

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Rd. Non medical cannabis retail store licence

**From:** dahlworld [<mailto:dahlworld@yahoo.ca>]

**Sent:** April 30, 2020 11:12 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** 278 Anderton Rd. Non medical cannabis retail store licence

Hi,

I would like to add a bit of input to the discussion regarding the licensing of the above mentioned store. To be clear I am not against the sale and responsible use of cannabis but i do question the need for a third dispensary in the heart of a town of about 15000 people. I encourage council members to carefully assess if there is a real NEED for yet another dispensary in Comox, isn't 2 enough? Should you decide to licence such a facility I would strongly encourage you limit its operating hours to ensure they align with the other dispensaries in the area.

Sincerely,

Mark Dahl  
2045 Noel Ave,  
Comox, BC  
V9M 1Z1  
204 255 7681

April 29, 2020

to Mayor and Council, Town of Comox  
concerning 278 Anderton Rd Non Medical  
Cannabis Retail Store Licence

An anonymous letter appeared in my mailbox, containing what I consider as frivolous and unsubstantiated objections, invited me to comment.

I have no objections to this application.

Young people do not congregate nearby. Ample off street parking is available. Similar stores seem to be an innocuous presence without becoming social centres. Anderton Rd. and Comox Ave. are busy now, so I wouldn't expect a noticeable increase in traffic. With stores in nearby communities, I wouldn't expect "outside" traffic.

Thank you for considering my comments

Alec Deas

Alec Deas

1963 Comox Ave.

RECEIVED

APR 29 2020

TOWN OF COMOX

## Town of Comox – Administration

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**Subject:** FW: "278 Anderton Rd. Non-Medial Cannabis Retail Store Licence"

**From:** Judy Demaine [<mailto:judydemaine40@gmail.com>]

**Sent:** April 30, 2020 11:51 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** "278 Anderton Rd. Non-Medial Cannabis Retail Store Licence"

Mayor and Council

Please be advised that we are not in favour of another Cannabis store in Comox. There are enough stores to cover this area.

Yours Sincerely

Judy Demaine and Allan Cox  
2-1876 Comox Ave  
Comox BC  
V9M 3M7

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Rd non-medical cannabis store licence licence.

**From:** Peter Dobbs [<mailto:peterbc507c@gmail.com>]

**Sent:** April 30, 2020 10:07 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** 278 Anderton Rd non-medical cannabis store licence licence.

**To:** 30April 2020

Mayor and council. Comox. B.C.

Re 278 Anderton Rd. Comox

Non medical Cannabis retail store licence

**From.**

Peter & Diana Dobbs

1817 Buena Vista Ave

Comox. B.C.

As a family in residence at the above address for the past 50+ years we strongly object to the issuance of a retail licence for yet another Cannabis store in Comox, namely 278 Anderton Rd.

Last August we surveyed the residents surrounding the Church St. Cannabis retail location and found 90.5% of the residents were against the issuance of such licence for the Church St location.(survey available upon request) Despite the residents overwhelmingly voting against such licence the council; in their 'wisdom'; decided to vote against the wishes of the Comox residents. Since the issuance of such a licence we have had to live with the consequences, traffic, smell, vandalism etc . Increasing such consequences by granting application for the Anderton Rd retail location would only make local residents even more resentful of such outlets. I hardly think that Liquor stores would be granted 3 locations within such close quarters??

Comox is a wonderful place to live but we strongly feel some of our present Councillors wish to turn this Town into something the local residents do not want, Cannabis stores on every street corner?

We understand there is a price for living in this area but to see our life style deteriorating at the rate it is is something we will not stand by and accept without very strong protest. House values decreasing, vandalism, noise, smell, traffic etc increasing, we doubt if any council member would tolerate such as the above in their neighbourhood.

Enough is enough and this is just too much.

Sincerely,

Peter & Diana Dobbs. BSc (Hons). B Ed. PC (Met).

Thursday, April 30, 2020

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

Re: 278 Anderton Road, Non-Medical Cannabis Retail Store Licence Application

The Honourable Mayor and Council,

I oppose this Cannabis store for two reasons.

The first reason is the parking at this location simply will not support a business of this type. Parking has always been an issue for the thirty years I have been here.

Second why would Comox have 3 cannabis stores within three blocks? Adding a third could cause the other 2 to struggle, not to mention what are we telling our children. This makes no sense.

Thank you,



James Eby  
President, Eby's Business Services (1995) Ltd.

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Rd. Non-Medical Cannabis Retail Store License

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**From:** Charbel Louis El-Mais <[c\\_65@hotmail.com](mailto:c_65@hotmail.com)>

**Date:** Wednesday, April 29, 2020 at 10:36 PM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** 278 Anderton Rd. Non-Medical Cannabis Retail Store License

Attention: Mayor And Council

Last week I was approached by a city official regarding the application for a Non-Medical Cannabis Retail Store License, to be located at 278 Anderton Road, Comox.

The Proposed hours Of operation are 10 a.m. to 10 p.m. Sunday through Thursday and 10 am through 11p.m. Friday and Saturday. Written comments were Solicited, to be submitted before 12.00 noon on April 30 2020.

I welcome and am very supportive of the establishment of new business ventures in our town of Comox. it is my understanding that the proposed business will be co-located with an existing tattoo parlor.

My concerns are solely focused on the safety issues of Comox and specifically the safety of the other co-located businesses of Strathcona Plaza.

I believe that the patrons of the proposed Cannabis Business combined with the Tattoo parlor's present issues that need careful consideration.

1) The parking lot is already congested During the day with the current tenants that occupy the building. the additional cannabis business to the tattoo parlor Tenant will only add to this already exacerbating issue.

2) The Fact is that the request is for, in essence, recreational cannabis (Non-Medical Cannabis Retail Store). I suspect that this will dictate an expanded / different clientele for the complex. my concern is to avoid the resurgence of the homeless and the drug users that prevailed at this property not long ago.

3) With night hours of operation, until 10 p.m. Sunday thru Thursday and 11 p.m. Friday & Saturday , the concern is that it may lead to loitering / Vagrant on the property during these late hours. This could impact the safety on the premises as well as increased littering of the property grounds. An associated concern is that of the safety of the co-occupant businesses of the property, many of whom have very expensive equipment to run their operations. They are closed during the evening and night hours and with the expected number of evening/night customers, the concern arises of vandalism and other property issues.

A remedy to these concerns may be the alteration of the operating hours of the Non-Medical Cannabis Retail Store. The hours of operation of 10 a.m. to 6 p.m. may be more in line.

I believe this will not only address the noted concerns, but also provide a sense of comfort for all other businesses co-mingling in the business environment location.

Any and all consideration give to the outlined concerns will be greatly appreciated .

Sincerely,

Charbel El Mais  
276 Anderton Rd.  
Comox, BC. V9M 1Y2

## Town of Comox – Administration

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**Subject:** FW: Prime Cannabis

**From:** Sandra Felgenhauer [<mailto:sandyhome65@gmail.com>]  
**Sent:** April 30, 2020 9:37 AM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Subject:** Prime Cannabis

Dear Town Council,

I am contacting you in response to a notification I recently received of an application for a retail cannabis store within the Town of Comox. My concerns regarding the application are:

1. Location: The corner of Anderton Rd. & Comox Rd.

This is a high traffic intersection already and as such would definitely be further taxed by an increase in use. This safety concern is exacerbated by the increase likelihood of impaired driving commonly associated with cannabis use. The correlation of traffic accidents & cannabis has been extensively studied & well proven.

(Reference: [https://www.ccsa.ca/sites/default/files/2019-10/CCSA-Cannabis-Use-Driving-Report-2019-en\\_1.pdf](https://www.ccsa.ca/sites/default/files/2019-10/CCSA-Cannabis-Use-Driving-Report-2019-en_1.pdf))

Another concern is the proposed site's proximity to residential areas. In this case being close to & surrounded by residential areas. Studies of similar retail outlets have shown that there is a significant increase in the incidence of non-violent crimes & have proven they have a detrimental impact on vulnerable residents. In an effort to curtail such negative impacts the City of Vancouver has restricted cannabis retail outlets to commercial zones.

(Reference: [https://www.ccsa.ca/sites/default/files/2019-10/CCSA-Cannabis-Use-Driving-Report-2019-en\\_1.pdf](https://www.ccsa.ca/sites/default/files/2019-10/CCSA-Cannabis-Use-Driving-Report-2019-en_1.pdf))

(Reference: <https://www.sciencedaily.com/releases/2017/04/170427130750.htm>)

2. Hours of Operation: The extended hours of operation (10am - 10pm Sunday - Thursday & 10am - 11pm Fridays & Saturdays) are excessive, especially in comparison to similar local businesses (Coast Range Cannabis 9am - 9pm & City Cannabis 10am - 8pm 7days/wk) Additionally extended hours have been shown to have a negative impact upon neighbourhoods; specifically noise & incidents of non-violent crime.

(Reference: [https://healthunit.org/wp-content/uploads/Cannabis\\_Retail\\_Outlet\\_Considerations\\_for\\_Municipalities.pdf](https://healthunit.org/wp-content/uploads/Cannabis_Retail_Outlet_Considerations_for_Municipalities.pdf))

Thank you for your time & consideration of these concerns.

Regards,  
Sandra Felgenhauer

## Town of Comox – Administration

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**Subject:** FW: Cannabis Store

-----Original Message-----

From: Carol Galway [mailto:carolmit@shaw.ca]

Sent: April 30, 2020 11:19 AM

To: council <council@comox.ca>

Subject: Cannabis Store

Hello there,

We have never written to council before but felt that we wanted to send a short message about the latest request for another cannabis store for Comox.

We are very surprised that yet another cannabis store is being considered for Comox. We already have two that are within a 5 minute walk of each other.

We can't see what benefit to the community there would be to have another store again about 5 minute walk away from the other two establishments. We can't image that there would be the same options available to liquor stores to be in such close proximity.

Is there that much demand that the two stores we currently have are unable to meet the needs of the community?

We have a beautiful community of unique landscape and cultural significance, we would be saddened if the plethora of cannabis stores became what we were known for.

Please reconsider this proposal.

Thank you,

Carol and Tim Galway

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Road,non-medical cannabis retail store licence

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**From:** MARTHA J GEROW <[marthagerow@gmail.com](mailto:marthagerow@gmail.com)>  
**Date:** Wednesday, April 29, 2020 at 9:44 PM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Subject:** 278 Anderton Road,non-medical cannabis retail store licence

April 29, 2020

Mayor Russ Arnot and Town Council  
Zoning Committee  
Town Hall  
1809 Beaufort Ave.  
Comox V9M 1R9

Dear Mayor Russ Arnot and Town Council:

**Re: 278 Anderton Road, non-medical cannabis retail store licence**

I am writing to you as a resident of Buena Vista Avenue. I am concerned about the changes being considered by Town Council to grant Prime Cannabis Corp's request to open a retail non-medical cannabis store at the mall on the corner of Comox Road and Anderton Road. I am opposed to this request.

The mall is primarily a service business centre. The parking lot is already busy during the day with traffic from the real estate agents, mortgage brokers, surveyors, chiropractor, physiotherapist, business centre, accountants, bakery and florist. All of these businesses close around 5:30 at the latest during the weekday and are not all open on Saturday and Sunday. The proposed hours of operation would have a negative affect on this quiet neighbourhood.

It will bring about an increase of noise, traffic, parking issues and possibly attract more of a gathering in a quiet neighbourhood area. Buena Vista has become more of a raceway for people turning left at Comox Ave off of Anderton to avoid the traffic light. In addition the neighbourhood has seen an increase of traffic and parking issues that have come as a result of the two new businesses at the other end of Buena Vista and Church St.. We do not have sidewalks and the speed with which some of the cars and large trucks go at is dangerous enough without the addition of more cars being added to the neighbourhood through a business that wishes to operate until 10pm weekdays and 11 pm on the weekends. *This is a real concern.*

It is for the above concerns that I respectfully request that the application for a retail cannabis store be denied.

Yours sincerely

Martha Gerow  
1907 Buena Vista Avenue  
Comox, V9M 1X8

250-941-1940/250-888-8673 (cell)  
[marthagerow@gmail.com](mailto:marthagerow@gmail.com)

## **Town of Comox – Administration**

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**Subject:** FW: 278 Anderton Rd. non-medicaql cannabis retail store Licence.

**From:** Allan Good [<mailto:allangood@shaw.ca>]

**Sent:** April 30, 2020 11:22 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** 278 Anderton Rd. non-medicaql cannabis retail store Licence.

Mayor and Council

This would make 3 outlets in 1 KM radius. Aside from the mall there are not that many places to buy a quart of milk. The location suffers traffic congestion at times as is.

I think that this is an irresponsible activity on the part of the business person.

**My Vote is NO!!**

Allan Good  
302 1860 Comox Ave.  
Comox BC

## Town of Comox – Administration

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**Subject:** FW: Mayor and Council

**From:** Deanne Hegg [<mailto:deannelightfull@gmail.com>]

**Sent:** April 30, 2020 9:30 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** Mayor and Council

Hello Mayor Russ Arnott and Council Members:

It has come to my attention that a Marijuana shop is to open at the corner of Anderton and Comox Avenue. I have no problem with a shop there, its good to have some tax money from one more source at this time. I havent seen problems at the other 2, so I see no reason why this one wiuld be any different. I do however have a problem with the hours. I think 9 is late enough. I worry about any young females working alone until 11. I also think that corner would offer an increased risk of robberies, especially late at night with nobody around.

Thank you so much for your time and consideration.

Deanne Hegg, 377 Anderton Rd. Comox, B.C. V9M 1Y7

John W. Heintz & Carol Sheehan  
67 Orchard Park Drive  
Comox, British Columbia V9M 2S5  
Canada

Town of Comox  
1809 Beaufort Ave.  
Comox BC V9M 1R9  
Attention: Mayor Russ Arnott and Council

30 April 2020

**RE: 278 Anderton Rd. non-medical cannabis retail store Licence**

Dear Mayor Arnott and Councillors,

As concerned taxpayers, we are writing to express our objection to the opening of a third recreational cannabis outlet in our town as proposed by the Prime Cannabis Corporation for a commercial strata lot on the second story of 278 Anderton Road.

While we recognize that there are legitimate users of medicinal marijuana, many of them in our valley who are seniors, we do not believe that a third and non-medical cannabis retail store is warranted given our population, the fact that there are other cannabis outlets within the Comox Valley and surrounding towns/cities, and that there is a school in the vicinity. Furthermore, the access to this shopping center is not always optimum as it is on the corner of an extremely busy T-intersection at the bottom of a hill. Getting in and out of the sometimes crowded parking lot may be problematic at the best of times—and for those under the influence of drugs, it may be hazardous to themselves and innocent citizens. We note that during the school year, and even in the summer months, children as well as mobility impaired seniors frequent this intersection. These and other pedestrians would clearly be at risk. There may also be an increased risk to property owners and renters from drug users accessing this proposed site.

Cannabis customers to this proposed site would have access 7 days a week, with extended hours on Friday and Saturday. The proposed opening of the store from 12–13 hours daily seems excessive, especially given the proximity of 2 other cannabis stores. Does our beautiful town really *need* another cannabis outlet?

And in closing, we note that The Town of Comox chose to solicit written comments for this proposal by the Prime Cannabis Corporation buried in a brief article in yesterday's *Comox Valley Record*. Concerned citizens had a mere 24 hours or less to make a submission regarding this important issue that affects all Comox citizens. This was totally unreasonable and a manipulation designed to minimize public consultation and responses. We wonder if this was a simple oversight, or if Council has already rubberstamped their approval for this outrageous endeavour.

Sincerely,

John W. Heintz  
Carol Sheehan

## Town of Comox – Administration

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**Subject:** FW: 278 Anderson Road non-medical cannabis store licence

-----Original Message-----

From: Lia Pesklevits <LPesklevits@comox.ca>

Sent: April 30, 2020 9:05 AM

To: Town of Comox – Administration <town@comox.ca>

Subject: FW: 278 Anderson Road non-medical cannabis store licence

On 2020-04-30, 9:04 AM, "Dianne Hentschel" <djhentschel@gmail.com> wrote:

Dear Mayor and Members of Council'

We are writing to voice our opposition to the proposal for a third cannabis store opening in Comox for three reasons. First, availability—Comox already has two cannabis stores less than a kilometre from each other and the site proposed for this one. Second, parking—the mall at the corner of Anderson and 'Comox avenue and Buena Vista street already have a parking problem. Third, assessment of the impact of the two stores already operating. With Covid 19, the town is unable to assess the impact of the two stores already operating in residential areas.

We ask that common sense prevail and that this application be turned down. Thank you.

Jim and Dianne Hentschel, 74 Orchard Park Drive, Comox

## Town of Comox – Administration

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**Subject:** FW: More cannabis?!!

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**From:** Beth Hopkins <[winn.road@gmail.com](mailto:winn.road@gmail.com)>

**Date:** Wednesday, April 29, 2020 at 7:17 PM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** More cannabis?!!

1588 Arbutus Ave.  
Comox, B.C.  
V9M 2T6

Dear Sir/Madam,

It has come to our attention that an application has been made to the Town of Comox to open a retail cannabis store at the corner of Comox Rd. and Anderton Rd.

We feel that the addition of yet another cannabis store in Comox is excessive and not in line with the interests of families and senior tax paying residents. We already have two retail cannabis stores and to add a third with the extended hours of operation on weekends to 11 PM seems ridiculous at best. How much pot does one need?? We love the flavour of this seaside village and do not feel that the energy created by a swell of cannabis seekers will positively impact our community.

We strongly urge the Comox council to say nay.

Sincerely, Beth and David Hopkins

senior homeowners on Arbutus Ave.

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Rd. Non medical cannabis retail store license

-----Original Message-----

From: Paula Horky [mailto:pjhorky@icloud.com]

Sent: April 30, 2020 11:54 AM

To: council <council@comox.ca>

Subject: 278 Anderton Rd. Non medical cannabis retail store license

To mayor and council

I do not support the proposed licence application for the 278 Anderton Rd. Non medical cannabis retail store licence.

Regards

Paula Horky

#309 - 1537 Noel Ave.

Comox, BC

V9M 3H8

Sent from my iPhone

## Town of Comox – Administration

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**Subject:** FW: Cannabis retail application

-----Original Message-----

From: David Jarman <david@thejarmans.ca>

Sent: April 29, 2020 4:17 PM

To: council <council@comox.ca>

Subject: Cannabis retail application

I understand that Comox council is considering an application for a cannabis retail outlet at the corner of Anderton and Comox Rd.

We know that cannabis causes harm to a significant proportion of regular users.

We know that cannabis intoxication disinhibits the user, slows reaction times, and reduces attention, thus significantly increasing the risks associated with the operation of a motor vehicle. We know that the majority of pedestrian injuries and fatalities occur at intersections.

With respect to alcohol, we know that increased availability leads to increased consumption, particularly for problem users. It would be reasonable to assume that the same applies to cannabis users.

A cannabis retailer open late in the evening would likely attract clients who have low resistance to overconsumption, and who potentially have used prior to driving to the retailer to replenish their supply during late evening hours. The presence of a cannabis retailer, open late, at the Comox Rd/Anderton Rd intersection will increase the risks to pedestrians crossing the road (I have already experienced a near-miss involving a vehicle turning right when the pedestrian walk light was in my favour).

Retail cannabis is already readily available in Comox. Permitting another retailer, at an intersection, open late, would create risks unacceptable to Comox residents, to the advantage of no-one but the retailer.

David Jarman B. Sc., MD (retired)  
2205 McKenzie Ave  
Comox

## **Town of Comox – Administration**

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**Subject:** FW: 278 Anderton Rd , Non-Medical Cannabis Retail Store License application

**From:** Mike Joss <[mjoss@shaw.ca](mailto:mjoss@shaw.ca)>

**Sent:** April 29, 2020 4:23 PM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** 278 Anderton Rd , Non-Medical Cannabis Retail Store License application

To the mayor and council

I would like to raise an objection to the proposed development at the above address

The location is close to a residential area, the late opening hours are also inappropriate to the area. None of the other businesses have opening hours like their intended ones.

Why we need three establishments within 1 Km of each other beats me although it is likely to put one of two out of business.

Sincerely

Mike Joss  
2010 Cooke Ave  
Comox

250-339-7545

## Town of Comox – Administration

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**Subject:** FW: "278 Anderton Rd. Non-Medical Cannabis Retail Store Licence" application

**From:** Connie Law [<mailto:c.law@shaw.ca>]

**Sent:** April 30, 2020 9:40 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** "278 Anderton Rd. Non-Medical Cannabis Retail Store Licence" application

To Mayor and Council,

As Comox Zoning Bylaw 1850 allows a recreational cannabis retail store at 278 Anderton Road, my only objection to the proposed non-medical cannabis retail store at this location are the late hours of operation.

The area surrounding the proposed site is largely residential with a few established businesses, including two restaurants with their latest hours of operation being 9:30 p.m. on Friday & Saturday, 8:30 p.m. on Sunday and 9 p.m. Tuesday thru Thursday.

Currently there is pedestrian and vehicular noise in the evenings from the streets, but it is only occasionally that is excessive or disagreeable beyond the open hours of these existing businesses. My concern is that the later evening hours proposed for the cannabis retail store would increase the existing pedestrian and vehicular traffic late into the evenings with an associated increase in objectionable noise.

I was also a bit surprised to see that proposed site is zoned and approved for a recreational cannabis retail store despite being less than 225m from School District 71's property at 2085 Wallace Avenue.

Sincerely, Connie Law  
2018 Cooke Avenue  
Comox, BC  
V9M 1Y6

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Rd. non-medical cannabis retail store licence

**From:** SHARON MALONE [<mailto:sharonmalone@shaw.ca>]

**Sent:** April 30, 2020 9:59 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** 278 Anderton Rd. non-medical cannabis retail store licence

To Mayor and Council:

I am writing to register my objection to the subject application.

With two other similar stores (Coast Range Cannabis and City Cannabis) within easy walking distance, the proposed Anderton Rd. licence is unnecessary and superfluous in an area of this size. At least the two existing stores are in a combined commercial/residential area. The Anderton Rd. location is primarily residential, including a number of family residences with both seniors and young children, thus making it even less appropriate for a store of this nature. This is not a moral judgement on the product - rather, it is a concern around the exposure of residents to the possible negative impacts of such a store, including increased traffic, noise and odours when patrons choose to use the product in the immediate vicinity, plus exposure of children to the existence of products that are still contentious.

The proposed hours of operation are unacceptable. This is a quiet and peaceful neighbourhood at night; the houses directly or diagonally across the street (mine is one of several) would be directly affected by any noise or activity resulting from a late-night retail operation. According to their websites, Coast Range Cannabis and City Cannabis are open until 9 pm and 8 pm respectively. How is an 11 pm closing time in a quieter residential area appropriate? With an empty parking lot available on site at this hour, it's reasonable to predict increased unwanted activity.

I ask that you do not approve this application.

Sharon Malone  
9-2030 Wallace Ave.  
Comox, B.C.  
V9M 1X3

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Rd non-medical cannabis retail store license

**From:** Lesley & Neil McKay [<mailto:lnmckay@shaw.ca>]

**Sent:** April 30, 2020 9:20 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** RE: 278 Anderton Rd non-medical cannabis retail store license

Dear Mayor and Council:

I wholeheartedly say **NO** to opening yet another Cannabis store within the town of Comox. Surely, there are sufficient cannabis stores in the town that meet the requirements of the population, or is it now within the OCP to ultimately have a cannabis store within every four block radius? At what point will council say enough is enough?

I would like to ask council to publically release the data that supports the need for an additional store; I cannot beleive that the demand is so great within Comox that it is truly necessary for a third store to be opened within our small town.

Sincerely

Lesley McKay

760 Highwood Drive

Comox

BC V9M 1A9

Tel: 250 339 7211

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Road non-medical cannabis retail store licence

**From:** Michael Clarke [<mailto:mikeclarke1946@gmail.com>]  
**Sent:** April 30, 2020 9:30 AM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Subject:** 278 Anderton Road non-medical cannabis retail store licence

Dear Mayor and council,

I have read about the application for a 3rd. Retail cannabis store on Anderton Rd. I am very concerned about the negative impact this will have on our neighborhood. I am already noticing a negative impact on noise late at night and during walks on the beach find more and more fire pits, beer cans and traces of drug use from previous night. I used to pick up the garbage, but during virus have been reluctant. Also found stolen purse in bushes which I returned to owner. She said only cash was stolen. We all know what they need cash for.

I understand that times have changed and agree with legalized marijuana, but I am concerned about the late hours of operation proposed and the need for a 3rd. Location. Who needs to purchase drugs after 8 pm anyway?

Thank you for listening and the great job you do during these crazy times.

Michael Clarke  
[mikeclarke1946@gmail.com](mailto:mikeclarke1946@gmail.com)

2064 Beaufort Avenue  
Comox, BC V9M1V9  
250.890.9147

## Town of Comox – Administration

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**Subject:** FW: new cannabis store

**From:** Janet Miller-Fox [<mailto:janfox6@hotmail.com>]

**Sent:** April 30, 2020 11:28 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** new cannabis store

Good morning,

I am definitely not in favor of opening a new cannabis store in Comox. We already have two cannabis stores in Comox and for a town this size I think that is sufficient.

I support the citizens who feel that it is a detriment to housing prices and safety for children and youth. I have lived in Comox for over 25 years and I am beginning to see changes to our peaceful community. I do not think we need another store that will encourage a negative lifestyle such as the one that exists in Port Alberni.

Sincerely,

Janet miller-Fox

Sent from [Mail](#) for Windows 10

## Town of Comox – Administration

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**Subject:** FW: marihuana

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**From:** George Novak <[gznovak58@gmail.com](mailto:gznovak58@gmail.com)>

**Date:** Wednesday, April 29, 2020 at 7:31 PM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** marihuana

We oppose another marihuana outlet in Comox. Unless the town is full of "druggies" I would believe that one store should be enough, two are one too many.

Since the new one on the Church was created we now do not frequent our favorite bakery and use the one in Courtenay. Thank you Trudeau, for ruining more lives.

George Novak, 2106 Robb ave, Comox

## Town of Comox – Administration

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**Subject:** FW: application for license for 278 Anderton Road  
**Attachments:** submission to to Mayor and Council re 278 Anderton Rd.pdf

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**From:** Zella Osberg <[zella\\_osberg@hotmail.com](mailto:zella_osberg@hotmail.com)>

**Date:** Wednesday, April 29, 2020 at 8:34 PM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Cc:** Chris Chance <[chris.chance@bell.net](mailto:chris.chance@bell.net)>, duncan <[duncan.hazell@gmail.com](mailto:duncan.hazell@gmail.com)>, Zella Osberg <[zella\\_osberg@hotmail.com](mailto:zella_osberg@hotmail.com)>

**Subject:** application for license for 278 Anderton Road

Good Day

Please find attached a submission from three Comox residents concerning the application for a non-medical cannabis retail store license at 278 Anderton Road.

Thank you

Zella Osberg

250-941-4534

April 29, 2020

To the Mayor and Council of the Town of Comox

Re.: Application for Non-medical cannabis retail store license at 278 Anderton Road, Comox

This letter represents a submission from three adult residents of the Town of Comox who live within one block of the proposed application. We represent a broad demographic (from late twenties to sixties) who share an appreciation of a community that presents a safe, home environment and a place for investment by growing, young families. We question how the approval of yet another outlet for the sale of non-medicinal cannabis supports the “friendly village atmosphere” that the Town seeks to preserve (as stated on the Town website). In short, we do not support the application for the non-medical cannabis store at 278 Anderton Road.

We are particularly concerned about the proposed hours of business for this license, as these are beyond regular business practice. With these exceptional hours, the proposed retailer will draw new pedestrian and vehicular traffic into this neighbourhood, and, very possibly, activities incompatible with peaceful homes. For an example of the negative impacts on residents close to a retail outlet of this type, consider the recent (2019) experience of a neighbourhood similar in composition and structure (that is, a residential area bordered by commercial enterprises). The attached link provides details:


<https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cbc.ca%2Fnews%2Fcanada%2Fottawa%2Fwellington-west-neighbours-upset-cannabis-store-problems-1.5201593&data=02%7C01%7C%7Cd8d9ad577a354169967408d7ec9004eb%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637237975605682662&data=kYIXrkgBSX%2BXLxvJED3u0gY8wzR1YlXdaDFSu1lKE%3D&reserved=0> )

Further, we ask if the demand for this third retail outlet has been demonstrated. All these outlets would be essentially on Comox Avenue, within 1 kilometer of each other, from Anderton Road to Port Augusta Street and Church Street (in addition to the outlet on the road leading into Comox). Does the Council really intend to undermine the prospects for its two new businesses (Coast Range Cannabis and City Cannabis Co.) by approving a third of the same type with extended hours? If there is such a demand, why locate a new place so close to those existing?

Through this license review, your broader responsibilities to the community are also implicated: approving this license carries with it reasonably foreseeable increased hazards at the intersection of Comox Avenue and Anderton Road. Consumption of cannabis (which tends to follow purchase thereof) is not compatible with safe driving. This intersection already sees high volumes of traffic, and routine use by pedestrians, many of whom have limited mobility.

We trust that you will continue to foster the Town’s “friendly village atmosphere” and safeguard its future for young, as well as aging families.

Sincerely,

  
Zella Osberg, Christopher Chance and Duncan Hazell  
2026 Comox Avenue, Comox

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Rd. non-medical cannabis retail store licence

**From:** Mae Pagdin [<mailto:tmpagdin@telus.net>]

**Sent:** April 30, 2020 10:07 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** 278 Anderton Rd. non-medical cannabis retail store licence

To: Mayor and Council  
Town of Comox.

Dear Council,

I am concerned regarding the proposed non-medical cannabis retail store licence that is being requested for 278 Anderton Rd. in Comox.

I think it is unnecessary since there are already two cannabis outlets in Comox with business hours well into the evening.

This location is also too close to neighbourhoods who stand to be affected negatively.

I hope that you will deny this proposed licence.

Sincerely,

Mae Pagdin

103 Stewart St.,

Comox

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Rd. non-medical cannabil retail store licence

**From:** LARRY PEDERSEN <[lkpedersen@shaw.ca](mailto:lkpedersen@shaw.ca)>

**Sent:** April 29, 2020 4:46 PM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** 278 Anderton Rd. non-medical cannabil retail store licence

This is a re-submission of an e-mail previously sent, correcting the Subject line and salutation.

Dear Mayor Arnott and Members of Council.

We are writing to express our concerns regarding the opening of a third Cannabis retail store in Comox.

Our concerns are as follows:

1. Marijuana is an narcotic which, if taken in excess, can impair the judgement of people, including while driving a vehicle. Our laws recognize the danger in impairment due to the consumption of alcohol, with relevant penalties for violation of allowable limits set out in law. Ottawa legalized the use of marijuana without first putting into place a legal framework to govern its use, particularly as it relates to the impaired use of an automobile, handcuffing the police charged with our protection from taking appropriate measures to get these impaired drivers off the road. Are we putting the safe use of our roads more at risk here?
2. You are only requesting feedback from people within 75 metres of the new location. That barely gets you across the street to the other side of Anderton Ave. You are charged with meeting the needs of all the people living in Comox, why have you not cast a wider net in seeking feedback on the opening of this store? Are you afraid of the response you would get?
3. Apparently this store will be under absentee ownership from people living in Port Alberni. Talking to people who live in Port Alberni, apparently there have been compliance issues there. Have you screened the ownership of this potential store to ensure these people have not had compliance issues in stores they have opened elsewhere? What have you found?
4. Why is this store going to be allowed to be open past the opening hours approved for other cannabis stores? The other businesses in that Mall are closed after regular business hours, with a huge parking lot accessible from 3 sides. Can you not see the potential for this to become a user lot and even a market place for illegal marijuana sales from cars parked in the lot, and can you see the damage that would do to the neighborhood? It is common knowledge that illegal marijuana is cheaper than that sold through retail outlets. Does Comox need to create a potential drive-thru outlet for the sale of illegal drugs and all that goes along with that? Is that what you want for Comox?
5. The retail sale of cannabis is still in its infancy and at best an untested market. There are those who say that medical marijuana will never pay all the bills and create a living for the owners of retail cannabis stores. Maybe a good choice to make would be to let the other 2 stores you have approved season their market before allowing another outlet to sell a substance that impairs the judgement of those who use it
6. Our last point is to ask if you have bothered to ask the other merchants of the mall how they feel about this store locating there. You could be putting retailers who have been in that mall for a number of years and dutifully paid their taxes and obeyed the law at risk of losing their customer base because of the location of a store in their midst that sells marijuana. Surely you owe those existing businesses a loyalty that is deeper than to people coming from out of town.
7. Were some of the existing businesses in that Mall to close due to the location of a cannabis store there, have you measured the potential revenue loss to the Town of Comox from the closing of those stores? Without penalizing the existing taxpayers of Comox, how would you recover that lost revenue?

Those are our feelings..

Thank you

Larry and Janet Pedersen  
Comox, BC

Dear Mayor Arnott and Members of Council.

We are writing to express our concerns regarding the opening of a third Cannabis retail store in Comox.

Our concerns are as follows:

1. Marijuana is an narcotic which, if taken in excess, can impair the judgement of people, including while driving a vehicle. Our laws recognize the danger in impairment due to the consumption of alcohol, with relevant penalties for violation of allowable limits set out in law. Ottawa legalized the use of marijuana without first putting into place a legal framework to govern its use, particularly as it relates to the impaired use of an automobile, handcuffing the police charged with our protection from taking appropriate measures to get these impaired drivers off the road. Are we putting the safe use of our roads more at risk here?
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3. Apparently this store will be under absentee ownership from people living in Port Alberni. Talking to people who live in Port Alberni, apparently there have been compliance issues there. Have you screened the ownership of this potential store to ensure these people have not had compliance issues in stores they have opened elsewhere? What have you found?
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7. Were some of the existing businesses in that Mall to close due to the location of a cannabis store there, have you measured the potential revenue loss to the Town of Comox from the closing of those stores? Without penalizing the existing taxpayers of Comox, how would you recover that lost revenue?

Those are our feelings..

Thank you

Larry and Janet Pedersen  
103-1902 Comox Ave.  
Comox, BC. V9M 3M7

## Town of Comox – Administration

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**Subject:** FW: Non-Medical Cannabis Retail Store Licence Application for 278 Anderton Road

**From:** Richard Dobbs [<mailto:rdobbs.a@gmail.com>]

**Sent:** April 30, 2020 10:36 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** Non-Medical Cannabis Retail Store Licence Application for 278 Anderton Road

To: Mayor and council of Comox,

I would like to voice my opposition to the location of the proposed non-Medical cannabis retail store licence application for 278 Anderton Road.

The location for this shop simply does not make sense. There are 2 shops within easy walking distance of this proposed location. If business is requesting to set up a third cannabis shop it would be much better served setting up closer to Quality Foods or Shoppers Drug-mart.

I am not opposed to a 3rd cannabis shop in Comox but the proposed location is too close to the other cannabis stores.

Thank you for your consideration,  
Richard Dobbs  
553 Spitfire dr  
Comox

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Road Non-Medical Cannabis Retail Store Licence

**From:** Charles Romain <[chuckromain@hotmail.com](mailto:chuckromain@hotmail.com)>

**Sent:** April 29, 2020 4:48 PM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** 278 Anderton Road Non-Medical Cannabis Retail Store Licence

Dear Mayor and Council,

This Mayor and Council have approved a number of controversial establishments in and too close to condominium/residential housing without fully measuring the impact on residents.

As a result the quality of enjoying a home on Church and Buena Vista has been degraded, by Yobs and non-residents frequenting the so called "Local" Pub on Church and to a lesser extent the small cannabis shop. Now the same type of behaviour will impact the Anderton road and residential streets in that vicinity.

The Mayor and Council have also been ineffective in ensuring the town departments responsible for traffic control, parking, vandalism, noise, enforcement of bylaws during silent hours do their jobs. Is the council willing to spend more tax dollars to return our quality of living on Buena Vista, Church and now Anderton road vicinity? I think not.

So, if I lived on Anderton Road vicinity and based on what has happened to my/our quality of "enjoyment of life" as a result of the "Local" Pub and increased hooliganism, noise, and traffic on Buena Vista and Church, I would not be in favour of this application.

Best Regards

Mr. Charles Romain, MMM, CD.  
1812 Buena Vista Avenue  
Comox, British Columbia  
V9M 2B7  
Canada

[chuckromain@hotmail.com](mailto:chuckromain@hotmail.com)

+1 250-890-2022 (Home)

+1 403-932-9086 (Mobile)

+1 407-580-5698 (USA Mobile)

## Town of Comox – Administration

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**Subject:** FW: 278 Anderton Rd. non-medical cannabis retail store.

-----Original Message-----

From: Christopher MacKenzie [mailto:smacknz4@yahoo.ca]

Sent: April 30, 2020 10:11 AM

To: council <council@comox.ca>

Subject: 278 Anderton Rd. non-medical cannabis retail store.

Greetings Mayor and Council,

In a legal, fair and open market, an entrepreneur must be allowed the chance to stand or fall based on their business' own accomplishment's.

If it were a liquor retailer or wine boutique, would there be a campaign to oppose? I think not.

In my experience, while living in The Netherlands, one cannabis retailer was located only 60 metres from a kindergarten with know concern and has been in business for almost twenty years.

The stigma of cannabis users should not continue because of Comox's obvious age majority rule.

Times have changed....water bottlers are the new villain, but cannabis is not.

I support this application and any other application that competes directly against other existing and legal enterprise.

Christopher(Scott) MacKenzie  
Merville

## Town of Comox – Administration

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**Subject:** FW: Mayor & Council: 278 Anderton Rd. No-medical cannabis retail store licence PR19-16;

**From:** Cathy Snyder [<mailto:me@snyderlink.ca>]

**Sent:** April 30, 2020 10:51 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** Mayor & Council: 278 Anderton Rd. No-medical cannabis retail store licence PR19-16;

Mayor & Council: 278 Anderton Rd. No-medical cannabis retail store licence PR19-16;

I would like vote AGAINST a third retail cannabis store opening in Comox. I think that two is enough for a town the size of Comox.

Cathy Snyder  
1777 Mallard Drive  
Courtenay

I realize my address is Courtenay but I live very close to the boundry and wanted to have my opinion heard. Thank you.

## Town of Comox – Administration

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**Subject:** FW: Prime Cannabis Application

On 2020-04-30, 8:41 AM, "colin tinga" <colintinga@yahoo.ca> wrote:

Regarding the Prime Cannabis retail store application at the corner of Comox Ave and Anderson Rd.

For the following reasons council should reject the application and strongly consider rejecting all further applications of this type in the Town of Comox.

Current Medical research plainly demonstrates that the detrimental affects of Cannabis hugely outweigh any positives for humans. This on its own should be enough to reject the application.

Social considerations should also be weighed. Given the ongoing experience of the current Covid pandemic it is plainly obvious that most people, at some point, will disregard the rules/orders/bylaws in place that govern public usage of Cannabis. The obvious consequence is more negative public social interactions because of public usage.

This application could put a third Cannabis store within approximately a kilometre of each other. Consider people looking to move into Comox and as they get a feel of the community they see 3 cannabis stores that close to each other. I would guess a majority of people would see that as a negative.

As in the beginning of this email I suggest that the Town reject the application of Prime Cannabis.

Regards,  
Colin Tinga

Sent from my iPhone

## **Town of Comox – Administration**

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**Subject:** FW: Licence application for non-medical cannabis store at A- 278 Anderson Rd. Comox

**From:** Thomas Tully [<mailto:ssttully@yahoo.ca>]

**Sent:** April 30, 2020 10:04 AM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** Licence application for non-medical cannabis store at A- 278 Anderson Rd. Comox

Mayor and Council  
Town of Comox

This letter is in response to your request for community input regarding the subject licensing application for a proposed cannabis retail store.

We are nearby residents of this location, and see the operation of such business as having a negative effect on the quality of life in in our neighbourhood, while offering little in the way of social benefit. The harmful effects of cannabis use are well known, and we are particularly concerned about the probable increase in intoxicated drivers on our roads, increased traffic congestion on Comox Ave. and environmental degradation due to increased noise, odour and vehicle exhaust emissions.

We note that Comox is already well served by two cannabis stores as well as a surfeit of liquor outlets. The town is noted as an ideal location for retirees and as a good place for young families to raise their children. A cannabis store in our neighbourhood would tarnish that reputation.

We trust council will do the needful to reject this application and keep our town safe and prosperous.

Submitted by- Tom and Sheila Tully  
177 Carthew St.  
Comox, BC, V9M-1T4

## Town of Comox – Administration

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**Subject:** FW: Cannabis retail application

-----Original Message-----

From: Alfredo Tura [mailto:dr.tura@hotmail.com]

Sent: April 30, 2020 9:33 AM

To: council <council@comox.ca>

Cc: Alfredo Tura <dr.tura@hotmail.com>

Subject: Cannabis retail application

> Dear Council

> I understand that Comox council is considering an application for a cannabis retail outlet at the corner of Anderton and Comox Rd.

> Medical evidence supports that that cannabis intoxication slows reaction time and reduces attention and may result in a significant increase of risks of operating a motor vehicle.

> In addition, intersections are at particular highway risk for pedestrian accidents and fatalities.

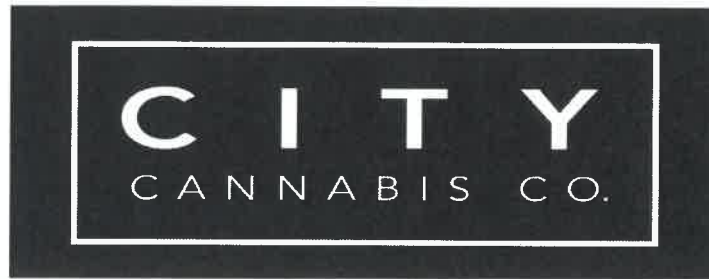
> The presence of a cannabis retailer, especially if open late, at the Comox Rd/Anderton Rd intersection will increase the risks to pedestrians crossing the road.

> Retail cannabis is already available in Comox at multiple locations. Permitting another retailer at an intersection such as Comox Rd/Anderton Rd would create undue risks to pedestrians with no obvious benefits to Comox residents.

Best Regards

Alfredo Dr. Tura MD

Comox Resident



April 30, 2020

Mayor and Council  
Town of Comox  
1809 Beaufort Avenue  
Comox BC V9M 1R9

Via E-mail: [council@comox.ca](mailto:council@comox.ca)

Subject: Proposed Prime Cannabis Shop Location at 278 Anderton Road, Comox BC

We are writing to Council from City Cannabis Co. located in the Comox Centre Mall, please accept this letter as confirmation that we are not in support of the application for a Cannabis Shop to be located at the above referenced location.

We would like to express opposition of the above-mentioned application to a third Cannabis Shop being located along Comox Avenue. City Cannabis Co. is immensely proud to be a retailer in the Comox market, however by adding an additional Cannabis Retailer with-in 900 meters of 2 existing Cannabis locations would be detrimental to our operations.

The proposed location will again dilute immediate market share which in turn will have repercussions on our businesses. City Cannabis Co. has an amazing customer experience and prides itself on being able to meet and exceed the expectation for Comox Valley residents.

We thoroughly enjoy developing strong community ties with business and residents in Comox and would really appreciate consideration be given to the existing locations to thrive in this new retail industry. The two existing cannabis retailers already have limited market share and by adding a third would negatively impact hinder sales further.

City Cannabis Co. strongly objects the proposed application and wishes the Council would reject this location.

Thank you for your consideration.

Regards,



**Myron Van Snick**  
President | City Cannabis Co.  
604.306.5077  
[citycannabis.co](http://citycannabis.co)

**#16 A&B - 215 Port Augusta Street, Comox, BC. V9M 3M9**

## Town of Comox – Administration

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**Subject:** FW: Cannabis Crisis

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**From:** Mal Walsh <[kminc@shaw.ca](mailto:kminc@shaw.ca)>  
**Date:** Thursday, April 30, 2020 at 8:39 AM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Subject:** Cannabis Crisis

Sent from my iPad

**From:** Mal Walsh <[kminc@shaw.ca](mailto:kminc@shaw.ca)>  
**Date:** April 28, 2020 at 11:22:51 AM PDT  
**To:** Mal Walsh <[kminc@shaw.ca](mailto:kminc@shaw.ca)>  
**Subject:** Cannabis Crisis

Dear Mayor and Council members.  
Reference Subject;

Application for another Cannabis store in Comox Town (278 Anderson Rd, Non medical Cannabis Retail Store Licence)

Whereas I am hopeful that Council will firmly reject this application by using their own common sense I would like to add my objection to it based on the following.

- We already have two such outlets for our small geographic area.
- As there are no lineups in these stores why add additional unwanted capacity which can only result in the failure of one of the current stores and the loss of that tax base
- Beyond Comox - a short distance are other outlets.
- Additional traffic on the dyke road is not "highly " required.
- Do we really need more Pot stores than Pubs...we lasted long enough with only one of the latter.

Other considerations

- Can we not look to attracting some actually needed commercial outlet to the area.
- Given current Covid-19 crisis we face and the resulting financial crisis all of us will face, another pot store will not solve the financial deficit we will have to deal with in the years ahead. Maybe working out how the Town will deal with falling property tax income (yep! you will have to reduce them) would be a better use of your time.

Respectfully yours,

Mal Walsh

201-137 Port Augusta Street

Comox. V9M 3V7

Sent from my iPad

## Town of Comox – Administration

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**Subject:** FW: "278 Anderton Rd. Non-Medical Cannabis Retail Store Licence" application

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**From:** Angela Zumbo <[angela@yourislandmortgage.ca](mailto:angela@yourislandmortgage.ca)>

**Date:** Wednesday, April 29, 2020 at 5:32 PM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** "278 Anderton Rd. Non-Medical Cannabis Retail Store Licence" application

Dear Mayor and Council,

Thank you for the opportunity to provide feedback on the above noted business licence application. I am the owner of The Mortgage Centre – Your Island Mortgage Team, located at 272 Anderton Rd, Comox. I have owned this strata unit since March 2017, and my business opened at this location in June 2017.

I wish to express my concern about the proposed hours of operation of this Cannabis store, and my personal safety in the parking lot outside of my workplace should this business be approved to open in Strathcona Plaza.

As a Mortgage Broker, I often work alone late into the evening (I finish work between 8pm and 11pm most nights). I am cautious as I walk to my car at night, but since there are no businesses in Strathcona Plaza open past 6pm, the parking lot is generally deserted and I have not experienced any problems in the three years I have had my business at this location.

This proposed Cannabis store wishes to remain open until 10pm Sunday to Thursday, and 11pm on Friday and Saturday. This will attract customers to the building late at night, and I am concerned that some may choose to spend time in the plaza after visiting the Cannabis store. This parking lot is fairly secluded at night with little street traffic and no open businesses or residences directly facing it. There is a balcony and two staircases in the front of the building that are the perfect places for people to hang out at night without being easily noticed.

This prospect worries me greatly, and I would no longer feel safe working late alone at my business. If this Cannabis store application is approved, please do so with a restriction on the business hours to close daily at 6pm. This should ensure the parking lot is clear before I leave my office at night.

Thank you for your time and consideration.

**Angela Zumbo, BBA, AMP**

Accredited Mortgage Professional

**The Mortgage Centre – Your Island Mortgage Team**

272 Anderton Road, Comox, BC V9M 1Y2

Office: 250.898.8821 / T.F.: 1.866.898.8821

Fax: 250.898.8831 / T.F.: 1.866.898.8831

Cell: 250-702-2045

[angela@yourislandmortgage.ca](mailto:angela@yourislandmortgage.ca)

[www.yourislandmortgage.ca](http://www.yourislandmortgage.ca)

Apply Online: [www.angelazumbo.ca](http://www.angelazumbo.ca)

LOG: 20-204	REFER:	AGENDA: RCM
FILE: 4350-20	ACTION: MR	6 May 20

Jack and Mary McLeod  
164 Manor Drive  
Comox BC V9M 1C7

O- 4350-20 PR19-16  
Copies Council  
- AK/mk/lia

RECEIVED

APR 30 2020

TOWN OF COMOX

29 April 2020

RE: 278 Anderton Rd. non-medical cannabis retail store Licence

Dear Mr. Mayor and Town of Comox Council,

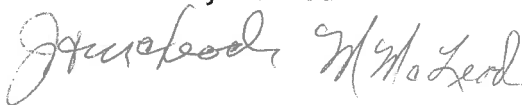
We are writing to inform you of our strong objections to the Prime Cannabis Corporation for a commercial strata lot on the second story of 278 Anderton Road.

Our objection is that the town of Comox already has two non-medical cannabis retail stores in prominent locations within our town. We do not need a third to provide yet another non-essential distributor of cannabis in our small community. Courtenay and other surrounding towns have their own retail stores.

The proposed location is next to a busy intersection and has limited access and parking. Clients having access to this site 7 days a week, with extended openings on Fridays and Saturdays, could potentially put the public and nearby property owners at risk through careless access to and egress from the site by recreational cannabis users. Moreover, we frequently see children walking in the area during the proposed 12-11 hours of daily operation.

Finally, we are dismayed that The Town of Comox chose to publish the request for written comments in the April 29<sup>th</sup> Comox Valley Record less than 24 hours before requiring submissions to be in the municipal office by noon April 30<sup>th</sup>. The Town's timeline seeking written comments did not allow for wide distribution of this proposal or reasonable time for Comox citizens to respond to the proposal and was totally unreasonable. It is unlikely, therefore, that The Town of Comox will receive objective and responsible responses to their oblique call for submissions regarding this proposal. As long-time residents and taxpayers, we find this questionable behaviour.

Sincerely,  
Jack and Mary McLeod



0-4350-20 PR19-16  
Copies Council  
AK/MK/Lia

LOG: 20-205	REFER:	AGENDA: RCM
FILE: 4350-20	ACTION: MR	06 May 20

1

RECEIVED

**ERIC K. CHESTERLEY**

APR 30 2020



P. O. Box 3698



Courtenay, British Columbia V9N 7P1

TOWN OF COMOX

Telephone: (250) 465.1082

Email: echesterley@aol.com

28 April 2020

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

Re: 278 Anderton Road, Non-Medical Cannabis Retail Store Licence Application

The Honourable Mayor and Council,

Through limited companies, my wife and I own an interest in two units adjacent to the Applicant's proposed site. One shares a common wall. We are opposed to this application for practical reasons:

Parking: This site has limited parking, which is already at a premium. The retail cannabis business requires high volume - a lot of small sales, with a modest margin on each sale (this store will compete against illicit sellers, who will deliver at any time, and provide doorstep delivery, and also provide a competitive price ceiling). This means a lot of people coming for short periods. We can expect more complaints from the present customers attending the existing businesses, and more "fender benders" in the parking lot.

Public Road Access: The parking lot no longer allows for exit onto Comox Avenue. There is one entry and access directly onto Anderton Road from the parking area. Both Comox Avenue and Anderton are busy roads, with a stop light at the nearby intersection defining the parking lot perimeter. Entering back onto Anderton from the parking lot can be difficult, with the back up of vehicles waiting for the light to change, and then when those vehicles have made their turn onto Comox Avenue, maneuvering between the accelerating vehicles turning onto Anderton from Comox Avenue. There is only a short distance from the parking lot entrance to the intersection. This is likely to cause future problems and

accidents, with an even greater build up of vehicles attempting to enter onto the public road and more drivers taking chances.

Sound: The steps to the second floor and the upstairs deck affording access to the upper floor are wooden. They telegraph sound as people walk up the stairs and walk by other units, to gain access to the Applicant's unit. A lot of people and continuing foot traffic becomes distracting and annoying to other occupants, and perhaps more importantly, to their customers.

Security: The product is one that, like tobacco, is small and relatively high value, and it is easily resold. It tends to attract more thefts, and requires that the exiting tenants install more security. The "after hours" nature of the proposed business hours for a part of the day may also lend itself to more vandalism, graffiti, and garbage.

Smell: If selling a "loose" product, there may be smell associated, which many people find strong and objectionable. This requires special ventilation. Perhaps the intention of the Applicant is to only sell pre-packaged, government approved product. However, this has a smaller margin, and requires even more customers, given its relatively high (comparable) price. There would be even more concern, if the customers feel that they are entitled to "light up" having purchased a product, as they walk out of the store, since they will be outside.


It does not appear that this proposal will benefit the public generally. The proposed location is in an existing building. Property tax revenue will show little change. Since the proposal is an expanded product line in an existing store, it would not seem to add much, if anything, to employment.

In sum, this retail Cannabis store will come at the inconvenience and expense of other existing owners and customers in the plaza, and it will fail to benefit the community. We oppose it.

Sincerely,

  
Lorna Sanderson

Sincerely,

  
Eric K. Chesterley

30 April 2020

RECEIVED

Mayor & Council  
Town of Comox

APR 30 2020

RE: CANNABIS OUTLET – 278 ANDERTON ROAD  
NON-MEDICAL CANNABIS RETAIL STORE LICENCE NO PR19-16

TOWN OF COMOX

We have to ask WHY is another outlet for a hallucinogenic drug needed in Comox? Is life in the most beautiful place in Canada so unbearable that we encourage people to partake of this drug to cope with life here by ensuring easy access? With one on Church Street and in the Comox Mall, we really do not feel that another supply outlet is necessary. We feel that the need for a medicinal dispensary 'might' make far more sense than another recreational outlet.

If you watch the roller coaster 'boom to bust' affects in this province and Ontario, it makes us wonder why the Town might approve a facility that is "here today and gone tomorrow".

The proposed long hours of operation, particularly on weekends, is ridiculous. It could increase traffic through our area where there is such a fine mixture of families with young children and senior citizens.

We don't want our Town to be known for its easy access to cannabis – a drug that could affect all of us homeowners peace and tranquility now and in the future if we were to decide to sell our properties.

Let it be known we strongly object to you considering third reading of this ludicrous request. It would be more reasonable to consider a reading when people can meet safely and have their voices heard.

*Bruce Walls*

*Reta Walls*

Bruce & Reta Walls, 2184 Downey Ave. Comox

*Cathy Olshaski*

Cathy Olshaski, 2194 Downey Ave., Comox

*Lorraine Dalton* *Pete Dalton*  
Lorraine Dalton, 2197 Downey Ave., Comox

LOG: 20-206	REFER:	AGENDA: RCM 06 May 20
FILE: 4350-20	ACTION: MR	

Bob Gardner, 2109 Cooke Ave., Comox – see attached written remarks

I FEEL WE DO NOT NEED ANOTHER CANNABIS OUTLET IN COMOX. WE ALREADY HAVE 2. IT WOULD CUT DOWN THE VIABILITY OF THE OTHER 2 STORES. I WOULD LIKE TO SEE ~~ANOTHER~~ A PRODUCE STORE, WHICH WOULD SELL ORGANIC VEGETABLES, WHICH WOULD BE HEALTHIER THAN RECREATION CANNABIS WE HAVE ENOUGH LIQUOR STORES & CANNABIS OUTLETS IN COMOX  
*Bob Gardner* 2109 COOKE AVE COMOX B.C.  
APRIL 29 2020.

Apr 30/2020  
1923 Bolt Ave  
Comox B.C

RECEIVED

APR 30 2020

TOWN OF COMOX

The Town of Comox  
Comox B.C

The Mayor and all Councillor's

Re: Non-medical Cannabis

Retail Store application No. PR 19-16  
278 Arderton Rd. Comox B.C.

Atrata Lot 9, Section 53, Comox District  
Atrata Plan 715 (Phase 1)

I frequent this mall and support  
the merchants and the parking  
since the past year is mostly nil  
on many occasions.

I hope your council members will  
object this Cannabis store as the  
Two doing business within 2 Blocks  
is plenty.

Maybe this retail store would be  
more appropriate in the Crown Dale Mall  
Lots of parking.

Thank you  
Susan Boutilier  
SUSAN BOUTILIER

April 30, 2020

RECEIVED

To: Mayor and Council

APR 30 2020

Town of Comox

1809 Beaufort Avenue

TOWN OF COMOX

Comox, BC

**RE: 278 Anderson Road non-medical cannabis retail store licence**

I do not feel we need third non-medical cannabis store within the municipality. And most certainly we do not need a non-medical cannabis store to be open until 22:00 or 23:00, especially in a mostly residential area.

The other two non-medical cannabis stores are relatively close to an establishment that serves food and/or alcohol. The proposed third store on 278 Anderson Road has neither establishments close by.

Please take serious consideration in issuing this third retail cannabis store on 278 Anderton Road.

Thank you,

*M. Bippes*

Marietta Bippes

2194 Noel Avenue

Comox, BC V9M 1J4

1958 Buena Vista Avenue  
Comox, V9M 2A7  
sadumas@shaw.ca  
(250) 339 4663

RECEIVED

APR 23 2020

TOWN OF COMOX

April 20, 2020

Comox Mayor and Council  
1809 Beaufort Avenue  
Comox V9M 1R9

Hello:

Re: "278 Anderton Road, Non-Medical Cannabis Retail Store Licence"

Thank you for the opportunity to respond to this non-medical cannabis retail store application. Likely you anticipate my rejection.

Since we already have a medical cannabis clinic on the Dyke Road and two non-medical store fronts in our neighbourhood, that seems more than adequate. And as you know, there are two more in Courtenay and the two in Cumberland operating under a temporary permit.

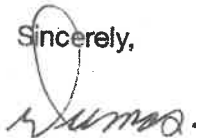
You are also aware of the traffic and parking challenges on Church Street and Buena Vista with the popularity of the Church Street pub, the Church Street Bakery and Coast Range Cannabis. Thank you for installing the "no parking" signs at that end of our street and along the golf course. That has improved safety.

The strip mall that includes "278 Anderton", already has inadequate parking. Pre-pandemic customer parking spills onto Buena Vista. And our street is already a favourite vehicle alternative to Comox Avenue.

There have been some quiet evenings in that mall parking since most of the business activity is during the day. Although I am not against the access to cannabis, I do not approve of even more traffic or more late evening noise at this end of the street. Again, pre-pandemic we heard groups leaving the pub fun—I use the word "fun" because they are mostly loud and jolly sounds.

Please reject this most recent cannabis application. There are already two cannabis store fronts within easy walking distance between each.

Sincerely,

  
Shirley Dumas

**ATTACHMENT 7**

DRAFT Comox Business Regulation Amendment Bylaw No. 1882.04, 2020

**TOWN OF COMOX**

**BYLAW NO. 1882.04**

**A BYLAW TO AMEND THE COMOX BUSINESS REGULATION BYLAW NO. 1882, 2020**

---

WHEREAS the Council of the Town of Comox wishes to amend the Comox Business Regulation Bylaw No. 1882, 2018 to allow the Licence Inspector to impose terms and conditions on a business licence, and to regulate the hours of operation of both cannabis retail stores and cannabis related establishments;

AND WHEREAS Council has given notice of its intention to adopt this bylaw by publishing such notice in two consecutive issues of a newspaper, and has provided an opportunity for persons who consider that they are affected to make representations to Council;

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

**1. Title**

This bylaw may be cited for all purposes as the “Comox Business Regulation Amendment Bylaw No. 1882.04, 2020”.

**2. Amendment**

The Comox Business Regulation Bylaw No. 1882, 2018 is hereby amended by:

- (a) Adding the following definition to section 2 [Interpretation] following the definition of “Recreational Cannabis Retail Store”:

“Residential Land” means land with either a Residential or a Multi-family Residential designation, as classified as in section 4.1 of Town of Comox Zoning Bylaw 1850.

- (b) Replacing the term “Deputy Corporate Administrator” with the term “Corporate Officer” in the definition of a Licence Inspector in section 2 [Interpretation];

- (c) Adding the following text as subsections (2) to (4) of section 7 [Conditions of Licence]:

“(2) The Licence Inspector may impose conditions of the nature specified in subsection (3), on the granting or renewal of a Business Licence under this Bylaw, in addition to the conditions imposed in section 8 [Specific Business Regulations] of this Bylaw.

- (3) The License Inspector may impose conditions of the following nature:

(a) a requirement that the Licence holder comply with a particular

provision of a Town Bylaw or any other provincial or federal enactment within a specified period of time;

(b) a requirement that the Licence holder provide to the Licence Inspector within a specified period of time evidence satisfactory to the Licence Inspector of compliance with a particular provision of a Town Bylaw or any other provincial or federal enactment applicable to the class of business proposed.

(4) If the Licence Inspector has imposed conditions on a Business Licence, the applicant who is subject to the decision is entitled to have Council reconsider the matter by submitting a request in writing to the Corporate Officer within 30 days of the decision.”

(d) Adding the following text as subsection (4)(l) of section 8 [Specific Business Regulations]:

“(l) Hours of operation for a Recreational Cannabis Retail Store shall be limited to the following:

(i) for Recreational Cannabis Retail Stores where Residential Land is less than 50 metres from the outside of the perimeter walls of the Recreational Cannabis Retail Store, between the hours of 9:00 a.m. and 9:00 p.m. each day; and

(ii) for all other Recreational Cannabis Retail Stores, between the hours of 10:00 a.m. and 10:00 p.m. each day.”

(e) Adding the following additional row of text to the table of offences in subsection (4) of section 11 [Municipal Ticketing]:

Open during prohibited hours	8(4)(l) or 8(5)(f)	\$500.00
------------------------------	--------------------	----------

### 3. Adoption

READ A FIRST, SECOND and THIRD time this	day of	, 2020
Notice of intention to adopt given this	day of	, 2020
Representations to Council heard this	day of	, 2020
ADOPTED this	day of	, 2020

---

MAYOR

---

CORPORATE OFFICER

**Tuesday, April 7, 2020**

**Minutes of the meeting of the Comox Valley Regional District Board of Directors held on April 7, 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:

<b>Chair:</b>	J. Ketler	Village of Cumberland
<b>Vice-Chair:</b>	A. Hamir	Lazo North (Area B)
<b>Directors:</b>	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
	W. Cole-Hamilton	City of Courtenay
	K. Grant	Town of Comox
<b>Staff:</b>	R. Dyson	Chief Administrative Officer
	B. Dunlop	Corporate Financial Officer
	S. Smith	General Manager of Planning and Development Services
	M. Ruken	General Manager of Engineering 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 electronic means.

### 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/](http://www.un.org/)

Article 7: Indigenous individuals have the rights to life, physical and mental integrity, liberty and security of person. Indigenous peoples have the collective right to live in freedom, peace and security as distinct peoples and shall not be subjected to any act of genocide or any other act of violence, including forcibly removing children of the group to another group.

### IN-CAMERA MEETING:

K. Grant/W. Morin: THAT the board adjourn to an in-camera session pursuant to the following sub-sections of section 90 of the Community Charter:

90(1)(c) labour relations or other employee relations;

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

### **REPORTS:**

#### **ELECTORAL AREAS SERVICES COMMITTEE - MARCH 9, 2020**

K. Grant/W. Cole-Hamilton: THAT the Electoral Areas Services Committee minutes dated March 9, 2020 be received.

208

Carried

D. Arbour/A. Hamir: THAT the following recommendations be adopted by general consent:

"THAT the board deny Development Variance Permit DV 6B 19 (Graham) to decrease the minimum front yard setback from 7.5 metres to 3.19 metres and the front eaves setback to 2.28 metres, the side yard setback from 1.75 metres to 1.58 metres, and to increase the maximum height for an accessory building from 7.0 metres to 7.62 metres, for the purpose of adding a second storey to an accessory building on a property described as Lot 15, District Lot 216, Comox District, Plan 12215, PID 004-967-321 (1406 Wilkinson Road).

THAT the board give first and second reading to Bylaw No. 609, being the "Rural Comox Valley Zoning Bylaw No. 520, 2019, Amendment No. 4" for property known as Lot A, Block 29, Comox District, Plan 9954, Except Parcel A (DD 41465W), PID 005-433-401 (8659 Island Highway), which rezones the entire property from Country Residential One (CR-1) to Industrial Light (IL);

AND FINALLY THAT pursuant to Section 464(1) of the Local Government Act (RSBC, 2015, c.1), the board schedule a public hearing for Bylaw No. 609, being the "Rural Comox Valley Zoning Bylaw No. 520, 2019, Amendment No. 4" (RZ 1C 19, Zimmerman).

THAT the board approve the Development Permit DP 13A 19 (Strong Back Holdings Ltd.) on the property described as Lot A, District Lot 138, Comox District, Plan 35114, PID 000-324-451 (2750 Cumberland Road) for two modular buildings as identified on Schedules A and B of DP 13A 19;

FURTHER THAT the board approve Development Variance Permit DV 7A 19 (Strong Back Holdings Ltd.) on the property described as Lot A, District Lot 138, Comox District, Plan 35114, PID 000-324-451 (2750 Cumberland Road) to vary the following for the northern modular building as identified on Schedules A and B of DV 7A 19:

- a. To reduce the minimum northwestern lot line (Slade Road) setback from 7.5 metres to 2.9 metres; and
- b. To reduce the minimum northeastern lot line setback from 7.5 metres to 3.7 metres;

AND FINALLY THAT the Corporate Legislative Officer be authorized to execute the permits.

THAT the board give first and second reading to Bylaw No. 604, being the "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014, Amendment No. 5", which updates policies relating to cannabis cultivation, processing and sales;

AND FINALLY THAT pursuant to Section 464(1) of the Local Government Act (RSBC, 2015, c.1), the board schedule a public hearing for Bylaw No. 604, being the "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014, Amendment No. 5" (CP 1CV 19).

THAT the board repeal Bylaw No. 2782, being "Floodplain Management Bylaw, 2005";

AND FINALLY THAT the board give first, second and third reading of Bylaw No. 600, being the "Floodplain Management Bylaw No. 600, 2020".

208 and 213

Carried

### **GRANT-IN-AID FUNDING**

D. Hillian/D. Frisch: THAT the directors report dated April 6, 2020 concerning the distribution of grant-in-aid funding from the electoral areas be received.

208

Carried

D. Hillian/A. Hamir: THAT the grants-in-aid, payable from the respective electoral areas as outlined in the report dated April 6, 2020, be approved and paid as soon as possible.

208

Carried

### **CVRD CORPORATE PLAN**

E. Grieve/K. Grant: THAT the 2020 Comox Valley Regional District Corporate Plan be received.

208

Carried

James Warren, General Manager of Corporate Service, presented an overview of the 2020 Comox Valley Regional District Corporate Plan.

### **BYLAWS AND RESOLUTIONS:**

D. Frisch/W. Cole-Hamilton: THAT Bylaw No. 604, being "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014, Amendment No. 5" be given first and second readings concurrently.

208 and 213

Carried

D. Frisch/D. Arbour: THAT Bylaw No. 609 being "Rural Comox Valley Zoning Bylaw No. 520, 2019, Amendment No. 4" be given first and second readings concurrently.

208 and 213

Carried

E. Grieve/A. Hamir: THAT Bylaw No. 600 being "Floodplain Management Bylaw No. 600, 2020" be given first and second readings concurrently.

208 and 213

Carried

K. Grant/A. Hamir: THAT Bylaw No. 600 being "Floodplain Management Bylaw No. 600, 2020" be read a third time.

208 and 213

Carried

D. Hillian/K. Grant: THAT Bylaw No. 591 being "Comox Valley Sewerage Service Regulaon, F ees and Charges Bylaw No. 71, 2010, Amendment No. 2" be given first and second readings concurrently.  
209 Carried

K. Grant/D. Hillian: THAT Bylaw No. 591 being "Comox Valley Sewerage Service Regulaon, F ees and Charges Bylaw No. 71, 2010, Amendment No. 2" be read a third me.  
209 Carried

A. Hamir/W. Morin: THAT Bylaw No. 568 being "Rural Comox Valley Zoning Bylaw No. 520, 2019, Amendment No. 2" be finally adopted.  
208 and 213 Carried

**ADJOURN TO IN-CAMERA:**

The board adjourned to its in-camera session at 4:17 pm.

**RISE AND REPORT:**

The board rose from its restricted in-camera session at 5:50 pm.

**TERMINATION:**

E. Grieve/K. Grant: THAT the meeng t erminate.  
208

Carried

Time: 5:51 pm.

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_:

\_\_\_\_\_  
Jesse Ketler  
Chair

Cerfied Corr ect and Recorded By:

\_\_\_\_\_  
Jake Martens  
Manager of Legislativ e Services

**TOWN OF COMOX**

**BYLAW NO. 1942**

**A BYLAW TO IMPOSE A WATER PARCEL TAX**

---

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

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

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

**1. Title**

This bylaw may be cited for all purposes as the "Comox Water Parcel Tax Bylaw No. 1942, 2020".

**2. Definitions**

In this Bylaw, unless the context otherwise requires

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

**3. Parcel Tax for the Comox Water Service**

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

**4. Exemption**

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

**5. Repeal**

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

**6. Adoption**

- (1) READ A FIRST, SECOND AND  
THIRD time this    1<sup>st</sup>    day of            April    , 2020
- (2) ADOPTED this    day of    , 2020

---

MAYOR

---

CORPORATE OFFICER

**TOWN OF COMOX**

**BYLAW NO. 1943**

**A BYLAW TO IMPOSE A SANITARY SEWER PARCEL TAX**

---

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

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

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

**1. Title**

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

**2. Definitions**

In this Bylaw, unless the context otherwise requires

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

**3. Parcel Tax for the Comox Sanitary Sewer Service**


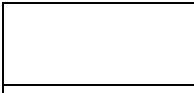
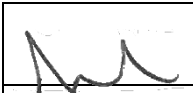
- (1) Council hereby imposes a parcel tax for the Comox sanitary sewer service, for calendar year 2020 and all subsequent years.
- (2) The Comox Sanitary Sewer Parcel Tax Roll shall be used for imposition of this parcel tax.
- (3) This parcel tax shall be levied as a single amount for each parcel that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





# TOWN OF COMOX REPORT TO COUNCIL

<b>FROM:</b>	<b>Geoffrey Kreek, Accountant</b>
<b>SUBJECT:</b>	<b>Increase to 2020 Garbage Fees</b>
<b>MEETING DATE:</b>	<b>May 6, 2020</b>
<b>REPORT DATE:</b>	<b>April 29, 2020</b>

 Submitted by	 Concurrence	 Approval
--	--	---

**RECOMMENDATION:**

That, in accordance with section 9 of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. M083, the Comox Refuse Collection Amendment Bylaw No. 1585.08, 2020 be given First, Second and Third Readings, and be Adopted concurrently.

**BACKGROUND:**

The operating costs of our waste collection & disposal are paid for by user fees. The largest driver of these costs is Emterra as they collect the majority of refuse in Comox, they are increasing our fees by 7.5% in 2020. The Comox Valley Regional District also increased their landfill tipping fees by \$10/tonne for 2020.

While our costs have increased each year, the Town has not updated rates for refuse since 2016. As such the Town needs to increase rates in 2020 so that the Town is recovering our basic fees and to ensure effective and reliable service for all ratepayers while building a reserve in order to provide residents with new totes when Emterra moves to more automated collection vehicles.

We are requesting to increase the fees that we charge our customers for garbage in 2020.

**Garbage Rates Bylaw:**

As noted above Emterra will be increasing their fees by 7.5% for 2020. As such I recommend passing along the increase to all customers. This will result in an increase of \$15.75 per year (\$1.31/month) to our fee for garbage, organics, yard waste and recycling for single family homes & duplexes, and by \$9.90 per year (\$0.83 per month) for multi-family and other types of residential units.

This will result in an \$84 per year (\$7.00 per month) difference in the fees between single family homes and multi-family residential units (\$226 vs \$142) which is the estimated cost of yard waste & organics service for single family homes and duplexes.

**TOWN OF COMOX**

**BYLAW NO. 1585.08**

**A BYLAW TO AMEND THE COMOX REFUSE COLLECTION BYLAW, 2007**

---

WHEREAS the Community Charter empowers the Town, by bylaw, to set rates for the supply and use of services including for refuse collection and disposal;

AND WHEREAS the Town's cost of refuse collection and disposal is projected to increase, which Council has decided shall be recovered through an increase to the Town's rates;

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

**1. TITLE**

This bylaw shall be cited for all purposes as the "Comox Refuse Collection Amendment Bylaw No. 1585.08, 2020".

**2. AMENDMENT**

The Comox Refuse Collection Bylaw, 2007 (Bylaw No. 1585) is hereby amended by deleting Schedule "A" in its entirety and replacing with Schedule "A" attached to and forming part of this bylaw.

**3. Effective Date**

This bylaw shall be effective starting June 1, 2020.

**4. Adoption**

READ A FIRST, SECOND and THIRD time this                    day of                    , 2020

ADOPTED this                    day of                    , 2020

---

MAYOR

---

CORPORATE OFFICER

**BYLAW NO. 1585  
SCHEDULE "A"**

*Effective June 1, 2020*

**COMOX REFUSE COLLECTION AND DISPOSAL**

**RATES**


- |  |                      |
|--|----------------------|
| 1. Single family residential & duplexes (rate per unit)  | \$ 18.81 per month   |
| Extra bag (50 litre)   | \$ 3.00 each         |
| 2. Other self-contained residential household, family or housekeeping units including (for example) suites and carriage houses   | \$ 11.83 per month   |
| 3. Apartments, trade premises (including residential units above or attached to trade premises where collection is charged to the trade premises), industrial, institutional and other premises: |                      |
| (a) Charges for refuse collected:  |                      |
| (i) Collected from receptacles of up to 121 litres capacity (each) on weekly pick-up schedule:   |                      |
| First through fifth receptacle collected per pick-up (rate per receptacle)   | \$ 3.00 per pick-up  |
| Plus, for additional receptacles collected per pick-up (rate per receptacle)   | \$ 8.60 per pick-up  |
| (ii) Collected from receptacles exceeding 121 litres capacity:   |                      |
| 3 cubic yard bin   | \$ 30.64 per pick-up |
| 6 cubic yard bin   | \$ 61.28 per pick-up |
| Other sizes will be at the same rate per cubic yard per pick-up (\$9.68)   |                      |
| (iii) Collected from Compactors:   |                      |
| Rate for refuse tipped at landfill   | \$ 161.25 per tonne  |
| Rate for organics tipped at composting site  | \$ 80.63 per tonne   |
| (b) Charges for recycling collected:   |                      |
| (i) Recycling collected from receptacles exceeding 121 litres capacity:  |                      |
| 3 cubic yard bin   | \$ 13.98 per pick-up |
| 6 cubic yard bin   | \$ 27.95 per pick-up |
| Other sizes will be at the same rate per cubic yard per pick-up (\$4.65)   |                      |
| (ii) Recycling collected from Compactors:  | \$129.00 per pick-up |




# TOWN OF COMOX

## REPORT TO REGULAR COUNCIL MEETING

<b>FROM:</b>	Clive Freundlich, Director of Finance
<b>SUBJECT:</b>	2020 Financial, Budget and Tax Bylaws
<b>MEETING DATE:</b>	May 3, 2020
<b>REPORT DATE:</b>	May 6, 2020


Submitted by

Concurrence


Approval

**RECOMMENDATION**

1. That, in accordance with section 9 of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. M083, the Comox Revenue Anticipation Bylaw No. 1945, 2020 be given First, Second and Third Readings, and be Adopted concurrently.
2. That property tax due dates and late payment penalties be in accordance with the general tax collection scheme under section 234 of the Community Charter and section 3 of the Municipal Tax Regulation.

Interpretation:

The General Tax Scheme sets the tax due date to July 2 with a 10% penalty calculated on the unpaid balance. The penalty calculation occurs the day after the due date.

The Town may by Bylaw establish an alternative tax scheme where the penalty calculation date is other than the day after the due date.

There is no requirement to provide language in the Bylaw setting out what the Provincial Government has legislated for property classes 4,5,6,7,and 8.

3. That, in accordance with section 9 of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. M083, the Comox Financial Plan Bylaw No. 1948, 2020 be given First, Second and Third Readings, and be Adopted concurrently.
4. That, in accordance with section 9 of the Local Government Meetings and Bylaw Process (COVID-19) Ministerial Order No. M083, the Comox Tax Rates Bylaw No. 1949, 2020 be given First, Second and Third Readings, and be Adopted concurrently.
5. That Council receives information with regards to the annual Property Tax Sale.



**CONTEXT:**

The 2020-2024 Financial Plan and the 2020 Tax Rates Bylaws address Town Council's desire to assist property owners during the 2020 COVID-19 struggle. As directed by Council, the tax increase has been reduced from 5.5% to 2%.

**Municipal property tax revenue increase:**

The Town increased property tax revenues over the same properties in 2019 by 2% (\$171,000). Town Council may choose different class rate multiples for the distribution of taxes amongst the different property classes. Based on the proposed rate multiples, the tax revenue increase from a Residential Class 1 property is 3.86%, an increase of \$48 to the representative residential property. In comparison, Class 6 Business is (7.5%), a decrease of (\$248) to the representative business property. Additionally, the new properties (growth) that came onto the tax roll in 2020 will generate approximately \$149,000.

**Revenue losses in the sale of services:**

The estimated loss from sales of service revenues for 2020 is \$700,000.

**Operating expenses:**

Core operating cuts: \$ 764,000 (Payroll \$680,000 + other core expenses \$84,000)

Special-project budget cuts: \$ 370,000

A revised list of Special Projects (Operating Expenses) is under Appendix B.

Note: Some costs may increase:

Remitting uncollected taxes to taxing authorities that have not provided an extension on their date will incur interest expenses for the Town.

First, there will be up to 60-days interest costs to cover \$900,000 in business property taxes, which is due August 1 to various taxing authorities (school taxes excluded).

Second, depending on Town Council's decision when to apply the residential penalty date, there could be up to 60-days interest costs to cover \$4.8 million in residential taxes due by August 1 to various taxing authorities.

At the same time, this delays the collection of the municipal portion of property taxes for \$8.9 million (all classes). Accordingly, we will need to borrow for cash-flow as well as some investment opportunity costs.

The interest cost to the Town to cover 14.6 million indicated above is \$23,725/month.



Note of interest:

The Town collects approximately \$20 million, split between the Town (9 million) and the rest for the other taxing authorities. Also, the tax notices include roughly \$6 million in utilities and parcel taxes.

**Capital expenditures:**

Cuts: 26 capital projects remain in the revised 2020 Financial Plan from the original 56.

These cuts represented about \$7 million in capital expenditures in 2020, many of which push back a year or two, many were dependent on agreements or grants with other parties. This change meant that over the five-year plan, approximately 1.2 million dollars accumulated surplus (i.e., Reserves) remains over the earlier version of the 2020 budget.

A revised list of Capital expenditure is under Appendix B.

**BC Property Tax Deferment Program:**

Town employees find more ways to inform property owners of the BC Government Property Tax Deferment program. Some of these ideas include posters in public spaces.

**New ways to pay property taxes and other bills on the Town's website is coming soon!**

Online payments will be available to Town's ratepayers soon. As such, people will be able to sign into the Town's website and see what they owe and make payment at the same time if they choose. It is one more way we hope to encourage people to make payments where they choose.

Cash payments are a discussion amongst many municipalities. At this time, the Town of Comox is planning on opening its doors to assist property owners in paying their taxes. However, customer service representatives at the banks neither give nor receive cash (clients are to use ATMs). Obtaining large amounts of money from ATM's will prove challenging for property owners to get enough money (usually between \$4,000 and \$5,000 in bills) to pay at the Finance counter. More to come!

**BC School Taxes**

The School tax requisition is not available. We have received all the other taxing authorities' tax-requisitions. The Province announced that BC School taxes would be set such that, all things being equal, a business on average would see a 25% overall savings on their property taxes.



## DISCUSSION

### 1) 2020 Revenue Anticipation Borrowing Bylaw

The Province by regulations has provided business 90 days grace from paying their property taxes. Not receiving the business taxes of \$2.4 million (excluding school) for 90-days will cause pressure on our cash flows for operational purposes.

Having a Revenue Anticipation Borrowing Bylaw each year is commonplace for municipalities. It does not mean that we have to borrow, it is there should events worsen, and the Town is not in receipt of needed cash to continue business.

Please refer to my comments above under "Note: Some costs may increase."

The 2020 Revenue Anticipation Borrowing Bylaw is under **Appendix A**.

### 2) 2020 Property Tax Schemes

Local taxing authorities (CVRD, Courtenay, and Cumberland) have not changed their property tax due dates. Around the Province, two schemes are becoming the options of widespread discussion

- i) The General Tax Scheme (recommended by the Finance Ministry - MAH) leaves the due date as July 2, and the penalty is calculated as usual on July 3 for unpaid amounts owing from the preceding day.
- ii) The "Alternative Tax Scheme" may leave the due date as at July 2 for all property classes. However, the penalty calculation date is moved back to October 1 for unpaid amounts owing from the preceding day.

Please refer to my comments above under "Note: Some costs may increase."

In my discussion with many municipalities through forums, I find that the majority lean towards option 1. Option 1 means we continue with the General Tax Scheme and business are taken care of through the Provincial legislation. Accordingly, I recommend we stay on course with the General Tax Scheme (option 1). However, the Town is in a position to handle the Alternate Tax Scheme as outlined above with additional costs (estimated \$75,000) through lost investment income, borrowing costs for cash flow, programming changes to the Town's tax software, and the unknown quantities).

A bylaw for each option above is under **Appendix C**. 2020 Tax Rates Bylaw (2 choices)



### 3) 2020-2024 Financial Plan Bylaw

A balanced 2020 – 2024 Financial Plan is under **Appendix B**.

The Bylaw contains both the Schedule "A" (one-page showing both accrual approach and on the lower half of the page conversion into a cash budget through the Additions and Deduction sections.

After the Bylaw, Schedule "A" expands into a five-page document. As well, for your consideration is the list of Special Projects (three-pages) and Capital Expenditure (four-pages).

### 4) 2020 Tax Rates Bylaw

The 2020 Tax Rate Bylaw is provided twice, depending on which option the Town Council chooses for collecting from non-business property owners.

Provincial legislation on the 90-day grace period renders our Bylaw inoperative. Accordingly, we do not need to spell out the Provincial accommodation for business and their property tax penalty date.

Under Provincial legislation, the penalty calculation date is moved back to October 1 for unpaid amounts owing from the preceding day for all business property owners.

A 2020 Tax Rates Bylaw is under **Appendix C**. (Two Options)



### 5) Annual Municipal Property Tax Sale

The Province of BC announced that Property Tax Sales were to be deferred. However, there has been no clarification, nor has there been any legislation provided for this subject.

I suggest that the Town leave the Tax Sale date for the scheduled for the 28<sup>th</sup> day of September 2020. Tax sales are conducted the last Monday of September at 10:00 AM as prescribed by Provincial legislation.

There is a challenge with the idea of delaying a property tax sale by a year. Properties with three years of unpaid taxes are advertised and auctioned at a tax sale unless the oldest year of outstanding is sooner paid.

If the property tax sale is delayed one year, property owners would need to pay two years of delinquent taxes (the 2018 and 2019 unpaid taxes). It would create a hardship for those in that situation. The Town's tax collector spends time with those potentially having their property go to tax sale. Collecting one year's delinquent taxes is doable, but two years of delinquent taxes would create a hardship.

I would propose we advertise and collect as if we are going forward with the usual property tax sale date. However, the Town will be in a position to decide once the Province has passed legislation or provided clarification.

The Town Tax Notices will be printed shortly after the May 6 2020 RCM meeting with the Tax Due Date, Penalty Date, and Tax Sale Date.



**TOWN OF COMOX****BYLAW NO. 1948****A BYLAW OF THE TOWN OF COMOX RESPECTING THE FINANCIAL PLAN FOR  
THE FIVE-YEAR PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2024**

---

WHEREAS the *Community Charter* requires Municipal Councils to adopt a financial plan annually, by bylaw, before the annual property tax bylaw is adopted;

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

**1. Title**

This bylaw may be cited for all purposes as the "Comox Financial Plan Bylaw No. 1948, 2020".

**2. SCHEDULES "A" and "B"**

- (1) SCHEDULE "A", attached hereto and made part of this Bylaw, is hereby adopted and is the Financial Plan of the Town of Comox for the years 2020 to 2024 inclusive.
- (2) SCHEDULE "B" attached hereto and made part of this Bylaw, is the 2020 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the Community Charter.

**3. Adoption**

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

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 MAYOR

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 CORPORATE OFFICER

Town of Comox  
 2020 - 2024 Financial Plan  
 Schedule A

Description	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
<b>Revenue</b>					
Municipal Property taxes	\$ 11,504,480	\$ 11,825,580	\$ 12,135,500	\$ 12,428,840	\$ 12,743,840
Sales of Services	9,231,203	10,178,985	10,609,295	11,170,946	10,970,518
Government Transfers	1,305,240	1,356,240	4,231,240	1,106,240	2,000,380
Investment Income	400,000	400,000	400,000	400,000	400,000
Developer Contributions	317,300	623,350	300,500	45,875	447,100
Other	94,292	103,500	103,580	105,450	107,360
<b>Total Revenue</b>	<b>22,852,515</b>	<b>24,487,655</b>	<b>27,780,115</b>	<b>25,257,351</b>	<b>26,669,198</b>
<b>Operating Expense</b>					
<b>Fiscal</b>					
Interest payments on debt	27,240	27,240	45,240	56,220	53,300
Amortization expense	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Other fiscal Adjustments	177,642	177,990	179,950	181,930	183,960
<b>Total fiscal</b>	<b>3,204,882</b>	<b>3,205,230</b>	<b>3,225,190</b>	<b>3,238,150</b>	<b>3,237,260</b>
General Municipal	13,675,692	14,697,810	15,505,825	15,964,524	16,276,102
Water Fund	2,834,232	2,955,999	2,989,873	3,299,014	3,338,965
Sewer Fund	2,508,938	2,519,424	2,639,997	2,662,596	2,737,243
<b>Total Functions</b>	<b>19,018,862</b>	<b>20,173,233</b>	<b>21,135,695</b>	<b>21,926,134</b>	<b>22,352,310</b>
<b>Total operating expense</b>	<b>22,223,744</b>	<b>23,378,463</b>	<b>24,360,885</b>	<b>25,164,284</b>	<b>25,589,570</b>
Revenue over expense	628,771	1,109,192	3,419,230	93,067	1,079,628
<b>Add</b>					
Add back amortization	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Transfers from reserves	2,016,750	5,235,311	4,562,131	5,495,461	4,720,893
Proceeds of debt	-	-	1,200,000	-	-
<b>Total Addition</b>	<b>5,016,750</b>	<b>8,235,311</b>	<b>8,762,131</b>	<b>8,495,461</b>	<b>7,720,893</b>
<b>Deduct</b>					
Transfers to reserves	3,344,221	3,552,592	3,206,630	3,251,987	2,887,300
Principal repayment on debt	23,250	23,250	23,250	113,170	109,190
Capital, General Fund	2,183,050	3,868,661	4,254,481	5,064,871	5,036,831
Capital, Water Fund	65,000	314,000	4,695,000	50,000	316,200
Capital, Sewer Fund	30,000	1,586,000	2,000	108,500	451,000
<b>Capital Total</b>	<b>2,278,050</b>	<b>5,768,661</b>	<b>8,951,481</b>	<b>5,223,371</b>	<b>5,804,031</b>
<b>Total Deduction</b>	<b>5,645,521</b>	<b>9,344,503</b>	<b>12,181,361</b>	<b>8,588,528</b>	<b>8,800,521</b>
Revenue over expenditure	\$ -	\$ -	\$ -	\$ -	\$ -

**Town of Comox**  
 2020 - 2024 Financial Plan  
 SCHEDULE "B" - Revenue Objectives & Policies

Funding Sources:

Objectives

1. Raise \$127,046,834 funding over this five-year Financial Plan to meet planned expenditures.
2. Increase both taxes and fees gradually over time to provide needed revenue.

Policies

1. Seek government grants and partner funding when possible to avoid tax and fee increases.
2. Use reserves and surplus before external borrowing to minimize tax increases over the long-term

Table 1 - Funding sources 2020 - 2024

	5 Year Total	Proportion
Municipal Property taxes	\$ 60,638,240	47.74%
Sales of Services	52,160,947	41.06%
Government Transfers	9,999,340	7.87%
Investment Income	2,000,000	1.57%
Developer Contributions	1,734,125	1.36%
Other	514,182	0.40%
<b>Total Revenues</b>	<b>\$ 127,046,834</b>	<b>100.00%</b>

Property Tax Distribution among classes:

Objectives

1. The burden of tax increases shall be shared among all property classes with assessment.
2. Tax increases shall be less for property class 6 (Business & Other) than other classes so that apart from new class 6 development, the proportion from class 6 declines gradually over time.

Policies

1. In 2020, Class 6 property tax will be at least 1% less than the residential increase.
2. The Town shall consider the effect of the distribution of taxes and resultant tax rates on both property taxes and Payments in Lieu of Tax (PILT) when setting tax rates.

Table 2 - Proportion of Property Value

Taxes by Property Class	Proportion
Class 1 Residential	82.59%
Class 2 Utilities	0.74%
Class 3 Supportive Housing	0.00%
Class 4 Major Industry	0.00%
Class 5 Light Industry	0.58%
Class 6 Business & Other	15.83%
Class 7 Managed Forest Land	0.00%
Class 8 Recreation / Non-profit	0.26%
Class 9 Farm	0.00%
	100.00%

**Town of Comox**  
2020 - 2024 Financial Plan  
SCHEDULE "B" - Revenue Objectives & Policies

Permissive Tax Exemptions:

Objectives

1. The Town will continue its current program of permissive tax exemptions for property that is available for public use or that benefits the general public.
2. The Town will also continue its current program of downtown revitalization tax exemptions for qualifying residential developments within the downtown revitalization area.

Policies

1. The Town will continue to consider grants of permissive tax exemptions annually.
2. The expected reduction on 2020 general taxes from permissive exemptions is approx. \$200,000.
3. The Town will continue to review its downtown revitalization tax exemptions at least annually.

Town of Comox  
2020 - 2024 Financial Plan

**Schedule A**

(Expanded to five pages)

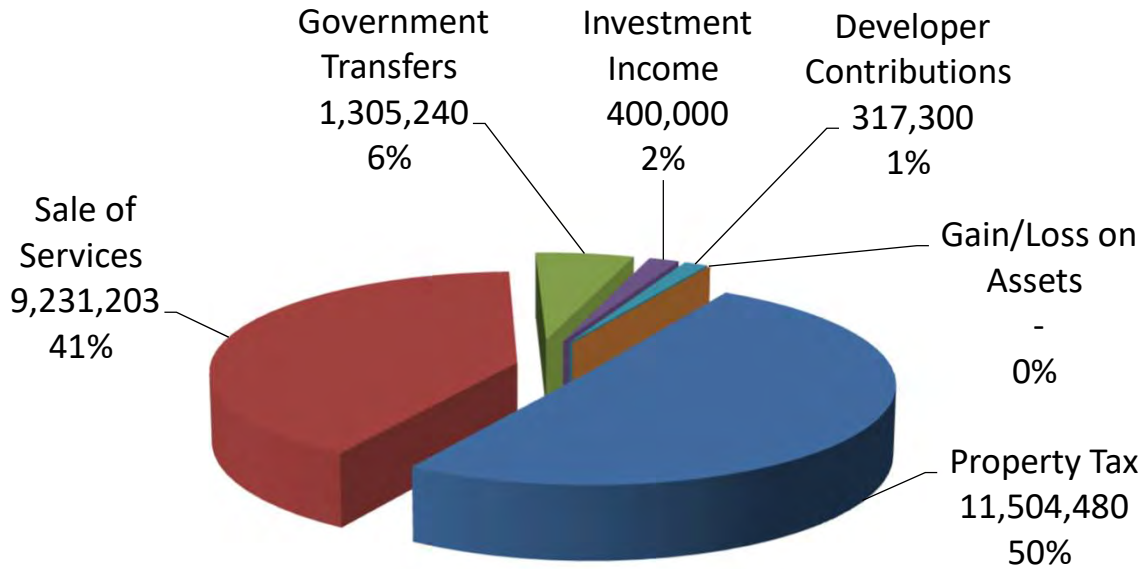
	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
<b>Revenue</b>					
<b>Property Tax</b>					
General municipal taxation	\$ 8,903,280	\$ 9,170,380	\$ 9,445,490	\$ 9,728,850	\$ 10,020,720
Parcel tax (incl. LAS parcel tax)	683,440	685,440	687,530	662,460	649,840
1% Utility Tax	82,360	82,360	82,360	84,010	85,690
Business Improvement Area	72,900	72,900	72,900	72,900	72,900
Payments in lieu of taxes	1,724,000	1,756,000	1,788,720	1,822,090	1,856,130
Penalties and interest on taxes	38,500	58,500	58,500	58,530	58,560
<b>Total Property Tax</b>	<b>11,504,480</b>	<b>11,825,580</b>	<b>12,135,500</b>	<b>12,428,840</b>	<b>12,743,840</b>
<b>Sale of Services</b>					
General Government	154,300	159,950	160,160	160,370	160,580
Protective Services	646,046	684,436	905,129	920,829	725,126
Solid Waste	1,767,181	1,824,563	1,930,130	1,988,827	1,861,020
Development Services	93,000	107,350	107,670	108,000	108,330
Transportation	10,000	10,000	10,000	10,200	10,400
Marina	383,852	438,726	439,486	440,266	452,452
Recreation	775,204	1,355,450	1,382,580	1,413,174	1,441,450
Water services	2,749,590	2,900,630	2,929,490	3,336,930	3,370,150
Sewer services	2,652,030	2,697,880	2,744,650	2,792,350	2,841,010
<b>Total Sale of Services</b>	<b>9,231,203</b>	<b>10,178,985</b>	<b>10,609,295</b>	<b>11,170,946</b>	<b>10,970,518</b>
<b>Government Transfers</b>					
Federal / Provincial	1,248,240	1,299,240	4,174,240	1,049,240	1,943,380
Provincial	57,000	57,000	57,000	57,000	57,000
Regional & Other	-	-	-	-	-
<b>Total Government Transfers</b>	<b>1,305,240</b>	<b>1,356,240</b>	<b>4,231,240</b>	<b>1,106,240</b>	<b>2,000,380</b>
<b>Investment Income</b>					
Interest & investment gains	400,000	400,000	400,000	400,000	400,000
<b>Total Investment Income</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Developer Contributions</b>					
Contributions	317,300	623,350	300,500	45,875	447,100
<b>Total Developer Contributions</b>	<b>317,300</b>	<b>623,350</b>	<b>300,500</b>	<b>45,875</b>	<b>447,100</b>
<b>Other</b>					
Other Revenue	94,292	103,500	103,580	105,450	107,360
Gain (loss) on Sale of Assets	-	-	-	-	-
<b>Total Other</b>	<b>94,292</b>	<b>103,500</b>	<b>103,580</b>	<b>105,450</b>	<b>107,360</b>
<b>Total Revenues</b>	<b>\$ 22,852,515</b>	<b>\$ 24,487,655</b>	<b>\$ 27,780,115</b>	<b>\$ 25,257,351</b>	<b>\$ 26,669,198</b>
Incr / (decr)	(7.42%)	7.16%	13.45%	(9.08%)	5.59%

2020 - 2024 Financial Plan

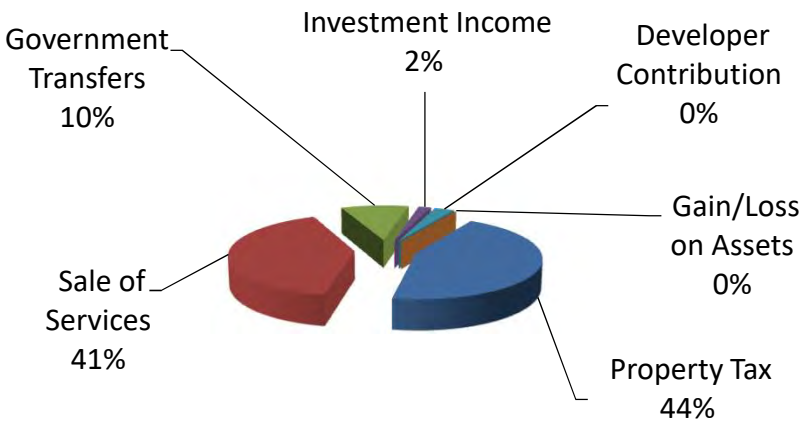
Schedule A

(Expanded to five pages)

2020 Revenue



2019 Revenue



## 2020 - 2024 Financial Plan

### Schedule A

(Expanded to five pages)

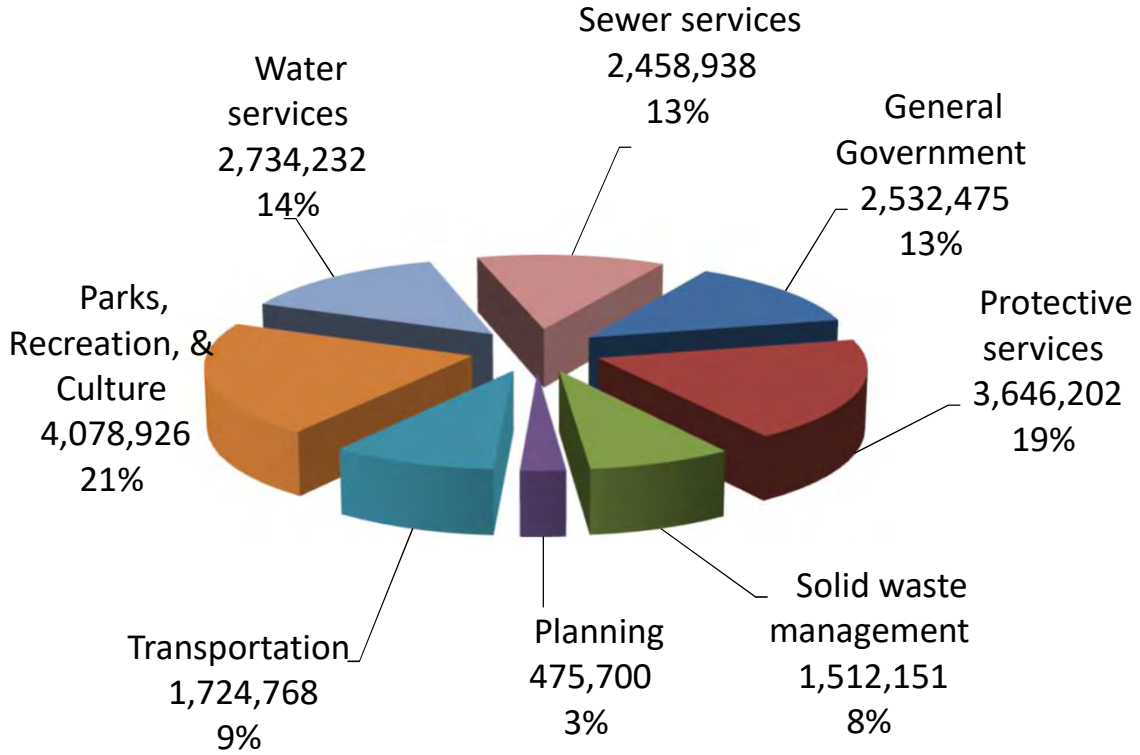
Description	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
<b>Operating Expense</b>					
<b>Fiscal</b>					
Interest payments on debt	27,240	27,240	45,240	56,220	53,300
Amortization expense	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Other Fiscal	177,642	177,990	179,950	181,930	183,960
<b>Total fiscal expense</b>	<b>3,204,882</b>	<b>3,205,230</b>	<b>3,225,190</b>	<b>3,238,150</b>	<b>3,237,260</b>
<b>Core</b>					
<b>General Government</b>					
Building maintenance	149,984	151,811	153,695	154,154	154,701
Corporate (shared resources)	175,391	112,964	110,978	109,892	108,017
Council	494,100	364,840	369,530	398,090	382,550
Administration	584,190	636,970	650,560	664,460	678,670
Finance	949,810	986,880	1,006,570	1,026,710	1,047,320
Information Technology	179,000	182,720	186,350	190,050	193,830
General Government subtotal	2,532,475	2,436,185	2,477,683	2,543,356	2,565,088
<b>Protective services</b>					
Building maintenance	-	-	-	-	-
Police	1,882,960	1,926,180	2,514,300	2,564,190	2,615,080
Fire	1,440,080	1,495,572	1,526,380	1,579,621	1,612,583
Bylaw enforcement	155,786	183,886	187,087	190,400	193,783
Building inspections	125,876	132,054	134,693	137,404	140,165
Other protective service	41,500	42,310	43,140	44,000	44,880
Protective services subtotal	3,646,202	3,780,002	4,405,600	4,515,615	4,606,491
Solid waste management	1,512,151	1,579,823	1,684,400	1,738,167	1,793,812
Planning services	475,700	549,220	560,940	572,720	584,790
<b>Transportation</b>					
Building maintenance	68,170	68,960	69,780	71,180	72,600
Transportation	1,656,598	1,672,441	1,761,765	1,794,710	1,909,284
Transportation subtotal	1,724,768	1,741,401	1,831,545	1,865,890	1,981,884
<b>Parks, Rec &amp; Culture</b>					
Building maintenance	273,358	280,448	283,805	289,057	294,402
Parks	1,632,203	1,658,999	1,686,525	1,718,738	1,751,596
Recreation	1,970,045	2,123,702	2,167,267	2,211,846	2,257,467
Culture	31,250	31,250	31,740	32,240	32,830
Marina	172,070	174,780	178,170	181,930	185,780
Parks, Rec & Culture subtotal	4,078,926	4,269,179	4,347,507	4,433,811	4,522,075
General service	13,970,222	14,355,810	15,307,675	15,669,559	16,054,140
Water service	2,734,232	2,860,999	2,894,873	3,204,014	3,243,965
Sewer service	2,458,938	2,519,424	2,589,997	2,662,596	2,737,243
<b>Total core expense</b>	<b>19,163,392</b>	<b>19,736,233</b>	<b>20,792,545</b>	<b>21,536,169</b>	<b>22,035,348</b>
Incr / (decr)	4.95%	2.99%	5.35%	3.58%	2.32%

2020 - 2024 Financial Plan

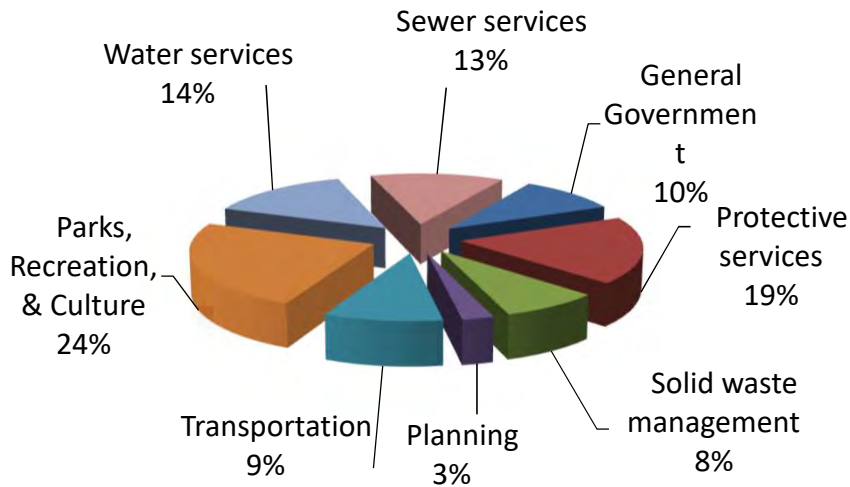
Schedule A

(Expanded to five pages)

2020 Core Expenses



2019 Core Expenses



## 2020 - 2024 Financial Plan

### Schedule A

(Expanded to five pages)

Description	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
<b>Special Projects</b>					
General Government	(42,620)	-	35,000	-	-
Protective services	(48,510)	10,000	-	-	-
Solid Waste management	-	-	-	-	-
Development services	29,000	70,000	20,000	30,000	30,000
Transportation services	175,050	96,500	18,150	94,965	96,962
Parks, Recreation & Culture	(407,450)	165,500	125,000	170,000	95,000
General service	(294,530)	342,000	198,150	294,965	221,962
Water service	100,000	95,000	95,000	95,000	95,000
Sewer service	50,000	-	50,000	-	-
<b>Total Special Projects</b>	<b>(144,530)</b>	<b>437,000</b>	<b>343,150</b>	<b>389,965</b>	<b>316,962</b>
<b>Total Operating Expense</b>	<b>22,223,744</b>	<b>23,378,463</b>	<b>24,360,885</b>	<b>25,164,284</b>	<b>25,589,570</b>
Revenue over expense	628,771	1,109,192	3,419,230	93,067	1,079,628
<b>Add</b>					
Add back amortization	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Transfer from reserves	2,016,750	5,235,311	4,562,131	5,495,461	4,720,893
Proceeds of debt	-	-	1,200,000	-	-
<b>Total Addition</b>	<b>5,016,750</b>	<b>8,235,311</b>	<b>8,762,131</b>	<b>8,495,461</b>	<b>7,720,893</b>
<b>Deduct</b>					
Transfers to reserves	3,344,221	3,552,592	3,206,630	3,251,987	2,887,300
Principal payment on debt	23,250	23,250	23,250	113,170	109,190
<b>Capital</b>					
General Government	469,950	176,900	491,100	39,200	39,200
Protective services	-	-	650,000	650,000	30,000
Solid Waste management	-	-	-	-	-
Development services	160,000	-	-	-	-
Transportation	1,190,000	2,905,260	2,313,380	3,840,670	4,455,630
Parks, Recreation & Culture	363,100	786,501	800,001	535,001	512,001
General service	2,183,050	3,868,661	4,254,481	5,064,871	5,036,831
Water service	65,000	314,000	4,695,000	50,000	316,200
Sewer service	30,000	1,586,000	2,000	108,500	451,000
<b>Capital Total</b>	<b>2,278,050</b>	<b>5,768,661</b>	<b>8,951,481</b>	<b>5,223,371</b>	<b>5,804,031</b>
<b>Total Deduction</b>	<b>5,645,521</b>	<b>9,344,503</b>	<b>12,181,361</b>	<b>8,588,528</b>	<b>8,800,521</b>
Revenue over expenditure	\$ -	\$ -	\$ -	\$ -	\$ -

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	(42,620)	-	35,000	-	-	(7,620)
Protective Services	Fire Department	(48,510)	10,000	-	-	-	(38,510)
Solid Waste Management	Garbage, recycling, and organics	-	-	-	-	-	-
Development Services	Planning	29,000	70,000	20,000	30,000	30,000	179,000
Transportation Services	Public Works building maint. & Engineering	175,050	96,500	18,150	94,965	96,962	481,627
PRC - Parks, Recreation & Culture	Parks, Recreation & Culture	(407,450)	165,500	125,000	170,000	95,000	148,050
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
<b>Total special projects</b>		<b>(144,530)</b>	<b>437,000</b>	<b>343,150</b>	<b>389,965</b>	<b>316,962</b>	<b>1,342,547</b>
Item count:		24	12	7	7	5	35

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)	(30,460)	-	-	-	-	(30,460)
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
Transportation, Services	14			Reviews & feasibility studies -PW	165,000	50,000	-	75,000	75,000	365,000
Transportation, Services	15		b/f 2019	Acquire-build-Repair PW	12,000	-	-	-	-	12,000
Transportation, Services	16	new		Annual cost for GPS Fleet	15,000	16,500	18,150	19,965	21,962	91,577
Transportation, Services	17			Review -Drainage	20,000	-	-	-	-	20,000
Transportation, Services	18	new		Payroll cuts (reduce budget)	(36,950)	-	-	-	-	(36,950)
Transportation, Bldg Maint Dept	19			Acquisitions, builds, repairs -PW	-	30,000	-	-	-	30,000
PRC, Parks	20			Parks Proj Lazo Greenway Study	25,000	-	30,000	-	-	55,000
PRC, Parks	21			Parks planning Technician	-	50,000	95,000	95,000	95,000	335,000
PRC, Parks	22	new		Payroll cuts (reduce budget)	(157,670)	-	-	-	-	(157,670)
PRC, Recreation	23		b/f 2019	Site Master Plan	25,000	-	-	-	-	25,000
PRC, Recreation	24	new		Equip. replacements <10K	-	3,000	-	-	-	3,000
PRC, Recreation	25			Equip. additions <10K	-	7,500	-	-	-	7,500
PRC, Recreation	26	new		Payroll cuts (reduce budget)	(283,280)	-	-	-	-	(283,280)
PRC, Recreation	27	new		Additional cuts (reduce budget)	(24,500)	-	-	-	-	(24,500)

Listing	Item	Added to Plan	Brought Forward	Description	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	Five Year Total
PRC, Bldg Maint Dept	28			Acquisitions, builds, repairs -Parks	-	80,000	-	50,000	-	130,000
PRC, Bldg Maint Dept	29			Acquisitions, builds, repairs -Rec	-	-	-	25,000	-	25,000
PRC, Bldg Maint Dept	30	new		Reviews & feasibility studies -Cult	-	10,000	-	-	-	10,000
PRC, Bldg Maint Dept	31	new		Acquisitions, builds, repairs -Cult	8,000	-	-	-	-	8,000
PRC, Bldg Maint Dept	32			Reviews & feasibility studies -Marina	-	15,000	-	-	-	15,000
Water, Services	33			Reviews & feasibility studies -Wat	50,000	-	-	-	-	50,000
Water, Services	34			Water utility operator	50,000	95,000	95,000	95,000	95,000	430,000
Sewer, Services	35			Reviews & feasibility studies -Sew	50,000	-	50,000	-	-	100,000
<b>Total Special Projects</b>					<b>(144,530)</b>	<b>437,000</b>	<b>343,150</b>	<b>389,965</b>	<b>316,962</b>	<b>1,342,547</b>

**Total Special Projects - Summary**

Total special projects - operating expenses	532,000	437,000	343,150	389,965	316,962	2,019,077
Reduce core budget						
Reduce payroll budget	(592,730)	-	-	-	-	(592,730)
Reduce other operating expenses	(83,800)	-	-	-	-	(83,800)
Core budget reduction	(676,530)	-	-	-	-	(676,530)
<b>2020 Special Project - Summary</b>	<b>(144,530)</b>	<b>437,000</b>	<b>343,150</b>	<b>389,965</b>	<b>316,962</b>	<b>1,342,547</b>

Listing	Item	Added to Plan	Brought Forward	Description	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	Five Year Total
<b>SPECIAL PROJECTS - SOURCE OF FUNDS (Operating Expenses, Not Capital)</b>					<b>2020 Forecast</b>	<b>2021 Forecast</b>	<b>2022 Forecast</b>	<b>2023 Forecast</b>	<b>2024 Forecast</b>	<b>2020 - 2024 Total</b>
<b>Draw down on equity (accumulated surplus)</b>										
<u>General fund - draw down on equity</u>										
				Statutory Reserves	10,000	10,000	-	-	-	20,000
				Reserve for future expenditures	259,000	195,500	20,000	180,000	105,000	759,500
				General revenue	55,000	136,500	143,150	114,965	116,962	566,577
				<b>General fund equity draw</b>	<b>324,000</b>	<b>342,000</b>	<b>163,150</b>	<b>294,965</b>	<b>221,962</b>	<b>1,346,077</b>
<u>Water Fund - draw down on equity</u>										
				Statutory Reserves	-	-	-	-	-	-
				Reserve for future expenditures	-	-	-	-	-	-
				General revenue	75,000	95,000	95,000	95,000	95,000	455,000
				<b>Water fund equity draw</b>	<b>75,000</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>	<b>455,000</b>
<u>Sewer Fund - draw down on equity</u>										
				Statutory Reserves	-	-	-	-	-	-
				Reserve for future expenditures	-	-	-	-	-	-
				General revenue	50,000	-	50,000	-	-	100,000
				<b>Sewer fund equity draw</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
				<b>Equity draw down (accumulated surplus)</b>	<b>449,000</b>	<b>437,000</b>	<b>308,150</b>	<b>389,965</b>	<b>316,962</b>	<b>1,901,077</b>
<b>Other source of funds for capital expenditures</b>										
				Taxes	43,000	-	35,000	-	-	78,000
				User fees	-	-	-	-	-	-
				Donation	-	-	-	-	-	-
				Grant	40,000	-	-	-	-	40,000
				MFA Debt	-	-	-	-	-	-
				Deferred Revenue	-	-	-	-	-	-
				Developer cost charges (DCC)	-	-	-	-	-	-
				Restricted Revenue (Developers)	-	-	-	-	-	-
				<b>Other source of funds</b>	<b>83,000</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>118,000</b>
				<b>Source of Funds</b>	<b>532,000</b>	<b>437,000</b>	<b>343,150</b>	<b>389,965</b>	<b>316,962</b>	<b>2,019,077</b>
<b>Operating budget cuts</b>										
				Reduce payroll budget	(592,730)	-	-	-	-	(592,730)
				Reduce other operating expenses	(83,800)	-	-	-	-	(83,800)
				<b>Operating budget cuts</b>	<b>(676,530)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(676,530)</b>
				<b>Total Special Projects</b>	<b>(144,530)</b>	<b>437,000</b>	<b>343,150</b>	<b>389,965</b>	<b>316,962</b>	<b>1,342,547</b>

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	469,950	176,900	491,100	39,200	39,200	1,216,350
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	1,190,000	2,905,260	2,313,380	3,840,670	4,455,630	14,704,940
PRC - Parks, Recreation & Culture				Parks, Recreation & Culture	363,100	786,501	800,001	535,001	512,001	2,996,604
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					2,278,050	5,768,661	8,951,481	5,223,371	5,804,031	28,025,594
Item count:					27	40	27	32	25	106
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					2,278,050	5,768,661	8,951,481	5,223,371	5,804,031	28,025,594
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	244,950	76,900	91,100	39,200	491,350
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	2,278,050	5,768,661	8,951,481	5,223,371	5,804,031	28,025,594
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)	15,000	90,000	-	-	-	105,000
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	2,278,050	5,768,661	8,951,481	5,223,371	5,804,031	28,025,594
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				Marina Park -Shade Structure	3,000	-	-	-	-	3,000
PRC, Bldg Maint Dept	93		b/f 2019		Community Centre	-	100,000	-	-	-	100,000
PRC, Bldg Maint Dept	94	new		replace	D'Esterre (Senior's Complex)	-	50,000	-	-	-	50,000
PRC, Bldg Maint Dept	95			replace	Marina Upgrades - Boat Launch Float	-	120,000	-	-	-	120,000
Water, Services	96				Cambridge at Pritchard -PRV	-	-	25,000	-	-	25,000
Water, Services	97		b/f 2019	replace	Dryden (Anderton-Pritchard)	30,000	-	600,000	-	-	630,000
Water, Services	98	new		replace	Noel Ave (Spitfire-Aitken)	-	-	-	-	266,200	266,200
Water, Services	99				Noel Extension(Aitken-Aspen)	35,000	194,000	-	-	-	229,000
Water, Services	100				Meter	-	100,000	50,000	30,000	30,000	210,000
Water, Services	101				Universal water meter	-	-	4,000,000	-	-	4,000,000
Water, Services	102				Hydrant	-	20,000	20,000	20,000	20,000	80,000
Sewer, Services	103	new		replace	Beaufort main	-	-	-	35,000	-	35,000
Sewer, Services	104		b/f 2019	replace	Foreshore main (Cathew-Ellis)	30,000	1,471,000	2,000	1,500	1,000	1,505,500
Sewer, Services	105	new			Port Augusta-Jane St Sanitary	-	-	-	72,000	450,000	522,000
Sewer, Services	106		b/f 2019	replace	Torrence main	-	115,000	-	-	-	115,000
					<b>Total capital spending program</b>	<b>2,278,050</b>	<b>5,768,661</b>	<b>8,951,481</b>	<b>5,223,371</b>	<b>5,804,031</b>	<b>28,025,594</b>

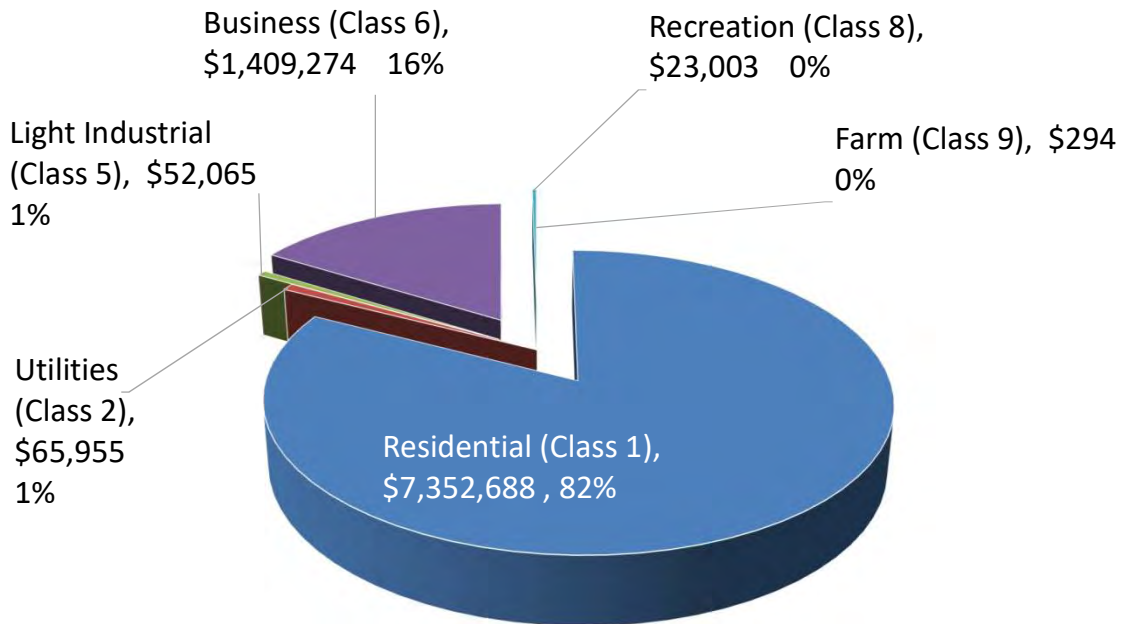
Listing	Item	Added to Plan	Brought Forward	Asset Replacement	Description	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	Five Year Total
					Total capital spending program	2,278,050	5,768,661	8,951,481	5,223,371	5,804,031	28,025,594
					<b>Capital Expenditures by Asset Category</b>	<b>2020 Forecast</b>	<b>2021 Forecast</b>	<b>2022 Forecast</b>	<b>2023 Forecast</b>	<b>2024 Forecast</b>	<b>2020 - 2024 Total</b>
					Land	160,000	-	-	-	-	160,000
					Land improvements	-	284,500	655,000	250,000	-	1,189,500
					Building	8,000	290,001	290,001	65,001	155,001	808,004
					Equipment	853,050	690,900	996,100	1,134,200	1,021,200	4,695,450
					Road	900,000	2,313,260	2,313,380	3,500,670	3,489,130	12,516,440
					Drain	262,000	290,000	-	115,000	371,500	1,038,500
					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
					<b>Total Capital Expenditure</b>	<b>2,278,050</b>	<b>5,768,661</b>	<b>8,951,481</b>	<b>5,223,371</b>	<b>5,804,031</b>	<b>28,025,594</b>
					<b>SOURCE OF FUNDS FOR CAPITAL EXPENDITURES</b>	<b>2020 Forecast</b>	<b>2021 Forecast</b>	<b>2022 Forecast</b>	<b>2023 Forecast</b>	<b>2024 Forecast</b>	<b>2020 - 2024 Total</b>
					<b>Draw down on equity (accumulated surplus)</b>						
					<u>General fund - draw down on equity</u>						
					Statutory reserves	1,394,050	2,980,160	3,067,460	4,186,570	2,635,780	14,264,020
					Reserve for future expenditures	72,700	443,501	700,121	778,801	688,701	2,683,824
					General revenue	60,000	17,000	89,900	-	425,000	591,900
					<b>General fund equity draw</b>	<b>1,526,750</b>	<b>3,440,661</b>	<b>3,857,481</b>	<b>4,965,371</b>	<b>3,749,481</b>	<b>17,539,744</b>
					<u>Water Fund - draw down on equity</u>						
					Statutory reserves	-	100,000	50,000	30,000	30,000	210,000
					Reserve for future expenditures	-	-	-	-	-	-
					General revenue	18,500	39,400	345,000	20,000	286,200	709,100
					<b>Water fund equity draw</b>	<b>18,500</b>	<b>139,400</b>	<b>395,000</b>	<b>50,000</b>	<b>316,200</b>	<b>919,100</b>
					<u>Sewer Fund - draw down on equity</u>						
					Statutory reserves	22,500	1,103,250	1,500	55,125	338,250	1,520,625
					Reserve for future expenditures	-	-	-	-	-	-
					General revenue	-	115,000	-	35,000	-	150,000
					<b>Sewer fund equity draw</b>	<b>22,500</b>	<b>1,218,250</b>	<b>1,500</b>	<b>90,125</b>	<b>338,250</b>	<b>1,670,625</b>
					<b>Equity draw down (accumulated surplus)</b>	<b>1,567,750</b>	<b>4,798,311</b>	<b>4,253,981</b>	<b>5,105,496</b>	<b>4,403,931</b>	<b>20,129,469</b>
					<b>Other source of funds for capital expenditures</b>						
					Donation	12,000	25,000	-	-	-	37,000
					Grant	231,000	322,000	3,197,000	72,000	953,000	4,775,000
					MFA Debt	150,000	-	1,200,000	-	-	1,350,000
					Deferred Revenue	-	-	-	-	-	-
					Developer cost charges (DCC)	141,300	623,350	300,500	45,875	447,100	1,558,125
					Restricted Revenue (Developers)	176,000	-	-	-	-	176,000
					<b>Other source of funds</b>	<b>710,300</b>	<b>970,350</b>	<b>4,697,500</b>	<b>117,875</b>	<b>1,400,100</b>	<b>7,896,125</b>
					<b>Total Source of funds</b>	<b>2,278,050</b>	<b>5,768,661</b>	<b>8,951,481</b>	<b>5,223,371</b>	<b>5,804,031</b>	<b>28,025,594</b>

**2% overall tax revenue incr.**

2020 Municipal Property Tax on Representative Property by Class

2020 Property Taxes on Representative Properties	Average (Market Value)		Increase (decrease) on representative property over last year.				Class Rate Multiple
	Assessment	Tax Rate	Tax Levy				
Single family homes 79%	552,357	2.37975	\$ 1,314.47	\$ 30.68	2.39%	1.000	
1. Residential	524,569	2.37975	\$ 1,248.35	\$ 46.38	3.86%	1.000	
2. Utilities	149,342	36.80347	\$ 5,496.29	\$ 81.21	1.50%	15.465	
5. Light. Industrial	229,000	9.26362	\$ 2,121.37	\$ (226.32)	(9.64%)	3.893	
6. Business	560,995	9.26477	\$ 5,197.49	\$ (421.42)	(7.50%)	3.893	
8. Recreation	43,080	7.11949	\$ 306.71	\$ 21.72	7.62%	2.992	
9. Farm	21,182	3.40045	\$ 72.03	\$ 4.71	7.00%	1.429	

2020 Total Municipal Property Tax Levy by Property Class



Total 2020 Levy: \$8,903,280  
 Market portion: \$8,753,639  
 + growth portion: \$ 149,641

The 2020 tax levy is an overall tax revenue increase of 2.00% over the prior year.

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.

**TOWN OF COMOX**

**BYLAW NO. 1949**

**A BYLAW ESTABLISHING PROPERTY VALUE TAX RATES  
FOR MUNICIPAL, LIBRARY, REGIONAL DISTRICT, REGIONAL HOSPITAL  
DISTRICT AND BUSINESS IMPROVEMENT AREA PURPOSES FOR 2020**

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

**1. Title**

- (1) This bylaw may be cited for all purposes as the "Comox Tax Rates Bylaw No. 1949, 2020".

**2. Annual Rates**

- (1) For all lawful general purposes of the Town of Comox on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of SCHEDULE "A" attached hereto and forming a part hereof.
- (2) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of SCHEDULE "A" attached hereto and forming a part hereof.
- (3) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "C" of SCHEDULE "A" attached hereto and forming a part hereof.
- (4) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column "D" of SCHEDULE "A" attached hereto and forming a part hereof.
- (5) For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "E" of SCHEDULE "A" attached hereto and forming part hereof.
- (6) For purposes of the Comox Downtown Business Improvement Area on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "F" of SCHEDULE "A" attached hereto and forming a part hereof.

**3. Adoption**

(1) READ A FIRST, SECOND and THIRD time this                      day of                      , 2020

(2) ADOPTED this    day of                      , 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

TAX RATES AND PENALTIES UNDER GENERAL TAX COLLECTION SCHEME  
APPENDIX C

Town of Comox  
Bylaw 1949 – Comox Tax Rates Bylaw, 2020  
SCHEDULE “A”

**Comox Tax Rates Bylaw, 2020 Schedule “A”**  
**2020 Property Value Tax Rates in Comox**  
**(Dollars of tax per \$1,000 of Net Taxable Assessment)**

	A	B	C	D	E	F
Property Class	General Municipal	Vancouver Island Regional Library	Regional District Portion on General Assessment	Regional District Portion on Hospital Assessment	Regional Hospital District	Downtown Business Improvement Area
1. Residential	\$2.37975	\$0.19045	\$0.41418	\$0.35792	\$0.54069	-
2. Utility	\$36.80347	\$2.94531	\$6.40529	\$1.25272	\$1.89242	-
5. Light Industry	\$9.26362	\$0.74142	\$1.61240	\$1.21693	\$1.83835	-
6. Business	\$9.26477	\$0.74142	\$1.61240	\$0.87690	\$1.32469	\$1.16000
8. Recreational	\$7.11949	\$0.56983	\$1.23923	\$0.35792	\$0.54069	-
9. Farm	\$3.40045	\$0.27215	\$0.59186	\$0.35792	\$0.54069	-

TAX RATES AND PENALTIES UNDER ALTERNATIVE MUNICIPAL TAX SCHEME  
APPENDIX C  
TOWN OF COMOX

BYLAW NO. 1949

**A BYLAW ESTABLISHING PROPERTY VALUE TAX RATES  
FOR MUNICIPAL, LIBRARY, REGIONAL DISTRICT, REGIONAL HOSPITAL  
DISTRICT AND BUSINESS IMPROVEMENT AREA PURPOSES FOR 2020**

---

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

**1. Title**

- (1) This bylaw may be cited for all purposes as the “Comox Tax Rates Bylaw, 2020”.

**2. Definitions**

- (a) “Collector” means the person duly appointed as such from time to time by Council, and includes all persons appointed or designated by the Collector to act on his/her behalf.
- (b) “Alternative Municipal Tax Scheme” means the Scheme for the payment of taxes established under sections 4 and 5 of this bylaw.

**3. Annual Rates**

- (1) For all lawful general purposes of the Town of Comox on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of SCHEDULE “A” attached hereto and forming a part hereof.
- (2) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of SCHEDULE “A” attached hereto and forming a part hereof.
- (3) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "C" of SCHEDULE “A” attached hereto and forming a part hereof.
- (4) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column "D" of SCHEDULE “A” attached hereto and forming a part hereof.
- (5) For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "E" of SCHEDULE “A” attached hereto and forming part hereof.

- (6) For purposes of the Comox Downtown Business Improvement Area on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "F" of SCHEDULE "A" attached hereto and forming a part hereof.

#### **4. Alternative Municipal Tax Collection Scheme**

- (1) Subject to any owner election under subsections 3(2) or 3(3), the rates and taxes payable under this Bylaw are due and shall be payable in accordance with this Bylaw on or before July 2, 2020.
- (2) An owner may elect to pay the rates and taxes owed under this Bylaw under the Alternative Municipal Tax Collection Scheme by providing written notice of that election to the Collector no later than the June 8, 2020.
- (3) An owner may elect to pay the rates and taxes owed under this Bylaw under the General Tax Collection Scheme, established under Division 10 of Part 7 of the Community Charter, on or before July 2, 2020 by giving written notice of that election to the Collector no later than June 8, 2020.
- (4) An owner may change an election under subsections 3(2) or 3(3) by giving written notice to the Collector no later than the June 8, 2020, provided that an owner may only change their election once in the same year.
- (5) If an owner makes no election under subsection 3(2) or 3(3), the Alternative Municipal Tax Collection Scheme automatically applies.
- (6) An owner must give any notice under this section to the Collector at his or her office at 1809 Beaufort Ave, Comox, BC V9M 1R9, or by email at [town@comox.ca](mailto:town@comox.ca).

#### **5. Penalties**

- (1) If the Alternative Municipal Tax Collection Scheme applies to a parcel of land and its improvements, the Collector must add to the unpaid balance of the current year's taxes, in respect of each parcel of land and the improvements as shown on the tax roll, a penalty of ten (10%) per cent to be applied in relation to payments made more than 90 days after the tax due date of July 2, 2020. For clarity, the penalty on outstanding balances will be applied to the account on October 1 for amounts unpaid as of September 30.
- (2) If the General Tax Collection Scheme applies to a parcel of land and its improvements, the Collector must apply the penalties and interest set out in any regulation under section 234 of the *Community Charter*.

**6. Adoption**

(1) READ A FIRST, SECOND and THIRD time this                      day of                      , 2020

(2) ADOPTED this    day of                      , 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

TAX RATES AND PENALTIES UNDER ALTERNATIVE MUNICIPAL TAX SCHEME  
APPENDIX C

Town of Comox  
Bylaw 1949 – Comox Tax Rates Bylaw, 2020  
SCHEDULE “A”

**Comox Tax Rates Bylaw, 2020 Schedule “A”**  
**2020 Property Value Tax Rates in Comox**  
**(Dollars of tax per \$1,000 of Net Taxable Assessment)**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Property Class	General Municipal	Vancouver Island Regional Library	Regional District Portion on General Assessment	Regional District Portion on Hospital Assessment	Regional Hospital District	Downtown Business Improvement Area
1. Residential	\$2.37975	\$0.19045	\$0.41418	\$0.35792	\$0.54069	-
2. Utility	\$36.80347	\$2.94531	\$6.40529	\$1.25272	\$1.89242	-
5. Light Industry	\$9.26362	\$0.74142	\$1.61240	\$1.21693	\$1.83835	-
6. Business	\$9.26477	\$0.74142	\$1.61240	\$0.87690	\$1.32469	\$1.16000
8. Recreational	\$7.11949	\$0.56983	\$1.23923	\$0.35792	\$0.54069	-
9. Farm	\$3.40045	\$0.27215	\$0.59186	\$0.35792	\$0.54069	-



<b>TO:</b> Mayor and Council	<b>FILE:</b> 5360-02
<b>FROM:</b> Shelly Russwurm, Corporate Officer	<b>DATE:</b> May 1, 2020
<b>SUBJECT:</b> Organics Collection and Regional District Feedstock Commitment	

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

**Recommendation from the Chief Administrative Officer:**

That the Town of Comox commit to providing comingled kitchen and yard waste to the regional organics transfer station located at the Comox Valley Waste Management Centre, at a cost of up to \$155 per tonne, in support of the Comox-Strathcona Waste Management Regional Organics Compost Program.

**Purpose**

To provide background information on the Town’s organics collection program and the Comox Valley Regional District’s Regional Organics Composting Facility (the Regional Facility), and to recommend that Council commit to providing its organics waste to the Regional Facility.

**Strategic Plan Linkage**

The curbside collection of organics waste falls under Council’s strategic priority of “Climate Change and Environment”, as included in its initiative to Reduce Garbage and Increase Composting.

**Background**

In March of 2007, Council directed staff to “Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay. In June of 2013, the Town and the Village of Cumberland began providing kitchen and yard waste to the Comox Valley Regional District as part of their organics processing pilot project. At the time, the Town was already collecting yard waste from single-family and duplex residents; therefore, this change amounted to the addition of kitchen waste to the existing yard waste program.

As a result of this change to include kitchen waste in June of 2013, the total collection for organics increased from approximately 1450 tonnes per year to approximately 1780 tonnes in 2018. In 2019, there was a slight decrease to approximately 1700 tonnes. However, the program was not well promoted, and staff have had feedback from the Town’s collector (Emterra Environmental) that the program is not well utilized.

In November of 2019, the Comox-Strathcona Waste Management (CSWM) board passed a resolution to locate their new Regional Facility in Campbell River, and to locate a regional organics transfer station at the Comox Valley Waste Management Centre. Construction is expected to be completed in the fall of 2021, with commissioning expected to be completed in the spring of 2022. Operation is expected shortly thereafter, and the Town has received a letter requesting its commitment of feedstock (comingled kitchen and yard waste) as per an estimated tipping fee of \$125 to \$155 per tonne (see attached letter dated April 9, 2020)

## Discussion/Analysis

### 1. Strategic Initiatives

One of Council's strategic initiatives for many years has been to support the reduction and diversion of solid waste through an enhanced curbside organics collection program. In 2013, the Town broadened its yard waste collection program to include kitchen waste, and has had some success with the program. With the extension of the Town's contract with its solid waste collection partner, Emterra Environmental, the Town has included an option to broaden the program even further through a reduction in garbage collection to every second week. It is staff's intent to partner this change with an effective communications and engagement strategy, which will provide necessary information to residents and increase participation even further. It is possible that the program could also be broadened further to the commercial sector, and supporting the Regional Facility ensures that the capacity will be available when this happens.

### 2. Intergovernmental Implications

The Town continues to participate in the Regional District's composting program located at the Comox Valley Waste Management Centre. However, once the CSWM's new Regional Facility is operational in 2022, the Comox Valley facility will no longer be operational. The CSWM board, with the support of the Comox directors, resolved to locate the Regional Facility in Campbell River along with a transfer station at the Comox Valley Waste Management Centre. Location-wise, the provision of organics to the service will have little effect to the Town, as the collection costs and resulting greenhouse gas emissions will be unchanged. At this point, it is important to maintain support for the regional approach adopted by the CSWM board.

### 3. Cost Implications

From a strictly financial perspective, committing to providing the Town's organics waste to the Regional Facility will result in an increase in disposal costs, which will be passed on to households. While collection costs and greenhouse gas emissions will be unchanged, the CSWM has advised that the tipping fee at the Regional Facility is estimated to be between \$125 to \$155 per tonne, which will represent an increase of 178-245%. Currently, the Town pays a tipping fee of \$45 per tonne for organics at the Comox Valley Waste Management Centre. The resulting increase, using the current collection of about 1700 tonnes per year from approximately 4500 eligible single family and duplex households, equates to the following:

	<b>Tipping Fee per tonne</b>	<b>Total (Additional) Disposal Cost</b>	<b>Additional Cost per Household per Year (Month)</b>	<b>Total Cost per Household per Year (Month)</b>
Currently	\$45	\$76,500		\$17 (\$1.40)
Providing to new Regional Facility	\$125 - \$155	\$212,500 - \$263,500 (\$136,000 - \$187,000)	\$30 - \$42 (\$2.50 - \$3.50)	\$47 - \$59 (\$3.90 - \$4.90)

While the additional financial costs for organics disposal will be high percentage-wise, the absolute increase to households of \$2.50-\$3.50 per month is preferable to what costs could otherwise be if Council finds an alternate solution. Because the existing compost facility at the Comox Valley Waste Management Centre will be closed once the Regional Facility opens, the Town will need to find an alternate solution for the disposal of organics if Council does not commit to the new facility. This could be a much more costly solution.

The additional financial cost will also be partly offset by a number of other factors once organics collection is increased, such as:

- a) A decrease in the amount of garbage – switching to garbage collection every second week will increase the incentive for residents to divert more kitchen waste from their garbage stream, thereby resulting in lower garbage disposal fees.
- b) A decrease in garbage collection costs – Emterra Environmental has advised that switching to garbage collection every second week will result in a corresponding decrease in garbage collection costs.
- c) A decrease in environmental costs – organic waste in landfills leads to the production of methane, one of the more potent greenhouse gases in terms of warming the atmosphere. Therefore removing organics from the landfill has a large impact in reducing the amount of greenhouse gases emitted from landfills. This could also lead to a decrease in the number of carbon offset purchases required by the Town.

*ATTACHED: COMOX STRATHCONA WASTE MANAGEMENT LETTER, DATED APRIL 9, 2020*

Office of the Chief Administrative Officer

770 Harmston Avenue, Courtenay, BC V9N 0G8  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 5360-30/Organics

April 9, 2020

Sent via email only: akenning@comox.ca

Al Kenning,  
Interim Chief Administrative Officer  
Town of Comox  
1809 Beaufort Avenue  
Comox BC V9M 1R9

Dear Mr. Kenning:

**Re: Regional Organics Composting Project – Request for Feedstock Commitment**

I recognize that this letter comes at a time when the COVID-19 pandemic is imposing considerable impacts on local government. Please consider this request within the context of your current emergency management priorities and thank you in advance for your attention to this matter.

Since our May 4, 2018 letter requesting the Town of Comox to commit to delivering residential food and yard waste to the Regional Organics Compost Program (the Program), as per option F (\$7.05 per household per month), the locations of the composting facility and the transfer station have been approved by the Comox Strathcona Waste Management service (CSWM) Board (Board). The Board at its regular meeting held on November 14, 2019 passed the following motion:

*“That the regional organics processing facility shall be located at the Campbell River Waste Management Centre – Block J and the regional organics transfer station shall be located at the Comox Valley Waste Management Centre”*

According to the latest cost estimates, the municipal cost estimates range from \$6.95 to \$7.89 per household per month. This is based on tipping fees of \$125 to \$155 per tonne depending on expenses to be included in the cost recovery model.

In order to advance the Program, the CSWM service requires a commitment from the Town of Comox regarding the residential food and yard waste that will be diverted and delivered to the Program.

We ask that you confirm your commitment to provide comingled food and yard waste to the Program as per the range of estimated tipping fee provided above. As the project progresses, costs will be further refined and presented to the participating municipalities. Construction is expected to be completed in the fall of 2021 and the commissioning of the composting facility to be completed in spring 2022.

Sincerely,

**R. Dyson**

Russell Dyson  
Chief Administrative Officer

cc: Marc Rutten, General Manager Engineering Services  
Shelly Russwurm, Corporate Office, Town of Comox



<b>TO:</b> Mayor and Council	<b>FILE:</b> 0230-20 / NAUT
<b>FROM:</b> Shelly Russwurm, Corporate Officer	<b>DATE:</b> April 28, 2020
<b>SUBJECT:</b> Nautical Days' Festival – 2020 Cancellation and 2021 Festival	

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:**

1. That, due to the Provincial Health Officer's Order in response to the COVID-19 pandemic, prohibiting gatherings in excess of 50 people, the 2020 Nautical Days Festival be cancelled.
2. That the Service Agreement dated January 27, 2020 with Mr. David Stevenson, for the production of the 2020 Nautical Days Festival, be terminated effective April 30, 2020, due to the cancellation of the 2020 Nautical Days Festival.
3. That the draft Service Agreement with Mr. Dave Stevenson for the production of the 2021 Nautical Days Festival, as attached to the April 27, 2020 staff report from the Corporate Officer titled "Nautical Days Festival – 2020 Cancellation and 2021 Festival" be approved, and that the Mayor and Corporate Officer be authorized to execute the agreement.
4. That the Nautical Days Society be permitted to retain the \$25,000 grant provided in order to plan and implement the 2020 Nautical Days Festival, and that the funds be reallocated to the 2021 Nautical Days Festival.

**Purpose**

To inform Council of the status of the Nautical Days Festival, Nautical Days grant and agreement with the festival provider, and to recommend that Council enter into a new agreement for the production of the 2021 Nautical Days Festival.

**Strategic Plan Linkage**

The continuation of the Nautical Days Festival relates directly to Council's strategic priority of "Community Livability and Relationships". While it is impossible to permit the Nautical Days Festival to occur this year, beginning the planning process for next year is in accordance with one of the initiatives of increased recreational and cultural opportunities in general.

**Background**

The Town typically provides a grant to a society or organization for the planning of the Nautical Days Festival (the Festival) each year, as well as contracts with a festival producer for the actual

production of the Festival. In addition, Council appoints a Council member to the Nautical Days Society board to assist with planning the Festival and to liaise with Council.

On January 22, 2020, Council resolved to provide \$25,000 to the Nautical Days Society in order to plan and implement the 2020 Nautical Days Festival (the Festival). In addition, the Town entered into a service contract for \$20,000 with Mr. David Stevenson for the production of the Festival. In December 2019, Councillor Pat McKenna was appointed by Council to the Nautical Days Society (Councillor Alex Bissinger was appointed as alternate).

### **Issue**

On March 16, due to the COVID-19 pandemic, Provincial Health Officer Dr. Bonnie Henry prohibited gatherings in excess of 50 people until May 30, 2020. The Order applied to all individuals, societies, corporations and other organizations, including local governments. On April 18, Dr. Henry advised that the Order will remain throughout the summer.

The Nautical Days Festival attracts well in excess of 50 participants, and unfortunately will need to be cancelled as it would be impossible to both limit participants or ensure physical distancing measures.

The Town has a service agreement with Mr. David Stevenson for the production of the 2020 Festival. Provisions in that agreement specify that if the Festival is cancelled by the Town for whatever reason, compensation will be paid on a pro-rated basis. Mr. Stevenson has undertaken some work in preparation for the 2020 Festival, and has invoiced the Town for the work undertaken. He has been advised that he will be compensated up to the end of April 2020 for work undertaken.

Mr. Stevenson has also advised that no costs have been incurred requiring payment from the \$25,000 grant, and that the money remains in whole in the Nautical Days Society bank account, as can be seen from the attached Final Budget Reconciliation for the 2020 Festival. Mr. Stevenson has requested that the money remain in the account in order to plan and implement the 2021 Festival.

Since Council has not authorized a Festival producer for 2021, and since Mr. Stevenson is a principal director on the Nautical Days Society board, allowing the Society to retain the funds for a future Festival without authorizing a Festival producer possibly fetters Council's discretion, which would be considered to be ultra vires. In order to avoid this, it is recommended that Council enter into a new agreement with Mr. Stevenson for the production of the 2021 Festival. As mentioned in a previous staff report, the 2019 Festival was a very successful event, with thousands of happy attendees, and many happy arts and craft booth vendors.

### **Financial**

The 2020 Service Agreement with Mr. Stevenson permitted a series of monthly payments totalling \$20,000 for the production of the Festival. To the end of April 2020, \$8,000 has been authorized and paid to Mr. Stevenson. The remaining \$12,000 will be transferred to the 2021 budget year. If Council authorizes the Nautical Days Society to retain the \$25,000 grant, the 2020 budget will be unaffected and the 2021 budget will no longer include the amount.

*ATTACHED: COMOX NAUTICAL DAYS FESTIVAL 2020 FINAL BUDGET RECONCILIATION  
2021 NAUTICAL DAYS FESTIVAL PRODUCER SERVICE AGREEMENT*

## Nautical Days Festival Producer – Service Agreement

This agreement for the services described below, is made on this Effective Date, the \_\_\_\_ day of \_\_\_\_\_, 2020 between *David Stevenson, 2335 Fitzgerald Avenue, Courtenay, BC, V9N 6J4* (hereinafter referred to as *The Producer*) and the Town of Comox (hereinafter referred to as *The Town*).

### SERVICES

*The Producer* will provide the following services for The Town of Comox Nautical Days Festival for the 2021 calendar year as follows:

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

## Nautical Days Festival Producer – Service Agreement

### BUDGET CONSIDERATIONS

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

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

- *The Producer* is authorized to approach past and potential sponsors for the Town of Comox 2021 Nautical Days Festival. *The Producer* will exercise care in approaching potential sponsors who would, in the view of The Town, compromise the intent of the festival.
- Expenses will be billed in an itemized statement, and include original receipts.
- In addition to the preparation of the event budget and approval by the Town, *The Producer* will manage total expenditure commitments within the agreed upon budget, with the following exceptions:
  - Additional, exceptional or unforeseen expenditures for which advance approval from The Town will be sought.
  - Additional, exceptional or unforeseen expenditures that The Town may incur without the direct involvement of *The Producer*.

## Nautical Days Festival Producer – Service Agreement

### FEES AND PAYMENT STRUCTURE

Total Compensation Package

- **2021 - \$20,000.00 plus applicable taxes**

Payment Schedule – 2021:

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

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

### FESTIVAL CANCELLATION AND COMPENSATION

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

### ADDITIONAL CONTRACT STIPULATIONS

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

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

The *Producer* will maintain public liability insurance with coverage of not less than \$3,000,000.00 for each occurrence, with the Town to be named as an

**Nautical Days Festival Producer – Service Agreement**

additional insured on the insurance policy, and will provide to the Town a copy of the insurance policy.

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

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

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

**IN WITNESS WHEREOF** the Town and the Producer have executed this agreement as of the Effective Date.

The Common Seal of the TOWN OF COMOX )	
was affixed in the presence of: )	
)	
)	
)	_____
)	MAYOR
)	
)	
_____ )	_____
WITNESS )	CORPORATE OFFICER

The Signature of DAVID STEVENSON )	
was affixed in the presence of: )	
)	
)	
)	
)	
_____ )	_____
WITNESS )	DAVID STEVENSON

# Nautical Days Festival 2020

## Event Budget: Revenue

Town of Comox	2019 Actual	2020 Estimate	2020 Actual
Annual Recurring Grant	25,000.00	25,000.00	25,000.00
	25,000.00	25,000.00	25,000.00
Quality Foods	2019 Actual	2020 Estimate	2020 Actual
Fireworks Sponsorship	11,000.00	11,000.00	0.00
	11,000.00	11,000.00	0.00
Balance Carry Forward	2019 Actual	2020 Estimate	2020 Actual
	16,837.87	7,469.03	7,469.03
	16,837.87	7,469.03	7,469.03
Community Funding	2019 Actual	2020 Estimate	2020 Actual
	0.00		0.00
	0.00		0.00
BIA/Parade	1,000.00	1,000.00	0.00
	1,000.00	1,000.00	0.00
Grant Funding	2019 Actual	2020 Estimate	2020 Actual
Heritage	0.00	7,500.00	0.00
	0.00	0.00	0.00
	0.00	7,500.00	0.00
Craft Booths	2019 Actual	2020 Estimate	2020 Actual
Craft Fair	22,070.00	22,000.00	0.00
	22,070.00	22,000.00	0.00
Food/Exhibitor Booths	2019 Actual	2020 Estimate	2020 Actual
KinClub	0.00	0.00	0.00
Beer Garden Fee (VISAS)	0.00	0.00	0.00
Aero Art	0.00	0.00	0.00
Food Vendors	9,985.00	10,000.00	0.00
	9,985.00	10,000.00	0.00
Total Income	2019 Actual	2020 Estimate	2020 Actual
	<b>85,892.87</b>	<b>83,969.03</b>	<b>32,469.03</b>

Nautical Days Festival 2020				
Event Budget: EXPENSES 2020				
Item	2019 Final	2020 Estimate	2020 Actual	
First Insurance	2,021.00	2,100.00	0.00	
Coast Envir (portables,fencing)	6,602.71	6,500.00	0.00	
Comox Rentals	518.56	600.00	0.00	
Storage	780.00	780.00	0.00	
Office & Op Supplies & Laptop	1,197.26	250.00	0.00	
Safety Authority fee	320.00	140.00	0.00	
Truck (Budget 18')	250.00	500.00	0.00	
Post Office Box	177.45	180.00	181.65	
Bank Charges	250.00	250.00	0.00	
FEES / RENTALS ST	12,116.98	11,300.00	181.65	
Parade Prizes & Plaques	1,000.00	1,000.00	0.00	
Vehicle Fuel	400.00	300.00	0.00	
Fish Toss	0.00	0.00	0.00	
Decorations	0.00	0.00	0.00	
Fish Toss Trophies	0.00	0.00	0.00	
SUNDRY ST	1,400.00	1,300.00	0.00	
Green Room Co-ordinator	300.00	300.00	0.00	
Crew Wages	10,786.00	10,000.00	0.00	
Crew Food	856.65	500.00	0.00	
Crew Shirts	697.80	500.00	0.00	
Crew ST	12,640.45	11,300.00	0.00	
OPERATIONS ST	26,157.43	23,900.00	181.65	
Main Stage	2019 Final	2020 Estimated	2020 Actual	
<b>Rob Petri (Pancake B)</b>	350.00	350.00	0.00	
<b>Elvis Tribute-Steve E.</b>	1,400.00	2,000.00	0.00	
<b>Luke Blue Guthrie</b>	400.00	125.00	0.00	
<b>Christy Vanden</b>	100.00	125.00	0.00	
?	200.00		0.00	
?	400.00		0.00	
?	500.00		0.00	
<b>Tailgate</b>	400.00	550.00	0.00	
<b>Larry Ayre Band</b>	400.00	440.00	0.00	
<b>Laurie Tinkler Dancers</b>	100.00	200.00	0.00	

Nautical Days Festival 2020			
Event Budget: EXPENSES 2020			
Item	2019 Final	2020 Estimate	2020 Actual
<b>Josh and Alternates</b>	800.00	440.00	0.00
<b>Elise LeBlanc Trio</b>	400.00	330.00	0.00
<b>Blues Report</b>	700.00	440.00	0.00
<b>L. Armstrong Tribute</b>	700.00	770.00	0.00
<b>Tammy Blazer</b>	400.00	500.00	0.00
<b>Sue Medley Quartet</b>	1,200.00	440.00	0.00
<b>Young Performers</b>	400.00	400.00	0.00
<b>Magician</b>	400.00	600.00	0.00
<b>Zumba Dancers</b>	100.00	200.00	0.00
<b>Triple Heat</b>	100.00	200.00	0.00
<b>Boondock</b>	900.00	800.00	0.00
<b>MAIN STAGE (ST)</b>	10,350.00	8,910.00	0.00
Sail Stage	2019 Final	2020 Estimated	2020 Actual
<b>Magician</b>	1,200.00	600.00	0.00
<b>Bruce and Judy</b>	500.00	220.00	0.00
<b>Ryk Davis</b>	100.00	125.00	0.00
<b>Captain Underpants</b>	100.00	375.00	0.00
<b>Ruskin Duo</b>	200.00	220.00	0.00
<b>Square Dancing</b>	100.00	200.00	0.00
<b>Sails Stage St</b>	2,200.00	1,740.00	0.00
Item	2019 FINAL	2020 Estimated	2020 Actual
Mascot Maintenance	56.20	75.00	0.00
Electrical	2,964.43	1,000.00	0.00
CVEX membership	0.00	0.00	50.00
Georgia Strait Towing	79.69	0.00	0.00
Parade TCPs	803.88	1,000.00	0.00
SOCAN	43.31	43.31	43.31
Security (JTF)	6,479.55	6,700.00	0.00
St. John's Ambulance	200.00	200.00	200.00
Search & Rescue CV	200.00	200.00	0.00
Photography	300.00	300.00	0.00
Grant writer	0.00	1,700.00	0.00
BC Society Annual Report Fee	0.00	40.00	40.00
Security & Misc. ST	11,127.06	11,258.31	333.31
Item	2019 FINAL	2020 Estimated	2020 Actual
Print Media Record	901.43	1,000.00	0.00

Nautical Days Festival 2020			
Event Budget: EXPENSES 2020			
Item	2019 Final	2020 Estimate	2020 Actual
Poster Distribution	50.00	50.00	0.00
Web & Graphics	294.00	300.00	294.00
Web Master Honorarium	500.00	500.00	350.00
Eagle Radio Ads	667.80	1,700.00	0.00
ABC Printing/signage	364.00	300.00	0.00
Poster Creative	273	300	0.00
MEDIA ST	3,050.23	4,150.00	644.00
Item	2019 FINAL	2020 Estimated	2020 Actual
Side Wall Rentals	0.00	0.00	0.00
Back-Line (L&M)	0.00	0.00	0.00
Drum Kit (L&M)	0.00	0.00	0.00
Sound-L&M & Doug Biggs	3,300.00	2,000.00	0.00
PRODUCTION ST	3,300.00	2,000.00	0.00
Item	2019 FINAL	2020 Estimated	2020 Actual
PB Expenses	220.00	230.00	337.48
CRAFT COORDINATOR	1,000.00	1,000.00	500.00
Craft ST	1,220.00	1,230.00	837.48
Item	2019 FINAL	2020 Estimated	2020 Actual
Fireworks	16,800.00	16,800.00	0.00
Barge	4,000.00	3,500.00	0.00
FIREWORKS SHOW ST	20,800.00	20,300.00	0.00
TOTALS	78,204.72	73,488.31	1,996.44

Nautical Days Year End Committee Report  
March 3, 2020

In Attendance: Pat McKenna, Dave Stevenson, and Paul Baal

Web page

- Benjamin took on the job as webmaster and Facebook coordinator. He also assisted in editing the CND Manual.

Schedule of events

- Entertainers- I have tentatively booked a variety of entertainment
- Discussion on having more kid activities, Comox Rec Centre will have a spot in the main stage on Saturday to involve the kids. Also, we will try to have kids enter in the parade.
- Other community events have been booked:, Dragon Boat, Car Show, Boat tours, etc.

Site Crew

- Overall, great team of people, we got the stage, tents, and fencing up quickly and very little hassles
- Need to look at a more efficient schedule for workers

Advertising

- Right amount of paid advertising, site map did not get into the schedule insert.

Security

- JTF did an excellent job, suggestion to get more RCMP for firework night, this could reduce our expenses( I had a talk with RCMP, they won't give any more than two officers, otherwise we would have to pay(very expensive)

## Sound

- Sound guy had difficulties, recommend another person for next year( Doug Biggs will do it, and Long & McQuade will sponsor sound system

## Food Vendors

- There were possibly too many food vendors last year. This year there will be less food vendors and a greater variety of food

## Coast Environmental

- Needed a grey water container, the one we ordered worked well, suggestion to move closer to the food vendors ( any issues with Health or other regulations?)
- Took a few days to pick up fencing and cleaning stations
- New owner, rates will be the same for this year

## Craft Booths(Paul Baal)

- Overall, the Arts and Crafts component of the 2019 was a success, there were 99 crafters. The maximum is 103 spaces.
- Tripping hazard, the step onto the concrete apron surrounding the gazebo was again taped with red duct tape. No one tripped.
- Breakup on Monday went smoothly by having to breakdown their display and then escorted by a festival worker with their vehicle. Very little traffic congestion.

## Sponsors

- We need to have a used truck, not a brand new one( I've talked to a few people who will lend us a good working pick up for next year) National Rentals will sponsor a truck and large moving van
- We need the RV trailers on Wednesday or Thursday

## Parade

- Parade started at 10:32, great!
- Issue with professional flaggers( sent only 5 needed 7), recommended that we request two more
- Need parade coordinator( I talked to Tyler, the parking supervisor worker and he will do this job next year)

## Fireworks

- Went very well, no incidents, crowd was well-behaved, lots of great compliments

## Other concerns

- Tall Ships can't come into harbour, not deep enough for most tall ships.
- We got the Federal Heritage Grant, \$7,500. We have not received the cheque, it was supposed to be deposited in our account in late March.
- Information booth signage needs to be improved
- Need double-sided sign with list of vendors and booth map
- Discussion in possible increase of fees for crafters and vendors, it was decided not to increase for a few years
- Need the flags from town office for Ceremony of flags
- Need to review our street signage




# TOWN OF COMOX PLANNING REPORT

<b>TO:</b>	<b>AL KENNING, CHIEF ADMINISTRATIVE OFFICER</b>
<b>FROM:</b>	<b>MARVIN KAMENZ, MUNICIPAL PLANNER GAIL ANDESTAD, PLANNER II</b>
<b>SUBJECT:</b>	<b>PLANNING REPORT PR 20-3 STRUCTURAL CHANGE TO MANUFACTURER LICENCE PATIO ENDORSEMENT APPLICATION REVIEW 2040 GUTHRIE ROAD</b>
<b>DATE:</b>	<b>RCM May 6, 2020</b>

  
 Submitted by

  
 Concurrence

  
 Approval

**Planner's recommendation:**

1. That staff be directed to gather the views of residents in the Town of Comox on a liquor Manufacturing Facility Structural Change Application to permit a maximum 38 person outdoor patio for 2040 Guthrie Road PR 20-3 as follows, in accordance with Comox Planning Procedures Bylaw 1780 section 10(d) :
  - a. placement of a newspaper notice in two consecutive newspaper issues of an invitation to provide written comment on the application; and
  - b. mail-out of an invitation to provide written comment to owners and tenants within 75 metres of the subject property.

**Proposal**

Referral from the Liquor and Cannabis Regulation Branch (LCRB) for Town comment on a proposed Manufacturing Facility Structural Change Application to permit a maximum 38 seat outdoor patio at the 2040 Guthrie Road, Land and Sea Brewing Company facility.

An Application Summary is contained in **Attachment 1**. Information the Applicant has submitted for the Town's Liquor License Review application is contained in **Attachment 3**.

**Background**

It is the Town's standard practice to bring Liquor Licence Review Applications forward to Council, once the LCRB has assigned a licensing officer to the LCRB application and the Town is able to confirm the application specifics are the same as that being considered by the Town.

U:\Dev App\2020\PR\PR 20-3 2040 Guthrie Patio Endorsement\Report\1-RCM 6 May 2020-Patio Endorse-Land Sea Brewery\_Intro.docx

This provides certainty for not only the applicant but also for the Town as provincial willingness to enforce local government conditions for approval through the provincial regulatory system is subject to change with limited or no prior notice.

It is understood that this Application is pending at LCRB but has not yet been assigned to an LCRB licensing review officer.

The applicant has advised that operation of the Land and Sea Brewing Company has been severely restricted by the COVID 19 restrictions and therefore the applicant has requested that the Town proceed with processing the application in advance of LCRB notification of application receipt in order to reduce the overall timeline for LCRB/Town application review. To facilitate Council consideration of this request, staff have prepared this report in advance of confirming the application specifics with LCRB. Alternatively, Council may direct staff to provide a revised report once an LCRB licensing review officer has been assigned.

Council has the option either to “opt out” of considering the application<sup>1</sup> or to gather the views of residents in the immediate vicinity of the application and provide a Council resolution commenting on the following regulatory criteria:

In providing comment, Council must take into account:

- a) The location of the establishment; and
- b) The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- a) the impact of noise on the nearby residents;
- b) the impact on the community if the application is approved;
- c) the views of the residents and a description of the method used to gather views; and
- d) Council’s recommendations (including whether or not the application should be approved) and the reasons on which the recommendations are based.

See **Attachment 2** for proposed Processing Steps for providing a referral response to the LCRB.

### **Discussion:**

The subject property is designated Commercial: Neighbourhood land use in the OCP and is zoned C3.2 Commercial-Industrial. The Land and Sea Brewing Company facility is operating under the C3.2 zone permitted uses of processing or packaging of food or beverage products, warehousing, restaurant-lounge, and retail store. Other 3.2 zone permitted uses located on the subject property are an office and one dwelling unit.

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<sup>1</sup> If Council chooses to opt out, a letter stating such can be provided by a senior municipal official to the LCRB. LCRB will then consider the application without local government input in deciding whether or not to approve the application: i.e. local government “opt out” does not mean the application will be denied by the LCRB.

Land and Sea Brewing Company has advised the Town that they have submitted to the LCRB a Manufacturing Facility Structural Change Application to permit a maximum, 38 seat outdoor patio at their 2040 Guthrie Road facility. They have applied to the Town for Local Government comment on their LCRB application.

The existing Land and Sea facility has a LCRB Manufacturer License for a maximum 72 person indoor lounge. The proposed 38 person outdoor patio would be in addition to the 72 person indoor lounge resulting a maximum indoor and outdoor capacity of 110 persons.

The proposed maximum operating hours for the outdoor patio is noon to 10 PM each day of the week. The existing indoor lounge maximum operating hours are as follows:

- Sunday to Wednesday 12:00 noon to 10:00 PM; and
- Thursday to Saturday and 12 noon to 11 PM.

No concerns on the application for the outdoor patio has been raised by the Fire Department or RCMP in response to Town referrals. Bylaw Enforcement has advised that complaints were limited to parking during the initial startup of the facility (January to February 2019).

#### ***Development Permit Area Implications***

The form and character of the subject property is regulated by Development Permit Area #5 Commercial: Neighbourhood and Tourist guidelines. A Development Permit or Development Permit Exemption will be required for the proposed changes to the site which would be reviewed separately from this liquor license application.

#### ***Zoning Implications***

Town regulations do not require vehicle parking for restaurant lounge, or restaurant, outdoor seating. A breakdown of parking requirements for the Land and Sea Brewing Company facility and all uses on the subject property is contained in Attachment 1.

#### **MK/GA**

##### Attachments:

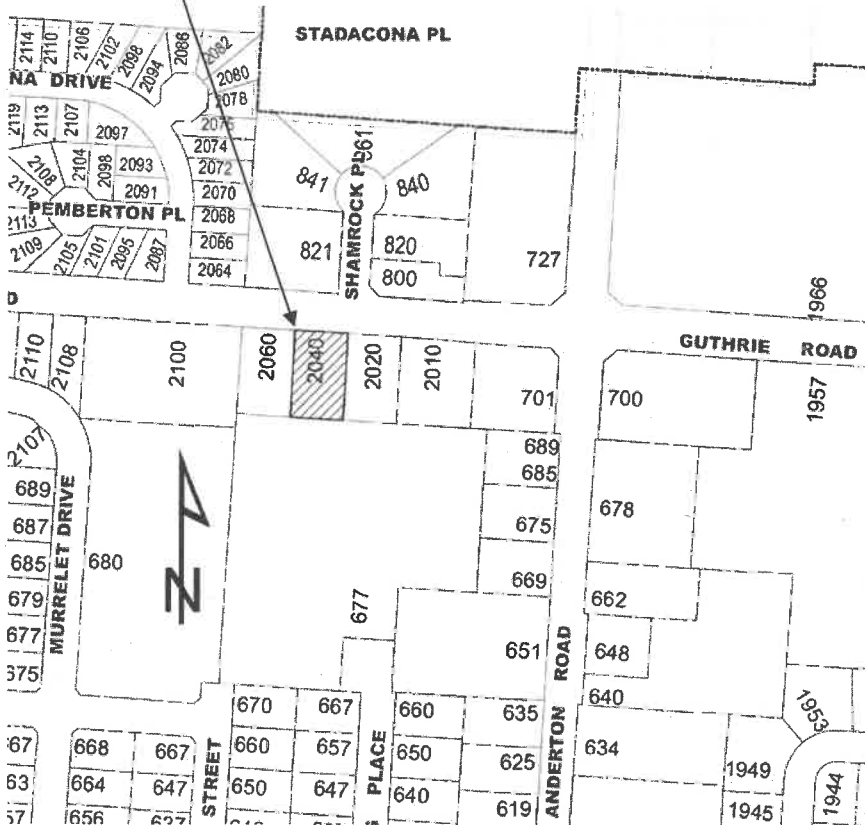
1. Application Summary
2. Application Process Steps
3. Information submitted in relation to Town of Comox Liquor License Review.

Applicant: Jason Walker, Director, Land and Sea Brewing Company Ltd.  
2040 Guthrie Road, Comox, BC V9M 3P6

**Subject Property Map**

**ATTACHMENT 1**

2040 Guthrie Rd.  
 Lot 2 Section 70, Comox District, Plan VIP 52533



- Proposal:** Referral from the Liquor and Cannabis Regulation Branch (LCRB) for Town comment on a proposed Manufacturing Facility Structural Change Application to permit a maximum 38 seat outdoor patio at the 2040 Guthrie Road, Land and Sea Brewing Company facility. The patio is proposed to be closed by 10 PM each day of the week.
- Legal Description:** Lot 2, Section 70, Comox District, VIP Plan 52533
- Civic Addresses:** 2040 Guthrie Rd
- OCP:**
- Land Use Designation: Commercial: Neighbourhood
  - Dev. Permit Area: DPA #5 Commercial: Neighbourhood and Tourist

**Zoning:** C3.2 Commercial-Industrial

**Permitted Uses Include:** processing or packaging of food or beverage products, warehousing, restaurant-lounges, retail stores; offices and one dwelling unit as an accessory use

**Minimum Parking Requirements**

Land and Sea Brewing Company  
2 vehicle parking spaces - proposed 9  
4 Class 1 bicycle parking spaces (outdoor racks) - proposed 6  
6 Class 2 bicycle parking spaces (bike locker or bike room) - proposed 6

All on-site uses including Land and Sea Brewing Company  
4 vehicle parking spaces - proposed 11  
4 Class 1 bicycle parking spaces (outdoor racks) - proposed 6  
6 Class 2 bicycle parking spaces (bike locker or bike room) - proposed 6

**Surrounding Uses:** Commercial and Multi-Family Residential

## ATTACHMENT 2

### Application Process Steps for Referral Response to LCRB

1. Introductory Report to Council on the Patio Endorsement to a Manufacturing Facility License Application including any referral responses from RCMP and Town Departments and seeking direction to gather the views of the public on PR 20-3.
2. In accordance with Sec. 10(3)(d) of the Comox Planning Procedures Bylaw 1780, Town obtains public comment on the application.
3. Staff prepares a Resolution Issuance Report to Council:
  - a. publishing the written submissions of the public;
  - b. any additional referral responses;
  - c. seeking a resolution from Council on the LCRB regulatory criteria.
4. Council's recommendation on the Patio Endorsement to a Manufacturing Facility License Application, in accordance with the regulatory criteria, is submitted to the LCRB General Manager.

**ATTACHMENT 3**

Information submitted by the Applicant in regard to the Town's  
Liquor License Review Application

**Land & Sea Brewing Company Ltd.**  
**Rationale for Town of Comox Liquor License Review #2**

Brand Vision:

The primary purpose of the Land & Sea Brewing Company is to provide our local community with a place to gather and share conversation and ideas while enjoying delicious, fresh, locally produced beer, food and other beverages. We want to provide our community, and visitors to our community, a place to celebrate where we live and the bounty the Comox Valley provides. As an active community member, we will continue to work hard to partner with local growers and businesses to bring this bounty to our customers, along with exceptional customer experiences. We will also continue to be a good neighbour and promote the business area around 2040 Guthrie Rd.

Reason for Review:

Our "West Comox" location under lease at 2040 Guthrie Rd. does not currently have outdoor seating for guest to enjoy our food and beverages in the sun. This application follows through on the area set aside for outdoor seating in our initial LLR application. Our outdoor seating area will be safe, secure and aesthetically pleasing for those passing by, both by vehicle and on foot. A day does not go by without members of the community ask about patio progress, the community is excited to enjoy our small outdoor seating area this summer.

Initial Concerns & Fourteen Month Update

During the first Town of Comox Liquor License Review several residents expressed concerns about vehicle noise, loud behaviour and rodents. Specifically, the strata immediately behind Land & Sea (on Bunting Place) was very concerned. In the 14 months following Land & Sea's opening there have been no complaints brought forward to Land & Sea from these neighbours, or anyone else regarding these concerns. Many Bunting Place residents now frequent Land & Sea and bring along family and guests from out of town.

Another concern that arose upon opening, was car parking. The community embraced Land & Sea and people from all over the Comox Valley (and beyond) came to visit after opening in December 2018. At first, parking was a challenge for many as the volume of non-walkable guests and lack of familiarity with the area resulted in people making poor decisions and parking in private/reserved locations at commercial complexes proximate to Land & Sea. Management and staff at Land & Sea worked closely with neighbours and guests to do our best to advise guests where they cannot park without the risk of being towed, as well staff did their best to visually monitor illegal parking in neighbouring properties. Since the grand opening frenzy parking is much less of an issue. Guests have figured out the best way to get to Land & Sea and where they can legally park. Also, the Comox Pentacostal Church at 1919 Guthrie Rd has allowed Land & Sea guests to use their lot as overflow parking.

As a business Land & Sea is rooted in the community that geographically surrounds us. Land & Sea promotes responsible, active living and does not promote driving cars to its establishment. Drinking and driving is stupid. We created an ABV club that entices other forms of transportation by providing a monthly draw (for 1 of 3 prizes) for those that visit by other means (e.g. walk, bike, run, bus, taxi, etc.), as well as a \$0.25 charitable donation for every ABV entry. Moreover, upon approval Land & Sea will be increasing its bike parking with an additional 5 multi-bike racks.

We do not envision the proposed outdoor seating area at 2040 Guthrie Rd. to provide additional stress on our current parking situation. As a business we will continue to focus on attracting guests that live close and embrace active living. While our business continues to grow in the competitive Comox market, we are rarely at capacity, and simply want our current indoor guests to have a place to sit outside in the warm months.

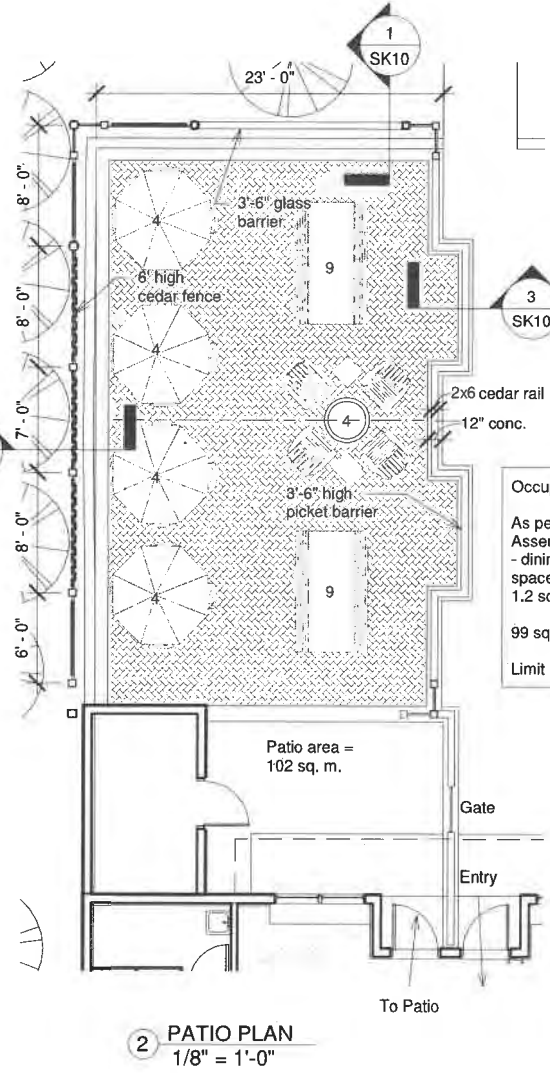
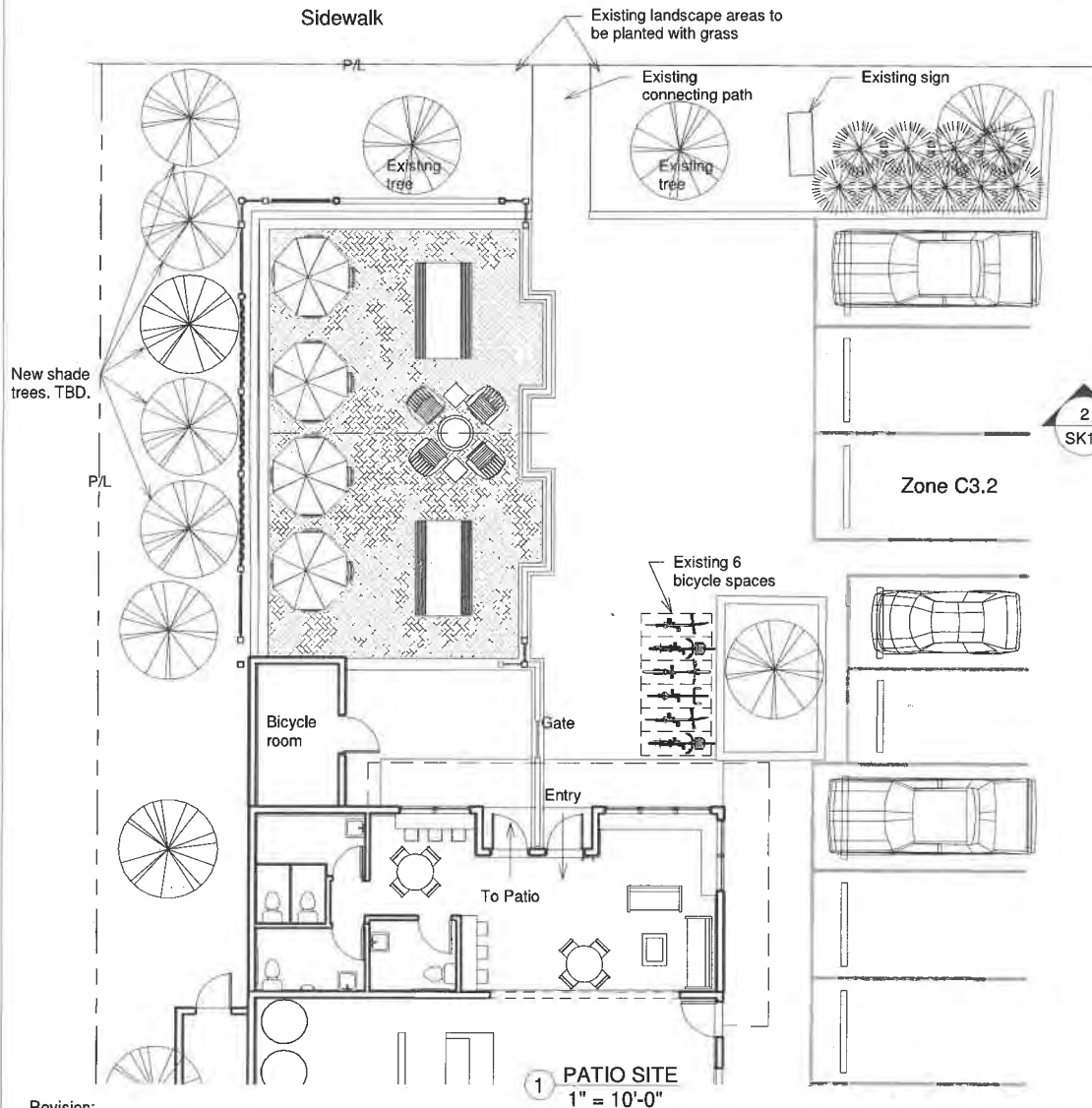
Operational Details:

- BCLDB requires an outdoor seating capacity and our architect is proposing 38 additional guest seats outside.
- The patio will be closed by 10PM every evening. Land & Sea's proposed patio hours of operation are:
  - 12PM to 10PM Sunday – Saturday
- The outdoor seating area will meet or exceed all BCLDB regulations with respect to safety and control.

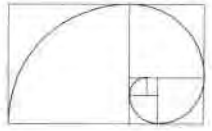
Impact of Patio Seating Noise on the Community:

Land & Sea's proposed patio faces Guthrie Road, which is a very busy and noisy thoroughfare. This, combined with the demographic of our current clientele, we do not expect noise to be an issue. If there is a noise complaint made directly to our establishment or through the Town of Comox we would address it immediately.

# Guthrie



Occupant Load Calc's  
 As per table 3.1.17.1.  
 Assembly use  
 - dining, beverage and cafeteria  
 space  
 1.2 sq. m. per person  
 99 sq. m. / 1.2 = 82 persons max.  
 Limit Patio to 38 = number of seats



**Phillipa Atwood Architect**  
 5 Little Bear Way  
 Houston, TX 77057-2110  
 281.703.0433  
 ppa@pawoodarchitect.ca

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**JAMES MATTHEW DESIGN LTD.**

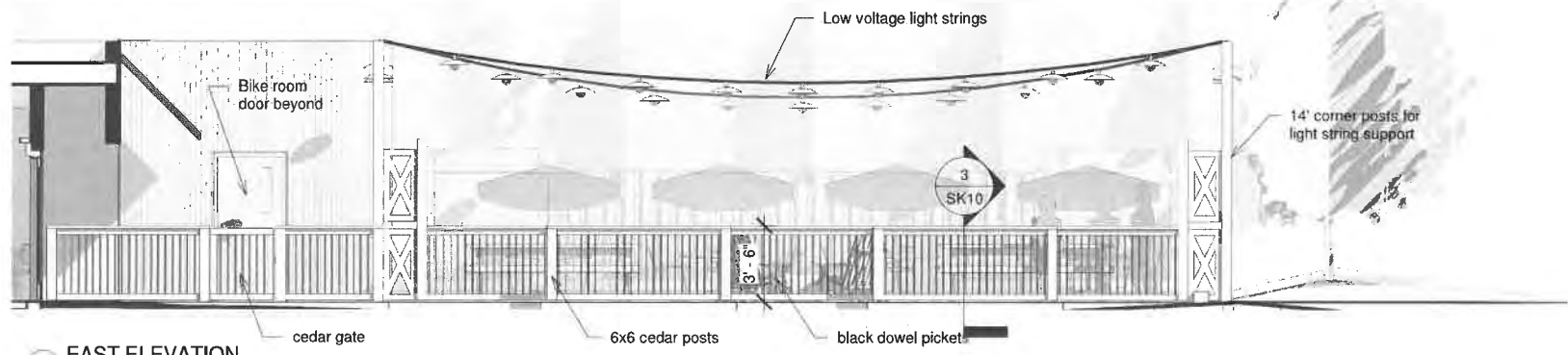
**LAND & SEA BREWING COMPANY**

## PATIO PLAN

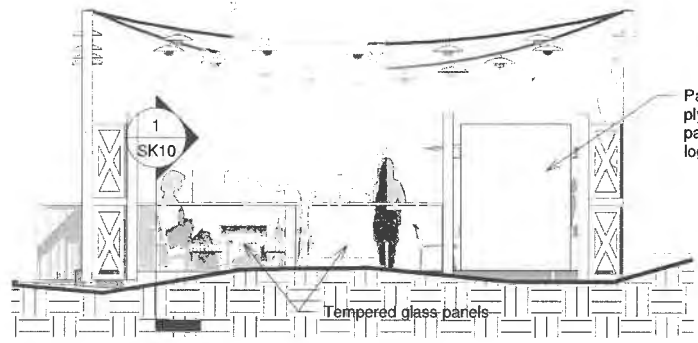
Drawn by	Author	Scale	As indicated
Checked by	Checker	Date	Aug 19 2018
<b>SK08</b>		Project number:	Sheet

File name: 2020-02-03 10:26:03 NML

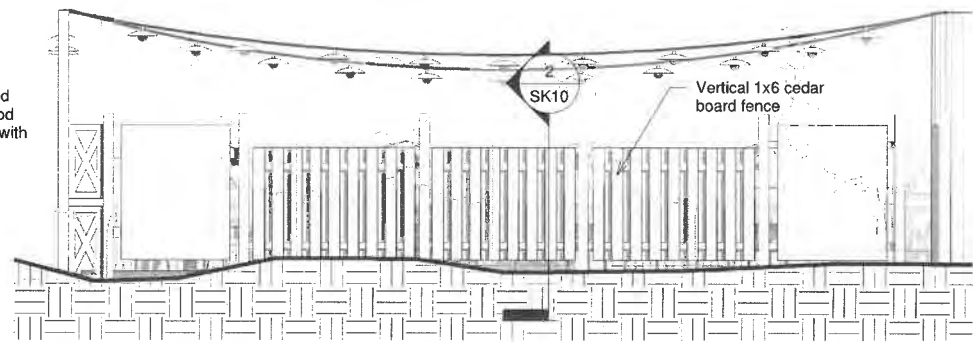
Revision:



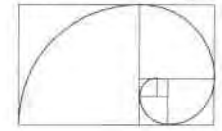
1 EAST ELEVATION  
3/16" = 1'-0"



2 NORTH ELEVATION  
3/16" = 1'-0"



3 WEST ELEVATION  
3/16" = 1'-0"



**Phillipa Atwood Architect**  
5 Little Bear Way  
Raytheon BC, W8R 2V0  
252 703 0433  
pata@patawoodarchitect.ca

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**JAMES  
MATTHEW  
DESIGN LTD.**

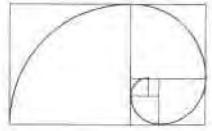
**LAND & SEA  
BREWING  
COMPANY**

**PATIO  
ELEVATIONS**

Drawn by	Author	Scale	3/16" = 1'-0"
Checked by	Checker	Date	Aug 19 2018
<b>SK09</b>			
Project number	Sheet		

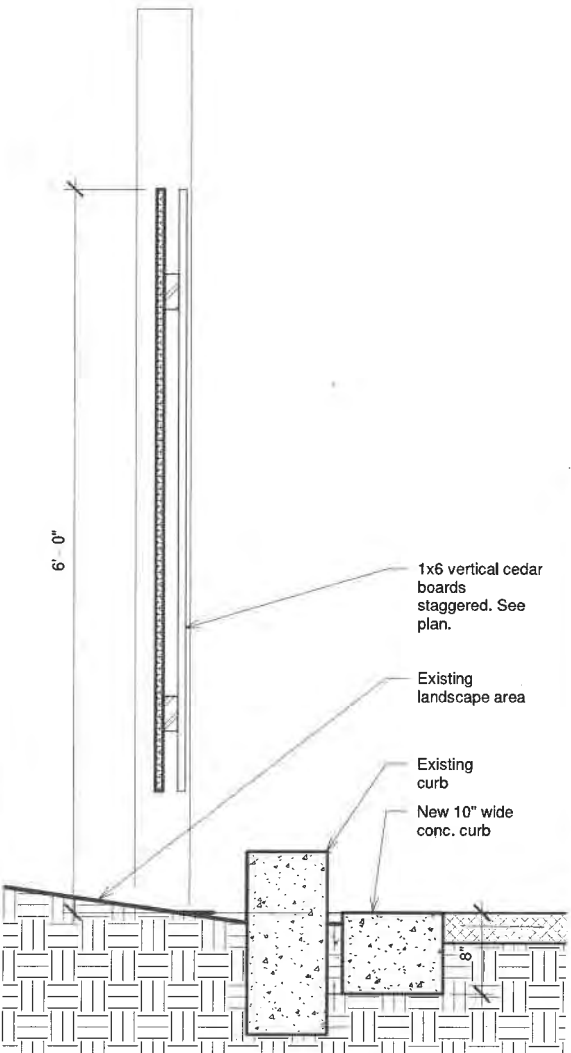
Plot date:  
2020-02-03 10:26:05 AM

Revision:



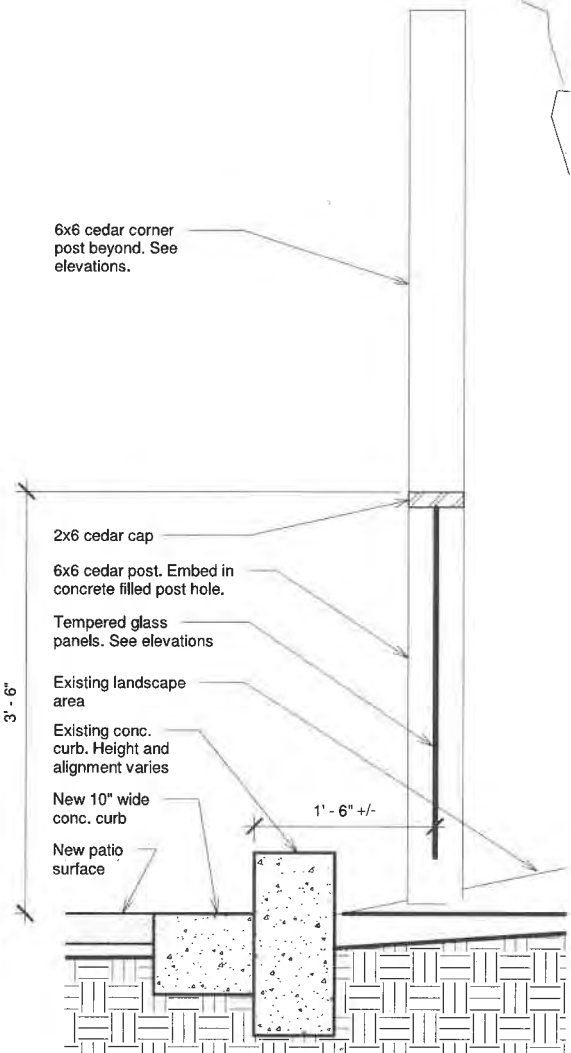
**Phillipa Atwood Architect**  
 5 Lake Road Way  
 Reston, VA 20190  
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 ppa@sehwodarchitect.com

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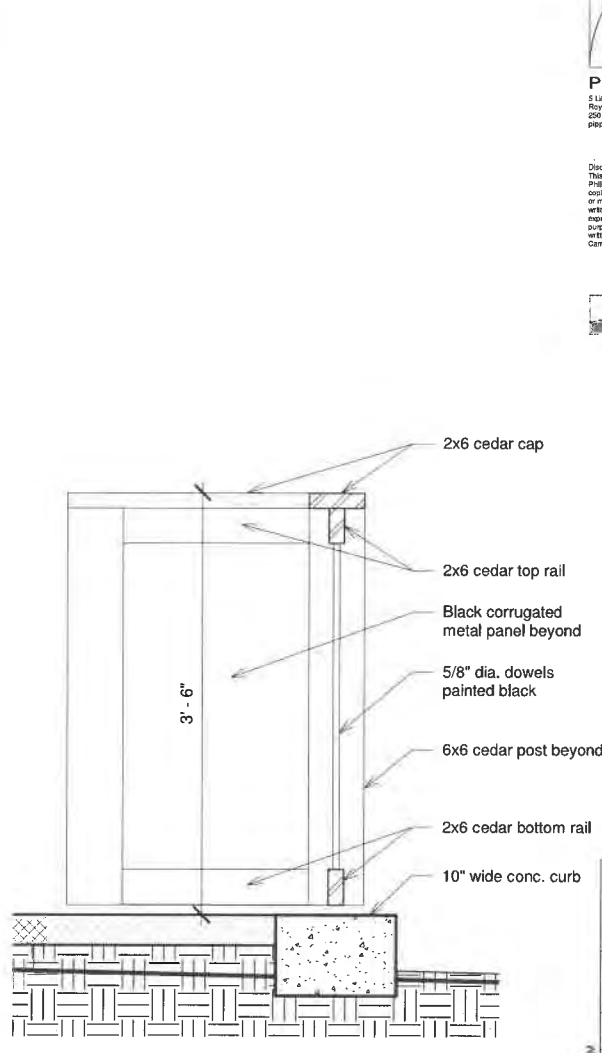


② WEST FENCE  
 1" = 1'-0"

Revision:



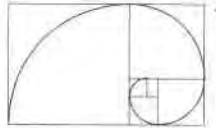
① NORTH FENCE  
 1" = 1'-0"



③ EAST FENCE  
 1" = 1'-0"

<b>LAND &amp; SEA BREWING COMPANY</b>			
<b>PATIO SECTIONS</b>			
Drawn by	Author	Scale	1" = 1'-0"
Checked by	Checker	Date	Aug 19 2018
<b>SK10</b>			
Project number	Sheet		

File date: 2020-02-03 10:28:05 AM

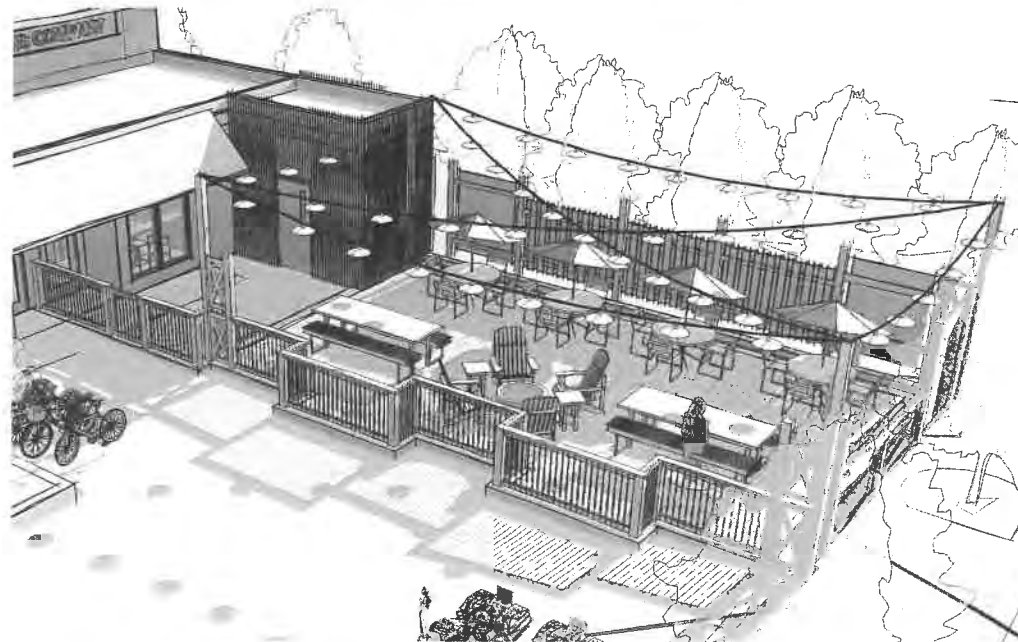
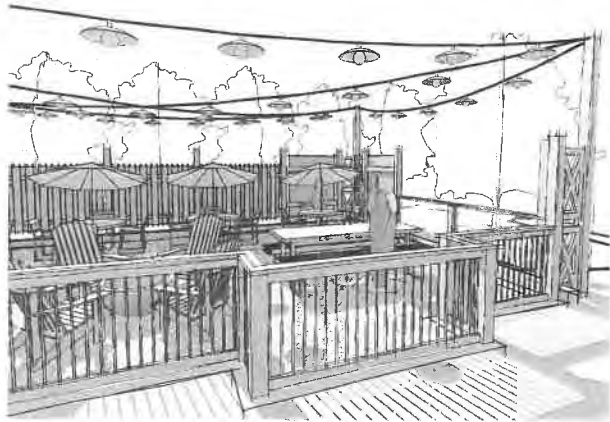


**Phillipa Atwood Architect**  
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 250 703 0433  
 ppa@pawoodarchitect.ca

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**JAMES  
 MATTHEW  
 DESIGN LTD.**



**LAND & SEA  
 BREWING  
 COMPANY**

**PATIO  
 PERSPECTIVES**

Drawn by	Author	Scale
Checked by	Checker	Date
		Aug 19 2018

**SK11**  
 Project number    Sheet

Print date: 2020-02-03 10:28:13 AM

Revision:



Liquor and Cannabis Regulation Branch  
 400-645 Tyee Road, Victoria, BC V9A 6X5  
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8  
 Phone: 1 866 209-2111 Fax: 250-952-7066

# MANUFACTURING FACILITY STRUCTURAL CHANGE APPLICATION

Liquor and Cannabis Regulation Form LCRB013

### Instructions:

Complete all applicable fields then submit with the required documentation, if applicable, and payment as outlined in Part 6 of this application form. If you have any questions about this application, call the Liquor and Cannabis Regulation Branch (LCRB) toll-free at: 1 866 209-2111.

### Licence Information

Please check if licence is currently dormant. Licence # affected:

If yes, attach a letter signed by the licensee requesting the licence to be reactivated if this application is approved.

Do you currently hold other licences at this location?  Food Primary \_\_\_\_\_ (Licence #)  
 Liquor Primary \_\_\_\_\_ (Licence #)  Licensee Retail Store 2548 (Licence #)  UBrew/UVin \_\_\_\_\_ (Licence #) or Other

Licensee name [as shown on licence]:

Establishment name [as shown on licence]:

Establishment Location address:      
(as shown on licence) Street City Province Postal Code

Business Tel with area code:  Business Fax with area code:

Business e-mail:

Business Mailing address:      
(if different from above) Street City Province Postal Code

### Contact Person

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name:  Phone number:

E-mail address:

### Type of Change Requested

Please check  appropriate box(es) below:

Sub- Job Number  
Office Use Only

Part 1	<input checked="" type="checkbox"/> New Outdoor Patio: when the licensee proposes to add a new patio. (This only applies to approved lounge or special event endorsements.)	1	Outdoor Patio (C4-LIC) _____
Part 2	<input type="checkbox"/> Structural Alterations: when the licensee proposed changes to: A: Approved lounge or special event endorsement areas	2	Structural - with capacity change (C4-LIC) _____
	B: Manufacturing facilities (includes changes to on-site store area, tasting/sampling area, manufacturing area, storage areas, etc.)		Structural - no capacity change (C4-LIC) _____

**Note:** To apply for changes to your existing picnic area, including an increase in capacity, use the Manufacturer On-Site Store and/or Picnic Area Endorsement Licence Application Form (LCRB049B).

**Part 1: Addition of a New Outdoor Patio**

C4 - LIC

Only applies to Approved Lounge or Special Event Area Endorsements

Fee: \$440 per licence = \$

The addition of a licensed outdoor patio must be approved by the Liquor Control and Licensing Branch. Floor plans must have sufficient detail to be acceptable to the branch. Please be advised that the applicant is responsible for complying with any local bylaws related to the licensed establishment patios.

Attach the following:

- Attach one 11" x 17" copy of the proposed patio floor plan (see Appendix I on page 7 for floor plan instructions). The branch requires an occupant load (patrons plus staff) for the proposed patio area(s) which must be marked/stamped and dated on the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your patio plans.

1. Provide height and composition of the patio perimeter or bounding that is designed to control patron entry/exit. (i.e., railing, fencing, planters, hedging, etc.)

Wood and picket construction with a minimum height of 42 inches.

2. Describe the location of the patio in relationship to the interior service area.

The patio is to be situated through the front entrance

3. Describe how patrons will access the patio (ie. from interior).

Patio visitors will be required to enter Land & Sea Brewing to access the patio. There is no regular outdoor access.

4. Will servers have to carry liquor through any unlicensed area to get to the patio?  No  Yes If Yes, please explain:

No.

5. Describe how staff will manage and control the patio from the interior service area.

The patio will have assigned service staff at all times, and there will be video surveillance on the patio, with monitors visible at the service area.

6. Is the patio located on: (a) grass, (b) earth, (c) gravel, (d) finished flooring, (e) cement sidewalk or (f) other (please specify below). If located on grass, earth or gravel, please make sure that you have local health authority approval.

Asphalt.

7. Will the patio have a fixed or portable liquor service bar?  Yes  No

8. If "No", will liquor be served from the interior service bar?  Yes  No

9.  Attach a photo if the patio is already built.

10. Is the manufacturing site part of the Agricultural Land Reserve (ALR)?  Yes  No

**Note:** Agricultural Land Commission (ALC) may restrict the size and capacity of a lounge and/or patio. Prior to submitting your application, verify if restrictions exist. Provide details as applicable.

**Note:** You must request a local government/First Nation resolution commenting on the application. Local government must complete and sign Part 4 of this form. For further information on local government resolutions, read Part 3.

Also complete Parts 5 and 6

**Part 2: Structural Alterations (Sections A & B)**

C3 - LIC C4 - LIC

**A. Structural Alterations to an Approved Lounge or Special Events Area Endorsement**

(This only applies to existing and approved lounge or special event areas) Fee: \$440 per endorsement = \$

**Note:** If you are adding a new patio complete Part 1. If you are expanding or making changes to an existing lounge/patio area or Special Event Area, complete this section.

Attach the following:

- Attach one 11" x 17" copy of the proposed floor plan reflecting proposed changes (see Appendix I on page 7 for floor plan instructions). The branch requires an occupant load (patrons plus staff) for the proposed area(s) which must be marked/stamped and dated on the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your plans.

1. Current total person capacity of endorsement area (as shown on the liquor licence):

2. Occupant load for all new areas, as stamped on the submitted plans:

3. Proposed capacity of Outdoor Special Event Area(s):

**Important:** If the proposed changes result in an increase to your total occupant load/person capacity, you must request a local government/First Nation resolution. Local government/First Nation must complete Part 4 of this form.

3. Describe the proposed alterations, including the general construction changes.

Is this manufacturing site part of the Agricultural Land Reserve?  Yes  No

**Note:** Agricultural Land Commission (ALC) may restrict the size and capacity of a lounge and special event area. Prior to submitting your application, verify if restrictions exist. Provide details as applicable.

Also complete Parts 5 and 6

**B. Structural Alteration to a Manufacturing Facility (winery, brewery or distillery)**

C4 - LIC

Check those applicable.

Fee: \$440 per licence

- Changes to the manufacturing facility.
- Changes to or adding new secured storage facility/building.
- Adding new tasting or sampling area(s).
- Making changes to the existing on-site store area (or point of sale).

1. Describe in full detail the proposed alterations.

Provide the following:

- Attach one 11" x 17" scaled, detailed floor plan of the manufacturing facility showing the changes proposed, manufacturing equipment, sampling area(s), retail sales area, and storage areas.
- Attach a site plan showing the location of the manufacturing buildings as well as all other buildings (i.e. storage, personal residence, garage, other businesses, agricultural crops, roadways, driveways, parking) on the manufacturing site.
- If your manufacturing facility abuts other businesses, please provide details regarding the other businesses (i.e., type of business, physical connection to your business, etc.)

**Note for distilleries only:** The Office of the Fire Commissioner (OFC) requires that a distillery owner/applicant construct and maintain their distillery in conformance with the BC Fire Code requirements for fire prevention/protection.

Also complete Parts 5 and 6

---

**Part 3: Local Government/First Nation Resolutions: Information for the Applicant**

For the following changes to an existing lounge and/or special event area(s) endorsement, a resolution from your local government or First Nation, commenting on the application is required:

- Addition of a new patio to an approved lounge and/or special event area endorsement
- Any alteration that increases the total occupant load/capacity of the lounge or interior special event endorsement areas.

Licensee responsibilities:

1. Fill out appropriate sections in this form.
2. Attach updated floor plans showing the proposed changes with an updated occupant load calculation stamped on it.
3. Request your local government/First Nation to sign and date Part 4 of this form.
4. Request that a resolution be provided within 90 days and sent directly to the Liquor and Cannabis Regulation Branch (LCRB), Victoria.
5. Send the original form, application fees, and updated floor and/or site plan to the branch.
6. The LCLB will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request. An extension may be required by local government.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. If they indicate on the form that they opt out of providing comment, submit your application to LCRB.

---

**Part 4: Local Government / First Nation (LG/FN) Confirm Receipt of Application**

If you are applying for a new patio (Part 1) or a proposed change that increases the occupant load/capacity (Part 2) then public interest factors may be affected by the structural change(s). This section is to be filled out by the LG/FN prior to submitting this application to the Branch.

Local government/First Nation (name):

Name of Official:  Title/Position:   
(last / first / middle)

Email:  Phone:

Date Received:   
(Day/Month/Year)

Signature of Official: \_\_\_\_\_

Check here if LG/FN will not be providing comment:  Yes, opting out of comment

**Note:** The LG/FN cannot provide comment for their own application.

Is this establishment on Treaty First Nation land?  Yes  No

**Instructions for Local Government/First Nation (LG/FN)**

This serves as notice that an application for a structural change to a manufacturer lounge and/or special event area endorsement is being made within your community. The Branch requests that you consider this application (application form and floor plan) and provide the Branch with a resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed Structural Change application form and floor plan to LG/FN.
- If there are any major issues (e.g. bylaws), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign above and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community in the immediate vicinity of the proposed endorsement service area(s).
- Consider these factors which must be taken into account when providing resolution/comment:
  - The location of the establishment.
  - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
  - The impact of noise on nearby residents.
  - The impact on the community if the application is approved.
  - The view of residents and a description of the method used to gather views.
  - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111.

### Part 5: Declaration

Section 57(1)(c) of the Liquor Control and Licensing Act states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: \_\_\_\_\_



Authorized Signatory of the Licensee

Name:  (last / first / middle)

Position:  (if not an individual)

Date:  (Day/Month/Year)

**Note:** An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the applicant to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCRB101) and they have specifically permitted a licensee representative to sign this form on the applicant's behalf, the branch will accept the licensee representative's signature.

**Town of Comox – Administration**

---

**Subject:** FW: Boat Moorage

**RECEIVED**

Apr. 17, 2020

**TOWN OF COMOX**

-----Original Message-----

From: Cliff [mailto:cmoors@telus.net]

Sent: April 17, 2020 8:21 AM

To: council <council@comox.ca>

Subject: Boat Moorage

LOG: 20-143	REFER:	AGENDA: RCM 06May20
FILE: 0850-20/0;	ACTION: MR	

Good Day Mayor and Council Members,

I want to voice my displeasure in the decision to up moorage rates during these times. Use of the boat slip is going to be far less because of COVID. DFO has announced no fishing with anyone other than people from your household. As you are probably aware I have a fishing charter business which has been hit hard because of Covid. Tourism will be hit hard in our area.

With the addition of the food trucks to the marina and the kids water park the foot traffic has increased dramatically. I'm sure these have put extra demands on the Town for cleaning the washrooms and general up keep. I don't think these extra expenses should be put on boats parked at the marina.

Not sure why rates were increased, but I strongly feel it shouldn't be placed on boaters. Especially when financially getting hit hard this season and not having the normal access we would have. My boats in my driveway still and worried if I don't get moorage I'll lose my slip that I waited 5 years to get.

Thanks for any consideration,

Cliff Moors  
CCCharters  
250-650-0684

Sent from my iPhone

**Town of Comox – Administration**

---

**Subject:** FW: Child Find BC Proclamation May is National Missing Children's month

**From:** Child Find BC [<mailto:childvicbc@shaw.ca>]

**Sent:** April 23, 2020 12:05 PM

**To:** Child Find BC <[childvicbc@shaw.ca](mailto:childvicbc@shaw.ca)>

**Subject:** Child Find BC Proclamation May is National Missing Children's month

LOG: 20-153	REFER:	AGENDA: RCM 06May20
FILE: 0630-20	ACTION: MR	

**RECEIVED**

Apr. 23, 2020

**TOWN OF COMOX**

**Attention Municipal clerks and/or others receiving this email request:**

Please find attached a proclamation request for your councils review and consideration.

**It would be greatly appreciated if you would note the following information.**

- If after consideration your council issues a proclamation these proclamations can be mailed directly to our offices.
- Councils who wish to e mail proclamations may do so
- We are aware that a few councils have taken a policy position not to make any proclamations. If that is your case we do not need to be advised of that position--can you please simply make your council members aware of this initiative.
- Many thanks

**Steve Orcherton**  
**Executive Director**  
**Child Find BC**  
 208-2722 Fifth Street  
 Victoria, BC V8T 4B2

Phone: 1.250.382.7311  
 Toll Free: 1.888.689.3463  
 Fax: 1.250.382.0227

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Serving British Columbia Since 1984  
Provincial Toll Free: 1.888.689.3463 [www.childfindbc.com](http://www.childfindbc.com)

April 23, 2020

Dear Mayor and Councilors,

**Re: Proclamation for National Missing Children’s Month and Missing Children’s Day**

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children’s Month and May 25<sup>th</sup> as missing Children’s Day.

Child Find BC provides “ALL ABOUT ME” ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

Most recent reporting from the RCMP show that over 6,800 cases of missing children were reported in British Columbia and over 40,000 cases in Canada. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.

Yours truly,

Crystal Dunahee President, Child Find BC

**Victoria Office**  
2722 Fifth Street, 208  
Victoria, BC V8T 4B2  
(250) 382-7311  
Fax (250) 382-0227  
Email:  
[childvicbc@shaw.ca](mailto:childvicbc@shaw.ca)

*“A charitable non-profit organization working with searching families and law enforcement to reduce the incidence of missing and exploited children.”*

*A Missing Child is  
Everyone's  
Responsibility*



**If you or your organization would like to host an “All About Me” ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.**

Your Letterhead here

**National Missing Children’s Month and Missing Children’s Day**

**WHEREAS** Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; **AND**

**WHEREAS** The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; **AND**

**WHEREAS** Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; **AND**

**WHEREAS** Child Find’s annual Green Ribbon of Hope Campaign will be held in the month of May and May 25<sup>th</sup> is National Missing Children’s Day; **AND**

**THEREFORE BE IT RESOLVED THAT**

I, (Mayors Name) of the (city, town, municipality), do hereby proclaim May as Child Find’s Green Ribbon of Hope month and May 25<sup>th</sup> as National Missing Children’s day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

\_\_\_\_\_ Mayor

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of May, 2020

**Town of Comox – Administration**

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**Subject:** FW: Affordable Housing Project

**RECEIVED**

Apr. 28, 2020

**From:** Daniel Franklin <[affordablehousingprojectcanada@gmail.com](mailto:affordablehousingprojectcanada@gmail.com)>

**Sent:** April 28, 2020 3:03 PM

**To:** council <[council@comox.ca](mailto:council@comox.ca)>

**Subject:** Affordable Housing Project

**TOWN OF COMOX**

LOG: 20-201	REFER:	AGENDA: RCM 06May20
FILE: 5040-20	ACTION: MR	

Dear Municipal Councillors:

Thank you for taking the time to read this letter. There are 3,573 municipalities across Canada. I, along with a group of business owners and individuals, are looking for municipalities across Canada that want to participate in the next housing revolution. We only need a small number of those municipalities, even just one, to get the ball rolling. Now using the word “revolution” may seem like hyperbole, but I do not believe it is. Tiny homes, 3D printed homes, off-site prebuilt/prefab, and many other new building methods are being adopted by communities around the world. Being one of the first municipalities to jump on board will give your city or town multiple competitive advantages. There is a massive pent up demand for locations that will allow for dwellings such as tiny homes. The first municipality/s that move to allow alternative dwellings will be able to attract new citizens and businesses.

This is not for communities that want to limit their population, or who do not want affordable housing solutions available in their community.

Here are some of the policies that we are looking for:

1. Prioritizing home ownership.
2. Moving away from the commoditization of real estate.
3. Regulating any short term rentals (Airbnb, VRBO, etc) that compromise housing affordability in your community. Not all short term rentals compromise housing affordability.
4. Eliminating minimum building size. Allowing for smaller homes or tiny homes on smaller lots.
5. Allowing for alternative housing types. Container homes, tiny homes, 3D printed homes, as well as affordable fee simple row housing.

6. Finding ways to open up new affordable land and lots for building. Making subdivision of existing lots easier.
7. Reducing the barriers to building new. Barriers being inspections, municipal fees, specific zoning requirements, and general red tape.

Goals:

1. To find communities where affordable housing is a priority. If a municipality were to follow some, or all of the above recommendations, they would be well on their way to creating housing affordability.
2. To create a showcase of affordable buildings. One idea is to create a demonstration “village” of different housing builds from different companies.
3. To find communities suitable for online workers. Telecommuters, digital nomads, distance workers, etc. More and more people only need a solid internet connection to do their job. This means that they can work from almost anywhere, and are often looking for locations with a low cost of living.

Thank you for reading this letter. If your municipal council has an interest in any one of these policies and goals, please feel free to contact me for more detailed information. If you have already embarked on one or more of these initiatives, I would be grateful to hear about your efforts in this regard. Are there any reasons why you believe that your municipality wouldn't be able to implement any of these policies? Please let me know what they are.

Sincerely,

Daniel Franklin

Affordable Housing Advocate

Affordable Housing Project

Visit [FORMAFIST.COM](https://www.formafist.com) for more information.

[affordablehousingprojectcanada@gmail.com](mailto:affordablehousingprojectcanada@gmail.com)

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