



TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202
Comox BC V9M 1R9 Fx: (250) 339-7110

REGULAR COUNCIL MEETING **AGENDA FOR WEDNESDAY APRIL 1, 2020**

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

NOTICE is hereby given that, pursuant to section 6(1) and 6(2) of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. M083, the April 1, 2020 Regular Council Meeting will be conducted by electronic means with some or all members of Council participating electronically. Further, in accordance with section 3(1) of the Ministerial Order No. M083, the public will not be permitted to be in attendance. The meeting will be live-streamed on the Town's Facebook page.

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

Call to Order: 5:30 p.m.

Adoption of the Agenda

1. DELEGATIONS: NIL

2. MINUTES OF MEETINGS:

- (7) a. [Regular Council Meeting Minutes](#)

That the Minutes of the Regular Meeting of Council, held in Council Chambers and d'Esterre Seniors' Centre on Wednesday March 18, 2020, be Approved.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- (12) a. [Management Report - April 1, 2020](#)

That the Management Report for April 1, 2020 be received and filed for information.

- (18.1) b. [2020 Property Tax Increase Concerns](#)

For information only.

- (19) c. [Early Approval - New Refuse Vehicle](#)

That early budget approval of \$150,000 be granted for new refuse vehicle prior to the formal approval of the 2020 Financial Plan.

- (23) d. [Early Approval - Parks Tractor Replacement](#)

That early budget approval of \$70,000 be granted to replace unit #73, 1994 Parks Ford Tractor prior to the formal approval of the 2020 Financial Plan.

5. SPECIAL REPORTS:

- (25) a. [RISE AND REPORT: North East Comox Storm Drainage](#)
For information only.

6. BYLAWS:

- (26) a. [Comox Municipal Marina Fees and Regulations Bylaw No. 1938, 2020](#)
That the Comox Municipal Marina Fees and Regulations Bylaw No. 1938, 2020 be Adopted.
- (32) b. [Comox Water Rates and Regulations Amendment Bylaw No. 1940, 2020](#)
That the Comox Water Rates and Regulations Amendment Bylaw No. 1940, 2020 be Adopted.
- (35) c. [Comox Sewer User Rates Amendment Bylaw No. 1941, 2020](#)
That the Comox Sewer User Rates Amendment Bylaw No. 1941, 2020 be Adopted.

7. NEW BUSINESS AND NOTICES OF MOTION:

- (37) a. [Electric Vehicle Charging Station](#)
1. *That Council approve the Letter Agreement with Comox Centre Mall, as attached to the Chief Administrative Officer's March 24, 2020 Report to Council, titled "Electric Vehicle Charging Stations".*
 2. *That Council implement a fee for Electrical Vehicle charging based on Option B (\$1/hr for first two hours, \$2/hr after two hours), and that all revenues in excess of expenses be directed to a climate action reserve.*
- (52) b. [Increase to 2020 Parcel and Sewer Parcel Taxes](#)
1. *That the Comox Water Parcel Tax Bylaw No. 1942, 2020 be given First, Second and Third Readings.*
 2. *That the Comox Sanitary Sewer Parcel Tax Bylaw No. 1943, 2020 be given First, Second and Third Readings.*

8. CORRESPONDENCE:

- (57) a. [Al Kenning, Clayton Postings, David Allen & Russell Dyson - Chief Administrative Officers within the Comox Valley \(Emergency Operations Centre\)](#)
- (59) b. [Dave Adamson - Proposed Marina Rate Increase](#)
- (67) c. [Mayor Lyn Hall \(City of Prince George\) UBCM Resolution for Support](#)

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

12. MEDIA QUESTION PERIOD:

13. PUBLIC QUESTION PERIOD:

14. EXCLUDE THE PUBLIC:

ADJOURNMENT



CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers and d'Esterre Seniors' Centre (1801 Beaufort Ave) on
Wednesday March 18, 2020

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

Absent: Nil

Call to Order:

The meeting was called to order at 4:30 p.m.

The Agenda was Amended to include the addition of a discussion on electronic meetings, and Adopted as Amended.

There were 12 members of the public in attendance.

1. MEETING TIME AND LOCATION:

a. Meeting Location and Time

Meeting Location and Time

That, in accordance with section 7(1) of the Comox Council Procedure Bylaw, 2009, the March 18, 2020 Regular Meeting of Council begin at 4:30 p.m.; and further, that Council adjourn at 5:30 p.m. and move the location of the Regular Meeting to the d'Esterre Seniors Centre located at 1801 Beaufort Avenue, Comox.

(2020.074) -- CARRIED

1.1 EXCLUDE THE PUBLIC:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera session of Council on Wednesday March 18, 2020 pursuant to the following sub-sections of section 90 of the Community Charter:

(1)(c) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(1)(g) litigation or potential litigation affecting the municipality; and

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

(2020.075) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 4:31 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 4:57 P.M.

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES

REGULARLY MOVED AND SECONDED THAT THE MEETING RECESS AT 4:57 P.M. UNTIL 5:30 P.M.

CARRIED

THE REGULAR COUNCIL MEETING RECONVENED AT 5:30 P.M. AT D'ESTERRE SENIORS CENTRE, 1801 BEAUFORT AVENUE.

1.3 DELEGATIONS: NIL

2. MINUTES OF MEETINGS:

a. Regular Council Meeting Minutes

RCM Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday March 4, 2020, be Approved.

(2020.076) -- CARRIED

b. Committee of the Whole Meeting Minutes

COW Minutes

That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Wednesday March 11, 2020, be Received.

(2020.077) -- CARRIED

COMMITTEE RECOMMENDATIONS:

(1) Building Capacity - Human Resources

Human Resources

That the positions of Communications/Legislative Coordinator and Land Use Planner be hired with an estimated start date of June 2020, and that the hiring of a Human Resources Coordinator and a Parks Planner/Coordinator wait until input can be obtained from the new CAO on the nature of the positions.

(2020.078) -- CARRIED

(2) Budget - Early Approval of Capital Expenditures

Early Approval Capital Expenditures

1. *That a staff report be provided on the need for the replacement of the mowing tractor and the purchase of a garbage truck for parks use.*

(2020.079) -- CARRIED

2. *That early budget approval be granted for \$115,000 for the replacement of the recreation registration software.*

(2020.080) -- CARRIED

c. Special Council Meeting Minutes

Special Council Meeting Minutes

1. *That the Minutes of the Special Council Meeting (Public Hearing), held at the Comox Community Centre on Thursday March 5, 2020, be Approved.*

(2020.081) -- CARRIED

2. *That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday March 11, 2020, be Approved.*

(2020.082) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - March 18, 2020

Management Report

That the Management Report for March 18, 2020 be received and filed for information.

(2020.083) -- CARRIED

b. Rezoning Application RZ 19-7 / Development Permit Application DP 19-5 / Development Variance Permit Application DVP 20-3 (695 Aspen)

695 Aspen Road

1. That Comox Zoning Amendment Bylaw 1934 be given Third Reading.

(2020.084) -- CARRIED

2. That Comox Phased Development Agreement Authorization Bylaw 1935: Aspen-Murrelet be given Third Reading.

(2020.085) -- CARRIED

5. SPECIAL REPORTS:

a. Comox Valley Regional District Meeting Minutes

CVRD Meeting Minutes

That the following Comox Valley Regional District meeting minutes be received for information:

- Comox Valley Regional District Board held on Tuesday, February 25, 2020, and

- Comox Strathcona Regional Hospital District Board held on Thursday, February 27, 2020.

(2020.086) -- CARRIED

6. BYLAWS: NIL

7. NEW BUSINESS AND NOTICES OF MOTION:

a. Increase to 2020 Water and Sewer Fees

Water and Sewer Fees

1. That the Comox Water Rates and Regulations Amendment Bylaw No. 1940, 2020 be given First, Second and Third Readings.

(2020.087) -- CARRIED

2. That the Comox Sewer User Rates Amendment Bylaw No. 1941, 2020 be given First, Second and Third Readings.

(2020.088) -- CARRIED

AT 5:49 P.M., MAYOR ARNOTT LEFT THE MEETING DECLARING A CONFLICT OF INTEREST WITH THE NEXT ITEM ON THE AGENDA (2020 MARINA RATES) AS HE IS A TENANT IN THE COMOX MUNICIPAL MARINA.

ACTING MAYOR MCKENNA ASSUMED THE CHAIR.

b. Increase to 2020 Marina Rates

Municipal Marina Fees and Regulations

That the Comox Municipal Marina Fees and Regulations Bylaw No 1938, 2020 be given First, Second and Third Readings.

(2020.089) -- CARRIED

AT 5:57 P.M., MAYOR ARNOTT RETURNED TO THE MEETING AND RESUMED THE CHAIR.

8. CORRESPONDENCE:

- a. **Jesse Ketler (CVRD): Requesting permission for a Regional Poverty Reduction Assessment and Strategy funding application**

Regional Poverty Reduction Strategy

That the Town of Comox consent to the Comox Valley Regional District applying on behalf of the Town of Comox for grant funding to develop a regional poverty reduction action plan focused on housing affordability, children and youth, transportation and food security.

(2020.090) -- CARRIED

- b. **Jesse Ketler (CVRD): Requesting permission for a Regional Active Transportation Plan funding application**

Regional Active Transportation Plan

That the Town of Comox consent to the Comox Valley Regional District applying on behalf of the Town of Comox for grant funding to undertake gap analysis work in support of a regional active transportation plan.

(2020.091) -- CARRIED

9. LATE ITEMS:

- a. **LATE ITEM: Electronic Council Meetings**

Electronic Council Meetings

1. *That Council permit a motion for discussion on electronic Council meetings.*

(2020.092) -- CARRIED

2. *That, in light of the COVID-19 outbreak, all Town of Comox Council meetings be moved to electronic participation only and all Committee of the Whole meetings be cancelled, until further notice.*

(2020.093) -- DEFEATED

[Opposed: Mayor Arnott, Councillors KGrant NMinions SMcGowan PMcKenna MSwift]

3. *That the March 25, 2020 Committee of the Whole meeting be cancelled pending receipt of information from the provincial government on electronic Council meetings.*

(2020.094) -- CARRIED

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

- a. **Councillor McKenna**

Councillor McKenna advised that he attended the Public Hearing and the Walk of Achievement award ceremony.

- b. **Councillor Swift**

Councillor Swift advised that she attended the Regional District sewage, sport commission and committee of the whole meetings.

- c. **Councillor McGowan**

Councillor McGowan advised that she attended:
- the Public Hearing,
- the Comox Archives and Museum Society AGM, and
- a Food Policy Council meeting.

d. Councillor Grant

Councillor Grant advised that he attended:

- the Regional District sewage, sport commission and committee of the whole meetings; and
- the Public Hearing.

e. Councillor Minions

Councillor Minions advised that she:

- attended the Public Hearing,
- attended the waste management meeting,
- attended the homelessness Point in Time count, and
- met with two members of the public.

f. Councillor Bissinger

Councillor Bissinger advised that she attended:

- the waste management meeting, and
- the Public Hearing.

g. Mayor Arnott

Mayor Arnott advised that he:

- attended the Public Hearing,
- participated in a North Island College survey,
- attended the Regional District sewage commission meeting, and
- met with the a bio-regional commercial fishery group.

14. EXCLUDE THE PUBLIC: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:22 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX – MANAGEMENT REPORT
April 1, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
1.	07-Mar-2007	Waste Collection Service	Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay. (Council provided conditional support on Aug 1, 2018 for a regional organics program, subject to a detailed cost comparative analysis being completed by the CVRD on site location alternatives.)	Waste collection contract expires Mar 31, 2020. Implications of reducing garbage collection being considered with new contract to promote composting. Staff developing draft schedule for implementation.
2.	18-Jan-2017	Northeast Comox Storm Water Management Plan	Implementation of Northeast Comox Storm Water Management Plan	<i>Summary of In-Camera motion from last meeting. Letters will be sent to property owners advising of council decision, noting open house once COVID-19 crisis is over.</i>
3.	18-Jan-2017	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	<i>Court hearing to be scheduled to determine terms of trust.</i>
4.	17-Jan-2018	Boundary Extension Request - Torrence Road	That the Town of Comox proceed with a boundary extension proposal in the Noel, Torrence and Lazo Roads area that includes the following: <ul style="list-style-type: none"> • 480 Torrence Rd • Vacant Land • 456 Torrence Rd • Vacant Land (Lot 10) • 274 Torrence • 1310 Lazo Rd • Vacant Land (Lot A) • 1250 Lazo Rd • Adjacent portions of Torrence and Lazo Roads plus undeveloped south end of King Road; and further, 	Discussions held with Ministry staff regarding condition of Lazo Road and Town desire for grant funding or improvements to be made prior to bringing it into Town boundary. Ministry staff advised that it is not a priority for them for the next few years. Letter to be sent from Mayor to Ministers of Municipal Affairs and Transportation, asking for assistance in upgrades to Lazo Road if it is to be brought into Town boundary. Property owner of Northern three parcels asked to be removed from application.

** New items and updates shown in *blue bold italics text*.

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

TOWN OF COMOX – MANAGEMENT REPORT
April 1, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			That Town of Comox staff be authorized to develop, sign and submit the proposal to the Ministry of Municipal Affairs and Housing.	
5.	16-Jan-2019	LGMA Commemorative Tree Planting - 100th Anniversary	That Council authorize staff to proceed with selecting a tree to plant in a location recommended by staff and hold a commemorative tree planting ceremony in recognition of the local government profession and ongoing commitment to the community.	Tree planted beside one of the benches in front of Council Chambers.
6.	16-Jan-2019	Dog Park Feasibility and Public Consultation Process	That a public consultation process regarding the feasibility of a dog park be undertaken, for an amount up to \$20,000.	Looking at two leash optional areas – fenced in area plus larger trailed area. Meeting with KFN requested in order to discuss use of a portion of Northeast Woods.
7.	20-Mar-2019	Planning Report PR 19-4: Affordable Housing, Town Initiatives	That staff be instructed to prepare a report on: a. Options for local government provision of affordable housing; b. Options for the use of rental zoning; and d. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units.	Complex issues that will require considerable staff time to complete. Current priority is working with developer at 695 Aspen to achieve some affordable housing in this project.
8.	03-Apr-2019	Notice of Motion from March 20, 2019 Meeting (Councillor McGowan) - Heritage Registry	That a staff report be provided on whether a Heritage Registry be created within the Town of Comox.	Staff investigating the requirements and consequences of developing a Community Heritage Register, however, Heritage Planning is not identified as a priority of Council.
9.	17-Apr-2019	Interim Report on Affordable Housing Initiatives	That the Town request that the Comox Valley Regional District amend its Development Cost Charge Bylaws (DCCs) to exempt from required DCCs payments the construction or alteration of	Letter sent May 24, 2019 from Mayor to CVRD chair. No update received to date.

** New items and updates shown in *blue bold italics text*.

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

TOWN OF COMOX – MANAGEMENT REPORT
April 1, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			self-contained dwelling units in buildings in which each unit is not larger than 45 m2;	
10.	17-Apr-2019	Electric Vehicle Charging Station - Grant Funding Opportunity	That the Town of Comox participate in the Mid-Island EV Network project and associated CleanBC Communities Fund application with the Regional District of Nanaimo as the lead applicant and dedicate a total of up to \$6,000 to be funded from General Revenue, and representing the Town's portion of the cost of one (1) dual port public electric vehicle charging station at a Town owned site within the community and that the location of the charging station be referred to staff.	<p>Information re: Home and Workplace EV Charging Program Grant on website and circulated to selected business. Investigation into possible Town sites under way. Staff awaiting update on Regional District of Nanaimo grant application.</p> <p>As part 1700 Balmoral Avenue development, a \$25,000 amenity payment was obtained for providing public electrical vehicle charging stations within the Downtown area and/or making capital improvements at Anderton Park. At this time, no park improvements are contemplated. Conversations ongoing with downtown property owners. Staff reviewing alternate sites and electrical services required. Town drafting an agreement between the Town and the Mall for two EV charging stations.</p> <p><i>\$4000 received for each of the three stations purchased by the Town. Report re: Comox Mall agreement and fees on agenda for April 1.</i></p>
11.	17-Apr-2019	New Motion (Councillor McKenna): Communications Specialist	That staff include in the 2019 budget, the provision of salary to hire a communications specialist in the year 2019.	Job Description complete.. Anticipated start date June 2020.
12.	15-May-2019	Climate Emergency (April 17, 2019 Notice of Motion: Councillor Bissinger)	That the following motions be referred to Council's next strategic planning process: - "That staff prepare a report to Council within six	See Oct 2, 2019 resolution "Open House - Climate Crisis and Adaptation". New strategic priorities identified for 2020 financial plan.

** New items and updates shown in *blue bold italics text*.

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

TOWN OF COMOX – MANAGEMENT REPORT				
April 1, 2020				
ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			months with tangible actions the Mayor/Council and Town staff can take to address the Climate Crisis", and - "That Council seek commitment and financial support from the Comox Valley Regional District and its member communities for a shared position of Sustainability and Long Range Planning Manager for the Comox Valley."	
13.	03-Jul-2019	Susan Anderson - Safety concern regarding the vehicle traffic on Hillside Avenue	That the June 24, 2019 letter to Mayor Arnott from Susan Anderson, regarding the Hillside/Nimpkish neighbourhood's safety concerns with vehicle traffic on Hillside Avenue, be received and referred to staff for followup.	Traffic tabulators to be placed on Hillside Avenue in September of this year. Following the collection of information staff to review and present a report to Council that may recommend formal changes to existing traffic patterns and/or pedestrian flow on Hillside Avenue. This intersection is also included in the 2020 transportation update for review, staff will report directly to Ms. Anderson following the completion of the report.
14.	02-Oct-2019	Open House - Climate Crisis and Adaptation	That an open house be held on the topic of Current Town of Comox Strategic Priorities and Climate Crisis and Adaptation at a future date to be determined by staff.	Initial draft of strategic plan presented to Council in-camera on Jan 22, 2020. <i>Next draft to be presented at Apr 15, 2020 RCM meeting.</i>
15.	16-Oct-2019	Proposal for CAO Executive Search and Strategic Planning	That Jerry Berry Consultants Inc. be hired to provide facilitation services to assist Mayor and Council with the review of its 2020 Strategic Priorities, for a total cost not to exceed \$7,200 plus applicable taxes, disbursements and expenses.	Initial draft of strategic plan presented to Council Jan 22, 2020. <i>New CAO, Jordan Wall, has been hired; potential start date May 11, 2020.</i>

** New items and updates shown in ***blue bold italics text.***

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

TOWN OF COMOX – MANAGEMENT REPORT
April 1, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
16.	16-Oct-2019	Low Income Regional Recreation All Access Pass Program	That staff participate with the Regional District and other local municipalities to investigate options for a regional, low-income, all access pass and report to Council with the operational and policy implications.	Staff are meeting with regional recreation departments. Will work towards simplifying applications with the goal of implementing integrated Comox/Courtenay-to-RD low-income passes.
17.	16-Oct-2019	Bill Toews (Comox BIA) Downtown Comox Business in Action Association Bylaw	That the October 1, 2019 letter from Bill Toews, President of the Comox Business in Action, requesting that Council initiate the renewal of the business improvement area, be received and filed for information.	Draft bylaw received three readings on February 5. Letter to businesses on initiation of new BIA term/bylaw sent out Feb 18. Petition deadline March 30. <i>Bylaw adoption Apr 1.</i>
18.	06-Nov-2019	PR 19-18 Childcare Space Creation Funding Applications	<p>That the Town of Comox Council endorse the creation of additional childcare spaces;</p> <p>That the Town of Comox Council instruct staff to apply for funding to: purchase a commercial unit at 695 Aspen Road and undertake necessary tenant improvements;</p> <p>That the Town of Comox Council authorize the expenditure of Town funds for professional services necessary to complete applications;</p> <p>That staff be directed to negotiate an option to purchase a commercial unit in a proposed building at 695 Aspen Rd;</p> <p>That staff be directed to negotiate a potential lease agreement with the Comox Valley Children's Day Care Society for the operation of a childcare facility.</p>	<p>UBCM grant application submitted Nov. 21. Provincial grant application submitted Dec. 19, 2019. UBCM requested evidence of confirmation of purchase by March 26, 2020. <i>Evidence of conformation of Daycare Society and Developer agreement with option to purchase was sent to UBCM March 24.</i></p> <p>Initiated.</p> <p>Preliminary negotiations complete. Final negotiations awaiting grant approval and zoning.</p>

** New items and updates shown in ***blue bold italics text.***

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

TOWN OF COMOX – MANAGEMENT REPORT
April 1, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
				Preliminary negotiations complete. Final negotiations awaiting grant approval and zoning.
19.	22-Jan-2020	Review of Council Remuneration	That a Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.	CAO to appoint Advisory Group members.
20.	22-Jan-2020	Conference Attendance Policy	That a staff report be provided on the effectiveness of providing individual annual spending limits for Council members' conference attendances.	
21.	18-Mar-2020	Building Capacity - Human Resources	That the positions of Communications/Legislative Coordinator and Land Use Planner be hired with an estimated start date of June 2020, and that the hiring of a Human Resources Coordinator and a Parks Planner/Coordinator wait until input can be obtained from the new CAO on the nature of the positions.	<i>Planner 1 position has been posted and applications are being received.</i>
22.	18-Mar-2020	Budget - Early Approval of Capital Expenditures	That a staff report be provided on the need for the replacement of the mowing tractor and the purchase of a garbage truck for parks use.	
23.	18-Mar-2020	Electronic Council Meetings	That the March 25, 2020 Committee of the Whole meeting be cancelled pending receipt of information from the provincial government on electronic Council meetings.	

** New items and updates shown in *blue bold italics text*.

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

STRATEGIC PRIORITIES CHART

Updated: August 2019

CORPORATE PRIORITIES (Council/CAO)

<p>NOW</p> <ol style="list-style-type: none"> 1. MACK LAING: Future 2. 5-YEAR CAPITAL PLAN: Priorities 3. NE INDUSTRIAL LANDS STRATEGY: Terms of Reference 4. AFFORDABLE HOUSING: Current Town Actions 5. OFF LEASH DOG PARK: Public Consultation 	<p>TIMELINE</p> <p>May June July March [number of steps underway] March/April</p>
<p>NEXT</p> <ul style="list-style-type: none"> • CLIMATE CHANGE ADAPTATION: Project • LONG TERM CAPITAL PLAN • DOWNTOWN REVITALIZATION: Zone Expansion • ORGANICS COLLECTION PROGRAM: Review • WATERFRONT WALKWAY: Options • CLIMATE CHANGE ADAPTATION STRATEGY • MARINA PARK: Phase II • SHORT TERM RENTAL: Policy Options • SHELF/SHOVEL-READY GRANT PROJECT 	<p>ADVOCACY / PARTNERSHIPS</p> <ul style="list-style-type: none"> • <i>Regional Organics Facility: Decision (RD)</i> • <i>NE Industrial Land Strategy (CVEDS)</i> • <i>Coalition to end Homelessness: Support</i> • <i>Climate Change Grant (FCM)</i> • <i>Regional Transit Review (RD)</i> • <i>Regional Connectivity System (RD)</i>

OPERATIONAL STRATEGIES (CAO/Staff)

<p>CHIEF ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> 1. MACK LAING: Future – August 2. NE INDUSTRIAL LAND STRATEGY: TOR – Sept 3. CLIMATE CHANGE ADAPTATION: Project – July 	<p>PLANNING SERVICES</p> <ol style="list-style-type: none"> 1. Subdivision Bylaw: Update - November 2. NE Comox SWMP: Implementation - September 3. Step Code - November 4. Anderton Corridor Land Use: – Preliminary/Density concept Plan to consulting eng. March 2019
<p>FINANCE</p> <ol style="list-style-type: none"> 1. Office Space: Relocations/renos - July/August 2. CAPITAL PLAN: Priorities – Sept-Dec. <ul style="list-style-type: none"> • Payroll Software (replacement) – Aug - Dec • Fiber Optics - September 	<p>CORPORATE</p> <ol style="list-style-type: none"> 1. Policy Manual: October 2. Procedure Bylaw: October 3. Records Management - Administration: December
<p>PARKS</p> <ol style="list-style-type: none"> 1. DOG PARK: Options – Public Consultation 2. Wayfinding Project – April <ul style="list-style-type: none"> • Ellis Street Walkway: Replacement • Greenway Development: Detailed Design 	<p>PUBLIC WORKS & ENGINEERING</p> <ol style="list-style-type: none"> 1. Anderton Servicing Plan – 75% complete [water/sanitary and storm]. Construction ready spring 2020 <ul style="list-style-type: none"> • Foreshore Sanitary Replacement • Transportation Plan: Update
<p>FIRE</p> <ol style="list-style-type: none"> 1. POC / Volunteer Retention: Review – FT Assistant hired – July 2. Full Time Staff: Review - March 3. Service Level Review – September 	<p>RECREATION</p> <ol style="list-style-type: none"> 1. Site Master Plan: 1st draft - June 2. Programmer Hours: Review – add 5 hrs. approved <ul style="list-style-type: none"> • Fitness Studio: Capital Equipment - ongoing • Regional Recreation Initiative – discussions in progress



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
 Meeting Date: April 1, 2020

TO: Mayor and Council	FILE: 1705-20 / Budget 2020-24
FROM: Al Kenning, Chief Administrative Officer	DATE: March 30, 2020
SUBJECT: 2020 Property Tax Increase Concerns	

Prepared by: Clive Freundlich, CFO	Supervisor: _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved: Al Kenning, CAO
---	----------------------	---	---

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

For information only.

Purpose

To provide Council with some context and points to consider when finalizing the 2020 tax rates for the Town. Also, to identify some possible solutions to help property owners who may be facing challenges in paying property taxes this year, due to the COVID-19 pandemic.

BACKGROUND

Currently, we have on the table an overall tax increase of 5.5%

This has been well thought out and presented to Council with a full discussion and a general approval. See attached document, titled "Why a 5.5% Property Tax Revenue Increase?"

Council is feeling concern now about a tax increase of this size due to the potential impact of the Covid-19 virus on our local economy.

Context

Provincial and Federal Governments are stepping up with huge relief packages in many forms, such as:

- **Provincial Government** - 1.7 billion dollars in direct support of families and businesses plus 1.1 billion for workers and families that ties in with Federal Relief packages.
- **Federal Government** - 107 billion dollars in direct support of businesses, anxious workers, families and individuals.

As we see above, disaster-generated relief grants are typically given from Federal and Provincial levels. Municipal governments' chartered purpose is to provide local services and governance, and to manage infrastructure and affairs. Municipal governments are not responsible to give disaster

mitigation and adaptation grants, and disaster relief directly to residents and businesses. Municipalities receive their powers from the Provincial Government.

While we are aware of the unprecedented magnitude of relief being planned by the provincial and federal governments, we do not yet know the final form and amounts of these - they may in fact still be increased.

For example:

- Will homeowner grants be increased?
- Will tax deferment programs be expanded?
- Will the province push back the property tax due date?

Points to consider

1) The Cumulative Impact of postponing a tax revenue increase:

- The property tax process has a cumulative effect. If we don't increase taxes overall by 5.5% in 2020, it will have to be caught up in next year's tax increase. Lowering the tax rate increase leads to the lowering of the level of services provided. This causes an increase in the level of risk to the Town and can lead to more catastrophic failures in our overall service delivery to the ratepayers. These same ratepayers are already receiving significant support from our parent levels of government.
- If the rates are cut in half this will translate into a \$30 decrease for the average single family residence on a total tax bill of approximately \$4,200.
- Businesses will pay less than in previous years due to the provincial cut of school mill rates saving the average business about \$1,000 thus offsetting the municipal increase of about \$250, and ensuring a net savings to business rate payers.

2) Lost Revenues!

- We are already aware of significant losses of revenues happening both now and in the coming year.
- Recreation revenues are dropping by about \$280,000 for the cancellation of current programming through the Rec Centre spring programs. If summer programs are also cancelled there will be further losses. Gym passes are being credited time, which will impact 2021 revenues.
- Development revenues can be anticipated to drop due to shutdowns and social distancing requirements.
- Investment revenues - We have investments coming due in June. These reserves will be reinvested at much lower rates. As well, property tax funds would normally be invested immediately after they are received. This line of investment will also be subject to very low yields. At risk is up to \$100,000, from both lost cash flow and the significant drop in interest rates.

3) Current Ongoing Expenses

- Things are changing daily and there are too many moving pieces at this time to accurately predict these expenses.
- We are currently experiencing significant levels of emergency purchases throughout the municipality. For example: supporting a remote workforce (extra equipment), shoring up central servers due to increased demand, emergency spending by departments for closure and additional bylaw enforcement. **All changes cost money.** Covid-19 is demanding attention and focus that would normally go to the business of the Town but is necessary to attend to in the interest of both public health and individual health for both staff and residents.

- If the Town defers property tax due dates, the Town will incur borrowing costs to fund normal operations. If five-million dollars are borrowed to fund our ongoing operations, this will cost roughly \$8,000 per month at the going rate of 1.97 percent.

Possible and Implemented Savings

These actions help the Town through increased cash flow and avoiding debt borrowing costs.

1) Lay-offs of casual workers at the Community Centre

- This has already happened and the savings will be upwards of \$10,000 per month

2) Contracted janitorial services are being replaced by Town employees

- Current savings \$2,750 per month paid to Big Island Building Services – Office Janitorial.

Possible Solutions

1) 2020 Property Tax deferment

- Many property owners may defer their 2020 taxes. This is for 55- years and older, a surviving spouse, an eligible person with disabilities or a family with dependent children.
- This helps seniors stay in their homes longer and lets families focus on providing for their children.
- The appreciation in the value of their home over time will pay the property taxes at a later date. The deferred taxes and interest are paid when the home is sold.
- Simple interest is used at a rate of 1.2% for the regular program. For families with children simple interest rate is 3.2%

2) Pushing Back 2020 Property Tax Due Date

- Under Section 235 of the Community Charter the Town may establish an alternative property tax due date. However, as few municipalities have chosen this alternative municipal tax collection scheme at this time, more time is needed to consider this.
- The Province may yet do this on their own - we should know within a week if this so. If so, a bylaw would not be required. It seems logical to wait for the provincial announcements on this topic.
- If the province does not take this action, we can consider a bylaw to push back the due date.

3) 2020 Water Payments and Penalties for Metered customers

- Metered Water utility payments might be deferred until end of year.



TOWN OF COMOX
Regular Council Meeting

STAFF REPORT
 Meeting Date: April 1, 2020

TO: Members of Council	FILE:
FROM: Andrew Burger, Superintendent of Parks Shelley Ashfield, Director of Operations	DATE: March 24, 2020
SUBJECT: Early Approval – New Refuse Vehicle	

Prepared by: <u>ANDREW BURGER</u>	Supervisor: 	Financial Approved: _____	Report Approved:
--------------------------------------	-----------------	------------------------------	----------------------

RECOMMENDATIONS(S):

THAT early budget approval of \$150,000 be granted for new refuse vehicle prior to the formal approval of the 2020 Financial Plan

BACKGROUND:

The Community Charter requires that Council adopt a five-year Financial Plan by May 15 of each year. While this process is underway, early approval on a new refuse vehicle is being asked to allow staff the opportunity to seek a new refuse vehicle to improve the current garbage collection program.

SUMMARY:

The Parks Department is seeking a new mechanized 3-tonne garbage compactor truck to modernize and improve the garbage collection program for the Town’s public parks, gathering spaces, and pedestrian hubs.

The Parks refuse collection program is designed to collect refuse generated from the public from picnics, dog walkers, large public events, marina clients, and general day use of our public spaces. For staff safety and receptacle access logistics, refuse is collected throughout the year for the entire receptacle system by two full time staff using an ad hoc system in the back of an older pick up truck (see corresponding photos for current process). This antiquated system is inefficient and is one of the leading causes of staff back and shoulder injuries. It prevents material compaction causing increased frequency of contracted dumpster bin collection. Other receptacles referred to as in-ground containers (part of the container is buried several feet below ground) are also a component of the collection system and are becoming more prevalent due to increased volume capacity/reduced collection frequency and the temperature cooling affect that prevents extreme odours during peak summer high temperature periods. The current system for collection of in-ground containers is conducted using an older flat deck pick up truck with a small crane attached to the back. Two full time staff operate the truck but it was not designed for such applications, as the crane is not large enough to adequately lift the large and heavy bags of refuse on to the truck bead. Staff have to use their bodies to help hoist the bags in to position on the truck exposing them to hazardous conditions. The design of the flat deck does not allow for adequate capacity as there are no sides on the bed and therefore only a small number of bags

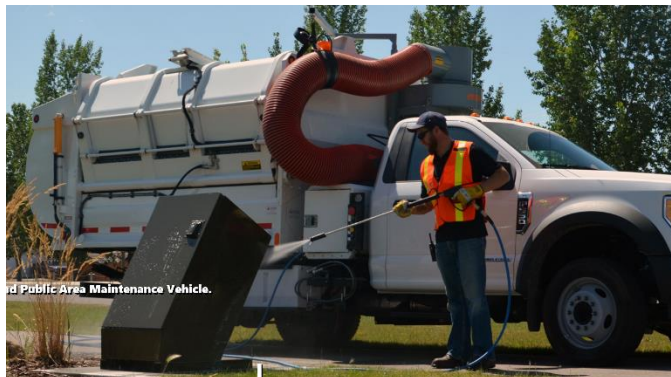
can be safely secured for transport and disposal. This system requires multiple trips to complete the collection cycle of in-ground containers.

Parks has been trying to manage this growing program with the archaic system that currently exists. As observed in the attached photos, the collection style also puts Parks staff at risk of physical injury due to awkward ergonomic body positioning of hoisting the receptacles/bags above the shoulder as well as being exposed to direct contact with the contents of the collected waste.

To date, there are 97 receptacles spread throughout the Town. Current collection of all containers requires two full time staff dedicated for 70 percent of the workweek. With the existing number of receptacles and locations, increase in park use and maintenance demands, greater demand for event space in parks, and heightened community expectations to public health and clean up response, Parks is unable to provide adequate refuse collection service to the public in a safe and responsible method. Further requests to add receptacles to the system and provide a timely response for collection is beyond the capacity of current collection system.

The proposed truck has a loading tray at knee height to allow easy access for all staff and compacts the material for increased volume capacity. It also comes equipped with the appropriately sized crane for safely lifting and disposing of in-ground containers while providing on site ability to position assets such as picnic tables in to new locations as park space changes over the seasons. It can also be equipped with a built in pressure washer system to help clean receptacles and park infrastructure.

Examples of refuse vehicle seeking to purchase



The new vehicle will only require one full time staff (1 FTE) to manage the entire collection system saving on labour and allowing other important parks tasks to be completed. Material compaction will also allow for longer duration times between emptying to conserve trips to the disposal station and reduced volume being transferred in to contracted service collection bins will reduce Town costs for service contracts.

The addition of a modernized refuse vehicle will allow Parks to keep up with growing public demand in our parks and expectations that the municipality provide a clean and safe environment for all members of the public and staff to enjoy. A modernized truck that can be customized and equipped as trends change will also allow Parks to innovate the collection system to adopt other methods of collection common in other municipalities. Such as wheeled cart style receptacles that will increase our ability to provide garbage collection service in traditionally less accessible areas and create a more manageable, refuse collection system for current and future changes in park use. This includes improved community event support, response to park maintenance and dumping, and general garbage collection, all while greatly reducing potential for staff injury.

1. Parks staff collecting refuse from receptacle



2. Staff opening current refuse truck system



3. Staff hoisting refuse container to truck



4. Staff emptying container over shoulder height



5. Hand compacting garbage with limited affect



6. Emptying truck system in to dumpster



FINANCIAL IMPACT:

Current draft 2020 Financial Plan previously presented to Council includes the new refuse vehicle, therefore no further impacts to the proposed financial plan.

As presented in the draft financial plan the total budget of \$150,000 is to be funded from General Revenue.

OPTIONS:

- 1) THAT early budget approval of \$150,000 be granted for new refuse vehicle prior to the formal approval of the 2020 Financial Plan
- 2) Defer early approval and review with formal approval of the 2020 Financial plan.
- 3) Defer the purchase of the new refuse vehicle to next year's Financial Plan.

Option 1 provides good direction to the Town with respect to employee safety, maximizes staff resources, improves level of service and provides good value in long term planning and management to garbage collection.

Only option 1 above is recommended.



TOWN OF COMOX
Regular Council Meeting

STAFF REPORT
 Meeting Date: April 1, 2020

TO: Members of Council	FILE:
FROM: Andrew Burger, Superintendent of Parks Shelley Ashfield, Director of Operations	DATE: March 24, 2020
SUBJECT: Early Approval – Vehicle Replacement	

Prepared by: <i>ANDREW BURGER</i>	Supervisor: <i>Shelley Ashfield</i>	Financial Approved:	Report Approved: <i>[Signature]</i>
--------------------------------------	--	---------------------	--

RECOMMENDATIONS(S):

THAT early budget approval of \$70,000 be granted to replace unit #73, 1994 Parks Ford Tractor prior to the formal approval of the 2020 Financial Plan

BACKGROUND:

The Community Charter requires that Council adopt a five-year Financial Plan by May 15 of each year. While this process is underway, early approval to replace 1994 Ford Tractor in advance of the overall approval process allows staff to replace the unit in advance of the busy parks season.

SUMMARY:

The Parks Department is seeking to replace the only Utility Tractor used for mowing, material loading, fertilizing, aeration, and general sports field maintenance.

The current utility tractor is 26 years old and has gone past the standard industry replacement cycle by more than a decade. It is now showing signs of serious wear and has a chronic internal oil leak that would require the engine to be split in half to repair. The necessary repairs to make the tractor environmentally sound and safe are well beyond the worth of the tractor that is past its life cycle.

The utility tractor is the main piece of equipment for all of the Town’s sports field maintenance practices as well as for all material handling during the busy horticulture season. Staff safety is of the utmost importance while conducting work in public areas. The current utility tractor does not have a cab and therefore requires the operator to wear a respirator whenever distributing fine material such as granite for baseball diamonds or fertilizer for soccer fields (see photo). This procedure is not optimal for individual operator safety and impedes proper vision while maneuvering around the public when operating in parks. The chair in the current tractor is also inadequate as the safety features are not always fully functional putting the operator in a compromised position while operating on public roads and spaces (see photo). The open cab also exposes the operator to all environmental elements including extreme heat events and cold and rain events during early spring and late fall.

The new replacement tractor would have more up to date safety features including a closed cab with proper heating and air conditioning. It also provides filtered air to prevent exposure to material particles during handling. All other mechanical safety features such as breaking,

signalling, and built in shut down mechanisms greatly increase the safe operation of the tractor for both the operator and surrounding public. The new tractor will also allow for innovation of the Parks Department with potential to add implements that will improve capabilities and efficiency of the program areas. All of the above mentioned improvements are within the budgeted amount for the utility tractor replacement.

Parks current 1994 Ford 545D Tractor.



FINANCIAL IMPACT:

Current draft 2020 Financial Plan previously presented to Council includes the replacement of the 1994 Ford Tractor, therefore no further impacts to the proposed financial plan.

As presented in the draft financial plan the total budget of \$70,000 is to be funded from Equipment Replacement Reserve.

OPTIONS:

- 1) THAT early budget approval of \$70,000 be granted to replace 1994 Ford Tractor prior to the formal approval of the 2020 Financial Plan
- 2) Defer early approval and review with formal approval of the 2020 Financial plan.
- 3) Defer the replacement of 1994 Ford Tractor to next year's Financial Plan.

Option 1 provides the Town with the opportunity to replace a 26 year old tractor that is past its life cycle.

Only option 1 above is recommended.



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
 Meeting Date: April 1, 2020

TO: Mayor and Council	FILE: 6520-20 / 01
FROM: Shelly Russwurm, Corporate Officer	DATE: March 26, 2020
SUBJECT: RISE AND REPORT: North East Comox Storm Drainage	

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

Recommendation from the Chief Administrative Officer:

For information only.

Background:

At its March 18, 2020 In-Camera meeting, Council passed the following resolutions:

1. That Council endorse Scenario 3 [where property owners, either individually or jointly, are granted the right to design and build detention ponds and infiltration galleries for their own properties] as the preferred solution for North East Comox storm drainage, subject to receiving comments from the area residents, property owners and the public.
2. That the Town hold an open house with the residents, property owners, and the public in order to receive feedback on the preferred storm drainage plan for North East Comox.
3. That the Town provide information to property owners on the March 18, 2020 In-Camera resolutions of Council, and on the upcoming open house.

TOWN OF COMOX

BYLAW NO. 1938

A BYLAW TO ESTABLISH FEES AND REGULATIONS FOR USING THE COMOX MUNICIPAL MARINA

WHEREAS the Community Charter empowers the Town, by bylaw, to set rates and regulations for services that it provides;

AND WHEREAS the Town's cost of providing service in its municipal marina has increased, and in which Council has decided shall be recovered through an increase in the Town's municipal marina fees;

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

1. Title

This bylaw shall be cited as "Comox Municipal Marina Fees and Regulations Bylaw No. 1938, 2020".

2. Interpretation

The following definitions apply to this Bylaw:

"Boat Launch" means the ramp located in Marina Park, that allows boats to be transferred to or hauled out of the water.

"Bylaw Enforcement Officer" means

- (a) the person appointed by the Town of Comox to enforce bylaws; and
- (b) the Corporate Officer, Deputy Corporate Administrator or Parks Superintendent for the Town of Comox.

"Council" means Council of the Town of Comox.

"Marina Facilities" means the Comox Municipal Marina, the Boat Launch, the Tidal Grid and Marina Park.

"Marina Park" means the grassed area and both the west and east parking areas owned by the Town of Comox.

"Town" means the Town of Comox.

3. Fees

- (1) The fees payable to the Town for use of its Marina Facilities shall be as listed in SCHEDULE "A", which is attached to and forms part of this Bylaw.

- (2) Fees are payable in full before use of the Marina Facilities, and any amounts not paid in advance shall be subject to a 10% penalty.
- (3) Permanent moorage, hydro, dingy storage, and tidal grid rental fees may be refunded (prorated for the balance of the unused time remaining) net of a charge of \$75 for permanent moorage refunds, and \$15 for the other refunds. Other marina fees are not refundable.

4. Boat Launch Ramp Regulations

- (1) During the period May 1st until September 30th of each year, all users of the Boat Launch by vehicle shall obtain a Boat Launch pass before use.
- (2) During the period May 1st until September 30th of each year, a valid Boat Launch receipt or Boat Launch pass shall be displayed on the vehicle or boat trailer of all users using the Boat Launch by vehicle.
- (3) Daily Boat Launch passes can be used multiple times per day by a single vehicle.
- (4) Boats launched by vehicle on one day and retrieved on another need only one day's Boat Launch pass (for the initial launch) provided that an overnight parking pass was obtained for the intervening nights.
- (5) Use of the Boat Launch without a vehicle is exempted from payment. This applies to small boats carried down the ramp by hand or wheeled down on a dolly.
- (6) Any person using the Boat Launch by vehicle, as part of a commercial business, must purchase a commercial launch pass before use of the Boat Launch.

5. Parking Regulations

- (1) Vehicles must park only in areas designated for their use.
- (2) The central two lanes of parking in the Marina west parking lot are designated solely for vehicles with trailers (see Schedule "B", attached to and forming part of this bylaw). Parking a vehicle in this area that does not have a trailer or parking a vehicle with a trailer outside this area are both prohibited.
- (3) During the period May 1st until September 30th of each year, an overnight parking pass for each night parked after 11:00 p.m. shall be obtained for all vehicles parked overnight in the central two lanes of Marina Park.
- (4) During the period May 1st until September 30th of each year, an overnight parking pass for each night parked after 11:00 p.m. shall be displayed on the vehicle or boat trailer of all users parked overnight.

- (5) Camping is prohibited anywhere in Marina Park

6. Offence

- (1) Every person who contravenes any provision of this Bylaw commits an offence and shall, upon summary conviction, be liable to a minimum fine of \$500.00 and a maximum fine of \$10,000.00 together with such other penalties that may be imposed by the court, including payment of the costs of prosecution and compensation for loss or damage suffered by the Town.
- (2) Each day that an offence continues shall constitute a separate offence against this Bylaw.

7. Municipal Ticketing

- (1) This Bylaw is designated under the provisions of section 264 of the *Community Charter* as a Bylaw that may be enforced by means of a ticket in the form prescribed, and in accordance with this Bylaw.
- (2) Bylaw Enforcement Officers and members of the Royal Canadian Mounted Police are persons designated to enforce this Bylaw pursuant to section 264(1)(b) of the *Community Charter*.
- (3) Pursuant to section 264(1)(c) of the *Community Charter*, the words or expressions set forth below in Column 1 designate the offence committed under the Bylaw section numbers appearing in Column 2 opposite the respective words or expressions.
- (4) Pursuant to section 265(1) of the *Community Charter*, the fine amount set forth below in Column 3 is the fine amount for the offence that corresponds to the section number and words or expressions set out in Columns 1 and 2 opposite the fine amount:

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine Amount
Failure to obtain Boat Launch pass	4(1)	\$50.00
Failure to display Boat Launch receipt or pass	4(2)	\$25.00
Failure of commercial business to obtain commercial Boat Launch pass	4(6)	\$150.00
Park in prohibited area	5(2)	\$25.00
Failure to obtain overnight parking pass	5(3)	\$25.00
Failure to display overnight parking pass	5(4)	\$15.00

8. Repeal

- (1) Bylaw No. 1441 (Comox Marina Parking and Boat Launching Ramp Regulation Bylaw, 2004) is repealed.
- (2) Bylaw No. 1855 (Comox Marina Fees Bylaw, 2017) is repealed.

9. Effective

This bylaw shall be effective starting April 1, 2020.

10. Adoption

READ A FIRST, SECOND and THIRD time this 18th day of March , 2020
ADOPTED this day of , 2020

MAYOR

CORPORATE OFFICER

SCHEDULE "A" – BYLAW 1938

Effective: April 1, 2020

SCHEDULE "A" BYLAW 1938

Permanent Moorage:

Charged on the length of the vessel or the slip (whichever is greater)

20'
24'
25'
28'
27'
28'
29'
30'
31'
32'
33'
34'
35'
36'
37'
38'
39'
40'
41'

**Per foot
per month**

\$ 6.04
\$ 6.04
\$ 6.48
\$ 6.48
\$ 6.76
\$ 6.76
\$ 6.76
\$ 7.23
\$ 7.23
\$ 7.23
\$ 7.23
\$ 7.23
\$ 7.38
\$ 7.38
\$ 7.67
\$ 7.67
\$ 7.98
\$ 7.98
\$ 7.98

**Annual (April 1 - March 31)
rates starting April 1, 2020**

**Per foot
per year**

\$ 72.50
\$ 72.50
\$ 77.72
\$ 77.72
\$ 81.15
\$ 81.15
\$ 81.15
\$ 86.75
\$ 86.75
\$ 86.75
\$ 86.75
\$ 86.75
\$ 88.53
\$ 88.53
\$ 92.09
\$ 92.09
\$ 95.78
\$ 95.78
\$ 95.78

**Total
Annual**

\$ 1,450.00
\$ 1,740.00
\$ 1,943.00
\$ 2,020.72
\$ 2,191.05
\$ 2,272.20
\$ 2,353.35
\$ 2,602.50
\$ 2,689.25
\$ 2,776.00
\$ 2,862.75
\$ 2,949.50
\$ 3,098.55
\$ 3,187.08
\$ 3,407.33
\$ 3,499.42
\$ 3,735.42
\$ 3,831.20
\$ 3,926.98

**With 5%
GST**

\$ 1,522.50
\$ 1,827.00
\$ 2,040.15
\$ 2,121.76
\$ 2,300.60
\$ 2,385.81
\$ 2,471.02
\$ 2,732.63
\$ 2,823.71
\$ 2,914.80
\$ 3,005.89
\$ 3,096.98
\$ 3,253.48
\$ 3,346.43
\$ 3,577.70
\$ 3,674.39
\$ 3,922.19
\$ 4,022.76
\$ 4,123.33

Temporary Moorage:

Charged on the length of the vessel or the slip (whichever is greater)

For 1 to 13 continuous nights
For 14 to 29 continuous nights
For 30 or more continuous nights

**(including sub-lets)
per foot per night**

\$ 1.06
\$ 0.66
\$ 0.32

\$ 1.11
\$ 0.69
\$ 0.34

Use of Marina Hydro:

Per Day
Per Month
Per Annum

per vessel

\$ 6.43 per day
\$ 55.24 per month
\$ 352.86 per year

\$ 6.75
\$ 58.00
\$ 370.50

Tidal Grid Rental:

For a recreational vessel
For a commercial vessel

per grid use

\$ 80.00
\$ 160.00

\$ 84.00
\$ 168.00

Boat Launch Use:

Daily - personal use
plus overnight personal
parking (vehicle & trailer)
Daily - commercial use
Annual - personal use
Annual - commercial use

\$ 12.38 per day
\$ 2.62 per night
\$ 78.09 per day
\$ 159.00 per year
\$ 318.00 per year

\$ 13.00
\$ 2.75
\$ 81.99
\$ 166.95
\$ 333.90

Dinghy Storage:

In Dinghy Compound
On Pull-up Floats

per dinghy per year

\$ 168.85
\$ 250.80

\$ 177.29
\$ 263.34

Note 1: All fees shown above are before applicable GST.

Note 2: All fees are payable in full before use of facilities.

Note 3: Any amounts not paid in advance shall be subject to a 10%

Note 4: Permanent Moorage, Hydro, Dinghy Storage & Tidal Grid Rental fees may be refunded (prorated for the balance of the unused time remaining) net of a charge of \$75 for permanent moorage refunds and \$15 for the other refunds. Other marina fees are not refundable.



TOWN OF COMOX

BYLAW NO. 1940

A BYLAW TO INCREASE THE RATES CHARGED FOR WATER SUPPLY AND USE

WHEREAS the Community Charter empowers the Town, by bylaw, to set rates for the supply and use of water, and to impose connection charges;

AND WHEREAS the Town's cost of supplying water service to its customers is projected to increase, which Council has decided shall be recovered through an increase to the Town's water rates;

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

1. TITLE

This Bylaw shall be cited as the "Comox Water Rates and Regulations Amendment Bylaw No. 1940, 2020"

2. AMENDMENT

Bylaw No. 529 (Comox Water Rates and Regulations Bylaw, 1979) is hereby amended as follows:

- (a) By deleting Schedule "A" in its entirety and replacing with Schedule "A" attached to and forming part of this bylaw.

3. EFFECTIVE DATE

This bylaw shall become effective starting April 1, 2020.

4. ADOPTION

READ A FIRST, SECOND and THIRD TIME this 18th day of March, 2020

ADOPTED this _____ day of _____, 2020

MAYOR

CORPORATE OFFICER

BYLAW No. 529
SCHEDULE "A"

Effective April 1, 2020

PART I - SERVICE INSTALLATION FEES

1.	<u>To Provide or Upgrade a Water Service Connection</u>	<u>To upgrade an existing service that only has the pipe and a shut-off valve</u>
	<u>To provide a new service connection</u>	
	<u>Connection Size</u>	
	Pipe Size 19 mm	\$ 750
	Pipe Size 25 mm	\$ 1,050
	Pipe Size 37 mm	at Town's full cost
	Pipe Size 50 mm	at Town's full cost
	Pipe Size over 50 mm	at Town's full cost

These fees are per connection and include a meter box, lid, meter setter, meter & MXU.

2. Additional Costs

- (a) Where curb and gutter have been installed on the street an additional cost, over and above the connection fee, of \$240 per lineal meter is required to cover repairs thereto;
- (b) Where a concrete sidewalk exists an additional cost, over and above the connection fee, of \$360 is required to cover repairs thereto; and
- (c) Where there is a requirement to cut existing road pavement, an additional cost, over and above the connection fee, of \$1,200 is required to cover repairs thereto.

3. Inspection Fee

An inspection fee of \$50 shall be charged when materials, labour or equipment are not required to be supplied from the Municipality to make the connection.

PART II – GENERAL CONSUMER RATES

1. General Residential Rates

- (a) The flat rate of thirty-three dollars and forty six cents (\$33.46) per calendar month shall be charged for each self-contained residential household, family or housekeeping units, including (for example): single family homes, halves of residential duplexes, suites within residences, carriage houses, and dwellings above commercial businesses (except where the business is already charged for metered water consumption that includes the dwelling).
- (b) The minimum fee for residential consumers, including strata corporations, who have directed that they pay an amount based on metered readings, shall be fifteen dollars and fifty six cents (\$15.56) per residential household, family or housekeeping unit per calendar month (including at no additional cost up to 14 cubic metres of water use per unit per calendar month) plus a rate of one dollar and sixteen cents (\$1.16) per cubic metre for water use over 14 cubic metres per calendar month.

- (c) In addition to the rates set out in (a) and (b), where metered water consumption for these customers equals or exceeds 500 cubic meters per calendar year, the customer shall be charged as follows:
 - (i) for residential customers paying a flat rate fee, an additional one dollar and fifty cents (\$1.50) per cubic metre for all consumption over 500 cubic metres per calendar year; and
 - (ii) for customers who have directed that they pay an amount based on metered readings, an additional thirty four cents (\$0.34) per cubic metre for all consumption over 500 cubic metres per calendar year.
- (d) In addition to the rates set out in (a), (b) and (c), thirty dollars (\$30.00) for the Town to obtain a meter reading and compute a pro-rated billing, between scheduled meter readings, at the request of a customer.

2. Metered Rates for Other Customers

- (a) Each and every commercial, industrial, or institutional water consumer, who receives metered water from the Town's water mains, shall be charged fifteen dollars (\$15.00) per commercial, industrial or institutional unit (including, at no additional cost, up to 14 cubic metres of water use per unit per calendar month) plus a rate of one dollar and sixteen cents (\$1.16) per cubic metre for all water consumption, and
- (b) Where this metered consumption is for a strata-titled property, each strata unit is deemed to have consumed the amount calculated by dividing the total metered consumption by the total unit entitlement for the strata, multiplied by unit entitlement for the strata unit.

3. Discounted Rate for Leak Repairs

- 4. For consumers who detect and subsequently permanently repair a water leak on the buried portion of their service, a discounted rate equal to the Town's bulk purchase rate per cubic meter shall be charged for the estimated volume of water leaked during either the billing period in which the leak was repaired or the one immediately prior. The Town's Director of Finance is authorized to estimate the amount of water leaked for the purposes of this section, along with determining when the leak was repaired and deciding which one billing period is to be discounted.

5. General Un-metered Rates

The flat rate of thirty three dollars and forty six cents (\$33.46) per calendar month shall be charged for each un-metered non-residential unit, including (for example): individual offices, businesses, and store fronts.

TOWN OF COMOX

BYLAW NO. 1941

A BYLAW TO AMEND SEWER RATES WITHIN THE TOWN OF COMOX

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

1. Title

This Bylaw shall be cited for all purposes as the “Comox Sewer User Rates Amendment Bylaw No. 1941, 2020”.

2. Amendment

Bylaw No. 1289 (Comox Sewer User Rates Bylaw, 1998) is hereby amended as follows:

- (a) Delete Schedule “A” in its entirety, and
- (b) Insert Schedule “A” attached to and forming part of this bylaw.

3. Effective Date

This bylaw shall be effective starting April 1, 2020.

4. Adoption

- (1) READ A FIRST, SECOND and THIRD
time this 18th day of March , 2020
- (2) ADOPTED this day of , 2020

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

COMOX SANITARY SEWER RATES

- 1. All those who are connected to the Town of Comox sanitary sewer service shall pay at least the following flat rates for the service:**

Single Family Residences	\$32.60 per month
Other self-contained residential household, family or housekeeping units including (for example): halves of residential duplexes, suites within residences, and carriage houses	\$32.60 per unit per month
Business and professional offices	\$32.60 per month each unit
Licensed residential apartments	\$16.17 per month each apartment
Hotels	\$16.17 per month each room
Motels and auto courts	\$16.17 per month each unit
Hospitals and long-term care facilities	\$20.78 per month each washroom
Schools	\$19.08 per month each classroom
Comox Valley Harbour Authority	\$63.60 per month
Cafes and restaurants	\$80.56 per month
Car washes	\$116.60 per month each wash bay
Gas stations (including convenience stores)	\$116.60 per month
Coin laundries	\$170.66 per month
Licensed clubs	\$170.66 per month
Seafood processing facilities	\$307.40 per month
Pubs, brewpubs and beverage rooms	\$275.60 per month
Any other customers, if not included above	\$32.60 per month each unit

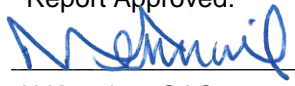
- 2. All customers, except residential, who are billed for Town water service on the basis of metered water consumption, and have a return connection to the Town of Comox sanitary sewer system, shall pay an amount equal to their water use fee also for their sanitary sewer service, when this amount exceeds the minimum flat rate fees listed above.**



TOWN OF COMOX
REPORT TO COUNCIL

STAFF REPORT
Meeting Date: April 1, 2020

TO: Mayor & Council	FILE: 5280-06
FROM: Al Kenning, Chief Administrative Officer	DATE: March 24, 2020
SUBJECT: Electric Vehicle Charging Stations	

Prepared by: <i>A. KENNING</i>	Supervisor: _____	Financial Approved: _____ <i>Clive Freundlich, Fin. Director</i>	Report Approved:  <i>Al Kenning, CAO</i>
-----------------------------------	----------------------	--	---

Recommendations from the Chief Administrative Officer:

It is recommended:

1. That Council approve the partnering agreement with Comox Centre Mall; and
2. That Council implement a fee for Electrical Vehicle charging based on Option B (\$1/hr for first two hours, \$2/hr after two hours), and that all revenues in excess of expenses be directed to a climate action reserve.

Purpose

The purpose of this report is to seek Council approval of an agreement with Comox Centre Mall to install an Electric Vehicle charging station, and to consider the implementation of fees for the use of Town Electric Vehicle charging stations.

Background

The Town is in the process of installing three (3) Electric Vehicle dual station chargers (Town Hall, Fire Hall, and Comox Centre Mall). The Town Hall and Fire Hall EV stations will be on Town Property so no agreement is required with the property owner, but the charger proposed at Comox Centre Mall will be on private property so an agreement is required.

Agreement with Comox Centre Mall Ltd.

The Town solicitor has prepared the attached partnering agreement. In summary, the agreement states as follows:

- a) Ten (10) year term plus Town option to renew for five (5) more years
- b) The Town is responsible for purchasing and maintaining the charge station, setting user fees and reimbursing the Mall for expenses, including electricity costs.
- c) The Mall is responsible for providing and maintaining the space at the Mall, and installing the charge station.

Fee for Usage

It has been noted by other municipalities that the use of the EV stations has been growing exponentially, more than doubling every year. On average, 4.5 hours per day is being used however it has also been noted that much of this time, vehicles are being left plugged in after they are fully charged, limiting access to charging for other users.

The manufacturer, Charge Point has three options for user fees: fixed per charge fee, hourly fee and stepped hourly fee. Because a fixed fee will not address the issue of vehicles being left at the station, an hourly fee or stepped hourly fees is recommended.

In terms of the amount per hour, according to Charge Point, the standard rates for charging vary from \$1-2 per hour. The cost of electricity used by plugged in vehicles varies anywhere from near zero to \$0.75 per hour depending on the battery size and stage of charging, and currently averages \$0.40 per hour. This average is likely to increase as new EVs with larger batteries enter the market.

OPTIONS

- A) Council approve a Fee Bylaw amendment to establish a user fee of \$1 per hour for the Town-owned electric vehicle charging stations.
- B) Council approve Fee Bylaw amendment to establish a stepped user fee of \$1 per hour for first 2 hours and \$2 per hour fee for anything over 2 hours for Town-owned electric vehicle charging stations.
- C) Council approve Fee Bylaw amendment to establish a \$2/hr user fee after 2 hours of charging for Town-owned electric vehicle charging stations.
- D) Council allow use of Town owned EV charging stations free of charge and monitor usage.

Option A: \$1/hour

The rate of \$1 per hour is on the lower end of the Charge Point stations rate range. Charge Point charges a 10% transaction fee, and the remainder will be paid out to the Town monthly.

The advantages of this lower rate are:

- Provides cheap charging at near electricity cost to continue encouraging EV ownership in the community
- Covers electricity costs for the Town

The disadvantages are:

- May not be substantial enough to discourage leaving the vehicle plugged in without charging
- Does not generate enough revenue to help the Town expand the EV charging infrastructure

Option B: \$1/hour fee first 2 hours, \$2/hour after the 2 hours

The second option is to establish a higher fee after 2 hours. Charge Point charges a 10% transaction fee, with the remainder paid to the Town monthly. As an example, a \$2 per hour rate is used by all City of Vancouver charging stations. This is on the higher end.

The advantages of this stepped option are:

- Low enough to keep charging relatively inexpensive, an average charging session is 2 hours long
- Covers electricity costs for the Town
- Provides incentive to move vehicles after charging
- Small additional revenue stream to help the Town expand EV charging stations moving forward

Option C: First 2 hours free of charge, anything over 2 hours \$2/hr fee

The third option is to establish a fee only after 2 hours. Charge Point charges a 10% transaction fee, with the remainder paid to the Town monthly.

The advantages of this stepped option are:

- Free of charge for first 2 hours, an average charging session is 2 hours long
- A more substantial fee is more likely to discourage users from leaving their car plugged in without charging
- Provides incentive to move vehicles after charging
- Small additional revenue stream to help the Town expand EV charging stations moving forward

A possible drawback of the higher rate:

- May have a negative effect on EV users that do not have access to home charging and potentially slightly discourage EV ownership in that group

In all options, the net fees collected could be directed to support new EV infrastructure and other climate change mitigation initiatives.

Financial Implications

Establishing an hourly rate for the use of the EV charging stations will recover costs as well as potentially create an additional revenue stream which could be directed to a climate action reserve, potentially help fund new EV infrastructure, and other climate change mitigation initiatives going forward. The City of Powell River has 7 charging stations and in 2019 paid ~ \$1,500 in electricity costs associated with EV charging stations. Currently City of Powell River, City of Campbell River, City of Nanaimo, Town of Qualicum Beach, City of Parksville and City of Victoria are all free of charge.

Comox Centre Mall Ltd.
215 Port Augusta Street
Comox BC V9M 3M9

Attention: David Coon

Re: Letter Agreement - Roles and Responsibilities of the Town of Comox (the "Town") and Comox Centre Mall (the "Station Host") in respect of electric vehicle ("EV") charge station hosting at Comox Centre Mall, 215 Port Augusta Street, Comox, British Columbia V9M 3M9 (the "Location").

The purpose of this letter agreement (the "**Agreement**") is to set out the roles and responsibilities of the Town and the Station Host in respect of an installation proposed to be undertaken by the Town and the Station Host to make available to the public an EV charge station at the premises under the control of the Station Host at the Location, as provided in this Agreement (collectively, the "**Project**"). The Town intends the Project to further its goals of reducing transportation related emissions and encouraging electrical vehicle adoption in the Town

If the Station Host agrees with the terms of this Agreement, please have an authorized representative of the Station Host execute two copies of this Agreement and return both copies to the Town, to the attention of Shelly Russwurm by fax to (250) 890-0698 or by email to russwurm@comox.ca. Once this Agreement is executed by the Station Host and the Town, it will constitute a legally binding agreement between the Town and the Station Host.

A. Installation Objectives and Scope

This Agreement pertains to the installation of 1 (one) double (dualport) Level2 charge station (the "Charge Station") at the Location. The purpose of this Agreement is to set out the terms upon which the Charge Station will be purchased, owned, operated and maintained by the Town and installed and monitored by the Station Host.

B. Electric Vehicle Charge Stations

EV charge stations are devices designed to safely deliver electricity to battery-electric and plug-in EVs through the provision of a standardized SAE J1772 connector. Typically, the stations will require a 208/220V three phase electrical supply at 32A on a 40A breaker.

C. Agreement Term & Asset Ownership

1. This Agreement will take effect and the Project will begin once this Agreement is signed by the parties hereto and both the Agreement and the Project will continue until March __, 2030 (the "Term").
2. The Town may renew this Agreement for a further term of no more than 5 years by giving written notice to the Station Host at least sixty (60) days before the expiry of the Term.
3. Within a reasonable period after the expiry of the Term, the Town will, at its sole cost and expense, remove the Charge Station, signage related thereto and all other equipment and structures or other things belonging to or installed by or on behalf of the Town and repair any damage to the Location and any areas outside of the Location caused by such removal, and restore the Location and any areas outside of the Location affected by the Project to the state existing prior to the installation of the Project, or an equivalent state.
4. At all times, the Town shall remain the sole owner of the Charge Station and such other equipment and structures or other things belonging to or installed by or on behalf of the Town.

D. Town's Provisions and Responsibilities

The Town, at its expense, will be responsible for the following under the Project:

1. purchasing and making all decisions relating to the purchase of, 1 (one) Chargepoint CT4000 Charge Station, or similar double (dual port) Level 2 Charge Station, and any associated services and equipment for use its installation, other than the power and associated equipment needed for the Charge Station;
2. maintaining and operating the purchased Charge Station in accordance with the manufacturer's specifications, directly or by engaging a third party;
3. taking all commercially reasonable steps to enable the Charge Station to be used by members of the public including, without limitation,
 - a. coordinating and entering into arrangements with suppliers of electric vehicle software service/network to facilitate the operation of the Charge Station on a network and to facilitate the collection of user fees ("Network Services"); and

- b. ensuring the Charge Station, once installed, is fit for public use, including conducting any necessary testing of the Charge Station and its associated equipment.
4. setting up and administering the financial transactions and monetary flows relating to the public's use of the Charge Station, including, if necessary, obtaining Network Services to do so, including the sole discretion to set user fees for use of the Charge Station ("**User Fees**");
5. remitting to the Station Host on a monthly basis Station Host Expenses, as provided for under Section E of this Agreement;
6. if Station Hosts Expenses exceed User Fees collected, being solely responsible for that excess amount;
7. sharing with the Station Host, at no cost to the Station Host, Charge Station data, subject to Section G below;
8. subject to the Station Host's IP Rights (as provided in Section G below) advertising and/or promoting the Project, provided that where such advertising and/or promotion is related or makes reference to the Station Host or the Location, the Town shall obtain the Station Host's prior written approval (not to be unreasonably withheld); and
9. obtaining all certificates, consents, permits, and approvals required for compliance with all applicable environmental legislation, regulations, and by-laws and complying with the requirements of all such legislation, regulations, and by-laws; assisting the Station Host in obtaining all necessary approvals or variances from the Town of Comox (including relaxations of minimum parking ratios if necessary), signage permits, building permits and occupancy permits that may be required in connection with the installation and operation of the Charge Station.

E. Station Host's Provisions and Responsibilities

The Station Host, at its expense, will be responsible for the following under the Project:

1. making available for the installation of the Charge Station the space at the Location shown on Schedule A and allocating the two adjacent parking stalls shown on Schedule A for usage only of electric vehicles using the Charge

Station (such space and such parking stalls are referred to herein as the "Station Area");

2. giving the Town, at no cost, full access to the Station Area during regular business hours (subject to reasonable terms and conditions as determined by the Station Host from time to time), to enable the Town to carry out its responsibilities under this Agreement;
3. cooperating with the Town and doing such other things as are reasonably necessary, and without incurring any costs to the Station Host, to enable the Town to fulfill its responsibilities under this Agreement;
4. in a workmanlike manner, (a) installing the Charge Station, (b) making any alterations to the Location and Station Area required for the Charge Station's installation and functioning, including any required electrical connections and (c) completing any other work required to install the Charge Station in working order. Nothing in this subsection will however obligate the Station Host to pay for any alterations or further construction to the Charge Station after its initial installation;
5. if necessary, applying for and obtaining BC Hydro service for the Charge Station;
6. maintaining the 2 (two) parking stalls at which the Charge Station has been installed and generally maintaining the parking lot at the Location to provide reasonably safe access by members of the public to and from the Charge Station during regular business hours;
7. regularly monitoring the Location parking lot, the Station Area and the Charge Station (by itself or by entering into a third party agreement with a shopping mall operator) and reporting to the Town in a timely manner (by contacting Andrew Burger by phone on 250 218-0293 or email at burger@Comox.ca or any other Town contact designated by Andrew Burger) any of the following: problems encountered by users using the Charge Station (because the Charge Station is not working at all or not working properly) or theft of or damage/destruction to the Charge Station. If the Charge Station is stolen, destroyed, or damaged beyond repair the Town and the Station Host will each have the option to terminate this Agreement pursuant to the provisions of Section I below, provided that if the Town decides by providing written notice to the Station Host within ten (10) days of such theft, damage/destruction, to repair or replace the Charge Station at its sole cost and expense, the Town shall make all commercially reasonable efforts to restore Charge Station to full operating capacity within

twenty (20) days of providing such written notice, in which case this Agreement shall not terminate as a result of such theft, damage or destruction;

8. providing appropriate signage to be agreed by both parties, that will include the Town's logo, the Station Host's logo, the EV charging logo and signage appropriate for the Station Host for the Station Area to enable members of the public to locate the Charge Station;
9. at the Station Host's option, promoting its participation in the agreement, provided it seeks the prior approval of the Town (not to be unreasonably withheld);
10. at the Station Host's option, collaborating with the Town on any marketing or public awareness campaigns relating to the Project or the use of EV charge stations generally with costs to be allocated by mutual agreement;
11. providing to the Town on a monthly basis an invoice and supporting records for all operating expenses it incurs as a result of the Charge Stations ("**Station Host Fees**"), including electricity expenses and reasonable administration expenses, but excluding those expenses provided for in subsection E.4; and
12. providing the Town with details of the total installation cost for the Charge Station.

F. Insurance & Indemnification

1. The Station Host and the Town will each obtain and maintain comprehensive general liability insurance against claims for bodily injury, death and property damage in the amount of not less than \$5,000,000 per occurrence from insurers registered in and licensed to underwrite insurance in British Columbia and provide proof of coverage to the other party. Coverage shall include contractual liability, tenant's legal liability, owner's and contractor's protective liability, products and completed operations. Each party will be responsible for the full amount of all premiums and deductibles of its respective foregoing policies. All such policies shall, to the extent attainable, provide that the insurance shall not be cancelled without the insurer giving at least 30 calendar days' prior written notice to the other party. Each party will ensure that the other party is an additional insured under the foregoing insurance and, in the event of a claim, the insurance carried by the party responsible for the actions which give rise to such claim will be the primary insurance with respect to such claim.

2. The parties agree that:
 - a. the Station Host will release, indemnify, defend and hold harmless the Township, its elected officials, officers, employees, agents and contractors, BC Hydro and their respective affiliates and officers, directors, employees, agents, successors and permitted assigns from and against any liabilities, damages, loss, costs, claims, suits or actions (collectively "Claims") whatsoever to the extent resulting from the Owner's ownership of the Lands or any breach, negligence or malfeasance by the Owner under this Agreement; and
 - b. the Town will release, indemnify, defend and hold harmless the Station Host from and against any Claims whatsoever to the extent resulting from any breach, negligence or malfeasance by the Township under this Agreement.
3. The releases and indemnities provided by the Station Host under this agreement, including this part, will survive and continue in full force and effect after termination of this Agreement, in whole or in part, whether by effluxion of time, release, discharge or otherwise.

G. Project Data Collection, Management and Sharing

1. Through the station management systems that will be acquired by the Town with the Charge Station, the Town will provide the Station Host, at no cost to the Station Host the data collected from the Charge Station, on a monthly basis, the same data which the Town has access.
2. The Town will retain ownership of the data and reports generated and prepared, it being agreed that the Station Host shall have a license to use such data and reports, as provided to it by the Town, for internal purposes only. This Subsection G. 2 shall survive the termination of this Agreement. Except as may be expressly provided in this Agreement, the Town shall not use or disclose any information whatsoever that constitutes the Station Host's intellectual property except with the prior written consent of the Station Host in its sole and absolute discretion.
3. No commercially sensitive information will be required from the Station Host.

H. Protection of Personal Information and Confidentiality

1. It is the Town's understanding that except as is required in the normal operation of the Charge Station, no personal information, as defined in either the Personal Information Protection Act or the Freedom of Information and Protection of

Privacy Act (British Columbia) ("Personal Information") will be collected by the Charge Station. If, during the Term of this Agreement, the Town becomes aware that Personal Information not required in the normal operation of the Charge Station is collected by the Charge Station, the Town will make commercially reasonable efforts. to immediately stop the collection of such information.

2. If either party gains access to any Personal Information through the Project, each party agrees to comply with its obligations under this Agreement and under all applicable privacy and data protection laws, rules and regulations including, without limitation, the Personal Information Protection Act, and the Freedom of Information and Protection of Privacy Act (British Columbia) with respect to the collection, use, and storage of such Personal Information. Each of the parties further agrees that it will be liable to the other party for any third party engaged on the first party's behalf to perform services pursuant to this Agreement, and the party engaging any such third party shall require that such third party agree in writing to adhere to the terms and conditions agreed to herein with respect to the handling of Personal Information and the Station Host's intellectual property.
3. The parties agree that they shall keep confidential all information disclosed (in any form and whether directly or indirectly) by one party to the other in connection with the Project, as well as this Agreement and all its terms (collectively, the "Confidential Information"). A party (the "Recipient") that has received Confidential Information from the other party may not use such Confidential Information for purposes other than the performance of the Recipient's obligations under this Agreement, and, unless expressly authorized herein, neither party shall disclose the Confidential Information of the other party, or disclose this Agreement or its terms, to any person or entity except to its own employees, agents, or representatives having a "need to know" such information. Each party shall be liable for any breach of this provision by its employees, agents, or representatives. A party will not be subject to the foregoing obligations in respect of any information that: (i) is or becomes publicly known or readily ascertainable by the public, and through no wrongful act of the party, (ii) is received by the party from a third party without breaching an obligation owed to any other person, if the party is not restricted by the third party from disclosing such information, (iii) is independently developed by the party, or (iv) is required to be disclosed by law.
4. This Section H. shall survive the termination this Agreement.

I. Termination

1. Either party may terminate this Agreement at any time, and without reason, prior to the end of the Term, upon delivery of two weeks' prior written notice to the other party.
2. The party terminating the Agreement will, at its expense, remove the Charge Station, the signage related thereto and all other equipment and structures or other things pertaining to the Project, repair any damage to the Station Area and any areas outside of the Station Area caused by such removal, restore the Station Area and any areas outside of the Station Area affected by the Project to the state existing prior to the installation of the Project, or an equivalent state, and return the Charge Station to the Town, together with other equipment or things belonging to the Town.
3. Notwithstanding the foregoing, if the Town terminates the Agreement without cause within four (4) weeks from the day of installation of the Charge Station at the Location, the Town will reimburse the Station Host for all of its costs relating to the installation of the Charge Station.

J. Partnering Agreement

1. For greater certainty, the parties agree that this Agreement will form a partnering agreement under the *Community Charter* and that the Station Host agrees to host EV Charge Stations on behalf of the Town.
2. The Town warrants that it wishes to enter into this partnering agreement as part of its strategy to reduce transportation related emissions and encourage electrical vehicle adoption in the Town.

K. General Terms

1. This Agreement will be governed by the laws of the Province of British Columbia and any federal laws of Canada applicable in the Province of British Columbia.
2. No amendment, modification, or supplement to this Agreement will be valid or binding unless set out in writing and executed by the parties hereto in the same manner as the execution of this Agreement.
3. Neither party hereto may assign any of its covenants or obligations under this Agreement without the prior written consent of the other party, provided that the Station Host may without any consent of the Town assign this Agreement or any of its covenants or obligations under this Agreement to any and all lenders of the Station Host, as security, and the Town agrees that any such lenders will be entitled on receiving such assignment and giving due notice thereof to the Town, to enforce this Agreement against the Town to the same extent as if such lenders

were a party to this Agreement directly entitled to the benefit of the covenants and obligations of this Agreement.

4. Notwithstanding any other term of this Agreement, neither the Town nor the Station Host will be liable to the other under or in relation to this Agreement for any loss of use, loss of production, loss of profits, loss of markets, economic loss, special damages, or other indirect or consequential loss or damage suffered or incurred by the other party.
5. This Agreement contains the entire agreement between the parties hereto with respect to the subject matter of this Agreement.
6. If any term, proviso, covenant, obligation, or condition of this Agreement or the application thereof to any person or circumstance is to any extent held or rendered invalid, void, unenforceable or illegal, it or its application will be considered separate and severable from this Agreement to such extent and the remainder of this Agreement or the application of such term, proviso, covenant, obligation, or condition to persons or circumstances other than those with respect to which it is held invalid, void, unenforceable or illegal will not be affected thereby and will continue to be applicable and enforceable to the fullest extent permitted by law.
7. If during the Term either party to this Agreement is delayed due to an event of force majeure, then such party will be deemed not to be in default under this Agreement for the period of such delay and the time for the performance of any term, obligation or condition will be extended for the period of such delay.
8. The parties to this Agreement acknowledge and agree that notwithstanding anything in this Agreement, the Station Host does not in any way or for any purpose become a partner of the Town in the conduct of its business or affairs, or a joint venturer or a member of a joint or common enterprise with the Town.
9. Time shall be of the essence of all aspects and parts of this Agreement.
10. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Town or the Council of the Town. Further, nothing contained or implied in this Agreement shall derogate from the obligation of a Party under any other agreement with the Town or, if the Town so elects, prejudice or affect the Town's rights, powers, duties or obligation in the exercise of its functions pursuant to the Community Charter or the Local Government Act, as amended or replaced from time to time, or act to fetter or otherwise affect the Town discretion, and the rights, powers, duties and obligations of the Town under all public and private statutes, by-laws, orders and regulations, which may be, if the Town so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the Station Host and the Town.

11. Except as otherwise expressly provided herein, any communication to be given to a party in connection with this Agreement must be given in writing and must be given by personal delivery to an authorized agent of a party, or delivered by registered mail, by email (with delivery receipt notification), or by courier or facsimile transmission (with delivery confirmation), addressed to a party as follows:

If to the Station Host:

Comox Centre Mall Ltd.
402-1001 W. Broadway
Vancouver, British Columbia, V6H 4B1

Attention: David Coon, Property Manager
Email: dcoon3mc@gmail.com

If to the Town:

Town of Comox
1809 Beaufort Avenue
Comox, British Columbia, V9M 1R9

Attention: Shelly Russwurm, Corporate Officer
Email: russwurm@comox.ca

or to such other address or facsimile number as may be designated by notice given by either party to the other.

Any communication shall be conclusively deemed to have been given: (i) if given by personal delivery, on the day of actual delivery thereof; (ii) if given by registered mail, on the tenth business day following the deposit thereof in the mail; (iii) if given by courier, on the day following confirmation by the courier that the notice has been delivered; and (iv) if given by facsimile transmission, on the day of transmittal thereof if given during the normal business hours of the recipient and on the business day during which such normal business hours next occur if not given during such hours on any day.

We at the Town look forward to collaborating with you on this important and exciting Project.

Yours truly,

Town of Comox

By: _____
Authorized Signatory
Name: Russ Arnott, Mayor

By: _____
Authorized Signatory
Name: Shelly Russwurm, Corporate Officer

Comox Centre Mall Ltd.

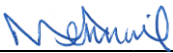
By: _____
Authorized Signatory
Name: David Coon, Owner

By: _____
Authorized Signatory
Name: Wayne Benz, Owner



TOWN OF COMOX REPORT TO COUNCIL

FROM:	Geoffrey Kreek, Accountant
SUBJECT:	Increase to 2020 Water & Sewer Parcel Taxes
MEETING DATE:	April 1, 2020
REPORT DATE:	March 25, 2020

		
<i>Submitted by</i>	<i>Concurrence</i>	<i>Approval</i>

RECOMMENDATIONS:

1. That the Comox Water Parcel Tax Bylaw No. 1942, 2020 be given First, Second and Third Readings.
2. That the Comox Sanitary Sewer Parcel Tax Bylaw No. 1943, 2020 be given First, Second and Third Readings.

BACKGROUND:

Since 2008 we have charged \$90 per parcel per year for water and sewer parcel taxes. Since 2013, the split has been \$45 for water and \$45 for sewer. Parcel taxes are levied on all parcels whether developed or vacant and the money transferred into reserves for current and future related capital expenditures.

Vacant properties are charged as they benefit from the presence of the utility system as they can be developed in the future without having to build their own stand-alone systems.

The current five year financial plan shows that the Town will be running low on the water capital reserve at the end of the five years which would leave the Town in an unfavorable position for future projects or emergencies due to a lack of available funds.

The neighboring communities currently charge parcel taxes based on total frontage rather than a lot resulting in them charging \$56/year on average compared to the Town's \$45/year.

As such we are recommending an increase from \$45/year to \$50/year for the Water and Sewer parcel tax rates.

Please note that in addition to the general water and sewer parcel taxes that almost all parcels in Comox pay, there are additional parcel taxes that charge for some specific water and sewer local area services in specific areas. These bylaws do not affect those taxes or services.

TOWN OF COMOX

BYLAW NO. 1942

A BYLAW TO IMPOSE A WATER PARCEL TAX

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

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

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

1. Title

This bylaw may be cited for all purposes as the "Comox Water Parcel Tax Bylaw, 2020".

2. Definitions

In this Bylaw, unless the context otherwise requires

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

3. Parcel Tax for the Comox Water Service

- (1) Council hereby imposes a parcel tax for the Comox water service, for calendar year 2020 and all subsequent years.
- (2) The Comox Water Parcel Tax Roll shall be used for imposition of this parcel tax.
- (3) This parcel tax shall be levied as a single amount for each parcel that is on the parcel tax roll for the year.
- (4) The amount of this parcel tax shall be fifty (\$50.00) dollars per parcel per year.

4. Exemption

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

5. Repeal

- (1) Bylaw No. 1743 “Comox Water Parcel Tax Bylaw, 2013” is hereby repealed.

6. Adoption

- (1) READ A FIRST, SECOND AND
THIRD time this **XX** day of April , 2020
- (2) ADOPTED this **XX** day of April , 2020

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

BYLAW NO. 1943

A BYLAW TO IMPOSE A SANITARY SEWER PARCEL TAX

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

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

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

1. Title

This bylaw may be cited for all purposes as the "Comox Sanitary Sewer Parcel Tax Bylaw No. 1943, 2020".

2. Definitions

In this Bylaw, unless the context otherwise requires

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

3. Parcel Tax for the Comox Sanitary Sewer Service

- (1) Council hereby imposes a parcel tax for the Comox sanitary sewer service, for calendar year 2020 and all subsequent years.
- (2) The Comox Sanitary Sewer Parcel Tax Roll shall be used for imposition of this parcel tax.
- (3) This parcel tax shall be levied as a single amount for each parcel that is on the parcel tax roll for the year.
- (4) The amount of this parcel tax shall be fifty (\$50.00) dollars per parcel per year.



O - Cfile 4940-20/COVID-19
Copies - Council
AK / Sr Staff / Lia

File: 7130-20/COVID 19

March 24, 2020

LOG: 20-122	REFER:	AGENDA: RCM 01Apr20
FILE: 4940-20	ACTION: File	

Sent via email: rarnott@comox.ca
bwells@courtenay.ca
Mayor.Baird@cumberland.ca
councillor.ketler@cumberland.ca

RECEIVED

March 25, 2020

TOWN OF COMOX

Mayor Russ Arnott
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

Mayor Leslie Baird
Village of Cumberland
2673 Dunsmuir Ave.
Cumberland, BC V0R 1S0

Mayor Bob Wells
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Chair Jesse Ketler
Comox Valley Regional District
770 Harmston Avenue
Courtenay, BC V9N 0G8

Mayors and Chair,

We have been made aware there will be a series of Ministerial Orders coming over the next few days and we are preparing the Emergency Operations Centre (EOC) for this next major phase of public announcements. Currently, our EOC terms of reference focus on advanced planning, business continuity of our four organizations and collaborative communications. We recognize that local governments retain autonomous decision making authority. We maintain the perspective in the case of a public health crisis, it is the provincial health officer that retains the ultimate authority and we must be prepared to work together at an operational level in the EOC if provincial emergency orders escalate.

Yesterday in a conference call, the Honourable Mike Farnworth, Minister of Public Safety and the Honourable Selina Robinson, Minister of Municipal Affairs and Housing, acknowledged that all local governments are facing a struggle of operating services with reduced staff. As employers we must be mindful that our workers are under immense pressure, in particular our first responders and essential operations staff. This is a valuable time to re-assess our approach to communications and identify the best way to work together, in order to bring a sense of calm to our employees and our communities during a time of heightened anxiety and fear.

It is absolutely critical for us to exercise patience and resolve and stay united in our messaging to build confidence that we as local governments are ready to respond to this pandemic. Every decision that we make will have far reaching ramifications and we must take into account the direction and advice of experts and all senior levels of government. This is a time for setting realistic expectations and following through on the commitments that we make now.

With this in mind, we respectfully propose the following communications protocol for elected officials during this Phase 2 of EOC operations:

- Chair Ketler has been identified as the official spokesperson for the EOC. This role is intended to alleviate pressure on our elected officials to provide immediate answers to the community.
 - The spokesperson will deliver approved provincial messaging and EOC decisions, including messages where there is support for regional collaboration.
 - Mayors remain the spokesperson for their own community on matters specific to them and may also pivot on the regional messages providing local context.
- CAOs are prepared to take any questions or issues of concern forward to the EOC on behalf of their elected officials. To maintain community confidence, we ask for restraint in engaging with the community about these concerns as much as possible until the EOC has provided direction.
- To maintain a united front, we suggest that personal social media accounts focus on sharing messages from the EOC, federal government, province and local government accounts.

We appreciate your consideration of this protocol and ask for your patience and understanding as we navigate this new and unprecedented time in our history.

Over the last two weeks each of us have experienced very trying times but have not lost sight of our valuable employees, this magnificent valley and the dedicated leadership and desire of our elected officials to make things right.

Sincerely,

A. Kenning

Al Kenning
Interim Chief Administrative Officer
Town of Comox

C. Postings

Clayton Postings
Chief Administrative Officer
Village of Cumberland

D. Allen

David Allen
Chief Administrative Officer
City of Courtenay

R. Dyson

Russell Dyson
Chief Administrative Officer
Comox Valley Regional District

Town of Comox – Administration

Subject: FW: Proposed Marina Rate Increase
Attachments: Letter to Council Regarding 2020 Rate Increase.pdf; marina_rate_increases_presentation_2015.pdf; Marina Analysis 2007 to 2016 - Attachment #2.xlsx; Marina Fee Budget Spreadsheet for 2007 to 2016 - Attachment #1.jpg

From: Dave <dadamson73@shaw.ca>
Sent: March 26, 2020 2:09 PM
To: council <council@comox.ca>
Subject: Proposed Marina Rate Increase

LOG: 20-126	REFER:	AGENDA: RCM Ap. 1, 2020
FILE: 0850-20/M	ACTION: MR	

RECEIVED

Mar. 26, 2020

Mayor Arnott and Councillors;

TOWN OF COMOX

Regarding a recent news report that the Town is once again looking at increasing the marina rates for tenants, it is therefore timely to revisit the presentation made to Council on January 2015 addressing past increases.

Please note the four attachments to this email. The first is a cover letter entitled “Letter to Council Regarding 2020 Rate Increase”. The second is “marina rate increases presentation 2015” which provides arguments made at that time. The third and fourth are the referenced attachments.

Please give this information serious consideration when discussing marina rate increases for the 2020 -2021 term, as well as subsequent years.

Yours very truly,
Dave Adamson

March 26, 2020

To: Mayor Arnott and Councillors;

Re: Marina Rate Increase Proposal for 2020

I read with dismay and concern that council is once again looking at the municipal marina as an increased source of general revenues for the Town of Comox.

In January 2015, a group of concerned marina tenants made a presentation to Council after discovering that the rates had increased by an average of 8% over the prior ten years. For those who were not on Council at that time, attached are some relevant documents which were provided at that time. Re-reading the Presentation report confirms that the arguments outlined then are still very timely today.

Based on a report by the Comox Valley Record dated March 25, 2020 I wish to revisit two concerns that arise from that story.


The first relates to comments that the Municipal rates are lower than the private marinas – presumably referring to the Comox Valley Marina next door. This is a very concerning comment as it implies that when one facility raise its rates, the other could and should follow along in lock step, given that boat owners have no alternative to conveniently relocate their vessels elsewhere for competitive pricing reasons. It is one thing to have six restaurants to choose from when looking for a meal, but where competition is tightly limited as it is for boat moorage in the Valley, this reasoning could conceivably lead to price fixing. If the opinion of council is to have all its facilities match private sector pricing, it then also needs to compare the lower fees charged by Comox Recreation with the commercial fitness centres in the Valley, and raise them accordingly as well.

The other issue concerns a comment by one councillor who was quoted in the article as opting for an even larger rate increase, citing that there are a number of large projects on the horizon for the Town of Comox for which it will need revenue. This reasoning is seriously flawed, given that the municipal marina is just another recreational outlet along with the Comox Recreation facility and tennis courts. While no doubt those two operations are subsidized by the Town, the marina instead generated over \$800,000 of general revenue (see Marina Fee Budget attachment) to the Town between 2007 and 2016. To add insult to injury, an additional \$195,000 was directed into the waterfront development. What the marina tenants received in return for that contribution was a deteriorating security issue and lack of parking. The councillor's comment seems to infer that anyone owning a boat moored at the marina is sufficiently wealthy to subsidize non marina related projects for the Town, and if that is the case, is highly insulting and prejudicial.

There is no doubt that the marina tenants expect a rate increase based on general inflation increases, but they should not be expected to be a "cash cow" for the Town to fund projects for which there is no relationship to the maintenance and operation of the Marina facility.

In closing, we trust that when decisions for rate increases are finalized for this year – and for future years – some perspective and balance will prevail.

Respectfully submitted,


Dave Adamson

**ATTACHMENT #2
TOWN OF COMOX MUNICIPAL MARINA**

BERTHAGE REVENUE COMPARISON:

	ACTUAL FIGURES				
	2007	2008	2009	2010	2011
Berthage	181,431	194,170	210,161	228,675	234,929
	\$ 53,498	ACTUAL Increase from 2007 to 2011 (5 yrs)			29.49%
	<u>234,929</u>	2011 Actual			
Berthage	181,431	2007 Actual			
	\$ 145,576	Estimated Increase from 2007 to 2016 (10 yrs)			80.24%
	<u>327,007</u>	2016 Budget			

	BUDGETED FIGURES				
	2012	2013	2014	2015	2016
	247,312	272,043	293,807	311,435	327,007
	\$ 79,695	BUDGETED Increase from 2012 to 2016 (5 yrs)			32.22%
	<u>327,007</u>	2016 Budgeted			

REVENUE/EXPENDITURE ANALYSIS:

	ACTUAL FIGURES					2007-2011	BUDGETED FIGURES					2007-2016
Total Revenue	234,814	253,663	272,918	286,905	294,872		306,794	335,632	359,498	378,436	395,342	
Less Expenses:												
Salaries/Benefits	50,948	53,945	51,619	60,869	68,237		59,922	61,120	62,343	63,590	64,861	
Admin	13,180	12,644	12,264	14,299	14,229		14,580	15,030	15,480	15,930	16,130	
Op/Maint	158,707	47,716	47,523	45,118	65,315		56,900	59,500	61,600	63,700	63,800	
Excess:												
Before Capital Improvements	11,979	139,358	161,512	166,619	147,091	\$ 626,559	175,392	199,982	220,075	235,216	250,551	\$ 1,707,775
From Marina Reserve From Prior to 2007 ?	60,000				120,000			30,000				210,000
To Marina Reserve Cap Improvements	(3,700)	(25,000)	(35,000)	(45,000)	(50,000)		(55,000)	(60,000)	(65,000)	(70,000)	(75,000)	(483,700)
		(44,263)	(42,388)	(116,939)	(171,582)							(375,172)
Sub-total	<u>68,279</u>	<u>70,095</u>	<u>84,124</u>	<u>4,680</u>	<u>45,509</u>	<u>272,687</u>	<u>120,392</u>	<u>169,982</u>	<u>155,075</u>	<u>165,216</u>	<u>175,551</u>	<u>1,058,903</u>
To Marina Community Space/Waterfront Development							(25,000)	(25,000)	(35,000)	(50,000)	(60,000)	(195,000)
TO GENERAL FUNDS ?	<u>68,279</u>	<u>70,095</u>	<u>84,124</u>	<u>4,680</u>	<u>45,509</u>	\$ 272,687.00	<u>95,392</u>	<u>144,982</u>	<u>120,075</u>	<u>115,216</u>	<u>115,551</u>	\$ 863,903.00

Transfer to General Funds 2007-2011 \$ 272,687.00 "Budgeted" Transfer to General Funds over 5 yrs : \$ 591,216.00 as per 2012-2016 Budget Figures

Therefore, "estimated" Transfer to General Funds 2007-2016 \$ 863,903.00 After deducting Marina Community Space/Waterfront Development Funds (\$195,000)

NOTES: Included under 2007 Op/Maint is \$100,219 MFA Lease Repayment (1998 rebuild) ???

Balance in the Marina Reserve Account prior to 2007 figures ? Did \$60,000 2007 Draw deplete this fund, or still healthy balance for future requirements ? Net change 2007-2016 + \$273,700

Municipal Marina Revenue - Operating

Annual User Fees

Berthage	181,431	194,170	210,161	228,675	234,929	247,312	272,043	293,807	311,435	327,007
Temp Berthage	3,270	2,994	868	995	570	1,035	1,056	1,077	1,099	1,121
Electricity	18,178	17,581	20,650	17,925	19,825	19,015	20,916	22,171	22,615	23,067
Launching Passes	7,053	8,696	7,865	8,000	7,385	8,323	8,969	9,169	9,352	9,539
Ticket Dispenser	12,948	14,473	16,927	14,444	16,001	15,028	16,230	16,554	16,885	17,223
Grid Rental	3,888	4,018	3,916	3,939	4,180	4,098	4,180	4,264	4,349	4,436
Lease	7,714	11,075	11,231	11,200	11,200	11,652	11,886	12,123	12,366	12,613
Penalties on late payments					506					
Other	322	296	1,445	1,650	97	250	250	250	250	250
Keys	210	380	55	77	180	80	82	83	85	87
	<u>234,814</u>	<u>253,663</u>	<u>272,918</u>	<u>286,905</u>	<u>294,872</u>	<u>306,794</u>	<u>335,632</u>	<u>359,498</u>	<u>378,436</u>	<u>395,342</u>
Marina Reserve - Draws for Capital & Debt	<u>60,000</u>				<u>120,000</u>		<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Cash Receipts	<u>294,814</u>	<u>253,663</u>	<u>272,918</u>	<u>286,905</u>	<u>414,872</u>	<u>306,794</u>	<u>365,632</u>	<u>359,498</u>	<u>378,436</u>	<u>395,342</u>

Municipal Marina Expenditures:

Salaries & Benefits	<u>50,948</u>	<u>53,945</u>	<u>51,619</u>	<u>60,869</u>	<u>68,237</u>	<u>59,922</u>	<u>61,120</u>	<u>62,343</u>	<u>63,590</u>	<u>64,861</u>
Administration										
Postage & Courier			33	250	250	130	130	130	130	130
Advertising						250	250	250	250	250
Contract Services			62	361						
Liability Insurance (5% gen + marine)	11,765	10,952	8,649	8,405	8,477	8,750	9,000	9,250	9,500	9,500
Property Insurance			1,920	1,989	2,152	2,200	2,400	2,800	2,800	3,000
Municipal Computer Charge	1,000	1,000	1,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Printing				294		250	250	250	250	250
Materials & Supplies					350					
Stationery & Office Supplies	415	692	400	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	<u>13,180</u>	<u>12,644</u>	<u>12,264</u>	<u>14,299</u>	<u>14,229</u>	<u>14,580</u>	<u>15,030</u>	<u>15,480</u>	<u>15,930</u>	<u>16,130</u>
Operation & Maintenance										
Telephone	1,393	1,424	1,283	1,277	1,412	1,500	1,500	1,500	1,500	1,500
Training Staff					255					
Contract Services (including security)	4,883	3,097	3,755	0	7,031	1,500	2,000	2,000	2,000	2,000
Purchased Maintenance	1,413		0	791	926	2,000	2,000	2,000	2,000	2,000
Ticket Splitter	2,304	2,705	2,025	4,900	5,830	5,000	5,000	5,000	5,000	5,000
Equipment Rentals	97			77		500	500	500	500	500
Garbage Bin Rental & Service	2,528	2,383	2,039	1,961	2,165	2,500	2,500	2,500	2,500	2,500
MFA Lease Repayment (1998 rebuild)	100,219			0		0	0	0	0	0
Provincial Lease	9,364	10,626	11,721	11,502	11,502	12,000	12,000	12,000	12,000	12,000
Hydro	22,910	19,507	18,919	20,869	21,705	24,000	26,000	28,000	30,000	30,000
Municipal Equipment Rental	1,986	830	280	500	500	500	500	500	500	500
Maintenance Materials & Supp.	10,610	6,144	6,421	2,041	12,709	6,000	6,000	6,000	6,000	6,000
Water Supply	1,000	1,000	1,100	1,200	1,480	1,400	1,500	1,600	1,700	1,800
	<u>158,707</u>	<u>47,716</u>	<u>47,523</u>	<u>45,118</u>	<u>65,315</u>	<u>58,900</u>	<u>59,500</u>	<u>61,600</u>	<u>63,700</u>	<u>63,800</u>
Total Operating Expenditures	<u>222,835</u>	<u>114,305</u>	<u>111,406</u>	<u>120,286</u>	<u>147,781</u>	<u>131,402</u>	<u>135,650</u>	<u>139,423</u>	<u>143,220</u>	<u>144,791</u>
Contribution to Marina Reserve	3,700	25,000	35,000	45,000	50,000	55,000	60,000	65,000	70,000	75,000
Planning & Design for enhancement of marina boardwalk community space						25,000				
Contribution to Waterfront Devel Reserve							25,000	35,000	50,000	60,000
Capital Improvements		44,263	42,388	116,939	171,582	0	0	0	0	0

Comox Municipal Marina Tenant Rate Increases

Presentation to Council by a Delegation of Marina Tenants

January 21st. 2015

1. This delegation is comprised of a group of marina tenants concerned about what they view as an extraordinary increase in marina berthage fees over the last decade
2. The presentation is timely in that you are a newly elected Council and soon must determine the Town budget including the Comox Municipal Marina Fees Bylaw (Bylaw No. 1701) dealing with increasing marina fees
3. There are 2 attachments to this presentation:
4. **Attachment #1 - A copy of the Town of Comox Ten Year Budget**, showing actual figures for the period from 2007 to 2011 and estimated budget figures for the years 2012 to 2016
5. **Attachment #2 - A Marina Analysis Spreadsheet**, prepared by our delegation, for the entire period from 2007 to 2016 (entitled "Town of Comox Municipal Marina")
6. (Assuming that the actual figures for years 2012 to 2016 remain close to the estimated budget figures) our Marina Analysis Spreadsheet, Attachment #2, illustrates that during the past decade marina berthage fees have increased dramatically while the marina's expenses have remained both relatively constant and low in relation to the fee increases
7. By way of example - in 2006 berthage fees for a 34 foot slip, excluding electrical power charges, were \$1,470. The 2015 fee is \$2,672
8. That amounts to an increase of about 80 % over the decade or a per annum increase of about 8%

9. By way of contrast the marina's actual and projected expenses remain relatively constant over the same time period ranging from \$111,406 to \$147,781 (apart from a one time large repayment expense of \$100,000 in 2007)
10. The rapidly and ever increasing disparity between marina fee increases and marina expenditures has resulted in an increasingly significant cash flow to the Town
11. Over the decade; and after the usual deductions for marina maintenance, capital cost reserves, etc; the marina berthage fee increases appear to be heading towards an additional cash flow to the Town of \$864,000 or thereabouts
12. The large disparity of berthage fees over and above above marina expenses was not used to provide enhancement of Marina amenities or services of significance to marina tenants such as dedicated washrooms, showers, laundry facilities or a full time manager
13. By way of historical background the Comox Municipal Marina was developed in the early 1970's as an extension of the Comox Recreation Department with the intent that it would be a self supporting facility for affordable boating
14. We are advised that Dick Merrick, the mayor of Comox at the time, has confirmed that it was not intended to be a mechanism to create a general revenue stream for the town
15. An additional aspect of concern for the marina tenant delegation relates to the deduction from marina fees which began in 2012 and will amount to \$195,000 by 2016 set aside for the Marina Community Space / Waterfront Development Reserve
16. Based on the recent open house presentation the Town's contribution to this \$1.2 million project will be \$400,000. If that is the case then marina tenants will contribute almost 50% of the Town's share of the project

17. The Waterfront Development proposal contained virtually nothing of direct benefit to marina tenants however it did propose the elimination of 16 parking spots currently accessible to boaters and would make boat loading and unloading to the wharfs less convenient than at present
18. the delegation feels it is ironic that marina tenants appear to be making a major contribution to the funding of the Waterfront Development project yet seem to have been largely overlooked in terms of benefits flowing from the proposed project
19. Council should also be aware that the majority of marina slips are for small craft between 20 and 30 feet. A large number are modest small boats valued in the \$10,000 to \$15,000 range. Many of these are not boats of wealthy owners
20. Based on current rates the fee for a 24 foot slip is \$1,593. Thus a modest boat owner could end up paying in excess of 10% of the boats value annually to rent a slip at the marina.
21. Our position is that this does not amount to affordable family oriented boating as envisioned when the marina was developed for the benefit of this community and those members of it who enjoy recreational boating
22. The delegation does not feel that comparison with the local private marina facilities is helpful in setting municipal rates as the private marina provides additional facilities not available at the municipal marina and, after all, the private marina is in business for the purpose of making a profit for its owners.
23. It is respectfully submitted that an important consideration for Council should be the extent to which the municipal marina's purpose should remain as one of providing reasonably affordable recreational boating opportunities for local boaters rather than generating profits to supplement the Town's general revenues
24. Other community recreation facilities are subsidized by Council through property taxes. The marina not only pays for itself but appears to have become a vehicle to generate significant revenue for the Town

25. In the circumstances our delegation feels the increases over the last decade have been excessive and inequitable to boaters
26. It's unfortunate that previous Councils do not appear to have had the benefit of input from any group of marina tenants for their consideration in setting marina rates. Our delegation is unaware of any previous formal presentations to Council
27. We respectfully ask this Council to take our presentation about marina rates into account when setting future marina rates in the new Town budget
28. Our delegation is not seeking any sort of subsidy. Even with the present fee structure - projected revenues will likely exceed expenditures resulting in a surplus for the Town
29. Accordingly we respectfully ask Council to consider a freeze or moratorium on further marina fee increases at this time
30. An additional request would be to recommend that the town consider/ recognize the value of a marina tenant advisory group to work together with the town on rate setting, marina improvements, regulations and other matters of mutual benefit (for example - increasing revenue from transient moorage in the summer when many slips are vacant for weeks at a time)
31. We thank the Council for hearing our delegation's submission

Dated and filed January 15th. 2015

Town of Comox – Administration

Subject: FW: UBCM Resolution for Support: "Sharing Payments from Opioid Class Action Lawsuit"

From: MayorAdmin@princegeorge.ca <MayorAdmin@princegeorge.ca>

Sent: March 26, 2020 2:46 PM

To: MayorAdmin@princegeorge.ca

Subject: UBCM Resolution for Support: "Sharing Payments from Opioid Class Action Lawsuit"

RECEIVED

Mar. 26, 2020

Good afternoon,

TOWN OF COMOX

Please find attached sent on behalf of Mayor Lyn Hall, City of Prince George for your Mayor and Council's consideration.

Best Regards,

LOG: 20-128	REFER:	AGENDA: RCM 01Apr20
FILE: 4900-01	ACTION: File	

DYRA PRIDHAM

Senior Executive Assistant
Mayor and City Manager's Office
dyra.pridham@princegeorge.ca
1100 Patricia Blvd, Prince George, BC, Canada V2L 3V9
P: 250.561-7691





OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

March 24, 2020

Via email

Dear Mayor and Council:

At the City of Prince George regular Council meeting held March 9, 2020, Council endorsed the following resolution titled **Sharing Payments from Opioid Class Action Lawsuit** for submission to the Union of BC Municipalities (UBCM) for consideration at their annual convention this year.

Sharing Payments from Opioid Class Action Lawsuit

WHEREAS under the Opioid Damages and Health Care Costs Recovery Act (the “Act”) the provincial government may sue a manufacturer or wholesaler of an opioid product to recover the costs of health care benefits on an aggregate basis, for a population of persons who have suffered damage caused or contributed to by the use of or exposure to an opioid product;

AND WHEREAS pursuant to the Act and other legislation, the provincial government has launched a class action lawsuit on behalf of all federal, provincial and territorial governments to recover the costs of health care benefits from manufacturers and wholesalers of opioid products, whose marketing practices have had devastating impacts on the lives of thousands of British Columbians;

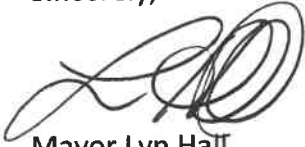
AND WHEREAS the definition of “health care benefits” under the Act includes “other expenditures by the government, made directly or through one or more agents or other intermediate bodies, for programs, services, benefits or similar matters associated with disease, injury or illness” and local governments have faced substantial “health care benefits” costs due to the opioid crisis;

THEREFORE BE IT RESOLVED that UBCM advocate to the provincial government to share any recovery of damages from the class action lawsuit with local governments, to further enable local governments to continue offering services and support programs that aim to reduce harm and stigma, address the root causes of the opioid crisis, and support people struggling with mental health and addiction.

On behalf of Prince George Council, I am requesting your favourable consideration and support for this resolution should it be accepted for debate at the 2020 Annual Convention of UBCM.

If you have any questions or would like more information please feel free to contact my office at Mayoradmin@princegeorge.ca or 250-561-7609.

Sincerely,



Mayor Lyn Hall

c.
North Central Local Government Association (NCLGA)
The Union of British Columbia Municipalities (UBCM) Annual Convention
British Columbia Municipalities and Regional Districts
Shirley Bond, MLA
Mike Morris, MLA