

TOWN OF COMOX

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REGULAR COUNCIL MEETING **AGENDA FOR WEDNESDAY APRIL 15, 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 15, 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 on Wednesday April 1, 2020, be Approved.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- (11) a. [Management Report - April 15, 2020](#)

That the Management Report for April 15, 2020 be received and filed for information.

- (17.1) b. [2020-2024 Financial Plan: Tax Rate Options - COVID-19 Response](#)

1. *That Council select one of the three municipal tax revenue overall increase options:*

- a. *0.0% tax increase*
- b. *2.0% tax increase*
- c. *5.5% tax increase*

2. *That Council retain the existing tax payment date consistent with the CVRD, Courtenay, and Cumberland.*

5. SPECIAL REPORTS:

- (18) a. [Comox Valley Regional District Meeting Minutes](#)
That the following Comox Valley Regional District meeting minutes be received for information:
- Comox Strathcona Waste Management Board held on Thursday, March 12, 2020;
 - Comox Valley Regional District Board held on Thursday, March 19, 2020 & Tuesday, March 31, 2020.

6. BYLAWS:

- (32) a. [Downtown Comox Business Improvement Area Bylaw No. 1928, 2020](#)
That the Downtown Comox Business Improvement Area Bylaw No. 1928, 2020 be Adopted.

7. NEW BUSINESS AND NOTICES OF MOTION:

- (40) a. [Garbage Collection and Recycling Services Agreement - Two-year Extension](#)
1. *That the Garbage Collection and Recycling Services Agreement with Halton Recycling Ltd. dba Emterra Environmental, dated April 1, 2015, be extended until April 30, 2022, with the following changes:*
 - a. *Include a further option to extend the agreement for an additional six months, on the same terms and conditions, with the agreement of both parties.*
 - b. *Total increase for all services, as follows:*
 - o beginning April 1, 2020 – 7.5%;*
 - o beginning April 1, 2021 – 5.0%; and*
 - o beginning April 1, 2022 – 4.0%.*
 - c. *Free-of-charge collection of office paper at all Town facilities broadened to include free-of-charge collection of all garbage and recyclables at all Town facilities.*
 - d. *Collection of garbage from residential customers with curbside service reduced from not less than once in each week to not less than once every second week, at a date to be determined by the Town, and with a corresponding decrease in collection fees. The Town will provide at least two months' notice of this change.*
 2. *That the Mayor and Corporate Officer be authorized to execute the Garbage Collection and Recycling Services Agreement Extension with Emterra Environmental, effective April 1, 2020, and as attached to the Corporate Officer's April 6, 2020 Report to Mayor and Council.*

(43) b. [Chimo Gymnastics and Compass Adventure - Licence to Use](#)

That Council approve the following:

1. *Waive 33% of the monthly rent of Surf S.U.P. Stand Up Paddle Boarding Inc. (DBA Compass Adventure) for three months, April – June, 2020.*
2. *Waive 100% of the monthly rent of Chimo Gymnastics starting April 1, 2020. Rent resumes when the Community Centre reopens to the public for recreation business.*

Council should revisit recommendations #1 and #2 if provincial or federal aid is offered to help businesses pay rent and offset other fixed costs.

c. [National Pharmacare Program - Councillor McGowan](#)

d. [Safe Drug Supply - Councillor McGowan](#)

e. [Urban Food Production](#)

That Council support urban agricultural opportunities and increase food security by directing staff to receive and consider feed back from the Planning department, the Comox Valley Food Policy Council, community associations, and residents, and develop options in a report to Council to allow small-scale commercial urban food production, including but not limited to chickens (not roosters), bees and urban farmstands on all residential property within the town of Comox.

8. CORRESPONDENCE:

(45) a. [Frank Denton \(Comox Bay Sailing Club\): Request for 2020 moorage fees to be reduced by 50%](#)

(46) b. [Andrea Cupelli \(Comox Valley Coalition to End Homelessness\): Request for Funding for Habitat for Humanity](#)

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

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday April 1, 2020

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

Absent: Nil

Call to Order:

The meeting was called to order at 5:30 p.m.

The Agenda was Adopted.

There were 0 members of the public in attendance.

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 was 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 was not be permitted to be in attendance.

1. 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 and d'Esterre Senior Centre on Wednesday March 18, 2020, be Approved.

(2020.095) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - April 1, 2020

Management Report

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

(2020.096) -- CARRIED

b. 2020 Property Tax Increase Concerns

2020 Property Tax Increase

That staff prepare a revised 2020 budget based on base-level expenditures, with a list of potential items to be added by Council after review.

(2020.097) -- CARRIED

5. SPECIAL REPORTS:

a. RISE AND REPORT: North East Comox Storm Drainage

Rise and Report: North East Comox

That the March 26, 2020 report from the Corporate Officer, titled "RISE AND REPORT: North East Comox Storm Drainage", be received and filed for information.

(2020.098) -- CARRIED

AT 6:07 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 MINIONS ASSUMED THE CHAIR.

6. BYLAWS:

a. Comox Municipal Marina Fees and Regulations Bylaw No. 1938, 2020

Marina Fees and Regulations Bylaw

That the Comox Municipal Marina Fees and Regulations Bylaw No. 1938, 2020 be Adopted.

(2020.099) -- CARRIED

AT 6:08 P.M., MAYOR ARNOTT RETURNED TO THE MEETING AND RESUMED THE CHAIR.

b. Comox Water Rates and Regulations Amendment Bylaw No. 1940, 2020

Water Rates and Regulations Amendment Bylaw

That the Comox Water Rates and Regulations Amendment Bylaw No. 1940, 2020 be Adopted.

(2020.100) -- CARRIED

c. Comox Sewer User Rates Amendment Bylaw No. 1941, 2020

Sewer User Rates Amendment Bylaw

That the Comox Sewer User Rates Amendment Bylaw No. 1941, 2020 be Adopted.

(2020.101) -- CARRIED

7. NEW BUSINESS AND NOTICES OF MOTION:

a. Electric Vehicle Charging Station

EV Charging Station

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"; and further,

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.

(2020.102) -- CARRIED

b. Increase to 2020 Water and Sewer Parcel Taxes

Water and Sewer Parcel Taxes

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

(2020.103) -- CARRIED

b. Increase to 2020 Water and Sewer Parcel Taxes

Water and Sewer Parcel Taxes

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

(2020.104) -- CARRIED

8. CORRESPONDENCE:

- a. Al Kenning, Clayton Postings, David Allen & Russell Dyson - Chief Administrative Officers within the Comox Valley (Emergency Operations Centre)**

COVID-19 EOC Focus

That the March 24, 2020 letter from Comox Valley Mayors and Regional District board chair, regarding the focus of the Emergency Operations Centre in response to the COVID-19 pandemic, be received and filed for information.

(2020.105) -- CARRIED

- b. Dave Adamson - Proposed Marina Rate Increase**

Marina Rates Increase

That the March 26, 2020 email from Dave Adamson, regarding proposed increases to the marina rates, be received and filed for information.

(2020.106) -- CARRIED

- c. Mayor Lyn Hall (City of Prince George): Request support for UBCM Resolution - Opioid Crisis Class Action Lawsuit Payments**

UBCM Resolution: Opioid Crisis

That the March 24, 2020 letter from Prince George Mayor Lyn Hall, requesting that Council support their UBCM resolution on sharing any opioid crisis class action lawsuit payments, be received and filed for information.

(2020.107) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL: NIL

14. EXCLUDE THE PUBLIC:

- a. Exclude the Public**

Exclude the Public

That the Public be Excluded from the In-Camera session of Council on Wednesday April 1, 2020 pursuant to the following sub-sections of section 90 of the Community Charter:

(1)(c) labour relations or other employee relations.

(2020.108) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:40 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 6:58 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:58 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX – MANAGEMENT REPORT
April 15, 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	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.
3.	18-Jan-2017	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	Court hearing to be scheduled to determine terms of trust.
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 15, 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	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.
6.	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.
7.	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.
8.	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 self-contained dwelling units in buildings in which each unit is not larger than 45 m ² ;	Letter sent May 24, 2019 from Mayor to CVRD chair. No update received to date.
9.	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	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

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TOWN OF COMOX – MANAGEMENT REPORT
April 15, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			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.	grant application. 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. \$4000 received for each of the three stations purchased by the Town. Report re: Comox Mall agreement and fees on agenda for April 1.
10.	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 <i>and posted.</i> Anticipated start date June 2020.
11.	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 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	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 15, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			Sustainability and Long Range Planning Manager for the Comox Valley."	
12.	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.
13.	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. Next draft to be presented at Apr 15, 2020 RCM meeting.
14.	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. New CAO, Jordan Wall, has been hired; potential start date May 11, 2020.
15.	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.

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

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TOWN OF COMOX – MANAGEMENT REPORT
April 15, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
16.	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 15.</i>
17.	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. Evidence of conformation of Daycare Society and Developer agreement with option to purchase was sent to UBCM March 24.</p> <p>Initiated.</p> <p>Preliminary negotiations complete. Final negotiations awaiting grant approval and zoning.</p> <p>Preliminary negotiations complete. Final negotiations awaiting grant approval and zoning.</p>
18.	22-Jan-2020	Review of Council Remuneration	That a Council Remuneration Advisory Group be established in order to determine fair and	CAO to appoint Advisory Group members.

** 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 15, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			reasonable compensation levels for the Town of Comox Mayor and Councillors.	
19.	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.	
20.	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.	Planner 1 position has been posted and applications are being received.
21.	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.	<i>To be considered at April 15 RCM.</i>
22.	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.	<i>All Committee of the Whole meetings cancelled until social distancing rules relaxed.</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.

STRATEGIC PRIORITIES CHART

Updated: August 2019

CORPORATE PRIORITIES (Council/CAO)

<p>NOW</p> <ol style="list-style-type: none"> MACK LAING: Future 5-YEAR CAPITAL PLAN: Priorities NE INDUSTRIAL LANDS STRATEGY: Terms of Reference AFFORDABLE HOUSING: Current Town Actions 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"> MACK LAING: Future – August NE INDUSTRIAL LAND STRATEGY: TOR – Sept CLIMATE CHANGE ADAPTATION: Project – July 	<p>PLANNING SERVICES</p> <ol style="list-style-type: none"> Subdivision Bylaw: Update - November NE Comox SWMP: Implementation - September Step Code - November Anderton Corridor Land Use: – Preliminary/Density concept Plan to consulting eng. March 2019
<p>FINANCE</p> <ol style="list-style-type: none"> Office Space: Relocations/renos - July/August 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"> Policy Manual: October Procedure Bylaw: October Records Management - Administration: December
<p>PARKS</p> <ol style="list-style-type: none"> DOG PARK: Options – Public Consultation 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"> 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"> POC / Volunteer Retention: Review – FT Assistant hired – July Full Time Staff: Review - March Service Level Review – September 	<p>RECREATION</p> <ol style="list-style-type: none"> Site Master Plan: 1st draft - June 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

REPORT TO REGULAR COUNCIL MEETING

FROM:	Clive Freundlich, Director of Finance
SUBJECT:	2020 Budget Tax Rate Options, COVID-19 response
MEETING DATE:	April 15, 2020
REPORT DATE:	April 11, 2020

Clive Freundlich
Submitted by

Concurrence

[Signature]
Approval

RECOMMENDATION

1. That Council select one of the three municipal tax revenue overall increase options:
 - a. 0.0% tax increase
 - b. 2.0% tax increase
 - c. 5.5% tax increase

2. That Council retain the existing tax payment date consistent with the CVRD, Courtenay, and Cumberland.

Context:

During lengthy budget meetings for managers on April 6th and 9th (2020), seven million dollars of projects were removed from the original budget. Most of these projects will be deferred to future years. Accordingly, the focus of staff will be on maintenance and catch-up work, rather than new projects. The savings identified are sufficient to eliminate the previously proposed tax revenue increase of 5.52% and eliminate the erosion of reserves that was part of the already presented financial plan.

As a result of COVID-19, Town revenues will decrease by about \$700,000. However, core expenses are reduced by \$758,000 from payroll (\$675,000), and other core expenses (\$84,000) to offset the lost revenue. Please note the Town continues to cover all employees with their benefits. Additionally, special projects (operating costs) are reduced by \$370,500.

This report covers:

- A. Property Tax Rate Options
- B. Impact of property tax allocation across our six property classes
- C. Tax Deferment program offered by the Province of BC
- D. Request from region CFO's to retain the existing tax payment date

Revised forecasts for Special Projects and Capital Budgets 2020-2024



A. Property Tax Rate Options:

1) 0.0% municipal tax revenue overall increase

Pros

- With the new Assessment Roll from the Province (and maintaining a 3.8 class rate multiple for businesses), the tax relief for the representative residential property is \$67 (the difference between the 5.50% and 0% increase). This may not be clear on the tax notice, because of the other taxing authorities and utility fees and parcel taxes.
- This may generate a positive public perception that the Town of Comox cares about the effects of the COVID-19 pandemic restrictions and economic impact, and wants to help residents.

Cons:

- Higher tax increases will be required in future years to maintain services and allow asset replacements.
- It creates a backlog of work not done. 32 of 58 capital projects **will not be completed** in 2020.

For example:

- 1) Downey Ave. Resurfacing
 - 2) Gull Ave. Resurfacing
 - 3) Mackenzie Ave. Resurfacing
 - 4) No bus shelters replaced or added
 - 5) Noel Stormwater Drain Upgrade
 - 6) Port Augusta Storm Drain Upgrade
 - 7) Ellis Street walkway
 - 8) Lazo Greenway
 - 9) Mckenzie Playground
 - 10) Hands-on Farm fencing
 - 11) Reduction in fitness equipment replacement for Rec Centre
 - 12) D'esterre Elevator installation
- There may be a negative public perception when residents discover that they have increases or decreases due to a changing tax burden based on tax assessments by the BC. Assessment Authority. There is a poor understanding of this that may create disappointment when notices are received.



Continued from 1) 1.0% municipal tax revenue overall increase – cons.

- Also, people often do not understand that the Town of Comox’s assessment is only a portion of their total taxes due. For example, increases in CVRD taxes of 3.06% will increase their taxes from last year. As well, school and hospital taxes could increase. Flat fees for utilities are increasing, and will be reflected on their final tax notice. How will this play in the overall picture of public perception when people are expecting **no change** to last year’s tax notice and discover it has increased?

2) 2.0% municipal tax revenue overall increase

Pros

- Local area governments are ranging from 3.06% to 4.62% this year.
- With a 2% increase, the representative residential property will receive \$45 (\$23 over the zero increase option) extra on municipal taxes for the year.
- This is the lowest municipal tax increase in the region.
- This allows the hiring of previously approved positions for Communications/Legislative and Planning.
- Parks Tractor (26 years old and barely functioning) can be replaced.
- A new garbage truck can be added to the fleet.
- Allows a 1% contribution to **asset replacement reserve**.

Cons

- Creates a backlog of work
- It does not fully address the needed increase in operating staff capacity.
- Higher tax increases will be required in future years to maintain services and allow asset replacements.
- See above concerns about negative public perception when tax notices are received.



3) 5.5% municipal tax revenue overall increase

Pros

- Allows everything in the 2% budget
- In addition, it fully meets the original Town Budget and so will include such highlights as:
 - * Hiring of a Human Resources Coordinator
 - * Hiring of a Parks Coordinator
 - * Installing D'Esterre elevator
 - * Lazo Rd. Greenway Detailed Design
 - * All of the 32 projects listed under the 0% Option will happen
- The average household would pay only \$89 (\$67 over the zero increase option) extra on municipal taxes for the year.
- Creates Positive Public perception of better services such as new roads, parks and other public works projects.

Cons

- Public perception may be negative due to a lack of understanding of how their taxes work and how little money this translates in to on tax notices.
- COVID-19 concerns feed into this negative public perception.



B. Impact of property tax allocation across our six property classes

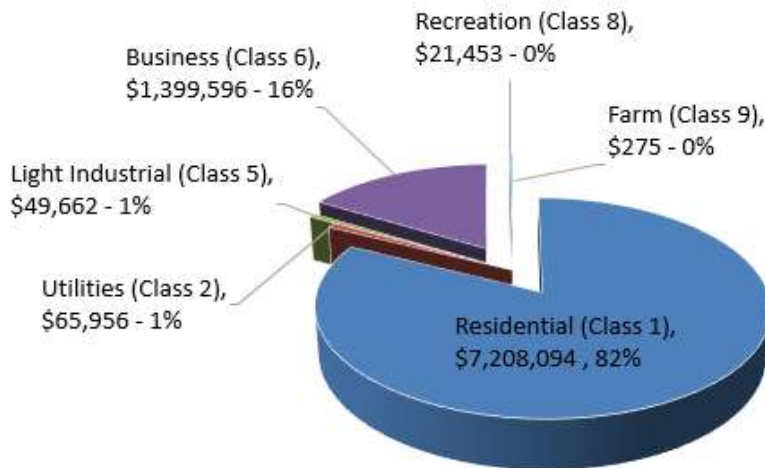
Options 1) 0.0% municipal tax revenue overall increase

2020 Municipal Property Tax on
 Representative Property by Class

0% Option

2020 Property Tax on Representative Properties	Average (Market Value)			Increases on Representative Properties		Class Rate Multiple
	Assessment	Tax Rate	Tax Levy			
Single family homes 79%	552,357	2.33296	\$ 1,288.62	\$ 4.62	0.36%	1.0
1. Residential	527,004	2.33296	\$ 1,229.48	\$ 21.48	1.78%	1.0
2. Utilities	358,420	36.80359	\$13,191.14	\$ 195.14	1.50%	15.8
5. Light. Industrial	229,000	8.83598	\$ 2,023.44	\$ (1,264.56)	(38.46%)	3.8
6. Business	728,975	8.83678	\$ 6,441.79	\$ (602.21)	(8.55%)	3.8
8. Recreation	646,200	6.63977	\$ 4,290.62	\$ 15.62	0.37%	1.4
9. Farm	21,182	3.18671	\$ 67.50	\$ 0.50	0.75%	0.0

2020 Municipal Property Tax Levy
 By Property Class



Total 2020 Levy: \$8,745,035
 Market portion: \$8,600,784
 + growth portion: \$ 144,251

The 2020 tax levy is an increase of 0.00% over properties taxed in 2019.

The Town attempts to normalize year-over-year tax rate increases for residents and businesses from both a long-range outlook from its Asset Management program, and a medium-term outlook from its five-year financial plan.



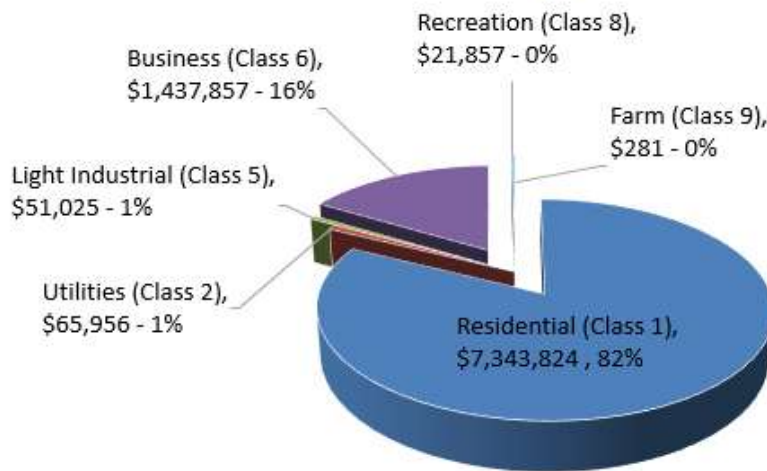
Option 2) 2.0% municipal tax revenue overall increase

2020 Municipal Property Tax on
 Representative Property by Class

2% Option

2020 Property Tax on Representative Properties	Average (Market Value)			Increases on Representative Properties		Class Rate Multiple
	Assessment	Tax Rate	Tax Levy			
Single family homes 79%	552,357	2.37689	\$ 1,312.89	\$ 28.89	2.25%	1.0
1. Residential	527,004	2.37689	\$ 1,252.63	\$ 44.63	3.69%	1.0
2. Utilities	358,420	36.80359	\$13,191.14	\$ 195.14	1.50%	15.5
5. Light. Industrial	229,000	9.07860	\$ 2,079.00	\$ (1,209.00)	(36.77%)	3.8
6. Business	728,975	9.07835	\$ 6,617.89	\$ (426.11)	(6.05%)	3.8
8. Recreation	646,200	6.76479	\$ 4,371.41	\$ 96.41	2.26%	1.4
9. Farm	21,182	3.24666	\$ 68.77	\$ 1.77	2.64%	0.0

2020 Municipal Property Tax Levy
 By Property Class



Total 2020 Levy: \$8,920,799
 Market portion: \$8,773,077
 + growth portion: \$ 147,722

The 2020 tax levy is an increase of 2.00% over properties taxed in 2019.

The Town attempts to normalize year-over-year tax rate increases for residents and businesses from both a long-range outlook from its Asset Management program, and a medium-term outlook from its five-year financial plan.



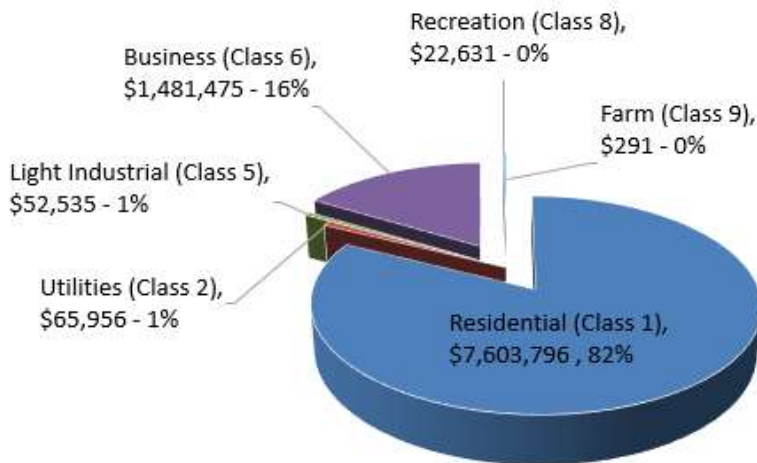
Option 3) 5.5% municipal tax revenue overall increase

2020 Municipal Property Tax on
 Representative Property by Class

5.50% Option

2020 Property Tax on Representative Properties	Average (Market Value)			Increases on Representative Properties		Class Rate Multiple
	Assessment	Tax Rate	Tax Levy			
Single family homes 79%	552,357	2.46103	\$ 1,359.37	\$ 75.37	5.87%	1.0
1. Residential	527,004	2.46103	\$ 1,296.97	\$ 88.97	7.37%	1.0
2. Utilities	358,420	36.80359	\$13,191.14	\$ 195.14	1.50%	15.0
5. Light. Industrial	229,000	9.34712	\$ 2,140.49	\$ (1,147.51)	(34.90%)	3.8
6. Business	728,975	9.35375	\$ 6,818.65	\$ (225.35)	(3.20%)	3.8
8. Recreation	646,200	7.00427	\$ 4,526.16	\$ 251.16	5.88%	1.4
9. Farm	21,182	3.36162	\$ 71.21	\$ 4.21	6.28%	0.0

2020 Municipal Property Tax Levy
 By Property Class



Total 2020 Levy: \$9,226,682
 Market portion: \$9,074,226
 +growth portion: \$ 152,456

The 2020 tax levy is an increase of 5.50% over properties taxed in 2019.

The Town attempts to normalize year-over-year tax rate increases for residents and businesses from both a long-range outlook from its Asset Management program, and a medium-term outlook from its five-year financial plan.



Continue B. Impact of property tax allocation across our six property classes

A few reminders:

1) 2020 Property Tax Notice – Reduced School Taxes for Businesses

The Province of BC. announced a 50% cut to the School tax mill rate for our light industry and Commercial properties. The effect of this reduction will mean the representative business property in the Town of Comox would likely save about \$1,000, and their entire tax notice (all things being equal) would be less than what they paid last year.

2) The Town of Comox portion represents only 42% of the taxes collected on the Tax Notice

3) Reducing the tax rate for businesses impacts the payment in lieu of taxes (approximately \$1.5 million) the Town receives from the Federal Government (DND).

4) Property owners typically receive their Tax Notice at the end of May.



C. Property Tax Deferment Program

Tax deferment is a Provincial Government low-interest loan program that will pay BC homeowners' annual property taxes on their principal residence by the municipal tax payment due date. This helps seniors stay in their homes longer and lets families focus on providing for their children.

The appreciation of the value of homes over time will pay the property taxes at a later date. The deferred taxes and interest are paid when the home is sold.

The Town of Comox has less than 10 % of families with financially dependent children using this program in Comox. Overall, only 415 residential properties defer their property taxes.

Applications for tax deferment are completed on-line, and the agreement is between the homeowner and the Province of BC, and the Town will get paid on the payment due date.

The Town benefits because the Province of BC pays the Town the property taxes owed by the payment due date, on behalf of those registered in their program.

How the low simple interest rate works

Interest is charged on your tax deferment loan from the date your property tax is due or the date you apply to defer your taxes, whichever is later.

The interest rate you are charged depends on the tax deferment program you chose. The interest rates are set every April 1 and October 1. The current interest rates are in effect until September 30, 2020.

Regular Program:	1.95% simple interest
Families With Children Program:	3.95% simple interest

(Note: Canadian bank prime rates have fallen again since these rates were posted)

The Town's Finance staff are preparing a poster to encourage more people to take advantage of the Provincial offer to defer their property taxes. Tax deferment is a significant financial relief for people living in their principal residence (over the age of 55, families with financially dependent children, and others who qualify). Only about 10% of eligible owners are deferring their property tax. We have much to do to get the message out to defer your property taxes.



D. Request from region CFO's to retain the existing tax payment date

Comox Valley Regional District (3.06% Revenue increase from Property Taxes)

The Town is required to pay the CVRD tax requisition of \$2.9 million without a change to their property tax payment date.

Note: The Town would have to borrow, or cash in investments to cover this payment due to the CVRD if we adjust our tax due date.

City of Courtenay (3.22% Revenue Increase from property taxes)

Translated on the tax notice as:

3.60% tax increase on Class 1 Residential Properties

4.31% tax increase on Class 6 Commercial/Business

The City of Courtenay has not changed its tax payment date (July 2nd).

Note: Courtenay's CFO has requested that our regional area governments be united in maintaining the current property tax due date.

Village of Cumberland (4.62% Revenue Increase from property taxes)

The Village of Cumberland has not changed its tax payment date (July 2nd).

Note: Cumberland's CFO has requested that our regional area governments be united in maintaining the current property tax payment date.

Final note:

The Province of BC. has made no further announcement to accommodate residential property owners, outside of their Tax Deferral program. Last week, we were anticipating announcement of further relief for residential property owners.

Town of Comox
Operating Budget - Special Projects

COVID-19 Struggle
Revised Preliminary Budget

Operating expenses
(not capital)

Use of Funds

Summary	Description	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	Five Year Total
General Government	Town Hall building maint., Corporate, Council, Finance, & IT	(113,730)	-	35,000	-	-	(78,730)
Protective Services	Fire Department	(48,510)	10,000	-	-	-	(38,510)
Solid Waste Management	Garbage, recycling, and organics	-	-	-	-	-	-
Development Services	Planning	12,300	70,000	20,000	30,000	30,000	162,300
Transportation Services	Public Works building maint. & Engineering	246,030	221,500	143,150	219,965	301,962	1,132,607
PRC - Parks, Recreation & Culture	Parks, Recreation & Culture	(407,450)	165,500	125,000	170,000	245,000	298,050
Water Services	Water Fund	100,000	95,000	95,000	95,000	95,000	480,000
Sewer Services	Sewer Fund	50,000	-	50,000	-	-	100,000
Total special projects		(161,360)	562,000	468,150	514,965	671,962	2,055,717
Item count:		27	14	9	9	8	38

Listing	Item	Added to Plan	Brought Forward	Description	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	Five Year Total
Gen Gov, Corporate	1			Reviews & feasibility studies -Corp	43,000	-	-	-	-	43,000
Gen Gov, Council	2			Elections	-	-	35,000	-	-	35,000
Gen Gov, Admin	3	new		Payroll cuts (reduce budget)	(101,570)	-	-	-	-	(101,570)
Gen Gov, Admin	4	new		Additional cuts (reduce budget)	(20,800)	-	-	-	-	(20,800)
Gen Gov, Finance	5			Reviews & feasibility studies -Fin.	30,000	-	-	-	-	30,000
Gen Gov, Finance	6	new		Payroll cuts (reduce budget)	(64,360)	-	-	-	-	(64,360)
Protective, Fire	7			Building repairs	-	10,000	-	-	-	10,000
Protective, Fire	8			Community safety project	10,000	-	-	-	-	10,000
Protective, Fire	9	new		Payroll cuts (reduce budget)	(20,010)	-	-	-	-	(20,010)
Protective, Fire	10	new		Additional cuts (reduce budget)	(38,500)	-	-	-	-	(38,500)
Development, Planning	11			Reviews & feasibility studies -Dev	-	-	20,000	30,000	30,000	80,000
Development, Planning	12		b/f 2019	Review -subdivision bylaw	14,000	-	-	-	-	14,000
Development, Planning	13			Review -NE Comox SWMP	15,000	70,000	-	-	-	85,000
Development, Planning	14	new		Payroll cuts (reduce budget)	(16,700)	-	-	-	-	(16,700)
Transportation, Services	15			Reviews & feasibility studies -PW	165,000	50,000	-	75,000	75,000	365,000
Transportation, Services	16		b/f 2019	Acquire-build-Repair PW	12,000	-	-	-	-	12,000
Transportation, Services	17			Additional Hours & Staff	15,000	30,000	30,000	30,000	110,000	215,000
Transportation, Services	18			Purchasing/Stores Clerk	50,000	95,000	95,000	95,000	95,000	430,000
Transportation, Services	19	new		Annual cost for GPS Fleet	15,000	16,500	18,150	19,965	21,962	91,577
Transportation, Services	20			Review -Drainage	20,000	-	-	-	-	20,000
Transportation, Services	21	new		Payroll cuts (reduce budget)	(30,970)	-	-	-	-	(30,970)
Transportation, Bldg Maint Dept	22			Acquisitions, builds, repairs -PW	-	30,000	-	-	-	30,000
PRC, Parks	23			Parks Proj Lazo Greenway Study	25,000	-	30,000	-	-	55,000
PRC, Parks	24			Parks planning Technician	-	50,000	95,000	95,000	95,000	335,000
PRC, Parks	25	new		Payroll cuts (reduce budget)	(157,670)	-	-	-	-	(157,670)
PRC, Recreation	26		b/f 2019	Site Master Plan	25,000	-	-	-	-	25,000
PRC, Recreation	27	new		Equip. replacements <10K	-	3,000	-	-	-	3,000
PRC, Recreation	28			Equip. additions <10K	-	7,500	-	-	-	7,500

Listing	Item	Added to Plan	Brought Forward	Description	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	Five Year Total
PRC, Recreation	29	new		Payroll cuts (reduce budget)	(283,280)	-	-	-	-	(283,280)
PRC, Recreation	30	new		Additional cuts (reduce budget)	(24,500)	-	-	-	-	(24,500)
PRC, Bldg Maint Dept	31			Acquisitions, builds, repairs -Parks	-	80,000	-	50,000	-	130,000
PRC, Bldg Maint Dept	32			Acquisitions, builds, repairs -Rec	-	-	-	25,000	-	25,000
PRC, Bldg Maint Dept	33	new		Reviews & feasibility studies -Cult	-	10,000	-	-	-	10,000
PRC, Bldg Maint Dept	34	new		Acquisitions, builds, repairs -Cult	8,000	-	-	-	150,000	158,000
PRC, Bldg Maint Dept	35			Reviews & feasibility studies -Marina	-	15,000	-	-	-	15,000
Water, Services	36			Reviews & feasibility studies -Wat	50,000	-	-	-	-	50,000
Water, Services	37			Water utility operator	50,000	95,000	95,000	95,000	95,000	430,000
Sewer, Services	38			Reviews & feasibility studies -Sew	50,000	-	50,000	-	-	100,000
Total Special Projects					(161,360)	562,000	468,150	514,965	671,962	2,055,717
Special Project - Summary										
Total special projects - operating expenses					597,000	562,000	468,150	514,965	671,962	2,814,077
Payroll cuts (reduce core budget)					(674,560)	-	-	-	-	(674,560)
Additional cuts (reduced core budget)					(83,800)	-	-	-	-	(83,800)
2020 Special Project - Summary					(161,360)	562,000	468,150	514,965	671,962	2,055,717
2020 payroll and additional core budget cuts					(758,360)					

Town of Comox
Capital Budget

COVID-19 Struggle
Revised Preliminary Budget

Capital expenditures

					Use of Funds					
					2020	2021	2022	2023	2024	Five Year
Summary					Forecast	Forecast	Forecast	Forecast	Forecast	Total
General Government				Town Hall building maint., & Info Tech	454,950	326,900	341,100	39,200	39,200	1,201,350
Protective Services				Fire Department	-	-	650,000	650,000	30,000	1,330,000
Solid Waste Management				Garbage, recycling, and organics	-	-	-	-	-	-
Development Services				Planning	160,000	-	-	-	-	160,000
Transportation Services				Public Works building maint. & Engineering	1,175,000	2,905,260	2,313,380	3,840,670	4,455,630	14,689,940
PRC - Parks, Recreation & Culture				Parks, Recreation & Culture	343,100	1,006,501	800,001	535,001	512,001	3,196,604
Water Services				Water Fund	65,000	314,000	4,695,000	50,000	316,200	5,440,200
Sewer Services				Sewer Fund	30,000	1,586,000	2,000	108,500	451,000	2,177,500
Total capital spending program					2,228,050	6,138,661	8,801,481	5,223,371	5,804,031	28,195,594
Item count:					26	42	26	32	25	107
Listing					2020	2021	2022	2023	2024	Five Year
Item	Added to Plan	Brought Forward	Asset Replacement	Description	Forecast	Forecast	Forecast	Forecast	Forecast	Total
Total capital spending program					2,228,050	6,138,661	8,801,481	5,223,371	5,804,031	28,195,594
Gen Gov, Finance	1		b/f 2019	replace	Finance office renovation	5,000	5,000	-	-	10,000
Gen Gov, Finance	2	new		replace	Municipal Accounting Software	80,000	95,000	-	-	175,000
Gen Gov, Info Tech	3				Fiber optic network backbone	80,000	150,000	-	-	230,000
Gen Gov, Info Tech	4			replace	Computer & telephone systems	229,950	76,900	91,100	39,200	476,350
Gen Gov, Info Tech	5	new		replace	Website redesign	60,000	-	-	-	60,000
Gen Gov, Bldg Maint Dept	6			replace	Design for new Town Hall	-	-	250,000	-	250,000
Protective, Fire	7				Fire Station	-	-	-	30,000	30,000
Protective, Fire	8			replace	Fire Engine	-	-	650,000	650,000	1,300,000
Development, Planning	9				Lazo greenway park land	160,000	-	-	-	160,000
Transportation, Services	10			replace	Vehicle GVWR > 10k (kg)	-	-	-	130,000	630,000
Transportation, Services	11			replace	Vehicle GVWR 5k - 10k (kg)	-	275,000	-	-	370,000
Transportation, Services	12			replace	Vehicle GVWR < 5k (kg)	-	-	-	95,000	95,000
Transportation, Services	13			replace	Vehicle Trailers, ATV, & Boats	-	40,000	-	-	40,000
Transportation, Services	14	new			Fleet, Other related equip	-	12,000	-	-	12,000
Transportation, Services	15	new			Charging Stations	28,000	-	-	-	28,000
Transportation, Services	16		b/f 2019	replace	Other Mach & Equip	-	10,000	-	-	10,000
Transportation, Services	17	new	b/f 2019	replace	Balmoral (Donovan-Albatross)	20,000	500,000	507,800	-	1,027,800
Transportation, Services	18			replace	Baybrook Resurfacing	-	-	-	94,000	94,000
Transportation, Services	19	new			Bolt and Aspen Sidewalk	330,000	-	-	-	330,000
Transportation, Services	20		b/f 2019	replace	Church Street	-	-	-	728,230	728,230
Transportation, Services	21	new			Comox Ave Sidewalk - Rodello to Ellis	75,000	-	-	-	75,000
Transportation, Services	22			replace	Cooke Ave Resurfacing - Aitken to Rodello	-	147,580	-	-	147,580
Transportation, Services	23	new		replace	Capilano	-	-	160,650	-	160,650
Transportation, Services	24			replace	Beaufort (Church-Nordin)	-	-	-	100,000	1,317,500
Transportation, Services	25	new			Centennial Ave (W. of Church)	-	-	-	121,000	121,000

Listing	Item	Added to Plan	Brought Forward	Asset Replacement	Description	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	Five Year Total
					Total capital spending program	2,228,050	6,138,661	8,801,481	5,223,371	5,804,031	28,195,594
Transportation, Services	26			replace	Kwakwutl Avenue	-	-	89,900	-	-	89,900
Transportation, Services	27			replace	Church Street Upgrade (Comox to Robb)	-	-	-	-	75,000	75,000
Transportation, Services	28			replace	Donovan Drive Resurfacing	-	-	-	163,090	-	163,090
Transportation, Services	29			replace	Donovan Place Resurfacing	-	-	-	35,250	-	35,250
Transportation, Services	30			replace	Downey Ave Resurfacing - Aitken to Rodello	-	337,480	-	-	-	337,480
Transportation, Services	31			replace	Ellis Street Resurfacing	-	-	-	23,000	-	23,000
Transportation, Services	32			replace	Filberg Road Resurfacing	-	-	-	121,000	-	121,000
Transportation, Services	33			replace	Douglas St (S. of Centennial)	-	-	-	-	86,900	86,900
Transportation, Services	34			replace	Gull Ave Resurfacing - Cul-de-Sac	-	277,300	-	-	-	277,300
Transportation, Services	35			replace	Guthrie (Prichard - School)	-	-	-	334,800	-	334,800
Transportation, Services	36			replace	Heather Court Resurfacing	-	-	-	30,250	-	30,250
Transportation, Services	37			replace	Guthrie (Torrence - School)	-	-	-	-	286,550	286,550
Transportation, Services	38	new		replace	Guthrie (Brooklyn School)	55,000	-	-	-	-	55,000
Transportation, Services	39			replace	Koksilah Court Resurfacing	-	-	109,640	-	-	109,640
Transportation, Services	40			replace	Lazo Road Resurfacing	-	-	800,000	-	-	800,000
Transportation, Services	41			replace	Mack Laing Court Resurfacing	-	-	-	51,700	-	51,700
Transportation, Services	42			replace	Mahtmoff Place Resurfacing	-	-	45,120	-	-	45,120
Transportation, Services	43			replace	McKenzie Ave (Rodello - Davis)	-	305,500	-	-	-	305,500
Transportation, Services	44			replace	Noel Ave (Aitken - Aspen)	-	145,000	-	-	-	145,000
Transportation, Services	45			replace	Orchard Park Drive Resurfacing	-	-	-	136,300	-	136,300
Transportation, Services	46		b/f 2019	replace	Noel Ave (Pritchard - Torrence)	400,000	-	-	-	-	400,000
Transportation, Services	47			replace	Nootka	-	-	340,200	-	-	340,200
Transportation, Services	48				Noel Ave (Spitfire-Aitken)	-	-	-	609,850	609,850	1,219,700
Transportation, Services	49	new		replace	Maquinna Ave (W. of Pritchard)	-	-	-	240,000	240,000	480,000
Transportation, Services	50			replace	Robb (Aitken to Anderton)	-	-	-	1,471,430	-	1,471,430
Transportation, Services	51			replace	Rodello Street Resurfacing - Downey to Robb	-	390,400	-	-	-	390,400
Transportation, Services	52			replace	Sable Place Resurfacing	-	-	80,300	-	-	80,300
Transportation, Services	53			replace	Tsimshian Ave Resurfacing	-	-	89,770	-	-	89,770
Transportation, Services	54	new		replace	Vine St	-	-	-	-	34,100	34,100
Transportation, Services	55	new		replace	Bus Shelters (municipal wide)	-	90,000	90,000	90,000	90,000	360,000
Transportation, Services	56		b/f 2019		Transit Exchanges	20,000	-	-	-	-	20,000
Transportation, Services	57	new			NE Comox Ponds	50,000	-	-	-	-	50,000
Transportation, Services	58		b/f 2019	replace	Balmoral outfall to Br Cr	75,000	-	-	-	-	75,000
Transportation, Services	59				Church Storm (Robb-Noel)	-	-	-	-	285,000	285,000
Transportation, Services	60	new		replace	Comox Ave (Aitken St-Alpine St)	-	-	-	20,000	86,500	106,500
Transportation, Services	61		b/f 2019	replace	Manor Outfall	30,000	200,000	-	-	-	230,000
Transportation, Services	62			replace	Noel Storm (Noel-Gull)	-	90,000	-	-	-	90,000
Transportation, Services	63	new		replace	Noel (Balmoral Crk culvert)	10,000	-	-	-	-	10,000
Transportation, Services	64			replace	Robb Storm (West of Anderton)	-	-	-	95,000	-	95,000
Transportation, Services	65		b/f 2019	replace	Storm - McLeod to Douglas	82,000	-	-	-	-	82,000
Transportation, Bldg Maint Dept	66	new			Storage building	-	60,000	-	-	-	60,000
Transportation, Bldg Maint Dept	67		b/f 2019	replace	Washbay	-	25,000	-	-	-	25,000

Listing	Item	Added to Plan	Brought Forward	Asset Replacement	Description	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	Five Year Total
					Total capital spending program	2,228,050	6,138,661	8,801,481	5,223,371	5,804,031	28,195,594
PRC, Parks	68				Wayfinding	-	-	30,000	-	-	30,000
PRC, Parks	69	new		replace	Ellis Street Walkway	-	20,000	-	-	-	20,000
PRC, Parks	70			replace	Filberg Rock Wall Reconstruction	-	30,000	-	-	-	30,000
PRC, Parks	71				Dog Park Consultation	-	20,000	-	-	-	20,000
PRC, Parks	72				Marina Park	-	25,000	-	-	-	25,000
PRC, Parks	73		b/f 2019	replace	Mack Laing Board Walk	-	25,000	-	-	-	25,000
PRC, Parks	74		b/f 2019		Lazo Greenway	-	50,000	500,000	-	-	550,000
PRC, Parks	75			replace	Elks (Kye Bay) Playground	-	105,000	-	-	-	105,000
PRC, Parks	76			replace	McKenzie Playground	-	-	-	100,000	-	100,000
PRC, Parks	77			replace	Village Playground	-	-	125,000	-	-	125,000
PRC, Parks	78	new			Robb Road Tennis Courts	-	-	-	150,000	-	150,000
PRC, Parks	79	new			Vehicle GVWR 5k - 10k (kg)	-	220,000	70,000	60,000	-	350,000
PRC, Parks	80			replace	Vehicle Trailers, ATV, & Boats	-	120,000	-	125,000	-	245,000
PRC, Parks	81			replace	Christmas Decorations	-	30,000	-	-	-	30,000
PRC, Parks	82				Future Expenditure	-	-	-	-	350,000	350,000
PRC, Recreation	83			replace	Hands on Farm (Filberg Park)	-	9,500	-	-	-	9,500
PRC, Recreation	84			replace	CC Renovations	-	1	1	1	1	4
PRC, Recreation	85	new		replace	CC Geothermal system	-	-	40,000	-	-	40,000
PRC, Recreation	86			replace	CC Elevator	-	50,000	-	-	-	50,000
PRC, Recreation	87			replace	Dept. specialty HW/SW	115,000	-	-	-	-	115,000
PRC, Recreation	88		b/f 2019	replace	CCTV cameras	5,100	-	-	-	-	5,100
PRC, Recreation	89		b/f 2019	replace	Fitness Equipment	20,000	32,000	35,000	35,000	37,000	159,000
PRC, Bldg Maint Dept	90			replace	Highland Field House	-	-	-	-	125,000	125,000
PRC, Bldg Maint Dept	91				Claddaugh Estates Platform	-	-	-	65,000	-	65,000
PRC, Bldg Maint Dept	92				Mac Laing pavilion (not in trust)	200,000	-	-	-	-	200,000
PRC, Bldg Maint Dept	93				Marina Park -Shade Structure	3,000	-	-	-	-	3,000
PRC, Bldg Maint Dept	94		b/f 2019		Community Centre	-	100,000	-	-	-	100,000
PRC, Bldg Maint Dept	95	new		replace	D'Esterre (Senior's Complex)	-	50,000	-	-	-	50,000
PRC, Bldg Maint Dept	96			replace	Marina Upgrades - Boat Launch Float	-	120,000	-	-	-	120,000
Water, Services	97				Cambridge at Pritchard -PRV	-	-	25,000	-	-	25,000
Water, Services	98		b/f 2019	replace	Dryden (Anderton-Pritchard)	30,000	-	600,000	-	-	630,000
Water, Services	99	new		replace	Noel Ave (Spitfire-Aitken)	-	-	-	-	266,200	266,200
Water, Services	100				Noel Extension(Aitken-Aspen)	35,000	194,000	-	-	-	229,000
Water, Services	101				Meter	-	100,000	50,000	30,000	30,000	210,000
Water, Services	102				Universal water meter	-	-	4,000,000	-	-	4,000,000
Water, Services	103				Hydrant	-	20,000	20,000	20,000	20,000	80,000
Sewer, Services	104	new		replace	Beaufort main	-	-	-	35,000	-	35,000
Sewer, Services	105		b/f 2019	replace	Foreshore main (Cathew-Ellis)	30,000	1,471,000	2,000	1,500	1,000	1,505,500
Sewer, Services	106	new			Port Augusta-Jane St Sanitary	-	-	-	72,000	450,000	522,000
Sewer, Services	107		b/f 2019	replace	Torrence main	-	115,000	-	-	-	115,000
					Total capital spending program	2,228,050	6,138,661	8,801,481	5,223,371	5,804,031	28,195,594

Listing	Item	Added to Plan	Brought Forward	Asset Replacement	Description	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	Five Year Total
					Total capital spending program	2,228,050	6,138,661	8,801,481	5,223,371	5,804,031	28,195,594
					Capital Expenditures by Asset Category	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2020 - 2024 Total
					Land	160,000	-	-	-	-	160,000
					Land improvements	-	284,500	655,000	250,000	-	1,189,500
					Building	208,000	290,001	290,001	65,001	155,001	1,008,004
					Equipment	618,050	1,060,900	846,100	1,134,200	1,021,200	4,680,450
					Road	900,000	2,313,260	2,313,380	3,500,670	3,489,130	12,516,440
					Drain	247,000	290,000	-	115,000	371,500	1,023,500
					Water	65,000	314,000	4,695,000	50,000	316,200	5,440,200
					Sewer	30,000	1,586,000	2,000	108,500	451,000	2,177,500
						2,228,050	6,138,661	8,801,481	5,223,371	5,804,031	28,195,594
					Source of funds for capital expenditures	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2020 - 2024 Total
					Donation	12,000	25,000	-	-	-	37,000
					Grant	231,000	147,000	2,872,000	72,000	953,000	4,275,000
					MFA Debt	-	150,000	1,200,000	-	-	1,350,000
					Statutory Reserves (bylaw) *	1,531,550	4,578,410	3,293,960	4,271,695	3,004,030	16,679,645
					Developer cost charges (DCC)	127,800	623,350	300,500	45,875	447,100	1,544,625
					Restricted Revenue (Developers)	176,000	-	-	-	-	176,000
					Reserve for future expenditures *	71,200	443,501	700,121	778,801	688,701	2,682,324
					General Revenue *	78,500	171,400	434,900	55,000	711,200	1,451,000
					Total	2,228,050	6,138,661	8,801,481	5,223,371	5,804,031	28,195,594
					* Replenished thru taxes, sale of services, & other reve	1,681,250	5,193,311	4,428,981	5,105,496	4,403,931	20,812,969



COMOX STRATHCONA WASTE MANAGEMENT BOARD

Thursday, March 12, 2020

Minutes of the meeting of the Comox Valley Regional District (Comox Strathcona Waste Management) Board of Directors held on March 12, 2020 at the Enterprise Centre located at 900 Alder Street, Campbell River, BC commencing at 9:30 am.

MINUTES

Present:

Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	J. Abram	Discovery Islands - Mainland Inlets (Area C)
	N. Anderson	Cortes (Area B)
	M. Babchuk	City of Campbell River
	C. Cornfield	City of Campbell River
	D. Frisch	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	B. Leigh	Oyster Bay – Buttle Lake (Area D)
	A. Hamir	Lazo North (Area B)
	A. Adams	City of Campbell River
	W. Cole-Hamilton	City of Courtenay
	B. Unger	Village of Gold River
	G. Whalley	Kyuquot – Nootka/Sayward (Area A)
	W. Morin	City of Courtenay
Alt. Directors:	B. Ives	Village of Sayward
	L. Llewellyn	Village of Tahsis
	C. Evans	City of Campbell River
	A. Bissinger	Town of Comox
	N. Minions	Town of Comox
Staff:	B. Dunlop	Corporate Financial Officer
	R. Dyson	Chief Administrative Officer
	M. Rutten	General Manager of Engineering Services
	J. Martens	Manager of Legislative Services

Absent:

Directors:	J. Colborne	Village of Zeballos
	R. Kerr	City of Campbell River
Alt. Directors:	S. Sullivan	Village of Cumberland

CALL TO ORDER AND APPROVAL OF THE AGENDA:

D. Hillian/W. Cole-Hamilton: THAT the agenda be approved as presented.
208

Carried

ADOPTION OF MINUTES:

E. Grieve/A. Bissinger: THAT the minutes of the Comox Strathcona Waste Management Board meeting held

February 13, 2020 be adopted.

208

Carried

REPORTS:

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE MINUTES

B. Unger/D. Frisch: THAT the Comox Strathcona Waste Management Advisory Committee minutes dated February 27, 2020 be received.

208

Carried

CSWM COMMUNICATIONS AND EDUCATION REPORT

W. Cole-Hamilton/A. Adams: THAT the report dated March 3, 2020 regarding information on the public education-focused elements of the Comox Strathcona Waste Management 2020 budget, which includes various advertising, communications, and community engagement strategies be received.

209

Carried

C. While, External Relations Manager, presented information regarding the public education-focused elements of the Comox Strathcona Waste Management 2020 budget.

2020-2024 PROPOSED FINANCIAL PLAN – CSWM SERVICE FUNCTION 391

D. Arbour/D. Hillian: THAT the report dated March 3, 2020 regarding the proposed 2020-2024 financial plan for the Solid Waste Service, function 391 be received.

209

Carried

M. Rutten, General Manager of Engineering Services, presented information regarding the proposed 2020-2024 financial plan for the Solid Waste Service, function 391.

B. Leigh/D. Frisch: THAT the recommended 2020-2024 Financial Plan for the Comox Strathcona Waste Management service, function 391 be approved.

209

Carried *NAY: J. Abram; G. Whalley*

REGIONAL ORGANICS COMPOST PROJECT - MARCH 2020

D. Arbour/W. Cole-Hamilton: THAT the report dated March 3, 2020 regarding an update on the Regional Organics Compost Project and to recommend a targeted amendment of the Solid Waste Management Plan to include the location and capacity of the compost facility and transfer station be received.

209

Carried

M. Rutten, General Manager of Engineering Services, and C. Wile, External Relations Manager, presented an update on the Regional Organics Compost Project.

D. Arbour/E. Grieve: THAT following advice from the Ministry of Environment and Climate Change Strategy, the Comox Strathcona Waste Management Board initiate a targeted amendment of the Solid Waste

Management Plan for the Comox Strathcona Waste Management service, to include the location and capacity of the compost facility at Block J in Campbell River and transfer station at the Comox Valley Waste Management Centre.

209 Carried

CLOSED MEETINGS AND CONFIDENTIALITY POLICY

D. Arbour/E. Grieve: THAT the report dated January 28, 2020 regarding the responsibilities, obligations and procedures respecting access to and distribution of confidential meeting agendas, minutes and other materials as part of the conduct of the Comox Valley Regional District (CVRD) Board and its committees and commissions, be received.

208 Carried

CSWM MANAGEMENT REPORT

D. Hillian/D. Arbour: THAT the Comox Strathcona Waste Management Board management report dated March 2020 be received.

208 Carried

NEW BUSINESS:
PAC RECYCLING

D. Hillian/D. Frisch: THAT the correspondence dated March 3, 2020 received from PAC Recycling requesting a letter of support for a fish net recycling project, be received.

209 Carried

D. Hillian/D. Frisch: THAT the Comox Strathcona Waste Management Board provide a letter of support to PAC Recycling for their application for funding from Fisheries and Oceans Canada to recycle fish nets and divert them from local landfills.

209 Carried

TERMINATION:

A. Adams/D. Frisch: THAT the meeting terminate.

208 Carried

Time: 11:03 am.

Confirmed this _____ day of _____ 20____:

Michele Babchuk
Co-Chair

Certified Correct:

Jake Martens
Manager of Legislative Services

Thursday, March 19, 2020

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Thursday, March 19, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:00 pm.

MINUTES

Present:

Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Frisch	City of Courtenay
	M. Swift	Town of Comox
	W. Cole-Hamilton	City of Courtenay
	J. Ketler	Village of Cumberland
	K. Grant	Town of Comox
Alt. Director:	M. McCollum	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer
	B. Dunlop	Corporate Financial Officer
	D. DeMarzo	Acting General Manager of Community Services
	J. Warren	General Manager of Corporate Services
	J. Martens	Manager of Legislative Services

ATTENDANCE:

Directors Arbour, Grieve and Ketler participated via teleconference. In accordance with the CVRD Procedure Bylaw Vice-Chair Hamir served as the presiding member as Chair Ketler participated via teleconference.

Directors Morin and Cole-Hamilton were not in attendance when the meeting was called to order.

RECOGNITION OF TRADITIONAL TERRITORIES:

The Vice-Chair acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation.

REPORTS:

2020 - 2024 FINANCIAL PLAN ADOPTION CONSIDERATIONS

D. Frisch/K. Grant: THAT the report dated March 16, 2020 providing the Board with information and considerations for the adoption of the 2020-2024 financial plan, be received.

208

Carried

Director Morin and Cole-Hamilton joined the meeting at 4:06 pm via teleconference.

K. Grant/D. Frisch: THAT the 2020-2024 financial plan bylaw be considered for three readings and final adoption at the March 19, 2020 Board meeting.

208

Carried

COMOX VALLEY REGIONAL DISTRICT COVID-19 UPDATE

D. Frisch/K. Grant: THAT the verbal update from R. Dyson, Chief Administrative Officer and H. Siemens, Emergency Program Coordinator respecting the Comox Valley Regional District's response to the coronavirus (COVID-19) be received.

208

Carried

VARY THE AGENDA

K. Grant/M. McCollum: THAT the agenda be varied to bring forward and consider the addendum.

208

Carried

ADDENDUM:

COVID-19 EMERGENCY FUNDING OPTIONS TO SUPPORT KEY COMMUNITY AGENCIES

K. Grant/D. Frisch: THAT the report dated March 18, 2020 providing directors with some potential emergency funding options to support critical community / social support agencies in the Comox Valley in response to the COVID-19 pandemic, be received.

208

Carried

M. McCollum/D. Frisch: THAT strategic allocations of the combined \$201,846 currently earmarked in 2020 within the five electoral area Grant-in-Aid services, functions # 120 – 124, be undertaken in a timely manner with consideration given to provide emergency financial assistance to community / social support agencies, that provide vital supports to the most vulnerable individuals and/or groups in the Comox Valley in response to the ongoing COVID-19 pandemic;

AND FURTHER THAT unallocated surplus in the amount of \$93,179 available to the Administration and General Government service, function #111, be redirected on an interim basis to provide emergency financial assistance to community / social support agencies, on an application basis, that provide vital supports to the most vulnerable individuals and/or groups in the Comox Valley in response to the ongoing COVID-19 pandemic.

208

Carried

BYLAWS AND RESOLUTIONS:

K. Grant/D. Frisch: THAT Bylaw No. 612 being "Comox Valley Regional District 2020 to 2024 Financial Plan and Capital Expenditure Program Bylaw No. 612" be given first and second readings concurrently.

210

Carried

D. Arbour/D. Frisch: THAT Bylaw No. 612 being "Comox Valley Regional District 2020 to 2024 Financial Plan and Capital Expenditure Program Bylaw No. 612" be amended by increasing the requisition to \$50,000 for Function 120 (Grant in Aid – Electoral Area A – Baynes Sound), to \$25,000 for Function 123 (Grant in Aid –

Denman Island), to \$25,000 for Function 124 (Grant in Aid – Hornby Island), by \$20,000 for Function 122 (Grant in Aid – Electoral Area C) and by \$15,000 for Function 121 (Grant in Aid – Electoral Area B).

210 Carried

K. Grant/D. Frisch: THAT Bylaw No. 612 being “Comox Valley Regional District 2020 to 2024 Financial Plan and Capital Expenditure Program Bylaw No. 612” be read a third time, as amended.

210 Carried

D. Frisch/K. Grant: THAT Bylaw No. 612 being “Comox Valley Regional District 2020 to 2024 Financial Plan and Capital Expenditure Program Bylaw No. 612” be finally adopted.

210 Carried

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

TERMINATION:

W. Cole-Hamilton/K. Grant: THAT the meeting terminate.

208 Carried

Time: 5:16 pm.

Confirmed this _____ day of _____ 20__:

Arzeena Hamir
Vice-Chair

Certified Correct and Recorded By:

Jake Martens
Manager of Legislative Services

Tuesday, March 31, 2020

Minutes of the meeting of the Comox Valley Regional District Board of Directors held on Tuesday, March 31, 2020 in the Civic Room of the Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC commencing at 4:00 pm.

MINUTES

Present:

Chair:	J. Ketler	Village of Cumberland
Vice-Chair:	A. Hamir	Lazo North (Area B)
Directors:	D. Arbour	Baynes Sound-Denman/Hornby Islands (Area A)
	W. Morin	City of Courtenay
	E. Grieve	Puntledge/Black Creek (Area C)
	D. Hillian	City of Courtenay
	D. Frisch	City of Courtenay
	M. Swift	Town of Comox
	B. Leigh	Oyster Bay – Buttle Lake (Area 'D')
	K. Grant	Town of Comox
	W. Cole-Hamilton	City of Courtenay
Staff:	R. Dyson	Chief Administrative Officer
	B. Dunlop	Corporate Financial Officer
	S. Smith	General Manager of Planning and Development Services
	M. Rutten	General Manager of Engineering Services
	D. DeMarzo	General Manager of Community Services
	J. Warren	General Manager of Corporate Services
	J. Martens	Manager of Legislative Services

ATTENDANCE:

With the exception of Chair Ketler, all board members participated in the meeting by teleconference.

RECOGNITION OF TRADITIONAL TERRITORIES:

The Chair acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation and read the following article from the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) available online at: www.un.org/

Article 6: Every indigenous individual has the right to a nationality.

VARY THE AGENDA:

D. Frisch/M. Swift: THAT the agenda be varied to bring forward items F.6 (Black Creek - Oyster Bay Services Committee - March 9, 2020) and G. 1 (Recommendations for Bylaw No. 613 being "Black Creek and Oyster

Bay Water Local Service Area Capital Improvement Charge Bylaw No. 2462, 2002, Amendment No. 2" on the agenda.

208

Carried

REPORTS:

Director Frisch joined the meeting in person at 4:10 pm.

BLACK CREEK - OYSTER BAY SERVICES COMMITTEE - MARCH 9, 2020

B. Leigh/K. Grant: THAT the Black Creek - Oyster Bay Services Committee minutes dated March 9, 2020 be received.

208

Carried

B. Leigh/D. Frisch: THAT consideration of all recommendations and associated bylaw amendments respecting the proposed expansion of the Black Creek - Oyster Bay Water Service to include the properties serviced by the Watutco Water System be deferred until the June 23, 2020 CVRD Board meeting.

209

Defeated *NAY: E. Grieve*

E. Grieve/D. Frisch: THAT staff bring forward an amendment to Bylaw No. 2462 being "Black Creek - Oyster Bay Water Local Service Area Capital Improvement Charge Bylaw No. 2462, 2002" to provide for an annual utility billing to spread out the applicable Capital Improvement Charges for those properties serviced by the Watutco Water System and within the proposed extension of the Black Creek - Oyster Bay Water Service, as outlined in the staff report dated March 5, 2020.

209

Carried *NAY: B. Leigh*

E. Grieve/K. Grant: THAT subject to a successful petition process for the extension of the Black Creek - Oyster Bay Water Service to include those properties currently serviced by the Watutco Water System, the Board allocate up to \$451,000 of Electoral Area C Community Works Funds for system modifications and installation of water meters.

209

Carried

K. Grant/D. Frisch: THAT up to \$10,000 of Electoral Area 'C' feasibility study funds, function 153, be allocated for completion of the electoral assent process and associated costs related to the Black Creek - Oyster Bay water local service area boundary expansion for connection of the Watutco Water System.

208

Carried

BYLAWS AND RESOLUTIONS:

K. Grant/D. Frisch: THAT Bylaw No. 613 being "Black Creek and Oyster Bay Water Local Service Area Capital Improvement Charge Bylaw No. 2462, 2002, Amendment No. 2" be given first and second readings concurrently.

209

Carried *NAY: B. Leigh*

K. Grant/D. Hillian: THAT Bylaw No. 613 being "Black Creek and Oyster Bay Water Local Service Area Capital Improvement Charge Bylaw No. 2462, 2002, Amendment No. 2" be read a third time.

209

Carried *NAY: B. Leigh*

K. Grant/D. Frisch: THAT Bylaw No. 613 being "Black Creek and Oyster Bay Water Local Service Area Capital Improvement Charge Bylaw No. 2462, 2002, Amendment No. 2" be finally adopted.

209

Carried *NAY: B. Leigh*

Director Leigh left the meeting at 4:28 pm.

IN-CAMERA MEETING:

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

90(1)(f) Law enforcement, if the committee/board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

90(1)(g) Litigation or potential litigation affecting the regional district;

90(1)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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

AND FINALLY THAT the in-camera portion convene immediately following the open portion of the meeting.

208

Carried

ADOPTION OF MINUTES:

K. Grant/D. Arbour: THAT the following minutes be adopted:

-Comox Valley Regional District Board minutes dated February 25, 2020; and

- Comox Valley Regional District Board minutes dated March 19, 2020.

208

Carried

BUSINESS ARISING FROM MINUTES:

COMOX VALLEY REGIONAL DISTRICT BOARD - FEBRUARY 25, 2020

K. Grant/M. Swift: THAT the Closed Meetings and Confidentiality Policy, as outlined in Appendix A of the staff report dated January 28, 2020, be approved.

208

Carried

REPORTS CONTINUED:

2019 FINANCIAL STATEMENTS AND AUDITOR'S REPORT TO THE BOARD OF DIRECTORS

D. Hillian/D. Frisch: THAT the following items be received:

- report dated March 18, 2020 regarding the 2019 financial statements, the MNP LLP audit report for the year ended December 31, 2019;

- financial statements for the year ended December 31, 2019; and

- the supplementary financial information for the year ended December 31, 2019 (unaudited).

208

Carried

Beth Dunlop, Corporate Financial Officer and Cory Vanderhorst, MNP LLP, provided (via teleconference) information on the 2019 financial statements and audit findings report.

K. Grant/M. Swift: THAT the financial statements of the Comox Valley Regional District for the year ended December 31, 2019 be approved.

208

Carried

COVID-19 CVRD RESPONSE UPDATE

J. Warren, General Manager of Corporate Services, provided an update respecting the CVRD's response to the COVID-19 pandemic.

COMMUNITY FUNDING FOR COVID-19 RESPONSE

D. Hillian/K. Grant: THAT the report dated March 27, 2020 describing a process for administering the grant-in-aid (GIA) and other financial resources to respond to COVID-19 within the Comox Valley, be received.

208

Carried

D. Hillian/D. Frisch: THAT the Grants-in-Aid listed on Schedule A of the report dated March 27, 2020 payable from the respective area(s) indicated, be approved and paid as soon as possible;

AND FURTHER THAT the remainder of grants-in-aid applications and any additional COVID-19 response grant-in-aid awards be considered at subsequent meetings, with specific direction provided by individual Electoral Area Director.

208

Carried

A. Hamir/D. Frisch: THAT the \$93,179 under function #111 allocated for emergency financial assistance to community / social support agencies be distributed as follows:

- \$47,000 directed to the Comox Valley Community Foundation for disbursement through its COVID-19 Emergency Response Grants program
- \$23,000 directed to the Comox Valley Community Health Network for disbursement through its existing community connections and
- \$23,179 directed to the Comox Valley Coalition to End Homelessness for disbursement through its existing community connections;

AND FURTHER THAT each group be requested to disburse funds in a manner that supports the homeless and promotes food security during the COVID-19 pandemic;

AND FINALLY THAT each group be required to provide reporting measures on the purpose and effect of each disbursement.

208

Carried

COVID-19 TRANSIT SERVICE LEVELS

D. Frisch/K. Grant: THAT the report dated March 25, 2020 seeking direction from the Board in regards to transit service levels during the COVID-19 pandemic and to delegate implementation of additional temporary service reductions to staff in consultation with BC Transit based on stated principles, be received.

209

Carried

M. Zbarsky, Manager of Transit and Facilities, provided an overview of the report regarding transit service levels during the COVID-19 pandemic.

D. Hillian/W. Morin: THAT the Comox Valley Regional Transit service move to its summer service schedule effective April 6, 2020;

AND FURTHER THAT staff be directed to implement further service level adjustments on a temporary basis in consultation with BC Transit and in consideration of health guidelines, bus driver availability and ridership levels.

209 Carried *NAY: D. Arbour*

ELECTORAL AREAS SERVICES COMMITTEE - FEBRUARY 24, 2020

K. Grant/M. Swift: THAT the Electoral Areas Services Committee minutes dated February 24, 2020 be received.

208 Carried

ELECTORAL AREAS SERVICES COMMITTEE - MARCH 9, 2020

K. Grant/M. Swift: THAT the Electoral Areas Services Committee minutes dated March 9, 2020 be received.

208 Carried

W. Morin/A. Hamir: THAT the Comox Valley Regional District Board provide \$6,000.00 to K'ómoks First Nation to support a community event, to be held in spring 2020, celebrating the spiritual and cultural importance of Kus-Kus-Sum;

AND FINALLY THAT the funds be derived as follows:

- \$667 Area 'A' (Vancouver Island portion), function 691;
- \$667 Area 'A' (Denman Island), function 694;
- \$667 Area 'A' (Hornby Island), function 695;
- \$2000 Area 'B', function 692; and
- \$2000 Area 'C', function 693.

209 Carried

E. Grieve/K. Grant: THAT the Board of Directors of the Comox Valley Regional District support an active transportation infrastructure grant application in the amount of \$35,000 for trail construction in the Gull Road dedication on Hornby Island under the Hornby Island Community Parks and Greenways service, function 620.

207 Carried

A. Hamir/K. Grant: THAT \$12,500 from Electoral Area C Feasibility Funds be budgeted in 2020 to research the potential steps to establishing a service area and a tax requisition for the purpose of mosquito control in the Saratoga / Miracle Beach area.

208 Carried

D. Hillian/W. Morin: THAT the Hornby Island Residents' and Ratepayers' Association and the Denman Island Residents' and Ratepayers' Association consider making a joint request that the Comox Valley Regional

District undertake an Animal Control Feasibility study for both Hornby and Denman Islands in 2021.

208

Carried

SEWAGE COMMISSION - MARCH 10, 2020

K. Grant/D. Frisch: THAT the Sewage Commission minutes dated March 10, 2020 be received.

208

Carried

COMOX VALLEY SPORTS CENTRE COMMISSION - MARCH 10, 2020

K. Grant/A. Hamir: THAT the Comox Valley Sports Centre Commission minutes dated March 10, 2020 be received.

208

Carried

COMMITTEE OF THE WHOLE - MARCH 10, 2020

K. Grant/W. Cole-Hamilton: THAT the Committee of the Whole minutes dated March 10, 2020 be received.

208

Carried

W. Cole-Hamilton/W. Morin: THAT an options analysis be completed in 2021 considering the best delivery of aquatic services in the Comox Valley with a focus on the Comox Valley Sports Centre Pool and City of Courtenay's Memorial Outdoor Pool.

AND FURTHER THAT an allowance for professional fees of up to \$100,000 be included in the 2021-2025 financial plan, allocated equally between the Recreation Grant (600) service and the Comox Valley Recreation Complexes (645) service in 2021.

AND FINALLY THAT City of Courtenay and Comox Valley Regional District recreation staff oversee this process in partnership.

209

Carried

K. Grant/D. Frisch: THAT the board affirm the appointment of Director Swift (appointee) and Director Hillian (alternate) to the North Island 9-1-1 Corporation Board of Directors as resolved on November 20, 2018;

AND FURTHER THAT these appointments be made for the 2018-2022 term of office;

AND FINALLY THAT remuneration and expenses be paid in accordance with Comox Valley Regional District Bylaw No. 236 being "Comox Valley Regional District Remuneration and Expenses Bylaw 2012", provided remuneration and/or expenses are not paid directly by the external organization.

208

Carried

BYLAWS AND RESOLUTIONS CONTINUED:

D. Frisch/K. Grant: THAT Bylaw No. 610 being "Electoral Areas Parks Regulations Bylaw No. 103, 2010, Amendment No. 7" be finally adopted.

209

Carried

E. Grieve/K. Grant: THAT Bylaw No. 611, being "Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 17" be finally adopted.

208

Carried

ADJOURN TO IN-CAMERA:

The board recessed to its in-camera session at 5:21 pm

RISE AND REPORT:

The board rose from its in-camera session at 6:11 pm.

TERMINATION:

M. Swift/K. Grant: THAT the meeting terminate.
208

Carried

Time: 6:12 pm.

Confirmed this _____ day of _____ 20__:

Jesse Ketler
Chair

Certified Correct and Recorded By:

Jake Martens
Manager of Legislative Services



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
 Meeting Date: April 15, 2020

TO: Mayor and Council	FILE: 6980-20 / 2020
FROM: Shelly Russwurm, Corporate Officer	DATE: April 3, 2020
SUBJECT: Downtown Comox Business Improvement Area Renewal	

Prepared by: Shelly Russwurm, CO	Supervisor: _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved: Al Kenning, CAO
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Downtown Comox Business Improvement Area Bylaw No. 1928, 2020 be Adopted.

PURPOSE:

To recommend that the Downtown Comox Business Improvement Area Bylaw No. 1928, 2020 regarding the renewal of the Downtown Comox Business Improvement Area, be adopted.

STRATEGIC PLAN LINKAGE:

Development of services falls under Council’s Core Service of Strong Governance and Administration. Collaborating with stakeholders, such as the Comox Business in Action and Professionals by the Sea Association (Comox BIA), as well as focusing on economic development activities, also continues to be a focus of Council. The Comox BIA is also heavily focused on economic development activities, such as business attraction, and organization and promotion of special events in downtown Comox.

BACKGROUND:

Since 2000, Council has repeatedly established a Business Improvement Area in order to grant money to the Comox BIA for the purpose of promoting business and organizing special events in downtown Comox. Each has had a term of five years, as established by bylaw, with the most recent term expired on December 31, 2019.

On February 5, 2020, Council gave the Downtown Comox Business Improvement Area Bylaw No. 1928, 2020 first, second and third readings. Subsequently, in accordance with Section 213 of the Community Charter, notice was given in the local paper and to affected property owners of the proposed local area service (the Business Improvement Area). The notice advised that Council intended to adopt the Bylaw unless a valid petition against the proposed service was received within 30 days following the second notice in a newspaper.

The Town received a couple of questions regarding the proposed service. As well, petitions against the proposed service were received from the owners of nine parcels, representing 8.7% of the total number of parcels and 6.8% of the total assessed value of the parcels.

Section 213 of the Community Charter states that Council may proceed with the local area service unless it receives a sufficient petition against the service within 30 days after the date of the second notice publication. A petition is considered to be sufficient if it is received from the owners of at least 50% of the parcels, representing at least 50% of the assessed value of land and improvements that would be subject to the local service tax. As such, Council can now adopt the Bylaw.

ATTACHED: DRAFT DOWNTOWN COMOX BUSINESS IMPROVEMENT AREA BYLAW No. 1928, 2020

TOWN OF COMOX

BYLAW NO. 1928

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR THE PURPOSE OF ANNUALLY FUNDING A BUSINESS IMPROVEMENT AREA

WHEREAS the Council of the Town of Comox may, by majority vote, grant money to an applicant in accordance with the Community Charter for the purpose of the planning and implementation of a Business Promotion Scheme;

AND WHEREAS an application for a grant of monies has been received from the Comox Business in Action and Professionals by the Sea Association, herein after called the "Applicant";

AND WHEREAS the Applicant is registered pursuant to the Society Act and intends to use the monies for the planning and implementation of a Business Promotion Scheme within the Business Improvement Area;

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 "Downtown Comox Business Improvement Area Bylaw No. 1928, 2020".

2. DEFINITIONS:

In this Bylaw, unless the context otherwise requires:

"Applicant" means the Comox Business in Action and Professionals by the Sea Association.

"Business Improvement Area" means the area of the Town of Comox designated by Section 3 of this Bylaw as set out in SCHEDULE "A", which is attached to and forms a part of this Bylaw.

"Business Promotion Scheme" means:

- (a) carrying out studies or making reports respecting one or more business areas;
- (b) improving, beautifying or maintaining streets, sidewalks, or municipally owned land, buildings or other structures in one or more business improvement areas;
- (c) encouraging business in one or more business improvement areas;
and
- (d) marketing, research, staffing and administration.

“**Council**” means the Council of the Town of Comox.

3. BUSINESS IMPROVEMENT AREA BOUNDARIES:

For the purposes of this Bylaw, the Business Improvement Area to which this Bylaw is applicable shall be comprised of those parcels of land outlined in bold on SCHEDULE "A", which is attached to and forms part of this Bylaw,

4. TERM AND ANNUAL PAYMENT:

This Bylaw shall be in effect for a term of five years. Council is hereby empowered to grant to the Applicant a maximum amount of money, as follows:

- (a) In the calendar year 2020 - \$72,900
- (b) In the calendar year 2021 - \$72,900
- (c) In the calendar year 2022 - \$72,900
- (d) In the calendar year 2023 - \$72,900
- (e) In the calendar year 2024 - \$72,900

5. TERMS AND CONDITIONS:

- (a) Subject to the terms and conditions of this Bylaw, Council may direct payment of a sum of money to the Applicant in each calendar year for the duration of this Bylaw.
- (b) The money granted pursuant to the Community Charter and this Bylaw shall be expended only:
 - (i) by the Applicant;
 - (ii) in accordance with the conditions and limitations set out in this Bylaw; and
 - (iii) for the purpose of carrying out the Business Promotion Scheme.
- (c) All of the money granted to the Applicant pursuant to Section 4 of this Bylaw shall be recovered from the owners of improved land or real property within the Business Improvement Area classified as Class 6 (Business and other).
- (d) For the purpose of recovering the monies granted to the Applicant under this Bylaw, the Town of Comox shall levy annually a property value tax on land and improvements.
- (e) The Applicant shall submit, annually on or before October 1st, a budget for the next calendar year in accordance with the Business Promotion Scheme.

- (f) Money granted pursuant to Section 4 of this Bylaw shall be paid on or before July 2nd of each year.
- (g) Money granted pursuant to Section 4 of this Bylaw shall be expended only for projects provided for in the annual budget submitted by the Applicant and approved by Council.
- (h) No payments shall be made by the Applicant unless the payments are within the amounts set out in the budget approved by Council.
- (i) The Applicant shall account for the money granted and approved by Council for the previous year by submitting to the Town of Comox on or before October 1st, in each year, an annual financial statement which shall be prepared in accordance with generally accepted accounting principles.
- (j) The Applicant shall not incur any indebtedness or other obligations beyond each budget year.
- (k) The Applicant shall provide to the Town of Comox copies of insurance policies insuring the Applicant in accordance with the specifications set out in Section 6. Such insurance shall be maintained by the Applicant.

6. INSURANCE SPECIFICATIONS:

- (a) The Applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the Municipality and subject to limits of not less than TWO MILLION (\$2,000,000.00) DOLLARS inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the Applicant as well as any contractor or subcontractors hired by the Applicant.
- (b) The Town of Comox shall be added as an additional insured under the Comprehensive General Liability policy.
- (c) The Applicant shall provide the Town of Comox with a copy of its Comprehensive General Liability insurance policy prior to Council providing funding under Section 4 of this Bylaw.
- (d) The Applicant's Comprehensive General Liability policy shall contain an endorsement to provide the Town of Comox with 30 days written notice of change or cancellation.

6. TERMINATION:

This Bylaw shall cease to have effect on the 1st day of January 2025.

7. ADOPTION:

READ A FIRST, SECOND and THIRD time this	5 th day of	February	, 2020
NOTICES sent to parcel owners this	18 th day of	February	, 2020
ADVERTISED a first time this	20 th day of	February	, 2020
ADVERTISED a second time this	27 th day of	February	, 2020
ADOPTED this	day of		, 2020

MAYOR

CORPORATE OFFICER

Town of Comox
Bylaw 1928 – Downtown Comox Business Improvement Area Bylaw
Schedule A



TOWN OF COMOX
Certificate of Sufficiency

Downtown Comox Business Improvement Area Bylaw No. 1928, 2020

In accordance with Section 213 of the Community Charter, I hereby certify that the Town of Comox has not received a sufficient petition against the adoption of the Downtown Comox Business Improvement Area Bylaw No. 1928, 2020



Shelly Russwurm, Corporate Officer

April 3, 2020

Date Signed



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
 Meeting Date: April 15, 2020

TO: Mayor and Council	FILE: 0340-50
FROM: Shelly Russwurm, Corporate Officer	DATE: April 6, 2020
SUBJECT: Solid Waste Collection Agreement Extension	

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

Recommendations from the Chief Administrative Officer:

1. That the Garbage Collection and Recycling Services Agreement with Halton Recycling Ltd. dba Emterra Environmental, dated April 1, 2015, be extended until April 30, 2022, with the following changes:
 - a. Include a further option to extend the agreement for an additional six months, on the same terms and conditions, with the agreement of both parties.
 - b. Total increase for all services, as follows:
 - o beginning April 1, 2020 – 7.5%;
 - o beginning April 1, 2021 – 5.0%; and
 - o beginning April 1, 2022 – 4.0%.
 - c. Free-of-charge collection of office paper at all Town facilities broadened to include free-of-charge collection of all garbage and recyclables at all Town facilities.
 - d. Collection of garbage from residential customers with curbside service reduced from not less than once in each week to not less than once every second week, at a date to be determined by the Town, and with a corresponding decrease in collection fees. The Town will provide at least two months’ notice of this change.
2. That the Mayor and Corporate Officer be authorized to execute the Garbage Collection and Recycling Services Amendment Agreement with Emterra Environmental, effective April 1, 2020, and as attached to the Corporate Officer’s April 6, 2020 Report to Mayor and Council.

Purpose

To provide information on a short-term extension of the Town’s current solid waste collection agreement with Emterra. Also, to provide information on an alternate collection schedule for residential garbage collection, in an effort to increase the amount of residential kitchen waste diverted from the landfill.

Strategic Plan Linkage

Solid waste collection falls under Council's Core Service of Public Safety and Protection as well as Strong Governance and Administration. Increased diversion of organics (kitchen waste) from the landfill is related to Council's current initiative of *Solid Waste Reduction and Diversion: Reduce Garbage, Increase Composting* under its 2020 "Climate Change" priority.

Background

Halton Recycling Ltd. Dba Emterra Environmental (Emterra) has been providing solid waste collection services for the Town since 2005 (initially as International Paper Industries). The service agreement has received two extensions (in 2010 and 2015), and service has expanded to include blue box recycling, in November 2007, yard waste, in January 2009, and kitchen scraps, in June 2013. Currently, the service includes weekly collection of garbage and organics (yard and kitchen waste) and bi-weekly collection of recyclables for residents. Garbage is limited to one receptacle per week, and organics and recyclables are unlimited. Collection for the industrial, commercial and institutional sectors and some multifamily residential is on an as-needed basis.

The Towns' current agreement with Emterra expired on March 31, 2020.

Extension of Existing Agreement

An extension of the recently expired agreement with Emterra is being requested at this time, until April 30, 2022. Both the City of Courtenay and the Village of Cumberland have contract extensions expiring at approximately the same time, and the desire is to jointly put out a request for tender near the beginning of 2022. The request for tender would be for all three solid waste streams – garbage, recyclables and organics – in all three communities.

The service provided by Emterra during the agreement extension period would largely be the same as is currently provided. Emterra has offered to broaden its free-of-charge collection of office paper at all facilities to include free-of-charge collection of all garbage and recyclables at all Town facilities.

The total cost of the services during the agreement extension period will be as follows:

- beginning April 1, 2020 – 7.5%;
- beginning April 1, 2021 – 5.0%; and
- beginning April 1, 2022 – 4.0%.

Emterra has advised that these fee increases are necessary due to substantial cost increases in staffing, fuel, and both property and vehicle insurance.

Consideration of Bi-weekly Garbage Collection

One of Council's strategic priorities is to reduce the amount of garbage going to the landfill, through the promotion and encouragement of increased organics diversion. Currently, under the existing agreement with Emterra, curbside residential service includes collection of one receptacle of garbage and unlimited collection of organics (including yard and kitchen waste) per household per week.

While participation has been good, experience from other communities shows that a reduction in garbage collection not only encourages residents to divert more kitchen waste, but also encourages diversion of more recyclables.

The extension of existing agreement includes a provision that collection of garbage be reduced from one receptacle each week to one receptacle every other week, upon notice of the Town. The current plan is to aim for implementation of this change in the fall, with a comprehensive public engagement strategy developed over the summer months. This not only avoids the challenge of implementing such a program in warmer weather, but gives time for the development of a strategy that ensures greater participation in the program.

Financial Plan Implications

The total solid waste collection cost has average approximately \$721,000 over the past several years. An increase of 7.5% in 2020 would increase the total cost to approximately \$775,000. However, the free-of-charge collection of garbage and recyclables will lead to some savings, as will the move to bi-weekly garbage collection. It is also anticipated that there may be additional savings after a detailed reconciliation of household and commercial customers is completed. Solid waste collection costs are fully funded by user fees each year.

Public Engagement Strategy

A comprehensive public engagement strategy will be developed and implemented over the summer months, with enough advance notice to ensure that residents are fully prepared for the transition to reduced garbage collection in the fall.

It is anticipated that the public engagement strategy will include:

- website updates,
- news releases and newsletter articles,
- social medial posts for both Facebook and Twitter,
- development of newspaper print ads and brochures, and
- development and delivery of a new collection guide for residents.

2022 Tender

The latest information from the Regional District proposes that the new regional organics facility is scheduled to be complete by September 2021, with phased in operation to occur between September 2021 and April 2022. An extension of the existing contract to the end of 2022 would not only align contract expiration dates for the purpose of putting out a joint request for tender, but will also ensure that a regional organics facility is complete and running at the time. This is more important for the City of Courtenay, that cannot implement a kitchen waste collection program until the new facility is running.

ATTACHED: PROPOSED SOLID WASTE COLLECTION SERVICES AGREEMENT RENEWAL

**AMENDMENT AGREEMENT
SOLID WASTE COLLECTION SERVICES**

THIS AMENDMENT AGREEMENT made the _____ day of _____, 2020

BETWEEN:

TOWN OF COMOX
1809 Beaufort Avenue
Comox, BC V9M 1R9

(the "Town")

AND:

HALTON RECYCLING LTD. dba EMTERRA ENVIRONMENTAL
2982 Ulverston Avenue
Cumberland, BC V0R 1S0

(the "Contractor")

WHEREAS:

- A.** The Town has entered into an agreement, dated April 1, 2015 with the Contractor for the collection of garbage, recyclable and residential yard and kitchen waste, with a term ending March 31, 2020 (the "Original Agreement");
- B.** The Town and the Contractor wish to amend the Original Agreement to:
- a. extend the term until April 30, 2022, with an option for a further extension of six months on the same terms and conditions, on agreement of both parties;
 - b. provide for a total increase for all services, as follows:
 - o beginning April 1, 2020 – 7.5%;
 - o beginning April 1, 2021 – 5.0%; and
 - o beginning April 1, 2022 – 4.0%;
 - c. broaden the free-of-charge collection of office paper at all Town facilities to include free-of-charge collection of all garbage and recyclables at all Town facilities; and
 - d. provide for the collection of garbage from residential customers with curbside service to be reduced from not less than once in each week to not less than once every second week, at a date to be determined by the Town, and with at least two months' notice of the Town;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual promises contained in the Original Agreement, the Town and the Contractor covenant and agree as follows:

1. Item E of the WHEREAS clauses shall be amended by adding the text “, and where the Town and Emterra have agreed to extend the agreement for a further period of time, until April 30, 2022.”

2. Item 6 (TERM) shall be replaced with the following:

“6. TERM

a. The term of this agreement shall be two years and one month, from April 1, 2020 until midnight April 30, 2022, unless terminated sooner in accordance with the provisions of this agreement.

b. The term of this agreement may be extended for a further six months, from May 1, 2022 until October 31, 2022, on the same terms and conditions, with the agreement of both parties.”

3. The following shall be adding as a second paragraph to Item 7 (FREQUENCY OF REMOVAL):

“Emterra will remove all garbage from private dwellings and apartment houses not less than once every second week, at a date to be determined by the Town, and with a corresponding decrease in collection fees. The Town will provide at least two months’ notice of such change.”

4. Item 12 (INDEXING OF ANNUAL COLLECTION FEES) shall be replaced with the following:

“12. ADJUSTMENTS TO ANNUAL COLLECTION FEES

Beginning April 1, 2020 the total rate adjustment to each collection fee described above shall be as follows:

- a. beginning April 1, 2020 – 7.5%;
- b. beginning April 1, 2021 – 5.0%; and
- c. beginning April 1, 2022 – 4.0%.”

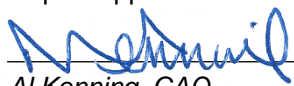
5. Item 13 (COLLECTION AT TOWN OWNED BUILDINGS) shall be replaced with the following:

“13. COLLECTION AT TOWN OWNED BUILDINGS

Emterra will provide for the collection of all garbage and recyclables from Town owned facilities free of charge for the duration of the agreement.”



TO: Mayor and Council	FILE:
FROM: Ted Hagmeier, Recreation Director	DATE:
SUBJECT: Chimo Gymnastics and Compass Adventure LTU	

Prepared by: T. HAGMEIER	Supervisor: _____	Financial Approved: _____ <i>Clive Freundlich, Fin. Director</i>	Report Approved:  <i>Al Kenning, CAO</i>
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Recommendation(s):

That Council approve the following staff recommendations:

1. Waive 33% of the monthly rent of Surf S.U.P. Stand Up Paddle Boarding Inc. (DBA Compass Adventure) for three months, April – June, 2020.
2. Waive 100% of the monthly rent of Chimo Gymnastics starting April 1, 2020. Rent resumes when the Community Centre reopens to the public for recreation business.
3. Council should revisit recommendations #1 and #2 if provincial or federal aid is offered to help businesses pay rent and offset other fixed costs.

Purpose:

To provide information for Council on Town licence to use (LTU) holders impacted by Covid-19.

Options:

The Town has three options to deal with the impact of Covid-19 on Compass Adventure and Chimo Gymnastics:

1. Waive monthly rent until operations resume.
2. Waive a portion of monthly rent until operations resume.
3. Defer monthly rent and schedule repayment over a mutually agreed period of time (i.e. 12 – 24 months).

Background:

There are LTUs for the following:

1. Compass Adventure, for profit business: Marina dry change/office area, use of storage building, use of dryland compound, berths Z07, Z10 and Z11, use of boat ramp.
Annual licence fee is \$9,639.95 + GST paid in two equal annual installments by the last day of July and the last day of December. Monthly rent is \$803.

2. Chimo Gymnastics, non-profit business: Community Centre gymnastics facility.
Annual licence fee is \$49,358.91 + GST paid in equal quarterly installments. Monthly rent is \$4113.

Municipalities must ensure that their partnering, agreements and operations do not provide assistance to businesses. Lawyers for the Town view there has to be obvious benefit to government, a quid pro quo of some kind, to violate the Community Charter. In this case, the Town may negotiate a solution to financial hardship caused by an unpredictable situation out of the business' control. It may be more financially beneficial to the Town to provide some kind of rent relief than evicting a tenant that cannot pay and then try to find a replacement in an uncertain business environment.

Compass Adventure operates a seasonal sailing school. The majority of their April to June business are sailing programs arranged with local schools. These were cancelled when schools closed because of Covid-19. Though Compass Adventure is not closed by public health order the constraints of social distancing and the public's response to the pandemic means that for practical purposes it is closed.

It remains to be seen what the market for summer sailing programs will be. Compass Adventure should request an extension of the rent reduction from Council if Covid-19 market conditions continue into July and August.

The Community Centre closed March 16. The decision to close the Community Centre was in response to public concern and to fall in line with the closure of other community and recreation centres in the province. The province issued "CLASS ORDER (mass gatherings) re: COVID-19" which forbids, "...the gathering of people in excess of **50 people**," at facilities, including recreation centres.

Chimo Gymnastics ceased operation March 15 which cancelled all spring break programs and the spring session scheduled to start March 30. Chimo Gymnastics can not restart operations until the Town reopens the Community Centre. Once the Community Centre reopens to the public for recreation business Chimo Gymnastics should be charged rent.

Financial Implications to the Town:

Compass Adventure:
April to June Monthly Rent: \$2409
Less 33%: = \$1589.95
Cost to the Town: \$819.05

Chimo Gymnastics:
Most recreation departments have cancelled April to June programs as a minimum estimate of service interruption.
Cost to the Town: \$12,330

TOTAL COST TO THE TOWN: \$13,149.05



COMOX BAY
SAILING CLUB
PO Box 1215 STN A
Comox BC V9M 7Z8
27 March 2020

LOG: 20-129	REFER:	AGENDA: RCM 15Apr20
FILE: 0850-20	ACTION: MR	

RECEIVED

Mar. 30, 2020

TOWN OF COMOX

O - Cfile 0850-20 Marina
Copies - Council
- AK / CF / SA
- Lia

The Mayor and Council,
Town of Comox,
1809 Beaufort Ave,
Comox, BC V9M 1R9

Dear Sirs,

Comox Bay Sailing Club/Covid-19 - Marina Space Rental Relief

We currently rent space in the municipal marina with a total annual cost to our club (last year) of \$7,072.64. This, and our insurance, are our club's biggest *fixed* costs.

The club derives the bulk of its revenue from operating various training programs, directed, primarily, at young sailors. These programs include: kayak and sail training days for school classes in the spring; numerous different classes for small public groups operating through the spring and summer, and; an intensive dinghy race-training program for a small group of more dedicated youngsters (we call it the "Sailing Team"). We also get some revenue from club membership.

All these sources of revenue have been terminated, or severely impacted, in the short-term, by the Covid-19 situation. In the interest of safety, we have had to cancel all programs, including, in particular, the kayak and sail training and the spring classes (combined gross revenue of about \$20,000). We would note that the weather does not allow for these programs to be deferred to the fall. These, and our summer classes, are the programs that provide funds to cover our fixed costs.

Since our membership fees include the use of our club-owned dinghies, and we are currently prohibiting their use, our membership fees are also severely impacted. Further, we do not yet know if we will be able to operate our summer classes but, at this point it seems quite unlikely.

In summary, as are many other non-profits, we are experiencing a severe, and permanent, loss of revenue. We would ask that, on a one-time only basis, our moorage fees for the current year be discounted by 50%.

Thank you for your consideration.

Your truly,

COMOX BAY SAILING CLUB

James Volkers, Commodore

Town of Comox – Administration

Subject: FW: Town of Comox Year 4 & 5 Affordable Housing/Homelessness Support Funding Request
Attachments: CVCEH - Town of Comox Year 4 & 5 Funding Request.pdf

LOG: 20-135	REFER:	AGENDA: RCM 15APR20
FILE: 1850-30	ACTION: MR	

From: Andrea Cupelli <comoxvalleyhousing@gmail.com>

Sent: April 8, 2020 1:20 PM

To: council <council@comox.ca>

Cc: Betty Tate <betty.tate@shaw.ca>; Heather Ney <Director@cvts.ca>; Richard Clarke <137clarke@gmail.com>; Roger Kishi <roger@wachiay.com>; Vicki Luckman <vickia58@hotmail.com>; Wendy Dyck - PAT <brackish@ymail.com>

Subject: Town of Comox Year 4 & 5 Affordable Housing/Homelessness Support Funding Request

Dear Mayor Arnott and Council,

Please find attached the request letter from the Coalition to End Homelessness regarding the Town of Comox's annual contribution to affordable housing initiatives.

Should you have any questions, please do not hesitate to reach out.

Hope you are all doing well and keeping safe and healthy.

Thanks,

Andrea

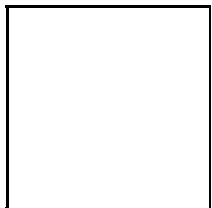
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Andrea Cupelli

Coordinator

cvhousing.ca

250-897-6432 (mobile phone)



We are honoured and privileged to live and work on the traditional unceded territory of the K'omoks First Nation.

**Pronouns; she/her*

Note: If you do not wish to receive these emails, simply reply stating you wish to be removed from our distribution list.



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

RE: Year 4&5 Town of Comox Annual Contribution to Ending Homelessness

Dear Mayor Arnott and Council,

The Comox Valley Coalition to End Homelessness has completed another year of its 5 Year Plan to End Homelessness. Each year the Coalition receives expression of interest applications from its member agencies for funding of projects that will increase the number of available affordable housing units on the continuum of housing. In February 2020, members of the Comox Valley Regional District Board of Directors approved the following Year 5 (2020) funding recommendations.

- \$90,000 to Dawn to Dawn for the purchase of a condo for a family.
- \$45,000 to Comox Valley Transition Society for the purchase of a house for women in recovery and their infants.
- \$10,000 to Habitat for Humanity to continue their Lake Trail build.
- \$5,000 to Wachiay Friendship Centre towards construction pre-planning for 20-25 studio/one bedroom units for elders.

The Coalition is making a recommendation to the Town of Comox to designate the \$30,000 budgeted through its Homeless Support initiative for 2020 to Habitat for Humanity towards their request to continue their Lake Trail build.

The Coalition would like to make an additional request. In 2019, the Town of Comox approved a recommendation from the Coalition for \$30,000 to be designated to Comox Valley Transition Society for the purchase of a four-plex for women and children. After that decision, the Transition Society did not access the funding as it was not needed. The Coalition membership would like to recommend this \$30,000 be rolled over to support the work of Habitat for Humanity. In their expression of interest for Year 5 (2020) funding to the Coalition, Habitat for Humanity originally requested \$75,000 towards their Lake Trail Build. Of the \$75,000 requested, \$10,000 will be funded through the CVRD HSS funds, we are requesting \$30,000 from the Town of Comox Homelessness Support initiative for 2020, and we are now also requesting the \$30,000 from 2019 be reallocated from the Transition Society to Habitat for Humanity. This would provide Habitat for Humanity with \$70,000 of the \$75,000 they originally requested to continue with their Lake Trail build.

Please contact me if there are questions or if clarification is needed about our recommendation for Year 5 (2020) funding and/or the request for the Year 4 (2019) funding to be reallocated to Habitat for Humanity. The Comox Valley Coalition to End Homelessness appreciates your continued support and partnership to increase affordable housing options in the Comox Valley.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Andrea Cupelli".

Andrea Cupelli
Coordinator for the Comox Valley Coalition to End Homelessness