIL TO BE AGGRESSIVE & SHOW LEADERSHIP IN GETTING TO STEPS & BEYOND AS QUICKLY AS POSSIBLE.

* START CUTTING THE WASTE & ENERGY USE OF A BUILDING OVER ITS 50 YEAR LIFE NOW. WE WON'T BE ABLE TO RETROFIT FOR LESS!

Submitting your comments—Please either leave this form with me at the Open House or return to Town Hall.



TO: Mayor and Council	FILE: 4300-02 / 2018CANC
FROM: Shelly Russwurm, Deputy Corporate Administrator	DATE: Nov. 25, 2019
SUBJECT: Cancellation of Business Licences with Outstanding Fees	

Prepared by: Shelly Russwurm, DCA	Supervisor: _____	Financial Approved: _____	Report Approved: Al Kenning, CAO
		Clive Freundlich, Fin. Director	

Recommendation from the Chief Administrative Officer:

For information only.

Purpose

To advise Mayor and Council of the process for cancelling a business licence, and of staff's decision to cancel business licences for those businesses with multiple years of outstanding licence fees.

Strategic Plan Linkage

Administration of business licences falls under Council's Core Service of Strong Governance and Administration.

Background

At its June 19, 2019 Regular Meeting, Council considered the enclosed report advising that, with Council's adoption of the Comox Business Regulation Bylaw No. 1882, 2018, the Business Licence Inspector (Deputy Corporate Administrator) is now authorized to suspend or cancel business licences for reasonable cause. The report also advised that the owners of 61 businesses with multiple years' of outstanding fees would be advised of the Town's intent to cancel their business licences unless the outstanding fees are paid.

On July 3, 2019 a letter was couriered or sent by registered mail to the owners of the 61 businesses, advising

- that their Town of Comox business licence had expired and that the Business Licence Inspector was considering its cancellation;
- that they could prevent the cancellation of their licences by filling out the Renewal Form, included with the letter, and paying the outstanding fees in full by July 19, 2019;
- that a final decision on the cancellation of their business licence would be made after July 19, 2019, and they would be advised of this decision; and

- that, if a decision to cancel their business licence was made, they would be advised of the process to have Council reconsider the decision.

31 of the 61 letters sent to business owners on July 3, 2019 were undeliverable as the business no longer existed at the address associated with the business licence records. This was to be expected as these business licence accounts have not been paid for more than two years. These 31 business licences have now been cancelled.

In addition, as of November 20, 2019, six business licence accounts have now been paid in full.

A final notice was sent November 26, 2019 to the remaining 25 business owners that staff believe are still in operation. The final notice advised that the Business Licence Inspector had made the decision to cancel their business licence. The notice also advised that the business owner could pay the outstanding fees in full to prevent cancellation, or could appeal the Business Licence Inspector’s decision to Council at its January 15, 2020 Regular Meeting. Owners have been given until January 8, 2020 at 4:30 p.m. to advise of such requests and a list will be provided to Council before the meeting.

Due to the Town’s agreements with partnership municipalities regarding intermunicipal business licences (licences that are valid in the Town of Comox and City of Courtenay) and inter-community licences (licences that are valid in all municipalities in the mid-Vancouver Island region), applicable municipalities will be advised of the Town’s cancellation of these types of business licences.

In response to the letter sent out on November 26, 2019, four business owners with outstanding fees have advised that their business is not longer operating. The remaining recommended list of 21 business licences to be cancelled are as follows:

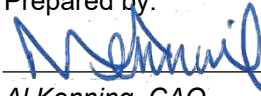
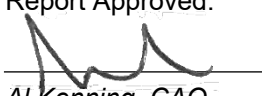
TOWN OF COMOX LICENCES	
Business Name	Outstanding Fee
1115191 BC Ltd.	\$250
AJ Reno's	\$1500
B Webster Enterprises	\$600
Belanger Construction	\$350
Comox Valley Dog Care	\$450
Comox Valley Pest Control	\$500
Dancolt Custom Screens	\$1250
G & G Insulation Ltd.	\$1050
Great Scapes Installations	\$600
Green Valley Cleaning	\$1000
Headwater Masonry Ltd.	\$750

TOWN OF COMOX LICENCES	
Business Name	Outstanding Fee
Heatherbrae Builders Co. Ltd.	\$400
I Team Signs	\$600
James Emmerson	\$475
JLP Contracting	\$275
Sandra Ledwidge Counselling	\$300
Skyhigh Airport Shuttle Svcs	\$900
Timber Box Home Designs	\$450
Vancouver Island Bailiffs Inc.	\$400
Westcoast Welding	\$1250
Windsor Auction & Liquid. Ltd.	\$500

Following the January 15, 2020 meeting, and subject to any appeals to Council, business owners will be advised that their business must cease operation within seven days of the date of the written notice. The written notice will indicate the reasons for the cancellation and provide instructions for the reinstatement of the business licence.



TO: Mayor and Council	FILE: 0530-01
FROM: Al Kenning, Chief Administrative Officer	DATE: Jan. 7, 2020
SUBJECT: Conference Attendance Policy	

Prepared by:  Al Kenning, CAO	Supervisor: _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved:  Al Kenning, CAO
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Recommendation(s) from the Chief Administrative Officer:

That Council approve policy CCL – 053 which limits the number of delegates attending the annual FCM (Federation of Canadian Municipalities) conference to three members of Council plus the Mayor, and grants ongoing approval for all Council members to attend UBCM (Union of BC Municipalities), LGLA (Local Government Leadership Academy), and AVICC (Association of Vancouver Island and Coastal Communities) conferences annually.

Background

Comox has the practice of supporting the attendance of all Councillors and the Mayor at annual UBCM (Union of BC Municipalities), LGLA (Local Government Leadership Academy), AVICC (Association of Vancouver Island and Coastal Communities), and FCM (Federation of Canadian Municipalities) conferences. Each of these conferences are considered important to the ongoing professional development of Councillors to ensure they are as fully informed as possible. The UBCM and AVICC conferences are always held within BC and pertain directly to local issues. FCM, on the other hand, is usually held outside of the Province and has a broader Canada wide focus. Because it is held outside the Province, the costs to attend are higher. For this reason, Council may wish to limit the number of attendees to FCM each year. If attendance was limited to three Councillors each year (plus the Mayor), all Councillors would be able to attend this conference every second year.

The attached policy CCL - 053 formally documents the standing approval for all Council members to attend UBCM, LGLA, and AVICC annually, but limits attendance at FCM as noted above.

Financial Implications

The estimated savings from such a policy would be approximately \$8-10,000 per year, compared to the cost of all members of Council attending.



TOWN OF COMOX
 1809 Beaufort Avenue Ph. 250 339-2202
 Comox BC V9M 1R9 Fx. 250 339-7110

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	POLICY NO. CCL - 053
ESTABLISHED:	LAST REVISED:
TITLE: COUNCIL CONFERENCE ATTENDANCE	

1 PURPOSE

- 1.01 The purpose of the Council Conference Attendance Policy (the policy) is to provide preauthorization to Council members to attend conference and other professional development opportunities in order to assist with making travel arrangements in a timely manner, and assist in the preparation of the annual budget.

2 POLICY STATEMENT

- 2.01 Attendance at conferences and other professional development workshops provides members of Council with valuable learning, information sharing and networking opportunities. The Town is committed to providing such opportunities to Council members and encourages their participation in accordance with this policy.

3 SCOPE

- 3.01 This policy applies to all members of Council.

4 POLICY

- 4.01 To ensure opportunities for members of Council to attend in a fiscally appropriate manner, the following maximum numbers apply to attendances at the following:

Conference	Timeframe	Maximum Attendance	Authorization
Local Government Leadership Academy (LGLA) Forum: <i>a leadership development initiative that serves elected officials and senior administrators throughout BC by improving the competencies needed to effectively manage and lead BC's communities</i>	February (annually)	All members of Council	Policy
Association of Vancouver Island and Coastal Communities (AVICC): <i>the area association under the umbrella of the Union of BC Municipalities, and provides member communities with the opportunity to bring forward issues and concerns from their individual communities through resolutions and debates</i>	April (annually)	All members of Council	Policy

Conference	Timeframe	Maximum Attendance	Authorization
Union of BC Municipalities (UBCM): <i>the common voice for local government in BC, providing united action among members in dealing with all matters of common municipal interest. The UBCM Convention continues to be the main forum for UBCM policy-making.</i>	September (annually)	All members of Council	Policy
Federation of Canadian Municipalities (FCM): <i>the national voice for Canada's local governments, providing policy, advocacy and program matters that fall within federal jurisdiction</i>	May or early June (annually)	Mayor and three Councillors	Policy
Other conference or workshop	As applicable	All members of Council	Council Resolution

4.02 Additional members of Council wishing to attend the FCM Conference or other conferences and workshops must receive authorization by resolution of Council.

4.03 As information sharing is beneficial to all, Council members attending conferences or workshops, that are not attended by all of Council, are to provide a written or verbal report at a Council meeting following the conference or workshop.

5 PROCEDURES

5.01 Staff will prepare a list of known conferences and professional development opportunities for Council in January for the current year.

5.02 Members of Council will submit requests to attend conferences by January 15th of each year. Staff will use the submissions to develop a draft annual conference / training plan for Council and advise Council of the existing professional development budget allotment.

5.03 In cases where more members of Council wish to attend a conference or workshop than is permitted as per paragraph 4.01 above, Council will determine which members shall be authorized to attend.

5.04 Members of Council wishing to attend conferences or workshops not authorized by this policy shall submit the request to Council for approval.

5.05 Registration, travel and accommodation requirements of Council members wishing to attend a conference or workshop shall be made on behalf of the Council member through the Corporate Administration office.

5.06 All expense claims for reimbursement, or expenses paid directly on behalf of the Council member, shall be handled in accordance with CCL-003 - Travel Expenses and Allowances – Elected Officials.

6 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Travel Expenses and Allowances – Elected Officials (Town of Comox Policy No. CCL-003)